PINE FOREST EDUCATION ASSOCIATION, INC.

PINE FOREST CHARTER SCHOOL

2257 E. Cedar Avenue, Flagstaff, AZ 86004

**NOTICE OF PUBLIC MEETING**

3:30 p.m. Monday, March 28, 2022

Virtual Meeting

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Pursuant to Arizona revised Statutes (A.R.S. 38-431.02), notice is hereby given to the members of the Pine Forest Education Association, Inc., Pine Forest Charter School Governing Board, and to the general public, that the Directors and Governing Board will hold a public meeting, open to the public as specified below in the designated board meeting room at Pine Forest Charter School, Flagstaff, AZ. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specific time.

Pursuant to A.R.S. 38-431.03.A.2, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda, for protection of confidentiality of parties or to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Kelly Smith at 928-779-9880. Requests should be made as early as possible to allow time to arrange accommodation.

DATED AND POSTED this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_2022.

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cindy Roe, Executive Director

PINE FOREST EDUCATION ASSOCIATION, INC.   
PINE FOREST CHARTER SCHOOL  
2257 E. Cedar Avenue, Flagstaff, AZ 86004

March 28, 2022 3:30 pm

Virtual Meeting

**Governing Board General Meeting Minutes Draft**

1. WELCOME – Call to order at 3:34 pm

**Verse: The Social Ethic** - *The healthy social life is found when in the mirror of each human soul the whole community finds its reflection; and when in the community the virtue of each one is living.*

**Mission:** *Pine Forest School provides an education of the whole child and is dedicated to helping individuals achieve their full intellectual, emotional, and physical potential in a sustainable and beautiful environment which reinforces integrity, understanding, respect, and trust. Guided by the Core Principles of Public Waldorf Education, we prepare our children to walk into the future with confidence and the necessary tools to create a better world.*

* 1. Roll Call (X-present, A-absent): Ellen Ryan X Dave Eckert X Johanna Payton X

Alex Carpenter X Ex Officio: Cindy Roe X Kelly Smith X

1. APPROVAL OF AGENDA: Motion to approve the agenda by Alex Carpenter, 2nd by Dave Eckert. Unanimously approved.
2. APPROVAL OF MINUTES:
3. February 28, 2022 Governing Board General Meeting – Motion to approve the February 28, 2022 Governing Board General Meeting minutes by Dave Eckert, 2nd by Johanna Payton. Unanimously approved.
4. REVIEW FINANCIALS: Cindy Roe sent the January and February bank statements and payroll registers to board members for review online.
   1. Review payroll register –
   2. Review bank statements –
   3. Review financial reports – Grant money will come in after funds are expended. Before/After Care funds still need to be collected. Additional tax credit funds are coming in and could double what appears now in the financials. The 3110/Prop 123 funds were not placed in the correct line in the budget, and this will be corrected.
5. CALL TO THE PUBLIC (This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. 38-431.01.G., action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)

NA

1. REPORTS

Faculty: Dave Eckert

* Meetings – One meeting was devoted to designing programs to apply for the Donor’s Choose $1000 grants. The mandate group to work on understanding the salary schedule is established. Another meeting focused on the book, Partnerships of Hope, Chapter 6, Transformation. A Norwegian study explored three tenants: 1) Passion for Waldorf, 2) Community Outreach and how festivals engage, 3) Excellence in Teaching.
* Professional development – The process to replace Dave Eckert as Faculty representative to the Board is being reviewed as he is retiring at the end of this school year.
* Class events/Field trips – Plays will be presented soon. Field trips are being planned. In April, the 8th grade will travel to Catalina Island. In May, the Medieval Games will occur. The Pentathalon is scheduled.
* Community service –

Director of Education: Kelly Smith

* FTE and enrollment – Current enrollment is 128 students. Twelve tours have taken place. Eleven of those resulted in enrollment of 30 new students. 23 of those will be in K. 5 classes have turned in complete enrollment. 175 is the enrollment for the fall.
* Academic performance – AZ Science testing is complete for the 5th grade. The 8th grade needs to have 2 more students complete testing. All students are registered in the computer and ready for testing for the The AZ Academic Assessment.
* Personnel – Interviews are starting for a new Special Education Teacher/Director.
* School safety – Practices put in place due to the pandemic are continuing.

Executive Director: Cindy Roe –

* Funding – Enrollment - 175 students for the fall. The budget will be based on 170, and a draft will be ready by the end of April. ACWE is presenting a series of Zoom informational meetings on various Waldorf topics. One topic is how to retain middle school students. The idea of sharing mentors was explored.
* Financial report – Budget/Finances - $3000 was spent on the vans to make them safe and ready for field trips. State/County/Federal – The Corrective action Plan is complete and was accepted. All ESSER funds have been approved.
* Building/property – Inspections – All of the issues from the last fire inspection are being addressed.
* Staffing –
* Legal/Audit – The first audit round begins June 20 – 22 and continues in October. The attorney was contacted regarding a law about all class parents being contacted if there is a threatening incident in the class by one student.
* Fundraising – Tax Credit money is healthy this year. The 8th grade was successful in raising most of the funds for their field trip.

Pine Forest Foundation: Alex Carpenter

* School grants/loans – Johanna Payton and Stephanie Miller were observed by Gridalis staff as part of their Waldorf Training program. Levi Miller will be observed next week.
* Events –

E. Committees:

* Marketing – Ads will start on KNAU May 2 and May 5. Open Houses will occur April 2 and May 14.
* Evaluation – Ellen Ryan will send out the initial evaluation paperwork this week.

1. ACTION ITEMS – Discuss and possible action (The Board may elect to convene an Executive Session for protection of confidentiality of parties. No formal action can take place at this time. Any further consideration of the topic will be placed as an agenda item for a future Board meeting. At the conclusion of the Executive Session, the Board will adjourn the executive session with no action being taken.)

* 1. Tax Credit Use for Catalina Island Marine Institute – the 8th grade has had a successful fundraising year and will be able to provide funding for most of the program. Motion to approve Tax Credit use by Ellen Ryan, 2nd by Johanna Payton. Unanimously approved.
  2. FY23 Class and Specialty Teacher Contracts:  First Grade- Stephanie Miller, Second Grade- April Cheema, Third Grade- Johanna Payton, Fourth Grade-Bernadette Whistler, Fifth Grade- Breck Creech, Sixth Grade-Jeff Holmes, Seventh Grade-Jenny Cummiskey, Eighth Grade-Levi Miller, Kindergarten-Kate Mareck-Specialty Teacher Contracts: Movement Education and Woodwork- Marc Largie, Handwork-Patti Laird-Martin, Student Services-Title I-Shing Arguette. Motion to approve the contracts as stated above by Dave Eckert, 2nd by Alex Carpenter. Unanimously approved.

1. PERSONNEL (The Board may vote to convene in Executive Session) – NA
2. OLD BUSINESS –
3. NEW BUSINESS –
4. ADJOURN (Next Regular Board Meeting April 18, 2022 at 3:30 pm – note the move to the third Monday of the week.) Motion to adjourn by Alex Carpenter. Meeting was adjourned a 4:20 pm.

Submitted by Ellen Ryan, Acting Secretary, on March 29, 2022.

*Agendas and Minutes are available on the PFS website.*