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, August 23, 2021

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 \_\_\_\_\_\_\_\_\_\_\_\_2021.

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

Cindy Roe, Executive Director

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

August 23, 2021 3:30 pm

Virtual Meeting

**Governing Board General Meeting Minutes Draft**

1. WELCOME – Call to order at 3:37 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 Guest/Faculty: Faculty - Bernadette Whistler, and Parents - Blue Russ, Chris Young, Nicole and Marisa.

1. APPROVAL OF AGENDA: Motion to approve the agenda with the changes to move Items V, Call to the Public and VII, Action Items to just after Item III by Dave Eckert, 2nd by Johanna Payton. Unanimously approved.
2. APPROVAL OF MINUTES:
3. July 13, 2021 Governing Board Special Meeting – Motion to approve the Governing Board Special Meeting minutes of July 13, 2021 by Dave Eckert, 2nd by Johanna Payton. Unanimously approved.
4. REVIEW FINANCIALS:
   1. Review payroll register
   2. Review bank statements
   3. Review financial reports

Cindy Roe will distribute the above reports for review by board members by the end of the week. Board will sign electronically that they have reviewed the documents.

1. 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.)

Participants commented on Item VII B. Pandemic Mitigation Resolution. Parent Blue Russ was in favor of passing the resolution. Bernadette Whistler, PFS faculty, was not in favor of passing the resolution. Parents Chris Young, Nicole and Marisa recommended not passing the resolution.

1. REPORTS
   1. Faculty: Dave Eckert

* Meetings – Parent meetings will occur this week. Faculty looked at the structure of the faculty meetings for 2021/22.
* Professional development – Faculty participated in professional development dealing with sensitivity to situations of trauma in students. The first week of classes allowed the benefits of the training to be realized. Kelly reported that faculty also participated in training in the new to PFS Singapore Math curriculum for K – 8.
* Class events/Field trips - NA
* Community service – NA
  1. Director of Education: Kelly Smith
* FTE and enrollment – 193 students are enrolled. An additional Kindergarten class and classroom were prepared for the school year, based on demand. FTE is 178.5.
* Academic performance – The in-house benchmark assessments, Galileo and DIBELS are both being prepared for roll out.
* Personnel – A new Kindergarten teacher was hired.
* School safety – Ongoing.
  1. Executive Director: Cindy Roe
* Funding – The projected number in August for funding was 174.5 students and a budget was developed based on 185 students. Numbers have increased so additional funding will occur. Unexpected expenditures were $600 for flood mitigation scraping of the parking lot. Additionally, gutters were installed on the NW corner of the building. No interior flooding occurred. Additional IDEA and ESER funds will come in in October. If classes need to go into quarantine due to the virus spreading, the school can still qualify as operating remotely.
* Financial report – reports will be sent electronically by the end of the week. Fundraising – The AZ Community Foundation funds provided $2750 for faculty Waldorf training. Other fundraising efforts may be on hold since they would have been group gatherings. The ASBCS Compliance Statement of Assurance will be submitted by October 1 and includes over twenty items to be verified. Cindy Roe will send out the document to the board to review.
* Building/property – Gutters were installed. Terra Birds will continue with their plan for the grounds, extending work to the southeast toward 4th Street. The Flagstaff Fire Department signed off on the gate and fence installation.
* Staffing – The part time sanitation position will continue to keep the school clean/safe.
* Audit – Additional reporting of revenue and expenditures for Covid related items will be submitted to the Auditor General. A second audit with the accountant occurs in October.
  1. Pine Forest Foundation: Alex Carpenter
* School grants/loans – $5000 was received from the Flagstaff Community Foundation for the breakfast program. The PTG held its first meeting. Planning for winter fundraising is difficult as most events would have occurred indoors, which is difficult now due to the pandemic. The PFF is meeting with grant writers this week to determine if the service is feasible and would bring in additional funds for PFS.
* Events – NA

E. Committees:

* Marketing – No group functions are occurring.
* Strategic plan – Waldorf teacher trainings occurred this summer. The faculty is continuing with Indigenous Wisdom training and integration.
* Evaluation – Ellen Ryan sent the 2021/2022 documents to administrators to begin the fall evaluation process. A committee will then meet with the administrators to set goals.

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. Approve Teacher Contract - Meg Adakai – Motion to approve the contract for a part time Kindergarten position with Meg Adakai by Ellen Ryan, 2nd by Johanna Payton. Unanimously approved.
  2. Pine Forest Pandemic Mitigation Resolution – Motion to pass the Pine Forest Pandemic Resolution and have it added to the 2021/2022 Pandemic Mitigation Plan by Dave Eckert, 2nd by Alex Carpenter. Unanimously approved. Cindy Roe, Dave Eckert and Johanna Payton spoke about the resolution coming out of faculty requests and an overwhelming support of the resolution as numbers of COVID-19 cases rise locally, the need to keep faculty and students and families safe, keep classes and the school open, to keep the virus from spreading further, and to be able to be proactive during the window of opportunity until September 29, the date the mask mandate may become State law. Cindy Roe read the resolution.

1. PERSONNEL (The Board may vote to convene in Executive Session) – Aides have been hired. The sanitation position continues for this school year.
2. OLD BUSINESS - NA
3. NEW BUSINESS - Review 2021/2022 Pandemic Mitigation Plan. Cindy Roe described a few differences in the plan from 2020/2021. She reported that the school is receiving many calls from parents with health concerns and thoughtful questions. All seems to be going well, but the physical distancing requirement is not being met as thoroughly as it could be met. Cindy Roe addressed the need for faculty to be made aware of the Pandemic Mitigation Resolution as it goes into effect tomorrow, August 24.
4. ADJOURN (Next Regular Board Meeting September 27, 2021 at 3:30 pm.) Motion to adjourn by Dave Eckert. Meeting was adjourned at 4:40 pm.

Submitted by Ellen Ryan, Acting Secretary, on August 24, 2021.

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