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, May 13, 2024

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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 _____2024 at _____. Time: _____

By_____

Cindy Roe, Executive Director

Governing Board General Meeting Minutes

I. WELCOME – Call to order at 3:38 pm.

A. 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.*

B. 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.

C. Roll Call (X-present, A-absent): Ellen Ryan **X** Johanna Payton **X** Alex Carpenter **X**

Kate Mareck **X** Becca Dickerson **X** Ex Officio: Cindy Roe **X** Kelly Smith X Guest/Faculty:__

II. APPROVAL OF AGENDA: Ellen Ryan moves to approve agenda for May 13, 2024. Second by Becca Dickerson - Unanimous

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: Motion to approve minutes of April 22, 2024 meeting by Johanna Payton, Second by Becca Dickerson - Unanimous.

IV. 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.)

V. REPORTS

A. Faculty:

1. Meetings There have been 3 faculty meetings since the last board meeting: March 27, April 3, 10 & 17, 2024.

Topics:

Classroom movement and needs and set up for summer
New shelves and cabinet
Carpet cleaning Memorial Day weekend
Faculty work days end of school year
Tuesday - Friday PD Days
Assessments: Galileo EOY DIBELS EOY, KEA
May Day debriefing
End of year celebration (a.k.a Closing Ceremonies) for Thursday May 23
Faculty party after school gets out (Jenny's new house/potluck?)
Enrollment Fair
Community Celebration @ PFS for April Cheema 2:00pm-4:00pm, May 18th
Faculty Celebration for April Cheema at Salsa Brava at 4:30pm, May 18th
EOY Reports and report cards
Reports are due by 12:00 on June 7.
Meetings w Kelly to meet about goals
Fire Marshal inspections - Curtains must be dipped in fire retardant and labeled as such.

2. Class events/Field trips
   a. Field trips
      4th grade zoo
      6th Grade - May 16 field trip
      5th Grade - Pentathlon May 9-10
   b. Events
      Rainbow Bridge is Friday May 24 at 9:00.
      The Rose Ceremony is on Wednesday May 22.
      6th Grade play at 9:00 a.m. and 1:30 p.m. on May 2
      String Concert May 20.
   c. Fundraisers
      Pizza Friday might end by next week.
      No update on Sweatshirts.

3. Community service
   Continuing to work with Terra Birds

B. Director of Education:

1. FTE and enrollment:

a. Current enrollment at 226
b. For 24-25 school year, 222

2. Academic performance
   a. Galileo assessment extended to get every absent student tested
   b. DIBELS complete
   c. AZELLA - 2 students tested out! Proficient in all areas
3. Personnel
   a. Still interviewing music teachers
   b. Cheema retirement party Saturday 5-18
   c. Considering hiring more assistants for support growing class sizes
4. School safety
   School Safety measures continue as shown in previous reports.

C. Executive Director:

1. Funding/Enrollment

   September ADM 202.37
   October ADM 209.57
   November ADM 208.83
   December ADM 208.33
   January ADM 208.39– 100th day January 29- funding becomes fixed
   February ADM 208.131
   March ADM 208.40
   April ADM 208.61
   May ADM not yet posted

2. Financial report

   FY25 budget on 210 for proposed

3. Building/Property/Operations

   a. Inspections

      (1) Coconino County

         Kitchen: Caulking behind sinks; better seal on walkin doors

      (2) State Fire Marshal

      (3) Integrated Sound completed new board, passable, but still and issue

   b. Site

      (1) Playground quote with install
         $45,612.96 -
         Mid-July installation 7/19

      (2) Exterior - Fascia, Sign, Gutters

      - Parent (B.H.) owns a roofing company, will purchase manipulated corrugated and trim at cost install at labor rates. Is asking PFS to arrange a demo

      (3)Parking lot

- Quote from Road Tech 119,400.00- parent parking lot only- with ground sidewalk along fence to support water runoff and additional $27,654. Still waiting for Copper State this week.

(4) Exterior Signs

- Signarama consultation view proposals

(5) Ladders for safety escape- must outfit for very wide sills over 11 Inches

(6) Bus stop on 4th at teacher parking lot likely closing.

4. Staffing

5. Legal/Audit

John Todd CPA - Jennifer Tewhill - Begins June 17 & 18 onsite - return in October for final

6. Fundraising/Marketing

a. Applied and received grant from Geo Foundation for fascia $25,000. Designated to fascia

b. Facility Use

(1) Camp - Flagstaff Exploration Community - 24 possible 4-12
(2) Sambatique continues
(3)Young Jammers
(4) Kitchen working with Current Family Business Small Batch-
(5) Flagstaff Mountain Town Market PFS parking lot - July - October
(6) Gardeners Market - May - June
(7) Enrollment Events
Enrollment Fair - Kindergarten and Preschool -May 4 & 18
Flyers
Banners for event
May 4 response -1 Pre-K one KG
(8) Chamber of Commerce - 'Places Map' Ad

7. City/State/County/Federal

a. Federal - Final FY24 ESSER Report – over all the years-
430,823.35 - ESSER III
220,067.73 - ESSER II
50,000.00 - ESSER I

b. SRSA
Counseling supplemental to expenses

D. Pine Forest Foundation: No Report

1. School grants/loans

2. Events

E. Committees:

VI. 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.

A. Approve the slate for 2024/2025 Board of Directors and elect officers - Alex Carpenter, Johanna Payton, Becca Dickerson, Kate Mareck, and Ellen Ryan with Cindy Roe and Kelly Smith Jecmen as Ex Officio.

Tabled until June meeting

VII. PERSONNEL (The Board may vote to convene in Executive Session)

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. DISCUSSION

XI. ADJOURN

Motion to adjourn by Becca Dickerson- second by Alex Carpenter – Unanimous

(Next Regular Board Meeting -June 24, 2024 at 3:30 pm)

Submitted by Kate Mareck, Secretary, May 15, 2024

Agendas and Minutes are available on the PFS website.