PINE FOREST EDUCATION ASSOCIATION, INC.
PINE FOREST CHARTER SCHOOL

2257 E. Cedar Avenue, Flagstaff, AZ 86004

NOTICE OF PUBLIC MEETING

3:30 p.m.

Tuesday, August 27, 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 _____.

By_____

Cindy Roe, Executive Director

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Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at

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 **A,** Ex Officio: Cindy Roe **X,** Kelly Smith **X,** Guest/Faculty: Sunny Savage; Deborah Etherton; Jesse Finney; Katharina Whittington

II. APPROVAL OF AGENDA: Motion to approve agenda by Johanna Payton; second by Ellen Ryan. Unanimously approved

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: June 24, 2024, motion to approve by Johanna Payton; second by Kate Mareck. Unanimously approved.

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. Current Focus

a. Committees were redefined so that we can work toward our focus of community Engagement, Festivals and Pedagogical Determination.

Committees:

1. Community
   Purpose: To intentionally create and foster a community of students, families and staff through healthy school related activities and events as well as increasing outreach beyond the PF family and serving as a hub within the greater Flagstaff Community.

2. Pedagogical Guidance
   Purpose: Pedagogical and Core Principles (Public Waldorf Education) guidance, purview, and evaluation for the school. Coordinating with and supporting committees in pedagogical decisions for the overall health of the school community.

3. Festivals
   Purpose: To expedite the planning and organization of festivals while maintaining reverence and wonder. To keep the needs and abilities of the current school culture in mind while also incorporating parent engagement.

b. We have also been doing School Biography Work , being led by Cindy Roe.

2. Class Activities/Events/Field trips

   a. Third Grade will be going to the county Fair next Friday.

   b. Rose Ceremony held on Friday, August 23.

   c. Back To School Night is Wednesday, August 28, at 6 pm.

   d. Grandparents' Day is Wednesday, September 11.

3. Parent Involvement & Engagement

   See above Events.

4. Core Principles of Public Waldorf Education

B. Director of Education:

1. Enrollment is at 219. Two preschool tours are scheduled for August 28.

2. Academic performance

   a. Title I Intervention -Parent Meeting/Letters to families sent out/Phone Calls to families - Intervention started this past week
   b. English Learners - Individual communication with families for EL supports. Teachers have received EL Student Placement reports to begin supporting in class.
   c. Move on When Reading
      State LIteracy Plan along with Student Assessment results for K-3 in ELA
   d. Benchmark assessments
      Galileo
      Kindergarten Entry Assessment
      DIBELS
   e. Special Education Audit
      Year 4 Self-Audit
      Changed procedure - now over the course of the year with timeline deadlines about every two weeks.
      ESS Policy and Procedure Manual Revision
      Substitute support to cover Sunny's position while completing audit ($3000.00 grant offered by the state to cover the cost of sub)

Second Grade Paraprofessional
Total Count at 29 with one student in the IEP process and 14 students

f. Teacher Goal Setting Worksheet
SMART Goals (Specific, Measurable, Achievable, Relevant, and Time-Bound)
   - ELA
   - Math
   - Special Education
   - ELL

g. Teacher Self Reflection
Strengths and areas for growth in preparation and Professional respo

3. Professional Development
   a. Teachers continue to work on state mandated LETRS training. This September is the last two classes for teachers to complete training. The K-5 Literacy Endorsement requires literacy teachers in grades K-5 to participate in additional training in reading instruction and intervention and a passing score on the Foundations of Reading Assessment by Pearson.
   b. Restorative Training - Sunny, Christi and Kelly
   c. Wellness Wheel - County offering - Sunny Kelly and Christi

3. Personnel
   a. **Music teacher** resigned last week. There is an active job posting on indeed at this time. Interviewed one applicant Last week.
   b. **Title I Intervention part time teacher** has been difficult to hire over the last few months Interview set up for Tuesday, September 3rd
   c. 2nd Grade ESS Paraprofessional
   d. Substitute Teachers

4. Student Well-Being
   a. **Wellness Wheel**
   Learn how to develop resilience-centered schools that promote healing and higher levels of wellness and learning.
   Discover and grow the three components of the school wellness wheel: (1) mastery-based learning, (2) trauma-responsive schooling, and (3) culturally responsive teaching.
   Acquire research-based practices to foster a culture of mastery and ownership and build positive teacher-student relationships.
   Understand the effects of trauma and adverse childhood experiences on students' cognitive, social, and emotional growth.
   Study how an educator's self-regulation is related to students' self-regulation.
   b. **Restorative Practice**
   Restorative practices are used in schools to foster an equitable and positive school culture. Restorative practices focus on strengthening relationships and connections between individuals, both youth and adults, in a school community.
   c. **Everybody Matters**
   On campus Tuesday and Wednesday for first half of year. PFS scholarship for the year.
   d. **NAU Practicum**
   Students working in four class teachers. NAU students will be assigned to teachers next week.
   e. **NAU Educational Psychology Practicum Students** (2) working with School Counselor Christi.
   f. **Girls on the Run -** 10 Participants signed up as of now.

5. Core Principles of Public Waldorf Education

Teacher workdays - Review the Seven core Principles - informed teachers that the focus for this year is to work on two if not three core principles in our professional development tying into the

school's biography. Created new committees with the focus on supporting the principles.

C. Executive Director:

1. Funding/Enrollment,
   August 221
2. Financial report
   FY25 budget on 212
3. Building/Property/Operations/School Safety
   a. Student Records Archived 2014 - 2017 to hard drive access - 1995-2013 unavailable
   b. Aftercare enrollment up.
   c. **Facility Use –**
      Camp - Flagstaff Exploration Community - happening - $500 income
      Small Batch - Up and Going- no income for school yet-
      Flagstaff Mountain Town Market PFS parking lot - July - October –
   d. Inspections - Coming Soon for FY25
      County for facilities- playground, County for kitchen
      DHS
      State Fire Marshal
   e. Site
      1. Reclaimed water - Pipe pressure valve - $2808.
      2. Playground install
         $43,653.00 -
         Project went smoothly some issues
      3. Exterior - Fascia, Gutters
         Custom Roofing Install $23,500- offset Geo Family Foundation restricted donation $25,000.
         Materials donation - $56,000.
      4. Parking lot
      Copper State - $234,500.00
         Fairly successful - see email letter change to Copper State in drive
      5. Exterior Signs
         Signarama -
         City has approved the permit'
         Electrician (ours) to see if we can access soffit for electricity to channel letters
      6. Ladders for safety escape -
         Goal not met, complex structural concerns, placement and securing to interior walls
         23 foot ladders
      7. Upgrade Internet - Erate (Fed. Gov.) $4500, Erate pays 50%

4. Staffing

   Job Description for Deborah Etherton

5. Legal/Audit
   a. Completion end of September

6. Fundraising/Marketing
   a. Beautification Campaign
   b. Enrollment Fairs - Kindergarten and Preschool
   c. Chamber of Commerce - 'Places Map' Anyone see it yet

7. City/State/County/Federal
   a. Gifted Education Cycle - PFS not obligated

8. Core Principles of Public Waldorf Education
   Introduction or Review
   See Core Principles PDF in the Board Drive - PFS Board should become familiar with Principles

9. Progress & Development

D. Committees:

VI. ACTION ITEMS: Discuss and possible action (The Board may elect to convene an Executive Session for protection of confidentiality purpose. No formal action is lawful during executive session. All action must occur in public session. At the conclusion of the Executive Session, the Board will adjourn the executive session and reconvene in public.)

A. Board Member Seat- Recommendation by Nominating Committee: Jesse Finney
   Alex Carpenter moves to approve the nomination of Jesse Finney to the Board; second by Ellen Ryan. Unanimously approved.

B. Approve Jenny Cummiskey as Faculty Representative to the Board
   Johanna Payton moves to approve Jenny Cummiskey to the Board; second by Alex Carpenter. Unanimously approved.

C. Title IX Policy (2024) - Legislative changes
   Motion to approve new Title IX revision policy by Ellen Ryan; Second by Alex Carpenter. Unanimously approved.

D. Special Education Policy and Procedure - Revision
   Motion to approve revisions to the Special Education Policy and Procedure document by Kate Mareck; second by Ellen Ryan. Unanimously approved.

E. Approve Tax-Credit Funds for San Juan Field Trip- 6th Grade
   Motion to approve tax credit funds for 6th grade trip by Ellen Ryan; second by Alex Carpenter. Unanimously approved.

F. Approve FY25 -Classroom Site-Fund -Teacher Performance Criteria
   Motion to approve FY 25 Classroom Site Fund -Teacher Performance Criteria by Ellen Ryan; second by Alex Carpenter. Unanimously approved.

G. Approve Purchase Costume Storage Shed - Proposal
   Motion to approve purchase of costume storage shed by Alex Carpenter; second by Kate Mareck. Unanimously approved.

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

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. DISCUSSION

XI. ADJOURN (Next Regular Board Meeting September 24 , 2024 at 3:30 pm.)
   Motion to adjourn at 4:59 pm, by Kate Mareck; Second by Johanna Payton.
   Unanimously approved.

Submitted by Kate Mareck, Secretary, on August 27, 2024

Agendas and Minutes are available on the PFS website.