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, October 28, 2025

Doors Open at 3:25

Virtual Platform opens at 3:25 - Request Link at Front Desk

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

DATED AND POSTED this _____day of _____2025 at _____.

By_____ Cindy Roe, Executive Director

Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at 3:32

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): Alex Carpenter **X** Jesse Finney **X** Jenny Cummiskey **X** Kate Mareck **X** Becca Dickerson **X** Ex Officio: Cindy Roe **X** Kelly Jecmen **X** Guest/Faculty: Christi McMurray **X** Levi Miller **X**

II. APPROVAL OF AGENDA:

Motion to approve agenda of 10/28/25 meeting by Kate Mareck; second by Alex Carpenter. Unanimous

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: October 1, 2025

Motion to approve by Jenny Cummiskey; second by Kate Mareck. Unanimous.
Note: Approval of Sept 23, minutes to be on subsequent agenda.

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:

Meetings:

- Lots of focus on our new SIS system and learning to navigate it together to create report cards this week. Prepping for parent teacher conferences. Not too many parents signed up yet.
- Presentation on how to use our Galileo system better by Shing and Francis, what standards to look at to teach to better.
- Discussing looking towards Winterfaire and what craft each class can do and doing some parent engagement to get volunteers.
- More parent engagement and how they can help support the school with custodial services.
- Two amazing professional developments to help meet teachers where they're at in their development of curriculum: Mike Heffernan, Sharon McFeely

Class events/Field trips:

- 6th/8th Nature Walk
- Tons of fundraiser talk- 8th pizza, 7th popcorn, 5th/7th wreath sales, etc.
- 6th grade San Juan River trip success with TseKooh outfitters and Ms. Jenny

Core Principles Work:

- Each class will do a presentation on how their curriculum meets child development
- Kindergarten and 1st went. Kate talks about how play is good for the child's development and seasonal songs, bringing awareness to the surroundings. Jason talked about numbers, letters, artwork, and music meeting child's development

B. Director of Education:

Enrollment - SY 26 School Total 183

- **New students enrolled** - 0
- **Students that Withdrew - 5**
  - **Family of 2 moved out of Flagstaff**
  - **One middle school student to Homeschool group**
  - **One middle school student to NPA (brother attends)**
  - **One middle school student to online**

Academic performance -

- Teachers have met, discussed, and submitted academic goals for SY 26 to Principal - Will review goals in February after Mid-Year benchmark testing.
- MIchael HEffernan met with middle school teachers and two speciality teachers for observations and mentoring (music teacher) - Continued support offered through phone call or zoom. Mr. Heffernan to return in February.
- Parent teacher conferences - Sign up through the office

Title I Intervention

- Shing Aruguete continues to support the Title I program and mentoring new Title I teacher
- Title I intervention in full swing with newly identified groups that began 9/22

Special Education
Cycle Five Monitoring

- ADE program monitoring specialist due on campus for site visit November 3, 2025 to review 5 student files
- PFS received a 100% on the State Determinations Special Education Rubric for 2024 - See rubric criteria

Data Numbers for ESS Department

- Current ESS Caseload: 32 students
- Students in process of Evaluation: 5
- Students identified with potential need on 45 Day Screeners: 2
- Students waiting to be evaluated: 7
- Students being monitored in 6 weeks: 4

Students identified with potential need on 45 Day Screeners will likely end up moving ahead of the 7 current students waiting for evaluations due to IDEA timelines.

Sunny is in ongoing training with the state as they arise - Thursday October 30th regarding Funding and Government Shutdown

Professional Development

- Galileo Training on October 8th to connect teacher and student data. This PD is to support teachers in gaining a greater understanding on what state standards need additional support
- Mr. Heffernan - The daunting task of a Waldorf teacher.
- Sharon McFeely - Storytelling

Personnel

- Two new substitutes hired

Student Well-Being

- Full time Counselor very supportive to
- Restorative Practices
  - nurturing positive relationships,
  - fostering a sense of belonging,
  - teaching social-emotional skills like resilience and stress management,
  - creating safe and inclusive learning spaces,
  - providing comprehensive support services as best we can
- Counselor travels to the Family Food Center on 2nd street for the past four weeks due to family food insecurity for three PFS families. Confirmed today that the food center is now able to deliver to PFS. At faculty meeting, teachers were asked to notice if other students are in need.
- Vision and Hearing Screening is complete through two rounds. Final vision and hearing screening will be on November 19, 2025 to catch students for retesting and absent students.

Core Principles of Public Waldorf Education

- Continued work through faculty meetings/mandated groups/responsibility groups - CP #s 2,4,6
- Working with mission and vision connecting CP #s 4,4,6 - Rock exercise
- Teachers create a document to go out with report cards to inform families about Main Lesson content or subject content. CP #6 and #2 "The overview of the blocks within the semester is written separately and placed in the comments section of the student reports. This practice supports parent knowledge and understanding of Waldorf and involvement in the life of the school."

C. Executive Director:

Enrollment/Funding Budget –

- July and August on Estimated Counts of 189.5
- September 178.12
- October 177.67

Budget/Finances

- Review Board Financial Folder (Z- Financials)
  Still working on it

Operations

- Infinite still working through set-ups - Hopefully opening up parent portal Oct.1 goal
  - School Messenger mid October goal extended to November 2nd
  - Infinite Parent Pay end of October goal extended to Mid November

Fundraising

- Working through some strategies for the sound barrier / Remembrance wall campaign. $25,000 to date
- Grant Request for Operational funding submitted late October -

State, County, Federal, City

- **City** - Restoration of PFS property -
  - Some research from city regarding grass/sod spring/fall - muddy conditions
  - Need Know box for FFD $500
- **State** - AZDHS - Compliant for the most part TB tests needed

ADE, ASBCS, Waldorf Community, Pine Forest Foundation,

- **ACWE** October 4th - Tucson - 5 representatives from PFS going

Legal/Audit

- Audit Report coming soon- finished 10.28.

Marketing/Community Connection

- Cornucopia - PFS and craft /activity vendor -Scheduled September 27, 28
- News letter
- Facebook - Newer Videos
- Food Program - Meg Adakai - Running smoothly

Facility Use – FY26

- Mountain Town Market
- Young Jammers
- Small Batch
- Music Together

Inspections -

- Coconino County Grounds - Passed
  Site
- Multicard - concluded
  - Cameras
  - Key Card Locks - some issues with door strikes occurring still finalizing
- Outdoor -
  - Sand and Woodchips arrived for work day
- Vehicles

Get rid of green van- parent to check-out and affirm decision - sell -small commission to seller

Progress and Development

- PTG Meeting
  - 12 parents, 3 teachers, 3 admin - Adult gathering in Feb. , Will work towards Winter Event (11/22), Will meet the 3rd Thursday of the month, sub committee meeting for Winter Faire
- Continue to build out orientation, space and processes.

D. Committees: Forming of Board Mandate Group – Enrollment Development

a. Members: Jesse Finney, Alex Carpenter, Devin__, Kelly Jecmen.

b. Will meet Thursday, November 6 at 3:30.

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.

No Action Items

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

VIII OLD BUSINESS

IX. NEW BUSINESS

X. DISCUSSION

E. Presentation – Current Marketing Strategies/Avenues – Relating to Enrollment Development
Cindy presented diagrams of current areas of marketing.

F. Board Core Principles Work 25/26 – Assign a board member to be responsible for the on-going monthly Board Core Principle work

a. Kate Mareck will bring Core Principle work to the board.

XI. ADJOURN

Motion to adjourn at 4:51 by Kate Mareck; second by Alex Carpenter. Unanimous. (Next Regular Board Meeting, November 24, 2025, at 3:30 pm.)

Submitted by Kate Mareck, Secretary, October 25, 2025

Agendas and Minutes are available on the PFS website.