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, February 24, 2025

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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 _____2025 at _____.

By_____

Cindy Roe, Executive Director

Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at 3:36 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 Alex Carpenter X Kate Mareck A Becca Dickerson A Jesse Finney X Jenny Cummisky X Ex Officio: Cindy Roe X Kelly Smith X Guest/Faculty: Jeff Meilander, Christy McMurray

II. APPROVAL OF AGENDA: Motion to approve agenda by Jesse Finney; second by Jenny Cummisky. Unanimously approved.

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: Motion to change November 25, 2024 Governing Board Final Minutes to reflect that Alex Carpenter and Jesse Finney were present and Jenny Cummisky was absent and to approve the January 27, 2025 Governing Board Minutes with the following correction: 1. Replace existing text in V.2.a with "Teachers attending the Twilight Market stepped in to cover crafts and food servers as needed to cover volunteers" by Jenny Cummisky; second by Ellen Ryan. 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.) NA

V. REPORTS

A. Faculty: Jenny Cummisky

1. Current Focus - Semester two report cards were completed and uploaded to the system.

Re-enrollment packets are being returned. Recess duty schedules and the amount of people on duty were adjusted to make it safer. Faculty meeting work continues with goals to make faculty more cohesive with check-ins at the beginning of meetings, doing art walks through each classroom, and making meetings more fun and engaging, etc. Faculty completed Dr. Hunter Reece's work from her training by creating the following statements: 1. Student Why statement: To inspire and encourage curiosity, passion, confidence, and caring in our students so that they can value relationships, find connections with the beauty of the world, and strive freely to go forth and create positive change through respect, love, and empathy. 2. Teacher Why statement: To embody respect, love, and support so that we can foster a sense of trust and intentional communication in our school community.

2. Class Activities/Events - 7th grade had their play while 8th grade fundraised with sub sandwich dinners, February 27th 2nd grade play, 4th grade play March 6th, Link Up Concert for ⅗ grade March 18th, and 4th grade zoo trip March 19th.

3. Fundraisers - Continuing pizza sales, 6th grade finished their Saver's fun drive, February 27th: 8th grade fundraiser at Someburros, and March 6th Levitate fundraiser for 5th grade.

B. Director of Education: Kelly Smith

1. Enrollment is at 224. Nine new students were enrolled including one in Pre-K for the month of February. One student moved to Basis. Total enrollment for FY26 is 103 (95 re-enrollments, 3 new students, and 5 from Pre-K).

2. Academic performance – The Title I Intervention continues to support students. Special Education four year self-audit paperwork was submitted for phase one and ADE was pleased with the submission. Phase two documents will be submitted this Friday.

a. SPED numbers are at 35 now with two more students in the evaluation process. This represents 15.6% of all students at PFS.
b. Arizona Alternative Assessment – One student is registered.
c. ADE training – Sunny Savage attended training to learn about funding sources for the SPED program. Candice Trainer and Tanya Rodriquez of the ADE ESS program monitoring department can support PFS administration when seeking additional funds. 15 of the 35 ESS students have committed to re-enrolling at PFS.
d. State Assessment - AASA/AZSci/AZELLA Reassessment – 8 students completed the Native Speaker Field Test, 15 students completed the AZELLA Reassessment Test, 3 students will be tested within 30 days of their PFS enrollment for the AZELLA Placement Test, the AzSci is March 17-28, and the AASA is March 31-April 25.

3. Professional Development – February 12, 17 and 19 meetings focused on discovering the Why Statements (see Faculty Report).

4. Personnel – Still in process to find two more substitutes.

5. Student Well Being - Restorative Practice continues to be revisited with class teacher as well as at faculty meetings. Everybody Matters, the program that teaches coping and social skills to students, will be on campus again on Tuesday and Wednesday to continue working with nine students building coping and problem solving skills. NAU Practicum Students for Term 2 and 3 students were assigned to three PFS teachers. New NAU Psychology practicum students in the Spring will focus on intervention using CBM Curriculum based measurement literacy assessments for third and fourth grade students. They are working with Kathy Bohan to create an intervention schedule. The NAU students are feeling very supported in working with teachers and students. The College of teachers child study continues the work with the 7th grade Class.

6. Core Principles of Public Waldorf Education - Principle 4 Human Relationships: On February 7th Professional Development occurred. Discussion continues in weekly faculty meetings centering on norms and agreements in Faculty relationships. The goal is to create a faculty "vision" - "Caring Community of Concern". They are trying to connect all they do with the Core Principle #4.

C. Executive Director: Cindy Roe

1. Funding/Enrollment is currently based on 204.

2. Budget/Finances – The FY26 budget will be drafted March 1 based on reenrollment and new enrollment inquiries. 211 is a starting place.

3. Operations – A review of three SIS systems will determine in March which company to hire for June transition and July implementation. The three are: Snergy/Edupoint, Infinite Campus, and JupiterEd. Cindy Roe is evaluating the purchase of a 25 passenger van which will be paid for out of a GEO Fund grant. It is a 2013 Ford StarTrans. Verkada. A security systems company will provide a quote for cameras at several outside and inside locations, including all exterior doors.

4. Fundraising – The Twilight Market brought in $458 for the 8th grade. PFS expenses were $717.27 including a reusable sign, so school income was minimal. The January – December 2024 tax credit income was $12,850 (39 donors). More tax credit funds will come in for SY25.

5. State, County, Federal, City, Waldorf Community – ACWE will be at PFS March 29th from 8:30 am – 1:30 pm, and board members are encouraged to attend.

6. ADE, ASBCS, Other State – A random Federal audit occurred. The result was that 3 quotes are now necessary for contractors (like Terra Birds) and additional information is needed for CAP/Time and Effort Logs for Safe Learning Teachers. A new Procurement Policy will be developed, as well. PFS will undergo a Charter Renewal process in FY26.

7. Legal/Audit – NA

8. Marketing/Community Connection – A Parent Teacher Guild meeting will occur

February 25 to discuss upcoming Spring events, whether to do Winterfaire or Twilight Markets, and how to support the 30th Anniversary Celebration. Jesse Finney will provide a Financial Workshop on Thursday, February 27 as a community education opportunity. The 30 Year Anniversary planning is underway for April 4 - 6. The schedule includes a Friday night dance, many Saturday activities, and a Sunday morning breakfast event. The entire schedule is located in the DRIVE. The 2024 Chamber of Commerce Annual Magazine includes an ad for PFS on page 63 in the Education section and in the Index - https://view.flipdocs.com/?ID=10004308_447308 PFS facility use includes the Young Jammers, the Flagstaff Exploration Community Art Camp, and the Small Batch Kitchen.

9. Inspections – The County will inspect the kitchen at some point and the State Fire Marshall will inspect on March 5.

10. Site – There will be a meeting on March 3 to discuss the schedule and any issues related to the City of Flagstaff Roundabout project. New doors and possibly new frames will be replaced once a contractor is hired. An electrician is assessing how best to light the new exterior sign.

11. Progress and Development – na

12. Seven Core Principles of Public Waldorf Education – The board is reminded to keep reviewing the Core Principles PDF in the Board DRIVE and enter content to create a more thorough look at PFS achievements and needs. The current focus is #4 Human Relations. At the March board meeting, Kate Mareck will present #2 Child Development and Cindy Roe will present #7 Schools as Learning Communities. Other board members are encouraged to present other Core Principles. The Alliance and PFS are working together on the Core Principles.

D. Committees: An Evaluation Committee update by Ellen Ryan reminded all board members to submit their administrator evaluation by the end of February.

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 a public session. At the conclusion of the Executive Session, the Board will adjourn the executive session and reconvene in public.)

A. Increase enrollment cap of first grade to 31 students – Motion to approve the increase in cap of first grade students to 31 just for the end of this school year by Alex Carpenter; second by Ellen Ryan. Unanimously approved.

B. Field Trips – use of Tax Credit – Motion to approve the use of tax credit funds by the 8th grade for their proposed field trip up to an amount of $240 per student by Alex Carpenter; second Jesse Finney. Unanimously approved.

C. Expense Approval: Video Security, Air Quality Sensors, Access Control – Motion to table this item by Jesse Finney; second Jenny Cummisky. Unanimously approved.

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

VIII. OLD BUSINESS - NA

IX. NEW BUSINESS - NA

X. DISCUSSION

A. Core Principles of Waldorf Education - #2 Child Development, Presentation by Kate Mareck. Motion to table this item until the March board meeting by Ellen Ryan; second Alex Carpenter. Unanimously approved.

XI. ADJOURN (Next Regular Board Meeting March 24, 2025 at 3:30 pm.) Motion to adjourn at 4:50 pm, by Ellen Ryan; second by Jesse Finney.

Submitted by Ellen Ryan, filling in for Kate Mareck, Secretary, on February 27, 2025. Thanks to Alex Carpenter for filling in for Ellen Ryan, President.

Agendas and Minutes are available on the PFS website.