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, September 23, 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 A, Jenny Cummisky **A**, Kate Mareck **X**, Becca Dickerson A, Ex Officio: Cindy Roe X , Kelly Jecmen **X** Guest/Faculty: Stephanie Bontrager, Christi McMurray, Levi Miller

II. APPROVAL OF AGENDA:

Due to a lack of a quorum the below items will be tabled to a near future meeting.
Action Items

- Approve FY25 Annual Financial Report
- Review and sanction funds to address the preschool deficit for FY26
- Approve – Terra Birds – Sole Source Vendor for Title IV Expenses over $10,000.
- Approve Policy revision 409: Procurement Thresholds- Federal and School

Approval of Minutes will be tabled: August 26, 2025

Discussion Items tabled
Committees work will be tabled: Forming of Board Mandate Group – Enrollment Development
Personnel – Executive Directors Contract

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: August 26, 2025

Due to a lack of a quorum, approval of minutes will be tabled to a near future meeting.

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.)

Stephanie Bontrager read a letter to the board regarding the action item related to the preschool budget and administrations approach for solutions. Feeling disrespected and causing stress.

V. REPORTS

A. Faculty:
No Report

B. Director of Education:

Enrollment - SY 26 School Total 186

- **New students enrolled** - 0
- **Students that Withdrew - 0**

Academic performance -

- Galileo and DIBELS Benchmark assessments are complete
- Data Shared and Reviewed with Shing Aruguete, Title I teacher, SPED Director and Ed. Director
- Title I intervention adjustments to support new students that qualified have been made
- new group started 9/22

MOWR - Literacy plan submitted to the state today

Title I Intervention

- Shing Aruguete is supporting the Title I program and mentoring new Title I teacher
- Title I Parent information sent out to new students entering in the program
- New intervention student list adjusted after first benchmark assessment

Special Education Audit
Cycle Five Monitoring

- ADE program monitoring specialist due on campus for site visit November 3, 2025 to review 5 student files

Data Numbers for ESS Department

- Current ESS Caseload: 34 students
- Students in process of Evaluation: 2
- Students identified with potential need on 45 Day Screeners: 4
- 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

New Report Card Framework - Continuing to work together to create framework that meets both state requirements and Waldorf pedagogy per grade level

Scheduled to bring in outside evaluator to work with middle school teachers and two specialty teachers in addition scheduled to have Waldorf mentor support the new music teacher

Professional Development

- Galileo Training possibly October 1st to connect teacher and student data to gain a greater understanding on what state standards need work on. Where are we strong and where do we need more work?

Personnel

- All personnel hired at this time - may open up to hiring additional substitutes
- NAU Practicum students interest in applying to support when assistants are out

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 traveled 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 to begin in September. The county will connect when a date is setup for Mr. Dave Fronski is able to come to PFS. Kindergarten, 3rd and 7th grades must be screened. In addition, all new students, students with disabilities, students that are being considered for special education services and. We expect to screen 100 students

Core Principles of Public Waldorf Education

- Continued work through faculty meetings/mandated groups/responsibility groups - CP #s 2,4,6,
- Collaborated with all teachers regarding new framework for report cards in SIS - CP #6 and #2

C. Executive Director:

Enrollment/Funding Budget – ADM

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

Budget/Finances

- Review Board Financial Folder (Z- Financials)
  August data not complete yet

Operations

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

Fundraising

- Working through some strategies for the sound barrier / Remembrance wall campaign. $25,000 to date

State, County, Federal, City

- **City** - Restoration of PFS property -
  - Some research from city regarding grass/sod spring/fall - muddy conditions
- **City** - I did not submit the September City - It is very specific guidelines, potentially in March if we qualify by guidelines. https://www.flagstaff.az.gov/DocumentCenter/View/90517/Background--Guidelines?bidId=
- **State** - AZDHS - Childcare License paid

ADE, ASBCS, Waldorf Community, Pine Forest Foundation,

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

- **ASBCS**
  - Pop-In Visit passed - additional needs - contract Sped vendor resumes and degrees in Parents Right to Know
- **ADE**
  - Title
- **PFF** - Interest by 2 parents in PFF mission and vision, will work toward fostering a path forward.

Legal/Audit

- Finish FY25 October -

Marketing/Community Connection

- Cornucopia - PFS and craft /activity vendor -Scheduled September 27, 28
- News letter
- Facebook - Video of Grandparents Day
- More Videos - Strength and Courage

Facility Use – FY26

- Mountain Town Market
- Young Jammers
- Small Batch

Inspections -

- Fire Marshall FY 25 passed August
- Coconino County Kitchen - September Passed
- AZDHS - Some compliance issues to upload, CPR certification, Attendance Format, Gas, Fire and County Inspections- See Board Awareness Binder for Rules

Site

- Multicard - concluded
  - Cameras
  - Key Card Locks - some issues with door strikes occurring
- Outdoor -
  - Sand and Woodchips - AZDHS compliance coming. Sept. 25 - Thursday AM

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, subcommittee meeting for Winter Faire
- Invitation to Alumni for Strength and Courage ?
- Continue to build out orientation, space and processes.

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

Due to a lack of a quorum, approval of minutes will is tabled to a near future meeting.

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.

Due to a lack of a quorum the below items are tabled to a near future meeting.

a. Approve FY25 Annual Financial Report
b. Review and sanction funds to address the preschool deficit for FY26
c. Approve – Terra Birds – Sole Source Vendor for Title IV Expenses over $10,000.
d. Approve Policy revision 409: Procurement Thresholds- Federal and School

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

A. Executive Director – contract

Due to a lack of a quorum the item is tabled to a near future meeting.

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. DISCUSSION

A. Board Core Principles Work 25/26 -

XI. ADJOURN at 4:15

(Next Regular Board Meeting, October 28, 2025, at 3:30 pm.)

Submitted by Kate Mareck, Secretary, September 26th, 2025.

Agendas and Minutes are available on the PFS website.