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 23, 2026

Doors Open at 3:25

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

****

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 _____2026 at _____.

By_____ Cindy Roe, Executive Director

Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at 3:34 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): Alex Carpenter **X** Jesse Finney **X** Jenny Cummiskey **X** Kate Mareck **X** Becca Dickerson **A** Levi Miller **A**

Ex Officio: Cindy Roe **X** Kelly Jecmen **X** Guest/Faculty: Jeff Meilander, Sunny Savage

II. APPROVAL OF AGENDA:

Motion to approve agenda of 2/23/2026 meeting by Alex Carpenter; second by Jenny Cummiskey Unanimous

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: January 26, 2026

Motion to approve by Kate Mareck; second by Alex Carpenter. 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:

Core principles presentation by specials teachers: Foreign Language presentation by Maestra Riveria of linguistic capacity of young children vs older students learning rules,
Marc fifth grade pentathlon
Patti presented: 1st grade knitting

Fundraising
Middle school popcorn fundraiser $800 between 3 classes
Pickles, pizza
5th grade strawberries

B. Director of Education:

Enrollment - SY 26 School Total 175

- New students enrolled - 2
  - 2nd and 5th
- Lost four students
  - Family of three moved to Tucson
  - One student to FUSD
- Enrollment for SY 27
  - 96 enrollment packets turned in (31 are ESS students 32.29%)
  - 85 re enrollments
  - 1 new enrollment 7th grade
  - 10 kindergarten enrollment
    - Seven are re enrollment from pre-k
      - Waiting on 1 (mom confirmed coming)
      - 2 pre-k to be homeschooled
    - Three new enrollment

Academic performance -

- Assessments
  - DIBELS data was uploaded to the state as required for MOWR
  - AASA
    - Teachers have been assigned test administration P.D. to be completed by March 16th.
  - AzSci
    - 5th and 8th have been assigned test administration P.D to be completed by March 16th.
  - AZELLA
    - Placement test is required for one students enrolled 2-2
    - Reassessment testing is almost complete for nine EL students.
  - Administration prepping of the National Assessment of Educational Progress (NAEP)
    - Students randomly selected to take ELA or Math
    - February 26. 2026

Progress Reports - Teachers uploaded grades by midnight Friday night and turned in Main Lesson summary to be uploaded in student report cards

ASBCS - Internal Review

- Still waiting for communication from ASBCS about our internal review.

Comprehensive Needs Assessment

- Looking at three needs for SY 27
  - How to improve student test scores for AASA in ELA and Math
  - Continued Social Emotional work for students - funding for School Counselor - Grant ?
  - Increasing enrollment - Parent engagement

Title I Intervention

- Shing Aruguete continues to support the Title I program and mentoring new Title I teacher
- Title I program continues to make adjustments as needed

Special Education

- Data Numbers for ESS Department
  - Current ESS Students: 37
  - Students in Evaluation Process: 2
  - Students still needing to be evaluated: 2
  - Projected ESS Students at End of 2025-2026: 41
  - Projected students with IEPs at beginning of 2026-2027: 35

Personnel

- Interviewing for SPED paraprofessional beginning after spring break
- Unable to find Music teacher - sent parent communication out last week.

Professional Development

- Carolyn Rich - Speech Artist - Continues her work with grades 1-8 bringing age appropriate speech exercises.
- Core Principle Child Development teacher presentations are complete.
- Sharon McFeely Part 3 - Storytelling, Feb 25th
- February 6th was a faculty Professional Development day.
  - Michael Heffernan
    - Part 1 Daunting Task of Deepening Your Work as a Waldorf Teacher
    - Part 2 - Developing & Deepening Your Hopes and Dreams as a Waldorf Teacher
    - Human relationships and the importance of self care
    - Remembering your own Humanity - embracing vulnerability, fostering authentic connections, and recognizing that you are a person with emotions, limits, and a life outside the classroom. It requires moving beyond a performance of perfection to model empathy, own mistakes, and build a supportive community where students feel safe, rather than just delivering content Levity and Humor.
  - Benchmark Strategizing for AASA Testing
    - Galileo Data - Comparing BOY to MOY
    - Understanding the Numbers
    - From Galileo data to detailed AASA proficiency.
  - Kate and Levi presented information about their conference on Storytelling Workshop
  - Participation in the Life of the Whole School
  - Core Principles
  - Actionable Items/Events
  - Created responsibility groups
  - Open House/Showcase - April 16th and 17th
  - Remembrance Wall
  - May Day

C. Executive Director:

Enrollment/Funding Budget –

- July and August on Estimated Counts of 189.5
- September 178.12
- October 177.67
- November 178.42
- December 173.76
- January 173.12
- February 173.05

Budget/Finances

- Review Board Financial Folder (Z- Financials)
  - FY26 Budget deficit -
    2nd revision for state in March for board approval at 172 or 173
- FY 27 3rd draft - agenda item
- Tax -Credit no update this month

Operations

- Infinite SIS (Student Information System

- Parent Portal Open
- School Messenger up and running
- Infinite Parent Pay -on

Fundraising

- Looking for Board and PTG support for Sound/Site/Remembrance Wall campaign.

State, County, Federal, City

ADE, ASBCS, Waldorf Community, Pine Forest Foundation,

- **ACWE -** March 28 Desert Marigold - Good for Board Members, faculty, parents to attend
- **ASBCS** -No review date yet - *"unannounced" review will occur between **February 16-27, 2026**. To best facilitate this process, you will be provided 72 hours notice as to when the virtual review call will be conducted.*
  - https://sites.google.com/asbcs.az.gov/asbcs-interval-review-guide/home
- Jeff Meilander board seat approval submitted to charter board Feb. 10 - Amd-17372
- CAP (Corrective Action Plan) required for question 15 on the legal compliance questionnaire
  - 15. Did the school report students that completed all high school requirements with the applicable graduation code and use the appropriate year-end status code for other students? ADE's Pupil Withdrawal Guidance - NO
    (For all 5 students that were retained at the end of school year 2024/2025, the exit code reported to the state was not accurate. The students should have been reported as "R" for retained, rather than "P" for promoted.)
    Pine Forest is in process of answering to the CAP (waiting on ADE)
- **ADE** -
  - EMAC Cycle 3 -
  - Hold from Grants Management released (Reregistered with federal - SAM- Systems of Award Management) although it still pulled through the old UIE (unique entity ID) and the abbreviated name which through us in verification is still presented.

Marketing/Community Connection

- **March 1 banners and flags to yard and fence**
- Chamber of Commerce
  - Annual Magazine - quarter page ad
- In house -
  - Videos - Facebook,
  - To new Website
- Website
  - Winter Design Group
    - Problems with logo no PNG (anyone?)
    - Potentially look at new logo - will take some processing and collaboration with RG and Board group-
    - I think mid-March will be near soft launch

Facility Use – FY26

- Mountain Town Market - completed in October -
- Young Jammers
- Small Batch
- Music Together

Inspections -

- Fire Marshall February 23 - Waiting for report likely some things with the walkthrough-

Site

- Upcoming Site
  - EC duct check - likely not reaching one room
  - Fascia Painted
  - Remembrance Wall- Responsibility Group
    Design - Met with Mountain Scapers Saturday
    Wednesday meet with B-3 construction
    Some expenses from donation, some from reserve for capital expenses,
    Would be helpful if board and PTG could run a fundraising campaign
    Staying under $75K
    Installation - Decision as soon as possible - before city comes to establish grass

Progress and Development

- PTG
  - Feb. 13, Sweethearts party - 40 in numbers turn out, fun time for all. -PK, KG, Movement, Title I teacher attended
- **Board Development**
  - Meeting Leadership Challenges, Building Resilient Communities - 5PM to 6PM Arizona time

D. Committees: Enrollment Development Committee

1. Enrollment Development Committee

- **Enrollment - SY 26** School Total 175

- New students enrolled - 2
- 2nd and 5th
- Lost four students
- Family of three moved to Tucson
- One student to FUSD
- **Enrollment for SY 27**
- **96 enrollment packets turned in (31 are ESS students 32.29%)**
- **85 re enrollments**
- **1 new enrollment 7th grade**
- **10 kindergarten enrollments**
- **Seven are re enrollment from pre-k**
- **Waiting on 1 (mom confirmed coming)**
- **2 pre-k to be homeschooled**
- **Three new enrollments**
- **Though Jenny, Headstart, friend**
- Re-Enrollment tracker completed and shared with teachers to support getting packet returned
- Open enrollment and re-enrollment shared in PFS Newsletter
- Communication to community via email regarding end date for re enrollment (see email document)
- Enrollment Committee
- Four main points of initial focus.
- Open Enrollment and Retention - Kelly
- Open Enrollment began in December (Winter Break) new community uploaded to the website and accessible
- Re-enrollment is open
- Hard copies sent out January 22nd to community
- Accessible to community through PFS website
- Teachers have emailed community
- Teachers working with Jill for additional packets and admin sent out additional packets to current families
- Jill communicating with families and getting verbal conformation for packet returns by Friday, February 27th.
- Re-enrollment night! able to re-enroll right then and there - not discussed any further
- Committee is working with responsibility group for Open House/Show Case for April 16th and 17th – Evening and middle of day.
- Flyers
  - Front Desk
  - Parent placed around town (PTG)
  - Nimble Noggins
  - Afterschool program B & G
  - NAU preschool program
  - Headstart programs
  - Siler
  - Puente de Hozho
  - Ponderosa Head Start
  - Family Community Engagement Nights for above Headstart Programs for February - PFS will be invited to share information/videos/table setup
- Website Revamp – Alex working with Cindy to:
- "Enroll Now" button on the first page when entering the school website for K-8 as well as Pre-K.
- Revamped website is still in the works and the urgency for its "completion" has been made known.
- Waiting for new Pre-K enrollment packets with possible increase in cost of tuition from 650 per month for five full days to 700 per month. Still the least expensive in town
- Social Media – Jesse and Kelly
- How to get Pine Forest Pre-School to pop up in a search engine
- Bring someone in upload key words through PFS website – should take now more than an hour with someone tech experience.
- Use Local Keywords: Ensure the Pine Forest website (pineforestschool.org) includes phrases like "Preschool in Flagstaff," "Waldorf Preschool Flagstaff," and "Early Childhood Education Flagstaff".
- Create Specific Landing Page: Ensure there is a dedicated webpage for the preschool program, not just a link to the general K-8 enrollment form. This page should have its own meta-title and description.
- Mobile-Friendly Design: Make sure the website is fast and easy to navigate on mobile devices, as many parents search for childcare on their phones.
- Generate Local Reviews
- Ask for Reviews: Encourage current and former preschool families to leave Google reviews. Reviews are a major factor in local SEO rankings.
- Keyword-Rich Reviews: Encourage parents to mention "preschool" or "Waldorf" in their reviews.
- Respond to Reviews: Respond to all reviews promptly to show active engagement.
- Platforms in use - Blasting out information – see handouts
- YouTube channel
- Facebook
- Instagram
- Parent Engagement – Sunny see last month's report for additional ideas other than open house/showcase through the grades.

2. Finance Committee – will report under New Business item
3. Director(s) Evaluation Committee
   - No Report

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 School Year Calendar 26/27
Two PD Day Version, Start Date 8.6.2026: Jenny Cummiskey motions to approve,
Second by Levi Miller,
Unanimous

B. Approve End of Term Resignation of Kate Mareck as faculty representative to the board.
Motion to accept resignation by Alex Carpenter, Second by Jenny Cummiskey
Unanimous

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

A. Executive Director Contract
Motion to go into executive session by Alex Carpenter, Second by Jesse Finney – Unanimous
No action

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. FY27 Budget draft 2 - report from Finance Committee
Reviewed draft 2 based on 160ADM with reductions to personnel and other-

X. DISCUSSION

A. Board Core Principles Work 25/26 –Board Member Biographies due

XI. ADJOURN
Motion to Adjourn by Alex Carpenter at 5:45, Second by Levi Miller
Unanimous

(Next Regular Board Meeting, March 23, 2026, at 3:30 pm.)

Submitted by Kate Mareck, Secretary, February 26, 2026

Agendas and Minutes are available on the PFS website.