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, March 23, 2026

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 _____2026 at _____.

By_____ Cindy Roe, Executive Director

Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at 3:40 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 Becca Dickerson A Levi Miller X Ex Officio: Cindy Roe X Kelly Jecmen X Guest/Faculty: Jeff Meilander___

II. APPROVAL OF AGENDA:

Motion to approve agenda of 3/23/2026 meeting by Alex Carpenter; second by Levi Miller Unanimous

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: February 23, 2026 and March 3, 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:

Meetings:

- Much collaboration has been done to discuss dropping test scores and next year's budget/schedules, as well as collaboration in committee groups.
  - We believe test scores dropping have a lot to do with overuse of technology at home, lack of willpower, less reading at home, etc.
  - Without handwork or music next year, we are discussing ways to support each other such as more buddy classes, reading group time, parent support, etc.
  - No update from committees as of now.

Fundraisers: Popcorn fundraisers brought in about $1000 for middle school, split between each grade depending on how much they sold. 6th continues to sell pickles. 7th continues to sell popcorn. 8th continues to sell pizza until they pass it on to 7th.

Field Trips/Events:

- 8th going to the senior living community every Monday from here on out. Lots of end of year field trips coming up at the end of April and May.
- 6th and 3rd had their play recently. 7th grade play is this week.
- 2nd and 5th grade plays are coming up in April.

B. Director of Education:

Enrollment - SY 26 School Total 173

- New students enrolled - 1
- Lost 3 students
- Tour to Enrollment for SY 26 and 27
- Enrollment for SY 27 -155 students enrolled

Academic performance -

- Assessments
  - AZELLA Spring Reassessment completed and are patiently waiting on scores school date
  - AASA
    - Begins for all grade March 30, 2026
  - AzSci

Comprehensive Needs Assessment

- Looking at three needs for SY 27

Title I Intervention

- Shing Aruguete continues to support the Title I program
- Title I program continues to make adjustments as needed

Special Education

- Data Numbers for ESS Department: 25% (Does not include EL Numbers)

Personnel

- Hired SPED paraprofessional to cover minutes for newly identified students qualifying for a one on one.

Professional Development

- All staff were required to do online training to administer the AzSci and AASA state assessments. Three trainings mandated

by ADE. Certificates turned to Ed. Director and stored for 7 years.

- Carolyn Rich - Speech Artist - Will finish her work with grades 1-8 bringing age appropriate speech exercises in a few more weeks.
- Sharon McFeely Part 3 - Storytelling, Feb 25th
- Participation in the Life of the Whole School

C. Executive Director:

Enrollment/Funding Budget –

- March 173.04

Budget/Finances

- Review Board Financial Folder (Z- Financials)
  - FY26 Budget deficit -

2nd revision for state in April for board approval

- FY 27 different scenarios draft - agenda item (possible 150 ADM)

ADE, ASBCS, Waldorf Community, Pine Forest Foundation,

- **ACWE -** March 28 Desert Marigold - Good for Board Members, faculty, parents to attend - Honoring Patti Laird-Martin ACWE Meeting
- **ASBCS** -
  - Jeff Meilander board seat approval- resubmit required -
  - CAP (Corrective Action Plan) **CAP was completed - no action taken at ADE - no funding effected**
  - **Interval Review** 5 Year Interval Required Follow-up
- **ALLIANCE Liz Beaven eNewsletter.docx**

Marketing/Community Connection

- **Banners up**
- Chamber of Commerce
  - Annual Magazine - quarter page ad
- In house -
  - Videos - Facebook,
  - To new Website
- Website
- Winter Design Group
  - Coming Soon mid-March will be near soft launch

Facility Use – FY26

- Mountain Town Market - May to October
- Young Jammers - Thurs
- Small Batch Mon.- Thurs
- Music Together Fridays
- Resistance Choir - Sundays

Inspections -

- Fire Marshall - February 23 -
  Report

D. Committees:

1. Enrollment Development Committee

Enrollment - SY 26 School Total 173

- **Enrollment for SY 27 – Total percentage for ESS Department is 27%**
- **155 enrolled**

Re-Enrollment tracker shared with teachers
Kinder to one – 100%
First to Second – 4 (2 leaving Flagstaff and 2 not sure yet)
Second to Third – 1 leaving Flagstaff
Third to Fourth – 1 leaving Flagstaff 1 not returned
Fourth to Fifth – 1 leaving to FUSD
Fifth to Sixth – 100%
Sixth to Seventh – 100%
Seventh to Eighth – 1 ?

- Enrollment Committee
  - Four main points of initial focus.
    - Open Enrollment and Retention - Kelly
      - The committee continues to work with the responsibility group for Enrollment Fair - April 16 and 17 and 18– Evening, morning and midday respectively.

- Enrollment Fair flyer ready to be dispersed on Facebook Monday.
- Enrollment committee will work with PTG to support Enrollment Fair
- Additional dates discussed are:
  - May 9th
  - June 6th and June 20th
  - July 11th
  - Additional dates can be added as needed
- Flyers
- Tours for Enrollment
- Looked into enrollment tables at
  - Walmart - will support
  - Sprouts - Will not allow marketing
  - Sam's Club - will support marketing
  - Whole Foods Will not allow marketing
  - Natural Grocers Will not allow marketing

- 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
  - Alex "claimed" PFS as his business in Google Maps and will need to get confirmation. By Google calling the school number. Will coordinate with Ms. Jill
- Social Media – Jesse and Kelly
  - Facebook data on marketing dollars spent to blast PFS all school flyers to get name out there – See data sheet provided
  - New Facebook blasting ready to support new enrollment flyer (100.00 Ad)
  - New enrollment flyer has QR code linked to video

2. Finance Committee

   No Report

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. Tax Credit Use for Field Trip Scholarships
   1. 6th Grade Medieval Games
   2. 5th Grade Pentathlon
   3. 8th Grade End of Journey – Utah- Zion
   4. 7th Grade Catalina Marine Island Institute
   5. 4th Grade Zoo Trip

Motion to approve Tax-Credit monies for field trips 4th – 8th by Alex Carpenter, Second by Jenny Cummiskey- Motion Passes - Unanimous

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

A. Approve FY27 - Instructional Employee Contracts

Stephanie Bontrager	Class Teacher
Breck Creech	Class Teacher
Jenny Cummiskey	Class Teacher
Richard LaBudda	Special Education Teacher

Marc Largie	Specialty Teacher
Kate Mareck	Class Teacher
Francis Mereniclllo	Student Services Teacher
Levi Miller	Class Teacher
Stephanie Miller	Class Teacher
Johanna Payton	Class Teacher
Chelsie Pyles	Class Teacher
Noelia Rivera	Specialty Teacher
Sunny Savage	Special Education Coordinator
Richard Weis	Class Teacher

Motion to Table Action Item VII- A. due to lack of quorum (2 out of 4 voting members must recuse) by Alex Carpenter, Second by Jesse Finney, Motion passes -Unanimous

VIII. OLD BUSINESS

A. FY27 Budget Update
Review 2 drafts for FY27, one based on 150 ADM one based on 160 ADM

IX. NEW BUSINESS

A. Review FY 27 Board of Directors - Calendar
Board to Review Board Calendar for FY27 for conflicts with school calendar-

X. DISCUSSION

A. Board Core Principles Work 25/26 –Kate will bring more information on Collaborative Leadership in the remaining board meeting this year.

XI. ADJOURN
Jenny moves to adjourn the meeting at 5:43, Alex Carpenter Seconds- Motion passes- Unanimous

(Next Regular Board Meeting, April 27, 2026, at 3:30 pm.)

Submitted by Cindy Roe, Executive Director, March 25, 2026

Agendas and Minutes are available on the PFS website.