PINE FOREST EDUCATION ASSOCIATION, INC. PINE FOREST CHARTER SCHOOL
2257 E. Cedar Avenue, Flagstaff, AZ 86004

PUBLIC MEETING MINUTES

3:30 p.m.
September 22, 2026
Doors Open at 3:25
Virtual Platform opens at 3:25 -

Video call link: https://meet.google.com/jzq-uegf-iuf
Or dial: (US) +1 256-667-1127 PIN: 804 409 192#

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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 September 2026 at _____.

By Jenny Cummiskey, Secretary

Governing Board General Meeting Agenda Draft

I. WELCOME – Call to order at _____

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 Levi Miller-A Jeff Meilander -X Ex Officio: Cindy Roe-X Kelly Jecmen-X Guest/Faculty: Sunny Savage, Kate Mareck

II. APPROVAL OF AGENDA:

A. Motion to approve by Alex, seconded by Jeff. Unanimously approved.

III.APPROVAL OF MINUTES:

A. Governing Board Minutes: August 25, 2026
B. Motion to approve by Jeff, Seconded by Alex, 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.)

V. REPORTS

1. Faculty:
    a. *Meetings* –
        i. In September, 3 of the 4 meetings centered around PDs for our new benchmark testing system (Renaissance) and for Infinite Campus. One meeting was spent painting and committee formations, which was welcomed.
        ii. Continuing to establish faculty rhythms with meetings, current business, and looking ahead. Endeavoring to establish committees with a range of strengths and collaborate more with other PFS groups.
        iii. In October, Faculty Meetings will be had with both this board (EOP Tabletop Discussions) and the PTG (Winterfaire planning).
    b. *Through the Grades: Field Trips, Events, Fundraisers* –
        i. Class Play for 7th Grade this week- Wed. school performance and Thurs. performance for families.
        ii. Festival of Strength & Courage
            1. Next Wednesday, 9/30. Whole school involvement: games, 2nd & 7th grades performance, food, and activities all day.
        iii. 4th & 5th Grade Local Fieldtrips
            1. Exploring Hart Prairie, Picture Canyon, and other local features- all a part of Waldorf curricula (4th Geography and 5th Botany).
        iv. Middle School Volleyball
            1. Participating in a "charter league", playing games with other local schools. First match was on Monday and another this Friday.
    c. *Core Principle Work* –
        i. The Leadership Team, with Kate's initiative, reached out to Liz Beaven of the Alliance and gained some understanding where we stand in membership with them. We will be documenting our progress over recent years, focused on specific core principles, and will compile the right documentation to take the next step.
    d. *Faculty Chair* –
        i. I've compiled an anonymous survey for faculty to fill out and give input on where the Leadership Team (Director, Faculty Chair, ESS Director, and Early Childhood Chair) can better support faculty or where there is already support. This will be sent later in the Winter and in Spring- waiting on more responses before sharing with the board and the Leadership Team.
2. Director:
    a. Enrollment/Funding Budget –
        i. July and August on Estimated Counts held at 165
        ii. 9/14 ADM count is 184.69
        iii. Head count - 196 in K-8
        iv. Preschool count - 17
    b. Academic Performance
        i. AASA preliminary data indicates that PFS should receive a letter grade of "A"
        ii. Submitted a request to change testing mode to paper.
        iii. Renaissance Star Assessment Benchmark completed.
    c. Title I Intervention
        i. Renaissance Star Assessment is a new testing platform. Teachers have administered the first BM test.
        ii. Title I data reviewed from last year and current BOY benchmark
        iii. New intervention student list adjusted
        iv. Academic goals to be submitted
    d. Special Education
        i. Cycle six Monitoring - Program Support and Monitoring specialists conduct annual visits and provide continued support to review relevant program data, offer guidance and feedback, and identify professional learning needs to support accurate implementation of IDEA requirements.
        ii. Data Numbers for ESS Department
            1. Kindergarten:
                a. 2/17= 11.8% IEP
                b. 1/17= 5.9 % EL
                c. No 504

2. 1st Grade:
    a. 3/22= 13.6 % IEP
    b. 2/22= 9.1% EL
    c. No 504
3. 2nd Grade:
    a. 2-3/15= 13.3-20% IEP
    b. No EL
    c. No 504
4. 3rd Grade:
    a. 5/24= 20.8% IEP
    b. 2/24= 8.3% EL
    c. No 504
5. 4th Grade: 2/15= 13.3% IEP
    a. 1/15= 6.7% EL
    b. 2/15= 13.3% 504
6. 5th Grade:
    a. 6/27=22.2% IEP
    b. 1/27= 3.7% EL
    c. 2/27=7.4% 504
7. 6th Grade:
    a. 9/27= 33.3% IEP
    b. 5/27=18.5% EL
    c. No 504
8. 7th Grade:
    a. 7/20=35% IEP
    b. No EL
    c. 1/20=5% 504
9. 8th Grade:
    a. 6/27= 22.2% IEP
    b. 4/27=14.8 % EL
    c. 3/27= 11.1% 504
10. School Totals: 41/195= 21% IEP 15/195= 7.7% EL 9/195= 4.6% 504
11. New Students: (11) IEP (10) EL (4) 504

e. Professional Development
    i. Star Renaissance PD - Testing
    ii. Star Renaissance PD - Wednesday to interpret data
f. Personnel
    i. Hiring in process for new 6/8 support paraprofessional
    ii. Hiring in process for new substitutes
g. Budget/Finances
    i. New equalization payment -
    ii. Received Forest Fee check from county in the amount of $28,615.05
h. Operations
    i. Health Insurance
    ii. New Navigator Portal open to register
    iii. Maria on campus to answer questions
    iv. Open enrollment ends the 25th
i. Emergency Operations Plan (EOP)
    i. To be updated with this years staff
    ii. Invite board members to Faculty the meeting to participate in EOP table top discussions on October 7th.
j. Infinite Campus
    i. Training for new teachers/review for others as needed
    ii. Director and office manager 2 hour training
    iii. School Messenger up and running - sent out first message about Labor day
    iv. Teachers now have messenger set up for their class community
    v. Infinite Parent Pay is now set up for:
        1. All payments/billing - $3165.00 in the past three week
        2. Fieldtrips
        3. Material donation
        4. Yearly classroom fees
        5. Preschool
k. Fundraising
    i. Nothing
l. State, County, Federal, City
    i. City - Backflow Assembly Test - completed
    ii. City - Gas Inspection completed and copy of report in hand
    iii. City - Boiler Inspection still not scheduled/need additional conversation regarding 1 to 2 day inspection?
    iv. City - Continued work on the property
    v. County - Vision and hearing screening almost completed
    vi. State - AZDHS - Childcare License paid
    vii. Inspection complete - have some work to do to be compliance. Ashlee Will to contact Cindy for Portal compliance.

viii. Jill is already updating items for DHS binder - Waiting on list from Ashlee
    1. CPR Cards
    2. Director Documentation
    3. Employee Files - list of items
    4. Staff file sign in sign out sheet complete
    5. First aide Kit
    6. Immunizations

ix. ADE, ASBCS, Waldorf Community, Pine Forest Foundation,
    1. **ACWE** October 3th - Running River - 3 representatives from PFS committed to attend at this time
    2. **ASBCS** Binder ready for Pop in
    3. **ADE**
        a. AzEDS - Ready for October 1st
        b. LEA 2.0 completion
        c. MOWR in progress
        d. Continue to look at Grants for updates
        e. Will look for training on EMAC

x. Legal/Audit
    1. Finish FY26 October - AFR

xi. Marketing/Community Connection
    1. Newsletter
    2. Facebook/Youtube - Video of Grandparents Day

xii. Facility Use – FY26
    1. Mountain Town Market
    2. Young Jammers
    3. Music Together Classes -
    4. After School clubs - Facility use agreements
        a. Stick Fingers Cooking
        b. Pine Forest Explorers
        c. Handwork Club
        d. Chess Club
        e. Tynkertopia

xiii. Inspections - AZDHS - Some compliance issues to upload and change portal access

xiv. Site
    1. Continued work on fencing
    2. Continued work on grounds

xv. Progress and Development
    1. PTG Meeting September 15th
        a. Reviewed Grandparents day support
        b. Working on Festival of Strength and courage support
        c. Invited to attend Faculty meeting on October 7th for winterfaire support

3. Transition Report by Cindy Roe:

a. Facility
    i. Buffalo Fence put fencing exterior to poles instead of interior. They will fix this and contact the school with a date soon.
    ii. Facility in the works mostly complete see link
        1. Facility in the Works

b. Operational Processes - use this as a board guide for compliance
    1. Administrative/ Board Task Check

c. Support and Training
    i. Health Insurance - Work with Ariel on FY27 Health Insurance and transition to new software system for employee enrollment
    ii. Support with reconciliation of bank statements and credit card
    iii. Compliance for student data - checking in with front desk/ state and SIS reports

d. Finances
    i. Working with Aspire/Kristy completion of AFR
    ii. Covenant Waiver with OneAZ for audit (some ongoing complexity)

4. Committees:

a. Enrollment Development Committee

i. Nothing to report

b. Finance Committee

i. Steven's Report:
    1. $122,000 extra
    2. Only into the 2nd month of the school year, the projections should remain stable until we have further information to put in in a few months

ii. Ariel's Report:
    1. Payroll register, credit card statements, bank statements, Square payments all accounted for ready for the board meeting.

iii. Sunny's Report:
    1. Jill has started using Infinite Campus to send out billing reminders.

iv. Kelly's Report:

1. Each hourly employee will be receiving a $0.60 pay increase for minimum wage increases
2. We have not had an increase in PFS insurance allotment. Cindy recommends increasing allotment by $50 per month which could be up to a $10,000 hit to our budget. To discuss at board meeting.
3. Forest Fees Forest Service money ($27,000) can go towards middle school assistant.
    a. From when AZ sells Forest Service land, money goes towards schools
4. Middle school assistant at 29 hr/week posted on Indeed.com

c. Director(s) Evaluation Committee
    i. Nothing to 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 FY26 Annual Financial Report
    a. Motion by Jeff to approve Annual Financial Report, seconded by Alex. Unanimously approved.

B. Approve Salaried Contract for Classroom and Specialty Teachers
    a. Francis Merencillo
        i. Motion by Jenny to approve Francis Merencillo's salary increase, seconded by Jessie, unanimously approved.

C. Approve Employer Contribution to health care premiums
    a. Increase Pine Forest's insurance contribution from $700 monthly to $750 monthly.
        i. Motion by Jeff to approve Pine Forest's insurance contribution from $700 to $750. Seconded by Jenny. Unanimously approved.

D. Discuss and Possibly Approve "Class Size" determination paragraph in Pine Forest Charter School Board Policy Manual
    a. Change verbiage to a one-to-twenty-five adult-to-student ratio per grade cluster *if the budget allows.*
    b. The current wording states, "Class size is recognized by the school to be an important part in the success of the achievement of students in the application of the Pine Forest curriculum. Class size will be held to a one-to-twenty-five adult-to-student ratio per grade cluster.
        i. Jenny moves to approve a Class Size policy adjustment to replace the second sentence with: "If the budget allows, an assistant may be approved by the board if a class size exceeds 25 students." Seconded by Alex. Unanimously approved.

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

VIII.OLD BUSINESS

IX. NEW BUSINESS

A. The board would like to start recruiting new board members.
    a. Sunny has submitted a resume and letter of interest to be on the PFS Governing Board. Next month, approve Sunny as a board member as an action item. Bring information about additional interested future board members.

X. DISCUSSION

A. Core Principle Work
    a. Presentation by Kate Mareck on principle 7: Schools as Learning Communities

i. Board can partake in this principle by conscious engagement and self-reflection on how to give back to the community
ii. Kate will send a list of books that help us deepen our understanding of Waldorf Core Principles.
iii. Faculty has been striving to enrich our meetings; the board can continue to do the same.
    1. Board can start with Rückschau practice: reviewing workday backwards. This ties into principle 7 because self-reflection is a way to enhance our capacities as human beings cultivating a love of lifelong learning and self-knowledge

XI. ADJOURN (Next Regular Board Meeting, October 27, 2026 at 3:30 pm.)

1. Jenny moves to adjourn the meeting. Jessie seconds. Unanimously approved.

Submitted by Jenny Cummiskey, Secretary, September 22, 2026 *Agendas and Minutes are available on the PFS website*