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

NOTICE OF PUBLIC MEETING

3:30 p.m.
August 25, 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 _26_____day of _August__2026 at _3:58 pm_.

By Jenny Cummiskey, Secretary

Governing Board General Meeting Agenda Draft

I. WELCOME – Call to order at 3:32

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.*

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.

Roll Call (X-present, A-absent):
Alex Carpenter -X Jesse Finney-X Jenny Cummiskey-X Levi Miller-X Jeff Meilander -X Ex Officio: Cindy Roe-X Kelly Jecmen-X

Guest/Faculty: Chelita Borbon, Sunny Lee Savage, Kate Mareck

II. APPROVAL OF AGENDA:

1. Motion to approve agenda by Jenny, seconded by Levi. Unanimously approved.

III.APPROVAL OF MINUTES:

A. Governing Board Minutes: June 22, 2026

a. Motion to approve June 22 minutes by Jenny, seconded by Jeff. 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. Summer meetings established orientation and welcomed back faculty to a new school year, along with compliance training that included CPR & First Aid Certifications. Connections were a focus to start the year.
        ii. Leadership over the summer had a series of meetings to plan and establish the first month of faculty meetings as time to introduce culture and set the tone for the school year. In the first meeting, we focused on creating Faculty Norms & Agreements, which will be finished this month. We participated in an activity to enliven PFS' Mission & Vision, and created a list of wishes and needs. Tomorrow we will introduce Core Principle work for the year.
        iii. We will follow a regular rhythm that gives artistic activities, social connections, and collaborative work as interwoven focuses for the year as faculty gathers.
    b. Field Trips, Events, Fundraisers –
        i. 6th Grade:
            1. Will visit the Lava Tubes on Friday as a part of their geologic studies.
            2. Will explore the San Juan in early September, algo a part of place based education, geologic studies, and hints to Astronomy.
        ii. 3rd Grade:
            1. Will visit the County Fair soon and, later in October Wild Heart Farms, tying into the 3rd Grade curricula learning about early humanity working the earth and living in harmony with living things.
        iii. 8th Grade:
            1. Will visit the National Weather Service as a part of our studies in Meteorology, happening right now.
    c. Core Principle Work –
        i. Born out of the Alliance for Public Waldorf Education, a set of Core Principles guides Waldorf pedagogy in the Public School space.
        ii. PFS has been working with Alliance for some years now and are continuing to document our work towards recognized membership with the Alliance.
        iii. Focuses for the Year:
            1. Principle 6 - Collaborative Leadership
                a. A principle we have been working towards; involvement and input from all stakeholders of our organization, sharing responsibilities and working towards the betterment of PFS. We are actively supporting collaboration with new committee structures, faculty meetings, and other shared responsibilities. We are looking to increase collaboration too between the greater PFS community, teacher community, and Board as well.
            2. Principle 7 - Schools as Learning Communities
                a. This principle includes "Essential aspects of school-wide work and professional development include self-reflection, peer review, faculty and individual study, artistic activity, and research." Dr. Amy Huntereece will help support this initiative this year, introducing this principle to faculty tomorrow at our meeting.

2. Director:
    a. Enrollment - SY 27 School Total 195
        i. Enrollment/Funding Budget – July and August - Estimated Counts - 165
        ii. SCHOOL TOTAL 195 (Includes KG and NE - NOT PK)
        iii. Total Re-enrollments- 130
        iv. KG Total Enrollments- 21
        v. Total Retained- 0
        vi. Total Preschool- 16 (2 new incoming soon)
        vii. Students that left after school started- 4 students all went to homeschooling
    b. Budget/Finances
        i. Review Board Financials in Z Financials Folder in Board Drive
    c. Academic Performance -
        i. AASA preliminary data indicates that PFS should receive a letter grade of "A"
        ii. Will submit a request to change testing mode to paper.
        iii. MOWR - Working on submitting literacy plan to the state
        iv. Renaissance Star Assessment Benchmark testing to begin in September. All testing should be completed mid September
    d. Title I Intervention
        i. Renaissance Star Assessment is a new testing platform. Teachers are in training to administer first test
        ii. Title I data reviewed from last year and intervention list created
        iii. Shing Aruguete is supporting the Title I program and continuing to mentor Title I teacher.
        iv. Title I Parent information night August 25, 2026
        v. New intervention student list adjustment will be created after benchmark testing is complete
    e. 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. School Totals: 41/195= 21% IEP 15/195= 7.7% EL 9/195= 4.6% 504
            2. New Students: (11) IEP (10) EL (4) 504
        iii. Sunny is in ongoing training with the state as they arise
    f. Professional Development
        i. NACA (Native American for Community Action) provided training to satisfy the Mitch Warnock Act state requirements for middle school students' mental health
        ii. CPR Certification - Joey Toth Led (Levi Miller's Dad), Certified 11 teachers, 3 assistants
        iii. Waldorf summer training - 3 teachers to date - Two of which are our new teachers.
    g. Personnel
        i. New 4th grade ESS paraprofessional
        ii. New 1st grade ESS part time paraprofessional
        iii. New Aftercare Teacher
        iv. Three teacher hires see below for action item.
        v. Now hiring for part time SPED paraprofessional 1st grade
    h. Core Principles of Public Waldorf Education
        i. See Faculty Report
    i. Operations
        i. Copperpoint - Workers Compensation - Total Premium - $2317.90 in July.
        ii. Health Insurance - Open Enrollment - Working with Crest and new platform "Employee Navigator" $700 monthly
        iii. Liability with Philadelphia began July 1, 2026 to June 30, 2027 - $12617.59

j. Fundraising
    i. Nothing to report

k. State, County, Federal, City
    i. City - Backflow Assembly Test - Need to schedule and have completed by September 18th
    ii. City - Gas Inspection Scheduled - Intermountain Mechanical Monday, August 24, 2026 - No issues with inspection
    iii. City - Boiler Inspection to be scheduled
    iv. State - AZDHS - Childcare License paid

l. ADE, ASBCS, Waldorf Community, Pine Forest Foundation,
    i. ACWE October 3rd Running River Community School in Sedona.
    ii. ASBCS Pop-In Visit Requirement prepped for FY27
    iii. ADE
        1. Cycle 4 EMAC-(Educational Monitoring, Assistance and Compliance)
        2. LEA2.0 - New Program
            a. School Finance submission to change address for Pine Forest Education Association's physical address from Kaibab to Cedar
            b. Verify Teacher Assignment

m. Legal/Audit
    i. Nothing to report

n. Marketing/Community Connection
    i. Newsletter
    ii. Social Media - Opening day Ceremony, Rose Ceremony, enrollment flyers Parent teacher night

o. Facility Use – FY27
    i. Mountain Town Market
    ii. Young Jammers
    iii. Music Together Classes -

p. After School clubs - Facility use agreements
    i. Stick Fingers Cooking
    ii. Pine Forest Explorers
    iii. Handwork Club
    iv. Chess Club
    v. Tynkertopia

q. Inspections
    i. Fire Marshall FY 26 passed - July 2026
    ii. Coconino County Kitchen - Unscheduled at this time
    iii. Coconino County First inspection asked to put holes in larger tires. Will return at a late date to look at the kitchen.
    iv. AzDHS - In Floor Heating - Welsh Plumbing contacted to inspect system - "Warning Standby Maintenance Required"

r. Parent Teacher Guild
    i. Met twice over summer to support club creation and organization
    ii. Supported opening day tea with parents
    iii. Supported ice cream social
    iv. Meeting dates to be determined - Meeting Tuesday, August 25 to begin discussions on supporting the life of the school

3. Transition Report by Cindy Roe:
    a. Cindy has created a new drive called Organizational Coordination to help us stay on track with board meeting action items throughout the year, including a month by month plan, etc.
    b. Facility in the Works document shows major school improvements and upgrades
    c. A service vendor list has been created so we have a "rolodex" of major contacts we will need

4. Committees:

a. Enrollment Development Committee
    i. Nothing to report

b. Finance Committee
    i. Met with an ex-Chairman of the Board of a Credit Union in Phoenix, Tom Cummiskey. He gave advice and guidance on discussions we can have with OneAZ. Finance committee will talk with Cindy about our contract with OneAZ, and discuss possible recommendation of asking for a lower nonprofit financing option that is usually widely available at other credit unions. Tom gave ideas on credit union CDs, to be discussed in the future with OneAZ.

c. Director(s) Evaluation Committee
    i. The director was evaluated and had discussions with Alex Carpenter. The director's employment will be continued this school year. See Alex for more details.

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 Salaried Contracts for Classroom and Specialty Teachers:
    a. Cody Little
        i. Motion by Jenny to approve salary, seconded by Jesse. Unanimously approved.
    b. Madeline Goldstein
        i. Motion by Jeff to approve salary, seconded by Levi. Unanimously approved.
    c. Morgan Fisher
        i. Motion by Alex to approve salary, seconded by Jeff. Unanimously approved.

B. Approve Contract Addendum
    a. Approve addition of "Participating in the Life of the School" addendum to employee contracts
        i. This addendum serves to clarify and articulate the expectation that teachers at Pine Forest School actively engage in and contribute to the full life of the school, a core principle of Waldorf education.
            1. Motion by Alex to approve the addendum for Pine Forest contracts starting in SY27/28 and onwards, seconded by Jeff. Jenny and Levi recused, Jesse approved. Motion passes.

C. Approve SPED Policy
    a. Update multiple Special Education policies to align with state requirements
        i. Motion by Jenny to approve all updated Special Education policies, seconded by Alex. Unanimously approved.

D. Discussion and Possible Action to Approve a Sole Source Procurement Determination for Terrabirds to Provide Gardening Club Services/Curriculum
    a. Motion by Jeff to approve, seconded by Levi. Unanimously approved.

E. Approve Pine Forest Site Fund Teacher Performance Pay Criteria

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

F. Discussion and Possible Action regarding capping 5th, 6th, and 8th grade classes.
    a. 5th and 8th are above 22% SPED population
        i. Discuss and possibly approve 5th grade and 8th grade class caps at 27 total students
    b. 6th is at a 32% SPED population

i. Discuss and possibly approve a 6th grade class cap at 27 total students

c. Board discussed that the SPED department is currently capped, and will keep classes capped at 30 students until further notice. No action taken.

G. Creative Flagstaff Arts and Science Grant Presentation by Chelita Borbon from Flagstaff Community Exploration.

a. Possible action to use Pine Forest as a Fiscal Agent/Sponsor and distributor of said grant.

i. Chelita Borbon owns Flagstaff Community Exploration and is applying for a minimum of $10,000 through the Creative Flagstaff Project grant. The City of Flagstaff has preliminarily approved Pine Forest to be a fiscal agent to receive the funding and distribute to FCE. With this money, Chelita is hoping to expand FCE to the greater Flagstaff population with the purchase of a trailer. FCE would be gifting Pine Forest 10-15% of this grant.

1. Jeff moves to approve Pine Forest as the fiscal agent and sponsor of the CFP grant for FCE with the condition that FCE will undertake all administrative responsibilities and documentations and facilitate the transfer of funds with the help of our business clerk and Aspire. Jenny seconded. Unanimously approved.

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

VIII.OLD BUSINESS

IX. NEW BUSINESS

1. The board would like to begin proceedings to add Sunny Lee Savage as a future board member. Alex will look into a review panel for Sunny.

X. DISCUSSION

A. Core Principle Work

a. Kate Mareck will present core principle presentations to the board throughout the year.

XI. ADJOURN (Next Regular Board Meeting, September 22, 2026 at 3:30 pm.)

1. Alex moves to adjourn the PFCS Board meeting at 5:40 pm. Jenny seconds. Motion passes unanimously.

Submitted by Jenny Cummiskey, Secretary, August 26, 2026 *Agendas and Minutes are available on the PFS website*