

APPROVED



PINNACLES PREP

Pinnacles Prep Charter School

Minutes

Board of Trustees

October Monthly Meeting

Date and Time

Wednesday October 20, 2021 at 6:00 PM

Location

Pinnacles Prep Admin Conference Room

Small School. Big Difference!

Pinnacles Prep Mission: We exist to cultivate curious, confident, and self-directed students who lead and succeed in college, their careers, and their communities.

Board Norms

Procedural

Follow Through on All Agreements
Be Fully Present Physically and Mentally
Start and End On Time

Behavioral

Be Bold and Optimistic
Keep Kids at the Center of Our Work
Advance Justice
Put Relationships First and Assume Positive Intent

Trustees Present

F. Fernandez (remote), K. Rutherford (remote), M. Reyes, R. Wray, S. Rolfs, T. McGee, T. Treat (remote)

Trustees Absent

O. Licon Eusebio, X. Velasco Ponce de Leon

Trustees who arrived after the meeting opened

M. Reyes

Trustees who left before the meeting adjourned

T. Treat

Guests Present

J. Fineis

I. Opening Items

A. Welcome and Record Attendance

B. Call the Meeting to Order

R. Wray called a meeting of the board of trustees of Pinnacles Prep Charter School to order on Wednesday Oct 20, 2021 at 6:04 PM.

C. Sunrise Connections

Topic: Rice

M. Reyes arrived.

D. Approve Meeting Minutes (Monthly Board Meeting September 14)

T. Treat made a motion to approve the minutes from Monthly Board Meeting on 09-14-21.

M. Reyes seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Special Meeting Approval of Minutes

T. Treat made a motion to approve the minutes from Special Meeting on 09-18-21.

M. Reyes seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Public Comment

A. Open the Floor to Public Comment

No public comment

III. Principal Report

A. Discussion Items

Behavior: Working on flow of discipline system.

Classrooms have settled down and are norming. The kids love Pinnacles Prep and want to be here.

Dean of Students: Starting tomorrow.

MAPS: Reviewed grade reports for Math and Reading

Communication tools: Parent Square will be a one stop shop

Proposed schedule change Q2: Changing schedule but not the minutes in the day

Enrollment Update: Gained 2 7th grade scholars this week; 114

After school program: 5 days a week about 5 or 6 scholars participating

Online data Dashboard: Viewed data dashboard

IV. Finance Report

A. Monthly Finance Reports (Balance Sheet, Budget vs. Actual)

T. McGee reviewed the financial documents.

B. Approving New Expense Reports

T. Treat made a motion to Approve the Board Certification Statement for September Payroll Check Summary for \$57310.01 and the Accounts Payable Register for \$357,038.97.

K. Rutherford seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. New Cashmere Valley Bank Credit Card Application for Jill Fineis (Resolution Needed)

S. Rolfs made a motion to To approve a new credit card application for Jill Fineis.

K. Rutherford seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Committee Reports

A. Development

Committee Meetings: 1st Friday at 8:00 AM via Zoom

S. Rolfs reviewed the 2 SMART Goals for the Development Committee:

1. Stewardship
2. Supporting School Needs

B. Academic Excellence

Committee meetings: 1st Monday of the Month at 12:00 PM

R. Wray reviewed the 2 SMART Goals for the Academic Excellence Committee

1. Design and Implement Annual Principal Evaluation Tools and Process
2. Define Academic Excellence for Pinnacles Prep and Create a Corresponding Road Map to Track Progress and Hold the School Accountable
3. Support Schools Leadership Team and Faculty in Designing and Implementing the school's signature programs, specifically the Impact Lab place-based education program.

C. Finance

Committee meetings: 2nd Thursday at 4:00PM

T McGee reviewed the 4 SMART Goals for the Finance Committee

1. Arrange Annual Audit
2. Provide 5-10 minute training at each board meeting during committee updates to better understand the Financial Statements and Financial Policies
3. Strengthen Committees understanding of responsibilities by reading an article from the board assessment prior to committee meetings and discussing.
4. Review Financial Policies and Procedures Manual

D. Governance

Committee Meetings 1st Monday at 10:30 AM

S Rolfs Reviewed the 3 SMART Goals for the Governance Committee

1. Develop and Implement Board Training plan for 2021-2022
2. Successfully utilize the full functionality of the BOT Platform
3. Board Expansion by 2 members by May 2022

M. Reyes made a motion to approve the goals of the various committees as presented.

T. Treat seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Facility Task Force

R Wray discussed plan for the Facility Task Force. Looking at pivoting on the rest of the construction project to finish the middle school, Makerspace and potential community commercial kitchen.

VI. Board Governance

A. Board Member Show and Tell

M. Reyes shared about his journey to Wenatchee

B. Policy Adoption

S. Rolfs made a motion to To approve the Health Policies and procedures as presented in the packet.

F. Fernandez seconded the motion.

The board **VOTED** unanimously to approve the motion.

T. Treat left.

J Fineis will research any modifications that we need to make to the discipline policy that appoints a an appeal board. Tabled until next month's meeting.

C. Law Firm Engagement

R Wray checked in to the possibility of engaging with a law firm or lawyer to assist us in ensuring compliance. Met with a law firm from Seattle and one from Wenatchee.

F. Fernandez made a motion to take the next steps of engaging Davis Arneil law firm.

K. Rutherford seconded the motion.

The board **VOTED** unanimously to approve the motion.

VII. Other Business

A. Student Exhibition

Student Exhibition Night on Wednesday. 6th Grade : 5-6 and 7th Grade 6:30 - 7:30

B. Upcoming Events

This Saturday - October 23rd Make A Difference Day from 10 - 12:30

November 6th - Open House for prospective students 10 - 12

Announcements: Have to give the State Assessments the beginning of Q2

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:16 PM.

Respectfully Submitted,

R. Wray

Documents used during the meeting

- 3. Pinnacles Prep September 2021 BvA.pdf
- 2. Pinnacles Prep Balance Sheet September 2021.pdf
- 1. Pinnacles Prep P&L September 2021.pdf
- 4. Pinnacles Prep Payroll and AP Certification September 2021.pdf

- 5. Pinnacles Prep September 2021 AP Register.pdf
- 6. Pinnacles Prep Payroll Summary September 2021.pdf
- CVB Credit Resolution.pdf
- D Team SMART Goal 1.pdf
- D Team SMART GOAL 2.pdf
- 10.20.21.pdf
- Academic Excellence Committee SMART GOALS 21:22.pdf
- Finance committee Goals.pdf
- Goveranance SMART Goal .pdf
- Goveranance SMART Goals.pdf
- Goveranance SMART Goal 2.pdf
- Accommodating Students with Diabetes-3415.doc
- Anaphylaxis Prevention and Response-3420.doc
- Medication at School-3416.doc
- Emergencies-3432.doc
- Procedure Anaphylaxis Prevention-3420P.doc
- Procedure Medication at School-3416P.doc
- Procedure Emergencies-3432P.doc
- Response to Student Injury or Illness-3418.doc
- Student Health-3410.doc
- Student Immunization And Life Threatening Health Conditions-3413.doc
- 2021_09_18_special_meeting_minutes.pdf