

DRAFT



**PINNACLES PREP**

## Pinnacles Prep Charter School

### Minutes

#### Monthly Board Meeting

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**Date and Time**

Wednesday February 15, 2023 at 6:00 PM

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**In Person:** Pinnacles Prep Campus (Admin Office Conference Room) - 504 S. Chelan Ave

**Via Zoom:**

<https://us02web.zoom.us/j/88428303638>

Meeting ID: 884 2830 3638

Dial In: 1-719-359-4580

**Board Members:** Rick Wray, Oscar Licon Eusebio, Karen Rutherford, Flora Fernandez, Tyler McGee, Xaxira Velasco Ponce De Leon, Mario Reyes, Tod Treat.

**Contact:** Oscar Licon Eusebio, Board Secretary

Email: [oscar@pinnaclesprep.org](mailto:oscar@pinnaclesprep.org)

**Accessibility:** This meeting is accessible to persons with disabilities. Special aids and services can be made available upon advance request. Advance requests for special aids and services must be made at least 48 hours in advance of the meeting's start time.

**Public Comment (In-Person):** Members of the public wishing to comment in person should sign up using the provided sign-in sheet 10 minutes prior to the start of the meeting. You will be called on at the meeting. The Board may respond to public comment during the meeting. Members of the public wishing to provide hard copy written comments at the meeting must bring 8 copies. Ten minutes will be allocated for public comment, with the option of the Chair to allow more.

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**Public Comment (Virtual):** Advance requests for virtual public comment or to provide written public comment electronically must be made no later than 48 hours in advance of the meeting's start time. To make this request or provide a written public comment, please email Oscar Licon at [oscar@pinnaclesprep.org](mailto:oscar@pinnaclesprep.org). If you would prefer to provide oral public comment, you will be called on at the meeting. The Board may respond to public comment during the meeting. Ten minutes will be allocated for public comment, with the option of the Chair to allow more.

***Small School. Big Ideas.***

**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 MEETING NORMS**

**Procedural:** Follow Through on all Agreements | Be Fully Present Physically and Mentally | Start and End on Time

**Behavioral:** Keep Students at the Center of Our Work | Be Bold and Optimistic | Advance Justice | Put Relationships First | Assume Positive Intent

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**Trustees Present**

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

**Trustees Absent**

O. Licon Eusebio, X. Velasco Ponce de Leon

**Guests Present**

J. Fineis, S. Koester

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**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 Feb 15, 2023 at 6:06 PM.

**C. Consent Agenda Approval**

- Karen wondered about Books for Bucks and Jill offered to bring some data to our next board meeting.

- Rick added that 100% of WA Charter School Commissioners approved our request to shift our high school program to the college. -- need to update a 5year budget and final condition is touring WVC Campus.
- Karen asked about the Great Hall squeeze and how not having a great hall was going. Sean reported we lost learning loft, and theatre, so we moved humanities to Toad Hollow and theatre in makerspace.
- Jill talked about the talent show coming up for end of February
- Sean re-iterated enrollment is up and so is our FRL %
- Tod added a word of caution for thinking through which path will people take regarding the complaint policy.

T. Treat made a motion to approve all items on the Consent Agenda.

T. McGee seconded the motion.

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

## II. Public Comment Period

### A. Open Floor for Public Comments

No public comment

## III. Advisory Body Special Guests

### A. Student Advisory Council (SAC) Special Guest

Betzy Espinoza joined from the Scholar Advisory Council. Betzy shared that said there are fewer than 10 members on the council. Trying to get more 6th graders. Planning events for the "Pinnacles Got Talent" show. Lot of planning for Talent show.

SAC meets every T-Th to talk about what they are working on. Gina or Jill are the staff members.

Tod: What is your favorite thing about the school and what she would like to see improved: Betzy wants to develop active listening or how we get from class to class. Favorite thing is probably getting to collaborate- our EPIC values. I think Pinnacles made a difference.

Karen: What are your goals for the year for SAC? Betzy made a plan of scholar safety protections for the park. No sidewalk path to the park, maybe a new stop sign, and maybe that could be a goal of hers.

Betzy: What is your perspective on teaching the whole child? Karen responded as education is not just RRR-- its theatre, events like talent show, go into our community and learn our area.. not just local academics to regurgitate on a test. Rick: Social well-being of scholars and take care of SEL piece as well as academic.

Betsy: Why did you start Pinnacles in the first place? Rick: We saw a huge need and responded to what the community was asking for over the last 10 years. Looking at data, we noticed gaps in learning and wanted to address those gaps. Reshape the conversation about teaching and learning. Karen: The valley has lots of options for elementary and high school but not middle schools.

#### **IV. Financial Audit Presentation**

##### **A. Cindy Ulrich and Sean Patton from Cordell, Neher and Company**

S.Patton introduced Cordell, Neher and Company history. Audit began in August/September. In the initial audit, they found that we required a single audit because we crossed a threshold in federal funding

- Team performing the audit: Sean Patton, Jennifer Babcock, Cindy Ulrich,
- Scope of services: Single Audit- and major Federal awards looked at CSP and ESSER
  - K.Rutherford asked about GASB, or FASB. FASB is the right application for the process for our financial.
- Summary of the process
  - Conducted with GAAS
  - Single Audit conducted with Uniform Guidance Requirements
  - Major program compliance is looking into a few awards only, not all.
  - Issue Opinion at date of approval (could be today)
- Area of audit emphasis
  - Internal control testing
    - Payroll, cash dispersants, and reporting requirements
    - revenue and accounts receivable
    - cost allocation and classification plan and methodology
- key reporting matter
  - Will issue an unmodified opinion on controls and compliance in all areas
  - Room for improvement; Findings: Things for mgmt to move
- matters to communicated with those charged with governance
  - Audit Findings:
    - Procurement, suspension and debarment for costs over a certain amount
    - Duplicate claimed vendor invoices
    - Time and Effort documentation
    - Supporting documentation for claim reporting
- Next steps;
  - Mgnt recommendation letter - signed and returned. Mgnt will develop a corrective action plan based on the findings, which will go into final audit docs, to be sent to the federal clearing house.

- S Patton went through the Financial Statements.
  - The findings are in the packet provided starting on p. 35-42
- R. Wray reiterated to board members that he would get everyone a digital copy of the report. Board and mgmt sign the mgmt rep letter to release the financial statement. Will need to hold a special meeting to get this voted on by the board next week.
- S. Patton: 990 form is drafted.. once done they will electronically file it.
- C. Ulrich expressed gratitude and thanks for the long and arduous process.

## V. Critical Issue Discussion

### A. Critical Issues Discussion

T. Treat made a motion to Approve the Amended Academic School Specific Goals.

K. Rutherford seconded the motion.

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

J. Fineis talked about MAP assessment data that we were below our target growth as an organization as a whole.

Voted to approve new MAP growth goals, removing the Lo/Lo Average target language.

## VI. Board Committee Updates

### A. Monthly Finance Dashboard

T. McGee:

93% Current enrollment was at 164

Public revenue down because it's tied to enrollment numbers

On track in Private Revenue and Expenditures

Cash is below 30 days

Talking about some potential revenue streams.

T. Treat- wondering about gradual step up so we don't fall off a cliff.

T. McGee: We will dry up on private funding, projected currently. Looking at more private funding coming in.

R. Wray: Bright spots around some major funding. If funding doesn't come through we will have to have a hard conversation about what the board is willing to do to support.

R. Wray: Let's move forward of hiring of the operations person in the interim and bring to the next board meeting a potential cost for a 3 days per week sub to open up current teaching staff to design high school program.

### B.

### **Select Committee and Task Force Updates (Governance and Facility)**

R. Wray: Lisa Foster Still interested in joining our board and still deciding whether to be a committee member focused on serving SPED populations and fundraising or full fledged board member. We'll know more next board meeting.

Summarize the main idea of our commission contract- check your sections

Next board meeting: Xaxira is reporting out first in March 15th.

R. Wray: Board officer Transitions: R Wray and K. Rutherford, Vice Chair is stepping in to be his Chair replacement while he is out of town. R. Wray will remain on board and continue to do committee work as board member at large.

R. Wray- Make sure everyone files their annual F1 Financial disclosures. Also, everyone needs to update the conflict of interest statement before you leave tonight. Remote board members need to scan and sign and email to R. Wray.

T. Treat made a motion to Rick stepping down to a board member role and out of the chair role, and Karen stepping into the Chair position as of March 1st.

T. McGee seconded the motion.

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

T. Treat- would like to add some recognition for R. Wray at our next board meeting.

## **VII. Additional Business**

### **A. Other Business**

R. Wray- Donor stepped up to incentivized kids to read. Books for Bucks! Please sign the commitment sheet and show that board is participating as well. Feel free to sign and leave that to have on file from a reading perspective.

Lottery for 6th-8th grade class is happening next Saturday. T. Treat is going to consider representing the board per the school's lottery requirement.

## **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 8:27 PM.

Respectfully Submitted,

J. Fineis