

DRAFT



**PINNACLES PREP**

## Pinnacles Prep Charter School

### Minutes

#### Monthly Board Meeting

---

**Date and Time**

Wednesday November 15, 2023 at 5:30 PM

**Location**

Online Via Zoom

---

**In Person: NOTICE: THERE WILL BE NO IN PERSON MEETING OPTION TONIGHT. ALL BOARD PROCEEDINGS WILL TAKE PLACE ONLINE VIA ZOOM.**

**Online Zoom Link:**

<https://us02web.zoom.us/j/89300133347>

Meeting ID: 893 0013 3347

Dial In: 1-719-359-4580

**Board Members:** Rick Wray, Oscar Licon Eusebio, Karen Rutherford, Flora Fernandez, Bethany Sebastian, Tyler McGee, Tod Treat, Josh Castro

**Contact:** Karen Rutherford, Board Secretary

Email: karen@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

*Karen Rutherford*

Signed by Karen Rutherford on 11/18/2023

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.

**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

---

**Trustees Present**

F. Fernandez (remote), J. Castro (remote), K. Rutherford (remote), O. Licon Eusebio (remote), R. Wray (remote)

**Trustees Absent**

B. Sebastian, T. McGee, T. Treat

**Guests Present**

Halma Abubakar (remote), J. Fineis (remote), Jessica de Barros (remote)

---

**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 Nov 15, 2023 at 5:33 PM.

**C. Consent Agenda Approval**

*Karen Rutherford*

Signed by Karen Rutherford on 11/18/2023

J. Castro made a motion to approve the minutes, finances and consent agenda from Monthly Board Meeting on 10-21-23.

O. Licon Eusebio seconded the motion.

The following payments as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursements claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll payments in the amount of \$180,865.38 are also approved.

General Fund Accounts Payable Total electronic payments totaling \$205,875.27 and Check number N/A through N/A totaling \$0

Non-AP Cash Disbursements Total electronic payments totaling \$962.86 and Check number N/a through N/A totaling \$0

Payroll Total electronic payments totaling \$180,865.38 and Payroll check numbers N/A through N/A totaling \$

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

## **II. Public Comment Period**

### **A. Open Floor for Public Comments**

No Public Comment this evening.

## **III. Washington Charter School Commission Presentation**

### **A. Guest Speaker - Executive Director, Jessica de Barros**

Jessica de Barros, Executive Director of Washington State Charter, spoke regarding the roles and responsibilities of Charter Public Schools.

The Charter Bargain was addressed. With more autonomy there is a higher level accountability.

Jessica discussed the role of the Charter Commission in the authorization and regulation of Charter Schools.

Charter Public School System of Oversight: Four parts in accountability.

Charter School Commission

Charter Public School Board

Office of Superintendent of Public Instruction

State Auditors Office

Renewal of contract was discussed. Pinnacles will be up for renewal in two years.

*Karen Rutherford*

Signed by Karen Rutherford on 11/18/2023

The charter contract is a legal agreement between the Pinnacles board and the Commission.

The board is responsible for evaluating the performance of the School Leadership.

The board is responsible for the finances.

The board is responsible for academic performance. Should be monitored every month.

The board is responsible for adhering to the State Compliance Calendar.

We must notify the board of Commission if we need to vary from the Charter Commission Contract.

#### **IV. Know Our People, Know Our Programs**

##### **A. High School Launch Update**

Gretchen Weare spoke about the launch of the new high school and their involvement with the development of the EduCurious Curriculum. The launch has been very successful, and the curriculum has been well received by our scholars and families.

44 Students enrolled. We have a few spots are open.

9th grade has more males than females in the class.

Largest challenge is space, there is a great need for more space. Currently eating lunch outside, will transition to indoor lunch with winter approaching. Very low on staff. The need for one more person is desirable. Especially an Instructional Assistant to help with Special Ed. and 504 needs.

#### **V. Critical Issue Discussion**

##### **A. Staffing Updates**

Critical Staffing Issues:

- \* Need a Spanish Teacher: several are interested in the job. 2 class periods a day.
- \* We have two sub teachers. Looking for a third.
- \* Instructional Assistant (one on one) has resigned due to family issues. Looking for another.
- \* One of our Instructional Assistants is moving into the Wellness Center Role.
- \* Looking for a new Special Education Specialist. We may wait until next year to hire this role.
- \* May bring on an Instructional Coach to assist in the classroom, especially in Tier 3 needs.
- \* Intervention plan progress toward launch for Math Tier 2 was discussed.

*Karen Rutherford*

Signed by Karen Rutherford on 11/18/2023

## **B. School Transformation Plan Approval**

J. Castro made a motion to Approve School Transformation Plan for 23/24 school year.

K. Rutherford seconded the motion.

School Transformation Plan: (School Improvement Plan)

Working on consolidating all the School Goals into one plan.

Smartie Goal 1: 75% of scholars will meet their growth goals on as measured by NWEA Map Assessment.

Smartie Goal 2:

Smartie Goal 3:

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

## **C. Policy and Procedure Discussions**

J. Castro made a motion to Approve Weighted Lottery Policy Update. Approve Lottery Timeline Policy Update.

O. Licon Eusebio seconded the motion.

Discussed Policies and Procedures attached to Consent Agenda.

New Weighted Lottery Policy Update discussed. Geographic qualifications included into policy. Located near Pinnacles Prep receives 3 extra tickets in the lottery.

New Lottery Timeline Policy proposed.

All revisions have been tabled to December meeting.

Second read and vote on Suicide Prevention Policy and Procedure 2145 and Second read and vote on SchoolBased Threat Assessment Policy and Procedure will take place at the December meeting.

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

## **VI. Committee Reports**

### **A. Finance**

Financial Data Dashboard for October presented.

Currently three items are in the green, one item (cash on hand) is in the yellow.

Financial Data is currently taking place.

Missing documentation is still a concern: plans are made to rectify the issue this month by November 27th

Enrollment: 6th 59 (62). 7th 57 (60). 8th 57 (60). 9th 44 (45). We have waitlists for 6,7, and 8th.

### **B. Governance**

Board Training schedule for 23/24 school years was discussed.

All four of the new trainings will take place in the board meetings this year.

*Karen Rutherford*

Signed by Karen Rutherford on 11/18/2023

Pinnacles Prep Charter contract training schedule will be posted and begin in March 24. Rick Wray asked board members to please let him know what further trainings board members need.

Committee members will be finalizing goals on Board on Track for the December board meeting.

## VII. Additional Business

### A. Other Business

December Board meeting was changed to 12/13/23 due to Christmas holiday.

Pinnacles Prep Fall Gala was a success raising \$40K+.

## VIII. Closing Items

### A. Adjourn Meeting

O. Licon Eusebio made a motion to adjourn.

J. Castro seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,  
K. Rutherford

---

## Documents used during the meeting

- 2. Pinnacles Prep P&L 10.2023.pdf
- 3. Pinnacles Prep Balance Sheet 10.2023.pdf
- 4. Pinnacles Prep BvA 10.2023.pdf
- 5. Pinnacles Prep Payroll and AP Certification 10.2023.pdf
- 6. Pinnacles Prep AP Register 10.2023.pdf
- 6a. Pinnacles Prep Non-AP Cash Disbursement Register 10.2023.pdf
- 7. Pinnacles Prep Payroll Summary 10.2023.pdf
- 11.20.23 Board Development Report.pdf
- 2023-2024 Pinnacles School Transformation Plan .pdf
- 11.2023 Proposed Policy Change (Additon to Weighted Enrollment).docx.pdf

*Karen Rutherford*

Signed by Karen Rutherford on 11/18/2023

- Proposed Procedure Change 3120P.pdf
- Pinnacles Prep Finance Dashboard 10.2023.pdf
- Board Training Schedule 23\_24 (includes staff led contract sessions.xlsx)

*Karen Rutherford*

Signed by Karen Rutherford on 11/18/2023