

APPROVED



**PINNACLES PREP**

Pinnacles Prep Charter School

## Minutes

Monthly Board Meeting

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**Date and Time**

Wednesday December 13, 2023 at 5:30 PM

**Location**

Pinnacles Prep Maker Space

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**In Person:** Pinnacles Prep Campus Makerspace (504 S. Chelan Ave, Wenatchee)

**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](mailto: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

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 Karen Rutherford at [karen@pinnaclesprep.org](mailto:karen@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. A maximum of 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**

Bethany Sebastian, Flora Fernandez (remote), Josh Castro, Karen Rutherford, Oscar Licon Eusebio (remote), Rick Wray

**Trustees Absent**

Tod Treat, Tyler McGee

**Guests Present**

Amanada Peaslee, Erin King Luce, Halma Abubakar, Jill Fineis, Sean Koester, Tina Nicpan Brown

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**I. Opening Items**

**A. Welcome and Record Attendance**

**B. Call the Meeting to Order**

Rick Wray called a meeting of the board of trustees of Pinnacles Prep Charter School to order on Wednesday Dec 13, 2023 at 5:31 PM.

### **C. Consent Agenda Approval**

Josh Castro made a motion to Approve Consent Agenda, November Payroll and Accounts Payable and prior minutes.

Bethany Sebastian seconded the motion.

**For the Board Minutes** 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 \$134,709.93 are also approved. General Fund Accounts Payable Total electronic payments totaling \$272,066.85 and Check number N/A through N/A totaling \$0 Non-AP Cash Disbursements Total electronic payments totaling \$1,830.06 and Check number 1025 through 1025 totaling \$1,000 Payroll Total electronic payments totaling \$134,709.93 and Payroll check numbers N/A through N/A totaling \$0. The board **VOTED** to approve the motion.

Josh Castro made a motion to approve the minutes from Monthly Board Meeting on 11-15-23.

Bethany Sebastian seconded the motion.

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

## **II. Public Comment Period**

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

Tina Nicpan-Brown presented Public Comment to the board regarding classroom discipline/management at Pinnacles Prep. School Leader Jill Fineis will follow up with Tina Nicpan Brown regarding the issues she presented.

## **III. Advisory Body Voices**

### **A. Guest Speakers - Members of the Student Advisory Council (SAC)**

No members of the Student Advisory Council were able to attend at this time.

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

### **A. Wellness Committee Update**

Amanda Peaslee, School Nurse/Wellness Committee Chairperson, gave an update regarding the Wellness Committee and Policy.

A school Wellness Committee has been formed and started meeting.

Meetings will be held twice a year.

Using the WSSDA Model Wellness Policy. The same test is taken throughout the state. Great data tool. Three Main Components are: Nutrition/Health and Fitness Education/Physical Activity. Annual Washington Health Survey has been given to the scholars.

Results will be released late February.

School Safety Enhancements have been implemented. Narcan/bleeding control and AED. Several staff members have been trained by Lifeline EMTs

Pinnacles Prep Universal Mental Health Screening was administered in September.

Eight scholars were given additional same day emergency mental health services by Catholic Charities.

School Based Health Service: Medical and Behavioral Services. Partnered with CVCH.

They are providing Mobile Health Services.

## **V. Critical Issue Discussion**

### **A. Academic Achievement**

Teaching Staff:

Spanish Teaching position has been filled.

We have two Instructional Assistants and would like to hire another.

Compliance: Will have all documents finished by the end of the year.

Exhibition nights went well. Good feedback was received from families.

Pinnacles Advisory Committee has meet twice.

Stream lining communication with be their first goal.

Meeting with WVC regarding facilities need.

Instruction Partners came for first visit in November. Math and Humanities will be their focus.

DEI Study Team has begun, with all staff involved. DEI Playbook will be created this school year.

### **B. Policy and Procedure Discussions**

Policy and Procedure Discussion:

Weighted Lottery Policy is still in the works.

Suicide Prevention Policy and Procedure. First Read.

School Based Threat Assessment Policy and Procedure. First Read.

3241F1: Discipline Matrix. First Read.

### **C. First Quarterly Data Dashboard Presentation**

Operations Director presented the First Quarter Data Dashboard. Free and Reduced Lunch numbers are increasing. It is likely we will receive further funding if next years sixth grade class is over 50% FRL.

## **VI. Committee Reports**

### **A. Finance**

Financial Data Dashboard for November was presented.

Three sections are in the green, two in the yellow. Cash on Hand will be slightly under the 60 days cash requirement at the end of the year.

Audits are going well.

### **B. Governance**

Board members will watch the required Board Training: Credentialing Staffing Compliance. The Board will discuss the video at the January Board meeting.

New Board Member: Blake Baldwin is interested in joining the Pinnacles Prep Board next spring. The Board will extend an invitation for Blake to visit the Board in March.

Lunch dates with students will be arranged for next spring.

Exhibition attendance encouraged for board.

## **VII. 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 7:30 PM.

Respectfully Submitted,  
Karen Rutherford

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## **Documents used during the meeting**

*None*