

APPROVED



PINNACLES PREP

## Pinnacles Prep Charter School

### Minutes

#### Monthly Board Meeting

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**Date and Time**

Wednesday February 21, 2024 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, Josh Castro (remote), Karen Rutherford, Rick Wray, Tod Treat, Tyler McGee

**Trustees Absent**

Oscar Licon Eusebio

**Guests Present**

Barry Weber (remote), Halma Abubakar (remote), Jill Fineis, Luke Davies, Lydia Harris (remote), Sandy, Sean Koester, Tina Nicpan-Brown (remote)

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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 Feb 21, 2024 at 5:35 PM.

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

Josh Castro made a motion to Approve consent agenda: minutes, principal report and financials for the previous month. And vote to approve listed policy and procedures. 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 \$141,242.57 are also approved. General Fund Accounts Payable: Total electronic payments totaling \$122,663.89 and Check number N/A through N/A totaling \$0. Non-AP Cash Disbursements Total electronic payments totaling \$2,343.27 and Check number 3013 and 3014 totaling \$603.86 Payroll Total electronic payments totaling \$141,242.57 and Payroll check numbers N/A through N/A totaling \$0. Bethany Sebastian seconded the motion.

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

Josh Castro made a motion to approve the minutes from Monthly Board Meeting on 01-17-24.

Bethany Sebastian seconded the motion.

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

## **II. Public Comment Period**

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

No public comment requested.

## **III. Advisory Body Voices**

### **A. Members of the Parent Advisory Council (PAC)**

Tina Nicpan-Brown, parent representative on the Parent Advisory Committee.

Parent communication has improved greatly through parent newsletter and parent square.

Hands to Work, behavior program successfully implemented.

Math Night 2/21/24.

Social Media positive and negative aspects discussed for families. Parents have a lot of concern regarding screen usage.

Planning a movie night/activity night for parents and scholars.

Looking into a PTO/PTA to fundraise and plan activities.

6-7 parents at PAC meetings regularly, once a month.

## **IV. Audit Presentation**

### **A. Auditing Firm - Eide Bailey Presentation**

Auditor Barry Weber presented a brief run down of the financial audit Eide Bailey has been conducting for Pinnacles Prep.

Key points:

Clean, unmodified opinion report.

Move from FASB to GASB accounting audit this year.

There is a finding regarding last year's reporting as FASB.

No Single Audit required this year. Under the threshold of Federal spending.

Washington State Auditor (SAO) would like the completed audit by the end of the month.

## **V. School Health Advisory Update**

### **A. Pertussis Outbreak Briefing**

Chelan Douglas Health Department presented an update regarding our recent Pertussis Outbreak.

Luke Davies, CDHD executive director, presented.

Davies praised our staff and administration for their handling of the outbreak.

Symptoms and disease progression of Pertussis (whooping cough) explained.

Disease prevention, Tdap shot timeline presented.

It is recommended that 11/12 year olds receive a vaccine booster.

Adult vaccinations should be administered every ten years. Especially important for teaching staff.

There are 28 confirmed/probable/suspected cases at Pinnacles. And there are also 18 community wide reported suspected cases.

The Health Department is working closely with all cases in the community.

## **VI. Critical Issue Discussion**

### **A. Academic Achievement**

Mid year MAP Testing Results and Data Analysis.

90-95% have completed the test.

Scores have shown high growth for the majority of scholars.

Math and ELA intervention is taking place during the school day.

Looking at implementing a volunteer tutoring program with the assistance of the Academic Excellence Committee.

### **B. Staffing**

Requesting board assistance with interviewing and hiring of new teachers.

We will have an in depth discussion of staffing changes at the next board meeting.

Tod Treat made a motion to Edgar Perez, STEM/Math teacher. That the Pinnacles Prep School Board approve Edgar Perez teaching by exception to minimum qualifications. The board expects the school administration to proceed with emergency substitute designation.

Flora Fernandez seconded the motion.

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

Staff Leadership Change for 24/25.

Sean Koester has informed the board and administration of his resignation and the end of this school year in June 2024.

## **VII. Committee Reports**

### **A. Finance**

Financial Dashboard is looking good, in the green, except for Cash on Hand. We are looking to end the school year below 60 days cash on hand. If Levy Equalization is approved we will end above 60 days.

We have budgeted for 227 scholars, currently are looking at 219 enrollment.

Sean is working to update Pinnacles Prep Fiscal Policies and Procedures for Staff Purchase. They are looking to implement a new program that is free for schools, Divy.

Tod Treat made a motion to Approve new staff credit card process through Divy.

Bethany Sebastian seconded the motion.

Divy has been recommended by our CFO and Director of Operations.

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

Second audit has started through the State Auditing Office.

### **B. Governance**

Use of Public Funds training video through the state.

100% have completed the training.

F1 Financial Disclosure filing due to the State April 15th.

### **C. Academic Excellence**

High School information night was well attended by families on Zoom.

High School facility, campus renovations and meetings with the college are continuing.

## **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 7:54 PM.

Respectfully Submitted,  
Karen Rutherford

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**Documents used during the meeting**

*None*