

APPROVED



**PINNACLES PREP**

Pinnacles Prep Charter School

## Minutes

Monthly Board Meeting

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### Date and Time

Wednesday March 20, 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, Karen Rutherford, Rick Wray, Tod Treat, Tyler McGee

**Trustees Absent**

Oscar Licon Eusebio

**Guests Present**

Amanda Peaslee (remote), Erin Luce King (remote), Jill Fineis, Sean Koester

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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 Mar 20, 2024 at 5:33 PM.

**C.**

## Consent Agenda Approval

Tod Treat made a motion to Approve consent agenda and minutes from February 2024. Josh Castro seconded the motion.

Question regarding Transportation line in budget. Reimbursement forms have been submitted, awaiting payment from the state.

Financials certified:

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 \$149,754.03 are also approved.

General Fund Accounts Payable

Total electronic payments totaling \$159,535.68 and Check number 3016 through 3016 totaling \$250

Non-AP Cash Disbursements Total electronic payments totaling \$1,060.06 and Check number N/A and N/A totaling \$0 Payroll Total electronic payments totaling \$149,754.03 and Payroll check numbers N/A through N/A totaling \$0.

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

Tod Treat made a motion to approve the minutes from Monthly Board Meeting on 02-21-24.

Josh Castro 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. Know Our People, Know Our Programs

### A. Counseling Program

Pinnacles Prep school counselor, Stacy Coronado M.Ed., gave us an overview of the school's Comprehensive School Counseling Program.

1. Academic Development
2. Provide a process for identifying student needs.
3. How indirect and direct services will be delivered.
4. Establish and Annual Review and Assessment Process.

22/23 School year: 419 contacts with individual scholars.

Counselor was 30 hours a week.

23/24 School year: Our counselor is now full time.

CVCH is delivering mental health counseling once a week at the school. Stacy would like to increase their time on campus, due to high need.

Bullying is an issue in the middle school and is being addressed.

#### **IV. Student Exhibition Tour**

##### **A. 7th Grade Exhibition Site Visit**

Visited the 7th grade Exhibition night.

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

##### **A. Enrollment Projections for 24/25**

**Jill, School Leader, presented our enrollment projects for 24/25.**

Fully enrolled at Middle School, with wait lists.

High School 24/25 enrollment expectations:

Ninth grade: 50 scholars.

Tenth grade: 45 scholars.

##### **B. Staffing for 24/25**

**Staffing for 24/25:**

Organization flow chart will have a few changes.

We will be hiring a Dean of Students to assist with culture and climate work, PBIS program, 504 coordinator, tier 1 discipline issues. Looking to hire a TOSA, teacher on special assignment. Will also be a lead of the Student Advisory Committee.

Director of Operations position has been posted. The DO position job description is being reviewed.

Wa Charter is being split into two parts:

1. Policy advocacy on the state and federal level
2. Excellent Schools Washington: Technical assistance and grant assistance through the Gates Foundation.

### **C. Principal Report**

Attendance remains high.

Principal report is linked in the consent agenda.

## **VI. Committee Reports**

### **A. Academic Excellence**

High School Task Force: Wenatchee Valley College is no longer available for Pinnacles Prep High School. We are looking at our original plan to build a high school on our campus. Preliminary plans will be presented at the April board meeting. Hoping to have it completed by the 25/26 school year.

We will be adding several new portables for the next school year to house 9th and 10th grade.

### **B. Finance**

Dashboard:

Four metrics are in the green.

Enrollment is about 97% of our goal.

Cash on Hand is currently yellow. It will improve and 60 days Cash on Hand will be met with the LE dollars from the state.

Next years budget is currently being prepared.

Levy Equalization Update: The State approved the Levy Equalization funding for Charter Schools in Washington State. We should receive this funding in April or May.

Audit report: The SAO audit has been completed.

### **C. Governance**

F1 financial disclosure with the State of Washington is due 4/15/24.

Josh Castro made a motion to To add Blake Baldwin to the Pinnacles Prep School Board.

Tod Treat seconded the motion.

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

## **VII. Additional Business**

### **A. Other Business: Important Upcoming Dates**

Board President Rick Wray recommended continuing our State Charter Review discussions next month.

Revisited the Open Public Records training requirements.

The board watched the OPMA training video provided by the State of Washington.

Discussion followed

## **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 7:43 PM.

Respectfully Submitted,

Rick Wray

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## **Documents used during the meeting**

- 2024\_02\_21\_board\_meeting\_minutes.pdf
- 2. Pinnacles Prep PnL 02.2024.pdf
- 3. Pinnacles Prep Balance Sheet 02.2024.pdf
- 4. Pinnacles Prep BvA 02.2024.pdf
- 4a. Pinnacles Prep Detailed BvA 02.2024.pdf
- 5. Pinnacles Prep Payroll and AP Certification 02.2024.pdf
- 6. Pinnacles Prep AP Register 02.2024.pdf
- 6a. Pinnacles Prep Non-AP Cash Disbursement Register 02.2024.pdf
- 7. Pinnacles Prep Payroll Summary 02.2024.pdf
- 3.20.24 development report for board.pdf
- 1. Pinnacles Prep Finance Dashboard 02.2024.pdf