

APPROVED



PINNACLES PREP

Pinnacles Prep Charter School

Minutes

Monthly Board Meeting

Date and Time

Wednesday April 17, 2024 at 5:30 PM

Location

Pinnacles Prep Maker Space

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

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. 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

Trustees Present

Bethany Sebastian (remote), Blake Baldwin, Flora Fernandez (remote), Karen Rutherford, Oscar Licon Eusebio (remote), Rick Wray, Tod Treat (remote), Tyler McGee

Trustees Absent

Josh Castro

Guests Present

Jill Fineis, Sean Koester

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 Apr 17, 2024 at 5:35 PM.

C.

Consent Agenda Approval

Tod Treat made a motion to approve the minutes from Monthly Board Meeting on 03-20-24.

Oscar Licon Eusebio seconded the motion.

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

Tod Treat made a motion to Approve Consent Agenda.

Oscar 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 \$137,916.19 are also approved.

General Fund Accounts Payable

Total electronic payments totaling \$187,039.02 and Check number N/A through N/A totaling \$0

Non-AP Cash Disbursements

Total electronic payments totaling \$596.22 and Check number N/A and N/A totaling \$0 and Cash Withdrawals totaling \$3,935.00

Payroll

Total electronic payments totaling \$137,916.19 and Payroll check numbers N/A through N/A totaling \$0.

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. 6th Grade Humanities and DEI Study Team

School leader Jill Fineis presented the DEI Study Team evolution and launch.

Difficult to formalize a DEI Study Team in year one and two.

Kelvin SEL Survey has been administered twice a year.

SEL and Equity and Inclusion Surveys administered.

Have realized the need for a primer for both surveys, explaining the process for the scholars and to increase participation taking the surveys.

Activities 23/24:

All Teachers Summer Book Study: Street Data. Will continue to use Street Data next year. Had a

Conference Call with Street Data Authors well received.

Summer Empathy Interview with Scholars completed.

Bi-Weekly Democratic Classroom PLC with full Circle Leadership.

Pigeons and Dragons House Competitions very successful.

All Staff DEI Study Topics.

Racism and Bias

Discrimination and Complaint Procedures

Intersectionality and KPI ideas.

Equity Audit to be implemented by the DEI Study Team.

SAC will be joining the DEI Study Team.

IV. Critical Issue Discussion

A. Enrollment Projections for 24/25

Jill Fineis reported on the School Lottery for the 23/24 school year.

Was very successful.

7th and 8th grade are full with waiting lists.

6th, 9th and 10th grades have openings.

Board member Josh Castro and a WA charter representative were present.

B. Staffing for 24/25 School Year

Excellent candidate pool for employment openings.

Interviews start next week.

In need to hire Instructional Aides for Special Education. Three positions are open and available. Jill Fineis would like to hire a certified Special Education teacher to replace the three Instructional Aides. Cost Neutral request.

C. Academic Excellence

Have launched the all school Passion Projects.

We are considering 9th grade internships. We hope to begin them in May.

The eighth grade internships were very successful. All students, except one, participated in the internships. Five day internships. They must apply and be accepted. We had locations throughout the valley. They gave their internship presentations at Exhibition night.

D. Proposed New Standardized Emergency Response System

Tod Treat made a motion to have School Leader sign a MOU with the I Love U Guys to be trained and utilize their School Preparedness and Safety Program, replacing our current Policy.

Flora Fernandez seconded the motion.

Jill Fineis would like to replace our current Policy and Procedure surrounding School Preparedness and Safety.

The Standard Response Protocol.

I love u guys program.

National program that is very well received nationwide and is recommended by the NCWESD.

More robust then current Policy.

No cost involved.

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

E. Existing Policy Discussion

School Transportation Policy reviewed, regarding parent transport of students to off school events.

We will research other Charter School policies on transporting students in parent vehicles.

V. Committee Reports

A. Academic Excellence

Tod Treat reported on Jill Fineis' School Leader Evaluation that will begin in May.

Oscar LIcon Eusebio reported on the DEI Study Team. He is researching an Equity Audit that the school can use.

Rick Wray updated the board on the current high school facility plans. We are looking at the leasing of one new, two classroom portable that will be placed next to the current portable, to accommodate the growth of the high school.

Tod Treat made a motion to approve the leasing of the new portable for high school use.

Blake Baldwin seconded the motion.

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

B. Finance

Finances are all on track, except the 60 day Cash on Hand. We expect to meet this condition by the end of FY24.

State Levy Equalization funding to be paid in April.

SAO audit is complete. Only one finding: GASBY/FASBY issue, which has been resolved.

JCP will present a new audit change that is coming to all charter schools.

C.

Governance

Rick Wray reported that 100% of Pinnacles Board members filed their Financial Disclosures reports with the State of Washington.

Tod Treat led a Board Refresher on the Charter Contract:
Article VIII: Education Program/Academic Accountability.
Article XI: School Facilities.

Flora Fernandez made a motion to add Sibling Preference to the lottery preference to the Charter Enrollment Policy.

Bethany Sebastian seconded the motion.

Currently Sibling Preference is included in our Procedures, but not in our Policy.

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

VI. Additional Business

A. Important Upcoming Dates

April 29, Monday Pinnacles Prep Music, theatre and dance group will be performing at the Apple Blossom.

WA Charter School Conference May 4th. Board members and parents are invited to attend.

Board Lunch at Pinnacles on May 7th. 11am - 1pm.

Teacher Appreciation Week is the week of May 4.

B. Next Board Led Commission Contract Refresher Session

Tyler McGee will report on the next Charter Review Session.

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 7:46 PM.

Respectfully Submitted,
Karen Rutherford

Documents used during the meeting

- Draft Mtg Minutes 3.20.24.pdf
- Student Driving-3243.pdf

- Procedure Student Driving-3243P.pdf
- 4.17.24 PPCS Board report development.pdf
- 2. Pinnacles Prep PnL 24 03.pdf
- 3. Pinnacles Prep Balance Sheet 24 03.pdf
- 4. Pinnacles Prep BvA 24 03.pdf
- 5. Pinnacles Prep Payroll and AP Certification 24 03.pdf
- 6. Pinnacles Prep AP Register 24 03.pdf
- 6a. Pinnacles Prep Non-AP Cash Disbursement Register 24 03.pdf
- 7. Pinnacles Prep Payroll Summary 24 03.pdf
- 6625 - Private Vehicle Transportation.pdf
- Final Portable Lease Agreement (Mobile Modular SY 24_25).pdf
- 1. Pinnacles Prep Finance Dashboard 24 03.pdf