

APPROVED



**PINNACLES PREP**

## Pinnacles Prep Charter School

### Minutes

#### Monthly Board Meeting

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**Date and Time**

Wednesday June 26, 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**

Blake Baldwin, Flora Fernandez (remote), Josh Castro (remote), Karen Rutherford, Rick Wray

**Trustees Absent**

Bethany Sebastian, Tyler McGee

**Guests Present**

Jill Fineis (remote), Matt Paolini, Oscar Licon Eusebio, Sara Rolfs, 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 Jun 26, 2024 at 5:31 PM.

**C. Consent Agenda Approval**

Blake Baldwin made a motion to approve the minutes from Monthly Board Meeting on 05-23-24.

Karen Rutherford seconded the motion.

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

Blake Baldwin made a motion to Approve Consent Agenda and Financial documents. 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 \$141,210.35 are also approved. General Fund Accounts Payable Total electronic payments totaling \$147,445.24 and Check number N/A through N/A totaling \$0 Non-AP Cash Disbursements Total electronic payments totaling \$2,262.28 and Check numbers 1028 to 1031 totaling \$1,038.76 Payroll Total electronic payments totaling \$Error! Reference source not found. and Payroll check numbers N/A totaling \$0.

Karen Rutherford seconded the motion.

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

## **II. Public Comment Period**

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

No requests for public comment.

## **III. Advisory Body Voices**

### **A. Parent Advisory Council**

CEO Jill Fineis read a letter from Mary Ann Castro regarding the Parent Advisory Council for Pinnacles Prep.

\* Mary Ann will be assisting with starting a PTO next year for Pinnacles Prep. They will be assisting with Field Trips, fundraising, Passion Projects, and school events.

They will be a full 501 C3 organization, with their own board of directors.

## **IV. Critical Issue Discussion**

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

Enrollment projections are mixed for the 24/25 school year.

6th grade has low enrollment with 20+ open spots remaining.

7th and 8th grade have full enrollment.

9th and 10th grade have open spots.

Recruitment will continue throughout the summer. The Family and Community Engagement position has been posted and interviews have begun.

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

Openings for the 24/25 School year:

FACE Coordinator

Special Education Specialist

New 6th grade Humanities teacher hired. Charter School and PBL experience.

New High School Math teacher hired for Algebra I, Algebra II, Geometry.

New High School Humanities teacher hired.

### **C. Final Data Dashboard for 23/24 School Year**

Excellent presentation by Sean Koester, Director of Operations regarding the end of the year Data Dashboard and comparison to the prior two years.

Female enrollment has been rising and ended the year at just below 50%.

Hispanic enrollment has been steady at close to 35%.

Free and Reduced Lunch/Low Income has been 50%+ for two years now.

Attendance has been strong this year, averaging 88%+.

### **D. Draft 24/25 Budget Presentation**

Matt Paloni, JGP, Pinnacles Prep CFO presented the proposed 24/25 proposed budget. Budget is based on enrollment of 244. Grades 6-10th.

Total teaching staff: 18.7

Total staff FTE: 33.

Budget is tight, due to the uncertainty of receiving Levy Equalization for the next year and into the future. Without levy equalization we will not meet the goal of 60 days cash on hand. Only 50% of levy equalization funding has been included in the proposed budget.

## **V. Committee Reports**

### **A. Finance**

Karen Rutherford, finance committee member, reported on the monthly Finance Dashboard.

All Metrics are in the green.

Josh Castro made a motion to request Sean Koester be removed from online access to Pinnacles Prep accounts at Cashmere Valley Bank and Oscar Leon Esibo be added to online access to Pinnacles Prep accounts at Cashmere Valley Bank.

Flora Fernandez seconded the motion.

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

### **B. Academic Excellence**

The AE committee is working on the CEO/Principal Staff Evaluation Survey. Board recommendations for CEO goals will be discussed with our CEO Jill Fineis, with the goal of having her 24/25 goals complete by the end of August. Karen Rutherford, Academic Excellence member, gave an update on the CEO Staff Survey. 21 teaching and admin staff members participated in the survey. Rick and Karen will review the results with Jill.

### **C. Governance**

Board changes:

Blake Baldwin was welcomed to the board. Blake will be serving as our Secretary for the 24/25 school year.

Tod Treat has resigned from the board due to health issues.

Karen Rutherford will be leaving the board at the end of her term, at the end of August.

Discussion was held regarding recruiting new member and officers.

## **VI. Additional Business**

### **A. Upcoming Events and Important Upcoming Dates**

Pinnacles will have the same calendar as the Wenatchee School District for the 24/25 school year.

## **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 7:14 PM.

Respectfully Submitted,  
Karen Rutherford

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### **Documents used during the meeting**

- 6.26.24 Development Report for board.pdf
- 2024\_05\_23\_board\_meeting\_minutes.pdf
- 2. Pinnacles Prep PnL 24 05.pdf
- 3. Pinnacles Prep Balance Sheet 24 05.pdf
- 4. Pinnacles Prep BvA 24 05.pdf
- 4a. Pinnacles Prep BvA Detail 24 05.pdf
- 5. Pinnacles Prep Payroll and AP Certification 24 05.pdf

- 6. Pinnacles Prep AP Register 24 05.pdf
- 6a. Pinnacles Prep Non-AP Cash Disbursement Register 24 05.pdf
- 7. Pinnacles Prep Payroll Summary 24 05.pdf
- 1. Pinnacles Prep Finance Dashboard 24 05.pdf
- 24-25 Pinnacles Budget Detail.pdf
- 24-25 Pinnacles Draft Budget Presentation.pdf