

APPROVED



**PINNACLES PREP**

Pinnacles Prep Charter School

## Minutes

Monthly Board Meeting

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**Date and Time**

Wednesday August 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, Karen Rutherford, Flora Fernandez, Bethany Sebastian, Tyler McGee, Josh Castro, Blake Baldwin

**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, Blake Baldwin, Flora Fernandez (remote), Karen Rutherford, Rick Wray (remote), Tyler McGee

**Trustees Absent**

Josh Castro

**Guests Present**

Amanda Peaslee, Erin King-Luce, Halma Abubakar Washington State Charter Commission (remote), Jill Fineis, Oscar Licon Eusebio

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**I. Opening Items**

**A. Call the Meeting to Order**

Rick Wray called a meeting of the board of trustees of Pinnacles Prep Charter School to order on Wednesday Aug 21, 2024 at 5:34 PM.

**B. Welcome and Record Attendance**

### C. Consent Agenda Approval

Bethany Sebastian made a motion to approve the minutes from Monthly Board Meeting on 07-17-24.

Blake Baldwin seconded the motion.

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

Bethany Sebastian made a motion to accept the consent agenda.

Blake Baldwin seconded the motion.

Jill discussed the new Policy and Procedures regarding telecommunications. Cell Phones will not be allowed during the school day, unless medically necessary and approved by the administration and parents/guardians.

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

Bethany Sebastian made a motion to approve: 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 \$120,560.34 are also approved. General Fund Accounts Payable Total electronic payments totaling \$202,475.76 and Check number N/A through N/A totaling \$0 Non-AP Cash Disbursements Total electronic payments totaling \$599.29 and Check numbers N/A to N/A totaling \$0 Payroll Total electronic payments totaling \$120,560.34 and Payroll check numbers N/A totaling \$0.

Blake Baldwin seconded the motion.

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

## II. Public Comment Period

### A. Open Floor for Public Comments

No Public Comment was requested.

## III. Critical Issue Discussion

### A. Final 24/25 Operating Budget

Bethany Sebastian made a motion to Approve budget extension for 23/24 School Year.

Blake Baldwin seconded the motion.

There is a strong possibility that we will go over our 23/24 budget by \$200,000. We have fully funded the overage, but need to submit the overage to OSPI for approval.

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

Budget Approval Change:

Unable to approve 24/25 **final** budget until it has been published in the local paper for two weeks. But we are unable to fulfill the full two week obligation. Rick has called a special meeting on 8/29 for final budget adoption approval. We will be three days short of the public notice requirement. Charter Commission has been notified. This will be reflected in our annual organizational framework submitted to the Commission.

Our CFO Matt Paloni discussed the final draft of Pinnacles Preps Final 24/25 Operating Budget.

Final budget is included in the minutes documents below.

Budget includes 50% of the Levy Equalization funding from the State. Levy Equalization funding is not automatic, if it doesn't come through this year we will not be able to make our required cash on hand at the end of the 24/25 school year.

Major changes in enrollment, facility growth and additional staffing was discussed. Small school funding will be continued to be discussed as we add grades the next couple of years and we discover what our high school enrollment will be in the future.

Staffing in the Special Education Department is still low. We discussed how to support Instructional Aides for our 1 on 1 Special Education students.

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

Discussion on status of the 24/25 enrollment: We will be reviewing the high school enrollment plan for future years and discussing the low enrollment in 6th grade.

Budgeted for 244, currently have 247 scholars

6th: 40

7th: 65

8th: 63

9th: 41

10: 38

## **C. Staffing Updates and New Org Chart 24/25 School Year**

Principal Jill Fineis discussed the New Staffing Organizational Chart. Gretchen Weare, our new Dean of School Culture, will be overseeing the Humanities teachers, along with student affairs. Family and Community Engagement Coordinator will be under the leadership of the Community Connections Director. These changes will help to reduce the time load of the Director of Operations and CEO/Principal.

All staffing positions have been filled, except the need for more staff with Special Education. Discussions regarding funding two new Instructional aides will continue with other possible funding sources: state and non profit organizations.

## **D. School Leader SMART Performance Goals for 24/25**

Jill discussed the new SMARTIE Goals for the 24/25 School year. The rallying cry this year is 100%! Our goal is that all students will meet 100% of their grade level competencies, determined by our staff.

100% Full Enrollment with at least a 10% waitlist for all grades is another SMARTIE Goal for this year.

SMARTIE Goal 2 is 100% of scholars will meet grade-level reading and math competencies (with accommodations or modifications.)

This is 3-5 year goal.

This is a draft that will be completed this fall.

CEO/Principal Jill Fineis presented the new SMARTIE Goals for the 24/25 School year.

Our rallying cry this year is 100%!

SMARTIE Goal 1: 100% of scholars will meet grade-level competencies (with accommodations or modifications.)

SMARTIE Goal 2: 100% Full Enrollment with at least a 10% waitlist for all grades.

The SMARTIE goals are still draft form. They will be completed this fall.

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

##### **A. Amanda Peaslee - School Nurse and Wellness Committee Member**

Amanda Peaslee, Pinnacles Prep nurse and Wellness Committee lead, presented our 24/25 Wellness Plan.

The State Healthy Youth Survey results were discussed with the board.

Amanda Peaslee and Erin King presented a presentation on the Wellness Committee goals for the 24/25 year.

We will be receiving 100% reimbursement from the state and federal for all scholars breakfast, lunch and afterschool snacks for programs.

CVCH will be offering free dental screening for the 24/25 school year.

Pinnacles Prep has nine mobile health clinics scheduled for this school year.

#### **V. Committee Reports**

##### **A. Finance**

Tyler McGee, board treasurer, reviewed our monthly financial dashboard. All categories are in the green.

##### **B.**

## **Academic Excellence**

We will be voting on CEO/principal Jill Fineis personal goals for the 24/25 school year in September or October.

Rick Wray presented the Academic Excellence Committee work on our principals/

Rick Wray discussed the status of our facility updates:

Two new portables have been installed.

One will be the new Makerspace and house STEM classes and High School electives.

One will be shared with High School Math and Spanish.

The old Makerspace has been converted into two classrooms: High School Science and Middle School and High School Art.

Several family and staff work party's have taken place this summer.

## **C. Governance**

Bethany Sebastian made a motion to Accept new leadership position for the 24/25 school year. Rick Wray: Chairman of the Board Blake Baldwin: Secretary Josh Castro:

Treasurer.

Tyler McGee seconded the motion.

Vashali Bhide will not be joining the board at this time, due to family health issues.

Hopefully she will be able to join in the future.

We are also looking to establish a Vice Chair position this year.

Tyler Mc Gee will be remaining on the board.

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

Tyler McGee gave a review of our Washington State Charter Contract.

## **VI. Additional Business**

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

August 29: Pinnacles Prep Special Board Meeting

12pm-12:30pm

Zoom

## **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 7:52 PM.

Respectfully Submitted,

Rick Wray

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

- 2024\_07\_17\_board\_meeting\_minutes.pdf
- 2. Pinnacles Prep PnL 24 07.pdf
- 3. Pinnacles Prep Balance Sheet 24 07.pdf
- 4. Pinnacles BvA 24 07.pdf
- 5. Pinnacles Prep Payroll and AP Certification 24 07.pdf
- 6. Pinnacles Prep AP Register 24 07.pdf
- 6a. Pinnacles Prep Non-AP Cash Disbursement Register 24 07.pdf
- 7. Pinnacles Prep Payroll Summary 24 07.pdf
- Principal Reports 2024-2025.pdf
- Jill Fineis - Pinnacles Prep Administrative Employee Contract SY24-25.pdf
- 8.21.24 Board Development Report.pdf
- 3245-Students and Telecommunication Devices.pdf
- 3245P-Procedure Students and Telecommunication Devices.pdf
- 24-25 Pinnacles Draft Budget Presentation.pdf
- 24-25 Pinnacles Budget Detail.pdf
- 1. Pinnacles Prep Finance Dashboard 24 07.pdf
- Budget Extension Resolution - Pinnacles 23-24.pdf
- Board\_Staff\_Financial\_Contract.pdf