APPROVED

PINNACLES PREP

Pinnacles Prep Charter School

Minutes

Monthly Board Meeting

Date and Time
Wednesday April 23, 2025 at 5:30 PM

In Person: Pinnacles Prep Campus - Two Bears Art Studio Classroom (504 S. Chelan Ave, Wenatchee)

Online Zoom Link:
https://us02web.zoom.us/j/81891729392

Board Members: Rick Wray, Blake Baldwin, Flora Fernandez, Bethany Sebastian, Josh Castro

Contact: Blake Baldwin, Board Secretary
Email: blake@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 Blake Baldwin at blake@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 (remote), Flora Fernandez (remote), Josh Castro (remote), Rick Wray

Trustees Absent
Bethany Sebastian

Guests Present
Jill Fineis, Kerri Walker, Sara Rolfs, Sean Koester, Shannen Itterley

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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 Apr 23, 2025 at 5:34 PM.

C. Policy and Procedure Discussion and Consent Agenda Approval

Flora Fernandez made a motion to approve the minutes from Monthly Board Meeting on 04-03-25.
Josh Castro seconded the motion.
The board **VOTED** unanimously to approve the motion.
Approval on Financial Documents:

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 $150,051.04 are also approved.

General Fund
Accounts Payable
Total electronic payments totaling $173,736.38 and Check number N/A through N/A totaling $0

Non-AP Cash Disbursements
Total electronic payments totaling $1,164.73 and Check number N/A totaling $0

Payroll
Total electronic payments totaling $145,002.73 and Payroll check numbers N/A totaling $0

II. Public Comment Period

A. Open Floor for Public Comments

No requests for public comment.

III. Know Our People, Know Our Programs

A. PTO Formation Update

Kerri Walker provided an update on the formation and activities of the PTO. The organization has established a presence on social media, conducted outreach efforts, and added new board members. Fundraising is underway, with current efforts focused on staff appreciation events and volunteer recruitment.

At the May PTO meeting, the board will finalize the fundraising calendar. Kerri noted that while the PTO is gaining momentum, there are opportunities to improve messaging, and steps are being taken to address this. Pending upcoming events include Wenatchee Wild Night, Wenatchee Valley Super Oval night, and additional fundraising activities. The PTO will continue to coordinate with the Student Advisory Committee to ensure alignment of efforts.

IV. Critical Issue Discussion

A. Student Enrollment Update

Sara Rolfs provided an update on student enrollment as part of the Development Committee report. She shared current enrollment figures, discussed ongoing recruitment

efforts, and highlighted strategies the committee is exploring to support continued growth and retention.

B. Charter Contract Renewal Update

Rick provided an update on the Pinnacles Prep Charter School renewal application. The submission deadline for the reauthorization update is now May 14, 2025.

Jill shared that, while some education data is not yet where the school would like it to be, academic outcomes are trending upward. She recommended against making major changes to the academic program, as it continues to be a key draw for students and families.

Jill emphasized the importance of separating the Principal and CEO roles to establish clear leadership over academics and operations, particularly as the school grows. The renewal application will reflect this by including a plan to hire a dedicated Principal, allowing Jill to focus exclusively on organizational leadership.

Additional priorities for the application include strategies to improve student attendance. Rick noted the importance of acknowledging areas needing improvement and suggested referencing the school's strategic plan to show alignment with long-term goals.

Jill will circulate a draft of the renewal application for Board review prior to the submission deadline.

C. Legislature Update

Jill provided a legislative update, noting that the final version of the state budget is expected prior to the Legislature’s scheduled adjournment on April 27. She highlighted that Washington State currently caps special education (SPED) funding at 16.5% of a district’s enrollment. If the cap were to be lifted, it could provide significant additional resources for all students requiring special education services.

Jill also reported that Outdoor Education funding was cut from early budget proposals. Pinnacles Prep has relied on these funds to support educational field trips across Washington State. Without this funding, the school may need to adjust programming for the next academic year or seek alternative funding sources.

Blake provided context on the broader state budget outlook and noted the possibility of a special session if budget negotiations extend beyond the scheduled adjournment.

D. Special Education Disproportionality

Shannen Itterley provided an update regarding Pinnacles Prep’s Special Education Disproportionality status, as identified by the Office of Superintendent of Public Instruction

(OSPI), which oversees compliance with federal and state special education requirements in Washington State.

The school is not identifying an overrepresented amount of students with Other Health Impairments (OHIs); instead, many students are enrolling at Pinnacles already having an existing OHI designation from a previous school or district.

To address OSPI's findings, Shannen is recommending changes to Pinnacles Prep's special education policies and procedures. These revisions are intended to demonstrate that the school is taking corrective action to address the issue. An overview of the proposed policy updates was included in the Board packet.

In response to a question from Rick regarding how these changes will impact OSPI's assessment, Shannen stated that implementing the revised language and procedures would help the school demonstrate compliance and eliminate the finding of disproportionality.

She also clarified that disability categorization is based on identifying the condition that most significantly impacts a student's ability to learn.

Shannen requested the Board review and consider approval of the updated special education policy language.
Josh Castro made a motion to Adopt new language to SpEd Policy.
Blake Baldwin seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Organizational Chart

Jill presented a proposed update to the school's organizational chart. Due to budget constraints, the school will not be able to fund a Director of Operations position under the current org chart for the 2025–26 school year. In response, Jill is proposing the creation of a **Chief Operations Officer (COO)** role, which would operate laterally alongside the Chief Executive Officer (CEO) and provide oversight of operational departments and staff.

This structural change would require the Board to formally evaluate both the CEO and COO positions.

The Board will consider adoption of a new organizational chart in a future Board meeting.

F. Principal Hiring Process

Jill provided an update on the ongoing principal hiring process. To date, ten candidates have applied, and initial phone screenings have been completed.

A hiring committee will be formed by the end of the month and will include a middle school teacher, high school teacher, parent representative, administrator, and a member of the Board. Blake volunteered to serve as the Board's representative on the interview panel.

In-person interviews are scheduled to begin during the second week of May, with the goal of extending an offer by the third week of May.

V. Executive Session

A. Executive Session

The Board entered executive session at 7:09 PM to discuss a matter involving a due process complaint, consistent with RCW 42.30.110.

The Board exited executive session at 7:32 PM

VI. Committee Reports

A. Finance

Josh provided a Finance Committee update, including a review of the current Financial Dashboard indicators:

- **Student Recruitment Count:** Yellow
- **Public Revenue Received (as a % of overall budget):** Yellow
- **Private Revenue Received (as a % of overall budget):** Green
- **Expenditures to Date (as a % of overall budget):** Green
- **Cash on Hand:** Yellow

The color-coded statuses reflect areas of strength and those requiring continued monitoring.

B. Academic Excellence

Rick reported that the annual performance review process for Jill has officially launched.

VII. Additional Business

A. Additional Business

Rick proposed rescheduling the upcoming Board meeting from May 21 to May 22.

Board members will individually follow up with Rick to confirm availability and finalize the date.

VIII. Closing Items

A. Adjourn Meeting

Josh Castro made a motion to Adjourn.
Flora Fernandez seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:40 PM.

Respectfully Submitted,
Blake Baldwin