APPROVED

PINNACLES PREP

Pinnacles Prep Charter School

Minutes

Monthly Board Meeting

Date and Time
Thursday May 22, 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
Bethany Sebastian, Blake Baldwin (remote), Flora Fernandez (remote), Rick Wray

Trustees Absent
Josh Castro

Guests Present
Jill Fineis, Lara Hays (remote), Sara Rolfs, Tina Nicpan-Brown (remote)

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 Thursday May 22, 2025 at 5:32 PM.

C. Policy and Procedure Discussion and Consent Agenda Approval

Rick provided an overview of the materials included in the consent agenda. He also noted that Sean was absent and would not be presenting to the Board.

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 $145,944.86 are also approved. General Fund Accounts Payable Total electronic payments totaling $192,223.33 and Check number N/A through N/A totaling $0 Non-

AP Cash Disbursements Total electronic payments totaling $2,249.11 and Check number N/A totaling $0 Payroll Total electronic payments totaling $145,9444.86 and Payroll check numbers N/A totaling $0
Bethany Sebastian made a motion to Approve consent agenda and previous board meetings' minutes.
Blake Baldwin seconded the motion.
The board **VOTED** to approve the motion.
Bethany Sebastian made a motion to approve the minutes from Special Board Meeting (Via Zoom) on 05-13-25.
Blake Baldwin seconded the motion.
The board **VOTED** unanimously to approve the motion.
Bethany Sebastian made a motion to approve the minutes from Monthly Board Meeting on 04-23-25.
Blake Baldwin seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comment Period

A. Open Floor for Public Comments

No request for public comment.

III. Know Our People, Know Our Programs

A. Faculty Special Guest

Lara Hays joined the Board to share her work as part of the “Know Our People, Know Our Programs” agenda item. She spoke about her background in science education and highlighted several projects she’s led this year.

Lara has guided scholars through aerospace engineering activities, including model airplane builds and rocket design, noting the joy of learning alongside students in a field outside her expertise. She has also taught autonomous robotics and leads a variety of lifestyle sports activities, such as walking excursions, climbing gym visits, racquetball, badminton, and basketball. Winter posed some challenges, but improved weather has allowed for more outdoor exploration.

In addition, Lara teaches health and fitness, which combines physical education with health science topics like wellness, nutrition, sexual education, first aid, CPR, and substance use and abuse. She also organizes long-distance educational trips, including this year's visits to Washington, D.C., and New York City.

IV. Critical Issue Discussion

A. Student Enrollment Update and School Ops Current Strategy

Sara provided an update on upcoming canvassing efforts to support enrollment. She and Jill met with the School Ops team earlier in the day to discuss the current enrollment recruitment strategy, including the canvassing plan. The team expressed confidence in meeting enrollment targets in the coming months.

Rick noted that Diana has been generating a weekly enrollment report, which is available to any Board members who are interested.

B. Strategic Plan w/ Attuned Education Partners Update

Jill provided an update on the strategic planning process. Attuned is currently supporting staff in assigning leads to each goal outlined in the plan.

She noted that the agreement with Attuned has not yet been signed due to ongoing budget considerations but expects to continue discussions and present a contract for Board approval by the end of June.

C. Charter Contract Renewal Process Update and Next Steps

Jill reported that there are no new updates from the Charter School Commission regarding the charter contract renewal application. The Commission was expected to share a draft renewal report following their recent school visit, but it appears to be overdue. Jill noted it may be on a 14-business-day timeline and plans to follow up with the Commission if the report is not received soon.

She also reminded the Board that September 8 is the deadline for the Commission's final recommendation report and the close of the public comment period.

Rick noted a recent U.S. Supreme Court decision affirming that charter schools cannot be religious-based, which helps maintain their status as public schools.

D. New Leadership Structure Updates

Organizational Structure and CEO/COO Job Descriptions

Jill briefed the Board on Pinnacles' proposed leadership structure, which includes the creation of CEO and COO positions functioning in lateral, complementary roles.

The Board reviewed the packet outlining the distinctions between the two roles. Rick expressed general support for the proposed responsibilities but recommended clearer delineation between areas of support versus leadership. He also suggested adding a CEO responsibility related to Board development and recruitment.

Under the proposed structure, Sara would continue to lead grant writing as COO, while Jill would take on external affairs and fundraising as CEO. Sara noted that due to anticipated state funding reductions for outdoor education, next year's place-based learning may look different. She looks forward to discussing creative budgeting solutions with the Board to preserve this important program.

Jill expressed gratitude to the Board for supporting this new structure as a means to strengthen operations. Rick added that the Board could play a more active role in shaping leadership job descriptions and compensation packages.

The goal is to finalize and approve the CEO and COO job descriptions and appointments in June.

Principal Search Update

Jill updated the Board on the ongoing search for a new principal. Two finalists have been identified and will be invited to informal conversations with teaching staff to allow for questions and relationship-building.

Jill clarified that, unlike in traditional school districts, the principal at Pinnacles will focus primarily on school culture and instructional leadership. Operational responsibilities such as staffing and facilities will fall under the CEO and COO. She added that the ideal candidate would also be capable of stepping into acting CEO or COO roles when necessary.

V. Committee Reports

A. Finance

Sara 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.

Rick noted that during the next meeting, Jill will provide a big picture vision of how we will plan to expend the increases approved by the state legislature for special education.

B. Academic Excellence

Rick noted that he will soon begin drafting a report for Jill's performance review. In the coming months, the Board will establish performance goals for the upcoming year, informed by feedback from last year's review process.

VI. Executive Session

A. Executive Session - Legal Matter

The Board entered executive session at 6:30 PM to discuss a matter involving a due process complaint, consistent with RCW 42.30.110.

The Board exited executive session at 6:43 PM

VII. Additional Business

A. Important Upcoming Dates and Additional Business

Rick noted some important upcoming dates:

June 12: Community learning fair and BBQ in the evening.
June 13: Moving Up Ceremony from 11-12:30 PM.

VIII. Closing Items

A. Adjourn Meeting

Flora Fernandez made a motion to Adjourn.
Bethany Sebastian 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 6:46 PM.

Respectfully Submitted,
Blake Baldwin