APPROVED

PINNACLES PREP

Pinnacles Prep Charter School

Minutes

Monthly Board Meeting

Date and Time
Wednesday June 18, 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, Josh Castro, Rick Wray

Trustees Absent
Bethany Sebastian, Flora Fernandez

Guests Present
Diana Flores, Jill Fineis, Sara Rolfs

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 18, 2025 at 5:33 PM.

C. Policy and Procedure Discussion and Consent Agenda Approval

School Highlight – J Term and Passion Projects:
Jill provided an overview of the new approach to J Term and Passion Projects, highlighting it as a success. She noted that the updated format was well-received and expressed enthusiasm about refining the model for next year.

Teacher Leave Policy Update:
Josh inquired about staff feedback cited in the principal's report regarding the proposed combination of personal and sick leave accruals in teacher contracts. Jill reported that, following staff listening sessions and further consideration, the decision has been made to maintain the current leave policies for the upcoming year.

Financials:
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 $160,490.53 are also approved.

General Fund:
Accounts Payable: Total electronic payments totaling $184,876.77 and Check number N/A through N/A totaling $0

Non-AP Cash Disbursements: Total electronic payments totaling $677.56 and Check number 3017 totaling $600.00

Payroll: Total electronic payments totaling $160,490.53 and Payroll check numbers N/A totaling $0
Josh Castro made a motion to approve the minutes from Monthly Board Meeting on 05-22-25.
Blake Baldwin seconded the motion.
The board **VOTED** unanimously to approve the motion.
Josh Castro made a motion to Approve consent agenda.
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

Diana Flores shared her professional background and the experiences that led her to join Pinnacles Prep as the Enrollment Manager.

IV. Critical Issue Discussion

A.

Student Enrollment Update

Diana Flores reported that while enrollment has remained steady in recent months, there is a slight slowdown beginning to emerge. She noted that 7th grade continues to be the most challenging to meet enrollment targets.

Pinnacles Prep and SchoolOps are scheduled to meet next week to develop strategies specific to high school enrollment, which differs from middle school. Given that several students will participate in Running Start at Wenatchee Valley College, resulting in reduced per pupil funding, the school plans to over-enroll in high school grades to help offset this impact.

Diana also shared an overview of recent and upcoming outreach strategies and community events designed to raise the school's visibility.

Sara added that social media ads have been focused heavily on high school enrollment, yielding strong results. She recommended exploring enhanced targeted advertising for middle school enrollment.

Rick emphasized the importance of incorporating clear enrollment goals into the school's Strategic Plan.

B. Strategic Plan Update

Jill reported that an accounting error by the school's accounting firm resulted in a budget gap, which will require adjustments to the school's planned use of external consulting contracts.

She also shared that the State has notified charter schools that levy equalization payments will be disbursed in May 2026, rather than at the beginning of the fiscal year on July 1, 2025, marking a policy shift from previous years. The Charter School Commission is currently working with the State to address this change.

Due to these financial uncertainties, the school will pause plans to contract with a consultant for strategic plan development until next steps become clearer.

C. Charter Contract Renewal Process Update and Next Steps

Rick shared that the recent Charter School Commission site visit was overall positive, though he acknowledged the challenges highlighted in the evaluation report.

Jill presented an overview of the Commission's findings. A key area of concern identified was that Pinnacles Prep is not currently meeting the Commission's standards for academic outcomes for multilingual learners and students receiving special education services.

In response, Jill shared a proposed draft of the instructional focus for the upcoming school year, which is informed by the Commission's feedback.

The Commission also raised concerns about student attendance. Jill noted that a review of attendance data shows that most absences and late arrivals occur during first period. To address this, the school plans to shift first period from Basecamp to a core academic subject to reinforce the importance of timely arrival and reduce the perception that the period is optional.

D. New Leadership Structure Updates

Jill announced that Pinnacles Prep has hired both a Principal and an Assistant Principal and provided background information on each. The incoming Principal brings extensive experience in academic leadership and school administration, while the Assistant Principal has a strong background in Career and Technical Education (CTE) and academic programming.

Jill also shared an overview of the job descriptions for both positions. Both hires are scheduled to begin in July.

Because the Board has not yet had the opportunity to review the new job descriptions, Rick requested that the vote on all four new leadership position descriptions be postponed until the next meeting.

E. 2025/2026 Operating Budget

While the Board discussed the current budget and financial situation earlier in the meeting, Rick noted that the school's accountant will attend the July Board Meeting to present the draft 2025–26 Operating Budget.

V. 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. Governance Committee

Blake provided an update on the Governance Committee's goals for the coming months. Key focus areas include board assessment and development, board member recruitment, and strengthening community and student engagement.

VI. Executive Session

A. Executive Session - School Leader Annual Performance Review

The Board entered Executive Session at 7:03 PM to discuss the School Leader Annual Performance Review.

The Board exited Executive Session at 7:26 PM.

VII. Additional Business

A. Important Upcoming Dates and Additional Business

No other additional business was discussed.

VIII. Closing Items

A. Adjourn Meeting

Josh Castro made a motion to to adjourn.
Rick Wray 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 7:27 PM.

Respectfully Submitted,
Blake Baldwin