APPROVED

PINNACLES PREP

Pinnacles Prep Charter School

Minutes

Monthly Board Meeting

Date and Time
Tuesday August 19, 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
Angelica Aguilar, Gary Keeler (remote), Jill Fineis, Jordan Wendzel (remote), Matt Paolini (remote), Nate McClennen (remote), Nikolai Kostka (remote), Sara Rolfs

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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 Tuesday Aug 19, 2025 at 5:35 PM.
Rick noted that Bethany was on vacation but might join the meeting virtually.

Rick welcomed prospective board member Nate McClennen and requested that he provide an overview of his background and interest in serving on the board.

Mr. McClennen introduced himself and presented his professional experience and reasons for seeking board involvement.

C. Consent Agenda Approval

Rick provided an overview of the consent agenda materials.

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 $147,294.66 are also approved.

General Fund
Accounts Payable
Total electronic payments totaling $192,444.83 and
Check number N/A through N/A totaling $0

Non-AP Cash Disbursements
Total electronic payments totaling $1,225.77 and
Check number 3017 totaling $600.00

Payroll
Total electronic payments totaling $147,294.66 and
Payroll check numbers N/A totaling $0

Josh Castro made a motion to Approve consent agenda and previous meeting minutes.
Blake Baldwin seconded the motion.
The board **VOTED** unanimously to approve the motion.
Josh Castro made a motion to approve the minutes from Monthly Board Meeting on 07-16-25.
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 was made.

III. Know Our People, Know Our Programs

A. Faculty Special Guest

Jordan Wendzel, newly hired Assistant Principal for Pinnacles Prep, introduced herself to the board and provided an overview of her professional background and experience, noting prior work in elementary, middle, and high schools in urban, rural, and tribal communities.

Jill asked Ms. Wendzel what she was most excited about at Pinnacles Prep and where she saw the greatest opportunity for growth.

Ms. Wendzel stated that she was pleased to be in her new role and expressed that systematic improvements could help streamline operations and enhance outcomes for students.

IV. Critical Issue Discussion

A. School Leadership Performance Goals for Upcoming Year

Jill and Sara presented the School Leadership Performance Goals for the upcoming year. Last year's school vision focused on 100% proficiency; this year's focus will be on 100% growth. Because the school uses MAP Growth RIT three times per year, this goal is both tangible and reportable.

The vision statement was presented as: *All scholars will make at least one year of growth in math and reading; those below grade level will make more than one year's growth.*

Jill provided an overview of the proposed Non-Negotiable Mission Critical Components. Principal Gary Keeler has solicited staff feedback, and the board will consider a final draft in the coming months.

Organizational Non-Negotiable Mission Critical Components

- Design a 12-month student recruitment and retention plan.
- Implement the student recruitment and retention plan.
- Launch an enrollment taskforce composed of board, staff, parents, and community members.
- Design a development plan to build sustainable and diversified revenue streams.
- Execute a 12-month development plan.
- Monitor implementation of the Strategic Plan.

School-Specific Goals

Academic Goals

- **Middle School Goal:** At least 50% of students meet their growth goal on the NWEA MAP assessment in both reading and math from fall to spring each year they attend the school.

- **High School Goal:** At least 50% of students meet their growth goal on the NWEA MAP assessment in both reading and math from fall to spring each year they attend the school.

Organizational Goal

- At least 80% of students report experiencing safety, belonging, and a growth mindset in the school's diverse environment, as measured by the Kelvin SEL Survey.
- Jill noted that the Kelvin SEL Survey omitted the question on safety. She asked whether this indicator should remain in the report given the lack of data. The board unanimously affirmed that school safety must remain a top priority; however, members agreed to remove this question from official reporting due to its omission from the survey instrument.

Josh Castro made a motion to Approve School-specific goals for submission to Charter School Commission.
Blake Baldwin seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Student Enrollment Update

Sara provided an update on current enrollment figures and ongoing recruitment strategies.

C. Conditional Certification Approvals for 2025/2026

Jill requested board approval of a Conditional Certification to hire Nikolai Kostka as a half-time FTE to teach 6th grade science. Mr. Kostka is currently enrolled in a one-year master's program and is in the process of completing his teaching certification in general science.
Blake Baldwin made a motion to Approve Nikolai's Conditional Certification for 2025/2026.
Josh Castro seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 2025/2026 Budget Adoption

Prior to the budget adoption discussion, Rick asked Sara to provide an overview of Pinnacles Prep's Classified Salary Schedule for the 2025–26 school year. Sara explained how the schedule was developed, including comparisons to other regional school districts, and noted that Pinnacles Prep's goal is to remain comparable with area districts.

The board will review proposed salary schedules for teaching and administrative staff at the next meeting and consider all schedules for approval.
Josh Castro made a motion to Approve CEO and COO Employment Contracts for 25/26 School Year.
Blake Baldwin seconded the motion.
The board **VOTED** unanimously to approve the motion.
Matt highlighted changes to the proposed 2025–26 budget that had been reviewed at the previous board meeting.

Due to a delayed levy equalization payment from the State of Washington, the school will not meet the 60-day cash-on-hand requirement. The Charter School Commission has been informed of this issue. Budget reductions since the draft was first presented include the removal of one middle school teacher, the music teacher, and the enrollment specialist position.

Rick expressed concern about eliminating the enrollment specialist role given the school's recruitment and enrollment goals. Jill responded that administration considers the position important and noted that the board could either approve a budget falling below the 60-day cash threshold to fund the position, or move forward with the current proposal and consider a budget amendment after enrollment numbers are finalized.

The board agreed to adopt the budget without the enrollment specialist position, with the understanding that a budget amendment to reinstate the position will be considered in September.
Josh Castro made a motion to Approve 2025-26 Budget.
Blake Baldwin seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Charter Contract Renewal Process Update and Next Steps

Rick reported that Pinnacles Prep is seeking strong public participation in support of the school's charter reauthorization with the state.

Plans are underway to coordinate transportation, including a bus and carpools for students, faculty, parents, and other supporters, to attend the Charter School Commission's reauthorization meeting in Spokane on September 18.

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: Red
    - (expected to end materially below 60 days due to levy equalization payment delay; can hold AP as much as possible)

The color-coded statuses reflect areas of strength and those requiring continued monitoring.
Blake Baldwin made a motion to Approve Resolution for Board President, Rick Wray, Board Treasurer, Josh Castro, and CEO Jill Fineis, and COO, Sara Rolfs, are the approved signers of the accounts and Resolution for Financial Policies and Procedures Manual Update.
Josh Castro seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Governance Committee

Josh Castro made a motion to Extend invitation to Nate McClennan to join the Pinnacles Prep Board of Directors.
Blake Baldwin seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Additional Business

A. Important Upcoming Dates

Rick proposed extending the October 15 board meeting by a couple of hours to accommodate the annual board retreat. The board agreed to this proposal.

VII. Closing Items

A. Adjourn Meeting

Blake Baldwin made a motion to Adjourn meeting.
Josh Castro 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 7:25 PM.

Respectfully Submitted,
Blake Baldwin