

MINUTES

PATHWAYS IN EDUCATION-WEST ADA, INC.
An Idaho Nonprofit Corporation

**BOARD OF DIRECTORS
REGULAR MEETING**

October 16, 2025

Zoom Dial-in: 1-699-900-6833
Zoom Meeting ID: 894 3983 7455

Meeting Location: Teleconference only

A regular meeting of the Board of Directors (“Board”) of Pathways in Education-West Ada, Inc., an Idaho nonprofit corporation (“PIE-WA” or the “School”), was held via teleconference on October 16, 2025 pursuant to the Notice of meeting forwarded to the Directors in compliance with the corporation’s Bylaws.

OPEN SESSION

1. Call to Order

The meeting was called to order at 10:04 A.M. (PT) | 11:04 A.M. (MT) by Jamie Donahue, President of PIE-West Ada.

2. Welcome and Roll Call

The following Directors, constituting a quorum of the Board, were present:

Dr. Jesse Buchholz
Dr. Drey Campbell
Ms. Katie Rhodenbaugh
Dr. Dustin Barrett

The following Director was absent:

Dr. Christina Linder

The following individuals also identified themselves as being present:

Jamie Donahue
Dr. Kristi Duenas
Leslie Lehnertz
Michael Stumph
Wendy Gillespie
Levik Mansourian
Connie Li
Janel Lee

3. Public Comment on Items Not on the Agenda

Ms. Donahue stated members of the public may address the Board on non-agenda items that are within the subject matter jurisdiction of the Board. Speakers may be called in the order that requests are received, or grouped by subject area. Members of the public were asked to limit comments to two (2) minutes with no more than fifteen (15) minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to School staff or calendar the issue for future discussion.

There were no comments by members of the public.

4. Items for Information and/or Action

A. Approval of Minute(s)

A.1 Minutes of June 10, 2025

A.2 Minutes of September 2, 2025

Dr. Campbell moved to approve the Minutes of the June 10, 2025 and September 2, 2025 Board meetings. Ms. Rhodenbaugh seconded. The motion passed unanimously by roll call vote.

B. Information Item(s)

B.1 PIE-WA School Update

Ms. Lehnertz presented the PIE-West Ada School Update. Ms. Lehnertz reported the School had two hundred ten (210) students and was experiencing growth supported by recent marketing efforts. The School hosted a successful family engagement event attended by approximately twenty (20) students and families, featuring food, games, and staff participation. The event was well received and helped strengthen connections between families and teachers. PIE-WA launched a small group instruction, which was led by a math instructor specializing in algebra and geometry. The classes have been well received by students and were helping to build a sense of community similar to that of the Pathways in Education-Nampa (“PIE-Nampa”) school location. Ms. Lehnertz shared highlights from the annual team kickoff event, which was themed “One Team, One Dream.” Staff from both PIE-Nampa and PIE-West Ada participated in activities focused on the schools’ vision, mission, and core values. The event concluded with a Boise River float, which helped foster team camaraderie. Ms. Rhodenbaugh commented that she would be happy attend future kickoff school activities as an observer.

B.2 PIE-WA Financial Update

Ms. Li presented the PIE-WA Financial Update. The PIE-WA Financial Update was based on fiscal year 2024-2025, and included the preliminary income statements, adopted budget, and balance sheet. On the summary level preliminary income statement, PIE-WA’s total revenue was \$1,981,472; salaries and benefits expenses were \$808,537; all other operating expenses were \$996,610; total expenses were \$1,805,147; and total excess revenue was \$176,324. Depreciation expenses were \$90,224; interest expenses were \$63,634. The excess revenue, including depreciation and interest expenses, was \$22,466. Ms. Li reviewed the adopted budget for last fiscal year and the detailed income statement, as well as reviewed the balance sheet. As of June 30, 2025, PIE-WA had total assets of \$2,391,098, total liabilities were \$2,523,430, and total net assets were a deficit of \$132,333. Ms. Li reported that as of June 30, 2025, PIE-WA also had an outstanding loan balance of approximately \$1.37 million borrowed from PIE-Nampa.

This amount was included under accounts payable—bringing the total accounts payable to approximately \$1.5 million.

Ms. Rhodenbaugh requested clarification regarding the specialized marketing efforts that were mentioned as contributing to increased enrollment at PIE-WA. Ms. Lehnertz explained that 5,000 mailers were recently sent out as part of the marketing campaign. She added the team had implemented a comprehensive marketing push, including social media campaigns, local news spotlights, and outreach to parents to encourage content sharing. She reported that social media engagement had nearly doubled at PIE-Nampa and increased significantly at PIE-WA. A local homeschool parent has also volunteered to share program information within homeschool networks, emphasizing the availability of state-aligned curriculum. Additional marketing efforts include radio advertisements and a billboard to increase visibility.

C. Action Item(s)

C.1 PIE-WA Consent Log

Ms. Donahue presented the PIE-WA Consent Log. Ms. Donahue asked the Board if there were any questions regarding the PIE-WA Consent Log.

Ms. Rhodenbaugh moved to approve and/or ratify the PIE-WA Consent Log. Dr. Buchholz seconded. The motion passed unanimously by roll call vote.

C.2 PIE-WA Personnel Log

Ms. Donahue presented the PIE-WA Personnel Log. Ms. Donahue asked the Board if there were any questions regarding the PIE-WA Personnel Log.

Dr. Campbell moved to approve and/or ratify the Personnel Log. Ms. Rhodenbaugh seconded. The motion passed unanimously by roll call vote.

C.3 PIE-WA Continuous Improvement Plan

Ms. Lehnertz presented the PIE-WA Continuous Improvement Plan. Ms. Lehnertz explained that a Continuous Improvement Plan (“CIP”) was developed annually and the process involved reviewing prior-year data to identify areas for growth and setting measurable goals for improvement. Ms. Lehnertz explained that this year marked the first submission of a CIP for PIE-WA. Ms. Lehnertz noted that the narrative portion of the plan outlines the School’s vision, mission, and strategies to support student success. The plan also includes staff performance measures, which are currently aggregated due to staff size. Teacher performance was also evaluated to ensure all educators are meeting state standards. The CIP goals emphasize college and career readiness, with a target of ensuring one hundred percent (100%) of seniors have a post-graduation plan. Ms. Lehnertz reported that the School was currently participating in Apply Idaho, during which all seniors are applying to Idaho colleges. Counselors are actively assisting students, and the activity has been turned into a celebratory event to encourage engagement.

Ms. Rhodenbaugh moved to approve the PIE-WA Continuous Improvement Plan. Dr. Buchholz seconded. The motion passed unanimously by roll call vote.

C.4 PIE-WA School Administrator Evaluation Procedures

Ms. Lehnertz presented the PIE-WA School Administrator Evaluation Procedures. She explained that the

state of Idaho requires board-approved procedures for principal evaluations and staff observations. Ms. Lehnertz noted this was the first time the School has developed a formal administrator evaluation process. The new framework was created in collaboration with Skyrocket, Inc. and Pathways Management Group, Inc. Ms. Lehnertz outlined that administrators will be evaluated in five (5) key areas: school climate, collaborative leadership, instructional leadership, student achievement, and professional practices. Evaluations will follow a four (4) point scale consistent with the Danielson model, ranging from “unsatisfactory” (1) to “distinguished” (4).

Ms. Rhodenbaugh asked whether the submission procedures or platform for evaluations had changed from previous years. Ms. Lehnertz clarified the difference was in the creation of a formal administrator evaluation aligned with the Danielson model, similar to the existing HQTI framework used for teachers. Ms. Lehnertz explained the state requested a corresponding policy for administrators to ensure consistency and compliance. Dr. Duenas added that the policy was presented to ensure Board approval, as required by the state.

Dr. Campbell moved to approve the PIE-WA School Administrator Evaluation Procedures. Ms. Rhodenbaugh seconded. The motion passed unanimously by roll call vote.

C.5 PIE-WA Teaching Staff Evaluation Procedures

Ms. Lehnertz presented the PIE-WA Teaching Staff Evaluation Procedures. Ms. Lehnertz explained that, as a new charter school, a formal teacher observation and evaluation procedure must be established and approved by the PIE-WA Board for submission to the state of Idaho. She noted the state followed the Danielson model, and when PIE-Nampa opened, a crosswalk of that model was developed to create the HQTI framework used for teacher evaluations. Ms. Lehnertz explained that the HQTI model mirrors the Danielson framework, using the same elements and domains with ratings on a scale from 0 to 4. It has been successfully implemented in PIE-Nampa for several years and was used last year for PIE-West Ada, as well.

Ms. Rhodenbaugh moved to approve the PIE-WA Teaching Staff Evaluation Procedures. Dr. Barrett seconded. The motion passed unanimously by roll call vote.

Ms. Donahue recused herself from the meeting.

Dr. Duenas stated that Action Items C.6 and C.7 were proposed contracts between parties to which Ms. Donahue and/or members of her family serve as officers on both sides in some capacity. This information was provided in accordance with company policies for disclosures, and, in an abundance of caution.

Dr. Duenas stated C.6 and C.7 were Professional Services Agreement Between Pathways in Education-Nampa and Pathways in Education-West Ada, For services provided by each entities. Ms. Donahue left the meeting because she and/or members of her family serve as uncompensated, volunteer officers of PIE-Nampa and PIE-West Ada.

The Board should consider in good faith and determine after reasonable investigation whether the corporation could not have reached a more advantageous arrangement with reasonable effort under the circumstances. The Board does not need to expend any type of extraordinary expertise to come to its decision. The Board should make sure that there are no improper benefits flowing from or to either of the parties and consider the proposed transactions at arm’s length as though the transactions were with unrelated third parties.

Dr. Duenas asked the Board if there were any questions regarding these standard disclosures, to which

there were none.

C.6 PIE-WA Professional Services Agreement Between Pathways in Education-Nampa, Inc. ("PIE-Nampa") and Pathways in Education-West Ada, Inc., For Services Provided by PIE-WA

Dr. Duenas presented the PIE-WA Professional Services Agreement Between Pathways in Education-Nampa, Inc. ("PIE-Nampa") and Pathways in Education-West Ada, Inc., For Services Provided by PIE-WA. She explained that a similar agreement was approved last year to clarify employment structure and administrative oversight. Dr. Duenas explained the agreement provided to PIE-Nampa Regional Director/Principal-level support for its operations. Services included instructional oversight, staff supervision, accreditation support, program evaluation, and coordination with district and community partners. Dr. Duenas asked the Board if there were any questions, to which there were none.

Dr. Campbell moved to approve the PIE-WA Professional Services Agreement Between Pathways in Education-Nampa, Inc. ("PIE-Nampa") and Pathways in Education-West Ada, Inc., For Services Provided by PIE-WA. Dr. Buchholz seconded. The motion passed unanimously by roll call vote.

C.7 PIE-WA Professional Services Agreement Between Pathways in Education-Nampa, Inc. ("PIE-Nampa") and Pathways in Education-West Ada, Inc., For Services Provided by PIE-Nampa

Dr. Duenas presented the PIE-WA Professional Services Agreement Between Pathways in Education-Nampa, Inc. ("PIE-Nampa") and Pathways in Education-West Ada, Inc., For Services Provided by PIE-Nampa. Dr. Duenas explained that this agreement mirrored Action Item C.6, but outlined services flowing in the opposite direction—for services being provided by PIE-Nampa to PIE-WA. Dr. Duenas asked the Board if there were any questions, to which there were none.

Dr. Buchholz moved to approve the PIE-WA Professional Services Agreement Between Pathways in Education-Nampa, Inc. ("PIE-Nampa") and Pathways in Education-West Ada, Inc., For Services Provided by PIE-Nampa. Ms. Rhodenbaugh seconded. The motion passed unanimously by roll call vote.

5. Adjournment

Ms. Rhodenbaugh moved to adjourn the meeting. Dr. Buchholz seconded. The motion passed unanimously by roll call vote. The meeting was adjourned at 10:29 A.M.(PT) | 11:29 A.M.(MT).



John Hall, Jr., Secretary
Pathways in Education-West Ada, Inc.