

# Spokane International Academy Board Meeting

**Date: June 23, 2018 Time: 5:30 - 6:30 PM Location: SIA Middle Academy (4224 E 4th Ave)**

## Agenda

In attendance: Melissa Pettey - MA Principal, Morgen Flowers - PA Principal, James Wilburn Jr. - board member, Cal Larson - previous board member, Travis Franklin - CEO, Kammi Mencke-Smith - previous board member, Anne Cowles - board member, Ken Vorhees - Board Member, Dour Durham - board member, Staci Hill - board member, Brook Wilkerson - COO, and Matt Hoag - board member.

Introductions of guests, in investigative phase of board membership: Nancy Spencer Cunningham, James Hill, and Bonnie Quinn

1. Meeting Called to order 5:35

2. No Public Comments

### **3. VOTE: Approve July meeting minutes**

July meeting minutes are approved and passed as standing

### **4. VOTE: Approve August expenditures and payroll**

- Travis Franklin shared that the numbers for the month prior come in right before the board meeting. Makes it difficult for conversation.
- Discussion about 10 vs 12 month contracts with teachers. Our new contracts are written around a 10 month contract moving forward.
- Aenetics is a higher fee than normal. Travis will look into why this was increased from years past.
- Reviewed the billing, described what each line item was
- Ken moved that we approve August expenditures Doug seconded it. Approved.

5. Governance: Introduce potential board members and discuss expanding board membership.

- Nancy Spencer Cunningham, James Hill, and Bonnie Quinn were introduced and bio's shared
- Discussed needs for expertise on our board with the positions available
- Shared the Board of Directors Statement of Understanding
- Vote will take place at the next board meeting

### **6. Nominate members for officer positions**

- Discussion about who we need to elect
  - Board Chair -
    - Ann nominated Doug and Ken seconded. Approved.
  - Vice Chair - Stacy is the vice chair
    - Ann nominated Doug and Ken seconded. Approved.
  - Secretary - Stacy is the secretary
  - Treasurer, Matt Hoag is happy to continue in this role
- Discussion regarding our guests

- Nancy Spencer Cunningham - Ann proposed, Ken seconded
- Bonnie Quinn - Ann proposed, Doug seconded
- James Hill - Doug proposed, Ken seconded
- Motion passes to approve all three candidates for the board

## **7. VOTE: Elect officers for 2018-19 School Year**

### 8. State Auditors Office draft recommendations

- Exit interview scheduled for Thursday, September 6th
- Mr Franklin reviewed the audit feedback from the state auditors office for the 2016-17 school year
- Management letter will be sent to Harlows to adjust their service to meet the requirements of OSPI

### 9. Finance Update

- Our CFO transitioned out of her position two weeks ago. SIA is working with ESD 101 moving forward.
- New teacher contracts go from September 1st - August 31st. Any work done in August is a supplemental contract.
- Facilities updates are not reflectd in our finances because they are not paid for by our budget. WSCD is paying for this project cost with feedback from us.
- Mr Franklin made a request for finance committee and HofS to do a review of our financial policies during te 2018-19 school year. The goal would be to adopt updated policies/procedures for the spring of 2019 for 2019-20 school year.
- We will be hiring a part time CFO based on the recommendation of the ESD to do payroll/HR paperwork/processing.
- With the money that is remaining from the CFO position, it was requested that we hire a .5 office staff at the primary and a 1.0 Instructional Assistant at the middle academy to support our special education population. Approved.

### 10. Executive Session: Human Resources

### 11. No New business

### 12. Adjourned meeting at 8:40 pm

For questions about reasonable accommodations for a meeting, please contact our main office at 509-209-8730 or email paoffice@spokaneintlacademy.org. For all accommodations, please contact our office no later than 1 full week prior to our meeting. This allows us time to ensure these requests are met to the best of our ability. If you need to reach the Board you may also email the group at boardofdirectors@spokaneintlacademy.org.