



# Spokane International Academy

## October (Regular)

Published on October 24, 2022 at 8:08 AM PDT

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### Date and Time

Tuesday October 25, 2022 at 11:30 AM PDT

### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/5099936892>

Meeting ID: 509 993 6892

Passcode: 2566

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### Agenda

Purpose Presenter Time

#### I. Spokane International Academy Mission Statement

Spokane International Academy empowers its students with the academic skills, habits of mind, and global competence necessary to complete advanced courses in high school, and a college degree, in order to become leaders who can powerfully transform their communities.

#### II. Opening Items

11:30 AM

Opening Items

A. Record Attendance and Guests

1 m

B. Call the Meeting to Order

#### III. Consent Agenda

11:31 AM

The purpose of the Consent Agenda is to act upon routine matters in an expeditious manner. Items placed on the Consent Agenda as determined by the Chair, in cooperation with the CEO, are those that are considered common to the operation of the Board and normally require no special board discussion or debate. A board member may request that any item on the Consent Agenda be removed and inserted at an appropriate place on the regular agenda. Items on the Consent Agenda for this meeting include:

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• Approval of minutes from a previous meeting</li> <li>• Approval of monthly financial statements</li> <li>• Acknowledgement of monthly enrollment reports</li> <li>• Approval of updated school policies and/or procedures</li> </ul>			
<b>A. Approve Previous Minutes</b>	Approve Minutes	Mary Velazquez	1 m
Approve minutes for SIA Board Retreat 22-23 on September 23, 2022			
<b>B. Monthly Financials</b>	Vote	Mary Velazquez	1 m
The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment.			
General Fund -			
<ul style="list-style-type: none"> <li>• Payroll: Check Number 15206 through 15210, Direct Deposit Number 900004269 through 900004363 totaling \$664,221.32</li> <li>• Mid-Month AP: General Warrant Numbers 15142 through 15163 totaling \$341,359.32</li> <li>• End of Month AP: General Warrant Numbers 15164 through 15205 totaling \$297,452.43</li> <li>• Wire/ACH AP: Totaling \$9,310.37</li> </ul>			
See also the attached notes for AP and Payroll expenditure explanation			
<b>C. Budget Status/Enrollment Number/Quarterly Reports</b>	FYI	Mary Velazquez	1 m
<b>D. Policies/Procedures to Review/Approve</b>	Vote	Travis Franklin	1 m

**IV. Public Comment**

**V. Staff Updates**

**11:35 AM**

<b>A. Board Presentation</b>	FYI	TRAVIS FRANKLIN	1 m
<b>B. Enrollment 22-23 and beyond</b>	FYI	TRAVIS FRANKLIN	10 m

- Discuss 22-23 enrollment numbers
- Adjustment of timeline for enrolling for the 23-24 school year

**VI. Academic Excellence**

**11:46 AM**

<b>A. Fall 2022 MAP Assessment Results</b>	FYI	Morgen Flowers	10 m
<b>B. SBA Statewide Results and Data</b>	FYI	TRAVIS FRANKLIN	5 m

Discuss SIA's scores and performance against others in our area and state

**VII. Finance**

	Purpose	Presenter	Time
<b>VIII. Governance</b>			<b>12:01 PM</b>
A. Board on Track Board Assessment	FYI	Mary Velazquez	5 m
B. Communication of Leadership Transition	Discuss	Mary Velazquez	5 m
Discuss how the communication of the transition went and next steps.			
C. SIA Foundation	Discuss	Mary Velazquez	5 m

**IX. Diversity, Equity and Inclusion**

<b>X. CEO Support And Eval</b>			<b>12:16 PM</b>
A. CEO Proposed 22-23 Goals	Discuss	Travis Franklin	5 m
B. Transition Planning	Discuss	TRAVIS FRANKLIN	10 m
Update on transition of leadership for 23-24			

**XI. Executive Session**

A governing body subject to the OPMA is allowed to go into executive sessions *only* for the reasons listed in [RCW 42.30.110](#).

**XII. Closing Items**

A. Adjourn Meeting	Vote
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**Contacting the Board**

Members of the public who wish to contact the board regarding items on the agenda, or other relevant topics, may do so by emailing the board at [boardofdirectors@spokaneintlacademy.org](mailto:boardofdirectors@spokaneintlacademy.org). The board will respond within a reasonable amount of time to at least acknowledge receipt of the message.

**Public Participation During Meetings**

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Chair is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for a presentation.

In order to assist the Board in its orderly conduct of the meeting, individuals wishing to be heard by the Board shall have the opportunity to state their name, address, and the topic they wish to speak to, either in writing at the beginning of the meeting, and/or verbally at the time the topic is addressed on the agenda, and before the Board takes action on such item. Individuals, after identifying themselves, will address the Board and proceed to make their comments as briefly as the subject permits.

The Board will not entertain oral complaints about school personnel. A member of the public wishing to make such a complaint shall do so in writing to the Board Chair who shall follow the school's adopted conflict resolution policy. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, or irrelevant.

The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

# Coversheet

## Approve Previous Minutes

**Section:** III. Consent Agenda  
**Item:** A. Approve Previous Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for SIA Board Retreat 22-23 on September 23, 2022

APPROVED



# Spokane International Academy

## Minutes

### SIA Board Retreat 22-23

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#### **Date and Time**

Friday September 23, 2022 at 9:00 AM

#### **Location**

Spokane International Academy  
777 E Magnesium Rd  
Spokane, WA 99208

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#### **Directors Present**

James Wilburn, Jeff Hyslop, Ken Vorhees, Mary Velazquez, Stacy Hill

#### **Directors Absent**

Matthew Hoag

#### **Guests Present**

Brook Wilkerson, Heather Dauphin, Morgen Flowers-Washington, Travis Franklin

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

Mary Velazquez called a meeting of the board of directors of Spokane International Academy to order on Friday Sep 23, 2022 at 9:00 AM.

## II. Public Comment

### A. Approve Previous Minutes

Mary Velazquez made a motion to approve the minutes from August (Regular) on 08-23-22.

Ken Vorhees seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B. Monthly Financials

Ken Vorhees made a motion to Approve monthly financials.

Mary Velazquez seconded the motion.

The board **VOTED** unanimously to approve the motion.

### C. Budget Status/Enrollment Number/Quarterly Reports

### D. Policies/Procedures to Review/Approve

Mary Velazquez made a motion to Approve the policies and procedures for the Highly Capable and Special Education programs.

Stacy Hill seconded the motion.

The board **VOTED** unanimously to approve the motion.

## III. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:00 PM.

Respectfully Submitted,  
Jeff Hyslop

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of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for a presentation.

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The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

# Coversheet

## Monthly Financials

**Section:** III. Consent Agenda  
**Item:** B. Monthly Financials  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Additional notes for AP\_Payroll.Board.docx (2).pdf  
Oct Payroll 2022.pdf  
Oct mid AP 2022.pdf  
2MidAP10.22.pdf  
Oct EOM AP 2022.pdf  
Wire register 10.22.pdf

### Additional notes for Accounts Payable –

#### Recurring Monthly Bills-

**Amazon** \$16,432.97 School supplies ( \$3,795.92-CSP)  
**Avista** \$12,290.60 services for Electricity  
**Rodney, Braun** \$4,307.98 Rent for Home office  
**City of Spokane** \$4,692.52 Water and Sewer services  
**Harlow's** \$68,816.52 Transportation Service for Sep (5th grade Field Trip \$831.41)  
**Inland Northwest Therapy** \$18,562.50 Speech/Occupational service  
**Joule Growth Partners** \$1,250 Contracted Financial Services  
**NMC** \$12,701.19 Custodial Service  
**SIA-Magnesium LLC** \$87,137.35 Lease payment for Bonds semi-annual payment  
**SIA-Magnesium LLC** \$2,500.00 Repair & replacement payment for Bonds (Oct)  
**Umpqua Credit card** \$5,541.13 School supplies (\$2,433.40-Accrual)  
**URM** \$19,555.79 Food service supplies

#### Quarterly paid expenses-

**ATS** \$4,043.90 Maintenance service for mechanical & electrical system

#### One time expenses-

**NWEA** \$11,417.75 MAP testing annual renewal  
**Cengage** \$6,498.61 World History curriculum for HS (CSP)  
**Ednetics** \$31,856.38 Additional cameras add on (small urban Schools)  
**Embroidered Sportswear** \$4,649.92 Uniform Polos for the new enrolled students  
**Learning A-Z** \$9,195.24 Reading curriculum  
**Pro Mechanical** \$19,918.66 Cooling tower replacement (\$18,560.52-Accrual)  
**School Specialty** \$15,023.65 School furniture (\$9,922.44-Expansion fund (accrual); \$5,101.21-CSP)  
**Virco** \$59,700.14 Furniture for Media Center and HS (\$11,466.09-Expansion fund, \$48,234.05-CSP)

### Additional notes for Payroll-

October new hires include a Permanent sub and HR/Data Entry Specialist

September/October Resignations include one office assistant and one High School Teacher

As of October 25, 2022, the board, by a \_\_\_\_\_ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: SIA PUBLIC FUNDS ACCT (AP) - UMPQUA BANK  
 Check Number 15206 through 15210  
 and for payment those Direct Deposits included in the following list and further described as follows: SIA PUBLIC FUNDS ACCT (AP) - UMPQUA BANK  
 Direct Deposit Number 900004269 through 900004363  
 in the total amount of \$664,221.32.

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE</u> <u>HOURS</u>
CAPR3	ASSOCIATE PR	5	2.0000		19,837.51	336.00
CCFO3	CHIEF FIN OFF	1	1.0000		10,700.00	168.00
CCOU3	COUNSELOR	5	3.0000		16,516.01	504.00
CCUS4	FACILITIES	1	1.0000		2,779.79	168.00
CDOP3	DIR OF OPS	2	1.0000		5,833.34	170.90
CDSS3	DIR OF SPECIAL	7	2.0000		13,429.29	252.00
CIA3	INST AIDE	46	20.0000		42,786.65	3276.01
CIAB3	INST AIDE	1	1.0000		1,168.75	84.00
CIM13	PRINCIPAL	2	1.0000		11,591.67	168.00
CINT3	INT COACH	7	4.0000		27,034.09	672.00
CKIT4	KITCHEN MGR	1	1.0000		2,571.83	160.00
CKT24	MGR FS/TRANS	2	1.0000		2,396.81	96.00
CKTA4	KITCHEN ASSIST	2	2.0000		4,457.31	320.00
CLGY5	LONGEVITY	15	13.0000		3,750.01	
CMGF3	MANAGER FINANCE	1	1.0000		3,846.04	168.00
CNU13	NURSE	3	1.0000		4,968.34	168.00
COFF3	OFFICE ASSIST	3	2.0000		4,683.04	336.00
COFM3	FACILITES MGR	4	1.0000		10,700.00	168.00
CPSY3	PSYCHOLOGIST	6	1.0000		5,261.42	168.00
CSA5	ATHLETICS 1	4	4.0000		1,600.00	216.00
CSUP3	SUPERINTENDENT	2	1.0000		13,820.84	168.00
CTC13	TEACHER	103	47.0000		246,614.78	7768.00
RTRO5	RETRO PAY	6	3.0000		653.24	
TADM3	ADMIN OFFICE	3		64.5000	1,797.62	64.60
TCUS4	CUSTODIAN	1		7.0000	129.15	7.00
TECH3	TECHNOLOGY	1		12.0000	321.36	12.00
TIA3	INST AIDE	14		-37.5000	-692.64	-37.51
TKII4	KITCHEN ASST	1		-0.5000	-8.47	-0.50
TKIT4	KITCHEN MGR	2		2.2500	48.01	2.30
TOFF3	OFFICE ASST	6		6.2500	122.07	6.30
TOFM3	OFFICE MGR	2		1.5000	50.22	1.50
TOV3	OVERTIME	3		15.5000	400.95	15.50
TOV5	OVERTIME	1		3.2500	82.97	3.30

CHECK DATE: 10/31/2022 PERIOD ENDING DATE: 10/31/2022

HR\PA\CP\PE - 748 - Board

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE HOURS</u>
TSU23	SUBSTITUTE	6		95.0000	1,861.26	95.00
TSUB3	SUBSTITUTE	1		-0.5000	-7.65	-0.50
TSUB4	SUBSTITUTE	1		53.0000	1,135.26	53.00
	REPORT TOTAL	271	114.0000	221.7500	462,240.87	15756.90

CHECK DATE: 10/31/2022 PERIOD ENDING DATE: 10/31/2022

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	271	28,053.16
1FIT	FED INC TAX	FEDERAL TAX	271	33,169.30
1FIT+	FIT ADD AMT	FEDERAL TAX	40	3,337.00
1MED	MEDICARE	MEDICARE	271	6,560.77
1PFML	WA PAID FML	PFML	271	2,030.68
1ReE0	SERS PLAN 0	RETIREMENT	3	
1ReE2	SERS PLAN 2	RETIREMENT	52	3,238.69
1ReE3	SERS PLAN 3	RETIREMENT	55	3,859.40
1ReT0	TRS PLAN 0	RETIREMENT	5	
1ReT2	TRS 2	RETIREMENT	69	10,756.75
1ReT3	TRS PLAN 3	RETIREMENT	91	15,013.03
1WC	WORKERS' COMP	WORKERS' COMP	271	1,469.59
A5151	MED ADJ	OTH BEF TAX	4	37.00
ACH#2	ACH#2		2	2,586.67
BCBFD	CELEBRATION		5	50.00
DCP	DCP	TSA-BEFORE TAX	2	296.08
HCFSA	Medical FSA	OTH BEF TAX	3	183.33
HEHSA	Health Eqty-HSA	OTH BEF TAX	4	725.00
KO1ER	Kai WA PPO1 EMP	OTH BEF TAX	1	129.00
KO2CR	Kai WA PPO2 E/C	OTH BEF TAX	4	233.00
KO2ER	Kai WA PPO2 EMP	OTH BEF TAX	14	665.00
KO3FR	Kai WA PPO3 FAM	OTH BEF TAX	2	555.00
KO3SR	Kai WA PPO3 E/S	OTH BEF TAX	1	370.00
KW1ER	Kai WA Core1EMP	OTH BEF TAX	8	156.00
KW1FR	Kai WA Core1FAM	OTH BEF TAX	4	259.00
KW2CR	Kai WA Core2E/C	OTH BEF TAX	4	154.00
KW2ER	Kai WA Core2EMP	OTH BEF TAX	21	421.00
KW2FR	Kai WA Core2FAM	OTH BEF TAX	10	528.00
KW2SP	KaiWACore2E/SPT		2	88.00
KW2SR	Kai WA Core2E/S	OTH BEF TAX	4	220.00
KWSCR	Kai WA SndChE/C	OTH BEF TAX	7	266.00
KWSER	Kai WA SndChEMP	OTH BEF TAX	14	532.00
KWSFR	Kai WA SndChFAM	OTH BEF TAX	8	995.00
KWSSR	Kai WA SndChE/S	OTH BEF TAX	2	152.00
LTD50	Emp Pd LTD 50%		9	31.89
LTD60	Emp Pd LTD 60%		36	212.92
LTDBU	Supp LTD		112	715.03
MISC	MISC FEE		1	2.00
P-AJ2	PAY ADJUST		1	30.00
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	6	456.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	6	174.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	5	413.00
PPER	Prem PkCrEPOEMP	OTH BEF TAX	4	82.00
PSCR	Prem Std PPOE/C	OTH BEF TAX	4	130.00
PSER	Prem Std PPOEMP	OTH BEF TAX	3	74.00
PSFR	Prem Std PPOFAM	OTH BEF TAX	2	111.00
V1CR	UMPACP-UWMedE/C	OTH BEF TAX	2	135.00
V1ER	UMPACP-UWMedEMP	OTH BEF TAX	5	154.00
VAER	UMP Achieve2EMP	OTH BEF TAX	2	101.00
VAFR	UMP Achieve2FAM	OTH BEF TAX	2	177.00
VHSAE	UMP CDHP EMP	OTH BEF TAX	8	175.00
VHSAF	UMP CDHP FAM	OTH BEF TAX	3	75.00
VHSAS	UMP CDHP E/S	OTH BEF TAX	2	50.00

CHECK DATE: 10/31/2022 PERIOD ENDING DATE: 10/31/2022

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
VUEP	UMP Achieve1EMPPT		2	111.00
VUER	UMP Achieve1EMP OTH BEF TAX		22	445.00
VUFR	UMP Achieve1FAM OTH BEF TAX		3	439.00
			2036	121,383.29

CHECK DATE: 10/31/2022 PERIOD ENDING DATE: 10/31/2022

HR\PA\CP\PE - 748 - Board

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1FIC	FICA	FICA	271	28,053.16
1MED	MEDICARE	MEDICARE	271	6,560.77
1PFML	WA PAID FML	PFML	271	742.80
1ReE0	SERS PLAN 0	RETIREMENT	3	
1ReE2	SERS PLAN 2	RETIREMENT	52	4,920.65
1ReE3	SERS PLAN 3	RETIREMENT	55	7,339.21
1ReT0	TRS PLAN 0	RETIREMENT	5	
1ReT2	TRS PLAN 2	RETIREMENT	69	19,629.43
1ReT3	TRS PLAN 3	RETIREMENT	91	32,597.62
1UC	UNEMPLOYMENT	UNEMPLOY COMP	271	2,130.05
1WC	WORKERS' COMP	WORKERS' COMP	271	2,536.76
SEBB	SEBB		206	97,220.00
VHSS1	UMP CDHP EE HSA		10	250.00
			1846	201,980.45

\*\*\*\*\* End of report \*\*\*\*\*

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 25, 2022, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$149,156.80. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:

Warrant Numbers 15143 through 15163, totaling \$149,156.80

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
15143	AMAZON CAPITAL SERVICES	10/14/2022	11,770.04
15144	BROWN, BRIANNA	10/14/2022	133.37
15145	CITY OF SPOKANE	10/14/2022	4,692.52
15146	DE LAGE LANDEN FINANCIAL SERVI	10/14/2022	995.50
15147	DIRECTED MEDIA INC	10/14/2022	2,909.13
15148	EDNETICS NETWORK	10/14/2022	446.90
15149	LEAF CAPITAL FUNDING, LLC.	10/14/2022	52.64
15150	LEARNING A-Z	10/14/2022	9,195.24
15151	MAGIC-WRIGHTER, INC.	10/14/2022	350.00
15152	MCGRAW HILL SCHOOL EDUCATION H	10/14/2022	155.48
15153	MOON SECURITY SERVICE INC	10/14/2022	150.37
15154	NEWESD 101	10/14/2022	2,927.99
15155	PRO MECHANICAL SERVICES, INC	10/14/2022	18,386.14
15156	ROYAL BUSINESS SYSTEMS, INC	10/14/2022	386.96
15157	SCHOOL SPECIALTY, LLC.	10/14/2022	5,101.21
15158	SEIDEMAN, DALANEY	10/14/2022	44.40
15159	SIA-MAGNESIUM LLC	10/14/2022	89,637.35
15160	STAPLES ADVANTAGE	10/14/2022	834.34
15161	SUTTON, JAMES B	10/14/2022	243.04
15162	T-MOBILE	10/14/2022	580.00
15163	WEBB, TERESA	10/14/2022	164.18

21	Computer	Check(s) For a Total of	149,156.80
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	21	Computer	Checks For a Total of	149,156.80
Total For	21	Manual, Wire Tran, ACH & Computer	Checks	149,156.80
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	149,156.80

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As of October 25, 2022, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$192,202.52. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 15142 through 15142, totaling \$192,202.52

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
15142	WITHERSPOON BRAJCICH MCPHEE	10/14/2022	192,202.52
1	Computer	Check(s) For a Total of	192,202.52

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	192,202.52
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	192,202.52
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	192,202.52

## F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	GENERAL FUND	0.00	0.00	192,202.52	192,202.52

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Warrant Numbers 15164 through 15205, totaling \$297,452.43

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
15164	ACE LANDSCAPING CORPORATION	10/31/2022	2,016.50
15165	AMAZON CAPITAL SERVICES	10/31/2022	4,672.73
15166	ATS INLAND NW, LLC	10/31/2022	4,043.90
15167	AUTO-CHLOR SYSTEM	10/31/2022	353.43
15168	Avista	10/31/2022	12,290.60
15169	BRAUN, RODNEY	10/31/2022	4,307.98
15170	CENGAGE LEARNING INC	10/31/2022	6,498.61
15171	CENTURYLINK	10/31/2022	202.59
15172	COMCAST BUSINESS	10/31/2022	381.70
15173	COMPASS MICRO, INC	10/31/2022	1,312.03
15174	EDGEWOOD PARTNERS INS. CENTER	10/31/2022	2,424.00
15175	EDNETICS NETWORK	10/31/2022	36,272.12
15176	EMBROIDERED SPORTSWEAR, INC	10/31/2022	4,649.92
15177	FATBEAM LLC	10/31/2022	1,390.00
15178	FIKES NORTHWEST, CORP	10/31/2022	15.35
15179	GREENSCAPE	10/31/2022	3,863.48
15180	HARLOW'S SCHOOL BUS SERVICE IN	10/31/2022	68,816.52
15181	INLAND NORTHWEST THERAPY	10/31/2022	18,562.50
15182	JOULE GROWTH PARTNERS	10/31/2022	1,250.00
15183	MCGRAW HILL SCHOOL EDUCATION H	10/31/2022	982.10
15184	MPS	10/31/2022	3,041.81
15185	NCS PEARSON, INC.	10/31/2022	477.05
15186	NEWESD 101	10/31/2022	50.00
15187	NMC FRANCHISING, LLC	10/31/2022	12,701.19
15188	NWEA	10/31/2022	11,417.75
15189	OSPI CHILD NUTRITION SERVICES	10/31/2022	850.94
15190	PPC SOLUTIONS, INC	10/31/2022	875.00
15191	PRO MECHANICAL SERVICES, INC	10/31/2022	1,532.52
15192	ROBINSON, HELEN L	10/31/2022	290.00
15193	ROYAL BUSINESS SYSTEMS, INC	10/31/2022	850.18
15194	SAVVAS LEARNING COMPANY LLC	10/31/2022	79.57
15195	SCHOOL SPECIALTY, LLC.	10/31/2022	9,922.44
15196	SPRAGUE PEST SOLUTIONS	10/31/2022	98.92

Check Nbr	Vendor Name	Check Date	Check Amount
15197	STAPLES ADVANTAGE	10/31/2022	625.47
15198	TCI	10/31/2022	377.00
15199	THE HOME DEPOT PRO	10/31/2022	201.11
15200	URM	10/31/2022	19,555.79
15201	VIRCO INC	10/31/2022	59,700.14
15202	WAXIE SANITARY SUPPLY	10/31/2022	151.35
15203	WILDLAND COOPERATIVE	10/31/2022	210.00
15204	WSIPC	10/31/2022	70.18
15205	ZOOM VIDEO COMMUNICATIONS INC.	10/31/2022	67.96
42	Computer	Check(s) For a Total of	297,452.43

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	42	Computer	Checks For a Total of	297,452.43
Total For	42	Manual, Wire Tran, ACH & Computer	Checks	297,452.43
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	297,452.43

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board. As of October 25, 2022 the board, by a \_\_\_\_\_ vote, approves payments, totaling \$9,310.37. The payments are further identified in this document. Total by Payment Type for Private/Public Account, UMPQUA BANK: Wire/ACH payments totaling \$9,310.37.

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	August Statement	9/16/22	\$ 3,769.24
ACH	Umpqua Credit Card	September Statement	10/16/22	\$ 5,541.13
		2 ACH/Wire	For a Total of	\$ 9,310.37

# Coversheet

## Budget Status/Enrollment Number/Quarterly Reports

**Section:** III. Consent Agenda  
**Item:** C. Budget Status/Enrollment Number/Quarterly Reports  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 22-23 SIA actual vs projected enrollment .xlsx - Current.pdf  
09.22 BUDGET STATUS.pdf

Spokane International Academy  
Actual vs Projected Full Time K-12 Enrollment  
For School Year Ending 2023

Grades	<i>Actual</i>											Average	Budgeted	Variance	FTE difference
	September	October	November	December	January	February	March	April	May	June					
Kindergarten (Full)	89.00	92.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.50	93.12	0.97	-2.62
1st	84.00	92.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.00	93.12	0.95	-5.12
2nd	89.00	95.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.00	93.12	0.99	-1.12
3rd	90.00	92.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.00	93.12	0.98	-2.12
4th	69.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.50	69.84	1.00	-0.34
5th	69.00	72.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.50	69.84	1.01	0.66
6th	61.00	69.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00	69.84	0.93	-4.84
7th	55.00	56.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.50	58.20	0.95	-2.70
8th	56.00	58.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.00	58.20	0.98	-1.20
9th	27.00	29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00	43.65	0.00	-15.65
10th	12.00	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.50	11.64	0.00	
11th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Totals</b>	<b>701.00</b>	<b>738.00</b>	<b>0.00</b>	<b>719.50</b>	<b>753.69</b>	<b>0.95</b>									

K-8 Totals	662.00	696.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	679.00	698.40	0.97
9-12 Totals	39.00	42.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.50	55.29	0.73

	September	October	November	December	January	February	March	April	May	June	Average	Projected	Variance
SPED K12	71.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	85.00	0.88

10--GENERAL FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of September, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	0	.00	.00		.00	0.00
2000 LOCAL SUPPORT NONTAX	56,328	13,794.12	13,794.12		42,533.88	24.49
3000 STATE, GENERAL PURPOSE	8,538,148	768,472.27	768,472.27		7,769,675.73	9.00
4000 STATE, SPECIAL PURPOSE	2,005,693	106,852.82	106,852.82		1,898,840.18	5.33
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,704,280	15,795.68	15,795.68		1,688,484.32	0.93
7000 REVENUES FR OTH SCH DIST	25,000	.00	.00		25,000.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	332,500	240,000.00	240,000.00		92,500.00	72.18
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	12,661,949	1,144,914.89	1,144,914.89		11,517,034.11	9.04
<b>B. EXPENDITURES</b>						
00 Regular Instruction	5,443,128	465,222.78	465,222.78	4,522,046.73	455,858.49	91.63
10 Federal Stimulus	377,274	47,112.67	47,112.67	522,577.10	192,415.77-	151.00
20 Special Ed Instruction	862,894	54,863.24	54,863.24	568,122.29	239,908.47	72.20
30 Voc. Ed Instruction	0	.00	.00	0.00	.00	0.00
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	911,137	33,503.19	33,503.19	370,312.44	507,321.37	44.32
70 Other Instructional Pgms	895,221	87,111.26	87,111.26	493,881.07	314,228.67	64.90
80 Community Services	24,998	2,202.18	2,202.18	23,498.84	703.02-	102.81
90 Support Services	3,922,241	256,967.80	256,967.80	2,036,458.86	1,628,814.34	58.47
<u>Total EXPENDITURES</u>	12,436,893	946,983.12	946,983.12	8,536,897.33	2,953,012.55	76.26
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</b>						
	225,056	197,931.77	197,931.77		27,124.23-	12.05-
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	3,000,000		3,185,583.99			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>						
	3,225,056		3,383,515.76			

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of September, 2022

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	10,000	.00	.00		10,000.00	0.00
2000 Athletics	0	.00	.00		.00	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	0	.00	.00		.00	0.00
6000 Private Moneys	0	.00	.00		.00	0.00
<u>Total REVENUES</u>	10,000	.00	.00		10,000.00	0.00
<b>B. EXPENDITURES</b>						
1000 General Student Body	10,000	.00	.00	0.00	10,000.00	0.00
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	0	.00	.00	9,258.68	9,258.68	0.00
6000 Private Moneys	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	10,000	.00	.00	9,258.68	741.32	92.59
<b>C. EXCESS OF REVENUES</b>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	0	.00	.00		.00	0.00
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	0		2,473.11			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE</b>						
<u>C+D + OR - E)</u>	0		2,473.11			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		2,473.11			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	0		2,473.11			

# Coversheet

## Policies/Procedures to Review/Approve

**Section:** III. Consent Agenda  
**Item:** D. Policies/Procedures to Review/Approve  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** SIA Policy - ASB.pdf  
CONSTITUTION OF SIAASB.pdf  
SIA Policy - ASB Procedures.pdf



## Policy - Associated Student Body (Proposed 10/25/22)

Title - ASB Policy

Last Revised - 10/19/22

An associated student body (ASB) will be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district.

An ASB will be a formal organization of students, including sub-components or affiliated student groups. Each ASB will submit a constitution and bylaws to the board for approval. The constitution and bylaws will identify how student activities become approved as student body activities and establish standards for their supervision, governance, and financing. Subject to such approval process, any lawful activity that promotes the athletic, recreational, social, or cultural growth of students as an optional extra curricular or co-curricular activity may be considered for recognition as an ASB activity. Any lawful fundraising practices that are consistent with the goals of the district and that do not bring disrespect to the district or its students may be acceptable methods and means for raising funds for student body activities.

The school principal will designate a staff member as the primary advisor to the ASB and assure that all groups affiliated with the ASB have an advisor assigned to assist them. Advisors will have the authority and responsibility to intervene in any activities that are inconsistent with district policy, ASB standards, student safety, or ordinarily accepted standards of behavior in the community. When in doubt, advisors will consult with the school principal / associate principal regarding the propriety of proposed student activities. Student activities cannot include support or opposition to any political candidate or ballot measure.

Each ASB will prepare and submit annually a budget for the support of the ASB program to the board for approval. All property and money acquired by ASBs, except private non-associated student body funds, will be district funds and will be deposited and disbursed from the district's ASB program fund.

Money acquired by ASB groups through fundraising and donations for scholarships, student exchanges, and charitable purposes will be private non-associated student body fund moneys.

### Student Awards / Prizes / Incentives

- Awards, Prizes, and Incentives: REcognition or something of value conveyed as a result of competition, merit, participation or in recognition of service to the district on part of the recipient.
- De Minimis: Minimal value, a small amount, lacking significance or importance, having little or no impact on public funds, so minor as to merit disregard.

### Award / Prize / Incentive Values

- The district will consider any individual prize/award/incentive amount equal or less than \$25.00 (twenty-five) dollars to be de minimis.
- The district will consider the total amount of \$1,000.00 (one thousand) in prizes/awards/incentives conveyed to an individual student over the course of a school year to be de minimis.

Solicitation of funds for non-associated student body fund purposes must be voluntary and must be accompanied by notice of the intended use of the proceeds and the fact that the district will hold the funds in trust for their intended purpose. Non-associated student body fund moneys will be disbursed as determined by the group raising the money. Private non-associated student body funds will be held in trust by the district for

the purposes indicated during the fundraising activities until the student group doing the fundraising requests disbursement of the funds and the accounts of the fundraising are complete and reconciled.

The board may establish and collect a fee from students and nonstudents as a condition of their attendance at, or participation in, any optional noncredit extracurricular district event of a cultural, social, recreational, or athletic nature. If the board establishes such a fee or fees, the superintendent or designee will establish a procedure for waiving fees for students who are eligible to participate in the federal free or reduced-price meals program and for reducing fees for students' family members and other nonstudents sixty-five or older who, by reason of their low income, would have difficulty in paying the entire amount of such fees. Fees collected pursuant to this paragraph shall be deposited in the ASB program fund of the district.

Classification: Essential (Required if students raise money for school activities)

Cross References:                   2150 - Co-Curricular Program  
  3515 - Student Incentives  
  4200 - Parent Access and Safe and Orderly Learning  
  Environment  
  6020 - System of Funds and Accounts

Legal References:                   RCW 28A.325.010 Fees for optional noncredit extracurricular  
  events—Disposition  
  RCW 28A.325.020 Associated student bodies — Powers and  
  responsibilities affecting  
  RCW 28A.325.030 Associated student body program fund —  
  Fundraising activities — non-associated student body program  
  fund moneys  
  Chapter 392-138 WAC Finance — Associated student body  
  moneys  
  RCW 28A.325.050 Associated student body program fund —  
  Publication of information on school district web site

## **THE CONSTITUTION OF THE ASSOCIATED STUDENT BODY OF Spokane International Academy**

### **PREAMBLE**

We, the students of Spokane International Academy, in order to administer effectively the student affairs stated herein, do ordain and establish this constitution of the Associated Student Body of Spokane International Academy.

### **Article 1. NAME OF ORGANIZATION**

The name of the organization shall be the Associated Student Body (ASB) of Spokane International Academy (SIA).

### **Article 2. ASB DEFINITION AND MEMBERSHIP**

The ASB shall be the formal organization of: (1) all students in registered attendance at SIA; (2) all clubs, athletic teams, classes (seniors, juniors, sophomores and freshmen) and other organizations formed with the approval of the ASB Leadership class.

### **Article 3. PURPOSE OF ASB**

The purpose of the ASB is to encourage student involvement and participation in optional school district extracurricular events of an athletic, cultural, recreational, or social nature.

### **Article 4. MEMBERSHIP**

1. The student body of Spokane International Academy shall consist of all students grades Kindergarten through 12th grade and the members of the faculty of those grades.
2. The ASB Student Council shall consist of 4 High School representatives filling the Officer positions, one representative from each of the Advisory classes grades 6-8, and two faculty members (one from Middle Academy and one from High School)

### **Article 5. ASB FINANCE**

1. The ASB of SIA shall be the only authorized student organization to receive, collect or engage in any money raising or fee-charged activities at SIA from students or non-students as a condition to their attendance at any optional non-credit school district extracurricular event of an athletic, cultural, recreational or social nature.
2. The ASB funds may not be raised or expended as gifts or grants for scholarship purposes in accordance to the ASB Finance Law.
3. The ASB shall have the power to purchase or rent non-real property within the confines of allocated funds. All property of a non-supply nature becomes the property of Spokane International Academy at the time of acquisition.
4. Dues, fees, and charges shall be established by ASB Leadership within the guidelines approved by the School District Officers of the individual activities are responsible for determining if dues, fees, or charges are required.

## **Article 6. ASB OFFICERS**

1. The ASB Officers shall consist of a President, Vice President, Secretary and Treasurer.
  - a. The President shall be a high school student at Spokane International Academy with at least one year's experience in SIA or with pending approval from the associate principal and will be elected by securing 50% plus one of the votes by members of the student body.
  - b. The Vice-President shall be a high school student enrolled at Spokane International Academy with approval from the associate principal and will be elected by securing 50% plus one of the votes by members of the student body.
  - c. The ASB Secretary shall be a high school student enrolled at Spokane International Academy with approval from the associate principal
  - d. The ASB Treasurer shall be a high school student enrolled at Spokane International Academy with approval from the associate principal .
2. Duties of the ASB Officers
  - a. President
    - i. Provide leadership to promote student involvement as outlined in this Constitution.
    - ii. Provide leadership for the development of goals and objectives of the ASB.
    - iii. Responsible for intra and inter-school communications concerning ASB.
    - iv. Responsible for representation as necessary at school and community affairs and functions, speaking engagements, leadership conferences, etc.
  - b. Vice President
    - i. Assume all duties of the President in case of the President's absence.
    - ii. Perform all duties assigned by the ASB President.
    - iii. Assist in preparing an annual budget for ASB Leadership.
    - iv. Plan and execute ASB elections as outlined in this Constitution. (see Article VII)
  - c. Secretary
    - i. Keep and maintain a record of minutes and attendance for all ASB meetings, as well as Student Council Meetings
    - ii. Responsible for publication of ASB meeting minutes to school in a convenient form.
    - iii. Assist President in organization of administration of ASB Leadership.
  - d. Treasurer
    - i. Approve purchase orders and credit card usage.
    - ii. Assist in preparing the annual ASB budget.

## **ARTICLE 7. COMMITTEES**

1. The student council may appoint members of the council to special committees.
2. Each committee must have a committee chair
3. Committees may only exist for a period of one year.

### **ARTICLE 8. STUDENT COUNCIL REPRESENTATIVES**

1. The general election shall elect the ASB President and Vice-President, Secretary, Treasurer. These four students shall represent high school students grade 9-12 on the student council.
2. All advisory classes grades 6 - 8 shall elect an advisory representative to the student council.
3. Advisory representatives shall be elected from within their advisory class only following an election process determined each year by the Associate Principal.
4. Advisory representatives shall serve for one academic year.
5. Each student council representative shall have one vote within the council.

### **ARTICLE 9. ASB EXTRA-CURRICULAR ACTIVITIES**

1. The ASB will authorize student clubs and extracurricular activities each year on an annual basis. Examples of clubs include sport, academic, or social activities.
2. Procedures for establishing new clubs:
  - a. Submit the following information to ASB Leadership:
  - b. Constitution (includes purpose, officers schedule and membership)
  - c. Advisor
  - d. Budget
  - e. Authorization form from Head of School
3. ASB Approval

### **ARTICLE 10. REMOVING OFFICERS**

1. Class officers may be removed from office by the associate principal and class advisors if any of the following offenses occur:
  - a. Failure to follow Spokane International Academy student code of conduct
  - b. Failure to maintain acceptable academic performance.
2. Procedures for removal:
  - a. Unanimous approval to remove by Class Advisors and associate principal
  - b. Submit following information to Administration
  - c. Name and position of Class Officer
  - d. Reason(s) for removal
  - e. Signature of all Advisors
  - f. Unanimous approval by administration to remove officer
3. In the case of any officer removal, see Article VI AND VIII. for the process of special elections.

### **ARTICLE 11. APPEALS AND HEARINGS**

1. A removed Officer may request an appeal of the decision within three (3) school days.
2. A Written statement must be presented to the Head of School within three (3) school days of initial decision.

- a. Statement must include:
  - i. Name and position of Officer
  - ii. Reason for removal by administration
  - iii. Reason for appeal
  - iv. Signature of Officer
3. Procedures for appeal hearing:
  - a. Hearings will be held without public notice to protect the privacy of the student.
  - b. Participating members of the hearing will include:
  - c. Student in question
  - d. Principal
  - e. Any other parties deemed relevant to the situation by the Principal.
  - f. The Principal will inform the student, in writing or orally, of the decision within three (3) school days.

## **ARTICLE 12. MEETINGS**

1. ASB Student Council meetings must take place at a time and place set by the ASB Advisors.
2. Special meetings require at least 24 hours advance notice
3. Council members may not hold meetings without the presence of at least one advisor.
4. Committee meetings may occur at a time and place set by the committee chair with 24 hour notice given to members.
5. Voting/Quorum
  - a. Each member of the ASB Student council shall have one vote. Decisions of the council shall be made by vote. Voting shall take place in person during a scheduled meeting. No proxy voting shall be allowed.
  - b. Quorum will be established at the beginning of every student council. Quorum shall constitute a simple majority (50% + 1) of active student council members. A majority of active student council members must be present in a meeting before any official business or voting is allowed.
6. Discussion and decision during meetings will follow Roberts Rules of Order Simplified: [https://assembly.cornell.edu/sites/default/files/roberts\\_rules\\_simplified.pdf](https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf)

## **AMENDMENT AND RATIFICATION**

1. Amendment. This constitution must be amended by a  $\frac{2}{3}$  vote of ASB Leadership
2. Ratification. This constitution shall be binding and effective when duly accepted by the following:
  - a.  $\frac{2}{3}$  ASB Leadership majority
  - b. Spokane International Academy Head of School

## **DISSOLUTION OF ASB**

If the Spokane International Academy was ever dissolved by the SIA school board the ASB funds would revert to the school district under the control of the SIA board of directors.

Reference WAC 392-138-021

## SIGNATURES

Members

Unanimous approval by Student Council members 10/19/22

 SC Running Agenda

School Board

**Head of School**



Morgen Flowers, Head of School 10/21/22

**Advisors**

Spencer Grainger, ADVISOR 10/19/22



Tabatha Copeland, ADVISOR 10/19/22





## Policy - Associated Student Body (Proposed 10/25/22)

Title - ASB Procedures

Last Revised - 10/21/22

The associated student bodies (ASBs) in the schools of the district will operate within the following guidelines:

### Structure

- A. ASBs are mandatory whenever one or more students engage in money raising activities with the approval and at the direction or under the supervision of the district. The school principal is designated to act as the ASB for K-6 school buildings.
- B. The board has authority over ASBs. ASBs are subject to the same laws as the district, including accounting procedures, budgets, and warrants.

### Financial Operations

- A. The district will have an ASB program fund budget approved by the board.
- B. All ASB money is accounted for, spent, invested, and budgeted the same way as other public money.
- C. Disbursements may be made either by warrant, imprest bank accounts, procurement card, or petty cash funds.
- D. ASB purchases will comply with state bid procedure as outlined in the law and district bid requirements policy and procedure. Purchases of the same goods or services for more than one school will be considered together when establishing the purchase amount and applicability of bid requirements.
- E. All property acquired with ASB moneys becomes property of the district.
- F. ASB groups may raise private non-associated student body fund moneys through fundraising and donations for scholarships, student exchanges, and charitable purposes. Such fundraising and donation solicitation will meet the requirements for other ASB fundraising and those requirements specific to non-associated student body funds, including clear notice to all donors of the purpose of the fundraising. Students wishing to use district facilities to raise private non-associated student body funds will comply with district policy and procedures regarding community use of school facilities. For handling the accounting for complex fundraising programs for private non-associated student body fund money, the district will withhold or otherwise be compensated an amount adequate to reimburse the district for its direct costs.
- G. Purposes that directly further or support the school district's program — both co-curricular and extracurricular — are suitable uses for ASB funds, if the activities are optional for students.
- H. ASB funds may not be used for gifts or recognition to individuals for private benefit. Private non-associated student body funds may be raised for scholarships, student exchanges, and charitable purposes, pursuant to district policy and procedure.

**Waiver or Reduction of Fees**

Each student who is eligible to participate in the federal free and reduced-price meals program will have fees associated with attending or participating in optional noncredit extracurricular activities waived.

Students' family members and other nonstudents who are sixty-five or older may have any fee to attend an optional noncredit extracurricular activity reduced if they would have difficulty paying the entire amount of the fee because of their low income. Any students' family members and other nonstudents who are sixty-five or older who believe he or she should have a fee reduced must contact the appropriate school and ask for a reduction. The school principal will determine whether a reduction is appropriate after obtaining relevant information from the person seeking the reduction.

# Coversheet

## Board Presentation

**Section:** V. Staff Updates  
**Item:** A. Board Presentation  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2. October 2022 Board Presentation.pdf



# October 2022 Board Meeting

# SIA Mission Statement

Spokane International Academy empowers its students with the *academic skills, habits of mind,* and *global competence* necessary to complete advanced courses in high school, and a college degree, in order to become leaders who can powerfully transform their communities.



# CONSENT AGENDA

- Previous Minutes
- Monthly AP/payroll
- Monthly Enrollment
- Budget status
- School Policies

# Public Comment

## Public Participation During Meetings

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Chair is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for a presentation.

In order to assist the Board in its orderly conduct of the meeting, individuals wishing to be heard by the Board shall have the opportunity to state their name, address, and the topic they wish to speak to, either in writing at the beginning of the meeting, and/or verbally at the time the topic is addressed on the agenda, and before the Board takes action on such item. Individuals, after identifying themselves, will address the Board and proceed to make their comments as briefly as the subject permits.

The Board will not entertain oral complaints about school personnel. A member of the public wishing to make such a complaint shall do so in writing to the Board Chair who shall follow the school's adopted conflict resolution policy. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, or irrelevant.

The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

# STAFF UPDATE

# 22-23 Enrollment Update

- October Enrollment (Actual):
- October Enrollment (Budgeted):
- Current Waitlist : 272

## 23-24 Enrollment Timeline

- Open Enrollment - Jan 2 - March 17
- Re-enrollment Due (current families) - March 17
- Lottery - April 12
- Info Nights
  - a. AIER Choice School Fair - 01/2023
  - b. School Info Night - 02/2023
  - c. School Info Night - 03/2023

# ACADEMIC EXCELLENCE

# MAP ASSESSMENT RESULTS (FALL 2022)

- Morgen to add

# SBA ASSESSMENT RESULTS (Spring 2022)

## Primary Academy

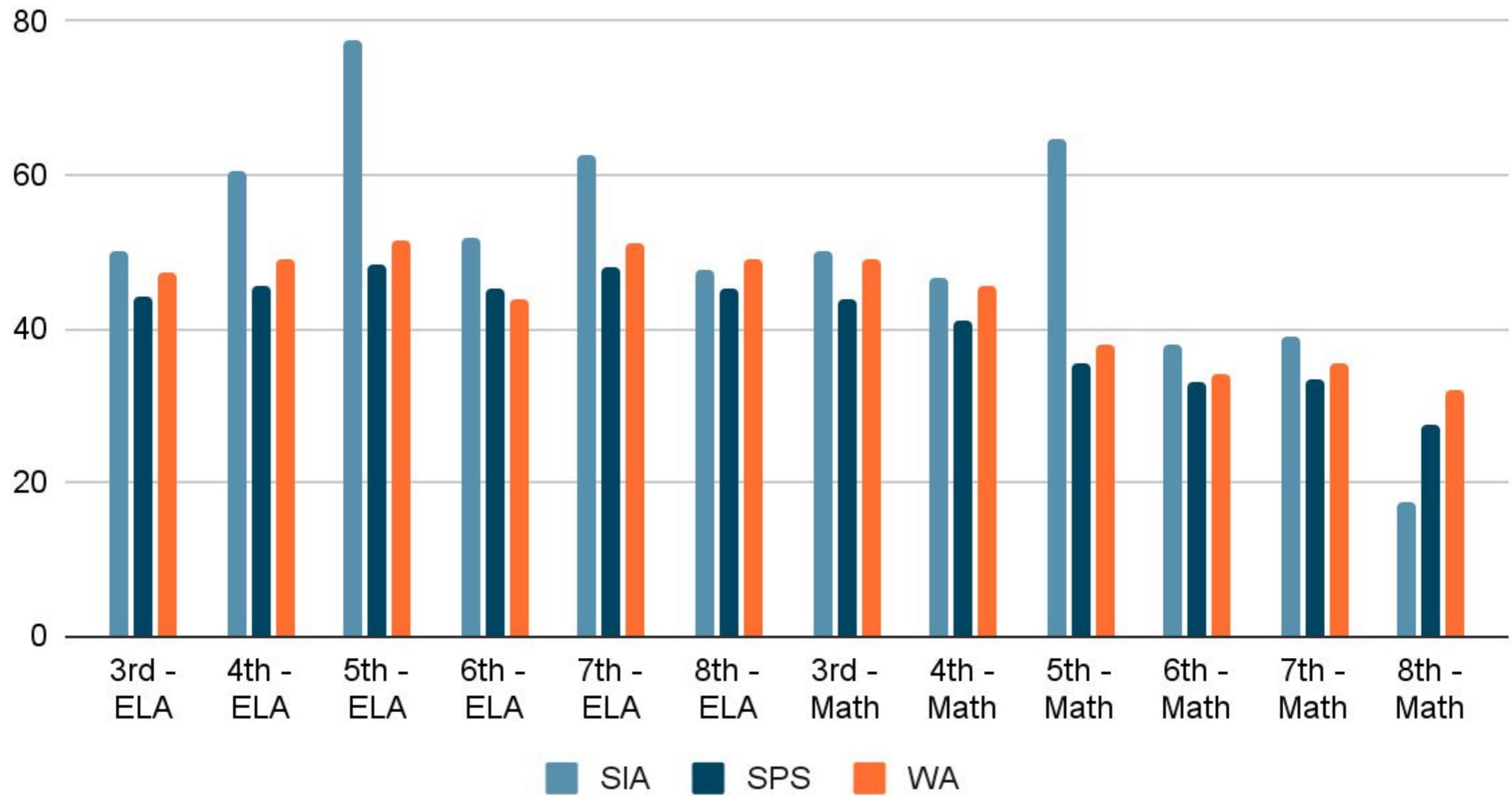
Grade	<b>SIA - ELA</b>	SPS - ELA	WA - ELA	<b>SIA - Math</b>	SPS - Math	WA - Math
3	<b>50%</b>	44%	47.4%	<b>50%</b>	43.7%	49.1%
4	<b>60.6%</b>	45.4%	48.9%	<b>46.5%</b>	40.9%	45.5%
5	<b>77.5%</b>	48.5%	51.6%	<b>64.8%</b>	35.4%	38%

## Middle Academy

Grade	<b>SIA - ELA</b>	SPS - ELA	WA - ELA	<b>SIA - Math</b>	SPS - Math	WA - Math
6	<b>51.7%</b>	45.3%	43.9%	<b>37.9%</b>	32.9%	34.2%
7	<b>62.7%</b>	48%	51%	<b>39%</b>	33.4%	35.4%
8	<b>47.8%</b>	45.1%	49.2%	<b>17.4%</b>	27.6%	32.1%

# SBA ASSESSMENT RESULTS (Spring 2022)

## SBA Performance (Spr. 2022)



# GOVERNANCE

# BOT ASSESSMENT RESULTS

- Mary to go over with the board

# Leadership Transition Communication

- How did the announcement go?
- What are next steps in the transition?

# SIA Foundation

- Regrounding the purpose for the foundation
- What is the board's role in fundraising? How does this impact board recruitment?
- What would the board/foundation like to do this year to fundraise to support the purpose of the foundation?

# CEO SUPPORT/EVAL

# CEO Goals for 22-23

- CEO Goals for 22-23
  - a. Leadership transition w/Morgen
  - b. Transfer of specific duties
  - c. Strategic planning w/continuing staff

# Transition Planning

- Morgen attending meetings with WA Charters, the charter commission, and other stakeholders
- Weekly meetings w/Travis and Morgen
- Meetings every other week with Travis, Morgen and Mary
- Head of School job description developed by the board and Morgen (Due date?)
- Update job descriptions for COO, CFO, and other leadership team members

# ADJOURN MEETING

# Coversheet

## CEO Proposed 22-23 Goals

**Section:** X. CEO Support And Eval  
**Item:** A. CEO Proposed 22-23 Goals  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 22-23 CEO Goals (Oct. 2022).pdf



## **CEO Goals 2022-2023 School Year (October 2022)**

To: Spokane International Academy Board Members

This year marks an important transition point for our organization. I will be leaving my role as CEO at the close of this school year and Morgen will be assuming the chief executive role as Head of School.

Over the course of this year I will be focusing my energy towards fulfilling my responsibility as our CEO, while also actively transferring my responsibilities to Morgen and others on staff. This transition will be announced to staff and our community on Friday October 21, 2022. This announcement will allow me the time to work directly and transparently with those who are assuming work for which I am currently responsible.

### **Leadership Transition w/Morgen**

The primary goal for this year is to effectively transfer my responsibility as chief executive for the organization to Morgen by the end of the 22-23 school year.

This will include weekly meetings to discuss topics of interest to Morgen and that arise as part of the daily work. Topics will include compliance, relationships with external organizations/stakeholders, charter policy/advocacy work, etc.

### **Transfer of Specific Duties**

There are a number of items for which I am currently responsible that need to be transitioned to new staff. I will work with Morgen and others this year to determine who will be trained on these items. The primary areas that I am mostly responsible for on our staff right now that has no cross trained staff is our technology deployment and marketing. The school has signaled that they would like to hire a technology manager going forward. If this person is hired prior to the end of the year then I can transfer understanding to them. If not, they should be able to pick up things as they go. The school will need to identify how they would like to handle marketing going forward and I can work to help prepare them for that.

There are other staff members that are currently employed who could absorb some of this work, but that is up to the discretion of Morgen and Brook as they will be overseeing this work going forward.

**Strategic Planning for 23-24 and Beyond**

My final goal this year is to assist the board and leadership team as you all plan for the future. I am happy to share whatever context is helpful as you plan towards the newly adopted enrollment growth strategy for SIA.

I will need help in better understanding the role you would like me to play in these conversations. I love this work, but also understand if there are times you would like to plan without me present to allow the future leadership team to practice in that type of environment.

A handwritten signature in black ink, appearing to read 'T. Franklin', written in a cursive style.

Travis Franklin  
Chief Executive Officer  
Spokane International Academy