



# Spokane International Academy

## March (Regular)

Published on March 27, 2023 at 12:57 PM PDT

Amended on March 28, 2023 at 10:22 AM PDT

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### Date and Time

Tuesday March 28, 2023 at 11:30 AM PDT

### Location

Mary Velazquez is inviting you to a scheduled Zoom meeting.

Topic: March Regular SIA Board Meeting

Time: Mar 28, 2023 11:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/4314991100?pwd=RmxRb29xQXVsNmI0d2NLOUV1WGJTZz09>

Meeting ID: 431 499 1100

Passcode: 188417

One tap mobile

+12532050468,,4314991100#,,,,\*188417# US

+12532158782,,4314991100#,,,,\*188417# US (Tacoma)

Dial by your location

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

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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:

- Approval of minutes from a previous meeting
- Approval of monthly financial statements
- Acknowledgement of monthly enrollment reports
- Approval of updated school policies and/or procedures

- A. Approve Previous Minutes 1 m  

Approve	Mary
Minutes	Velazquez

Approve minutes for February (Regular) on February 28, 2023

	Purpose	Presenter	Time
<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 -**

- Payroll: Check Number 15570 through 15573, Direct Deposit Number 900004850 through 900004946 totaling \$670,119.81
- Mid-Month AP: ASB Warrant Numbers 15512 \$310.00
- Mid-Month AP: General Warrant Numbers 15513 through 15523 totaling \$100,565.99
- End of Month AP: ASB Warrant Numbers 15524 \$150.00
- End of Month AP: General Warrant Numbers 15525 through 15569 totaling \$231,909.92
- Wire/ACH AP: Totaling \$4,528.91

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

See attached for policies to approve

**IV. Public Comment**

**V. Staff Updates 11:35 AM**

<b>A. Board Presentation</b>	FYI	TRAVIS FRANKLIN	1 m
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**VI. Academic Excellence**

**VII. Finance 11:36 AM**

<b>A. 23-24 Budget Conversation</b>	Discuss	Morgen Flowers	25 m
<b>B. Mid-Year Update</b>	FYI	Heather Dauphin	5 m

**VIII. Governance 12:06 PM**

	Purpose	Presenter	Time
<b>A. F1 Disclosure</b>	FYI	Mary Velazquez	5 m
Due in April			
<b>B. Board Recruitment</b>	Discuss	Mary Velazquez	5 m
Update on board recruitment process			
<b>C. Equity Trainings for Board Members</b>	FYI	Mary Velazquez	5 m

WSSDA's description on the training expectation - <https://wssda.org/leadership-development/commitment-to-educational-equity/>

### IX. CEO Support And Eval

### X. Strategic Planning

### XI. Executive Session 12:21 PM

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

<b>A. Discuss the Performance of a Public Employee</b>	Discuss	Mary Velazquez	30 m
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### XII. Closing Items 12:51 PM

<b>A. Adjourn Meeting</b>	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 February (Regular) on February 28, 2023

APPROVED



# Spokane International Academy

## Minutes

### February (Regular)

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#### Date and Time

Tuesday February 28, 2023 at 11:30 AM

#### Location

Join Zoom Meeting

<https://us06web.zoom.us/j/4314991100?pwd=RmxRb29xQXVsNmI0d2NLOUV1WGJTZz09>

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+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

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+1 360 209 5623 US  
+1 386 347 5053 US  
+1 507 473 4847 US  
+1 564 217 2000 US  
+1 646 931 3860 US

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Find your local number: <https://us06web.zoom.us/j/4314991100>

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### Directors Present

Jeff Hyslop (remote), Ken Vorhees (remote), Mary Velazquez (remote), Matthew Hoag (remote), Nancy Cunningham (remote), Stacy Hill (remote)

### Directors Absent

James Wilburn

### Guests Present

Travis Franklin (remote)

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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 Tuesday Feb 28, 2023 at 11:30 AM.

## II. Consent Agenda

### A. Approve Previous Minutes

Mary Velazquez made a motion to approve the minutes from January (Regular) on 01-24-23.

Matthew Hoag seconded the motion.

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

### B. Monthly Financials

Matthew Hoag made a motion to Approve monthly financials.

Ken Vorhees 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 De Minimus Policy.

Matthew Hoag seconded the motion.

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

### **III. Finance**

#### **A. 23-24 Budget Conversation**

#### **B. Mid-Year Apportionment Update**

#### **C. Bank Account Structure**

Matthew Hoag made a motion to Move forward with establishing the ICS account structure at Umpqua Bank, barring any new information that disallows this.

Ken Vorhees seconded the motion.

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

### **IV. 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 12:30 PM.

Respectfully Submitted,  
Travis Franklin

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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

## 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  
Mar Payroll 2023.pdf  
Mar mid AP 2023 ASB.pdf  
Mar mid AP 2023.pdf  
Mar EOM AP 2023 ASB.pdf  
Mar EOM AP 2023.pdf  
ACH:Wire register 3.23.pdf

### Additional notes for Accounts Payable –

#### Recurring Monthly Bills-

**Amazon** \$5,053.11 School supplies  
**Avista** \$15,920.81 services for Electricity  
**Rodney, Braun** \$4,307.98 Rent for Home office  
**C&C** \$2,141.85 Snow Removal Service (2/21-2/28)  
**City of Spokane** \$1,842.53 Water and Sewer services  
**Ednetics** \$3,413.14 Telephone/Security/Internet services  
**Express** \$6,949.53 Staffing contract for Food Service  
**Harlow's** \$69,505.21 Transportation Service for Feb  
**Inland Northwest Therapy** \$16,687.50 Speech/Occupational service  
**Joule Growth Partners** \$1,250 Contracted Financial Services  
**NMC** \$12,701.19 Custodial Service  
**SIA-Magnesium LLC** \$87,140.06 Lease payment for Bonds semi-annual payment  
**SIA-Magnesium LLC** \$2,500.00 Repair & replacement payment for Bonds (Mar)  
**Umpqua Credit card** \$4,420.90 School supplies (\$1,237.50-professional service registration)  
**URM** \$21,378.49 Food service supplies (\$3,488.59-from Supply Chain Assistance Fund)

#### Quarterly paid expenses-

**NEWESD101** \$9,656.65 Data Processing/WSIPC Data Proc Fee (Q3)

#### One time expenses-

**Johnson Control** \$6,026.35 Fire alarm device inspection & repairs  
**Moody's** \$7,000.00 Annual professional service fee  
**Schoolmint** \$5,034.92 School lottery system renewal (partially paid:3/1/2023-8/31/2023)  
**T.W. Clark** \$32,206.51 Summer project (final payment)

### Additional notes for Payroll-

March new hires include: Damaris Nelson Instructional IA and Kathryn Purviance ELL Teacher

February Resignations - Instructional Aide

RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of March 28, 2023, 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 15570 through 15573 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 900004850 through 900004946 in the total amount of \$670,119.81.

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

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 11:06 AM 03/24/23  
 05.23.02.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1  
 CHECK DATE: 03/31/2023 PERIOD ENDING DATE: 03/31/2023  
 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>
CAD5	ADD PAY	8	5.0000		685.14	
CAPR3	ASSOCIATE PR	6	2.0000		19,837.51	368.00
CCFO3	CHIEF FIN OFF	1	1.0000		10,700.00	184.00
CCOU3	COUNSELOR	7	4.0000		16,802.25	487.50
CCUS4	FACILITIES	1	1.0000		2,595.11	184.00
CDOP3	DIR OF OPS	2	1.0000		5,833.34	187.30
CDSS3	DIR OF SPECIAL	7	2.0000		13,429.29	276.00
CIA3	INST AIDE	48	21.0000		41,137.38	3524.00
CIAB3	INST AIDE	4	2.0000		3,441.50	368.00
CIM13	PRINCIPAL	6	1.0000		12,348.62	184.00
CINT3	INT COACH	7	4.0000		27,034.09	736.00
CKIT4	KITCHEN MGR	1	1.0000		2,571.83	184.00
CKT24	MGR FS/TRANS	2	1.0000		2,396.81	112.00
CKTA4	KITCHEN ASSIST	1	1.0000		1,916.34	184.00
CLGY5	LONGEVITY	15	13.0000		3,750.01	
CMGF3	MANAGER FINANCE	1	1.0000		3,846.04	184.00
CMGH3	HR SPECIALIST	1	1.0000		3,452.80	184.00
CNU13	NURSE	4	1.0000		4,968.34	184.00
COFF3	OFFICE ASSIST	5	3.0000		6,698.71	552.00
COPM3	FACILITES MGR	4	1.0000		10,700.00	184.00
CPSY3	PSYCHOLOGIST	6	1.0000		5,261.42	184.00
CSP25	SUPPLEMENTAL	9	5.0000		1,255.00	83.20
CSUP3	SUPERINTENDENT	2	1.0000		13,820.84	184.00
CTC13	TEACHER	99	47.0000		237,877.22	8160.00
CTC23	TEACHER	6	4.0000		12,189.09	520.00
TADM3	ADMIN OFFICE	2		15.5000	431.99	15.50
TCUS4	CUSTODIAN	1		-34.0000	-575.62	-34.00
TECH3	TECHNOLOGY	1		4.0000	107.12	4.00
TIA3	INST AIDE	13		-104.3300	-1,862.60	-104.40
TKIT4	KITCHEN MGR	2		-13.2500	-384.85	-13.20
TOFF3	OFFICE ASST	4		-1.2500	-21.14	-1.30
TOV3	OVERTIME	3		2.2500	64.40	2.30
TSU23	SUBSTITUTE	3		60.0000	1,125.00	60.00

CHECK DATE: 03/31/2023 PERIOD ENDING DATE: 03/31/2023

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</u> <u>HOURS</u>
TSUB3	SUBSTITUTE	3		53.2500	199.42	53.20
TSUB4	SUBSTITUTE	1		114.0000	2,441.88	114.00
	REPORT TOTAL	286	125.0000	96.1700	466,074.28	17494.10

CHECK DATE: 03/31/2023 PERIOD ENDING DATE: 03/31/2023

HR\PA\CP\PE - 748 - Board

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	286	28,264.19
1FIT	FED INC TAX	FEDERAL TAX	286	30,524.08
1FIT+	FIT ADD AMT	FEDERAL TAX	47	3,982.00
1MED	MEDICARE	MEDICARE	286	6,610.16
1PFML	WA PAID FML	PFML	286	2,713.07
1ReE0	SERS PLAN 0	RETIREMENT	7	
1ReE2	SERS PLAN 2	RETIREMENT	67	4,198.83
1ReE3	SERS PLAN 3	RETIREMENT	50	3,398.87
1ReT0	TRS PLAN 0	RETIREMENT	10	
1ReT2	TRS 2	RETIREMENT	77	10,364.85
1ReT3	TRS PLAN 3	RETIREMENT	92	14,859.13
1WC	WORKERS' COMP	WORKERS' COMP	283	1,645.27
A5151	MED ADJ	OTH BEF TAX	3	214.00
ACH#2	ACH#2		2	2,586.67
ALTD	ADJ SUPP LTD		2	9.30
DCP	DCP	TSA-BEFORE TAX	2	47.94
HCFSA	Medical FSA	OTH BEF TAX	3	41.67
HEHSA	Health Eqty-HSA	OTH BEF TAX	4	725.00
KP2CR	Kai WA Smt2 E/C	OTH BEF TAX	4	186.00
KP2ER	Kai WA Smt2 EMP	OTH BEF TAX	16	530.00
KP3ER	Kai WA Smt3 EMP	OTH BEF TAX	3	426.00
KP3FR	Kai WA Smt3 FAM	OTH BEF TAX	2	426.00
KW1CR	Kai WA Core1E/C	OTH BEF TAX	2	67.00
KW1ER	Kai WA Core1EMP	OTH BEF TAX	9	152.00
KW1FR	Kai WA Core1FAM	OTH BEF TAX	4	253.00
KW2CR	Kai WA Core2E/C	OTH BEF TAX	4	150.00
KW2ER	Kai WA Core2EMP	OTH BEF TAX	11	240.00
KW2FR	Kai WA Core2FAM	OTH BEF TAX	10	516.00
KW2SR	Kai WA Core2E/S	OTH BEF TAX	7	258.00
KWSCR	Kai WA SndChE/C	OTH BEF TAX	7	260.00
KWSER	Kai WA SndChEMP	OTH BEF TAX	19	666.00
KWSFR	Kai WA SndChFAM	OTH BEF TAX	7	716.00
KWSSR	Kai WA SndChE/S	OTH BEF TAX	2	148.00
LTD50	Emp Pd LTD 50%		20	130.79
LTD60	Emp Pd LTD 60%		149	894.99
LTDBU	Supp LTD		2	
P-AJ1	PAY ADJUST		4	-146.00
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	9	510.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	7	291.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	5	582.00
PHSR	Prem Hgh PPOE/S	OTH BEF TAX	2	194.00
PMER	Prem HMCrEPOEMP	OTH BEF TAX	2	25.00
PSCR	Prem Std PPOE/C	OTH BEF TAX	3	172.00
PSER	Prem Std PPOEMP	OTH BEF TAX	6	196.00
PSFR	Prem Std PPOFAM	OTH BEF TAX	4	294.00
PSSR	Prem Std PPOE/S	OTH BEF TAX	1	98.00
V1CR	UMPACP-UWMedE/C	OTH BEF TAX	2	145.00
V1ER	UMPACP-UWMedEMP	OTH BEF TAX	6	166.00
VACR	UMP Achieve2E/C	OTH BEF TAX	2	184.00
VAER	UMP Achieve2EMP	OTH BEF TAX	2	184.00
VHSAE	UMP CDHP EMP	OTH BEF TAX	7	109.00
VHSAF	UMP CDHP FAM	OTH BEF TAX	4	168.00
VHSAS	UMP CDHP E/S	OTH BEF TAX	2	56.00

CHECK DATE: 03/31/2023 PERIOD ENDING DATE: 03/31/2023

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<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
VUER	UMP Achieve1EMP	OTH BEF TAX	16	386.00
VUFR	UMP Achieve1FAM	OTH BEF TAX	3	466.00
			2158	120,284.81

CHECK DATE: 03/31/2023 PERIOD ENDING DATE: 03/31/2023

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1FIC	FICA	FICA	286	28,264.19
1MED	MEDICARE	MEDICARE	286	6,610.16
1PFML	WA PAID FML	PFML	286	1,015.56
1ReE0	SERS PLAN 0	RETIREMENT	7	
1ReE2	SERS PLAN 2	RETIREMENT	67	6,379.35
1ReE3	SERS PLAN 3	RETIREMENT	50	6,074.92
1ReT0	TRS PLAN 0	RETIREMENT	10	
1ReT2	TRS PLAN 2	RETIREMENT	77	18,914.42
1ReT3	TRS PLAN 3	RETIREMENT	92	31,950.13
1UC	UNEMPLOYMENT	UNEMPLOY COMP	286	2,512.05
1WC	WORKERS' COMP	WORKERS' COMP	283	2,802.75
A5151	MED ADJ		2	2,052.00
SEBB	SEBB		216	97,220.00
VHSS1	UMP CDHP EE HSA		10	250.00
			1958	204,045.53

\*\*\*\*\* 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 March 28, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$310.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 15512 through 15512, totaling \$310.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
15512	ALMON, MATTHEW	03/13/2023	310.00
1	Computer	Check(s) For a Total of	310.00

	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	310.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	310.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	310.00

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Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 15513 through 15523, totaling \$100,565.99

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

Check Nbr	Vendor Name	Check Date	Check Amount
15513	AMAZON CAPITAL SERVICES	03/13/2023	3,015.86
15514	CITY OF SPOKANE	03/13/2023	1,842.53
15515	COMPASS MICRO, INC	03/13/2023	658.14
15516	DE LAGE LANDEN FINANCIAL SERVI	03/13/2023	995.50
15517	EXPRESS SERVICE, INC.	03/13/2023	3,649.59
15518	LEAF CAPITAL FUNDING, LLC.	03/13/2023	52.64
15519	MOON SECURITY SERVICE INC	03/13/2023	155.81
15520	SANDERS, MATHIAS	03/13/2023	12.82
15521	SIA-MAGNESIUM LLC	03/13/2023	89,640.06
15522	SUTTON, JAMES B	03/13/2023	363.41
15523	WAXIE SANITARY SUPPLY	03/13/2023	179.63

11 Computer Check(s) For a Total of 100,565.99

	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
	11	Computer	Checks For a Total of	100,565.99
Total For	11	Manual, Wire Tran, ACH & Computer	Checks	100,565.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	100,565.99

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 March 28, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$150.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 15524 through 15524, totaling \$150.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
15524	LANGFORD, DESIREE	03/31/2023	150.00
1	Computer	Check(s) For a Total of	150.00

	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	150.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	150.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	150.00

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 March 28, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$231,909.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 15525 through 15569, totaling \$231,909.92

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

Check Nbr	Vendor Name	Check Date	Check Amount
15525	AMAZON CAPITAL SERVICES	03/31/2023	2,037.25
15526	ATS INLAND NW, LLC	03/31/2023	1,065.37
15527	AUTO-CHLOR SYSTEM	03/31/2023	353.43
15528	Avista	03/31/2023	15,920.81
15529	BRAUN, RODNEY	03/31/2023	4,307.98
15530	BUCHMANN, CASSANDRA	03/31/2023	920.02
15531	C&C YARD CARE, INC	03/31/2023	2,141.85
15532	CENTURYLINK	03/31/2023	221.56
15533	COMCAST BUSINESS	03/31/2023	381.70
15534	DUPREE BUILDING SPECIALTIES	03/31/2023	1,602.47
15535	EDNETICS NETWORK	03/31/2023	3,413.14
15536	EXPRESS SERVICE, INC.	03/31/2023	3,299.94
15537	FATBEAM LLC	03/31/2023	1,390.00
15538	FIKES NORTHWEST, CORP	03/31/2023	174.62
15539	FIRE PROTECTION SPECIALISTS, L	03/31/2023	200.00
15540	HARLOW'S SCHOOL BUS SERVICE IN	03/31/2023	69,505.21
15541	INLAND NORTHWEST THERAPY, LLC	03/31/2023	16,687.50
15542	JOHNSON CONTROLS FIRE PROTECTI	03/31/2023	6,026.35
15543	JOULE GROWTH PARTNERS	03/31/2023	1,250.00
15544	KUTAK ROCK LLP	03/31/2023	1,597.50
15545	MAGIC-WRIGHTER, INC.	03/31/2023	5.00
15546	MAY, CHAD	03/31/2023	38.04
15547	MOODY'S INVESTORS SERVICE, INC	03/31/2023	7,000.00
15548	NEWESD 101	03/31/2023	10,016.65
15549	NMC FRANCHISING, LLC	03/31/2023	12,701.19
15550	NWEA	03/31/2023	313.09
15551	OSPI CHILD NUTRITION SERVICES	03/31/2023	1,057.70
15552	PACIFIC PIE, INC.	03/31/2023	791.34
15553	PPC SOLUTIONS, INC	03/31/2023	621.00
15554	ROYAL BUSINESS SYSTEMS, INC	03/31/2023	1,002.78
15555	SCHOOLMINT INC	03/31/2023	5,034.92
15556	SPRAGUE PEST SOLUTIONS	03/31/2023	98.92
15557	STAPLES ADVANTAGE	03/31/2023	834.34

Check Nbr	Vendor Name	Check Date	Check Amount
15558	STATE AUDITOR'S OFFICE	03/31/2023	192.15
15559	SWANSON'S REFRIGERATION AND RE	03/31/2023	2,542.98
15560	T.W. CLARK CONSTRUCTION LLC	03/31/2023	32,206.51
15561	THE HOME DEPOT PRO	03/31/2023	521.51
15562	TK ELEVATOR CORPORATION	03/31/2023	1,179.30
15563	URM	03/31/2023	21,378.49
15564	WAXIE SANITARY SUPPLY	03/31/2023	180.18
15565	WHITWORTH UNIVERSITY	03/31/2023	657.00
15566	WSIPC	03/31/2023	70.18
15567	WSIPC	03/31/2023	395.00
15568	WSPA	03/31/2023	500.00
15569	ZOOM VIDEO COMMUNICATIONS INC.	03/31/2023	74.95
45	Computer	Check(s) For a Total of	231,909.92

	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
	45	Computer	Checks For a Total of	231,909.92
Total For	45	Manual, Wire Tran, ACH & Computer	Checks	231,909.92
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	231,909.92

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 March 28, 2023 the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,528.91. The payments are further identified in this document. Total by Payment Type for Private/Public Account, UMPQUA BANK: Wire/ACH payments totaling \$4,528.91.

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

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

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

Type	Vendor Name		Date	Amount
ACH	Dept of Revenue	Comp Tax	2/1/23	108.01
ACH	Umpqua Credit Card	December Statement	3/13/23	\$ 4,420.90
		2 ACH/Wire	For a Total of	\$ 4,528.91

# 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:** 02.23 Budget Status.pdf  
SIA actual vs projected enrollment-Mar 2023.pdf

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 February, 2023

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	0	.00	.00		.00	0.00
2000 LOCAL SUPPORT NONTAX	56,328	13,456.32	74,398.32		18,070.32-	132.08
3000 STATE, GENERAL PURPOSE	8,538,148	775,089.06	4,117,435.24		4,420,712.76	48.22
4000 STATE, SPECIAL PURPOSE	2,005,693	215,407.05	846,766.43		1,158,926.57	42.22
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,704,280	121,666.21	825,034.98		879,245.02	48.41
7000 REVENUES FR OTH SCH DIST	25,000	.00	7,813.92		17,186.08	31.26
8000 OTHER AGENCIES AND ASSOCIATES	332,500	.00	310,000.00		22,500.00	93.23
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	12,661,949	1,125,618.64	6,181,448.89		6,480,500.11	48.82
<u>B. EXPENDITURES</u>						
00 Regular Instruction	5,443,128	424,068.67	2,645,715.68	2,498,439.89	298,972.43	94.51
10 Federal Stimulus	377,274	52,624.19	320,038.86	305,158.06	247,922.92-	165.71
20 Special Ed Instruction	862,894	76,771.53	416,029.88	381,558.47	65,305.65	92.43
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	35,462.36	201,909.79	183,129.29	526,097.92	42.26
70 Other Instructional Pgms	895,221	35,917.98	378,952.55	199,771.77	316,496.68	64.65
80 Community Services	24,998	2,868.98	15,822.92	12,378.72	3,203.64-	112.82
90 Support Services	3,922,241	373,701.16	2,025,735.44	2,202,435.23	305,929.67-	107.80
<u>Total EXPENDITURES</u>	12,436,893	1,001,414.87	6,004,205.12	5,782,871.43	649,816.45	94.78
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	225,056	124,203.77	177,243.77		47,812.23-	21.24-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,000,000		3,135,205.86			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,225,056		3,312,449.63			
<u>(E+F + OR - G)</u>						

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 February, 2023

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	10,000	.00	1,340.00		8,660.00	13.40
2000 Athletics	0	.00	.00		.00	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	0	3,620.00	4,280.00		4,280.00-	0.00
6000 Private Moneys	0	.00	.00		.00	0.00
<u>Total REVENUES</u>	10,000	3,620.00	5,620.00		4,380.00	56.20
<b>B. EXPENDITURES</b>						
1000 General Student Body	10,000	.00	1,072.43	0.00	8,927.57	10.72
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	0	408.60	408.60	9,258.68	9,667.28-	0.00
6000 Private Moneys	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	10,000	408.60	1,481.03	9,258.68	739.71-	107.40
<b>C. EXCESS OF REVENUES</b>						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	0	3,211.40	4,138.97		4,138.97	0.00
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	0		2,473.11			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b> XXXXXXXXX						
			.00			
<b>F. TOTAL ENDING FUND BALANCE</b>						
<u>C+D + OR - E)</u>	0		6,612.08			
<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		6,612.08			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	0		6,612.08			

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

Grades	<i>Actual</i>										Average	Budgeted	Variance
	September	October	November	December	January	February	March	April	May	June			
Kindergarten (Full)	88.50	91.50	90.50	90.50	91.20	93.20	94.10	0.00	0.00	0.00	91.36	93.12	0.98
1st	84.00	92.00	93.00	94.00	94.00	94.00	94.00	0.00	0.00	0.00	92.14	93.12	0.99
2nd	89.00	95.00	94.00	94.00	95.00	96.00	96.00	0.00	0.00	0.00	94.14	93.12	1.01
3rd	90.00	92.00	92.00	93.00	93.00	94.00	93.00	0.00	0.00	0.00	92.43	93.12	0.99
4th	69.00	70.00	70.00	72.00	72.00	72.00	72.00	0.00	0.00	0.00	71.00	69.84	1.02
5th	69.00	72.00	72.00	71.00	71.00	72.00	71.00	0.00	0.00	0.00	71.14	69.84	1.02
6th	61.00	69.00	66.00	68.00	69.00	70.00	70.00	0.00	0.00	0.00	67.57	69.84	0.97
7th	55.00	56.00	57.00	59.00	59.00	59.00	58.00	0.00	0.00	0.00	57.57	58.20	0.99
8th	56.00	58.00	57.00	58.00	58.00	60.00	59.00	0.00	0.00	0.00	58.00	58.20	1.00
9th	27.00	29.00	26.00	25.00	25.00	22.00	21.00	0.00	0.00	0.00	25.00	43.65	0.57
10th	12.00	13.00	12.00	11.00	11.00	9.00	9.00	0.00	0.00	0.00	11.00	11.64	0.95
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
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
<b>Totals</b>	<b>700.50</b>	<b>737.50</b>	<b>729.50</b>	<b>735.50</b>	<b>738.20</b>	<b>741.20</b>	<b>737.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>731.36</b>	<b>753.69</b>	<b>0.97</b>

K-8 Totals	661.50	695.50	691.50	699.50	702.20	710.20	707.10	0.00	0.00	0.00	695.35	698.40	1.00
9-12 Totals	39.00	42.00	38.00	36.00	36.00	31.00	30.00	0.00	0.00	0.00	36.00	55.29	0.65

	September	October	November	December	January	February	March	April	May	June	Average	Projected	Variance
SPED K12	71.00	75.00	79.00	85.00	82.00	84.00	87.00	0.00	0.00	0.00	82.00	85.00	0.96

# Coversheet

## Policies/Procedures to Review/Approve

**Section:** III. Consent Agenda  
**Item:** D. Policies/Procedures to Review/Approve  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Draft Policy 3515 Student Incentives.pdf  
Draft Policy 3515P Student Incentives.pdf  
Draft Policy 3520 Student Fees, Fines, or Charges (1).pdf



## Policy 3515 Student Incentives (Adopted )

The Spokane International Academy Board of Directors recognizes that providing students with prizes or awards can serve as a meaningful incentive for increasing academic achievement, promoting civility, encouraging physical fitness and for encouraging students to become responsible citizens, productive workers and lifelong learners.

The board supports awarding incentives to recognize a student's academic, social, leadership and athletic achievements.

All incentives will support individual student achievement and the districts' curriculum, programs, academic or attendance goals. Therefore, every student recipient will receive an incentive only if the activity relates to the primary mission and goal of the district to increase student academic achievement.

The Head of School or designee will develop procedures to implement this policy.

### Legal References

[Washington Constitution, Article VIII, § 5 and § 7](#)

### Cross References

[3510 - Associated Student Bodies](#)



## Procedure 3515 Student Incentives (Adopted )

### Definitions

- A. Prize: something of value conveyed as a result of chance, for promotional purposes, to one or more participants in a Spokane International Academy-sponsored event.
- B. Award: recognition or something of value conveyed as a result of competition, merit or in recognition of service to the Spokane International Academy on the part of the recipient.
- C. 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. For purposes of this procedure de minimis is \$100 or less per award or prize. Federal programs have more restrictive guidelines that limit student incentives to non-food items of minimal cost, such as printing of certificates/awards.

### Award/Prize Values

The Spokane International Academy will consider any prize or award amount equal to or less than \$100.00 (one hundred dollars) (including tax and shipping) to be de minimis. In determining whether an incentive is a de minimis amount, the Spokane International Academy will consider whether the amount is insignificant to a recipient for tax purposes and insignificant to the Spokane International Academy.

The value of an individual student prize will not exceed \$100.00 (one hundred dollars). The total amount of public funds disbursed by the Spokane International Academy for prizes during a single academic year will not exceed the amount adopted in the ASB budget for the school year.

Example: An incentive certificate for a REACH award is an acceptable use of public funds; or Spokane International Academy could provide an item valued at \$ 100.00 (one hundred dollars) such as a school uniform shirt or sweatshirt to an individual student. However, incentive awards to several students in one class that have a substantial aggregate value could be excessive and an inappropriate use of public funds.

### Gifts

The Spokane International Academy is prohibited from using public funds to provide gifts. Expenditures are allowable if given in exchange for consideration. Consideration includes the performance of duties, participation in a Spokane International Academy/school sponsored event or activity. Consideration must be documented to prove that Spokane International Academy funds were not expended for a gift or with a donative intent. Funds expended to carry out a fundamental school Spokane International Academy purpose do not constitute a gift (e.g., supporting students who qualify for McKinney Vento).

The following are examples of prohibited gifts:

- A. The Spokane International Academy cannot purchase flowers for celebrations or to express sympathy; and
- B. The Spokane International Academy cannot purchase food, clothing, or other items for someone in need.

### Associated Student Body Fundraising – Individual Student Incentives

All property and money acquired by the Associated Student Body (ASB), except private nonassociated student body funds, are Spokane International Academy funds and will be deposited and disbursed from the Spokane International Academy's ASB program fund. The Spokane International Academy may use a portion of ASB funds to award individual student's efforts for fundraising that is related to ASB activities, but only if the activity is for a legitimate school purpose (academic achievement) and spending is in accordance with the board-approved budget.

Example: ASB students raise money for student body activities. The student who raises the most money receives a pizza certificate incentive from ASB funds in recognition of their efforts. This is an acceptable incentive.

### **Corporate Incentives**

Corporate incentives provided to the Spokane International Academy for the benefit of students become Spokane International Academy property. If the incentive is made to an individual student directly from the corporation, the incentive becomes the personal property of the student and is not calculated as an incentive provided by the Spokane International Academy. To be considered personal property, the incentive at no time may be presented to the Spokane International Academy or be in possession of the Spokane International Academy.

Any vendor, group or organization that offers student incentives to support the Spokane International Academy must communicate with the Spokane International Academy, prior to providing the incentive to ensure its efforts are compatible with the Spokane International Academy's educational goals. The Spokane International Academy reserves the right to reject any student incentive that would not serve the interests of the Spokane International Academy.

Example: Programs like "Read to Ride" thru Silverwood and Pizza Hut "Book It"

Prizes or awards provided to the ASB by outside vendors must also fall within the individual and Spokane International Academy limits.

### **Recording Incentives**

Incentives received will be recorded by the school (to include name, incentive, date, and cost). This will allow parents and teachers to view incentives provided to students and will also allow each school to analyze the distribution of incentives.



## Policy 3520 Student Fees, Fines, or Charges (Adopted )

The Spokane International Academy will provide an educational program for students as free of costs as possible. The Head of School or designee may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives. Student fees and charges will be collected through the school office/business office to ensure proper accounting is made for all monies received for the sale of supplies and materials. Staff are not allowed to sell items or services or receive money directly for payment of supplemental materials or supplies.

The board delegates authority to the Head of School or designee to establish appropriate fees and procedures governing the collection of such fees and to make annual reports to the board regarding fee schedules. Arrangements will be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee. For programs governed by the National School Lunch Act, the USDA Child Nutrition Program guidelines will be used to determine qualification for waiver. The Head of School or designee will establish a procedure for annually notifying parents of the availability of fee waivers and reductions, including eligibility information for free or reduce-price meals.

Examples of fees waived or reduced include the cost to participate in a field study experience, after school student activities and student after school clubs. This does not extend to International Student Travel expenses, fundraising activities, or receiving goods or services from a vendor without providing direct payment to the vendor. Other fees may be waived when the administrative cost of collection exceeds the outstanding fee.

A student or their parent or guardian will be responsible for the cost of replacing textbooks, materials or property which is lost or willfully damaged. A student's grades, transcripts, and/or diploma cannot be withheld for outstanding fees or balances. A student's grades, transcripts, and/or diploma may be withheld until restitution is made by payment of monetary damages for items willfully damaged. If the student and parent or guardian are unable to pay for the damages, Spokane International Academy may provide a program of voluntary work for the student in lieu of the payment of monetary damages. The student or their parents or guardians may appeal the imposition of a charge for damages to the Head of School or designee and board of directors.

The student and their parents/guardians will be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed \$100, the student or their parents/guardians will have the right to an informal conference with the principal or designee. As is the case for appealing a short-term suspension, the principal's or designee's decision may be appealed to the Head of School or designee and to the board of directors. When damages are in excess of \$100, the appeal process for long-term suspension will apply.

Outstanding fees and fines remain on the student's account until the amounts are paid or waived.

Legal References

[42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act](#)

[RCW 28A.220.040 Fiscal support — Reimbursement to school districts — Enrollment fees — Deposit](#)

[RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules](#)

[RCW 28A.320.230\(f\) Instructional materials — Instructional materials committee](#)

[RCW 28A.330.100 Additional powers of board](#)

[RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diplomas or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected](#)

[AGO 1965-66, #113 Districts - Schools - Fees — Tuition - Supplies — Authority of school districts to charge tuition fees or textbook fees](#)

[AGO 1973, No. 11 Districts - Schools - Tuition & Fees — Authority of school districts to charge various fees](#)

Cross References

[3241 - Student Discipline](#)

[3115 - Students Experiencing Homelessness - Enrollment Rights and Services](#)

[3231 - Student Records](#)

# Coversheet

## Board Presentation

**Section:** V. Staff Updates  
**Item:** A. Board Presentation  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 7. March 2023 Board Presentation.pdf



# March 2023 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.

# MEETING AGENDA

- Consent Agenda (Previous minutes, financials, resolutions)
- Public Comment
- Staff Update - Enrollment for 23-24
- Governance
- Executive Session

# CONSENT AGENDA

- Previous Minutes
- Monthly AP/payroll
- Monthly Enrollment
- Budget status
- Policies/Procedures to Approve

# 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.

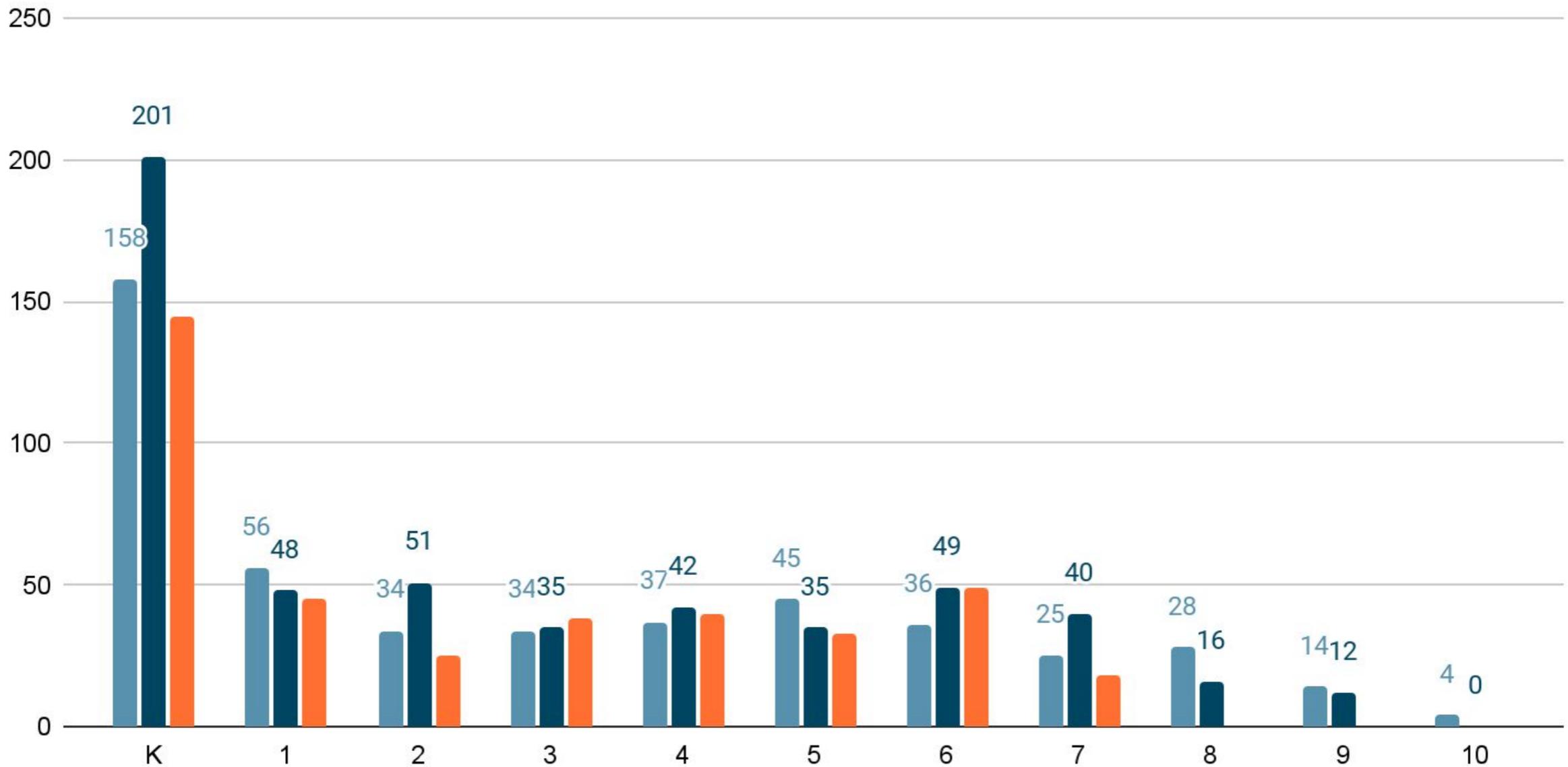
# STAFF UPDATE

# Enrollment Applications for 23-24

Received 471 applications for 23/24

## 23-24 Enrollment Applications

Received (March 2023)   Received (Feb. 2022)   Received (Feb. 2021)



# FINANCE

# Finance

- Budget Development Update
- Staffing

# GOVERNANCE

# Governance

- Board Recruitment

# EXECUTIVE SESSION

# Executive Session

- Discuss the performance of a public employee

# ADJOURN MEETING

# Coversheet

## Mid-Year Update

**Section:** VII. Finance  
**Item:** B. Mid-Year Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Mid-year Update 22-23.pdf

## UPDATE BUDGET COMPARED TO YTD FEBRUARY 2023

Summary	Budget	Year to Date	50%
Total Revenue	\$ 12,661,949.00	\$ 6,181,448.89	49%
Total Expense	\$ 12,436,893.00	\$ 6,004,205.12	48%
Net Income	\$ 225,056.00	\$ 177,243.77	
Ending Fund Balance	\$ 3,225,056.00	\$ 3,312,449.63	

# ENROLLMENT

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

Grades	<i>Actual</i>										Average	Budgeted	Variance
	September	October	November	December	January	February	March	April	May	June			
Kindergarten (Full)	88.50	91.50	90.50	90.50	91.20	93.20	94.10	0.00	0.00	0.00	91.36	93.12	0.98
1st	84.00	92.00	93.00	94.00	94.00	94.00	94.00	0.00	0.00	0.00	92.14	93.12	0.99
2nd	89.00	95.00	94.00	94.00	95.00	96.00	96.00	0.00	0.00	0.00	94.14	93.12	1.01
3rd	90.00	92.00	92.00	93.00	93.00	94.00	93.00	0.00	0.00	0.00	92.43	93.12	0.99
4th	69.00	70.00	70.00	72.00	72.00	72.00	72.00	0.00	0.00	0.00	71.00	69.84	1.02
5th	69.00	72.00	72.00	71.00	71.00	72.00	71.00	0.00	0.00	0.00	71.14	69.84	1.02
6th	61.00	69.00	66.00	68.00	69.00	70.00	70.00	0.00	0.00	0.00	67.57	69.84	0.97
7th	55.00	56.00	57.00	59.00	59.00	59.00	58.00	0.00	0.00	0.00	57.57	58.20	0.99
8th	56.00	58.00	57.00	58.00	58.00	60.00	59.00	0.00	0.00	0.00	58.00	58.20	1.00
9th	27.00	29.00	26.00	25.00	25.00	22.00	21.00	0.00	0.00	0.00	25.00	43.65	0.57
10th	12.00	13.00	12.00	11.00	11.00	9.00	9.00	0.00	0.00	0.00	11.00	11.64	0.95
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
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
<b>Totals</b>	<b>700.50</b>	<b>737.50</b>	<b>729.50</b>	<b>735.50</b>	<b>738.20</b>	<b>741.20</b>	<b>737.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>731.36</b>	<b>753.69</b>	<b>0.97</b>
<b>K-8 Totals</b>	<b>661.50</b>	<b>695.50</b>	<b>691.50</b>	<b>699.50</b>	<b>702.20</b>	<b>710.20</b>	<b>707.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>695.35</b>	<b>698.40</b>	<b>1.00</b>
<b>9-12 Totals</b>	<b>39.00</b>	<b>42.00</b>	<b>38.00</b>	<b>36.00</b>	<b>36.00</b>	<b>31.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.00</b>	<b>55.29</b>	<b>0.65</b>

	September	October	November	December	January	February	March	April	May	June	Average	Projected	Variance
SPED K12	71.00	75.00	79.00	85.00	82.00	84.00	87.00	0.00	0.00	0.00	82.00	85.00	0.96

## REVENUE 22-23

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- Decrease in enrollment will lower allocation by \$66K
- Decrease in SPED enrollment will lower allocation by \$30K Received
- DOH Learn to Return grant of \$99K
- Transitional Bilingual revenue increase of about \$12K
- Farm to School revenue increase for Food Service \$20
- Food Service was able to carryover 78K of funds from 21-22
- Decrease in Transportation Revenue due to ridership being lower than budgeted (Projected 602, Fall 532 and Winter 510) allocation lower by \$35K

## EXPENSE 22-23

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- Food Service Program is projecting to come in at a loss of 3K vs budget loss of 135K
- Transportation Program is projecting to go over budget by 88K vs budget loss of 21K
- Maintenance and Repairs are forecasted to go over due to-
  - Capital Outlay for Summer Projects ended up paying about 90K in 22-23 that was not budgeted
  - Other Capital Outlay 80K for replacement of heat pumps