



# Spokane International Academy

## May (Regular)

Published on May 28, 2023 at 7:48 AM PDT

Amended on May 30, 2023 at 8:23 AM PDT

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### Date and Time

Tuesday May 30, 2023 at 11:30 AM PDT

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### Agenda

	Purpose	Presenter	Time
<b>I. Spokane International Academy Mission Statement</b>			
<p>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.</p>			
<b>II. Opening Items</b>			<b>11:30 AM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests			1 m
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Budget Extension Hearing ASB	Vote		5 m
<b>III. Consent Agenda</b>			<b>11:36 AM</b>

	Purpose	Presenter	Time
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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

<b>A.</b> Approve Special Board Minutes (10-11-22)	Approve Minutes	Travis Franklin	1 m
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<b>B.</b> Approve Previous Minutes	Approve Minutes	Mary Velazquez	1 m
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Approve minutes for April (Regular) on April 25, 2023

<b>C.</b> Monthly Financials	Vote	Mary Velazquez	1 m
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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 15710 through 15711, Direct Deposit Number 900005046 through 900005146 totaling \$665,694.37
- Mid-Month AP: General Warrant Numbers 15644 through 15663 totaling \$113,108.98
- Mid-Month AP: ASB Warrant Numbers 15664-15665 \$9,278.74
- End of Month AP: General Warrant Numbers 15667 through 15709 totaling \$236,499.42
- End-Month AP: ASB Warrant Numbers 15666 \$416.10
- Wire/ACH AP: Totaling \$2,635.60

See also the attached notes for AP and Payroll expenditure explanation

<b>D.</b> Budget Status/Enrollment Number/Quarterly Reports	FYI	Mary Velazquez	1 m
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	Purpose	Presenter	Time
<b>E.</b> Policies/Procedures to Review/Approve	Vote	TRAVIS FRANKLIN	1 m
<b>IV. Public Comment</b>			
<b>V. Staff Updates</b>			
<b>VI. Academic Excellence</b>			
<b>VII. Finance</b>			<b>11:41 AM</b>
<b>A.</b> 23-24 Budget Conversation	Discuss	Morgen Flowers	15 m
<b>VIII. Governance</b>			<b>11:56 AM</b>
<b>A.</b> Board Recruitment Update on board recruitment process	Discuss	Mary Velazquez	5 m
<b>B.</b> June Special Meeting - Vision Casting for 23-24 and Beyond Discuss a date for a special board meeting in June to allow Morgen to cast her vision for the school going forward.	Discuss	Mary Velazquez	5 m
<b>C.</b> August Retreat Select a date to hold the August board retreat	Discuss	Mary Velazquez	10 m
<b>IX. CEO Support And Eval</b>			<b>12:16 PM</b>
<b>A.</b> Morgen's Head of School Role Transition Morgen to discuss the merger of Head of School and CEO responsibilities for 23-24 and beyond.	Discuss	Morgen Flowers	10 m
<b>X. Strategic Planning</b>			
<b>XI. Executive Session</b>			<b>12:26 PM</b>
A governing body subject to the OPMA is allowed to go into executive sessions <i>only</i> for the reasons listed in <a href="#">RCW 42.30.110</a> .			
<b>A.</b> Discuss the Performance of a Public Employee	Discuss	Mary Velazquez	5 m

	Purpose	Presenter	Time
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**XII. Closing Items**

**12:31 PM**

**A. Adjourn Meeting**

Vote

**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

## Budget Extension Hearing ASB

**Section:** II. Opening Items  
**Item:** C. Budget Extension Hearing ASB  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ASB Budget Ext.pdf  
RESOLUTION FOR BUD EXT (ASB) 22-23.pdf

**SIA ASB  
Submitted Budgets**

Code	GENERAL ASB	EXPENSES		REVENUE		Notes
		Original Budget	Projected Revision	Original Budget	Projected Revision	
1000	GENERAL ASB	10,000	-5,672	10,000	6,768	HOBY Camp/Silverwood/Plant sale/Dance/T-shirts Yearbook Camp
4001	YEAR BOOK	0	-10,060	0	8,650	
4002	Chess Club	0	-409	0	459	
4003	Longboard Club	0	-487	0	510	
4004	Math Club	0	-310	0	0	
	Multicultural Club	0	-400	0	400	
	Game Club	0	0	0	0	
	Peer Counseling	0	0	0	0	
	Gaming Club	0	0	0	0	
	Peace Justice Axtion Club	0	0	0	0	
	After School Tutoring	0	0	0	0	
	Soccer Club	0	-400	0	400	
	Debate Club	0	0	0	0	
	Genders and Sexualities Club	0	0	0	0	
	Jakai's Video Game Club	0	0	0	0	
	Writing Club	0	0	0	0	
	Mural Club	0	0	0	0	
<b>TOTAL</b>		<b>10,000</b>	<b>-17,337</b>	<b>10,000</b>	<b>16,787</b>	

On 5/15/2023 the student body council of Spokane International Academy met and approved that the 22-23 ASB budget Extension by approved for increasing expenses from \$10,000 to \$17,337.

ASB Officers:

ASB Advisor:

Associate Principal:

	Original Budget	Expense	Revenue
From	10000	10000	10000
To	Budget Extension	17,337	16,787

**RESOLUTION OF BUDGET EXTENSION  
SPOKANE INTERNATIONAL ACADEMY  
SPOKANE COUNTY  
RESOLUTION NUMBER 2022-3**

WHEREAS, WAC 392-123-071 through 392-123-074 and WAC 392-123-078 and 392-123-079 permits second class district board of directors to petition OSPI to increase the amount of appropriation from any fund, and

WHEREAS, the ASB Fund of Spokane International Academy has expected additional expenditures in the 2022-2023 fiscal year as a result of various fundraiser and club expenses, and

WHEREAS, the ASB Fund revenue received is sufficient to provide for the additional expenditures,

THEREFORE, BE IT RESOLVED the Board of Directors of Spokane International Academy, Spokane County, Washington, hereby petition OSPI to increase the 2022-2023 ASB Fund appropriation amount from \$10,000 to \$17,337 an increase of \$7,337.

APPROVED by the Board of Directors of Spokane International Academy, Spokane County, Washington, in a regular meeting thereof held on the 30<sup>th</sup> day of May, 2023.

ATTEST:

\_\_\_\_\_  
Secretary to the Board

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Coversheet

## Approve Special Board Minutes (10-11-22)

**Section:** III. Consent Agenda  
**Item:** A. Approve Special Board Minutes (10-11-22)  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for October (Special) on October 11, 2022



# Spokane International Academy

## Minutes

October (Special)

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### Date and Time

Tuesday October 11, 2022 at 10:00 AM

### Location

Zoom

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### Directors Present

James Wilburn (remote), Jeff Hyslop (remote), Ken Vorhees (remote), Mary Velazquez (remote), Matthew Hoag (remote), Stacy Hill (remote)

### Directors Absent

None

### 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 Oct 11, 2022 at 10:00 AM.

## II. 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 11:00 AM.

Respectfully Submitted,  
Travis Franklin

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## **Contacting the Board**

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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:** B. Approve Previous Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for April (Regular) on April 25, 2023



# Spokane International Academy

## Minutes

April (Regular)

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### Date and Time

Tuesday April 25, 2023 at 11:30 AM

### Location

Join Zoom Meeting

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

Meeting ID: 431 499 1100

Passcode: 188417

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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

*None*

### Guests Present

Brook Wilkerson (remote), Heather Dauphin (remote), Morgen Flowers-Washington (remote), 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 Apr 25, 2023 at 11:30 AM.

## **II. Consent Agenda**

### **A. Approve Previous Minutes**

Ken Vorhees made a motion to approve the minutes from March (Regular) on 03-28-23.

Nancy Cunningham 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**

Ken Vorhees made a motion to Approve policy 3520 and Comprehensive Equity Plan.

Nancy Cunningham seconded the motion.

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

## **III. Governance**

### **A. Staff Appreciation Week**

### **B. Board Recruitment**

### **C. Equity Trainings for Board Members**

### **D. CEO/HoS Transition Calendar Update**

### **E. May Board Meeting Date Change**

May board meeting moved to May 30th.

## **IV. Executive Session**

### **A. Discuss the Performance of a Public Employee**

Board met in an executive session from 12:34 - 12:40

## **V. 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 12:40 PM.

Respectfully Submitted,  
Travis Franklin

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# Coversheet

## Monthly Financials

**Section:** III. Consent Agenda  
**Item:** C. Monthly Financials  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Additional notes for AP\_Payroll.Board.docx (2).pdf  
May mid AP 2023.pdf  
May mid AP 2023 ASB.pdf  
May EOM AP 2023.pdf  
May EOM AP 2023 ASB.pdf  
Wire register 05.23.pdf  
May Payroll 2023.pdf

### Additional notes for Accounts Payable –

#### Recurring Monthly Bills-

**Amazon** \$6,327.29 School supplies  
**Avista** \$10,536.01 services for Electricity  
**Rodney, Braun** \$4,437.22 Rent for Home office  
**City of Spokane** \$2,891.24 Water and Sewer services  
**Ednetics** \$3,629.10 Telephone/Security/Internet services  
**Express** \$8,222.04 Staffing contract for Food Service  
**Harlow's** \$50,488.61 Transportation Service for April  
**Inland Northwest Therapy** \$14,619.00 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 (May)  
**Umpqua Credit card** \$2,635.60 School supplies  
**URM** \$11,607.02 Food service supplies (\$2,260.49-from Supply Chain Assistance Fund)

#### Quarterly paid expenses-

**WA Charter (True Measure collaborative)** \$3,100.00 SpEd training service (Q4)

#### One time expenses-

**Herff Jones** \$9,059.73 ASB-22-23SY yearbook payment  
**Nature Bridge** \$23,650.79 (\$12,181.25 23-24SY Nature Bridge down payment;  
\$11,469.54-22-23SY trip final payment/Outdoor Learning Grant)  
**Newsela** \$28,340.00 5-yr Curriculum contract for ELA, Social Study & Science (\$6,038.60 CSP  
curriculum and training)  
**Pioneer Valley** \$11,986.73 LAP program curriculum  
**Sunbelt** \$13,194.11 AC unit rental (May)-will get reimbursed by the insurance company  
**Swanson's** \$8,041.69 Walk-in Freezer Door replacement  
**Wells Fargo** \$17,955.27 Annual Apple MacBooks leasing

#### Additional notes for Payroll-

New hires include: None

Resignations: None

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 May 30, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$113,108.98. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 15644 through 15663, totaling \$113,108.98

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

Check Nbr	Vendor Name	Check Date	Check Amount
15644	AMAZON CAPITAL SERVICES	05/12/2023	1,859.32
15645	BUNTING, KAYTLYN Mckinzie	05/12/2023	32.00
15646	CITY OF SPOKANE	05/12/2023	2,891.24
15647	CITY OF SPOKANE	05/12/2023	38.00
15648	COMCAST BUSINESS	05/12/2023	381.70
15649	DE LAGE LANDEN FINANCIAL SERVI	05/12/2023	995.50
15650	DEPARTMENT OF HEALTH	05/12/2023	260.00
15651	EXPRESS SERVICE, INC.	05/12/2023	4,047.84
15652	GOODROW, CATLIN	05/12/2023	37.87
15653	LEAF CAPITAL FUNDING, LLC.	05/12/2023	73.07
15654	LINC FOODS	05/12/2023	439.97
15655	MAGIC-WRIGHTER, INC.	05/12/2023	2.50
15656	MOON SECURITY SERVICE INC	05/12/2023	155.81
15657	NAC ARCHITECTURE	05/12/2023	230.00
15658	NATURE BRIDGE	05/12/2023	11,469.54
15659	ROBINETT, JORDAN ELIZABETH	05/12/2023	187.81
15660	SIA-MAGNESIUM LLC	05/12/2023	89,640.06
15661	SUTTON, JAMES B	05/12/2023	231.52
15662	THOMAS, CRYSTAL	05/12/2023	19.98
15663	WEBB, TERESA	05/12/2023	115.25

20 Computer Check(s) For a Total of 113,108.98

	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
	20	Computer	Checks For a Total of	113,108.98
Total For	20	Manual, Wire Tran, ACH & Computer	Checks	113,108.98
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	113,108.98

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As of May 30, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$9,278.74. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 15664 through 15665, totaling \$9,278.74

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

Check Nbr	Vendor Name	Check Date	Check Amount
15664	AMAZON CAPITAL SERVICES	05/12/2023	219.01
15665	HERFF JONES	05/12/2023	9,059.73
2	Computer	Check(s) For a Total of	9,278.74

	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
	2	Computer	Checks For a Total of	9,278.74
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	9,278.74
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	9,278.74

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Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 15667 through 15709, totaling \$236,499.42

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

Check Nbr	Vendor Name	Check Date	Check Amount
15667	AMAZON CAPITAL SERVICES	05/31/2023	4,467.97
15668	AUTO-CHLOR SYSTEM	05/31/2023	353.43
15669	Avista	05/31/2023	10,536.01
15670	BLICK ART MATERIALS	05/31/2023	112.18
15671	BRAUN, RODNEY	05/31/2023	4,437.22
15672	BULK BOOKSTORE	05/31/2023	460.42
15673	CENTURYLINK	05/31/2023	220.12
15674	CURRICULUM ASSOCIATES LLC	05/31/2023	863.15
15675	DAKOTA ACADEMIC CONSULTING	05/31/2023	2,950.00
15676	DE LAGE LANDEN FINANCIAL SERVI	05/31/2023	285.19
15677	DUPREE BUILDING SPECIALTIES	05/31/2023	1,602.46
15678	EDNETICS NETWORK	05/31/2023	3,629.10
15679	EXPRESS SERVICE, INC.	05/31/2023	4,174.20
15680	FATBEAM LLC	05/31/2023	1,390.00
15681	FIKES NORTHWEST, CORP	05/31/2023	1,600.34
15682	FOUR SEASONS LANDSCAPING INC	05/31/2023	445.27
15683	GOJOE PATROL	05/31/2023	828.00
15684	HARLOW'S SCHOOL BUS SERVICE IN	05/31/2023	51,459.10
15685	INLAND NORTHWEST THERAPY, LLC	05/31/2023	14,619.00
15686	JOULE GROWTH PARTNERS	05/31/2023	1,250.00
15687	KUTAK ROCK LLP	05/31/2023	692.50
15688	NATURE BRIDGE	05/31/2023	12,181.25
15689	NEWSELA INC.	05/31/2023	28,340.00
15690	NMC FRANCHISING, LLC	05/31/2023	12,701.19
15691	OSPI CHILD NUTRITION SERVICES	05/31/2023	2,909.86
15692	PACIFIC PIE, INC.	05/31/2023	738.34
15693	PATRIOT FIRE PROTECTION, INC	05/31/2023	572.25
15694	PHILADELPHIA INSURANCE COMPANI	05/31/2023	2,593.00
15695	PIONEER VALLEY EDUCATIONAL PRE	05/31/2023	11,986.73
15696	ROYAL BUSINESS SYSTEMS, INC	05/31/2023	1,586.94
15697	SEIDEMAN, DALANEY	05/31/2023	11.16
15698	SIKES, KASSANDRA	05/31/2023	19.69
15699	SPRAGUE PEST SOLUTIONS	05/31/2023	368.70

Check Nbr	Vendor Name	Check Date	Check Amount
15700	STAPLES ADVANTAGE	05/31/2023	727.41
15701	STATE AUDITOR'S OFFICE	05/31/2023	960.75
15702	SUNBELT RENTALS, INC.	05/31/2023	13,194.11
15703	SWANSON'S REFRIGERATION AND RE	05/31/2023	8,399.90
15704	URM	05/31/2023	11,607.02
15705	WA STATE CHARTER SCHOOLS ASSOC	05/31/2023	3,100.00
15706	WEBB, TERESA	05/31/2023	25.06
15707	WELLS FARGO VENDOR FINANCIAL S	05/31/2023	17,955.27
15708	WSIPC	05/31/2023	70.18
15709	ZOOM VIDEO COMMUNICATIONS INC.	05/31/2023	74.95
43	Computer	Check(s) For a Total of	236,499.42

	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
	43	Computer	Checks For a Total of	236,499.42
Total For	43	Manual, Wire Tran, ACH & Computer	Checks	236,499.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	236,499.42

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Warrant Numbers 15666 through 15666, totaling \$416.10

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

Check Nbr	Vendor Name	Check Date	Check Amount
15666	COPELAND, TABATHA	05/31/2023	416.10
1	Computer	Check(s) For a Total of	416.10

	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	416.10
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	416.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	416.10

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 May 30, 2023 the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,635.60. The payments are further identified in this document. Total by Payment Type for Private/Public Account, UMPQUA BANK: Wire/ACH payments totaling \$2,635.60.

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

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

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

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	April Statement	5/12/23	\$ 2,635.60
		2 ACH/Wire	For a Total of	\$ 2,635.60

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expenses are included in the board report by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of May 30, 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 15710 through 15711 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 900005046 through 900005146 in the total amount of \$665,694.37.

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

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 2:52 PM 05/24/23  
 05.23.02.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1  
 CHECK DATE: 05/31/2023 PERIOD ENDING DATE: 05/31/2023  
 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		654.17	864.00
CAPR3	ASSOCIATE PR	6	2.0000		19,837.51	336.00
CCFO3	CHIEF FIN OFF	1	1.0000		10,700.00	168.00
CCO23	COUNSELOR	4	2.0000		4,530.77	216.00
CCOU3	COUNSELOR	3	2.0000		11,581.34	336.00
CCUS4	FACILITIES	1	1.0000		2,595.11	168.00
CDOP3	DIR OF OPS	2	1.0000		5,833.34	171.00
CDSS3	DIR OF SPECIAL	7	2.0000		13,429.29	252.00
CIA3	INST AIDE	46	20.0000		41,693.42	3020.01
CIAB3	INST AIDE	4	2.0000		3,441.50	344.00
CIM13	PRINCIPAL	6	1.0000		12,348.62	168.00
CINT3	INT COACH	7	4.0000		27,034.09	672.00
CKIT4	KITCHEN MGR	1	1.0000		1,094.35	-8.00
CKT24	MGR FS/TRANS	2	1.0000		2,396.81	112.00
CKTA4	KITCHEN ASSIST	1	1.0000		1,916.34	168.00
CLGY5	LONGEVITY	15	13.0000		3,750.01	
CMGF3	MANAGER FINANCE	1	1.0000		3,846.04	168.00
CMGH3	HR SPECIALIST	1	1.0000		3,452.80	168.00
CNU13	NURSE	4	1.0000		4,968.34	168.00
COFF3	OFFICE ASSIST	5	3.0000		6,698.71	504.00
COPM3	FACILITES MGR	4	1.0000		10,700.00	168.00
CPSY3	PSYCHOLOGIST	6	1.0000		5,261.42	168.00
CSP25	SUPPLEMENTAL	5	3.0000		455.00	7.70
CSUP3	SUPERINTENDENT	2	1.0000		13,820.84	168.00
CTC13	TEACHER	97	46.0000		234,732.35	7464.00
CTC23	TEACHER	5	3.0000		7,599.83	336.00
LWOP3	LWOP	2		-2.0000	-90.62	-2.00
RTRO5	RETRO PAY	1	1.0000		58.07	
TADM3	ADMIN OFFICE	2		19.0000	529.53	19.10
TECH3	TECHNOLOGY	1		3.5000	93.73	3.50
TIA3	INST AIDE	18		-111.2500	-1,889.87	-111.31
TKIT4	KITCHEN MGR	1		-6.0000	-167.22	-6.00
TOFF3	OFFICE ASST	4				

CHECK DATE: 05/31/2023 PERIOD ENDING DATE: 05/31/2023

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>
TOV3	OVERTIME	5		2.7500	76.18	2.80
TSU23	SUBSTITUTE	6		141.2500	2,950.32	141.30
TSUB3	SUBSTITUTE	4		66.7500	1,536.34	66.80
TSUB4	SUBSTITUTE	1		130.0000	2,784.60	130.00
	REPORT TOTAL	289	121.0000	244.0000	460,253.06	16550.90

CHECK DATE: 05/31/2023 PERIOD ENDING DATE: 05/31/2023

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	289	27,912.04
1FIT	FED INC TAX	FEDERAL TAX	289	29,771.17
1FIT+	FIT ADD AMT	FEDERAL TAX	45	3,717.00
1MED	MEDICARE	MEDICARE	289	6,527.82
1PFML	WA PAID FML	PFML	289	2,679.16
1ReE0	SERS PLAN 0	RETIREMENT	7	
1ReE2	SERS PLAN 2	RETIREMENT	70	3,636.76
1ReE3	SERS PLAN 3	RETIREMENT	50	3,419.90
1ReT0	TRS PLAN 0	RETIREMENT	13	
1ReT2	TRS 2	RETIREMENT	77	10,602.82
1ReT3	TRS PLAN 3	RETIREMENT	92	15,161.87
1WC	WORKERS' COMP	WORKERS' COMP	286	1,558.54
ACH#2	ACH#2		2	2,586.67
DCP	DCP	TSA-BEFORE TAX	2	117.49
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	9	197.00
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%		21	142.15
LTD60	Emp Pd LTD 60%		148	914.41
LTDBU	Supp LTD		2	
P-AJ2	PAY ADJUST		2	316.71
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	3	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	7	245.00
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
VUER	UMP Achieve1EMP	OTH BEF TAX	18	453.00
VUFR	UMP Achieve1FAM	OTH BEF TAX	3	466.00

CHECK DATE: 05/31/2023 PERIOD ENDING DATE: 05/31/2023

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
			2169	119,124.18

CHECK DATE: 05/31/2023 PERIOD ENDING DATE: 05/31/2023

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	289	27,912.04
1MED	MEDICARE	MEDICARE	289	6,527.82
1PFML	WA PAID FML	PFML	289	1,002.86
1ReE0	SERS PLAN 0	RETIREMENT	7	
1ReE2	SERS PLAN 2	RETIREMENT	70	5,525.44
1ReE3	SERS PLAN 3	RETIREMENT	50	6,123.31
1ReT0	TRS PLAN 0	RETIREMENT	13	
1ReT2	TRS PLAN 2	RETIREMENT	77	19,348.44
1ReT3	TRS PLAN 3	RETIREMENT	92	32,327.47
1UC	UNEMPLOYMENT	UNEMPLOY COMP	289	2,473.00
1WC	WORKERS' COMP	WORKERS' COMP	286	2,626.93
A5151	MED ADJ		1	1,026.00
SEBB	SEBB		219	100,298.00
VHSS1	UMP CDHP EE HSA		10	250.00
			1981	205,441.31

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

# Coversheet

## Budget Status/Enrollment Number/Quarterly Reports

**Section:** III. Consent Agenda  
**Item:** D. Budget Status/Enrollment Number/Quarterly Reports  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 04.23 budget Status.pdf  
SIA actual vs projected enrollment-May 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 April, 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	12,710.98	113,501.67		57,173.67-	201.50
3000 STATE, GENERAL PURPOSE	8,538,148	769,658.24	5,653,883.06		2,884,264.94	66.22
4000 STATE, SPECIAL PURPOSE	2,005,693	153,062.89	1,151,675.17		854,017.83	57.42
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,704,280	128,930.93	1,074,189.97		630,090.03	63.03
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	1,064,363.04	8,311,063.79		4,350,885.21	65.64
<u>B. EXPENDITURES</u>						
00 Regular Instruction	5,443,128	453,858.54	3,522,312.70	1,667,262.97	253,552.33	95.34
10 Federal Stimulus	377,274	51,439.05	424,293.21	209,654.58	256,673.79-	168.03
20 Special Ed Instruction	862,894	73,561.87	559,345.63	242,634.04	60,914.33	92.94
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	46,969.85	290,105.25	195,686.58	425,345.17	53.32
70 Other Instructional Pgms	895,221	53,812.35	470,473.09	122,304.54	302,443.37	66.22
80 Community Services	24,998	4,015.64	22,630.77	7,951.20	5,583.97-	122.34
90 Support Services	3,922,241	389,100.04	2,818,837.10	1,445,013.45	341,609.55-	108.71
<u>Total EXPENDITURES</u>	12,436,893	1,072,757.34	8,107,997.75	3,890,507.36	438,387.89	96.48
<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	8,394.30-	203,066.04		21,989.96-	9.77-
<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		3,338,271.90			
<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 April, 2023

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	10,000	.00	2,553.43		7,446.57	25.53
2000 Athletics	0	.00	.00		.00	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	0	1,655.00	8,923.60		8,923.60-	0.00
6000 Private Moneys	0	.00	.00		.00	0.00
<u>Total REVENUES</u>	10,000	1,655.00	11,477.03		1,477.03-	114.77
<b>B. EXPENDITURES</b>						
1000 General Student Body	10,000	150.00	1,372.43	0.00	8,627.57	13.72
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	0	.00	1,005.51	9,495.77	10,501.28-	0.00
6000 Private Moneys	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	10,000	150.00	2,377.94	9,495.77	1,873.71-	118.74
<b>C. EXCESS OF REVENUES</b>						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	0	1,505.00	9,099.09		9,099.09	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		11,572.20			
<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		11,572.20			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	0		11,572.20			

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	95.10	95.10	95.10	0.00	92.19	93.12	0.99
1st	84.00	92.00	93.00	94.00	94.00	94.00	94.00	95.00	95.00	95.00	0.00	92.78	93.12	1.00
2nd	89.00	95.00	94.00	94.00	95.00	96.00	96.00	95.00	95.00	95.00	0.00	94.33	93.12	1.01
3rd	90.00	92.00	92.00	93.00	93.00	94.00	93.00	94.00	94.00	94.00	0.00	92.78	93.12	1.00
4th	69.00	70.00	70.00	72.00	72.00	72.00	72.00	71.00	70.00	70.00	0.00	70.89	69.84	1.02
5th	69.00	72.00	72.00	71.00	71.00	72.00	71.00	71.00	71.00	71.00	0.00	71.11	69.84	1.02
6th	61.00	69.00	66.00	68.00	69.00	70.00	70.00	69.00	67.00	67.00	0.00	67.67	69.84	0.97
7th	55.00	56.00	57.00	59.00	59.00	59.00	58.00	58.00	57.00	57.00	0.00	57.56	58.20	0.99
8th	56.00	58.00	57.00	58.00	58.00	60.00	59.00	58.00	58.00	58.00	0.00	58.00	58.20	1.00
9th	27.00	29.00	26.00	25.00	25.00	22.00	21.00	21.00	21.00	21.00	0.00	24.11	43.65	0.55
10th	12.00	13.00	12.00	11.00	11.00	9.00	9.00	9.00	9.00	9.00	0.00	10.56	11.64	0.91
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>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>736.10</b>	<b>732.10</b>	<b>732.10</b>	<b>0.00</b>	<b>731.97</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	706.10	702.10	0.00	697.31	698.40	1.00
9-12 Totals	39.00	42.00	38.00	36.00	36.00	31.00	30.00	30.00	30.00	0.00	34.67	55.29	0.63

	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	88.00	86.00	0.00	83.25	85.00	0.98

# Coversheet

## Morgen's Head of School Role Transition

**Section:** IX. CEO Support And Eval  
**Item:** A. Morgen's Head of School Role Transition  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Head of School Roles and Responsibilities (Updated 5-25-23) .pdf  
SIA - Organization Chart 2023-24 (1).pdf



## Head of School Responsibilities

<p><b>Parent Outreach</b></p> <p>Sends out weekly school-wide newsletter</p> <p>Plans and attends all school community building events such as curriculum nights and international night</p> <p>Attends CAT meetings and presents on school news</p> <p>Responsible for communicating all non-emergency school news and updates to families via Bloomz</p>	<p><b>Student Achievement &amp; Support</b></p> <p>Reviews and shares interim achievement data and reallocates resources or time, people and money to meet staff and student needs</p> <p>Collaborates with DCI on intervention program for ELA and Math</p>	<p><b>School Culture</b></p> <p>Provides teacher training during in-service on all school routines and procedures</p> <p>Establishes routines for onboarding new students and welcoming returning students back to the school</p> <p>Ensures the execution of an after-school enrichment program</p> <p>Issues suspensions and recommends students for expulsion</p> <p>Plans and executes local, statewide and international trips for students in alignment with our mission</p>	<p><b>Teacher Selection &amp; Evaluation</b></p> <p>Conducts teacher candidate interviews</p> <p>Ensures that classrooms have common components posted such as REACH values, expectations and school mission</p> <p>Conducts teacher evaluations; determine if teachers need to be placed on improvement plans</p> <p>Conducts regular classroom walkthroughs and formal observations</p> <p>Makes final academic program hiring decisions</p>	<p><b>Operations, Logistics and School Safety</b></p> <p>Creates daily and weekly classroom schedule</p> <p>Collaborates with DFO to develop school safety plan</p> <p>Works with DFO to order resources that are needed in the school and are appropriately budgeted for</p> <p>Works with CFO to develop short and long term budget</p>
<p><b>Governance</b></p> <p>Attends monthly board meetings</p> <p>Prepares and presents regular academic program updates and student data via "Head of School Update" on agenda</p> <p>Serves as a member of the board's Academic Excellence committee and any other committees of interest</p>	<p><b>Leadership and Operating Values</b></p> <p>Demonstrates the qualities of an influential communicator, efficient manager, strategist and effective teacher</p> <p>Establishes and demonstrates school operating principles, communicates directly and sensitively and demonstrates professionalism and flexibility</p> <p>Models REACH values for SIA community</p>	<p><b>Compliance</b></p> <p>Manages personnel responsible for SIA's Special Services programs (Spec, Title, LAP, HiCap, TBIP)</p> <p>Ensures building level staff are tasked to do work related to the operation of the larger organization due their work accurately and on time</p>	<p><b>Marketing and Enrollment</b></p> <p>Coordinates enrollment information nights for potential families</p> <p>Works with staff to design marketing materials for SIA</p> <p>Ensures that school site operations staff keep accurate enrollment records of current and future student</p>	<p><b>Supervision</b></p> <p>Directly supervises the work of the Associate Principals, Director of Curriculum and Instruction, Director of Special Education and Director of Finance and Operations</p> <p>Ensures that Instructional Assistants receive the required annual training as stated by PESB</p> <p>Ensures all other staff at SIA are held accountable for the work for which they are</p>

AP's
EA
DCI
  
SP
OPS
Counselors
  
HR
CFO



# 2023-24

## Org Chart

