



# Spokane International Academy

## Regular Board Meeting

In Person with Zoom Option

Published on October 17, 2023 at 1:52 PM PDT

Amended on October 23, 2023 at 1:33 PM PDT

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### Date and Time

Tuesday October 24, 2023 at 4:30 PM PDT

### Location

Join Zoom Meeting

<https://us06web.zoom.us/j/86362450133?pwd=JBhYaTFYQLHpcXqpBClc3tQuKzVblp.1>

Meeting ID: 863 6245 0133

Passcode: 122486

Alternate in person location:

SIA School Building

777 E Magnesium Rd

Spokane, WA 99208

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### Agenda

Purpose

Presenter

Time

#### I. Spokane International Academy Mission Statement

	Purpose	Presenter	Time
<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>4:30 PM</b>
<b>A. Record Attendance</b>			1 m
<b>B. Call the Meeting to Order</b>			

**III. Consent Agenda 4:31 PM**

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. Approve Minutes</b>	Approve Minutes	Mary Velazquez	1 m
Approve minutes for September Regular Board Meeting on September 26, 2023			
<b>B. Monthly Financials</b>	Vote	Morgen Flowers- Washington	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 16094 through 16100, Direct Deposit Number 900005518 through 900005613 totaling \$680,056.19
- September Payroll revision (original checks lined up incorrectly so we voided and reissued them): Check Number 16010 through 16031 totaling \$124,996.90

	Purpose	Presenter	Time
• Mid-Month AP: General Warrant Numbers 16032 through 16052 totaling \$145,919.89			
• End of Month AP: General Warrant Numbers 16053 through 16093 totaling \$280,294.14			
• Wire/ACH AP: Totaling \$6,608.45			
• Private checks: N/A			

See also the attached notes for AP and Payroll expenditure explanation

<b>C.</b>	Policies and Procedures to Review and Approve	Vote	Brook Wilkerson	1 m
	We need board approval for this year's adult menu pricing for both breakfast and lunch. The prices are mandated by the federal government through a tool they provide to help us calculate what we must charge.			
	This year's adult breakfast will be \$3.10 (it was \$2.90)			
	This year's adult lunch is \$4.90 - which is our current price			

**IV. Public Comment**

**V. Staff Updates** **4:34 PM**

<b>A.</b>	Staffing	FYI	Morgen Flowers-Washington	5 m
<b>B.</b>	Budget Status/Enrollment: Projected vs Actual	FYI	Brook Wilkerson	5 m

**VI. Academic Excellence** **4:44 PM**

<b>A.</b>	MAP, SBAC Results, School Growth Goals	FYI	Morgen Flowers-Washington	10 m
<b>B.</b>	Director of Curriculum and Instruction Report	FYI	Caryn McGee	10 m

**VII. Development**

**VIII. Diversity, Equity and Inclusion**

**IX. Facility** **5:04 PM**

	Purpose	Presenter	Time
<b>A.</b> Property Enhancements	FYI	Morgen Flowers-Washington	10 m
<b>X. Finance</b>			
<b>XI. Governance</b>			<b>5:14 PM</b>
<b>A.</b> General Update	FYI	Mary Velazquez	5 m
<b>B.</b> Committee Reporting Calendar for 23/24 School Year	Discuss	Mary Velazquez	5 m
<b>C.</b> Nomination of New Board Member - David James	Vote		5 m
<b>XII. Other Business</b>			<b>5:29 PM</b>
<b>A.</b> December Board Meeting Date - Reschedule?	Vote	Mary Velazquez	3 m
The December board meeting falls on Dec 26th, during the winter break. Would board members prefer to move the meeting to the previous week, perhaps Thursday, Dec 21st?			
<b>B.</b> Open Discussion	Discuss		5 m
<b>XIII. Closing Items</b>			<b>5:37 PM</b>
<b>A.</b> Adjourn Meeting	Vote		

# Coversheet

## Approve Minutes

**Section:** III. Consent Agenda  
**Item:** A. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for September Regular Board Meeting on September 26, 2023



# Spokane International Academy

## Minutes

### September Regular Board Meeting

Virtual

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#### Date and Time

Tuesday September 26, 2023 at 11:30 AM

#### Location

<https://us06web.zoom.us/j/86362450133?pwd=JBhYaTFYQLHpcXqpBC1c3tQuKzVblp.1>

#### Directors Present

Bob Castle (remote), Cassie Anderson (remote), Guillermo Espinosa (remote), John Pell (remote), Ken Vorhees (remote), Mary Velazquez (remote), Matthew Hoag (remote), Nancy Cunningham (remote)

#### Directors Absent

Jeff Hyslop, Stacy Hill

#### Guests Present

Brook Wilkerson (remote), Halma Abubakar (remote), Morgen Flowers-Washington (remote), Myra Keast (remote)

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

Mary Velazquez called a meeting of the board of directors of Spokane International Academy to order on Tuesday Sep 26, 2023 at 11:33 AM.

## II. Consent Agenda

### A. Approve Previous Minutes

Ken Vorhees made a motion to approve the minutes from August Regular Meeting of the Board on 08-22-23.

Nancy Cunningham seconded the motion.

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

Ken Vorhees made a motion to approve the minutes from Annual Retreat of the Board on 08-22-23.

Nancy Cunningham seconded the motion.

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

### B. Monthly Financials

### C. Policies and Procedures to Review and Approve - NEWTech Agreement for 11th Grade

### D. Policies and Procedures to Review and Approve - School Specific Goals

### E. Policies and Procedures to Review and Approve - Toileting Policy

Upon review of the Toileting policy, the board recommends changing of the verbiage Superintendent to Head of School.

### F. Policies and Procedures to Review and Approve - Family Handbook

Ken Vorhees made a motion to Approve all items A-F on the consent agenda.

Nancy Cunningham seconded the motion.

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

## III. Staff Updates

### A. Staffing

Staff resignation - two 3rd grade IAs

CFO/HR - 4 final candidates; hope to conclude by end of this week.

School Psychologist position still unfilled. Have been contracting through Inland Northwest

Teachers are fully staffed and certified

Bill K - Morgen met with him and he agreed to reduce the cost of Bill's contract. New CFO will work with Bill, especially regarding charter finance experience. New contract with Bill is through July.

Bill is an independent contractor that serves schools and will help us transition with new CFO.

3rd grade IA position has been posted. We hired one this week. Need one more. Guillermo offered to help share on social media.

**B. CSGF Conference**

Morgen will be attending a conference in Arizona, October 9-11 with other Charter School leaders;.

**C. Relay GSE**

The second part of Morgen's travel will be to attend the RELAY GSE fellowship in Denver on October 11-13.

Also, Brook will be attending a fellowship in Wyoming, on October 12-13.

**D. Enrollment: Projected vs. Actual**

A week and a half before school started, 23 spots opened. Approximately 30 students did not report on the first day of school. Offers were made for open spots. SIA is waiting for their paperwork as of this date. The next enrollment count is on October 1st. Brook anticipates full enrollment.

Ken asked if there was a way to track why students did not report on the first day of school and what school they attended. Unfortunately, there is no way of tracking. Families do not always notify the office of a school change during the summer. Most students decided to stay in their home school or district. Families primarily changed their minds after accepting offers earlier in the year.

Currently, there are 260 students on the waitlist. There is a waitlist for every grade level except for 9th grade.

**IV. Governance**

**A. Board Compliance: OPMA**

Mary sent a few links pertaining to governance.

The 1st link is a guide on new OPMA materials to help local governing bodies navigate recent changes.

The 2nd link is the codification of the OPMA law.

The 3rd is a link to a document from the WA State Auditor regarding OMPA: How It Relates to Counties, Cities, and Special Purpose Districts. Mary encourages all board members to read the material. New members are required to complete training within 90 days of becoming a board member.

#### **B. F1 Disclosure Requirement**

New board members are required to complete the F1 Disclosure within 60 days of appointment to the board, and all board members are required to complete the F1 disclosure statement annually in April. Please complete ASAP if you have not already done so.

#### **C. Committees**

SIA Board Committees Chairpersons:

Stacy Hill - chair of Academic Excellence  
Jeff Hyslop - chair of Facilities  
Matt Hoag- chair of Foundation Board  
Matt Hoag- Chair of Finance  
TBD - Chair of DEI  
Mary - Chair of Governance

The Governance committee will report at the October meeting and present a calendar with the month(s) that each committee will be scheduled to report to the full board. Meanwhile, committee members will decide when their meetings will be held.

#### **D. Committee Reporting Calendar**

The Governance committee will provide a calendar for committee reports to the full board.

#### **E. Required Training**

There is a newly mandated compliance training as of 2022. All board members are required to take the two courses or webinars. Print the certificate of completion and submit it to Mary or Myra.

After the current term (3 years), board members need to complete one additional training per term.

Myra, Morgen, and Mary will compile a list of required training.

## V. New Business

### A. Fundraiser: McTeacher Night

MAP (Measures of Academic Progress)

Fall MAP test concluded. MAP assessments are taken 3x a year, which is part of the school-specific goals. One of the purposes of MAP is to track student's academic growth. SIA is looking into students with low-performance and see their growth over time. Make-up test are being held this week.

Highly Capable Program (Hi-Cap) services will begin in October. Students in this program will be pulled from their regular classes at times to work with Hi-Cap counselors. CogAt (Cognitive Abilities Test) is used as a screener. SIA has 175 students in the program.

There are eight 11th graders this year. Two are attending NewTech (formerly known as Skills center), and one student is in Culinary Arts. The rest of the class is attending Community College.

The Open House held on September 19th was well-attended.

The CAT parent group will be hosting fundraisers.

- Panda Express Night on Wednesday, September 27th, 10:00 a.m. to 11:00 p.m. at 2223 W. Wellesley Rd., Spokane
- Mc Teacher Night on Wednesday, October 18th at the Shadle location.

Board members are always welcome to participate and attend events and meetings. RSVP to avoid a quorum. There are currently ten Board members; 6 will make a quorum.

Morgen offered an open invitation to board members to attend All Staff Meetings every first Friday of the month at 1 pm. Come meet the staff.

### B. Fundraiser: Panda Express Night

### C. Invitation to Staff Meetings & School Events

## VI. Other Business

### A. New Board Members

Mary mentioned that there may be four potential members to join the Board. Once she hears back from the individuals who are interested, Mary will share their resumé with the Board.

## **B. Miscellaneous**

Mary extended an invitation to the Board to join her at the Whitworth University President's Leadership Forum. The invitation was sent via email. Morgen will be attending.

In response to Cassie's question regarding the DRAFT copies of the Strategic Plan and the Head of School Goals, Morgen responded that the Strategic Plan will be brought to either the October or November Board meeting for a vote of approval.

The Head of School Goals was approved in August, therefore no longer a draft.

## **VII. 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 12:19 PM.

Respectfully Submitted,  
Myra Keast

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### **Documents used during the meeting**

*None*

# Coversheet

## Monthly Financials

**Section:** III. Consent Agenda  
**Item:** B. Monthly Financials  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Additional notes for AP\_Payroll.Board.pdf  
Oct Payroll 2023.pdf  
Oct EOM AP 2023.pdf  
Oct mid AP 2023.pdf  
Sep Payroll 2023-Reissued check numbers.pdf  
Wire register 10.23.pdf

**Additional notes for Accounts Payable –**

**Recurring Monthly Bills-**

**Amazon** \$11,178.25 curriculum/supplies (\$1,289.62-CSP grant)  
**Avista** \$10,759.53 services for Electricity  
**Rodney, Braun** \$4,437.22 Rent for Home office  
**City of Spokane** \$1,964.93 Water and Sewer services  
**Ednetics** \$4,771.92 Telephone/Security/Internet services  
**Express** \$4,154.00 Food program temp service  
**Four Seasons Landscaping** \$2,261.75 Ground Maintenance  
**Glatfelter** \$2,758.00 insurance  
**Harlow's** \$73,502.20 Transportation for Sep  
**Inland Northwest Therapist** \$36,862.59 Speech, OT and psych services  
**Joule Growth Partner** \$2,250.00 Financial support/management service  
**SIA-Magnesium** \$83,236.80 Monthly SIA Lease and Repair  
**Umpqua Credit card** \$6,477.85 School supplies (\$194.91-School supplies-Accrual)  
**URM** \$24,043.94 Food/ supplies (\$4,196.44-Supply chain assistance (SCA) fund)

**Quarterly paid expenses-**

**ATS** \$4,043.90 Maintenance service (Mechanical & electrical system)

**One time expenses-**

**DE-EL** \$7,115.52 Blinds for school  
**Follett** \$4,600.28 School library software system (CSP)  
**Gopher** \$5,441.82 PE equipment (CSP)  
**Mackin** \$9,823.18 Books for the library (CSP-accrual)  
**NMC** \$12,701.19 Janitorial Service for Sep (end of contract)  
**Pro Mechanical** \$56,162.26 Heat Pumps (Small School Stabilization fund)  
**Raptor Rooter** \$16,917.48 Pipe repair service  
**Virco** \$10,094.85 Cafeteria Furniture (CSP-accrual)

**Additional notes for Payroll-**

New hires include: IAs, Kitchen Assistant, Facility Manager, Night custodians  
Resignations: N/A

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

As of October 24, 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 16094 through 16100  
 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 900005518 through 900005613  
 in the total amount of \$680,056.19.

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

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 2:02 PM 10/18/23  
 05.23.06.00.03-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1  
 CHECK DATE: 10/31/2023 PERIOD ENDING DATE: 10/31/2023  
 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>
CAPR3	ASSOCIATE PR	4	2.0000		20,771.26	352.00
CASP3	ADMIN OFFICE	1	1.0000		4,200.00	176.00
CCOU3	COUNSELOR	5	3.0000		17,309.67	528.00
CCUS4	FACILITIES	4	4.0000		11,392.03	704.00
CDOP3	DIR OF OPS	3	1.0000		6,049.17	179.90
CDSS3	DIR OF SPECIAL	7	2.0000		13,139.51	264.00
CIA3	INST AIDE	51	18.0000		38,816.08	3118.01
CIAB3	INST AIDE	2	1.0000		2,168.26	176.00
CIM13	PRINCIPAL	6	1.0000		13,333.34	176.00
CINT3	INT COACH	6	4.0000		28,223.10	704.00
CKIT4	KITCHEN MGR	1	1.0000		2,636.56	168.00
CKT24	MGR FS/TRANS	1	1.0000		2,022.99	80.00
CKTA4	KITCHEN ASSIST	2	2.0000		4,434.38	336.00
CLGY5	LONGEVITY	17	15.0000		4,625.02	
CMGF3	MANAGER FINANCE	1	1.0000		4,212.07	176.00
CMGH3	HR SPECIALIST	1	1.0000		3,684.54	176.00
CMGT4	MGR TECH	1	1.0000		4,500.00	176.00
CNU13	NURSE	4	1.0000		5,152.74	176.00
COFF3	OFFICE ASSIST	10	3.0000		7,458.71	528.00
COPM3	FACILITES MGR	3	1.0000		11,095.90	176.00
CSA5	ATHLETICS 1	5	5.0000		2,000.00	225.90
CSP25	SUPPLEMENTAL	1	1.0000		155.56	10.30
CTC13	TEACHER	107	49.0000		267,618.62	8483.20
CTSU3	BLDG SUB	3	1.0000		3,326.40	176.00
TADM3	ADMIN OFFICE	3		6.0000	462.30	6.00
TIA3	INST AIDE	17		-68.5000	-1,244.66	-68.51
TKII4	KITCHEN ASST	1		88.0000	1,488.96	88.00
TKIT4	KITCHEN MGR	1		-16.0000	-347.68	-16.00
TOFF3	OFFICE ASST	5		-22.2500	-388.39	-22.30
TOFM3	OFFICE MGR	1		1.0000	20.47	1.00
TOV3	OVERTIME	3		3.5000	101.32	3.60
TOV4	OVERTIME	1		0.2500	8.15	0.30
TSUB3	SUBSTITUTE	5		58.0000	1,086.06	58.00

CHECK DATE: 10/31/2023 PERIOD ENDING DATE: 10/31/2023

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>
TSUB4	SUBSTITUTE	1		164.0000	3,642.44	164.00
	REPORT TOTAL	284	120.0000	214.0000	483,154.88	17479.40

CHECK DATE: 10/31/2023 PERIOD ENDING DATE: 10/31/2023

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	284	29,405.38
1FIT	FED INC TAX	FEDERAL TAX	284	31,873.14
1FIT+	FIT ADD AMT	FEDERAL TAX	40	3,372.00
1MED	MEDICARE	MEDICARE	284	6,877.05
1PFML	WA PAID FML	PFML	284	2,812.42
1ReE0	SERS PLAN 0	RETIREMENT	2	
1ReE2	SERS PLAN 2	RETIREMENT	79	5,375.73
1ReE3	SERS PLAN 3	RETIREMENT	55	2,625.08
1ReT0	TRS PLAN 0	RETIREMENT	12	
1ReT2	TRS 2	RETIREMENT	75	12,684.69
1ReT3	TRS PLAN 3	RETIREMENT	85	13,639.94
1WC	WORKERS' COMP	WORKERS' COMP	284	1,752.94
1WLTC	WA LTC	LONG-TERM CARE	266	2,508.14
A5151	MED ADJ	OTH BEF TAX	7	197.00
ACH#2	ACH#2		2	2,724.00
HCFSA	Medical FSA	OTH BEF TAX	6	279.16
HEHSA	Health Eqty-HSA	OTH BEF TAX	5	850.00
KP2CR	Kai WA Smt2 E/C	OTH BEF TAX	3	186.00
KP2ER	Kai WA Smt2 EMP	OTH BEF TAX	9	424.00
KP3ER	Kai WA Smt3 EMP	OTH BEF TAX	3	142.00
KW1CR	Kai WA Core1E/C	OTH BEF TAX	2	67.00
KW1ER	Kai WA Core1EMP	OTH BEF TAX	11	152.00
KW1FR	Kai WA Core1FAM	OTH BEF TAX	4	253.00
KW2CR	Kai WA Core2E/C	OTH BEF TAX	5	150.00
KW2ER	Kai WA Core2EMP	OTH BEF TAX	9	197.00
KW2FR	Kai WA Core2FAM	OTH BEF TAX	5	258.00
KW2SR	Kai WA Core2E/S	OTH BEF TAX	6	258.00
KWSCR	Kai WA SndChE/C	OTH BEF TAX	6	130.00
KWSER	Kai WA SndChEMP	OTH BEF TAX	12	370.00
KWSFR	Kai WA SndChFAM	OTH BEF TAX	6	766.00
KWSSR	Kai WA SndChE/S	OTH BEF TAX	2	148.00
LTD50	Emp Pd LTD 50%		23	147.28
LTD60	Emp Pd LTD 60%		154	952.06
LTDBU	Supp LTD		2	
P-AJ1	PAY ADJUST		1	-90.00
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	2	170.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	8	291.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	3	582.00
PHSR	Prem Hgh PPOE/S	OTH BEF TAX	2	194.00
PSCR	Prem Std PPOE/C	OTH BEF TAX	2	86.00
PSER	Prem Std PPOEMP	OTH BEF TAX	13	294.00
PSFR	Prem Std PPOFAM	OTH BEF TAX	4	294.00
PSSR	Prem Std PPOE/S	OTH BEF TAX	2	148.00
V1CR	UMPACP-UWMedE/C	OTH BEF TAX	2	145.00
V1ER	UMPACP-UWMedEMP	OTH BEF TAX	7	166.00
VACR	UMP Achieve2E/C	OTH BEF TAX	2	184.00
VAER	UMP Achieve2EMP	OTH BEF TAX	5	105.00
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	42	1,056.00
			2424	125,535.01

CHECK DATE: 10/31/2023 PERIOD ENDING DATE: 10/31/2023

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	284	29,405.38
1MED	MEDICARE	MEDICARE	284	6,877.05
1PFML	WA PAID FML	PFML	284	1,052.79
1ReE0	SERS PLAN 0	RETIREMENT	2	
1ReE2	SERS PLAN 2	RETIREMENT	79	7,571.72
1ReE3	SERS PLAN 3	RETIREMENT	55	4,674.12
1ReT0	TRS PLAN 0	RETIREMENT	12	
1ReT2	TRS PLAN 2	RETIREMENT	75	15,265.71
1ReT3	TRS PLAN 3	RETIREMENT	85	19,882.46
1UC	UNEMPLOYMENT	UNEMPLOY COMP	284	2,039.19
1WC	WORKERS' COMP	WORKERS' COMP	284	3,182.89
SEBB	SEBB		225	106,700.00
VHSS1	UMP CDHP EE HSA		11	250.00
			1964	196,901.31

\*\*\*\*\* 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 24, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$280,294.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16053 through 16093, totaling \$280,294.14

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

Check Nbr	Vendor Name	Check Date	Check Amount
16053	AMAZON CAPITAL SERVICES	10/31/2023	5,603.62
16054	APOLLO MECHANICAL CONTRACTORS	10/31/2023	402.21
16055	ATS INLAND NW, LLC	10/31/2023	4,043.90
16056	AUTO-CHLOR SYSTEM	10/31/2023	353.43
16057	Avista	10/31/2023	10,759.53
16058	BRAUN, RODNEY	10/31/2023	4,437.22
16059	CAROLINA BIOLOGICAL SUPPLY COM	10/31/2023	2,929.87
16060	CENTURYLINK	10/31/2023	212.38
16061	CHEMSEARCHFE	10/31/2023	1,775.17
16062	COMPASS MICRO, INC	10/31/2023	376.05
16063	DE-EL ENTERPRISES, INC	10/31/2023	7,115.52
16064	EDNETICS NETWORK	10/31/2023	4,771.92
16065	EMBROIDERED SPORTSWEAR, INC	10/31/2023	2,608.72
16066	EXPRESS SERVICE, INC.	10/31/2023	2,160.00
16067	FATBEAM LLC	10/31/2023	1,390.00
16068	FOUR SEASONS LANDSCAPING INC	10/31/2023	2,261.75
16069	GLATFELTER	10/31/2023	2,758.00
16070	GOJOE PATROL INC	10/31/2023	828.00
16071	HARLOW'S SCHOOL BUS SERVICE IN	10/31/2023	73,502.20
16072	INLAND NORTHWEST THERAPY, LLC	10/31/2023	36,862.59
16073	JOULE GROWTH PARTNERS	10/31/2023	2,250.00
16074	KUTAK ROCK LLP	10/31/2023	575.00
16075	NEWESD 101	10/31/2023	165.00
16076	NMC FRANCHISING, LLC	10/31/2023	12,701.19
16077	OSPI CHILD NUTRITION SERVICES	10/31/2023	2,000.86
16078	PACIFIC PIE, INC.	10/31/2023	672.97
16079	PIONEER VALLEY EDUCATIONAL PRE	10/31/2023	1,061.12
16080	PRO MECHANICAL SERVICES, INC	10/31/2023	56,162.26
16081	RIVERSIDE INSIGHTS	10/31/2023	2,433.98
16082	ROYAL BUSINESS SYSTEMS, INC	10/31/2023	1,585.76
16083	SPRAGUE PEST SOLUTIONS	10/31/2023	378.59
16084	STAPLES ADVANTAGE	10/31/2023	865.91
16085	TCI	10/31/2023	1,087.00

Check Nbr	Vendor Name	Check Date	Check Amount
16086	TRAEN, TODD	10/31/2023	40.10
16087	URM	10/31/2023	24,043.94
16088	WA STATE CHARTER SCHOOLS ASSOC	10/31/2023	3,690.00
16089	WHITWORTH UNIVERSITY	10/31/2023	1,898.00
16090	WSIPC	10/31/2023	1,180.43
16091	WSPA	10/31/2023	175.00
16092	XELLO INC.	10/31/2023	2,100.00
16093	ZOOM VIDEO COMMUNICATIONS INC.	10/31/2023	74.95
41	Computer	Check(s) For a Total of	280,294.14

	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
	41	Computer	Checks For a Total of	280,294.14
Total For	41	Manual, Wire Tran, ACH & Computer	Checks	280,294.14
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	280,294.14

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 24, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$145,919.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16032 through 16052, totaling \$145,919.89

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

Check Nbr	Vendor Name	Check Date	Check Amount
16032	AMAZON CAPITAL SERVICES	10/13/2023	5,567.56
16033	APOLLO MECHANICAL CONTRACTORS	10/13/2023	2,538.58
16034	BRANTING, DARIN	10/13/2023	180.40
16035	BUTLER, ZACHARY	10/13/2023	9.00
16036	CITY OF SPOKANE	10/13/2023	1,964.93
16037	COMCAST BUSINESS	10/13/2023	381.70
16038	DE LAGE LANDEN FINANCIAL SERVI	10/13/2023	161.57
16039	EXPRESS SERVICE, INC.	10/13/2023	1,944.00
16040	FOLLETT SCHOOL SOLUTIONS, LLC	10/13/2023	4,600.28
16041	GOPHER	10/13/2023	5,441.82
16042	KRAUSE, KELLY ANN	10/13/2023	8.99
16043	LEAF CAPITAL FUNDING, LLC.	10/13/2023	53.11
16044	MACKIN BOOK COMPANY	10/13/2023	9,823.18
16045	MOON SECURITY SERVICE INC	10/13/2023	155.81
16046	RAPTOR ROOTER & PLUMBING	10/13/2023	16,917.48
16047	SCHOLASTIC INC	10/13/2023	716.24
16048	SIA-MAGNESIUM LLC	10/13/2023	83,236.80
16049	SUTTON, JAMES B	10/13/2023	244.06
16050	VALLEY GLASS	10/13/2023	1,862.81
16051	VIRCO INC	10/13/2023	10,094.85
16052	WEBB, TERESA	10/13/2023	16.72

21 Computer Check(s) For a Total of 145,919.89

	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	145,919.89
Total For	21	Manual, Wire Tran, ACH & Computer	Checks	145,919.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	145,919.89

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

As of October 24, 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 16010 through 16031  
 in the total amount of \$124,996.90.

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

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

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

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 11:36 AM 09/28/23  
 05.23.06.00.03-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1  
 CHECK DATE: 09/29/2023 PERIOD ENDING DATE: 09/30/2023  
 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>
CCOU3	COUNSELOR	2	1.0000		5,014.50	192.00
CIA3	INST AIDE	20	7.0000		15,424.29	1272.00
CKTA4	KITCHEN ASSIST	1	1.0000		2,282.64	192.00
COFF3	OFFICE ASSIST	5	2.0000		4,511.04	320.00
CTC13	TEACHER	20	10.0000		54,961.95	1920.00
TIA3	INST AIDE	11		68.5000	1,144.83	68.50
TKII4	KITCHEN ASST	1		-0.5000	-9.16	-0.50
TOFF3	OFFICE ASST	2		88.0000	1,511.84	88.00
	REPORT TOTAL	62	21.0000	156.0000	84,841.93	4052.00

CHECK DATE: 09/29/2023 PERIOD ENDING DATE: 09/30/2023

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	62	5,188.24
1FIT	FED INC TAX	FEDERAL TAX	62	4,409.19
1FIT+	FIT ADD AMT	FEDERAL TAX	2	200.00
1MED	MEDICARE	MEDICARE	62	1,213.37
1PFML	WA PAID FML	PFML	62	493.88
1ReE2	SERS PLAN 2	RETIREMENT	33	1,391.43
1ReE3	SERS PLAN 3	RETIREMENT	11	346.73
1ReT2	TRS 2	RETIREMENT	16	3,078.20
1ReT3	TRS PLAN 3	RETIREMENT	8	1,376.09
1WC	WORKERS' COMP	WORKERS' COMP	62	387.48
1WLTC	WA LTC	LONG-TERM CARE	61	460.08
BCBFD	CELEBRATION		33	350.00
KP3ER	Kai WA Smt3 EMP OTH BEF TAX		3	142.00
KW2ER	Kai WA Core2EMP OTH BEF TAX		2	43.00
KW5ER	Kai WA SndChEMP OTH BEF TAX		2	74.00
LTD50	Emp Pd LTD 50%		4	13.33
LTD60	Emp Pd LTD 60%		37	109.52
P-ADJ	PAY ADJUST		3	1,251.41
P5ER	Prem Std PPOEMP OTH BEF TAX		4	98.00
VUER	UMP Achieve1EMP OTH BEF TAX		30	804.00
			559	21,429.95

CHECK DATE: 09/29/2023 PERIOD ENDING DATE: 09/30/2023

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	62	5,188.24
1MED	MEDICARE	MEDICARE	62	1,213.37
1PFML	WA PAID FML	PFML	62	184.86
1ReE2	SERS PLAN 2	RETIREMENT	33	1,995.44
1ReE3	SERS PLAN 3	RETIREMENT	11	772.93
1ReT2	TRS PLAN 2	RETIREMENT	16	4,189.84
1ReT3	TRS PLAN 3	RETIREMENT	8	2,387.95
1UC	UNEMPLOYMENT	UNEMPLOY COMP	62	458.15
1WC	WORKERS' COMP	WORKERS' COMP	62	664.19
SEBB	SEBB		48	23,100.00
			426	40,154.97

\*\*\*\*\* 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 24, 2023 the board, by a \_\_\_\_\_ vote, approves payments, totaling \$6,608.45. The payments are further identified in this document. Total by Payment Type for Private/Public Account, UMPQUA BANK: Wire/ACH payments totaling \$6,608.45.

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

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

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

Type	Vendor Name		Date	Amount
ACH	Dept of Revenue	Comp Tax	10/27/2023	\$ 130.60
ACH	Umpqua Credit Card	August Statement	10/13/2023	\$ 6,477.85
		1 ACH/Wire	For a Total of	\$ 6,608.45

# Coversheet

## Budget Status/Enrollment: Projected vs Actual

**Section:** V. Staff Updates  
**Item:** B. Budget Status/Enrollment: Projected vs Actual  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 09.23 BUDGET STATUS.pdf  
SIA actual vs projected enrollment-Oct 2023.pdf

10--GENERAL FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of September, 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	51,394	1,014.35	1,014.35		50,379.65	1.97
3000 STATE, GENERAL PURPOSE	9,793,568	796,285.12	796,285.12		8,997,282.88	8.13
4000 STATE, SPECIAL PURPOSE	2,275,354	134,937.26	134,937.26		2,140,416.74	5.93
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,550,477	157,447.07	157,447.07		1,393,029.93	10.15
7000 REVENUES FR OTH SCH DIST	5,000	.00	.00		5,000.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,675,793	1,089,683.80	1,089,683.80		12,586,109.20	7.97
<u>B. EXPENDITURES</u>						
00 Regular Instruction	5,844,881	585,314.03	585,314.03	4,964,750.19	294,816.78	94.96
10 Federal Stimulus	362,437	29,993.82	29,993.82	313,365.95	19,077.23	94.74
20 Special Ed Instruction	855,589	55,397.98	55,397.98	552,274.11	247,916.91	71.02
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.	1,115,115	50,536.76	50,536.76	500,505.10	564,073.14	49.42
70 Other Instructional Pgms	21,586	1,746.46	1,746.46	59,441.04	39,601.50	283.46
80 Community Services	5,000	.00	.00	0.00	5,000.00	0.00
90 Support Services	4,995,396	316,393.30	316,393.30	3,246,365.37	1,432,637.33	71.32
<u>Total EXPENDITURES</u>	13,200,004	1,039,382.35	1,039,382.35	9,636,701.76	2,523,919.89	80.88
<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>	475,789	50,301.45	50,301.45		425,487.55	89.43
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,200,000		4,579,535.78			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,675,789		4,629,837.23			
<u>(E+F + OR - G)</u>						

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of September, 2023

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	12,200	.00	.00		12,200.00	0.00
2000 Athletics	0	.00	.00		.00	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	11,650	35.00	35.00		11,615.00	0.30
6000 Private Moneys	0	.00	.00		.00	0.00
<u>Total REVENUES</u>	23,850	35.00	35.00		23,815.00	0.15
<u>B. EXPENDITURES</u>						
1000 General Student Body	12,200	.00	.00	0.00	12,200.00	0.00
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	11,650	.00	.00	0.00	11,650.00	0.00
6000 Private Moneys	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	23,850	.00	.00	0.00	23,850.00	0.00
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	0	35.00	35.00		35.00	0.00
<u>D. TOTAL BEGINNING FUND BALANCE</u>	1,000		7,425.38			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	1,000		7,460.38			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
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	1,000		7,460.38			
G/L 890 Unassigned Fund Balance	0		.00			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
<u>TOTAL</u>	1,000		7,460.38			

Spokane International Academy  
Actual vs Projected Full Time K-12 Enrollment  
For School Year Ending 2024

Grades	<i>Actual</i>										Average	Budgeted	Variance
	September	October	November	December	January	February	March	April	May	June			
Kindergarten (Full)	66.00	70.00									68.00	69.84	0.97
1st	86.00	87.00									86.85	93.12	0.93
2nd	90.00	88.00									89.00	93.12	0.96
3rd	91.00	94.00									92.50	93.12	0.99
4th	88.00	91.00									89.50	93.12	0.96
5th	69.00	71.00									70.00	66.93	1.05
6th	68.00	68.00									68.00	67.90	1.00
7th	67.00	69.00									68.00	66.90	1.02
8th	57.00	60.00									58.50	58.20	1.01
9th	35.00	34.00									34.50	33.95	1.02
10th	16.00	15.00									15.50	29.10	0.53
11th	2.14	2.14									2.14	9.00	0.24
12th	0.00	0.00									0.00	0.00	0.00
<b>Totals</b>	<b>735.14</b>	<b>749.14</b>	<b>0.00</b>	<b>742.49</b>	<b>774.30</b>	<b>0.96</b>							

K-8 Totals	682.00	698.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	690.35	702.25	0.98
9-12 Totals	53.14	51.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.14	72.05	0.72

	September	October	November	December	January	February	March	April	May	June	Average	Projected	Variance
SPED K12	85.00	89.00									89.00	87.00	1.02

# Coversheet

## Committee Reporting Calendar for 23/24 School Year

**Section:** XI. Governance  
**Item:** B. Committee Reporting Calendar for 23/24 School Year  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 23-24 Committee Reporting Calendar.pdf

Spokane International Academy  
 Committee Reporting Calendar  
 23/24 School Year

August - Board Retreat	February -Academic Excellence
September - Committee Formation	March - Foundation
October - Governance	April - Governance / HOS Eval Process
November - Facilities	May - DEI / Finance
December - Foundation	June - Foundation / Academic Excellence / Finance
January - DEI	July - Governance / HOS Eval Memo

\* Finance Committee reports regularly at every meeting