



Spokane International Academy

Regular Board Meeting

Zoom Meeting

Published on November 21, 2023 at 4:13 PM PST
Amended on November 28, 2023 at 10:24 AM PST

Date and Time

Tuesday November 28, 2023 at 11:30 AM PST

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

Agenda

	Purpose	Presenter	Time
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I.	Spokane International Academy Mission Statement		
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	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>			
II.	Opening Items		11:30 AM
A.	Record Attendance		1 m
B.	Call the Meeting to Order		
III.	Consent Agenda		11:31 AM
<p>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:</p>			
<ul style="list-style-type: none"> • 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	Approve Minutes	Mary Velazquez 1 m
<p>Approve minutes for Regular Board Meeting on October 24, 2023</p>			
B.	Monthly Financials	Vote	1 m
<p>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.</p>			
<p>General Fund</p>			
<ul style="list-style-type: none"> • Payroll: Check Number 16157 through 16164, Direct Deposit Number 900005614 through 900005713 totaling \$697,747.90 • Mid-Month AP (ASB): General Warrant Numbers 16110 through 16110 totaling \$120.00 			

	Purpose	Presenter	Time
• Mid-Month AP: General Warrant Numbers 16111 through 16123 totaling \$91,819.20			
• End of Month AP: General Warrant Numbers 16124 through 16156 totaling \$195,079.59			
• Wire/ACH AP: Totaling \$3,538.43			
• Private checks: N/A			

See also the attached notes for AP and Payroll expenditure explanation

IV. Policies and Procedures to Review and Approve 11:33 AM

Review and Approve New School Policies and Procedures

A. Policies and Procedures to Review and Approve	Vote	Brook Wilkerson	3 m
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V. Public Comment

VI. Enrollment 11:36 AM

A. Enrollment Update	Discuss	Brook Wilkerson	3 m
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VII. Academic Excellence

VIII. Development

IX. Diversity, Equity, and Inclusion

X. Facility 11:39 AM

A. Presentation on Clean Building Act	FYI	Brook Wilkerson	13 m
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Brook has asked Mike James to give the board a brief overview of the Act and SIA's obligations under the regulations.

B. Facility Report	Discuss	Jeff Hyslop	10 m
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XI. Finance

XII. Governance

XIII. New Business 12:02 PM

	Purpose	Presenter	Time
A. Commission Recurrent Enrollment Data	Vote	Morgen Flowers-Washington	5 m
B. Review Head of School Goals	Discuss	Morgen Flowers-Washington	10 m
1. Update on Progress			
2. Staffing			

XIV. Other Business

XV. Closing Items

A. Adjourn Meeting	Vote		
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Coversheet

Approve Previous Minutes

Section: III. Consent Agenda
Item: A. Approve Previous Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on October 24, 2023



Spokane International Academy

Minutes

Regular Board Meeting

In Person with Zoom Option

Date and Time

Tuesday October 24, 2023 at 4:30 PM

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

Directors Present

Bob Castle, Cassie Anderson, Guillermo Espinosa (remote), Jeff Hyslop, John Pell, Mary Velazquez, Matthew Hoag, Stacy Hill (remote)

Directors Absent

Ken Vorhees

Directors who left before the meeting adjourned

Stacy Hill

Guests Present

Brook Wilkerson, Morgen Flowers-Washington, Myra Keast, Nate Pelton,
mcgee@spokaneintlacademy.org

I. Opening Items

A. Record Attendance

Stacy Hill left.

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 24, 2023 at 4:37 PM.

Due to technical difficulties (a couple of members were attending remotely), the meeting was called to order 7 minutes later than the start time.

II. Consent Agenda

A. Approve Minutes

Jeff Hyslop made a motion to approve the minutes from September Regular Board Meeting on 09-26-23.

John Pell seconded the motion.

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

B. Monthly Financials

C. Policies and Procedures to Review and Approve

Jeff Hyslop made a motion to Approve all items B and C on the Consent Agenda.

John Pell seconded the motion.

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

III. Staff Updates

A. Staffing

As reported by Morgen Flowers Washington, Head of School:

The CFO/HR Position has been filled. The offer was accepted by Sam Schweda, as of last Saturday. The new CFO/HR will start on November 1st. An onboarding plan is in place.

A new Instructional Assistant position for 3rd grade has been filled, pending fingerprinting. The new IA will start as soon as fingerprinting has been cleared in the next few weeks.

The job posting for School Psychologist will be posted this week. SIA currently contracts with Inland Northwest Behavioral Health. Once a school psychologist is hired, SIA has to give Inland Northwest a 90-day notice.

B. Budget Status/Enrollment: Projected vs Actual

An enrollment report was provided by Brook Wilkerson, COO.
735 in Sept 749 in October
763 as of today.

IV. Academic Excellence

A. MAP, SBAC Results, School Growth Goals

MAP, SBAC Results, and School Growth Goals report was provided by Caryn McGee, Director of Curriculum.

https://docs.google.com/presentation/d/1gC1pj78TdZVmomw_giZwH5y8-9OpU_-Sm1y6SNoHx-o/edit#slide=id.g285adf027d6_0_0

Summary of Caryn McGee's report:

Academic Excellence:

- Introduced Caryn McGee as the Director of Curriculum.
- Morgen will present MAP Assessment results to the board.
- Comment set MAP goal percentages for different grade levels.
- Goal is to meet projected MAP goals with testing scheduled for Spring.
- Global Competency Goal will be assessed.
- Caryn highlighted concerns in Math and Reading for specific grade levels.
- Middle Academy had concerns in Math for 6th grade.
- High School noted 25% of 9th graders in IEP.
- Winter test in February will provide growth reports; below 50th percentile is concerning.
- Demographic reports and national comparisons are being explored.

Smarter Balance:

- Chart comparison for 2022-2023 shows SIA doing well in Science, outperforming most categories in ELA and Math compared to SPS.

Action Steps:

- Action steps submitted to WA Charters include collaborative teacher meetings, Data Day analysis, and a walk-through using Schoolmint Grow.

- Literacy interventions, math interventions, and support for Multi-Language Learners are outlined.

- High School initiatives include structured study hall, TOSA, digital portfolios, and AP classes.

Overall, the meeting covered academic goals, assessment results, action steps, and facility enhancement discussions.

B. Director of Curriculum and Instruction Report

V. Facility

A. Property Enhancements

Morgen and Brook met with Pastor Dan from Mountain View Assembly of God church (across the street from SIA). SIA is interested in creating a second outlet road from SIA and would like to work with the church and apartment landowners to make that happen.

The facilities committee will help guide this process. They will know how much land we need. They can also assist in having discussions with property owners around SIA.

Brook reached out to Brent Harding at NAC Architecture. He suggested meeting with a civil engineer. He provided a list of ones he's familiar with or has worked with. Brook shared with Morgen the email from the owner of the apartments for any information he had drafted or gathered originally.

Following their meeting, Morgen feels they are ready to work with us.

VI. Governance

A. General Update

The Governance Committee met last night. Ongoing projects:

1. Board-required training. Bob will work with Board On Track to create a tracking system for all required training.
2. Recruitment - will create skills assessment
3. Board information packet - this is close to being done

4. Head of School (HOS) Evaluation process
 - a. HOS self-evaluation
 - b. Board and Direct Reports evaluation
 - c. The committee will draft a report
 - d. HOS 23/24 goals will be part of the evaluation

B. Committee Reporting Calendar for 23/24 School Year

All the committees have established their committee meetings. See the attached calendar.

C. Nomination of New Board Member - David James

Mary Velazquez made a motion to nominate David James to the Board.

Jeff Hyslop seconded the motion.

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

VII. Other Business

A. December Board Meeting Date - Reschedule?

Due to the holidays and winter break, the December Board in-person meeting has been moved to December 21, 2023, at 4:30 pm.

B. Open Discussion

VIII. 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 5:41 PM.

Respectfully Submitted,
Mary Velazquez

Documents used during the meeting

- 23-24 Committee Reporting Calendar.pdf

Coversheet

Monthly Financials

Section: III. Consent Agenda
Item: B. Monthly Financials
Purpose: Vote
Submitted by:
Related Material: Additional notes for AP_Payroll.Board.docx.pdf
Nov Payroll 2023-final.pdf
Nov mid AP 2023 ASB.pdf
Nov mid AP 2023.pdf
Nov EOM AP 2023.pdf
Wire register 11.23.pdf

Additional notes for Accounts Payable –

Recurring Monthly Bills-

Avista \$12,975.27 services for Electricity
Rodney, Braun \$4,437.22 Rent for Home office
City of Spokane \$2,059.75 Water and Sewer services
Ednetics \$4,771.92 Telephone/Security/Internet services
Express \$2,160.00 Staffing services for Kitchen (contract ended)
Four Seasons Landscaping \$1,536.90 Ground Maintenance
Glatfelter \$2,758.00 insurance
Harlow's \$80,107.04 Transportation (Oct-\$79,437.63/ Field trip-\$669.41)
Inland Northwest Therapist \$32,268.75 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 \$3,538.43 School supplies
URM \$25,565.71 Food/ supplies (\$3,031.46-Supply chain assistance (SCA) fund)

Quarterly paid expenses-

N/A

One time expenses-

First Washington \$6,000.00 First Robotic Event Registration (OSPI grant)

Additional notes for Payroll-

New hires include: CFO
Resignations: N/A

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and the Spokane International Academy - Regular Board Meeting - Agenda - Tuesday November 28, 2023 at 11:30 AM RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of November 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 16157 through 16164
 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 900005614 through 900005713
 in the total amount of \$697,747.90.

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

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 11:24 AM 11/21/23
 05.23.10.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1
 CHECK DATE: 11/30/2023 PERIOD ENDING DATE: 11/30/2023
 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 HOURS</u>
CAPR3	ASSOCIATE PR	4	2.0000		20,771.26	304.00
CASP3	ADMIN OFFICE	1	1.0000		4,200.00	152.00
CCFO3	CHIEF FIN OFF	1	1.0000		10,609.45	152.00
CCOU3	COUNSELOR	5	3.0000		17,309.67	456.00
CCUS4	FACILITIES	4	4.0000		9,736.35	526.00
CDOP3	DIR OF OPS	3	1.0000		6,049.17	155.30
CDSS3	DIR OF SPECIAL	7	2.0000		13,139.51	228.00
CIA3	INST AIDE	54	19.0000		41,086.67	2851.00
CIAB3	INST AIDE	2	1.0000		2,168.26	152.00
CIM13	PRINCIPAL	6	1.0000		13,333.34	152.00
CINT3	INT COACH	6	4.0000		28,223.10	608.00
CKIT4	KITCHEN MGR	1	1.0000		2,636.56	152.00
CKT24	MGR FS/TRANS	1	1.0000		2,022.99	80.00
CKTA4	KITCHEN ASSIST	3	3.0000		6,356.47	456.00
CLGY5	LONGEVITY	17	15.0000		4,625.02	
CMGF3	MANAGER FINANCE	1	1.0000		4,212.07	152.00
CMGH3	HR SPECIALIST	1	1.0000		3,684.54	152.00
CMGT4	MGR TECH	1	1.0000		4,500.00	152.00
CNU13	NURSE	4	1.0000		5,152.74	152.00
COFF3	OFFICE ASSIST	10	3.0000		7,458.71	456.00
COPM3	FACILITES MGR	3	1.0000		11,095.90	152.00
CSP25	SUPPLEMENTAL	7	4.0000		604.81	47.11
CTC13	TEACHER	107	49.0000		267,618.62	7326.39
CTSU3	BLDG SUB	3	1.0000		3,326.40	152.00
LWOP3	LWOP	5		-32.0000	-559.12	-32.00
TADM3	ADMIN OFFICE	3		30.0000	2,311.50	30.00
TIA3	INST AIDE	6		-25.5000	-495.72	-25.50
TKIT4	KITCHEN MGR	1		2.0000	43.46	2.00
TOFF3	OFFICE ASST	3		-5.0000	-89.41	-5.00
TOFM3	OFFICE MGR	4		3.7500	76.76	3.80
TOV3	OVERTIME	4		1.5000	42.18	1.50
TSU23	SUBSTITUTE	2		25.5000	495.72	25.50
TSUB3	SUBSTITUTE	8		134.5000	2,524.49	134.60

CHECK DATE: 11/30/2023 PERIOD ENDING DATE: 11/30/2023

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>
	REPORT TOTAL	288	121.0000	134.7500	494,271.47	15300.70

CHECK DATE: 11/30/2023 PERIOD ENDING DATE: 11/30/2023

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	288	30,053.70
1FIT	FED INC TAX	FEDERAL TAX	288	31,512.54
1FIT+	FIT ADD AMT	FEDERAL TAX	41	3,872.00
1MED	MEDICARE	MEDICARE	288	7,028.70
1PFML	WA PAID FML	PFML	288	2,873.91
1ReE2	SERS PLAN 2	RETIREMENT	74	6,097.16
1ReE3	SERS PLAN 3	RETIREMENT	58	2,936.00
1ReT0	TRS PLAN 0	RETIREMENT	13	
1ReT2	TRS 2	RETIREMENT	79	13,758.23
1ReT3	TRS PLAN 3	RETIREMENT	82	13,561.94
1WC	WORKERS' COMP	WORKERS' COMP	288	1,673.38
1WLTC	WA LTC	LONG-TERM CARE	268	2,557.71
A5151	MED ADJ	OTH BEF TAX	6	423.00
ACH#2	ACH#2		2	2,724.00
ALTD	ADJ SUPP LTD		6	56.69
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	14	190.00
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	716.00
KWSSR	Kai WA SndChE/S	OTH BEF TAX	2	148.00
LTD50	Emp Pd LTD 50%		27	128.29
LTD60	Emp Pd LTD 60%		161	1,018.15
LTDBU	Supp LTD		2	
P-ADJ	PAY ADJUST		2	-713.01
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	2	170.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	11	388.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	4	898.00
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	98.00
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	7	210.00
VHSAE	UMP CDHP EMP	OTH BEF TAX	8	137.00
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	41	1,006.00
			2471	128,674.55

CHECK DATE: 11/30/2023 PERIOD ENDING DATE: 11/30/2023

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	288	30,053.70
1MED	MEDICARE	MEDICARE	288	7,028.70
1PFML	WA PAID FML	PFML	288	1,075.73
1ReE2	SERS PLAN 2	RETIREMENT	74	8,587.88
1ReE3	SERS PLAN 3	RETIREMENT	58	5,197.17
1ReT0	TRS PLAN 0	RETIREMENT	10	
1ReT2	TRS PLAN 2	RETIREMENT	79	16,613.86
1ReT3	TRS PLAN 3	RETIREMENT	82	19,766.08
1UC	UNEMPLOYMENT	UNEMPLOY COMP	288	1,919.28
1WC	WORKERS' COMP	WORKERS' COMP	288	2,984.03
SEBB	SEBB		226	110,000.00
VHSS1	UMP CDHP EE HSA		11	250.00
			1980	203,476.43

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

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As of November 28, 2023, the board, by a _____ vote, approves payments, totaling \$120.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:
Warrant Numbers 16110 through 16110, totaling \$120.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
16110	ALMON, MATTHEW	11/13/2023	120.00
1	Computer	Check(s) For a Total of	120.00

	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	120.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	120.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	120.00

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As of November 28, 2023, the board, by a _____ vote, approves payments, totaling \$91,819.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:
Warrant Numbers 16111 through 16123, totaling \$91,819.20

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

Check Nbr	Vendor Name	Check Date	Check Amount
16111	AMAZON CAPITAL SERVICES	11/13/2023	385.54
16112	BATTIATA, RUSSELL	11/13/2023	50.68
16113	BLOOMZ INC	11/13/2023	2,131.10
16114	CITY OF SPOKANE	11/13/2023	2,059.75
16115	COMCAST BUSINESS	11/13/2023	381.70
16116	DE LAGE LANDEN FINANCIAL SERVI	11/13/2023	161.57
16117	EXPRESS SERVICE, INC.	11/13/2023	2,160.00
16118	LEAF CAPITAL FUNDING, LLC.	11/13/2023	53.11
16119	MOON SECURITY SERVICE INC	11/13/2023	155.81
16120	MORPHEME MAGIC	11/13/2023	127.25
16121	SIA-MAGNESIUM LLC	11/13/2023	83,236.80
16122	SPOKANE REGIONAL HEALTH DISTRI	11/13/2023	850.00
16123	WILKERSON, BROOKI KIM	11/13/2023	65.89

13 Computer Check(s) For a Total of 91,819.20

	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
	13	Computer	Checks For a Total of	91,819.20
Total For	13	Manual, Wire Tran, ACH & Computer	Checks	91,819.20
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	91,819.20

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 November 28, 2023, the board, by a _____ vote, approves payments, totaling \$195,079.59. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:
Warrant Numbers 16124 through 16156, totaling \$195,079.59

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

Check Nbr	Vendor Name	Check Date	Check Amount
16124	ADVANCED EQUIPMENT & SUPPLIES	11/30/2023	207.00
16125	AMAZON CAPITAL SERVICES	11/30/2023	2,235.20
16126	AUTO-CHLOR SYSTEM	11/30/2023	353.43
16127	Avista	11/30/2023	12,975.27
16128	BRAUN, RODNEY	11/30/2023	4,437.22
16129	CENTURYLINK	11/30/2023	222.79
16130	EDNETICS NETWORK	11/30/2023	4,771.92
16131	EMBROIDERED SPORTSWEAR, INC	11/30/2023	440.87
16132	EXPLORELEARNING, LLC	11/30/2023	2,005.60
16133	FATBEAM LLC	11/30/2023	1,390.00
16134	FIKES NORTHWEST, CORP	11/30/2023	1,116.16
16135	FOUR SEASONS LANDSCAPING INC	11/30/2023	1,536.90
16136	GLATFELTER	11/30/2023	2,758.00
16137	GOJOE PATROL INC	11/30/2023	840.00
16138	HARLOW'S SCHOOL BUS SERVICE IN	11/30/2023	80,107.04
16139	INLAND NORTHWEST THERAPY, LLC	11/30/2023	32,268.75
16140	JOULE GROWTH PARTNERS	11/30/2023	2,250.00
16141	MCGRAW HILL SCHOOL EDUCATION H	11/30/2023	512.57
16142	NEWESD 101	11/30/2023	1,720.00
16143	OSPI CHILD NUTRITION SERVICES	11/30/2023	1,343.25
16144	PACIFIC PIE, INC.	11/30/2023	1,663.92
16145	PATRIOT FIRE PROTECTION, INC	11/30/2023	938.49
16146	ROYAL BUSINESS SYSTEMS, INC	11/30/2023	1,614.59
16147	SCHOLASTIC INC	11/30/2023	1,838.77
16148	SOUNDTRAP US INC.	11/30/2023	526.47
16149	STAPLES ADVANTAGE	11/30/2023	1,454.82
16150	SWANSON'S REFRIGERATION AND RE	11/30/2023	1,483.69
16151	URM	11/30/2023	25,565.71
16152	WASHINGTON FIRST ROBOTICS	11/30/2023	6,000.00
16153	WOOLY LEARNING, INC.	11/30/2023	150.00
16154	WORLD RELIEF	11/30/2023	200.00
16155	WSIPC	11/30/2023	76.21
16156	ZOOM VIDEO COMMUNICATIONS INC.	11/30/2023	74.95

Check Nbr	Vendor Name	Check Date	Check Amount
33	Computer	Check(s) For a Total of	195,079.59

	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
	33	Computer	Checks For a Total of	195,079.59
Total For	33	Manual, Wire Tran, ACH & Computer	Checks	195,079.59
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	195,079.59

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 November 28, 2023 the board, by a _____ vote, approves payments, totaling \$3,538.43. The payments are further identified in this document. Total by Payment Type for Private/Public Account, UMPQUA BANK: Wire/ACH payments totaling \$3,538.43.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	October Statement	11/13/2023	\$ 3,538.43
		1 ACH/Wire	For a Total of	\$ 3,538.43

Coversheet

Policies and Procedures to Review and Approve

Section: IV. Policies and Procedures to Review and Approve

Item: A. Policies and Procedures to Review and Approve

Purpose: Vote

Submitted by:

Related Material:

Policy 3413 - Student Immunization and Life Threatening Health Conditions.pdf

Policy 3413P - Student Immunization and Life Threatening Health Conditions.pdf

Policy 3415 - Accommodating Students with Diabetes.pdf

Policy 3411 - Accommodating Students with Seizure Disorders or Epilepsy.pdf

Policy 3419 - Self-Administration of Asthma and Anaphylaxis Medications.pdf

Policy 3419P - Self-Administration of Asthma and Anaphylaxis Medications.pdf

Policy 3416 - Medication at School (1).pdf

Policy 3416P - Medication at School (1).pdf



Adopted 2023

Policy 3413 - Student Immunization and Life Threatening Health Conditions

Section 3000 - Students

Title - Student Immunization and Life Threatening Health Conditions

Number - 3413

Last Revised - 10/17/23

Prior Revised Dates - N/A

Classification - Essential

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against diseases as required by [28A.210 RCW](#) and the Washington State Board of Health [246-105 WAC](#).

Exemptions from Immunization

Spokane International Academy will allow for exemptions from immunization requirements only as allowed for by [RCW 28A.210.090](#) and WAC [246-105-050](#).

Meningococcal Disease, Human Papilloma Virus Disease and Vaccine Information Distribution

In October of every school year, the school nurse will provide parents/guardians of sixth through twelfth grade students, through the school newsletter, information provided by the Washington State Department of Health about meningococcal disease, human papilloma virus (HPV) disease and their vaccines.

The information will include the causes and symptoms of meningococcal disease, human papilloma virus, how the diseases are spread, the places where parents/guardians may obtain additional information and vaccinations for their children, and current recommendations from the United States Centers for Disease Control Prevention regarding the vaccines.

Life-Threatening Health Conditions

Prior to attendance at school, each child with a life-threatening health condition will present a medication and treatment order from a Licensed Healthcare Provider (LHP) addressing the condition. A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication and treatment order, providing authority to a registered nurse, and a nursing care plan are not in place. Following submission of the medication and treatment order, the registered nurse will develop the nursing care plan.

Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the school can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the due process requirements in Spokane International Academy Procedure 3413P.

Exclusion from School

Spokane International Academy will exclude students as required in RCW [28A.210.120](#) from further presence at the school who are out of compliance with the immunization requirements and students with a life-threatening health condition as required in WAC 392-380-045 WAC who do not have a medication or treatment order in place.

The Head of School will adopt procedures necessary to implement this policy.

Legal References

[Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases](#)

[Chapter 28A.210 RCW Health — Screening and requirements](#)

[WAC 392-182 Student — Health records](#)

[WAC 392-380 Public school pupils — Immunization requirement and life-threatening health condition](#)

Cross References

[2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973](#)

[2161 - Special Education and Related Services for Eligible Students](#)

[2100 - Educational Opportunities for Students with a Parent in the Military](#)

[3241 - Student Discipline](#)

[3416 - Medication at School](#)

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



Adopted September 2023

Policy 3413P - Student Immunization and Life Threatening Health Conditions

Section 3000 - Students

Title - Student Immunization and Life Threatening Health Conditions

Number - 3413P

Last Revised - 10/17/23

Prior Revised Dates - N/A

Classification - Essential

Immediately upon enrollment in Spokane International Academy, the student's parent or legal guardian must provide proof of the required immunizations as specified by the Washington Department of Health with a completed Certificate of Immunization Status (CIS) form approved by the Department of Health, and/or an exemption with a completed Certificate of Exemption (COE) form approved by the Washington Department of Health. The student cannot start attending school until the completed CIS and/or COE is on file at the school or the Conditional Immunization Status conditions have been met. Students experiencing homelessness, including migratory and refugee children and children in out-of-home (foster) care, who have not provided the required documentation will be allowed to enroll, attend classes, and participate fully, despite being out of compliance with immunization requirements.

The CIS and/or COE will be a part of the student's permanent record. The school will provide access to immunization records of each student enrolled to agents of the state or local health department. The school will return the CIS and/or COE or a legible copy to the parent or legal guardian if the child is withdrawn or transferred from Spokane International Academy. The school may not withhold the CIS and/or COE for any reasons, including nonpayment of school fees.

Certificate of Immunization

Language if the school is actively using the IIS School Module:

School staff may verify that the student's immunizations are complete in the WA Immunization Information System (IIS), in this situation a CIS is not required to be on file. School staff will document this verification in the student's cumulative school record. If the immunizations are not complete in the IIS the immunization status of students must be documented on a completed CIS form.

Language if the school is not actively using the IIS School Module:

The immunization status of all students must be documented on a completed CIS form.

All immunization information documented on a CIS by new enrollees starting school on or after August 1, 2020 must be medically verified. A CIS printed from the Washington Immunization Information System (IIS) with immunization information prepopulated is considered medically verified by the IIS. A hardcopy CIS completed by the parent or legal guardian must be verified as accurate by either a health care provider

signature or by a school administrator, school nurse or designee's signature after verifying that the information on the CIS is accurate when compared to medical immunization records attached to the CIS.

For currently enrolled students all new immunization documentation submitted on or after August 1, 2020 must be on a medical immunization record. School staff may use the information on the medical immunization record to update the student's existing CIS on file. A school nurse or their delegate, with parent or legal guardian permission, may use the information on the medical immunization record to update the student's immunization information in the IIS.

Conditional Immunization Status Attendance

If by a student's first day of attendance the student does not have documentation of all of the required immunizations the student may be permitted to start school in a temporary "conditional immunization status" provided that the student has received all of the immunizations that he/she is eligible to receive and is waiting for the recommended date of the next vaccine dose according to the national immunization catch-up schedule. The parent or legal guardian must sign the CIS acknowledging the conditional status rules and time lines that follow. Once the next dose comes due the student can remain in conditional status for thirty (30) calendar days to have time to turn in the required documentation. If additional vaccines are needed conditional status continues in a similar manner until all of the vaccine series are complete. If the thirty (30) calendar day period expires and documentation has not been given to the school the student will be excluded from further attendance. Valid documentation includes medical records showing vaccination, evidence of immunity to the disease in question, or a completed Certificate of Exemption (COE) form.

Exemptions from Immunization

Any and all exemptions will be processed and recorded on a Certificate of Exemption (COE) form approved by the Washington Department of Health (DOH). All exemptions requested on a COE must be signed by the parent or legal guardian. Additionally, with the exception of a religious membership exemption, all COE forms presented on or after July 22, 2011, must also have the signature of a health care practitioner (HCP) saying they have given the parent or guardian information about the benefits and risks of immunizations. The form may be signed by a HCP at any time prior to the enrollment of the child in a school. Photocopies of the signed form or a letter from the HCP referencing the child's name shall be accepted in lieu of the original form. Such a letter should be attached to the COE signed by the parent or legal guardian. Only a health care practitioner who is a physician (MD), physician assistant (PA), osteopath (DO), naturopath (ND), or advanced registered nurse practitioner (ARNP) licensed in Washington State may sign the COE.

The school will grant medical exemptions from one or more of the required immunizations if the HCP indicates on the COE that in their opinion the vaccine is not advisable for the student. If the HCP indicates the medical exemption is temporary an expiration date must be documented on the COE.

When a temporary medical exemption expires the student can attend school in "conditional immunization status" for thirty (30) calendar days to get the missing immunization or another exemption. If the thirty (30) calendar day period expires and documentation has not been given to the school, the student will be excluded from further attendance. Valid documentation includes medical records showing vaccination, evidence of immunity to the disease in question, or a completed Certificate of Exemption (COE) form.

The school will grant religious exemptions from one or more of the required immunizations if the parent or legal guardian completes the religious exemption section of the COE

The school will grant religious membership exemptions from one or more of the required immunizations if the parent or legal guardian completes the religious membership section of the COE and signs affirming they are a member in a religious body or church with beliefs or teachings that preclude a child from receiving medical treatment from a HCP. The HCP signature is not required for a religious membership exemption.

The school will grant personal/philosophical exemptions from one or more of the required immunizations, except measles, mumps or rubella, if the parent completes the personal/philosophical exemption section on the COE. The school will not grant an exemption for philosophical or personal reasons from the measles, mumps, or rubella immunization requirements.

Exclusion from School

School building leadership will exclude students from further attendance who are out of compliance with the immunization requirements as required in RCW [28A.210.120](#).

When excluding students, the school will provide written notification as required in WAC 392-380-050. Written notification will:

- Order that the student is excluded immediately, and
- Be delivered in person or by certified mail, and
- Be in the parent's native language if possible, and
- Include a copy of the applicable laws and rules (RCW 28A.210.010-160, 246-105 WAC, and 392-182 WAC sections 005, 020, 045, 050, 080), and
- Provide information regarding immunization services available through local health or other public agencies, and
- Include notice that the parent/legal guardian and student has a right to a hearing provided they notify the school within three (3) days after receiving the exclusion order from the school principal, and
- Describe the hearing process, and
- Explain that the exclusion continues until either the required immunization documentation, or a completed Certificate of Exemption form is turned in to the school, or a hearing officer determines that the student is no longer excluded from school.

If the parent requests a hearing, the Board of Directors will notify in writing the parent or guardian and school principal of the time and place for the hearing and will present the case to a hearing officer appointed by the Head of School.

List of Students Not Fully Immunized

The school will keep or be able to produce within twenty-four hours a current list of children who are not fully immunized. This list must be transmitted to the local health department upon request. The local health officer may use this list for easy identification of students to be excluded from school temporarily during a disease outbreak.



Adopted 2023

Policy 3415 - Accommodating Students with Diabetes

Section 3000 - Students

Title - Accommodating Students with Diabetes

Number - 3415

Last Revised - 10/23/23

Prior Revised Dates - N/A

Classification - Essential

The School Nurse is appointed to:

- A. Consult and coordinate with the parents and health care providers of students with diabetes; and
- B. Train and supervise the appropriate staff in the care of students with diabetes.

Spokane International Academy will develop and follow an individual health plan for each student with diabetes. Each individual health care plan will include an individual emergency plan element. The health plans will be updated annually, and more frequently as needed.

Parents of students with diabetes may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate.

Parent-designated adults who are school employees will file a voluntary, written, current and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with diabetes from the ESD 101 or from a nationally certified diabetes educator.

Parent-designated adults who are not school employees are required to show evidence of comparable training, and meet school requirements for volunteers. Parent-designated adults will receive additional training from a parent-selected health care professional or expert in diabetic care to provide the care requested by the parent. The School Nurse is not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.

In addition to adhering to the requirements of each individual health care plan, for the general care of students with diabetes, the school will:

- A. Acquire necessary parent requests and instructions for treatment;
- B. Acquire monitoring and treatment orders from licensed health care providers prescribing within the scope of their licensed authority;
- C. Provide sufficient and secure storage for medical equipment and medication provided by the parent;
- D. Permit students with diabetes to perform blood glucose tests, administer insulin, and treat hypoglycemia and hyperglycemia by providing easy access to the necessary supplies, equipment and medication necessary under their individual health care plan. This includes the option for students to carry the necessary supplies, equipment and medication on their person and perform monitoring and treatment functions wherever they are on school grounds or at school-sponsored events;
- E. Permit students with diabetes unrestricted access to necessary food and water on schedule and as needed and unrestricted access to bathroom facilities. When food is served at school events, provision will be made for appropriate food to be available to students with diabetes;
- F. School meals will not be withheld from any student for disciplinary reasons. Students with diabetes will not miss meals because they are not able to pay for them. The charge for the meal will be billed to the parent or adult student and collected consistent with school policies;
- G. Parents and health care providers of students with diabetes will be provided with a description of their student's school schedule to facilitate the timing of monitoring, treatment and food consumption; and
- H. Each student's individual health care plan will be distributed to appropriate staff based on the student's needs and the staff member's contact with the student.

Spokane International Academy, its employees, agents or parent-designated adults who act in good faith and in substantial compliance with a student's individual health care plan and the instructions of the student's health care provider will not be criminally or civilly liable for services provided under [RCW 28A.210.330](#).

Legal References

[42 U.S.C. §§ 12101 et seq. Americans with Disabilities Act](#)

[RCW 28A.210.330 Students with diabetes -- Individual health plans -- Designation of professional to consult and coordinate with parents and health care provider -- Training and supervision of school district personnel](#)

Cross References

[5630 - Volunteers](#)

[3520 - Student Fees, Fines, or Charges](#)

[3416 - Medication at School](#)

[2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973](#)



Adopted 2023

Policy 3411 - Accommodating Students with Seizure Disorders or Epilepsy

Section 3000 - Students

Title - Accommodating Students with Seizure Disorders or Epilepsy

Number - 3411

Last Revised - 10/23/23

Prior Revised Dates - N/A

Classification - Essential

Spokane International Academy will develop and follow an individual health plan for each student with seizure disorder or epilepsy. Each individual health care plan will include an individual emergency plan element. The health plans will be updated annually, and more frequently as needed.

The board of directors shall designate a professional person licensed under chapter 18.71, 18.57, or 18.79 RCW as it applies to registered nurses and advanced registered nurse practitioners, to consult and coordinate with the student's parents and health care provider, and train and supervise the appropriate school personnel in proper procedures for care for students with epilepsy or other seizure disorders to ensure a safe, therapeutic learning environment. Training required may also be provided by a national organization that offers training for school nurses for managing students with seizures and seizure training for school personnel.

In addition to adhering to the requirements of each individual health care plan, for the general care of students with seizure disorder or epilepsy, the school will:

- A. Acquire necessary parent requests and instructions for treatment;
- B. Acquire monitoring and treatment orders from licensed health care providers prescribing within the scope of their licensed authority;
- C. Provide sufficient and secure storage for medical equipment and medication provided by the parent;
- D. Establish school policy exceptions necessary to accommodate students' needs related to epilepsy or other seizure disorders, as described in the individual health plan;
- E. Ensure the development of individual emergency plans;
- F. Ensure the possession of legal documents for parent-designated adults to provide care, if needed;
- G. Ensure each individual health plan at least annually; and

- H. Ensure each student's individual health care plan will be distributed to appropriate staff based on the student's needs and the staff member's contact with the student.

Parents of students with seizure disorders or epilepsy may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate.

"Parent-designated adult" means a parent-designated adult who is not licensed under chapter 18.79 and: (A) Volunteers for the designation; (B) receives additional training from a health care professional or expert in care for epilepsy or other seizure disorders selected by the parents; and (C) provides care for the child consistent with the individual health plan.

A parent-designated adult may be a school employee. Parent-designated adults who are school employees will file a voluntary, written, current, and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with seizures from the school nurse or from a parent-selected health care professional or appropriate personnel from a national epilepsy organization that offers seizure training and education for school nurses and other school personnel. If a school employee who is not licensed under chapter 18.79 RCW chooses not to file a letter under this section, the employee may not be subject to any employer reprisal or disciplinary action for refusing to file a letter.

Parent-designated adults who are not school employees are required to show evidence of comparable training and meet school requirements for volunteers. Parent-designated adults must receive additional training from a parent-selected health care professional or expert in seizure care to provide the care requested by the parent. The school nurse is not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.

Spokane International Academy, its employees, agents, or parent-designated adults who act in good faith and in substantial compliance with a student's individual health care plan and the instructions of the student's health care provider will not be criminally or civilly liable for services provided under RCW 28A.210.355.

Legal References

[42 U.S.C. §§ 12101 et seq. Americans with Disabilities Act](#)

[RCW 28A.210.350 – Students with diabetes or epilepsy or other seizure disorders](#)

Cross References

[5630 - Volunteers](#)

[3416 - Medication at School](#)

[2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973](#)



Adopted 2023

Policy 3419 - Self-Administration of Asthma and Anaphylaxis Medications

Section 3000 - Students

Title - Self-Administration of Asthma and Anaphylaxis Medications

Number - 3419

Last Revised - 10/23/23

Prior Revised Dates - N/A

Classification - Essential

Asthma is an inflammatory disease of the respiratory tract. Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by an allergist/immunologist.

It is the policy of the board of directors that students with asthma or anaphylaxis are afforded the opportunity to self-administer prescribed medications. The student's parent or guardian will submit a written request and other documentation required by the school. The student's prescribing health care provider must provide a written treatment plan.

The student must demonstrate to the school's professional registered nurse that the student is competent to possess and self-administer prescribed medications during school and at school sponsored events.

The Head of School will establish procedures that implement this policy and follow emergency rescue procedures outlined in the most recent edition of *AMES: Asthma Management in Educational Settings*, in cases of suspected asthma and the emergency rescue procedures outlined in the Office of the Superintendent of Public Instruction's *Guidelines for the Care of Students with Anaphylaxis (2009)* in cases of suspected anaphylaxis.

Legal References

[42 U.S.C. 280 Public Health Service Act](#)

[42 U.S.C. 12212 Section 512 Americans with Disabilities Act of 1990](#)

[34 CFR Part 104 Section 504 of Rehabilitation Act of 1973](#)

[RCW 28A.210.370 Students with Asthma](#)

[RCW 28A.210.380 Anaphylaxis-Policy guidelines-Procedures-Reports](#)

Cross References

[3420 - Anaphylaxis Prevention and Response](#)

[3416 - Medication at School](#)

[2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973](#)

[2161 - Special Education and Related Services for Eligible Students](#)

Management Resources

[OSPI, March 2009, Guidelines for the Care of Students with Anaphylaxis](#)

[2012 - August Issue](#)

[2009 - February Issue](#)



Adopted 2023

Policy 3419P - Self-Administration of Asthma and Anaphylaxis Medications

Section 3000 - Students

Title - Self-Administration of Asthma and Anaphylaxis Medications

Number - 3419P

Last Revised - 10/23/23

Prior Revised Dates - N/A

Classification - Essential

Asthma is an inflammatory disease of the respiratory tract. Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by an allergist/immunologist.

Students with asthma or anaphylaxis are authorized, in consultation with the school's professional registered nurse, to possess and self-administer medication for asthma or anaphylaxis during the school day, during school sponsored events and while traveling to and from school or school sponsored activities. The student will be authorized to possess and self-administer medication if the following conditions are met:

1. The parent or guardian must submit a written request for the student to self-administer medication(s) for asthma or anaphylaxis;
2. A health care practitioner has prescribed the medication for use by the student during school hours and the student has received instructions in the correct and responsible way to use the medication(s);
3. The student demonstrates to the health care practitioner and a professional registered nurse at the school the skill necessary to use the medication and to use the device necessary to administer the medication;
4. The health care practitioner provides a written treatment plan for managing the asthma or anaphylaxis episodes of the student and for use of medication during school hours. The written treatment plan should include name and dosage of the medication, frequency with which it may be administered, possible side effects and the circumstances that warrant its use;
5. The parent or guardian must sign a statement acknowledging that the school will incur no liability as a result of any injury arising from the self-administration of medication

by the student and that the parents or guardians will indemnify and hold harmless the school and its employees or agents against any claims arising out of the self administration of medication by the student.

- A. The authorization to self medicate will be valid for the current school year only. The parent or guardian must renew the authorization each school year.
- B. In the event of an asthma or anaphylaxis emergency, the school will have the following easily accessible:
 - 1. The student's written treatment plan;
 - 2. The parent or guardian's written request that the student self medicate; and
 - 3. The parent or guardian's signed release of liability form.
- C. Backup medication, if provided by the parent or guardian, will be kept at a location in the school to which the student has immediate access in the event of an asthma or anaphylaxis emergency.
- D. A student's authorization to possess and self-administer medication for asthma or anaphylaxis may be limited or revoked by the building principal after consultation with the school's professional registered nurse and the student's parents or guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Asthma or Anaphylaxis Rescue Procedures

In the event of an asthma or anaphylactic episode, the school nurse will be immediately contacted. In the absence of the school nurse, the person responsible for school health duties will be contacted.

For asthma, the school will follow the procedures outlined in the most recent edition of the AMES: Asthma Management in Educational Settings including:

- A. Managing the students' school environment;
- B. Training school personnel in rescue procedures;
- C. Accompanying all students exhibiting symptoms;
- D. Providing care as designed in the student's emergency care plan;
- E. Calling 911, if appropriate;
- F. Notifying the students parent or guardian;
- G. Documenting interventions; and
- H. Reviewing the student's emergency care plan and making changes, if necessary.

For anaphylaxis, the school will follow the Guidelines for the Care of Students with Anaphylaxis published by the Office of the Superintendent of Public Instruction.



Adopted

Policy 3416 - Medication at School

Section 3000 - Students

Title - Medication at School

Number - 3416

Last Revised - 10/23/23

Prior Revised Dates - N/A

Classification - Essential

General Statement

Under normal circumstances, all student medications, both prescription and over-the-counter (OTC) medications, should be administered before and/or after school hours under supervision of the parent/guardian. When it is necessary for a student to receive prescription or OTC oral medication, topical medication, eye drops, ear drops, or nasal spray at school or at school-sponsored events, the parent/guardian must submit a written parental request and a written authorization form from a licensed healthcare practitioner (LHP), prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the LHP must also provide written, current, and unexpired instructions for the administration of the medication.

The Chief Operating Officer will establish procedures for required and proper:

1. Designating staff members who may administer medication to students;
2. Training, delegation, and supervision of staff members in the administration of medication to students by a registered nurse (RN), including oral medication, topical medication, eye drops, ear drops, and/or nasal spray;
3. Obtaining signed and dated parent/guardian and LHP request and authorization for the administration of medications, including instructions from the LHP if the medication is to be given for more than fifteen (15) days;
4. Transporting medications to and from school;
5. Storing medication in a locked or limited access area;
6. Labeling medication;
7. Administering of medication, including identification of student and medication;
8. Documenting administration of medication, including errors, reactions, or side effects;
9. Disposing of medications;
10. Maintaining records pertaining to the administration of medication;
11. Maintaining student confidentiality

12. Permitting, as appropriate, possession and self-administration of medications necessary for student school attendance;
13. Permitting possession and self-administration of over-the-counter topical sunscreen products (see Sunscreen Section below); and
14. Reviewing and evaluating of medication practices and documentation

Spokane International Academy Policy and Procedure 3419 - Self-Administration of Asthma and Anaphylaxis Medication and Spokane International Academy Policy and Procedure 3420 - Anaphylaxis Prevention and Response govern the use of injectable medication for the treatment of anaphylaxis.

Except for limited situations, no school staff other than a RN or licensed practical nurse (LPN) may administer suppositories, rectal gels, or injections (except for emergency injections for students with anaphylaxis, as stated in school Policy and Procedure 3419 - Self-Administration of Asthma and Anaphylaxis Medication and School District Policy and Procedure 3420 - Anaphylaxis Prevention and Response). In some situations, a parent designated adult (PDA) may administer certain injections.

If the school decides to discontinue administering a student's medication, the Chief Operating Officer or designee must provide notice to the student's parent/guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parent/guardians, and school staff without a written prescription or note from a licensed health care provider if the following conditions are met:

- A. The product is regulated by the US Food and Drug administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by a parent/guardian.

Medical Marijuana:

Washington State law (RCW 69.51A.060) permits the use of medical marijuana, however, federal law (Title IV-Part A—Safe and Drug Free Schools and Communities and the Controlled Substances Act (CSA) (21 U.S.C. § 811) prohibits the possession and use of marijuana on the premises of recipients of federal funds including educational institutions. School nurses may not administer medical marijuana. See 3423 – Parental Administration of Marijuana for Medical Purposes, regarding parental administration of medical marijuana on school grounds, school bus, and school-sponsored activities.

Legal References

[RCW 28A.210.260 Public and private schools - Administration of medication — Conditions](#)

[RCW 28A.210.270 Public and private schools —Administration of medication — Immunity from liability — Discontinuance, procedure](#)

Cross References

[3420 - Anaphylaxis Prevention and Response](#)

[3419 - Self-Administration of Asthma and Anaphylaxis Medications](#)

[3423 - Parental Administration of Marijuana for Medical Purposes](#)



Adopted 2023

Policy 3416P - Medication at School

Section 3000 - Students
Title - Medication at School
Number - 3416P
Last Revised - 10/23/23
Prior Revised Dates - N/A
Classification - Essential

The Head of School or designee, in consultation with the school Registered Nurse (RN), will authorize two staff members to administer all medications including over the counter medications. These designated staff members will receive RN delegation and training at the beginning or prior to the opening of school each year.

For purposes of this procedure, "medication" means oral medication, topical medication, eye or ear drops and nasal spray. This definition DOES NOT include over-the-counter topical sunscreen products regulated by the US Food and Drug Administration (see Sunscreen section below). Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

Medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. If the medication is to be administered more than fifteen consecutive days, the written request must be accompanied by written instructions from a licensed health professional. Requests will be valid for not more than the current school year. All new orders for medication or medication order changes must be approved by the supervising RN prior to school staff administering the first dose.

All medications must be properly labeled and be contained in the original container. Individuals administering medications will:

- A. Collect the medication directly from the parent/guardian (students should not transport medication to and from school except for medications needed for the treatment of medical emergencies). Collect a medication request and authorization form properly signed by the parent/guardian and by the LHP including instructions from the LHP if the medication is to be administered for more than fifteen consecutive days.
- B. Count the medication and record the number of pills or amount of liquid medication received, with initials and date received, on the medication log. It is preferable to have two people count and initial; Counting of controlled substances at least weekly as recommended by the Board of Pharmacy. On weekly medication counts, the nurse must have assistance and a witness to the actual count of the medications.

- C. Store the prescription or OTC medication (not more than a twenty (20) day supply) in a locked, substantially constructed cabinet or limited access area (for emergency medications);
- D. Maintain a current record which indicates that the medication was administered. If a dose is missed, note the reason, e.g. "absent." This record must be kept for 8 years;
- E. Medications may not be given after the date specified on the authorization form or expiration date on the label.
- F. Report medication errors to the school nurse immediately.

Provide for supervision by a physician or registered nurse. A copy of the medication policy will be provided to the parent upon request.

Oral or topical medications, eye drops, ear drops, or nasal spray may be administered by a registered nurse, a licensed practical nurse, or designated staff who are delegated to, trained, and supervised by the RN.

Nasal sprays containing controlled substances may only be administered by a school nurse if a school nurse is in the building. If a school nurse is not in the building, the task may be delegated to an authorized school employee. A parent-designated adult with training as required by [RCW 28A.210.260\[AH1\]](#) may also administer the medication when a nurse is not in the building. After a school employee who is not a school nurse administers a nasal spray that is a controlled substance, the employee must summon emergency medical assistance as soon as practicable except in instances when the administration of the nasal spray occurs routinely as documented in an emergency care plan signed by parent or guardian and LHP.

No medication will be administered by injection by unlicensed school staff except when a student is susceptible to a life-threatening anaphylactic condition consistent with Policy and Procedure 3419 – Self-Administration of Asthma and Anaphylaxis Medications and Policy and Procedure 3420 - Anaphylaxis Prevention and Response when acting as a parent designated adult for students with diabetes, or when acting as a designated trained responder for opioid overdose reversal medication administration consistent with Policy and Procedure 3424 – Opioid Related Overdose Reversal.

The parent will submit a written authorization to act according to the specific written orders and supporting directions provided by a licensed health professional prescribing within his or her prescriptive authority (e.g., medication administered to counteract a reaction to an insect sting). Such medication will be administered by staff trained by the supervising registered nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority will:

State that the student suffers from a health condition which may result in an emergency;

- A. Identify the drug, the mode of administration, and the dose;
- B. Indicate when the medication will be administered based on anticipated or actual symptoms;
- C. Recommend follow-up after administration, administration of additional medications, transport to hospital; and
- D. Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

If a health professional and a student's parent request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the Head of School or designee may grant permission after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for oral medications. The Head of School or designee and nurse will take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff, without a written prescription or note from a licensed health care provider, if the following conditions are met:

- A. The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by their parent or guardian.

Students who possess over-the-counter topical sunscreen products that meet the above criteria may carry up to 8 ounces at a time, preferably with the container in a plastic bag.

Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own sunscreen products may result in confiscation and termination of that permission, as well as the imposition of discipline when appropriate.

School staff may assist students in application of sunscreen products in certain circumstances and in the presence of another staff member. The appropriate staff member will take into account the age, maturity, and capability of the student, the need for the application of the sunscreen, and other issues relevant in the specific case, before assisting students in application of sunscreen products at school or during school-sponsored events. However, staff members are not required to assist students in applying sunscreen.

Parent-Designated Adult Care of Students with Epilepsy or Diabetes

The policy and procedure for parent designated adults caring for students with epilepsy or students with diabetes are:

- 3411 – Accommodating Students with Seizure Disorders or Epilepsy
- 3415 – Accommodating Students with Diabetes

Coversheet

Enrollment Update

Section: VI. Enrollment
Item: A. Enrollment Update
Purpose: Discuss
Submitted by:
Related Material: 23-24 SIA actual vs projected enrollment-Nov.pdf

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	72.00								69.33	69.84	0.99
1st	86.00	87.00	89.00								87.57	93.12	0.94
2nd	90.00	88.00	89.00								89.00	93.12	0.96
3rd	91.00	94.00	93.00								92.67	93.12	1.00
4th	88.00	91.00	92.00								90.33	93.12	0.97
5th	69.00	71.00	72.00								70.67	66.93	1.06
6th	68.00	68.00	69.00								68.33	67.90	1.01
7th	67.00	69.00	70.00								68.67	66.90	1.03
8th	57.00	60.00	60.00								59.00	58.20	1.01
9th	35.00	34.00	35.00								34.67	33.95	1.02
10th	16.00	15.00	14.00								15.00	29.10	0.52
11th	2.14	2.14	2.14								2.14	9.00	0.24
12th	0.00	0.00	0.00								0.00	0.00	0.00
Totals	735.14	749.14	757.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	747.37	774.30	0.97

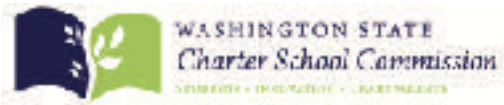
K-8 Totals	682.00	698.00	706.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	695.57	702.25	0.99
9-12 Totals	53.14	51.14	51.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.81	72.05	0.72

	September	October	November	December	January	February	March	April	May	June	Average	Projected	Variance
SPED K12	85.00	89.00	91.00								90.00	87.00	1.03

Coversheet

Commission Recurrent Enrollment Data


Section: XIII. New Business
Item: A. Commission Recurrent Enrollment Data
Purpose: Vote
Submitted by:
Related Material: FYI - Calculating Recurrent Enrollment.pdf
SIA_RecurrentEnrollment_2023-24.pdf



Brief Summary of How Recurrent Enrollment is Calculated at the Commission

1. For recurrent enrollment for school year 2022-23, the Commission considered the reenrollment of the following group of students:
 - a. Enrolled on 10.10.2023
 - b. Enrolled for at least 10 days in the 2022-23 school year
 - c. Expected to continue their enrollment in the school the following year (i.e., students who have not graduated or progressed beyond the grade levels offered by the school, who had not moved out of state/country, who were not deceased, or who did not move to another part of the state where the school was inaccessible).
 - d. The method the Commission used to verify the students who transferred within the state moved enough of a distance away that the school was inaccessible was the student transfers and exits form submitted to the Commission.
 - e. A code of T0 in CEDARS (confirmed transfer to another school within Washington State) did not automatically exempt a student from expected recurrent enrollment.
 - f. Students included on the Commission’s student transfer and exit form with a valid reason not to reenroll the following year do not count against the school for recurrent enrollment.
2. Students who were not expected to reenroll in the school (exit codes of deceased, moved out of country, moved out of state, or graduated or student transfer and exit form entry that indicates the student moved to another part of Washington, or students enrolled less than 10 days in the school) were removed from the 2022-23 data file pulled from CEDARS and not considered in recurrent enrollment.
3. The students remaining after these deletions were conducted make up the group of students eligible for reenrollment in the 2023-24 school year.
4. The 2023-24 data file then was edited to remove students who transferred out of the school before 10.10.23, and the data were merged with the 2022-23 students eligible for reinrollment
5. Recurrent enrollment for 2023-24 is then calculated as the number of students who were reenrolled in the school on 10.10.23 divided by the total number of students who were enrolled on 10.10.22 and expected to continue their enrollment in the school the following year.

$$\text{Reenrollment} = \frac{\text{\# students who were reenrolled as of 10.10.24 (see \# 4)}}{\text{\# of students eligible for reenrollment (see \#3)}}$$

 <p style="margin: 0;">WASHINGTON STATE <i>Charter School Commission</i> <small>• DIVERSITY • INNOVATION • LEARNING</small></p>	<p>P.O. Box 40996 Olympia WA 98504-0996</p> <p>Phone: (360) 725-5511</p> <p>Email: charterschoolinfo@k12.wa.us</p>
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RECURRENT ENROLLMENT

CSC-SY-A24

(14.1 Performance Framework)

Overview: The Charter School Act (28A.710.170 (2)(e)) and the Organizational Performance Framework requires schools and authorizers to develop indicators, measures and metrics related to year-to-year recurrent enrollment. The Commission defines recurrent enrollment as the number of students continuing to be enrolled in the school from one year to the next expressed as a percentage of the total number of students eligible to continue their enrollment at the school. The Commission will send charter schools their recurrent enrollment numbers for the prior school year (based on October 10th enrollment) on or before November 15th. The charter school must then set a goal for recurrent enrollment for the current year that is ambitious yet realistic. A strong goal is not generally lower than actual recurrent enrollment for the previous year.

Current School Year	Prior Year Recurrent Enrollment from Commission	Target Recurrent Enrollment
Spokane International Academy: 2023-24	78%	

Rationale for the charter school’s target recurrent enrollment rate: _____

School Leader: _____

Name

Signature

Date: _____

Or Board Chair: _____

Name

Signature

Date: _____

Commission Representative: _____

Date: _____

Name

Signature

Coversheet

Review Head of School Goals

Section: XIII. New Business
Item: B. Review Head of School Goals
Purpose: Discuss
Submitted by:
Related Material: Head of School Goals 23-24 (1).pdf



Head of School Goals Morgen Flowers-Washington 2023-2024

School Mission: 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 our communities.

I. Supervision and Evaluation (COO/CFO)

By the end of the next quarter (November 2023) I will develop and implement an evaluation tool and accompanying process that both aligns to an established job description and provides opportunities for individual reflection and goal setting. The tool and process will highlight growth, and be administered at least once yearly.

II. Fundraising and Development

By October I will have created a structured and actionable plan to maximize fundraising efforts and successfully secure grants, ultimately benefiting the school, its students, and the overall learning environment. By the end of the academic year, I aim to have secured funding through successful grant applications and fundraising activities. I will collaborate with the school's stakeholders to identify potential grant opportunities and create a comprehensive fundraising plan by allocating sufficient time and resources to research, draft, and submit compelling grant proposals. Increasing funding through grants and fundraising is crucial for enhancing the school's resources, improving educational programs, and providing students with robust learning opportunities. This work will occur throughout the academic year, starting from the beginning of the fall semester and concluding before the end of the spring semester, to secure the targeted additional funding.

III. Academic School Goals- Accountability

Highlight and Improve opportunities for Equity-driven instructional practices

By September 15th, the Head of School (in consultation with grade level and subject level teams, coaching staff and Administrative teams) will have defined measurable outcomes for ELA and Math for students at every grade level (aligned to MAP and Benchmark Assessments). These goals will include clear action steps, opportunities for built-in progress monitoring, as well as opportunities to align resources to close opportunity gaps.

Refining and Updating Observation, Feedback and Evaluation Process

Every teacher will receive real-time feedback at least every 10 days. This feedback will originate from daily walk throughs, and will be tracked in Schoolmint Growth. In addition, staff will have

monthly coaching meetings, data meetings, planning meetings and access to required coaching clinics based on high leverage instructional practices.

IV. Global Competence

SIA uses the Asia Society Center for Global Education's definition to evaluate whether students are moving along the continuum toward achieving global competence. The domains are as follows: Investigate the World, Recognize Perspectives, Communicate Ideas, and Take Action. Our program should provide clear benchmarks at every grade level with associated activities and outcomes for ensuring that our students meet those metrics. We will use the Global Leadership Performance outcomes to evaluate each of our student's movement along the continuum, and collect evidence through the use of a physical or electronic portfolio (depending on the grade level) to establish that students are meeting these outcomes.

<https://asiasociety.org/education/leadership-global-competence> Every student at each grade level will have evidence of their portfolio by June 2024, and can display their portfolio as part of our annual International Night Celebration displays.

Professional development for Global Competence

Additionally, SIA will create opportunities to provide staff with on-going professional development courses related to this topic to assist them in building their capacity to implement. The goal is to have at least one teacher per grade level at Primary, and 5 middle and high school teachers participate in a book study or guided course by May 2024. Those teachers will act as conduits for providing on-going training and support for the rest of the staff.

V. Habits of Mind

Enhance Collaborative Problem-Solving Among Staff

Build a Collaborative Culture: Foster an environment where open communication, idea-sharing, and collaboration are encouraged among staff members. Organize team-building activities, joint planning sessions, and opportunities for interdisciplinary collaboration.

Provide on-going capacity building for Professional Learning Communities (PLCs):

Enhance PLCs within the school, where teachers can come together regularly to discuss teaching strategies, challenges, and innovative solutions. These PLCs should focus on applying the Habits of Mind in addressing educational issues.

Problem-Solving Workshops: Conduct problem-solving workshops for staff members, using real-life scenarios and case studies relevant to K-12 education. Encourage staff to apply the Habits of Mind to identify creative solutions to these challenges.

Provide Resources: Ensure that the staff has access to resources, technology, and professional development opportunities that support collaborative problem-solving. This could include subscriptions to educational journals, memberships to professional organizations, and funding for relevant conferences.

Measure Progress: Regularly assess the effectiveness of the collaborative problem-solving initiatives by observing changes in staff interactions, the quality of solutions generated, and student outcomes. Adjust the strategies as needed based on the feedback received.

Re-Visit Goals

November 2023

February 2024

May 2024