



# Spokane International Academy

## Regular Board Meeting

Zoom meeting

Published on March 19, 2024 at 3:57 PM PDT

Amended on March 26, 2024 at 9:54 AM PDT

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### Date and Time

Tuesday March 26, 2024 at 11:30 AM 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

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

	Purpose	Presenter	Time
a college degree, in order to become leaders who can powerfully transform their communities.			

**II. Opening Items**

- A. Record Attendance
- B. Call the Meeting to Order

**III. Consent Agenda 11:30 AM**

The purpose of the Consent Agenda is to act upon routine matters in an expeditious manner. Items placed on the Consent Agenda as determined by the Chair, in cooperation with the HOS, 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 Previous Minutes</b>	Approve Minutes	Mary Velazquez	1 m
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Approve minutes for Regular Board Meeting on February 27, 2024

<b>B. Approve Previous Minutes</b>	Approve Minutes	Mary Velazquez	1 m
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Approve minutes for Special Board Meeting on March 14, 2024

<b>C. Monthly Financials</b>	FYI	Sam Schweda	1 m
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SIA will move to look back model for financials, which is in line with other school districts.

March financials will be reviewed in April.

**IV. Public Comment**

**V. New Policies and Procedures to Review 11:33 AM**

	Purpose	Presenter	Time
<b>A.</b> New Policy to Review	FYI	Morgen Flowers-Washington	5 m
School Field Trips			
<b>VI. Enrollment</b>			<b>11:38 AM</b>
<b>A.</b> Enrollment Update	Discuss	Brook Wilkerson	3 m
<b>B.</b> 24/25 School Year Enrollment	FYI	Morgen Flowers-Washington	5 m
Student Enrollment for next year close date: 3/25/24 Morgen will update the board on the progress.			
<b>VII. Academic Excellence</b>			<b>11:46 AM</b>
<b>A.</b> WA School Improvement Framework Report	FYI	Morgen Flowers-Washington	8 m
<b>VIII. Development</b>			<b>11:54 AM</b>
<b>A.</b> Foundation Board Update	FYI	Matthew Hoag	10 m
<b>IX. Diversity, Equity, and Inclusion</b>			
<b>X. Facility</b>			<b>12:04 PM</b>
<b>A.</b> Access Road Update	FYI	Jeff Hyslop	2 m
<b>XI. Finance</b>			<b>12:06 PM</b>
<b>A.</b> 24/25 Budget	FYI	Morgen Flowers-Washington	5 m
Preliminary budget planning has begun.			
<b>B.</b> Bill Kiolbasa Consulting Contract	FYI	Sam Schweda	2 m
<b>C.</b> Banking Transition	Discuss	Sam Schweda	5 m
Update to board regarding funds eligible to accrue higher interest returns.			
<b>XII. Governance</b>			<b>12:18 PM</b>

	Purpose	Presenter	Time
<b>A.</b> Nomination of Josiah Lara to Board of Directors	Vote	Mary Velazquez	5 m
Vote on addition of Josiah Lara to the Board Welcome to Maureen Rosette who is observing today's meeting.			
<b>B.</b> F1 Statement - Financial Affairs Disclosure	FYI	Mary Velazquez	2 m
Annual filing is due April 15th for ALL board members, regardless of the date you joined the board. PLEASE be sure to file on time to keep SIA in compliance.			

**XIII. New Business**

**XIV. Other Business**

**XV. Closing Items**

<b>A.</b> 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 February 27, 2024



# Spokane International Academy

## Minutes

### Regular Board Meeting

Zoom Meeting

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#### Date and Time

Tuesday February 27, 2024 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

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#### Directors Present

Cassie Anderson (remote), David James (remote), Guillermo Espinosa (remote), Jeff Hyslop (remote), John Pell (remote), Ken Vorhees (remote), Mary Velazquez (remote), Matthew Hoag (remote), Stacy Hill (remote)

#### Directors Absent

Bob Castle

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## Guests Present

Brook Wilkerson (remote), Italiana Hughes (remote), Jessica de Barros (remote), Josiah Lara (remote), Morgen Flowers-Washington (remote), Myra Keast (remote), Nate Pelton (remote), Sam Schweda (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 Feb 27, 2024 at 4:33 PM.

## II. Consent Agenda

### A. Approve Previous Minutes

Ken Vorhees made a motion to approve the minutes from Regular Board Meeting on 01-23-24.

Matthew Hoag seconded the motion.

The consent agenda was approved unanimously.

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

### B. Monthly Financials

## III. Enrollment

### A. Enrollment Update

February - 757.5 attrition rate; decreased from last semester

An enrollment discussion among Russ Battiata, Brook Wilkerson, Zach Butler, and Myra Keast was held earlier this month. They shared ideas on how to fill some spaces that are currently open. They emailed families applying for next year to fill available spots for this year and received a positive response.

They also discussed ways to reach a wider audience for next year's enrollment. Social media announcements, advertising, and showing presence at community events all contribute to exposing SIA throughout the greater Spokane area.

Q: Why are some students leaving SIA in the middle of the year? Usually in high school, SIA sees a pattern of semester transition. Mostly because students who want to experience main stream high schools or students want to play sports.

Cassie suggests doing some research to find out why families are leaving. It seems to be a recurring issue and knowing the reasons why they leave can possibly help to address any issues.

#### **B. 24/25 School Year Enrollment**

Morgen Flowers shared that SIA has been doing some heavy recruiting in the last two months. We placed an advertisement with the Inlander Magazine (Restaurant Week issue), the Family Guide, and was present at the Lunar New Year festivities at the Spokane Convention Center.

As of this date, SIA has received 270 applications online (SchoolMint). This number is slightly below compared to last year. The application window is open through March 16th. Campus tours (March 2nd and March 6th) continue through March along with Information Nights ((March 6th and March 13th).

Social Media postings occur 3x week; some we boost via posts/reels of upcoming events.

#### **IV. Update on RFP for Transportation**

##### **A. Update**

The RFP for transportation closed last Friday.

There were two bus companies who submitted their application: Harlows and Zum. Sponane Public School district uses the bus company Zum. Zum's pricing is \$130,000 more expensive than Harlow's, SIA's current contracted bus company.

Brook Wilkersob, Russ Battiata, and Sam Schweda will review the rubric they submitted. Sam Schweda is requesting a special virtual board meeting to bring recommendations to the Board for review and a vote. A quorum will be needed. Mary will send a doodle poll to members to find an agreeable date/time for the special meeting.

#### **V. Academic Excellence**

##### **A. 2nd MAP Assessment**

The Winter NWEA MAP tests were administered to SIA students from February 5th through February 13th. The tests assess students' proficiency in reading and math. Results from the winter tests help inform instructional strategies and interventions tailored to students' needs.

The MAP test measures students' growth by comparing their current RIT scores with their previous scores. The test will show whether a student has met their projected growth goal by assessing whether their current RIT scores have met or exceeded the expected

growth trajectory based on their previous performance. In other words, the test provides a clear indication of whether a student has made the anticipated progress toward their individualized growth goal.

The focus was on students who are in the bottom 40th percentile.  
School-wide - 59.3% of students met projected growth in Reading and Math.

We invite you to look at the presentation. Email Morgen Flowers for questions or if you want to discuss further.

<https://app2.boardontrack.com/org/tLvVPO/attachment/download/314239>

#### **B. Academic Excellence Committee Update**

Committee Chair, Guillermo Espinosa reported. The committee have met twice. He invites others to join the committee. Guillermo has scheduled a meeting with the Director of Curriculum, Caryn McGee this week. There will be additional updates as the year progresses.

### **VI. Facility**

#### **A. Flooding Update**

Brook Wilkerson reported. The demolition to the gym has been completed. All mold has been removed. The contractor is TW Clark, who will work directly with the insurance company. TWC is getting RFPs from subcontractors now.  
Unfortunately, the gym most likely will not be ready until June.

#### **B. Access Road Update**

Jeff Hyslop reported. We have signed a contract for initial planning with the civil designer and surveyor. Our neighbor church is happy to hear that we are moving forward with the project, however we will still need to come to an agreement with them for the purchase of the required land.

SIA is working with the apartment complex and has met with Tom Clemson, owner, to discuss the road project. Jeff should have a preliminary sketch to present at the next Board meeting.

### **VII. New Business**

#### **A. Washington Charter School Association Presentation**

Jessica de Barros, Executive Director of Charter School Commission, regulatory agency (not to be confused with WA Charter) attended this month's Board meeting. Jessica has been in this position for two years. She has worked with Morgen Flowers and Travis Franklin previously.

Italiana Hughes was also in attendance. Italiana is the oversight manager for SIA. She checks in with the administration regularly.

Jessica presented and discussed various topics such as:

- Charter school definition
- Board responsibilities and roles
- Charter process

Charter schools provide more choices to families. They are designed to meet the needs of the community; and charter schools can customize their curriculum.

Charter Process: It takes more than a year for a school to get approved. Once approved, a contract is issued.

There are four groups who oversees SIA and other WA charter schools:

- Charter commission
- Charter Public School board
- OSPI (Office of Superintendent of Public Instruction)
- State Auditor

The school's mission is the heart of the charter contract. A contract is a voluntary agreement. The board is the contract-holder.

Roles of Board:

- Policy development is a key role of the board. Some policies need commissions approval.
- School leader's performance
- Financial management
- Monitor school progress - sharing data at board meetings as an example
- Adhere to the compliance calendar
- Communicate clearly and effectively
- Continuous Development (note: Presentation can be part of on-boarding process of new board members)

New Board Requirements: The following training must be completed annually:

- PRA
- Use of PUblic funds

- Credentialing of staff

Questions:

Cassie -Do we have model policies? Yes

-Training - does that commission offer training? None at this time. WA Charter is a great resource though.

The 11 Commissioners are appointed by OSPI and the state legislature. There are 7 staff members.

Monitoring and oversight: quality school reviews,

Performance Framework: School reports are on the commission's website.

There are three (3) types of reports:

- Academics Performance
- Financial Performance and
- Organizational Performance

These reports are used as part of the renewal process.

Failure to comply may result to the non-renewal or revocation of the school's contract.

Renewal process - The commission will contact the school a year in advance

SIA's contract will be up for renewal in 2025-2026. Contracts are typically for 5 years. It is good practice for board members to review the contract from time to time.

Feel free to contact Jessica anytime.

<https://docs.google.com/presentation/d/16JP65atGnfdLZsYREP9Cm9Pb5eMNq1/edit?usp=sharing&ouid=100357850940449430515&rtpof=true&sd=true>

## 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 5:29 PM.

Respectfully Submitted,  
Mary Velazquez

### Documents used during the meeting

- SIA actual vs projected enrollment-Feb 2024.pdf
- Board Meeting Data Presentation - 2\_27\_24.pdf

# Coversheet

## Approve Previous Minutes

**Section:** III. Consent Agenda  
**Item:** B. Approve Previous Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on March 14, 2024



# Spokane International Academy

## Minutes

### Special Board Meeting

Transportation RFP Review

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#### Date and Time

Thursday March 14, 2024 at 11:30 AM

#### Location

<https://zoom.us/j/98374811738?pwd=Z0grRm9NTTJCXVUVhTMXBNMWZyZz09>

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#### Directors Present

Cassie Anderson (remote), Jeff Hyslop (remote), John Pell (remote), Ken Vorhees (remote), Mary Velazquez (remote), Matthew Hoag (remote)

#### Directors Absent

Bob Castle, David James, Guillermo Espinosa, Stacy Hill

#### Guests Present

Brook Wilkerson (remote), Morgen Flowers-Washington (remote), Sam Schweda (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 Thursday Mar 14, 2024 at 11:35 AM.

## II. Approval of RFP for Transportation

### A. RFP Vote

Mary Velazquez made a motion to approve the transportation proposal from Harlow's. Ken Vorhees seconded the motion.

Sam and Brook reviewed the two proposals received for SIA's transportation needs beginning in Fall 2024. Their recommendation to the board is to approve the proposal from Harlow's, SIA's current vendor. This is due mainly to the significant cost differential between the two vendors and SIA's budgetary restrictions.

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

## III. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:46 AM.

Respectfully Submitted,  
Mary Velazquez

# Coversheet

## Enrollment Update

**Section:** VI. Enrollment  
**Item:** A. Enrollment Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 23-24 SIA actual vs projected enrollment .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	72.00	71.00	70.00	71.00					70.29	69.84	0.45
1st	86.00	87.70	89.00	94.00	95.00	94.00	95.00					91.53	93.12	-1.59
2nd	90.00	88.00	89.00	93.00	91.00	91.00	92.00					90.57	93.12	-2.55
3rd	91.00	94.00	93.00	95.00	96.00	96.00	96.00					94.43	93.12	1.31
4th	88.00	91.00	92.00	94.00	95.00	94.00	95.00					92.71	93.12	-0.41
5th	69.00	71.00	72.00	72.00	72.00	72.00	71.00					71.29	66.93	4.36
6th	68.00	68.00	69.00	69.00	69.00	68.00	69.00					68.57	67.90	0.67
7th	67.00	69.00	70.00	68.00	68.00	67.00	67.00					68.00	66.90	1.10
8th	57.00	60.00	60.00	59.00	59.00	57.00	57.00					58.43	58.20	0.23
9th	35.00	34.00	35.00	34.00	34.00	33.00	34.00					34.14	33.95	0.19
10th	16.00	15.00	14.00	16.00	14.00	13.00	14.00					14.57	29.10	-14.53
11th	2.14	2.14	2.14	2.14	2.47	2.47	2.57					2.30	9.00	-6.70
12th	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00	0.00
<b>Totals</b>	<b>735.14</b>	<b>749.84</b>	<b>757.14</b>	<b>768.14</b>	<b>766.47</b>	<b>757.47</b>	<b>763.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>756.82</b>	<b>774.30</b>	<b>-17.48</b>	

K-8 Totals	682.00	698.70	706.00	716.00	716.00	709.00	713.00	0.00	0.00	0.00	705.81	702.25	3.56
9-12 Totals	53.14	51.14	51.14	52.14	50.47	48.47	50.57	0.00	0.00	0.00	51.01	72.05	-21.04

	September	October	November	December	January	February	March	April	May	June	Average	Projected	Variance
SPED K12	85.00	89.00	91.00	90.00	94.00	96.00	99.00				92.00	87.00	5.00