



# Spokane International Academy

## Regular Board Meeting

In Person with Zoom option

Published on April 18, 2024 at 2:38 PM PDT

Amended on April 22, 2024 at 1:54 PM PDT

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### Date and Time

Tuesday April 23, 2024 at 4:30 PM PDT

### Location

Join Zoom Meeting

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

Meeting ID: 863 6245 0133

Passcode: 122486

Alternate in-person location:

SIA School Building

777 E Magnesium Rd

Spokane, WA 99208

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### Agenda

Purpose

Presenter

Time

#### I. Spokane International Academy Mission Statement

|  | Purpose | Presenter | Time |
|--|---------|-----------|------|
| <p>Spokane International Academy empowers its students with the academic skills, habits of mind, and global competence necessary to complete advanced courses in high school, and a college degree, in order to become leaders who can powerfully transform their communities.</p> |         |           |      |

**II. Opening Items**

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

**III. Consent Agenda**

**4:30 PM**

The purpose of the Consent Agenda is to act upon routine matters in an expeditious manner. Items placed on the Consent Agenda as determined by the Chair, in cooperation with the 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<br>Minutes | Mary Velazquez | 1 m |
|------------------------------------|--------------------|----------------|-----|

Approve minutes for Regular Board Meeting on March 26, 2024

|                              |     |             |     |
|------------------------------|-----|-------------|-----|
| <b>B. Monthly Financials</b> | FYI | Sam Schweda | 1 m |
|------------------------------|-----|-------------|-----|

The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment.

General Fund

- Mid-Month AP (ASB): General Warrant Numbers 16378 through 16378 totaling \$120.00

|  | Purpose | Presenter | Time |
|--|---------|-----------|------|
| • Mid-Month AP: General Warrant Numbers 16379 through 16409 totaling \$110,541.18  |         |           |      |
| • End of Month AP (ASB): General Warrant Numbers 16421 through 16421 totaling \$797.06                                       |         |           |      |
| • End of Month AP: General Warrant Numbers 16422 through 16460 totaling \$275,345.75   |         |           |      |
| • Payroll (March): Check Number 16410 through 16415, Direct Deposit Number 900006032 through 900006138 totaling \$708,721.76 |         |           |      |
| • Payroll (March Special Run): Check Number 16377 through 16377 totaling \$1,460.21  |         |           |      |
| • Wire/ACH AP: Totaling \$3,092.96   |         |           |      |

**IV. Public Comment**

**V. New Policies and Procedures to Review 4:32 PM**

|                                  |      |                           |     |
|----------------------------------|------|---------------------------|-----|
| <b>A.</b> New Policies to Review | Vote | Morgen Flowers-Washington | 5 m |
| Anaphylaxis                      |      |                           |     |
| Catheterization                  |      |                           |     |
| Field Trips                      |      |                           |     |

**VI. Enrollment 4:37 PM**

|   |         |                           |      |
|---|---------|---------------------------|------|
| <b>A.</b> Enrollment Update   | Discuss | Brook Wilkerson           | 3 m  |
| <b>B.</b> 24/25 School Year - Change in Enrollment Cap                            | Vote    | Morgen Flowers-Washington | 10 m |
| Morgen will update the board on the progress of student enrollment for next year. |         |                           |      |

**VII. Staffing Updates 4:50 PM**

|  |     |                           |      |
|--|-----|---------------------------|------|
| <b>A.</b> Changes to Leadership Team for 24/25 School Year | FYI | Morgen Flowers-Washington | 10 m |
|--|-----|---------------------------|------|

**VIII. Academic Excellence**

|  | Purpose | Presenter      | Time           |
|--|---------|----------------|----------------|
| <b>IX. Development</b>   |         |                |                |
| <b>X. Diversity, Equity, and Inclusion</b>   |         |                |                |
| <b>XI. Facility</b>  |         |                | <b>5:00 PM</b> |
| <b>A.</b> Access Road Update   | FYI     | Jeff Hyslop    | 2 m            |
| <b>XII. Finance</b>  |         |                | <b>5:02 PM</b> |
| <b>A.</b> Banking Transition   | Discuss | Sam Schweda    | 5 m            |
| Update to board regarding funds eligible to accrue higher interest returns.                      |         |                |                |
| <b>XIII. Governance</b>  |         |                | <b>5:07 PM</b> |
| <b>A.</b> Nomination of Cassie Anderson to Position of President Elect for the 24/25 School Year | Vote    | Mary Velazquez | 10 m           |
| <b>B.</b> Nomination of Maureen Rosette to Board of Directors                                    | Vote    | Mary Velazquez | 5 m            |
| Vote on addition of Maureen Rosette to the Board   |         |                |                |
| <b>C.</b> Governance Committee Update  | FYI     | Mary Velazquez | 5 m            |
| HOS Evaluation Process Beginning   |         |                |                |
| <b>XIV. New Business</b>   |         |                |                |
| <b>XV. Other Business</b>  |         |                | <b>5:27 PM</b> |
| <b>A.</b> Teacher Appreciation Week  | Discuss | Mary Velazquez | 10 m           |
| May 6 - 10   |         |                |                |
| The Board would like to provide lunch for teachers and staff one day during this week.           |         |                |                |
| <b>XVI. Closing Items</b>  |         |                | <b>5:37 PM</b> |
| <b>A.</b> Adjourn Meeting  | Vote    |                |                |

# 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 March 26, 2024



# Spokane International Academy

## Minutes

### Regular Board Meeting

Zoom meeting

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#### Date and Time

Tuesday March 26, 2024 at 11:30 AM

#### 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), Ken Vorhees (remote), Mary Velazquez (remote), Stacy Hill (remote)

#### Directors Absent

Bob Castle, Jeff Hyslop, John Pell, Matthew Hoag

#### Guests Present

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Brook Wilkerson (remote), Josiah Lara (remote), Morgen Flowers-Washington (remote), Myra Keast (remote), Sam Schweda (remote), pariseau@spokaneintlacademy.org (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 Mar 26, 2024 at 11:32 AM.

## II. Consent Agenda

### A. Approve Previous Minutes

Ken Vorhees made a motion to approve the minutes Regular Board Meeting on 02-27-24. Cassie Anderson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### B. Approve Previous Minutes

Ken Vorhees made a motion to approve the minutes from Special Board Meeting on 03-14-24.  
Cassie Anderson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### C. Monthly Financials

Ken Vorhees made a motion to approve items on the Consent Agenda. Cassie Anderson seconded the motion. The board VOTED unanimously to approve the motion.

## III. New Policies and Procedures to Review

### A. New Policy to Review

Morgen Flowers-Washington shared with the Board that SIA needs to develop a field trip policy, specifically for overnight trips. For example, the Robotics Club recently participated in out-of-town tournaments. SIA is looking at model policies and sample policies from other school districts. We aim to present the policy for Board approval in an upcoming meeting.

## IV. Enrollment

### A. Enrollment Update

Brook Wilkerson reported that there were six (6) additional students between February and March. The administration agrees to not add any more new students in April, as they feel it is too late in the year.

Morgen Flowers-Washington consulted with Jess Barton, Director of School Quality & Accountability, Washington State Charter School Commission. Morgen wants to make sure that the school serves its current students. No issues at this time.

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

Enrollment Update from Morgen (see graph):

March 25th was the deadline for re-enrollment for current students. There are 735 returning students; 43 students will not return. The majority of the students not returning will be in 9th grade. Most of them want to play sports in high school or join a regular school.

The number of applications received for new students as of March 25th for grades K-5 is slightly down from previous years. The lottery will occur on or before April 12th and offers will be made. Families will have 7 days to commit to accept the seat. Seats not accepted by this time will be offered to the next student on the waitlist. The application window will re-open after the lottery.

SIA will have an additional 6th-grade section next school year.

The Admin team is working on the 2024-2025 calendar. Board Member, David James offered to help build the master calendar. A 12th grade schedule will be new next year and one driving factor in building the calendar is the high school due to their Running Start and NewTech Center schedule.

Ken Vorhees shared that the report implies a decrease in a lot of the grades. Morgen stated that the Kindergarten class was reduced from 4 to 3 classes this year. Another factor that may impact SIA's enrollment is the Spanish immersion programs being offered in other districts, such as Mead.

Mary Velasquez also shared that the middle school numbers could be affected by new middle schools being built in Spokane.

<https://docs.google.com/presentation/d/1UFNEZh6iwZK8HvjTM5wSFfuouyUssDgaoJ-xV3RfTOE/edit?usp=sharing>

## **V. Academic Excellence**

### **A.**

## **WA School Improvement Framework Report**

See OSPI report -

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/105881>

The Washington School Improvement Framework for 2022-2023 was published last week before this meeting. The report card measures student's growth. It shows 755 SIA students enrolled this year; 55.8% met ELA (English Language Arts) standards, 49.4% met Math standards, and 53.9% met Science standards; compared to 2022-2023 35.1% in Math and 32% in ELA.

The report shows the percentage of students who met grade-level standards based on Smarter Balance Assessments (Math and ELA), Washington Comprehensive Assessment of Science (Science). The summary report showed a breakdown per gender, ethnicity, programs and characteristics.

Cassie Anderson inquired why there was no data reported for Native American students. It could be due to a lack of data or It could also mean parents did not mark the box for Native American when initially filling out student forms.

## **VI. Development**

### **A. Foundation Board Update**

Matt Hoag is unable to attend today's meeting. On behalf of Matt, Mary thanked the Board members who donated to the foundation. Matt will provide an update in June.

## **VII. Facility**

### **A. Access Road Update**

Jeff Hyslop is unable to present. Traveling for work.

Mary reported on Jeff's behalf. On Friday before this meeting, Jeff received a preliminary plan (drawing) from the engineer. The next step is to meet with the church to discuss the purchase of a portion of their property for SIA's road expansion.

## **VIII. Finance**

### **A.**

## **24/25 Budget**

SIA is waiting for the Governor to sign the budget. Once that happens, the state will release the budgeting tool to schools, then Morgen and Sam Schweda can continue working to finalize the budget for the next school year, and the following years.

Also, the master schedule drives the budget. Factors to consider are returning and non-returning staff members. There are three (3) teachers not returning next school year. After spring break, the Admin team will continue working on the budget and schedule.

Ken Vorhees stated that the Admin team and Finance Committee will review the budget in April-May. The budget will be voted on at the June board meeting.

## **B. Bill Kiolbasa Consulting Contract**

Sam Schweda reported that SIA has ended its agreement with Bill Kiolbasa as of January 2024.

However, the relationship will continue. Sam will bring a new contract to the board next month for consulting services with Bill.

## **C. Banking Transition**

Sam Schweda, CFO, reported.

Sam and Umpqua Bank's Paul Ellison looked at various options for investment funds to increase revenue. SIA has approximately \$4M on hand. They are looking into revenue-generating funds such as money-market accounts, through a plan which diversifies the funds among multiple banks while still allowing SIA easy access to funds.

The commission suggested that Sam consult with the State Auditor prior to making any changes.

Ken Vorhees indicated that the finance committee gives their support to this move. Ken suggests leaving some funds in a checking account which equals 30-40 days of cash on hand available.

Ken motioned to approve the change in accounts subject to the approval of SAO, with \$3.5M to invest immediately from cash on hand. The motion was seconded by Mary. The board approved the motion unanimously.

## IX. Governance

### A. Nomination of Josiah Lara to Board of Directors

Josiah Lara was introduced to the Board last month. After review and evaluation, Mary Velazquez moved to approve Josiah's Board application. Guillermo Espinosa seconded the motion.

The Board VOTED unanimously to approve the motion. Mary Velazquez indicated that another candidate, Maureen Rosette, will be on next month's agenda.

### B. F1 Statement - Financial Affairs Disclosure

A reminder that all board members have to complete the F1 Disclosure. Deadline is April 15.

## X. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:13 PM.

Respectfully Submitted,  
Mary Velazquez

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## Documents used during the meeting

- 23-24 SIA actual vs projected enrollment .pdf

# Coversheet

## Monthly Financials

**Section:** III. Consent Agenda  
**Item:** B. Monthly Financials  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Additional notes for AP\_Payroll.Board.docx.pdf  
Mar mid AP 2024.pdf  
Mar mid AP 2024 ASB.pdf  
Mar EOM AP 2024.pdf  
Mar EOM AP 2024 ASB.pdf  
Mar Payroll 2024.pdf  
Mar payroll-special run.pdf  
Wire register 03.24.pdf

**Additional notes for Accounts Payable –**

**Recurring Monthly Bills-**

**Amazon** \$5,713.32 school supplies  
**Avista** \$16,802.95 services for Electricity  
**Rodney, Braun** \$4,437.22 Rent for Home office  
**City of Spokane** \$3,390.85 Water and Sewer services  
**C&C** \$1,164.12 Snow Removal services  
**Ednetics** \$8,018.23 Telephone/Security/Internet services (\$3,248.28-New switches for the school)  
**Glatfelter** \$2,758.00 insurance  
**Harlow's** \$67,326.07 Transportation (Feb)  
**Inland Northwest Therapist** \$28,796.31 Speech, OT and psych services  
**SIA-Magnesium** \$83,253.09 Monthly SIA Lease and Repair  
**Umpqua Credit card** \$2,823.58 School supplies  
**URM** \$49,441.40 Food/ supplies (SCA fund covered \$10,163.53)

**Quarterly paid expenses-**

**NEWESD 101** \$10,955.99 Data Processing/WSIPC Data Proc Fee  
**TK Elevator** \$1,279.52 Elevator maintenance service  
**SCC** \$13,650.38 Running Star quarterly enrollment

**One time expenses-**

**ATS** \$4,011.20 Control work for the heat pumps  
**Eide Bailly** \$34,500.00 Audit/Tax Preparation service-23.24SY  
**Moody's** \$7,500.00 Annual Service fee  
**SIA-Magnesium** \$9,112.50 WSHFC Commission fee (semi-annual)

**Additional notes for Payroll-**

New hires include: Ops Assistant, IA  
Resignations: IA

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 April 23, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$110,541.18. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16379 through 16409, totaling \$110,541.18

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

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 16379     | ADVANCED EQUIPMENT & SUPPLIES  | 03/13/2024 | 38.15        |
| 16380     | ALBRIGHT, JAYDE                | 03/13/2024 | 60.91        |
| 16381     | AMAZON CAPITAL SERVICES        | 03/13/2024 | 2,535.89     |
| 16382     | BUTLER, ZACHARY                | 03/13/2024 | 80.00        |
| 16383     | CITY OF SPOKANE                | 03/13/2024 | 3,390.85     |
| 16384     | CITY OF SPOKANE                | 03/13/2024 | 355.00       |
| 16385     | COMCAST BUSINESS               | 03/13/2024 | 384.96       |
| 16386     | COOK, KELSEY                   | 03/13/2024 | 141.59       |
| 16387     | DE LAGE LANDEN FINANCIAL SERVI | 03/13/2024 | 1,216.21     |
| 16388     | DODD, RYLIE                    | 03/13/2024 | 53.00        |
| 16389     | FIKES NORTHWEST, CORP          | 03/13/2024 | 451.26       |
| 16390     | FIRE PROTECTION SPECIALISTS, L | 03/13/2024 | 277.32       |
| 16391     | FLOWERS WASHINGTON, MORGEN     | 03/13/2024 | 30.00        |
| 16392     | INLAND PUBLICATIONS, INC.      | 03/13/2024 | 760.00       |
| 16393     | KUTAK ROCK LLP                 | 03/13/2024 | 125.00       |
| 16394     | LEAF CAPITAL FUNDING, LLC.     | 03/13/2024 | 53.11        |
| 16395     | MONREAL, VICTORIA              | 03/13/2024 | 39.79        |
| 16396     | MOON SECURITY SERVICE INC      | 03/13/2024 | 165.92       |
| 16397     | NCESD-NORTH CENTRAL ESD        | 03/13/2024 | 30.00        |
| 16398     | NCS PEARSON, INC.              | 03/13/2024 | 1,226.63     |
| 16399     | SCHWEDA, SAMUEL                | 03/13/2024 | 1,301.32     |
| 16400     | SIA-MAGNESIUM LLC              | 03/13/2024 | 92,365.59    |
| 16401     | SPOKANE RESTAURANT EQUIPMENT   | 03/13/2024 | 164.67       |
| 16402     | STANFORD UNIVERSITY            | 03/13/2024 | 596.00       |
| 16403     | STAPLES ADVANTAGE              | 03/13/2024 | 865.91       |
| 16404     | SUTTON, JAMES B                | 03/13/2024 | 140.68       |
| 16405     | US BANK                        | 03/13/2024 | 2,125.00     |
| 16406     | WASBO                          | 03/13/2024 | 600.00       |
| 16407     | WAXIE SANITARY SUPPLY          | 03/13/2024 | 576.42       |
| 16408     | WEBB, TERESA                   | 03/13/2024 | 80.00        |
| 16409     | WEIDEMANN, JAINEE BRIANNE      | 03/13/2024 | 310.00       |

| Check Nbr | Vendor Name | Check Date              | Check Amount |
|-----------|-------------|-------------------------|--------------|
| 31        | Computer    | Check(s) For a Total of | 110,541.18   |

|           |    |                                   |                       |            |
|-----------|----|-----------------------------------|-----------------------|------------|
|           | 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       |
|           | 31 | Computer                          | Checks For a Total of | 110,541.18 |
| Total For | 31 | Manual, Wire Tran, ACH & Computer | Checks                | 110,541.18 |
| Less      | 0  | Voided                            | Checks For a Total of | 0.00       |
|           |    |                                   | Net Amount            | 110,541.18 |

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As of April 23, 2024, 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 16378 through 16378, totaling \$120.00

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

| Check Nbr | Vendor Name       | Check Date              | Check Amount |
|-----------|-------------------|-------------------------|--------------|
| 16378     | COPELAND, TABATHA | 03/13/2024              | 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 |

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 April 23, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$275,345.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16422 through 16460, totaling \$275,345.75

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

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 16422     | AMAZON CAPITAL SERVICES        | 03/29/2024 | 3,177.43     |
| 16423     | ATS INLAND NW, LLC             | 03/29/2024 | 4,011.20     |
| 16424     | AUTO-CHLOR SYSTEM              | 03/29/2024 | 353.43       |
| 16425     | Avista                         | 03/29/2024 | 16,802.95    |
| 16426     | BRAUN, RODNEY                  | 03/29/2024 | 4,437.22     |
| 16427     | BUTLER, ZACHARY                | 03/29/2024 | 6.51         |
| 16428     | C&C YARD CARE, INC             | 03/29/2024 | 1,164.12     |
| 16429     | CENTURYLINK                    | 03/29/2024 | 240.79       |
| 16430     | COMMUNITY COLLEGES OF SPOKANE  | 03/29/2024 | 13,650.38    |
| 16431     | EDMENTUM INC                   | 03/29/2024 | 681.26       |
| 16432     | EDNETICS NETWORK               | 03/29/2024 | 8,018.23     |
| 16433     | EIDE BAILLY LLP                | 03/29/2024 | 34,500.00    |
| 16434     | EMBROIDERED SPORTSWEAR, INC    | 03/29/2024 | 797.07       |
| 16435     | FATBEAM LLC                    | 03/29/2024 | 1,390.00     |
| 16436     | FOGG ELECTRIC, INC.            | 03/29/2024 | 2,686.85     |
| 16437     | GLATFELTER                     | 03/29/2024 | 2,758.00     |
| 16438     | GOJOE PATROL INC               | 03/29/2024 | 855.58       |
| 16439     | HARLOW'S SCHOOL BUS SERVICE IN | 03/29/2024 | 67,326.07    |
| 16440     | INLAND NORTHWEST THERAPY, LLC  | 03/29/2024 | 28,796.31    |
| 16441     | MOODY'S INVESTORS SERVICE, INC | 03/29/2024 | 7,500.00     |
| 16442     | NEWESD 101                     | 03/29/2024 | 10,955.99    |
| 16443     | NWEA                           | 03/29/2024 | 1,680.87     |
| 16444     | OSPI CHILD NUTRITION SERVICES  | 03/29/2024 | 1,601.38     |
| 16445     | PACIFIC PIE, INC.              | 03/29/2024 | 1,306.73     |
| 16446     | RAINBOW ELECTRIC, INC.         | 03/29/2024 | 1,657.57     |
| 16447     | ROYAL BUSINESS SYSTEMS, INC    | 03/29/2024 | 2,950.25     |
| 16448     | SCHOLASTIC INC                 | 03/29/2024 | 3,605.90     |
| 16449     | SPOKANE FARP                   | 03/29/2024 | 35.00        |
| 16450     | SPRAGUE PEST SOLUTIONS         | 03/29/2024 | 108.81       |
| 16451     | STAPLES ADVANTAGE              | 03/29/2024 | 727.41       |
| 16452     | SWANSON'S REFRIGERATION AND RE | 03/29/2024 | 406.68       |
| 16453     | THOMAS, CRYSTAL                | 03/29/2024 | 122.33       |
| 16454     | THOMPSON, CHIAHUI              | 03/29/2024 | 44.15        |

| Check Nbr | Vendor Name                    | Check Date              | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 16455     | TK ELEVATOR CORPORATION        | 03/29/2024              | 1,279.52     |
| 16456     | URM                            | 03/29/2024              | 49,441.40    |
| 16457     | WEBB, TERESA                   | 03/29/2024              | 16.03        |
| 16458     | WILKERSON, BROOKI KIM          | 03/29/2024              | 101.17       |
| 16459     | WSIPC                          | 03/29/2024              | 76.21        |
| 16460     | ZOOM VIDEO COMMUNICATIONS INC. | 03/29/2024              | 74.95        |
| 39        | Computer                       | Check(s) For a Total of | 275,345.75   |

|           |    |                                   |                       |            |
|-----------|----|-----------------------------------|-----------------------|------------|
|           | 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       |
|           | 39 | Computer                          | Checks For a Total of | 275,345.75 |
| Total For | 39 | Manual, Wire Tran, ACH & Computer | Checks                | 275,345.75 |
| Less      | 0  | Voided                            | Checks For a Total of | 0.00       |
|           |    |                                   | Net Amount            | 275,345.75 |

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 April 23, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$797.06. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16421 through 16421, totaling \$797.06

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name                 | Check Date              | Check Amount |
|-----------|-----------------------------|-------------------------|--------------|
| 16421     | EMBROIDERED SPORTSWEAR, INC | 03/29/2024              | 797.06       |
| 1         | Computer                    | Check(s) For a Total of | 797.06       |

|           |   |                                   |                       |        |
|-----------|---|-----------------------------------|-----------------------|--------|
|           | 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 | 797.06 |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks                | 797.06 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00   |
|           |   |                                   | Net Amount            | 797.06 |

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

As of April 23, 2024, 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 16410 through 16415 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 900006032 through 900006138 in the total amount of \$708,721.76.

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

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 11:43 AM 03/20/24  
 05.24.02.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1  
 CHECK DATE: 03/29/2024 PERIOD ENDING DATE: 03/31/2024  
 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><br><u>HOURS</u> |
|------------|--------------------|--------------|---------------|--------------|--------------|-------------------------------|
| CAPR3      | ASSOCIATE PR       | 4            | 2.0000        |              | 20,771.26    | 336.00                        |
| CASP3      | ADMIN OFFICE       | 1            | 1.0000        |              | 4,200.00     | 168.00                        |
| CCFO3      | CHIEF FIN OFF      | 1            | 1.0000        |              | 10,609.45    | 168.00                        |
| CCOU3      | COUNSELOR          | 5            | 3.0000        |              | 17,309.67    | 504.00                        |
| CCUS4      | FACILITIES         | 6            | 5.0000        |              | 13,263.53    | 798.00                        |
| CDOP3      | DIR OF OPS         | 3            | 1.0000        |              | 6,049.17     | 171.70                        |
| CDSS3      | DIR OF SPECIAL     | 7            | 2.0000        |              | 13,139.51    | 252.00                        |
| CIA3       | INST AIDE          | 54           | 19.0000       |              | 40,802.79    | 2891.50                       |
| CIAB3      | INST AIDE          | 2            | 1.0000        |              | 2,168.26     | 168.00                        |
| CIM13      | PRINCIPAL          | 6            | 1.0000        |              | 13,333.34    | 168.00                        |
| CINT3      | INT COACH          | 6            | 4.0000        |              | 28,223.10    | 672.00                        |
| CKIT4      | KITCHEN MGR        | 1            | 1.0000        |              | 2,636.56     | 160.00                        |
| CKT24      | MGR FS/TRANS       | 1            | 1.0000        |              | 2,022.99     | 84.00                         |
| CKTA4      | KITCHEN ASSIST     | 3            | 3.0000        |              | 6,356.47     | 480.00                        |
| CLGY5      | LONGEVITY          | 17           | 15.0000       |              | 4,625.02     |                               |
| CMGF3      | MANAGER FINANCE    | 1            | 1.0000        |              | 4,212.07     | 168.00                        |
| CMGH3      | HR SPECIALIST      | 1            | 1.0000        |              | 3,684.54     | 168.00                        |
| CMGT4      | MGR TECH           | 1            | 1.0000        |              | 4,500.00     | 168.00                        |
| CNU13      | NURSE              | 4            | 1.0000        |              | 5,152.74     | 160.00                        |
| COFF3      | OFFICE ASSIST      | 11           | 3.0000        |              | 6,830.35     | 455.99                        |
| COPM3      | FACILITES MGR      | 3            | 1.0000        |              | 11,095.90    | 168.00                        |
| CSP25      | SUPPLEMENTAL       | 14           | 9.0000        |              | 1,514.81     | 71.82                         |
| CSU15      | SUPPLEMENTAL       | 4            | 2.0000        |              | 435.00       | 21.00                         |
| CTC13      | TEACHER            | 108          | 50.0000       |              | 266,979.07   | 8097.68                       |
| CTC23      | TEACHER            | 2            | 1.0000        |              | 3,500.17     | 88.00                         |
| CTSU3      | BLDG SUB           | 3            | 1.0000        |              | 3,326.40     | 168.00                        |
| LWOP3      | LWOP               | 18           |               | -94.5900     | -2,155.72    | -94.60                        |
| RTRO3      | RETRO PAY 613      | 1            | 242.0000      |              | 3,172.62     |                               |
| SUP25      | SUPPLEMENTAL       | 5            |               | 5.0000       | 500.00       | 18.10                         |
| TIA3       | INST AIDE          | 8            |               | -41.5000     | -806.78      | -41.50                        |
| TIAS3      | INST AIDE-S        | 3            |               | 10.5000      | 383.64       | 10.50                         |
| TKII4      | KITCHEN ASST       | 1            |               | 0.5000       | 9.16         | 0.50                          |
| TKIT4      | KITCHEN MGR        | 1            |               | -1.2500      | -27.16       | -1.30                         |

CHECK DATE: 03/29/2024 PERIOD ENDING DATE: 03/31/2024

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<br/>HOURS</u> |
|------------|--------------------|--------------|---------------|--------------|--------------|-------------------------|
| TOFM3      | OFFICE MGR         | 5            |               | 0.7500       | 15.35        | 0.81                    |
| TOV3       | OVERTIME           | 2            |               | 4.0000       | 122.84       | 4.00                    |
| TSU23      | SUBSTITUTE         | 5            |               | 41.5000      | 806.76       | 41.50                   |
| TSUB3      | SUBSTITUTE         | 15           |               | 217.0000     | 4,179.68     | 217.00                  |
|            | REPORT TOTAL       | 333          | 373.0000      | 141.9100     | 502,942.56   | 16910.70                |

CHECK DATE: 03/29/2024 PERIOD ENDING DATE: 03/31/2024

HR\PA\CP\PE - 748 - Board

| <u>CODE</u> | <u>DESCRIPTION</u> | <u>CATEGORY</u> | <u>COUNT</u> | <u>AMOUNT</u> |
|-------------|--------------------|-----------------|--------------|---------------|
| 1FIC        | FICA               | FICA            | 333          | 30,417.23     |
| 1FIT        | FED INC TAX        | FEDERAL TAX     | 333          | 31,448.94     |
| 1FIT+       | FIT ADD AMT        | FEDERAL TAX     | 52           | 4,791.00      |
| 1MED        | MEDICARE           | MEDICARE        | 333          | 7,113.74      |
| 1PFML       | WA PAID FML        | PFML            | 333          | 2,658.57      |
| 1ReE2       | SERS PLAN 2        | RETIREMENT      | 96           | 6,214.64      |
| 1ReE3       | SERS PLAN 3        | RETIREMENT      | 58           | 2,421.79      |
| 1ReT0       | TRS PLAN 0         | RETIREMENT      | 19           |               |
| 1ReT2       | TRS 2              | RETIREMENT      | 94           | 13,074.91     |
| 1ReT3       | TRS PLAN 3         | RETIREMENT      | 91           | 13,767.09     |
| 1WC         | WORKERS' COMP      | WORKERS' COMP   | 330          | 1,960.97      |
| 1WLTC       | WA LTC             | LONG-TERM CARE  | 311          | 2,607.44      |
| ACH#2       | ACH#2              |                 | 2            | 2,724.00      |
| DCP         | DCP DRS            | TSA-BEFORE TAX  | 3            | 2,207.00      |
| DCP R       | DCP ROTH           | TSA-AFTER TAX   | 4            | 180.00        |
| HCFSA       | Medical FSA        | OTH BEF TAX     | 7            | 180.83        |
| HEHSA       | Health Eqty-HSA    | OTH BEF TAX     | 7            | 1,079.00      |
| KP1CR       | Kai WA Smt1 E/C    | OTH BEF TAX     | 3            | 175.00        |
| KP1ER       | Kai WA Smt1 EMP    | OTH BEF TAX     | 2            | 100.00        |
| KP2CR       | Kai WA Smt2 E/C    | OTH BEF TAX     | 3            | 250.00        |
| KP2ER       | Kai WA Smt2 EMP    | OTH BEF TAX     | 4            | 286.00        |
| KP3ER       | Kai WA Smt3 EMP    | OTH BEF TAX     | 3            | 237.00        |
| KW1ER       | Kai WA Core1EMP    | OTH BEF TAX     | 10           | 192.00        |
| KW1FR       | Kai WA Core1FAM    | OTH BEF TAX     | 9            | 576.00        |
| KW1SR       | Kai WA Core1E/S    | OTH BEF TAX     | 2            | 121.00        |
| KW2CR       | Kai WA Core2E/C    | OTH BEF TAX     | 2            | 172.00        |
| KW2ER       | Kai WA Core2EMP    | OTH BEF TAX     | 3            | 98.00         |
| KW2SR       | Kai WA Core2E/S    | OTH BEF TAX     | 2            | 196.00        |
| KWSCR       | Kai WA SndChE/C    | OTH BEF TAX     | 6            | 345.00        |
| KWSER       | Kai WA SndChEMP    | OTH BEF TAX     | 7            | 345.00        |
| KWSFR       | Kai WA SndChFAM    | OTH BEF TAX     | 6            | 1,085.00      |
| KWSSR       | Kai WA SndChE/S    | OTH BEF TAX     | 2            | 230.00        |
| LTD50       | Emp Pd LTD 50%     |                 | 31           | 138.16        |
| LTD60       | Emp Pd LTD 60%     |                 | 149          | 1,015.94      |
| LTDBU       | Supp LTD           |                 | 2            |               |
| P-ADJ       | PAY ADJUST         |                 | 2            | 79.23         |
| PHCR        | Prem Hgh PPOE/C    | OTH BEF TAX     | 2            | 201.00        |
| PHER        | Prem Hgh PPOEMP    | OTH BEF TAX     | 13           | 575.00        |
| PHFR        | Prem Hgh PPOFAM    | OTH BEF TAX     | 7            | 1,405.00      |
| PHSR        | Prem Hgh PPOE/S    | OTH BEF TAX     | 2            | 230.00        |
| PMER        | Prem HMCrEPOEMP    | OTH BEF TAX     | 9            | 80.00         |
| PMSR        | Prem HMCrEPOE/S    | OTH BEF TAX     | 4            | 130.00        |
| PSCR        | Prem Std PPOE/C    | OTH BEF TAX     | 2            | 112.00        |
| PSER        | Prem Std PPOEMP    | OTH BEF TAX     | 10           | 320.00        |
| PSFR        | Prem Std PPOFAM    | OTH BEF TAX     | 5            | 576.00        |
| V1CR        | UMPACP-UWMedE/C    | OTH BEF TAX     | 2            | 151.00        |
| V1ER        | UMPACP-UWMedEMP    | OTH BEF TAX     | 17           | 430.00        |
| V1SR        | UMPACP-UWMedE/S    | OTH BEF TAX     | 1            | 172.00        |
| VACR        | UMP Achieve2E/C    | OTH BEF TAX     | 2            | 198.00        |
| VAER        | UMP Achieve2EMP    | OTH BEF TAX     | 9            | 339.00        |
| VAFR        | UMP Achieve2FAM    | OTH BEF TAX     | 2            | 339.00        |
| VASR        | UMP Achieve2E/S    | OTH BEF TAX     | 2            | 226.00        |
| VHSAE       | UMP CDHP EMP       | OTH BEF TAX     | 5            | 42.00         |

CHECK DATE: 03/29/2024 PERIOD ENDING DATE: 03/31/2024

HR\PA\CP\PE - 748 - Board

| <u>CODE</u> | <u>DESCRIPTION</u> | <u>CATEGORY</u> | <u>COUNT</u> | <u>AMOUNT</u> |
|-------------|--------------------|-----------------|--------------|---------------|
| VHSAF       | UMP CDHP FAM       | OTH BEF TAX     | 4            | 126.00        |
| VHSAS       | UMP CDHP E/S       | OTH BEF TAX     | 2            | 42.00         |
| VUCR        | UMP Achieve1E/C    | OTH BEF TAX     | 1            | 77.00         |
| VUER        | UMP Achieve1EMP    | OTH BEF TAX     | 32           | 904.00        |
|             |                    |                 | 2787         | 135,163.48    |

CHECK DATE: 03/29/2024 PERIOD ENDING DATE: 03/31/2024

HR\PA\CP\PE - 748 - Board

| <u>CODE</u> | <u>DESCRIPTION</u> | <u>CATEGORY</u> | <u>COUNT</u> | <u>AMOUNT</u> |
|-------------|--------------------|-----------------|--------------|---------------|
| 1FIC        | FICA               | FICA            | 333          | 30,417.23     |
| 1MED        | MEDICARE           | MEDICARE        | 333          | 7,113.74      |
| 1PFML       | WA PAID FML        | PFML            | 333          | 1,063.16      |
| 1ReE2       | SERS PLAN 2        | RETIREMENT      | 96           | 8,753.36      |
| 1ReE3       | SERS PLAN 3        | RETIREMENT      | 58           | 4,655.21      |
| 1ReT0       | TRS PLAN 0         | RETIREMENT      | 21           |               |
| 1ReT2       | TRS PLAN 2         | RETIREMENT      | 94           | 15,735.31     |
| 1ReT3       | TRS PLAN 3         | RETIREMENT      | 91           | 20,114.61     |
| 1UC         | UNEMPLOYMENT       | UNEMPLOY COMP   | 332          | 2,698.79      |
| 1WC         | WORKERS' COMP      | WORKERS' COMP   | 330          | 3,877.79      |
| SEBB        | SEBB               |                 | 222          | 111,100.00    |
| VHSS1       | UMP CDHP EE HSA    |                 | 11           | 250.00        |
|             |                    |                 | 2254         | 205,779.20    |

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

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

As of April 23, 2024, 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 16377 through 16377 in the total amount of \$1,460.21.

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

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

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

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 9:39 AM 02/23/24

05.23.10.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1

CHECK DATE: 03/01/2024 PERIOD ENDING DATE: 03/31/2024

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> |
|------------|--------------------|--------------|---------------|--------------|--------------|---------------------|
| CIA3       | INST AIDE          | 3            | 1.0000        |              | 1,245.42     | -120.00             |
|            | REPORT TOTAL       | 3            | 1.0000        | 0.0000       | 1,245.42     | -120.00             |

CHECK DATE: 03/01/2024 PERIOD ENDING DATE: 03/31/2024

HR\PA\CP\PE - 748 - Board

| <u>CODE</u> | <u>DESCRIPTION</u> | <u>CATEGORY</u> | <u>COUNT</u> | <u>AMOUNT</u> |
|-------------|--------------------|-----------------|--------------|---------------|
| 1FIC        | FICA               | FICA            | 3            | 77.22         |
| 1FIT        | FED INC TAX        | FEDERAL TAX     | 3            |               |
| 1MED        | MEDICARE           | MEDICARE        | 3            | 18.06         |
| 1PFML       | WA PAID FML        | PFML            | 3            | 6.58          |
| 1ReE3       | SERS PLAN 3        | RETIREMENT      | 3            | 62.27         |
| 1WC         | WORKERS' COMP      | WORKERS' COMP   | 3            | -14.91        |
| 1WLTC       | WA LTC             | LONG-TERM CARE  | 3            | 7.22          |
| LTD60       | Emp Pd LTD 60%     |                 | 3            | 1.87          |
|             |                    |                 | 24           | 158.31        |

CHECK DATE: 03/01/2024 PERIOD ENDING DATE: 03/31/2024

HR\PA\CP\PE - 748 - Board

| <u>CODE</u> | <u>DESCRIPTION</u> | <u>CATEGORY</u> | <u>COUNT</u> | <u>AMOUNT</u> |
|-------------|--------------------|-----------------|--------------|---------------|
| 1FIC        | FICA               | FICA            | 3            | 77.22         |
| 1MED        | MEDICARE           | MEDICARE        | 3            | 18.06         |
| 1PFML       | WA PAID FML        | PFML            | 3            | 2.63          |
| 1ReE3       | SERS PLAN 3        | RETIREMENT      | 3            | 136.13        |
| 1UC         | UNEMPLOYMENT       | UNEMPLOY COMP   | 3            | 6.73          |
| 1WC         | WORKERS' COMP      | WORKERS' COMP   | 3            | -25.98        |
|             |                    |                 | 18           | 214.79        |

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

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board. As of April 23, 2024 the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,092.96. The payments are further identified in this document. Total by Payment Type for Private/Public Account, UMPQUA BANK: Wire/ACH payments totaling \$3,092.96.

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

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

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

| Type | Vendor Name        |                    | Date           | Amount      |
|------|--------------------|--------------------|----------------|-------------|
| ACH  | Umpqua Credit Card | February Statement | 3/13/2024      | \$ 3,092.96 |
|      |                    | 1 ACH/Wire         | For a Total of | \$ 3,092.96 |

# Coversheet

## New Policies to Review

**Section:** V. New Policies and Procedures to Review  
**Item:** A. New Policies to Review  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Policy 3417 - Cathertization.pdf  
Policy 3417P - Cathertization.pdf  
Policy 3420 - Anaphylaxis Prevention and Response (1).pdf  
Policy 3420P - Anaphylaxis Prevention and Response.pdf  
Field Studies and Extracurricular Travel Policy .pdf



Adopted (add month and year here)

### Policy 3417 - Catheterization

Section 3000 - Students  
Title - Catheterization  
Number - 3417  
Last Revised - 11/06/23  
Prior Revised Dates - N/A  
Classification - Essential

The board authorizes qualified staff to provide clean, intermittent bladder catheterization (CIC) of students or assisted self-catheterization according to rules adopted by the State Board of Nursing.

Catheterization is authorized under the following conditions:

- A. A parent, legal guardian or other person having legal control over the student files a written, current and unexpired request that the school provide for the catheterization of the student;
- B. A licensed physician of the student files a written, current and unexpired request that catheterization of the student be provided for during the hours when school is in session or the hours when the student is under the supervision of school officials;
- C. A registered nurse provides written, current and unexpired instructions regarding catheterization that states which staff members are designated to provide for catheterization and a description of the nature and extent of any supervision that is required; and
- D. Any staff member who is authorized to provide for catheterization must receive training from a registered nurse consistent with the rules of the State Board of Nursing. Licensed practical nurses (LPNs) are trained to provide catheterization as part of their professional preparation and are not subject to this training requirement.

Employees (excepting licensed nurses) who have not previously agreed in writing to perform clean, intermittent bladder catheterization as a specific part of their job description may file a written letter of refusal to perform catheterization. The employee's refusal may not serve as grounds for discharge, nonrenewal or any other action adversely affecting the employee's contract status.

The school and its staff and the staff member who provides for catheterization in substantial compliance with this policy and the rules of the state board of nursing will not be liable in any criminal action or for civil damages arising from providing catheterization. The school may discontinue catheterization service for a student without being liable so long as the affected parents/guardians are given advance oral/written notice.

Legal References

[RCW 28A.210.255 Provision of health services in public and private schools — Employee job description](#)

[RCW 28A.210.280 Catheterization of public and private school students](#)

[RCW 28A.210.290 Catheterization of Public and Private School Students — Immunity from liability](#)

[WAC 246-840-820 Provision for clean, intermittent catheterization in schools](#)

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



Adopted (add month and year here)

### Policy 3417P - Catheterization

Section 3000 - Students

Title - Catheterization

Number - 3417P

Last Revised - 11/06/23

Prior Revised Dates - N/A

Classification - Essential

A. The State Department of Health has established the following rules:

1. The student's medical file will contain a written request from the parent(s) or guardian for the clean, intermittent catheterization of the student.
2. The student's medical file will contain written permission from the parent(s) or guardian for the performance of the clean, intermittent catheterization procedure by the non-licensed school employee.
3. The student's medical file will contain a current written order for clean, intermittent catheterization from the student's physician and will include written instructions for the procedure. The order will be reviewed and/or revised each school year.
4. The service will be offered to all disabled students and may be offered to the nondisabled students, at the discretion of the school board.
5. A licensed registered nurse will develop instructions specific for the needs of the student. These will be made available to the non-licensed school employee and will be updated each school year.
6. The supervision of the self-catheterizing student will be based on the needs of the student and the skill of the non-licensed school employee.
7. A licensed registered nurse, designated by the school board, will be responsible for the training of the non-licensed school employees who are assigned to perform clean, intermittent catheterization of the students.
8. The training of the non-licensed school employee will include but not be limited to:

- a. An initial in-service training, of a length to be determined by the licensed registered nurse.
  - b. An update of the instructions and a review of the procedure each school year.
  - c. Anatomy, physiology and pathophysiology of the urinary system including common anomalies for the age group served by the employee.
  - d. Techniques common to the urinary catheterization procedure.
  - e. Identification and care of the required equipment.
  - f. Common signs and symptoms of infection and recommended procedures to prevent the development of infections.
  - g. Identification of the psychosocial needs of the parent/guardian and the students with emphasis on the needs for privacy and confidentiality.
  - h. Documentation requirements.
  - i. Communication skills including the requirements for reporting to the registered nurse or the physician.
  - j. Medications commonly prescribed for the clean, intermittent catheterization patient and their side effects.
  - k. Contraindications for clean, intermittent catheterization and the procedure to be followed if the non-licensed school employee is unable to catheterize the student.
  - l. Training in catheterization specific to the student's needs.
  - m. Developmental growth patterns of the age group served by the employee.
  - n. Utilization of a teaching model to demonstrate catheterization techniques with return demonstration performed by the non-licensed school employee, if a model is available.
  - o. The training of the non-licensed school employee will be documented in the employee's permanent file.
- B. The school will record the names of individuals receiving the catheterization training and the training dates. These records will be kept available for audits.



Adopted Month/Date Here

## Policy 3420 - Anaphylaxis Prevention and Response

Section 3000 - Students

Title - Anaphylaxis Prevention and Response

Number - 3420

Last Revised - 11/06/2023

Prior Revised Dates - N/A

Classification - Essential

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.

The Spokane International Academy Board of Directors expects school administrators, teachers, and support staff to be informed and aware of life threatening allergic reactions (anaphylaxis) and how to deal with the resulting medical emergencies. For students, some common life threatening allergens are peanuts, tree nuts, fish, bee or other insect stings, latex, and some medications. Affected students require planned care and support during the school day and during school sponsored activities. Additionally, any student could potentially have a life threatening allergic reaction even without a history of such.

Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. The school will take reasonable measures to avoid allergens for affected students. The school will also train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel.

Even with the schools's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the school will take precautions to reduce the risk of a student with a history of anaphylaxis coming into contact with the offending allergen in school.

The Chief Operating Officer will establish procedures to support this policy and to ensure:

1. Rescue protocol in cases of suspected anaphylaxis will follow OSPI's Guidelines for the Care of Students with Anaphylaxis (2009);

2. A simple and standardized format for emergency care plans is utilized;
3. A protocol is in place to ensure emergency care plans are current and completed;
4. Medication orders are clear and unambiguous;
5. Training and documentation is a priority.

Legal References

WAC 392-380 PUBLIC SCHOOL PUPILS—IMMUNIZATION REQUIREMENT AND LIFE-THREATENING HEALTH CONDITION

RCW 28A.210.383 Anaphylaxis — Policy guidelines — Procedures — Reports.

Cross References

3419 - Self-Administration of Asthma and Anaphylaxis Medications

3418 - Response to Student Injury or Illness

3416 - Medication at School



Adopted month/date here

## Policy 3420P - Anaphylaxis Prevention and Response

Section 3000 - Students

Title - Anaphylaxis Prevention and Response

Number - 3420P

Last Revised - 11/06/2023

Prior Revised Dates - N/A

Classification - Essential

For students with a medically diagnosed life-threatening allergy (anaphylaxis), the school will take appropriate steps for the student's safety, including implementing a nursing care plan. The school will utilize the Guidelines for the Care of Students with Anaphylaxis published by the Office of the Superintendent of Public Instruction.

### Parent/Guardian Responsibility

Prior to enrolling a student, the parent/guardian will inform the school in writing of the medically diagnosed allergy(ies) and risk of anaphylaxis. School staff will develop a process to identify students at risk for life-threatening allergies and to report this information to the school nurse. Upon receiving the diagnosis, school staff will contact the parent/guardian to develop a nursing care plan. A nursing care plan will be developed for each student with a medically diagnosed life-threatening allergy.

### Nursing Care Plan

The school nurse (registered nurse) will develop a written plan that identifies the student's allergies, symptoms of exposure, practical strategies to minimize the risks, and how to respond in an emergency.

The principal or designee (school nurse) may arrange for a consultation with the parent/guardian prior to the first day of attendance to develop and discuss the nursing care plan. The plan will be developed by the school nurse in collaboration with parent/guardian, licensed health care provider (LHP), and appropriate school staff. If the treatment plan includes self-administration of medications, the parent/guardian, student, and staff will comply with model policy and procedure 3419, *Self-Administration of Asthma and Anaphylaxis Medication*.

Annually and prior to the first day of attendance, the student health file will contain: 1) a current, completed nursing care plan; 2) a written description of the treatment order, signed by a LHP; and 3) an adequate and current supply of auto-injectors (and other medications if needed). The school will also recommend to the parents/guardians that the student wear a medical alert bracelet at all times. The parents/guardians are

responsible for notifying the school if the student's condition changes and for providing the medical treatment order, appropriate auto-injectors, and other medications as ordered by the LHP.

Spokane International Academy will exclude from school those students who have a medically diagnosed life-threatening allergy and no medication or treatment order presented to the school to the extent that the school can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and pursuant to the following due process requirements:

1. Written notice to the parents/guardians or persons in loco parentis is delivered in person or by certified mail;
2. Notice of the applicable laws, including a copy of the laws and rules; and
3. The order that the student will be excluded from school immediately and until medications and a treatment order are presented.

#### Communications Plan and Responsibility of School Staff

After the nursing care plan is developed, the school principal or a designee will inform appropriate staff regarding the affected student. The school nurse (registered nurse) will train appropriate staff regarding the affected student and the nursing care plan. The plan will be distributed to appropriate staff and placed in appropriate locations in the school (classroom, office, school bus, lunchroom, near playground, etc.). With the permission of parents/guardian and the student, (if appropriate), other students and parents may be given information about anaphylaxis to support the student's safety and control to exposure to allergens.

#### All School Staff Training

Annually, each school principal will provide an in-service training on how to minimize exposure and how to respond to an anaphylaxis emergency. The training will include a review of avoidance strategies, recognition of symptoms, the emergency protocols to respond to an anaphylaxis episode (calling 911/EMS when symptoms of anaphylaxis are first observed), and hands-on training in the use of an autoinjector. Training should also include notifications that more than one dose may be necessary in a prolonged anaphylaxis event.

Student specific training and additional information will be provided (by the school nurse) to teachers, teacher's assistants, clerical staff, food service workers, and bus drivers who will have known contact with a student diagnosed with a known allergen.

#### Student-specific Training

Annually, before the start of the school year and/or before the student attends school for the first time, the school nurse will provide student-specific training and additional information to teachers, teacher's assistants, clerical staff, food service workers, and bus drivers who will have known contact with a student diagnosed with a known allergen and are implementing the nursing care plan.

#### Controlling the Exposure to Allergens

Controlling the exposure to allergens requires the cooperation of parents, students, the health care community, school employees, and the board. The school will inform parents of the presence of a student with life threatening allergies in their child's classroom and/or school and the measures being taken to protect the affected student. Parents will be asked to cooperate and limit the allergen in school lunches and snacks or other products. The school will discourage the sharing of food, utensils, and containers. The school will take other precautions such as avoiding the use of party balloons or contact with latex gloves. Additionally, play areas will be specified that are lowest risk for the affected student.

The school will also identify high-risk events and areas for students with life-threatening allergies, such as foods and beverages brought to school for seasonal events, school equipment, and curricular materials used

by large numbers of students (play-dough, stuffed toys, science projects, etc.), and implement appropriate accommodations.

During school-sponsored activities, appropriate supervisors, staff, and parents will be made aware of the identity of the student with life-threatening allergies, the allergens, symptoms, and treatment. The lead teacher will ensure that the auto-injector is brought on field trips.

#### Employee Opt-Out

School employees (except licensed nurses) who have not previously agreed in writing to the use of epinephrine autoinjectors as part of their job description may file a written letter of refusal to administer epinephrine autoinjectors with the schools. The employee's refusal may not serve as grounds for discharge, non-renewal, or other action adversely affecting the employee's contract status.

#### No Liability

If the school employee or school nurse who administers epinephrine by autoinjector to a student substantially complies with the student's prescription (that has been prescribed by a licensed health professional within the scope of the professional's prescriptive authority) and the school's policy on anaphylaxis prevention and response, the employee, nurse, school, superintendent, and board are not liable for any criminal action or civil damages that result from the administration.



## **Instructional Field Studies and Extracurricular Travel Policy April 2024**

This policy outlines the procedures for obtaining approval and permission forms for educational field trips and extracurricular activities conducted off-campus, as well as the transportation arrangements for students to and from such events. Principals or their designated administrators are tasked with informing all coaches, teachers, and advisors about these procedures before organizing off-campus activities. It is their responsibility to ensure that these guidelines are followed accordingly.

### **I. Definitions**

For purposes of this policy, the following terms shall have the following definitions:

- A. School - Spokane International Academy
- B. Student - includes elementary, middle, and high school students unless the procedure expressly provides otherwise.
- C. Field Study - School trips for educational or extracurricular reasons are called field studies. These studies are arranged by staff members in alignment with the school's curricular objectives and are of great benefit to the student.
- D. Extracurricular Event - pertains to an activity taking place off campus, organized for co-curricular objectives or interscholastic engagement.
- E. Long-distance travel - denotes traveling to a destination either 500 miles or further one-way from the student's school premises, or to any location outside of Idaho, Oregon, or British Columbia.
- G. International travel - encompasses any journey, whether by vehicle or air, to a destination outside of the United States of America.

H. Non-school-sponsored trip - entails a journey away from campus where a student or group of students travel(s) under the following conditions:

1. The trip does not fall under the categories of instructional field trips or extracurricular events.; and

2. The travel is arranged, advertised, or overseen by an individual who is employed and compensated by a third party to organize, promote, or lead activities, irrespective of whether that individual is also employed by the school.

- I. Transportation - This pertains to a vehicle and driver supplied by the school through either a contract with a third-party transportation service or an independent contractor, through an arrangement with an independent charter motor carrier company, or managed by a public transportation authority (e.g., Spokane Transit Authority).

## II. Field Studies During School Hours

The following criteria apply to instructional field studies taking place within or outside the school during the school day hours.

### A. Parent/Guardian Permission Form

Students are only permitted to partake in such instructional field trips if they have submitted a fully completed and signed SIA Parent/Guardian Permission Slip for Field Studies & Extracurricular Travel.

### B. Student Fees

Field studies may incur expenses ranging from zero to hundreds of dollars in fees imposed by the organization hosting the field study. Students may be requested to contribute their share of the fee. However, parents may give consent to share their child's free or reduced-price eligibility information with this program and have the cost covered.

### C. Approval

The Head of School has the authority to approve such instructional field trips. School staff must complete the Field Study Request Form and submit it for approval.

## III. Transportation

Students may only be transported to and during such field trips and extracurricular travel by:

### A. School Bus

To organize transportation via a school bus, the teacher/advisor/coach overseeing such an extracurricular event must coordinate with the Office Manager about school bus arrangements.

B. Rental Vehicles

To secure transportation through a car or van rented from a vehicle rental agency, or a charter bus obtained from a charter motor carrier company, the teacher/advisor/coach overseeing such an extracurricular event must utilize a vehicle rental agency or charter motor carrier company that is approved by the Head of School or Principal.

C. Private Vehicle

By private vehicle to and/or from the event if operated by the student's own parent or guardian, if:

1. Only the driving parent/guardian's own student rides in the private vehicle during the event, with no other participating students allowed.
2. The parent or guardian transporting their student is not an acting agent, employee, or representative of the school in any capacity.

D. Personal Vehicles of Teachers/Advisors/Coaches - Guidelines

When fulfilling their duties as part of their employment, a teacher/advisor/coach may use their personal vehicle to transport students for an instructional field trip, as long as they adhere to the following guidelines:

1. The teacher/advisor/coach must have a valid driver's license.
2. The teacher/advisor/coach must adhere to all traffic regulations, which include ensuring that students wear seat belts at all times.
3. The teacher/advisor/coach must maintain insurance coverage on the vehicle and its occupants that meets or exceeds the insurance requirements mandated by Washington law.

E. Personal Vehicles of Teachers/Advisors/Coaches - Liability

1. In the event of any accidents, property damage, or personal injury arising from such transportation, the school and/or its liability insurer(s) will defend any claims against the driving teacher/advisor/coach to the extent that their conduct could be attributed to the school under applicable law.
2. If an accident occurs while the teacher/advisor/coach is operating their own personal vehicle as described within this provision, neither the school nor any of its insurers will be liable to the teacher/advisor/coach for any personal injuries

or related losses or damages suffered, nor for any damages to their vehicle. This indicates that the school will not provide coverage or compensation, either through insurance or otherwise, for any personal injuries or related losses or damages sustained by the teacher/advisor/coach, nor for any damages to their vehicle.

#### IV. Supervision/Chaperones

Appropriate supervision and/or chaperones as described below are required for such instructional field studies.

- A. A chaperone must be an adult 21 years of age or older;
- B. All chaperones must be registered volunteers by completing the Volunteer Background Check. No chaperone will receive approval until they have completed the school background check or fulfilled other requirements. The school reserves the right to withhold approval for any chaperone.
- C. The required ratio of supervisors/chaperones to students for local events or trips will be 1:10 for grades K-5 and 1:25 for grades 6 and above unless a waiver is granted by the Head of School or Principal.
- D. For students with disabilities, the ratio of supervisors/chaperones to students must be at least equal to the ratio specified in their Individualized Education Programs for their classes.
- E. Friends and family members of supervisors/chaperones may not take part in a field trip or extracurricular event unless they are registered volunteers and are actively serving as chaperones.

#### IV. Instructional Field Studies After the School Day or on a Non-School Day, Long Distance Travel

- A. A chaperone must be an adult 21 years of age or older;
- B. All chaperones must be registered volunteers by completing the Volunteer Background Check. No chaperone will receive approval until they have successfully completed the school background check or fulfilled other requirements. The school reserves the right to withhold approval for any chaperone.

C. The required ratio for all non-local trips, including overnight field trips and long-distance travel, is 1:10, unless written exemption is granted by the Head of School or Principal. For instructional field trips or extracurricular events involving an overnight stay or long-distance travel, it is obligatory to always have two adults with one student or two students with one adult (same gender).

D. For students with disabilities, the ratio of supervisors/chaperones to students must be at least equal to the ratio specified in their Individualized Education Programs for their classes.

E. During instructional field trips or extracurricular events that include an overnight stay or long-distance travel at least one of the accompanying supervisors or adult chaperones must have a valid First Aid and CPR certification training or card.

F. Friends and family members of supervisors/chaperones may not take part in a field trip or extracurricular event unless they are registered volunteers and are actively serving as chaperones.

#### V. Coordinating Field Studies

The supervisor coordinating the instructional field study or extracurricular event shall follow the school's Field Trip Checklist.

# Coversheet

## Enrollment Update

**Section:** VI. Enrollment  
**Item:** A. Enrollment Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** SIA actual vs projected enrollment-Apr 2024.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         | 70.00         |             |             | 70.25         | 69.84         | 0.41          |
| 1st                 | 86.00         | 87.70         | 89.00         | 94.00         | 95.00         | 94.00         | 95.00         | 94.00         |             |             | 91.84         | 93.12         | -1.28         |
| 2nd                 | 90.00         | 88.00         | 89.00         | 93.00         | 91.00         | 91.00         | 92.00         | 94.00         |             |             | 91.00         | 93.12         | -2.12         |
| 3rd                 | 91.00         | 94.00         | 93.00         | 95.00         | 96.00         | 96.00         | 96.00         | 96.00         |             |             | 94.63         | 93.12         | 1.51          |
| 4th                 | 88.00         | 91.00         | 92.00         | 94.00         | 95.00         | 94.00         | 95.00         | 94.00         |             |             | 92.88         | 93.12         | -0.25         |
| 5th                 | 69.00         | 71.00         | 72.00         | 72.00         | 72.00         | 72.00         | 71.00         | 71.00         |             |             | 71.25         | 66.93         | 4.32          |
| 6th                 | 68.00         | 68.00         | 69.00         | 69.00         | 69.00         | 68.00         | 69.00         | 68.00         |             |             | 68.50         | 67.90         | 0.60          |
| 7th                 | 67.00         | 69.00         | 70.00         | 68.00         | 68.00         | 67.00         | 67.00         | 68.00         |             |             | 68.00         | 66.90         | 1.10          |
| 8th                 | 57.00         | 60.00         | 60.00         | 59.00         | 59.00         | 57.00         | 57.00         | 59.00         |             |             | 58.50         | 58.20         | 0.30          |
| 9th                 | 35.00         | 34.00         | 35.00         | 34.00         | 34.00         | 33.00         | 34.00         | 34.00         |             |             | 34.13         | 33.95         | 0.17          |
| 10th                | 16.00         | 15.00         | 14.00         | 16.00         | 14.00         | 13.00         | 14.00         | 14.00         |             |             | 14.50         | 29.10         | -14.60        |
| 11th                | 2.14          | 2.14          | 2.14          | 2.14          | 2.47          | 2.47          | 2.57          | 1.97          |             |             | 2.26          | 9.00          | -6.75         |
| 12th                | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |             |             | 0.00          | 0.00          | 0.00          |
| <b>Totals</b>       | <b>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>763.97</b> | <b>0.00</b> | <b>0.00</b> | <b>757.72</b> | <b>774.30</b> | <b>-16.58</b> |

|             |        |        |        |        |        |        |        |        |      |      |        |        |      |
|-------------|--------|--------|--------|--------|--------|--------|--------|--------|------|------|--------|--------|------|
| K-8 Totals  | 682.00 | 698.70 | 706.00 | 716.00 | 716.00 | 709.00 | 713.00 | 714.00 | 0.00 | 0.00 | 706.84 | 702.25 | 1.01 |
| 9-12 Totals | 53.14  | 51.14  | 51.14  | 52.14  | 50.47  | 48.47  | 50.57  | 49.97  | 0.00 | 0.00 | 50.88  | 72.05  | 0.71 |

|          | 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 | 104.00 |     |      | 94.71   | 87.00     | 1.09     |