



# Spokane International Academy

## Regular Board Meeting

Zoom meeting

Published on May 21, 2024 at 2:20 PM PDT

Amended on May 24, 2024 at 1:13 PM PDT

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### Date and Time

Tuesday May 28, 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.</b>	Approve Previous Minutes	Approve Minutes	Mary Velazquez	1 m
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Approve minutes for Regular Board Meeting on April 23, 2024

<b>B.</b>	Monthly Financials	FYI	Sam Schweda	1 m
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The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment.

General Fund

- Mid-Month AP: General Warrant Numbers 16461 through 16479 totaling \$97,946.80
- End of Month AP (ASB): General Warrant Numbers 16492 through 16493 and 16528 totaling \$2,117.10

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• End of Month AP: General Warrant Numbers 16494 through 16527 totaling \$396,830.96</li> <li>• Payroll (April): Check Number 16480 through 16482, Direct Deposit Number 900006139 through 900006248 totaling \$710,833.59</li> <li>• Wire/ACH AP: Totaling \$5,539.90</li> <li>• Private Checks: Totaling \$804.43</li> </ul>			
<b>C.</b>	Enrollment Policy Revision	Vote	Morgen Flowers-Washington
<b>IV.</b>	<b>Items for Board Approval</b>		<b>11:32 AM</b>
<b>A.</b>	Highly Capable Program	Vote	Morgen Flowers-Washington
	Caryn McGee submitted these forms to the state. The responses submitted also need board approval. See attached forms.		
<b>B.</b>	Out of Endorsement Teaching Staff		5 m
	Dalaney Seideman		
<b>V.</b>	<b>Public Comment</b>		
<b>VI.</b>	<b>Executive Session</b>		<b>11:42 AM</b>
<b>A.</b>	Executive Session	Discuss	Mary Velazquez
	A governing body subject to the OPMA is allowed to go into executive sessions <i>only</i> for the reasons listed in <a href="#">RCW 42.30.110</a> .		
	This is to hear an appeal of a student disciplinary action.		
<b>VII.</b>	<b>Enrollment</b>		<b>11:52 AM</b>
<b>A.</b>	Enrollment Update	Discuss	Brook Wilkerson
<b>B.</b>	24/25 Proposed Organizational Chart	Discuss	Morgen Flowers-Washington
	To include changes in Operational structure and job descriptions		

	Purpose	Presenter	Time
<b>VIII. Staffing Updates</b>			<b>12:05 PM</b>
<b>A.</b> Updates from Morgen regarding hiring for 24/25	FYI	Morgen Flowers-Washington	5 m
Teaching Staff Not Returning as of 8/31 (Received Resignation Letters)			
<ol style="list-style-type: none"> <li>1. Zach Wolflick - Kindergarten Teacher</li> <li>2. Crystal Thomas - 3rd Grade Teacher</li> <li>3. Kayla Shaw - Spanish Teacher - 2nd &amp; 4th Grade</li> <li>4. Helen Robinson - 2nd Grade Teacher</li> <li>5. Jerrilyn Pierce - 4th Grade Teacher</li> <li>6. Kim McGiveran - Kindergarten Teacher</li> <li>7. Alexis Sampson - Math Teacher 7th-9th Grade</li> <li>8. Taryn Tubiolo - Science Teacher 8th-10th Grade</li> <li>9. Tiara Pschaida - Spanish Teacher Middle/High School</li> </ol>			
<b>IX. Academic Excellence</b>			
<b>X. Development</b>			
<b>XI. Diversity, Equity, and Inclusion</b>			<b>12:10 PM</b>
<b>A.</b> Committee Report	FYI	Cassie Anderson	5 m
Cassie will give update to Board			
<b>XII. Finance</b>			<b>12:15 PM</b>
<b>A.</b> Committee Report	FYI	Matthew Hoag	10 m
Matt will give update to board.			
Morgen and Sam will give a 24/25 budget update.			
<b>XIII. Governance</b>			
<b>XIV. New Business</b>			<b>12:25 PM</b>
<b>A.</b> Date for Annual Retreat / August Board Meeting	Discuss	Cassie Anderson	5 m

	Purpose	Presenter	Time
<p>The annual retreat is held in August and is generally 3 to 4 hours in length. It may or may not be held in conjunction with the regular monthly board meeting, which would be in person on August 27th, if we are to follow the current board meeting schedule.</p> <p>Please prepare to discuss your availability for specific dates to attend a half day retreat in August.</p>			

**XV. Other Business**

**XVI. Executive Session 12:30 PM**

A. HOS Eval Process con't	Discuss	Mary Velazquez	5 m
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A governing body subject to the OPMA is allowed to go into executive sessions *only* for the reasons listed in [RCW 42.30.110](#).

**XVII. Closing Items 12:35 PM**

A. Adjourn Meeting	Vote
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# Coversheet

## Approve Previous Minutes

**Section:** III. Consent Agenda  
**Item:** A. Approve Previous Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on April 23, 2024



# Spokane International Academy

## Minutes

### Regular Board Meeting

In Person with Zoom option

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#### Date and Time

Tuesday April 23, 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

Bob Castle (remote), Cassie Anderson (remote), Guillermo Espinosa, Jeff Hyslop, Josiah Lara (remote), Ken Vorhees (remote), Mary Velazquez, Matthew Hoag, Maureen Rosette (remote)

#### Directors Absent

David James, John Pell, Stacy Hill

#### Guests Present

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Brook Wilkerson, Morgen Flowers-Washington, Myra Keast, Nate Pelton, Sam Schweda

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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 Apr 23, 2024 at 4:33 PM.

## II. Consent Agenda

### A. Approve Previous Minutes

Matthew Hoag made a motion to approve the minutes from the Consent Agenda Regular Board Meeting on 03-26-24.

Guillermo Espinosa seconded the motion.

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

### B. Monthly Financials

Matthew Hoag made a motion to approve the monthly financial report.

Guillermo Espinosa seconded the motion.

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

## III. New Policies and Procedures to Review

### A. New Policies to Review

Policy 3417; 3417P - New policies on health regarding catheterization were presented at this meeting. Upon approval, 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. SIA currently has one student who needs catheterization daily.

Policy 3420; 3420P - Anaphylaxis Prevention and Response was presented for revisions. See highlighted areas on the policies.

A new policy on field studies/field trips including overnight travel was also presented.

Ken Vorhees made a motion to approve all policies and seconded by Matt Hoag. The Board voted unanimously to approve the motion.

## IV. Enrollment

### A.

## Enrollment Update

Enrollment report - current count is 763.97 FTE. Although there was a gain in March when new students enrolled, a few students withdrew in April after spring break. See the full report on Actual vs. Projected FTE.

### B. 24/25 School Year - Change in Enrollment Cap

Morgen shared a presentation requesting to increase the enrollment cap.

Here's a brief background:

- In 22-23 the Board voted to cap enrollment at 800 to account for SIA receiving proviso \$
- The original proviso indicated schools needing to have a per pupil spending of under \$20,000 per student
- The proviso awarded \$1550 per student, and only 8 charters received money. (SIA was funded at \$1550/ student for a total of 1,128,760.
- While the proviso was passed for two years 23-24 and 24-25, initially it was only funded for one year

During the 23-24 Legislative Session after much lobbying, and last minute adjustments the following occurred:

- The governor signed the 2024 supplemental budget in late March with the charter public school enrichment funding proviso included
- In this version of the bill, there were no requirements for a cap on per pupil spending. As a result ALL Charter schools received the funding.
- The funding was reduced to \$1500/ student
- OSPF uses 2022-23 enrollment to calculate funding amounts

The supplemental funding was signed by Governor Inslee in late March. \$7.386M was given to charter schools, SIA received \$1.097M.

For the 2024-2025 school year, Morgen over-enrolled by 7%

Morgen proposes lifting the 800 enrollment cap to 900 to properly budget long term. Morgen talked to the commission and they agreed to cap increase but it is a decision which requires board approval.

SIA made some changes in outreach this year to keep communication open between the school and new families. For example, this year, SIA will be hosting a Kindergarten Day on June 1st. This day will include an assessment of new students, previously held in August. There is a big gap between the time the student has been accepted and the first

day of school. Teacher placement will also take place earlier, instead of being it in August. The goal is to keep the families engaged between April (lottery) and the first day of school.

SIA is able to accommodate the higher cap.

There are currently 159 students on the waitlist in grades K-10. The numbers are down from previous years. Enrollment is currently closed and will re-open in a few weeks and will accept applications for the waitlist.

Mary Velazquez made a motion to expand the enrollment cap to 900 seconded by Josiah Lara.

The Board has voted unanimously to approve the motion.

## **V. Staffing Updates**

### **A. Changes to Leadership Team for 24/25 School Year**

Morgen Flowers-Washington reported on leadership/staffing changes at the end of the school year.

Brook Wilkerson has resigned as COO and will be moving on to a new endeavor. Brook has been with SIA since the beginning of SIA. 9 years. Nate Pelton has resigned as Associate Principal K-5. Nate will be moving on as Principal of a virtual school. He has been with SIA for 6 years.

On behalf of the Board, Mary extended her gratitude and appreciation to Nate and Brook for their hard work and dedication in getting SIA to where it is today.

Morgen shared that the plans to break down the operations department is underway (Brook's position). Once that is completed, positions will be posted and hiring will begin.

## **VI. Facility**

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

Jeff Hyslop reported on the latest and ongoing discussions regarding SIA's efforts to create an additional access road for the school.

## **VII. Finance**

### **A.**

## **Banking Transition**

Sam reported

501(c)3 - status; SIA not considered as a public entity. Sam is seeking better options for funds on hand that would allow for additional income for the school. He will continue to update the board on progress made.

## **VIII. Governance**

### **A. Nomination of Cassie Anderson to Position of President Elect for the 24/25 School Year**

Mary's term will end at the end of the school year.

Mary Velasquez nominates Cassie as President-Elect. Cassie will work with Mary for the duration of the school year to ensure a smooth transition.

Seconded by Ken Vorhees.

The Board voted unanimously to approve the motion.

### **B. Nomination of Maureen Rosette to Board of Directors**

Mary Velasquez made a motion to approve Maureen's nomination for a board position and seconded by Matt Hoag.

The Board voted unanimously to approve the motion.

The Board welcomes Maureen!

### **C. Governance Committee Update**

Mary presented the process and timeline for the Head of School evaluation:

Evaluation is done through BoardOnTrack

-Morgen to complete a self-evaluation (May 7th)

-review by Board

-Board and direct reports to complete evaluation online (will open on May 29th)

-Individual input will be shared among the Board members prior to sharing the report with Morgen.

-August Board Meeting, Morgen will present her goals for the 24/25 school year.

## **IX. Other Business**

### **A. Teacher Appreciation Week**

May 6-May 10

The board will sponsor lunch on Wednesday that week.

Mary will ask the board for donations to contribute. Last year's cost was about \$100 per Board member.

Suggestion: Feast World Kitchen

Mary will look into this

8th Grade Community Project - sustainability on May 23rd

Students work on a year long community service project, including research, a written report, and culminating with a presentation to a panel on May 23rd.

Myra to share the information once again with the board and new members so that interested members can volunteer to participate on the panel.

## 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 5:30 PM.

Respectfully Submitted,  
Mary Velazquez

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## Documents used during the meeting

- 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
- SIA actual vs projected enrollment-Apr 2024.pdf

# Coversheet

## Monthly Financials

**Section:** III. Consent Agenda  
**Item:** B. Monthly Financials  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Additional notes for AP\_Payroll.Board.pdf  
Apr mid AP 2024.pdf  
Apr EOM AP 2024 ASB.pdf  
Apr EOM AP 2024.pdf  
Apr Payroll 2024.pdf  
Wire register 04.24.pdf  
Private ck register 04.24.pdf

**Additional notes for Accounts Payable –**

**Recurring Monthly Bills-**

**Amazon** \$5,615.84 school supplies (\$1,067.10-ASB fund)  
**Avista** \$12,671.79 services for Electricity  
**Rodney, Braun** \$3,250.00 Rent for Home office  
**City of Spokane** \$3,028.72 Water and Sewer services  
**Ednetics** \$4,744.71 Telephone/Security/Internet services  
**Harlow's** \$68,283.72 Transportation for March and a field trip (\$67,647.54-March)  
**Inland Northwest Therapist** \$27,980.45 Speech, OT and psych services  
**SIA-Magnesium** \$83,253.09 Monthly SIA Lease and Repair  
**Umpqua Credit card** \$5,539.90 School supplies  
**URM** \$18,721.71 Food/ supplies (SCA fund covered \$3,044.24)

**Quarterly paid expenses-**

**ATS** \$4,043.90 Maintenance service (Mechanical & electrical system)  
**TK Elevator** \$1,279.52 Elevator maintenance service

**One time expenses-**

**Nature Bridge** \$29,403.43 Nature Bridge trip (\$20,740.93-final payment for 23.24SY (outdoor grant would reimburse later), \$8,662.50-down payment for 24.25SY)  
**Servpro** \$1,836.65 Water restoration service (insurance recovery)  
**T.W. Clark** \$193,325.67 Water Damage Project (insurance recovery)

**Additional notes for Payroll-**

New hires include: NA  
Resignations: NA

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of May 28, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$97,946.80. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16461 through 16479, totaling \$97,946.80

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

Check Nbr	Vendor Name	Check Date	Check Amount
16461	AMAZON CAPITAL SERVICES	04/12/2024	2,503.06
16462	BRANTING, DARIN	04/12/2024	127.19
16463	CITY OF SPOKANE	04/12/2024	3,028.72
16464	COMCAST BUSINESS	04/12/2024	384.96
16465	DE LAGE LANDEN FINANCIAL SERVI	04/12/2024	1,216.21
16466	DEPT OF RETIREMENT SYSTEMS	04/12/2024	27.65
16467	GLATFELTER	04/12/2024	2,758.00
16468	LEAF CAPITAL FUNDING, LLC.	04/12/2024	53.64
16469	MCGEE, CARYN	04/12/2024	32.76
16470	MOON SECURITY SERVICE INC	04/12/2024	165.92
16471	PIONEER VALLEY EDUCATIONAL PRE	04/12/2024	230.00
16472	PURE FILTRATION PRODUCTS, INC	04/12/2024	1,636.18
16473	SANDERS, MATHIAS	04/12/2024	101.54
16474	SCHOLASTIC INC	04/12/2024	1,381.25
16475	SIA-MAGNESIUM LLC	04/12/2024	83,253.09
16476	STAPLES ADVANTAGE	04/12/2024	141.36
16477	SUTTON, JAMES B	04/12/2024	334.16
16478	SWANSON'S REFRIGERATION AND RE	04/12/2024	291.11
16479	WSIPC	04/12/2024	280.00

19 Computer Check(s) For a Total of 97,946.80

	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
	19	Computer	Checks For a Total of	97,946.80
Total For	19	Manual, Wire Tran, ACH & Computer	Checks	97,946.80
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	97,946.80

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As of May 28, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,117.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16492 through 16493 And 16528 totaling \$2,117.10

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

Check Nbr	Vendor Name	Check Date	Check Amount
16492	HUGH O'BRIAN YOUTH LEADERSHIP	04/30/2024	650.00
16493	LANGFORD, DESIREE	04/30/2024	400.00
16528	AMAZON CAPITAL SERVICES	04/30/2024	1,067.10
3	Computer	Check(s) For a Total of	2,117.10

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	1,050.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	1,050.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,050.00

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 May 28, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$396,830.96. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16494 through 16527, totaling \$396,830.96

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

Check Nbr	Vendor Name	Check Date	Check Amount
16494	ADVANCED EQUIPMENT & SUPPLIES	04/30/2024	21.36
16495	ALL WALL CONTRACTING, INC.	04/30/2024	8,720.00
16496	AMAZON CAPITAL SERVICES	04/30/2024	978.58
16497	ATS INLAND NW, LLC	04/30/2024	4,043.90
16498	AUTO-CHLOR SYSTEM	04/30/2024	706.86
16499	Avista	04/30/2024	12,671.79
16500	BRAUN, RODNEY	04/30/2024	3,250.00
16501	CENTURYLINK	04/30/2024	240.10
16502	DAKOTA ACADEMIC CONSULTING	04/30/2024	2,950.00
16503	DE LAGE LANDEN FINANCIAL SERVI	04/30/2024	49.95
16504	EAI EDUCATION	04/30/2024	1,450.00
16505	EDNETICS NETWORK	04/30/2024	4,744.71
16506	EMBROIDERED SPORTSWEAR, INC	04/30/2024	1,835.82
16507	FATBEAM LLC	04/30/2024	1,390.00
16508	FIKES NORTHWEST, CORP	04/30/2024	2,809.36
16509	FLYLEAF PUBLISHING, LLC	04/30/2024	1,472.85
16510	GOJOE PATROL INC	04/30/2024	919.44
16511	HARLOW'S SCHOOL BUS SERVICE IN	04/30/2024	68,283.72
16512	INLAND NORTHWEST THERAPY, LLC	04/30/2024	27,980.45
16513	J.R. BONNETT ENGINEERING	04/30/2024	2,312.50
16514	NATURE BRIDGE	04/30/2024	29,403.43
16515	OSPI CHILD NUTRITION SERVICES	04/30/2024	2,771.40
16516	PACIFIC PIE, INC.	04/30/2024	1,339.41
16517	ROYAL BUSINESS SYSTEMS, INC	04/30/2024	372.78
16518	SERVPRO OF NORTHEAST SPOKANE	04/30/2024	1,836.65
16519	SPRAGUE PEST SOLUTIONS	04/30/2024	151.32
16520	STAPLES ADVANTAGE	04/30/2024	122.08
16521	T.W. CLARK CONSTRUCTION LLC	04/30/2024	193,325.67
16522	THE HOME DEPOT PRO	04/30/2024	225.10
16523	TK ELEVATOR CORPORATION	04/30/2024	1,279.52
16524	URM	04/30/2024	18,721.71
16525	WAXIE SANITARY SUPPLY	04/30/2024	299.34
16526	WSIPC	04/30/2024	76.21

Check Nbr	Vendor Name	Check Date	Check Amount
16527	ZOOM VIDEO COMMUNICATIONS INC.	04/30/2024	74.95

34 Computer Check(s) For a Total of 396,830.96

	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
	35	Computer	Checks For a Total of	397,898.06
Total For	35	Manual, Wire Tran, ACH & Computer	Checks	397,898.06
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	397,898.06

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 May 28, 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 16480 through 16482 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 900006139 through 900006248 in the total amount of \$710,833.59.

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

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 10:46 AM 04/24/24  
 05.24.02.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1  
 CHECK DATE: 04/30/2024 PERIOD ENDING DATE: 04/30/2024  
 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>
CAPR3	ASSOCIATE PR	4	2.0000		20,771.26	272.00
CASP3	ADMIN OFFICE	1	1.0000		4,200.00	136.00
CCFO3	CHIEF FIN OFF	1	1.0000		10,609.45	136.00
CCOU3	COUNSELOR	5	3.0000		17,309.67	407.99
CCUS4	FACILITIES	6	5.0000		13,263.53	646.00
CDOP3	DIR OF OPS	3	1.0000		6,049.17	139.00
CDSS3	DIR OF SPECIAL	7	2.0000		13,139.51	204.00
CIA3	INST AIDE	57	20.0000		40,635.56	2728.51
CIAB3	INST AIDE	2	1.0000		2,168.26	136.00
CIM13	PRINCIPAL	6	1.0000		13,333.34	136.00
CINT3	INT COACH	6	4.0000		28,223.10	544.00
CKIT4	KITCHEN MGR	1	1.0000		2,636.56	136.00
CKT24	MGR FS/TRANS	1	1.0000		2,022.99	60.00
CKTA4	KITCHEN ASSIST	3	3.0000		6,356.47	408.00
CLGY5	LONGEVITY	17	15.0000		4,625.02	
CMGF3	MANAGER FINANCE	1	1.0000		4,212.07	136.00
CMGH3	HR SPECIALIST	1	1.0000		3,684.54	136.00
CMGT4	MGR TECH	1	1.0000		4,500.00	136.00
CNU13	NURSE	4	1.0000		5,152.74	136.00
COFF3	OFFICE ASSIST	11	3.0000		6,326.33	192.01
COPM3	FACILITES MGR	3	1.0000		11,095.90	136.00
CSP25	SUPPLEMENTAL	28	16.0000		2,201.82	379.82
CSP35	SUPPLEMENTAL	2	2.0000		241.67	19.70
CSU15	SUPPLEMENTAL	8	4.0000		676.67	98.52
CTC13	TEACHER	108	50.0000		266,979.07	6555.17
CTC23	TEACHER	2	1.0000		3,500.17	136.00
CTSU3	BLDG SUB	3	1.0000		3,326.40	136.00
LWOP3	LWOP	34		-158.2400	-3,124.50	-158.42
RTRO3	RETRO PAY 613	1	80.0000		1,048.80	
SUP25	SUPPLEMENTAL	5		5.0000	1,784.72	64.50
TFAC4	FACILITY MGR	1		7.0000	155.47	7.00
TIA3	INST AIDE	8		-28.7500	-577.10	-28.80
TIAS3	INST AIDE-S	6		37.7500	1,417.73	37.90

CHECK DATE: 04/30/2024 PERIOD ENDING DATE: 04/30/2024

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>
TOFM3	OFFICE MGR	5			-0.01	
TSU23	SUBSTITUTE	3		37.2500	724.14	37.30
TSUB3	SUBSTITUTE	13		180.0000	3,380.52	180.00
	REPORT TOTAL	368	223.0000	80.0100	502,051.04	14426.20

CHECK DATE: 04/30/2024 PERIOD ENDING DATE: 04/30/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	368	30,353.92
1FIT	FED INC TAX	FEDERAL TAX	368	31,428.53
1FIT+	FIT ADD AMT	FEDERAL TAX	59	4,791.00
1MED	MEDICARE	MEDICARE	368	7,098.91
1PFML	WA PAID FML	PFML	368	2,653.89
1ReE2	SERS PLAN 2	RETIREMENT	111	6,138.81
1ReE3	SERS PLAN 3	RETIREMENT	67	2,436.19
1ReT0	TRS PLAN 0	RETIREMENT	17	
1ReT2	TRS 2	RETIREMENT	106	13,172.49
1ReT3	TRS PLAN 3	RETIREMENT	100	13,877.37
1WC	WORKERS' COMP	WORKERS' COMP	366	1,771.54
1WLTC	WA LTC	LONG-TERM CARE	344	2,607.12
ACH#2	ACH#2		2	2,724.00
DCP	DCP DRS	TSA-BEFORE TAX	3	2,857.00
DCP R	DCP ROTH	TSA-AFTER TAX	4	1,180.00
DCS-P	CHILD SUPPORT		1	561.00
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%		153	1,019.24
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	14	344.00
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

CHECK DATE: 04/30/2024 PERIOD ENDING DATE: 04/30/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
VHSAE	UMP CDHP EMP	OTH BEF TAX	5	42.00
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	2	154.00
VUER	UMP Achieve1EMP	OTH BEF TAX	41	1,042.00
			3058	137,360.23

CHECK DATE: 04/30/2024 PERIOD ENDING DATE: 04/30/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	368	30,353.92
1MED	MEDICARE	MEDICARE	368	7,098.91
1PFML	WA PAID FML	PFML	368	1,061.33
1ReE2	SERS PLAN 2	RETIREMENT	111	8,646.53
1ReE3	SERS PLAN 3	RETIREMENT	67	4,679.55
1ReT0	TRS PLAN 0	RETIREMENT	19	
1ReT2	TRS PLAN 2	RETIREMENT	106	15,852.73
1ReT3	TRS PLAN 3	RETIREMENT	100	20,267.48
1UC	UNEMPLOYMENT	UNEMPLOY COMP	367	2,705.42
1WC	WORKERS' COMP	WORKERS' COMP	366	3,466.68
SEBB	SEBB		232	114,400.00
VHSS1	UMP CDHP EE HSA		11	250.00
			2483	208,782.55

\*\*\*\*\* 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 May 28, 2024 the board, by a \_\_\_\_\_ vote, approves payments, totaling \$5,539.90. The payments are further identified in this document. Total by Payment Type for Private/Public Account, UMPQUA BANK: Wire/ACH payments totaling \$5,539.90.

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

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

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

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	March Statement	4/12/2024	\$ 5,539.90
		1 ACH/Wire	For a Total of	\$ 5,539.90

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board. As of May 28, 2024 the board, by a \_\_\_\_\_ vote, approves payments, totaling \$804.43. The payments are further identified in this document. Total by Payment Type for Private Account, UMPQUA BANK: Warrant Number 1421 & 1423 , totaling \$804.43.

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
1421	Embroidered Sportswear	4/30/2024	\$ 522.55
1423	Mathias Sanders	4/30/2024	\$ 281.88
		2 Checks	For a Total of \$ 804.43

\*check 1422-Void due to incorrect check amount

# Coversheet

## Enrollment Policy Revision

**Section:** III. Consent Agenda  
**Item:** C. Enrollment Policy Revision  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Enrollment Policy Update (2024-2025).pdf



## **School Enrollment Policy (Updated for 2024-2025)**

Spokane International Academy (SIA) is an open-enrollment, charter public school available to all children. Pursuant to Washington state law, SIA may not limit admission on any basis other than age, grade level, or enrollment capacity in a grade level and must enroll all students who apply within these bases. Also, SIA is open to any student regardless of his or her location of residence, so long as they reside within the state of Washington. If capacity is insufficient to enroll all students who apply, enrollment will be determined by lottery as described below.

SIA is a college preparatory, internationally minded program and its recruitment plan and enrollment policies support its mission to ensure all of its students are prepared to excel in college and future careers. SIA actively recruits students from all neighborhoods in Spokane and works to ensure that all students have equal opportunity to apply to and be enrolled at SIA. We encourage families to read and understand our family handbook as part of the enrollment process to ensure families fully understand the choice they are making to partner with the school.

### **Enrollment Procedures**

#### **Receipt and processing of enrollment forms**

Families may submit enrollment forms via our online enrollment platform Schoolmint. A link to this program is on the homepage of our website and is also available on the enrollment tab at the top of the page. Families must establish an account and use this platform for all other enrollment processes. Families who do not have internet access, or the ability to complete the application process independently, are encouraged to come to the school office. SIA staff will assist them with setting up an account online and registering their student.

**SIA's enrollment window is open from January 2nd through March 16th.**

#### **Lottery and Enrollment Preferences**

If capacity is insufficient to enroll all students who apply to the school at a specific grade level, then SIA will select students through a randomized lottery procedure using Schoolmint.

Per Washington state law, SIA will only grant enrollment preferences based on the following list. All preferences will be based on information provided to SIA on the original enrollment

application. Any family that omits information that would have qualified them for a preference before the lottery running will be subject to the general lottery and will not receive that preference after the enrollment window closes. Any family found to have submitted false information to gain a preference in the lottery will lose their spot and opportunity for enrollment during the upcoming school year.

#### 1. Siblings of currently enrolled students

1. These students will receive an absolute preference and will automatically be offered a spot in the school if space is available in the grade level. If space is not available, the program will randomize all siblings in the same grade level and generate a sibling waitlist for the next available seat.
2. Siblings who are newly attending SIA together will only generate a preference after one of the siblings is selected during the lottery process of that school year.
3. Siblings of students who have graduated from SIA, or left the school, will not be granted a “legacy” preference, or a preference for having a sibling who has previously attended

#### **Sibling Definition**

A sibling is defined at SIA, regarding enrollment, as two or more individuals having one or both legal parents/guardians in common. Students who are fostered by a family will not be granted sibling preference until legal guardianship has been awarded to the family. Due to its impact in our lottery, families may be asked to verify a sibling relationship between two individuals. If it is found that no relationship exists, the students involved would be moved to the bottom of our waitlist and their seats would be offered to the next students on the waitlist. If a family refuses to submit documentation to allow us to verify, the preference will be withheld until such documentation is presented to the school.

#### **Lottery:**

Students who do not qualify for the sibling definition will all be placed in a lottery for enrollment for the remaining available seats in each grade level. Some students will receive a preference in the lottery if they meet one of the criteria mentioned below. For a point of clarification, the list below are preferences and do not guarantee enrollment at SIA, the preferences simply increase the likelihood of a student being selected in the general lottery.

#### 1. Children (in legal custody) of contracted full-time staff members:

1. Students fitting this description will be given a 5:1 preference in the lottery
2. Students from economically disadvantaged families
  1. Students fitting this description will be given a 3:1 preference in the lottery
  2. Students will receive this preference if their family qualifies for Free or Reduced Lunch
    1. This needs to be indicated on the original application online in order to qualify for the preference and will be confirmed via a completed and

approved Meal Application form submitted in the summer prior to the beginning of the school year.

3. All applicants who do not qualify for a preference
  1. Students who submit applications for which no preference is generated based on the aforementioned list.
  2. All students in this category will have their names entered once in the lottery for consideration.

### **Lottery Process**

The Lottery will be governed by the following rules:

- i. All students who fit the criteria, as established by WA law, and who applied during the open enrollment window, are placed in the lottery for either available seats or to be on a waitlist if no seats are currently available.
- ii. Preferences will be determined based on information received in the student's application to the school.
- iii. The Director of Operations at SIA will run the lottery and will generate enrollment lists. A representative from our Board of Directors will be present to observe the lottery to ensure accuracy and fairness.
- iv. After the available slots are filled, the Schoolmint platform will develop waitlists with the remaining students in each grade level.
- v. If, following the lottery, it is identified that families have submitted false information to gain an advantage in the lottery or admission to SIA outside of the aforementioned age/grade guidelines, that student will be removed from SIA and their application will no longer be valid for the school year.

Families will be notified of the official results immediately following the lottery through the account they set up in Schoolmint.

Families will have seven days following the lottery notification to accept their offer for enrollment. During the days leading up to this deadline, SIA will attempt to verify personally with each family via SchoolMint whether they are accepting the offer and enrolling their child at our school. If we are unsuccessful in contacting the family for verification during that 7-day window, we will then offer that student's seat to the next student on the waitlist at 4 pm on the 5th day.

After all seats have been assigned, a waitlist will be established for the remaining students who have registered if a seat should open up. Once the lottery is complete, SIA will continue to accept applications on a rolling basis. Those students will be added to the waitlist. We will continue to fill all open seats throughout the year until April 1st.

### **Waitlist**

The waitlist for each respective grade level will be created immediately following the lottery process for all applicants who did not receive a spot at SIA during the lottery. When spots become available in a grade level, the first waitlisted student will be called and offered the spot. This family will have until 4 pm on the 2nd day following the offer to accept the spot before it is offered to the next student on the list. Waitlists for SIA will not carry over from school year to school year. If a family is on the waitlist from a previous school year, they will need to reapply for the following school year.

### **Withdrawal and Re-enrollment**

If a student formally withdraws from SIA at any point following registration, they can only be readmitted by resubmitting an application during an open enrollment period. Such student(s) will be placed at the bottom of the waitlist upon expressing a desire to re-register.

### **Grade Placement Upon Enrollment**

SIA conducts academic assessments on all students who are enrolling for the first time. Following these assessments, students who are accepted will be placed appropriately with peers who show similar academic ability, taking into account students with special needs and other circumstances.

### **Age Ranges for Students Entering SIA**

SIA will also take into account the age of a student upon submission of an application when determining eligibility.

#### **Age Range**

Students may not be more than one year older than a typical student in a grade level. For example, a student typically turns the age of 12 at some point during his/her 6th grade year. SIA would accept an application for a 6th grader turning 13 during the school year, but not 14, regardless of the circumstances.

#### **Kindergarten**

Students wishing to enter the lottery for kindergarten must turn five years old prior to September 1st. If a student is accepted during the lottery and it is discovered during the enrollment process that the student's birthday does not meet this requirement, that student will lose their spot and will need to reapply for the following school year.

Students who have already successfully completed kindergarten at a different school will not be allowed to repeat kindergarten at SIA. Applications for students that fit this case will be transferred to the 1st-grade list, so long as the information is made known to SIA staff prior to conducting the lottery. If identified after the lottery, this student will have their application transferred to the bottom of the 1st-grade waitlist.

Some local districts offer the opportunity for four-year-olds to prove their ability to enroll in kindergarten early through testing. We do not participate in this practice at SIA as we do not have an assessment that determines eligibility for attending SIA.

### **Successful Completion of Previous Grade**

Students enrolling at SIA need to demonstrate successful completion of the previous grade upon enrollment to be granted a space in the grade level for which they are applying. For example, a student applying to enter 5th grade must be able to verify successful completion of 4th grade upon enrollment. Students who have not completed a previous grade level will be asked to complete that grade level prior to enrolling. As such, students will not be allowed to repeat a grade level previously attempted at another school. For example, a student who did not successfully complete 3rd grade at their previous school would not be allowed to repeat 3rd grade the following year at SIA.

### **Grade Skipping**

Students will not be allowed to skip a grade between their previous school and attending SIA. For example, if a student completes 4th grade at their previous school and applies for 6th grade at SIA, SIA staff would instead enroll that student in 5th grade, if there is room.

# Coversheet

## Highly Capable Program

**Section:** IV. Items for Board Approval  
**Item:** A. Highly Capable Program  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2023-24 Highly Capable Program Plan - Introduction.pdf  
2023-24 Highly Capable Program Plan (Form 1\_3).pdf  
2023-24 Highly Capable Program Plan (Form 2\_3).pdf  
2023-24 Highly Capable Program Plan Form 3\_3.pdf

## 2023-24 Highly Capable Program Plan - Introduction

<b>Local Education Agency (LEA) Name</b>	Spokane International Academy 32901
<b>First and Last Name, Position Title</b>	Caryn McGee, Director of Curriculum and Instruction
<b>Universal screening must occur once in or before second grade, and once in or before sixth grade.</b>	X
<b>Ensure that all students across all district educational settings at the identified grade levels are included in screenings.</b>	X
<b>Every student must be screened using at least two student data points.</b>	X
<b>Data sources do not have to be the same for every student.</b>	X
<b>Review student IEP and 504 plans for supportive data and follow accommodations.</b>	X
<b>Review data for Multilingual students for rapid language acquisition and use nonverbal assessments if native language assessments are not available.</b>	X
<b>Universal screening is not used to exit students from placement for services.</b>	X

**2023-24 Highly Capable Program Plan (Form 1/3)**

<b>Local Education Agency (LEA)</b>	Spokane International Academy 32901
<b>First and Last Name, Position Title</b>	Caryn McGee, Director of Curriculum
<b>Email</b>	<a href="mailto:mcgee@spokaneintlacademy.org">mcgee@spokaneintlacademy.org</a>
<b>Universal Screening Grade Level K-2</b>	K-2
<b>Universal Screening Grade Level 3-6</b>	3-6
<b>State Standard-Based Assessments</b>	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
<b>Classroom-Based Assessments</b>	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
<b>Iowa Assessments (Form E)</b>	N/A
<b>Logramos (Spanish)</b>	N/A
<b>Kaufman Test of Educational Achievement, 3rd Edition (KTEA-3)</b>	N/A
<b>Test of Early Mathematics Ability (TEMA-3)</b>	N/A
<b>Test of Early Reading Ability (TERA-3)</b>	N/A

<b>Test of Early Written Language (TEWL-3)</b>	N/A
<b>Other Academic Achievement Screening Procedure</b>	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
<b>If you selected "Other" above, please describe below:</b>	We use the NWEA MAP test to identify students. If a student scores in the 90th percentile or higher in either reading or math, they can qualify for our highly capable program.
<b>CogAt 7 or 8 Screening Form</b>	K, 1, 2, 3, 4, 5
<b>CogAt 7 or 8 Full Battery</b>	K, 1, 2, 3, 4, 5
<b>Naglieri Nonverbal Aptitude Test (NNAT 2 or 3)</b>	N/A
<b>Naglieri General Ability Test (Verbal, Nonverbal, Quantitative)</b>	N/A
<b>Stanford Binet Intelligence Scales (SB5)</b>	N/A
<b>Stanford Binet Intelligence Scales for Early Childhood (Early SB5)</b>	N/A
<b>Wechsler Preschool Primary Scale of Intelligence (WPPSI IV)</b>	N/A
<b>Wechsler Intelligence Scale for Children (WISC V)</b>	N/A

<b>Woodcock-Johnson Tests of Cognitive Abilities (WJ IV Cog)</b>	N/A
<b>Other Cognitive Screening Procedure</b>	N/A
<b>Torrance Test of Creative Thinking</b>	N/A
<b>Other Creativity Screening Procedure</b>	N/A
<b>WA Kindergarten Inventory of Developing Skills (WaKIDS)</b>	N/A
<b>Gifted Evaluation Scale, 3rd Edition (GES-3)</b>	N/A
<b>Gifted Rating Scale (GRS)</b>	N/A
<b>Scales for Identifying Gifted Students (SIGS-2)</b>	N/A
<b>Universal Talented and Gifted Screener (UTAGS)</b>	N/A
<b>HOPE Teacher Rating Scale</b>	N/A
<b>Kingore Observation Inventory, 2nd Edition (KOI)</b>	N/A

<b>Scales for Rating the Behavior Characteristics of Superior Students (Renzulli-Hartman)</b>	N/A
<b>TAB (Traits, Aptitude, Behavior) MM Frasier</b>	N/A
<b>USTARS -PLUS Teacher Observation of Potential in Students (TOPS)</b>	N/A
<b>Other Supportive Norm-Referenced Scales and Non-Standard Resources</b>	N/A
<b>WIDA (Language Proficiency Assessment)</b>	N/A
<b>Mastery-based Proficiency Screener in Primary Language</b>	N/A
<b>Individual Educational Plan (IEP)</b>	N/A
<b>ADA Section 504 (accommodation plan for disability)</b>	N/A

**2023-24 Highly Capable Program Plan (Form 2/3)**

<b>Local Education Agency (LEA)</b>	Spokane International Academy 32901
<b>First and Last Name, Position Title</b>	Caryn McGee, Director of Curriculum and Instruction
<b>State Assessment(s)</b>	N/A
<b>MAP for Primary Grades (MPG)</b>	N/A
<b>Measures of Academic Progress (MAP)</b>	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Iowa Test of Basic Skills (ITBS)</b>	N/A
<b>Iowa Test of Education Development (ITED)</b>	N/A
<b>Stanford Achievement Test Series, 10th Edition (SAT10)</b>	N/A
<b>Woodcock-Johnson IV (WJIV)</b>	N/A
<b>Kaufman Test of Educational Achievement (KTEA)</b>	N/A
<b>Other Academic Achievement Identification Measure</b>	N/A

<b>CogAt 7 or 8 Screening Form</b>	K, 1, 2, 3, 4, 5
<b>CogAt 7 or 8 Full Battery</b>	K, 1, 2, 3, 4, 5
<b>Naglieri Nonverbal Aptitude Test (NNAT2)</b>	N/A
<b>Stanford Binet Intelligence Scales (SB5)</b>	N/A
<b>Stanford Binet Intelligence Scales for Early Childhood (Early SB5)</b>	N/A
<b>Wechsler Intelligence Scale for Children, 4th Edition (WISC IV)</b>	N/A
<b>Woodcock-Johnson IV (WJ IV)</b>	N/A
<b>Otis-Lennon School Ability Test, 8th Edition (OLSAT 8)</b>	N/A
<b>Other Cognitive Identification Measure</b>	N/A
<b>Torrance Test of Creative Thinking</b>	N/A
<b>Other Creativity Identification Measure</b>	N/A

<b>Gifted Rating Scales, 2003 (GRS)</b>	N/A
<b>Scales for Rating the Behavioral Characteristics of Superior Students (Renzulli Scales)</b>	N/A
<b>Scales for Identifying Gifted Students, 2004 (SIGS)</b>	N/A
<b>Washington Kindergarten Inventory of Developing Skills (WaKIDS)</b>	N/A
<b>Other Research-based Identification Measure</b>	N/A
<b>Kingore Observation Inventory</b>	N/A
<b>Teacher Rating Scale (locally developed)</b>	N/A
<b>Parent Rating Scale (locally developed)</b>	N/A
<b>Report Card</b>	N/A
<b>Portfolio - Work Samples</b>	N/A
<b>Other Informal Identification Measures</b>	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

**If you selected "Other" above,  
please describe below:**

We accept teacher and parent recommendations for screening and/or reconsideration of data.

**2023-24 Highly Capable Program Plan Form 3/3**

<b>Local Education Agency (LEA) Name</b>	Spokane International Academy 32901
<b>First and Last Name, Position Title</b>	Caryn McGee, Director of Curriculum and Instruction
<b>Select checkbox if Gifted Value 32 is applicable</b>	X
<b>Gifted Value 32 - Classroom-Based Services and Programs</b>	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
<b>Select checkbox if Gifted Value 33 is applicable</b>	X
<b>Gifted Value 33 - Unique HCP Services and Programs</b>	Supplemental Pull-Out Program
<b>Supplemental Pull-Out Program</b>	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Select checkbox if Gifted Value 34 is applicable</b>	X
<b>Gifted Value 34 - Acceleration Services and Programs</b>	Academic Acceleration for HS Students, Advanced Placement, Running Start, Subject-Based Acceleration
<b>Academic Acceleration for High School Students</b>	9, 10, 11

<b>Advanced Placement (AP)</b>	9, 10
<b>Running Start</b>	11
<b>Subject-Based Acceleration</b>	7, 8, 9, 10
<b>Select checkbox if Gifted Value 35 is applicable</b>	

# Coversheet

## Out of Endorsement Teaching Staff

**Section:** IV. Items for Board Approval  
**Item:** B. Out of Endorsement Teaching Staff  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2022-5 - Out of Endorsement Teaching Staff (Seideman).pdf



Adopted November 2022

Resolution 2022-5 - Out of Endorsement Teaching Staff (Dalaney Seideman)

Title - Out of Endorsement Teaching Staff (Dalaney Seideman)

Number - 2022-5

Last Revised - 11/22/22

SIA acknowledges that Dalaney Seideman is currently recognized by CEDARS and OSPI as "Out of Endorsement." Ms. Seideman is teaching an elective course on writing a bilingual children's book (in English and Spanish). She holds endorsements in ENGLISH LANGUAGE LEARNER and ENGLISH LANGUAGE ARTS. Ms. Seideman co-teaches this class with Rachel Harvey, a middle and high school Spanish teacher. The course is coded as Spanish Literature 24060, which is not within Ms. Seideman's endorsed areas. Ms. Harvey, however, is endorsed to teach this class. Since only one course code can be chosen, and the two teachers do not share an endorsement, one of them will inevitably teach out of their endorsed area.

SIA's Director of Curriculum and Instruction has ensured that the resources, materials, and curriculum used in the course meet high-quality teaching and learning standards and align with educational expectations.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_  
Board President or Designee

Attest: \_\_\_\_\_  
CEO

Adoption Date: 11/22/22

# Coversheet

## Enrollment Update

**Section:** VII. Enrollment  
**Item:** A. Enrollment Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** SIA actual vs projected enrollment-May 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	70.00	70.00	70.22	69.84	0.38
1st	86.00	87.70	89.00	94.00	95.00	94.00	95.00	94.00	93.00	93.00	91.97	93.12	-1.15
2nd	90.00	88.00	89.00	93.00	91.00	91.00	92.00	94.00	93.00	93.00	91.22	93.12	-1.90
3rd	91.00	94.00	93.00	95.00	96.00	96.00	96.00	96.00	96.00	96.00	94.78	93.12	1.66
4th	88.00	91.00	92.00	94.00	95.00	94.00	95.00	94.00	93.00	93.00	92.89	93.12	-0.23
5th	69.00	71.00	72.00	72.00	72.00	72.00	71.00	71.00	70.00	70.00	71.11	66.93	4.18
6th	68.00	68.00	69.00	69.00	69.00	68.00	69.00	68.00	68.00	68.00	68.44	67.90	0.54
7th	67.00	69.00	70.00	68.00	68.00	67.00	67.00	68.00	67.00	67.00	67.89	66.90	0.99
8th	57.00	60.00	60.00	59.00	59.00	57.00	57.00	59.00	59.00	59.00	58.56	58.20	0.36
9th	35.00	34.00	35.00	34.00	34.00	33.00	34.00	34.00	34.00	34.00	34.11	33.95	0.16
10th	16.00	15.00	14.00	16.00	14.00	13.00	14.00	14.00	13.00	13.00	14.33	29.10	-14.77
11th	2.14	2.14	2.14	2.14	2.47	2.47	2.57	1.97	1.97	1.97	2.22	9.00	-6.78
12th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<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>757.97</b>	<b>0.00</b>	<b>757.75</b>	<b>774.30</b>	<b>-16.55</b>

K-8 Totals	682.00	698.70	706.00	716.00	716.00	709.00	713.00	714.00	709.00	0.00	707.08	702.25	1.01
9-12 Totals	53.14	51.14	51.14	52.14	50.47	48.47	50.57	49.97	48.97	0.00	50.67	72.05	0.70

	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	104.00		95.88	87.00	1.10