



Spokane International Academy

September Regular Board Meeting

Published on September 20, 2024 at 3:50 PM PDT

Amended on September 24, 2024 at 7:38 AM PDT

Date and Time

Wednesday September 25, 2024 at 4:30 PM PDT

Location

Monthly Board meetings will be held in person every 4th Wednesday of each month at the Spokane International Academy campus, lower level in the Media Center (unless the day falls on a holiday). A virtual option is available via Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/86373525000?pwd=fjV57eCbjOL2yX43M8k45mgPUKPnLK.1>

Meeting ID: 863 7352 5000

Passcode: 598005

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
II. Consent Agenda			4:31 PM

	Purpose	Presenter	Time
A. August Board Meeting Minutes	Approve Minutes		
B. Board Retreat Minutes August 9, 2024 Notes	Vote	Cassie Anderson	3 m
C. Board Votes for New Board Members 1. Ashlee Lent - quorum not met in August 2. Charina Carothers	Vote	Cassie Anderson	3 m
D. August Financials	Vote		
E. Updated Family Handbook 2024-2025 Family Handbook	Vote		
F. School Specific Goals https://docs.google.com/document/d/1oOq3h50Qbj_4FfGPfx7LtDXxP2a3K_T5R5ZV79YlZrA/edit	Vote		

III. August Consent Agenda 4:37 PM

Quorum was not met in August

A. Approve July Board Meeting Minutes	Vote		
B. Monthly Financials July AP Board Report July Budget Status CF23.24 Payroll Report	Vote		
C. WIAA and Sports	Vote		
D. Employee Handbook SIA 2024-2025 Employee Handbook Updates SIA Employee Handbook (24-25) Final	Vote		
E. Resolution 2024-1/2024-2 Out of Endorsement Teaching Staff (Grant and Davis)	Vote		
T. Grant - https://docs.google.com/document/d/1bgcWNhB6R-asnriYJbx9ATThLIGfJpEK1dbykyvaGI/edit?usp=sharing			

	Purpose	Presenter	Time
T- Davis - https://docs.google.com/document/d/1qY4t-L6XAV6vk11KtWkPh3SPwZhLAitQemT3cq3z1Sg/edit?usp=sharing			
IV. School Updates			4:37 PM
A. Enrollment	Discuss	Morgen Flowers-Washington	5 m
B. Staffing	Discuss	Morgen Flowers-Washington	5 m
Hiring MLL Teacher and Community Organizer			
C. School Calendar	Discuss	Morgen Flowers-Washington	3 m
SIA invites Board members to visit and join special school events.			
V. Head of School Goals			4:50 PM
A. Board Votes for Head of School Goals	Vote	Cassie Anderson	5 m
VI. Head of School Written Update			4:55 PM
A. September Updates	FYI	Morgen Flowers-Washington	3 m
VII. Governance			4:58 PM
A. Compliance Training Requirements	Discuss	Cassie Anderson	5 m
B. Board Committees	Discuss	Cassie Anderson	5 m
VIII. Academic Excellence			
IX. Development			
X. Diversity, Equity and Inclusion			
XI. Facility			
XII. Finance			

	Purpose	Presenter	Time
XIII. Other Business			5:08 PM
A. Schedule December Meeting	Discuss		
B. Executive Session	Discuss		20 m
<p>A governing body subject to the OPMA is allowed to go into executive sessions <i>only</i> for the reasons listed in RCW 42.30.110.</p>			
XIV. Closing Items			5:28 PM
A. Adjourn Meeting	Vote		

Coversheet

August Board Meeting Minutes

Section: II. Consent Agenda
Item: A. August Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on August 28, 2024

DRAFT



Spokane International Academy

Minutes

Regular Board Meeting

In Person with Zoom option

Date and Time

Wednesday August 28, 2024 at 4:30 PM

Location

Monthly Board meetings will be held in person every 4th Wednesday of each month at the Spokane International Academy campus (unless the day falls on a holiday). Virtual option is available via Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/86373525000?pwd=fjV57eCbjOL2yX43M8k45mgPUKPNLK.1>

Meeting ID: 863 7352 5000

Passcode: 598005

Directors Present

Cassie Anderson, David James, Josiah Lara (remote), Ken Vorhees (remote), Matthew Hoag (remote)

Directors Absent

Bob Castle, Guillermo Espinosa, Jeff Hyslop, John Pell, Maureen Rosette

Guests Present

Ashlee.Lent@mossadams.com (remote), Charina Carothers, Italiana Hughes (remote), Morgen Flowers-Washington, Myra Keast, Sam Schweda, mcgee@spokaneintlacademy.org

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Cassie Anderson called a meeting of the board of directors of Spokane International Academy to order on Wednesday Aug 28, 2024 at 4:38 PM.

II. Consent Agenda

A. Approve Previous Minutes

Motion to unofficial minutes, quorum was not met Regular Board Meeting on 07-23-24.
unofficial minutes, quorum was not met
The board **VOTED** to approve the motion.

B. Monthly Financials

C. WIAA and Sports

SIA joined the Washington Interscholastic Activities Association (WIAA) this year to offer Cross Country and Track and Field to middle and high school students.

SIA also began a partnership with Spokane Youth Sports Association (SYSA) to offer after-school sports programs to Kindergarten through 5th grade students.

D. Employee Handbook

Updates to the Employee Handbook were submitted for Board approval.

- Changes in Discipline
- Changes in building procedure
- Paid/Unpaid Leave
- Supplemental Contracts, Stipends, and Additional Compensation

Student's cell phone policy is included in the family handbook. Cell phone contract will be enforced after two incidents

E. Resolution 2024-1/2024-2 Out of Endorsement Teaching Staff (Grant and Davis)

Out of Endorsement Teaching Staff resolution for two newly hired teachers were submitted for Board approval: Tymen Grant and Tristandoss Davis. Both teachers are credentialed to teach middle school through 9th grade. T. Grant was hired to teach High School Math, mainly Algebra 2; whereas T. Davis will teach Geometry

A quorum was not met in August; therefore, all items in the Consent Agenda will be resubmitted next month.

III. Public Comment

A. Charina Caruthers - guest

Charina Carothers is present at today's meeting to observe. Ms. Carothers is interested to join the SIA Board. Ms. Carothers has visited and toured the school and her resume was shared with the Board for review.

IV. Enrollment

A. Enrollment Update

Russ Battiata was excused from today's meeting. Morgen reported.

SIA is fully enrolled as of today. 168 new students were called to make sure they would be attending. Out of 168, 10 will not be attending SIA.

Russ Battiata made offers today (from the waitlist) to fill those available seats. Families will need to complete their paperwork.

Enrollment #: 861 students total
SIA is expecting 70 Kindergarteners.

Ken Vorhees congratulates Morgen and SIA for full enrollment.

Josiah Lara joined at 4:45 pm (virtual).

V. Head of School Updates

A. Staffing Updates 24-25

Morgen reports that SIA is fully staffed, with a couple of unexpected openings:

- MLL teacher- this teacher did not show up on August 26th, first day of training. SpEd including MLL services will start on the 2nd week of school.
- Instructional Assistant-this person also did not show up for training week.

SIA has contracted a School Psychologist this year.

All teaching staff attended an in-depth training with RELAY on Tuesday and Wednesday this week. There will be an Emergency Procedure training for the rest of the week.

B. Strategic Planning

Document provided for Board's resource

C. Head of School Goals

Head of School Goals - Pending Board approval.
Morgen is also waiting for feedback from the Board.

D. State Test Scores vs. SIA SBA

Students take the Smarter Balance Assessment (SBA) annually in May. SBA is the state's assessment.

A few highlights from the report (showing how SIA students measured with other WA State students)

MATH- 3rd to 5th graders exceeded state scores

- 3rd Grade - WA State 50% proficient; SIA 62% proficient
- 4th Grade - WA State 48% proficient; SIA 53% proficient
- 5th Grade - WA State 41% proficient; SIA 64% proficient
- SIA 6th graders - WA State's score 47%; SIA 42% (did not exceed)
- 7th grade - SIA and state the same score at 38% proficient
- 8th grade - WA State 48%; SIA 55% (exceeded)
- SIA 10thth - WA State 28%; SIA 23% (did not exceed)

SIA had thirteen 10th graders enrolled.

Ken inquired about the drop in proficiency in Level 1 and Level 2 in Math. Morgen feels the drop is due to the inconsistent curriculum used by teachers. New high school students are also a factor.

SIA has a partnership with Instruction Partners wherein this year's goal is to raise the level of instruction and rigor at SIA.

This year, SIA hired additional Math teachers (one FTE); and IA in middle school to assist students in the secondary academy.

A new Math coach was also hired. Instructional Assistants with content skills were hired.

Ken points out that the State level is on the same trend. Glad to hear that SIA has a plan to improve

Cassie commented that it could be students taking the test rush through especially in Math.

Morgen commented that Math practice at home is not so good, inconsistent, or not being practiced at all.

ELA report:

- 3rd Grade - WA State 48% proficient; SIA 54% proficient (exceeded)
- 4th Grade - WA State 49% proficient; SIA 41% proficient (did not exceed)
- 5th Grade - WA State 53% proficient; SIA 64% proficient (exceeded)
- 6th Grade - WA State 47% proficient; 53% proficient (exceeded)
- 7th Grade - WA State 51% proficient; SIA 51% proficient (same)
- 8th Grade - WA State 48% proficient; SIA 55% proficient (exceeded)
- 10th Grade - WA State 60% proficient; SIA 76% proficient (exceeded)

The SBA Report card (SIA vs. WA State schools in 2023-2024)

SIA reported 90% attendance by the end of 2024 with 756 students. 55.8% met ELA standards; 49.4% met Math Standards based on the Spring 2023 assessment; 53.9% met Science standards. Note: There was no detailed SBA report provided to schools for Science.

Morgen reiterated that the goal is to exceed the state and schools in the area (Arlington, Mead).

E. Charter Commission Report

Morgen will send the report to the Board for review.

Best practices for MLL students; CHAS grant \$7,000 will be used to help improve programs.

VI. Governance

A.

Ashley Lent, New Board Member

Cassie introduced Ashlee Lent. Ms. Lent attended the board retreat in August. She is an accountant and works for a non-profit in Spokane focusing on education.

A quorum was not met today for Board approval of Ashlee's nomination.

Motion to approve Ashlee Len't Board nomination.

A quorum was not met in today's meeting.

The motion did not carry.

B. Nomination as Board Member, Charina Carothers

Charina Carothers toured SIA and met with Morgen and Cassie earlier this month. Their resume was also shared with the Board.

Brief Background on Charina Carothers:

- Resident of Spokane
- Has two kids, one graduated from Pride Prep Charter School, and the other attending North Central High School.
- Is a Clinical social worker; works at UW
- Wants to join the board; is passionate about education and loves to empower young people.

C. Board Training and Public Disclosure Info for all Board Members

Cassie reminded the Board about the required training for compliance. The Charter Commission sent an email with a deadline of September 15 and the list of members who are missing some requirements.

Cassie will work with Morgen and Myra to complete the requirements.

VII. New Business

A. SIA Renewal Inspection Report

SIA to the Start process.

For the Board's FYI.

B.

Charter School Contract Transfer Application: Spokane International Academy

For the Board's FYI.

C. Board Retreat Notes

The facilitator compiled notes and shared them in the agenda. Cassie wishes to focus on goals and Board roles this year.

Cassie would like to create the Board foundation based on the goals and how to meet SIA's mission and Head Of School goals so all aspects complement.

In September, they will circle back and create Board Goals.

VIII. Closing Items

A. Adjourn Meeting

The Board the staff the best of luck for the new school year.

Great job to Cassie Anderson for her first meeting as Board Chair.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:38 PM.

Respectfully Submitted,
Cassie Anderson

Coversheet

August Financials

Section: II. Consent Agenda
Item: D. August Financials
Purpose: Vote
Submitted by:
Related Material: Wire_register_08.24.pdf
Private_ck_register_08.24.pdf
Aug_mid_AP_2024.pdf
Aug_EOM_AP_2024.pdf
Aug_Payroll_2024.pdf
Aug_Payroll_2024-X_Run_B.DeJager.pdf
Aug_2024_Budget_Status.pdf
Aug 2024 Budget Status.pdf
Additional_notes_for_AP_Payroll.Board-Aug.pdf
CF23.24.xlsx

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 September 25, 2024 the board, by a _____ vote, approves payments, totaling \$98,772.38. The payments are further identified in this document. Total by Payment Type for Private/Public Account, UMPQUA BANK: Wire/ACH payments totaling \$98,772.38.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	July Statement	8/16/2024	\$ 7,647.38
ACH	SIA-Megnesium Acct	Transfer	8/16/2024	\$91,125.00
		2 ACH/Wire	For a Total of	\$98,772.38

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 September 25, 2024 the board, by a _____ vote, approves payments, totaling \$178.01. The payments are further identified in this document. Total by Payment Type for Private Account, UMPQUA BANK: Warrant Number 1430 , totaling \$178.01.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
1430	Robert Hyde	8/15/2024	\$ 178.01

1 Checks For a Total of \$ 178.01

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 September 25, 2024, the board, by a _____ vote, approves payments, totaling \$261,385.29. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:
Warrant Numbers 16693 through 16728, totaling \$261,385.29

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

Check Nbr	Vendor Name	Check Date	Check Amount
16693	ADVANCED EQUIPMENT & SUPPLIES	08/15/2024	95.26
16694	ANDERSON, CASSIE	08/15/2024	62.11
16695	ATS INLAND NW, LLC	08/15/2024	6,199.92
16696	AUTO-CHLOR SYSTEM	08/15/2024	686.70
16697	Avista	08/15/2024	22,234.34
16698	CENTURYLINK	08/15/2024	243.64
16699	CHEMSEARCHFE	08/15/2024	1,247.41
16700	CITY OF SPOKANE	08/15/2024	3,694.52
16701	COMCAST BUSINESS	08/15/2024	779.92
16702	DE LAGE LANDEN FINANCIAL SERVI	08/15/2024	1,377.78
16703	DEPARTMENT OF ENTERPRISE SERVI	08/15/2024	1,776.00
16704	DEPT OF LABOR AND INDUSTRIES	08/15/2024	182.50
16705	EAST MAGNESIUM PROPERTIES LLC	08/15/2024	8,124.50
16706	EDGEWOOD PARTNERS INS. CENTER	08/15/2024	9,031.60
16707	EDNETICS NETWORK	08/15/2024	4,759.33
16708	EDTECH101	08/15/2024	43,164.00
16709	FIKES NORTHWEST, CORP	08/15/2024	519.93
16710	GOJOE PATROL INC	08/15/2024	1,800.55
16711	HARLOW'S SCHOOL BUS SERVICE IN	08/15/2024	35,767.70
16712	LEAF CAPITAL FUNDING, LLC.	08/15/2024	112.64
16713	M & L SUPPOY CO., INC.	08/15/2024	366.48
16714	MACKIN & LITTLE, INC	08/15/2024	3,368.10
16715	MCGEE, CARYN	08/15/2024	241.98
16716	MOON SECURITY SERVICE INC	08/15/2024	165.92
16717	NATURE BRIDGE	08/15/2024	62.52
16718	PHILADELPHIA INSURANCE COMPANI	08/15/2024	3,009.00
16719	PRO MECHANICAL SERVICES, INC	08/15/2024	105,985.08
16720	RAINBOW ELECTRIC, INC.	08/15/2024	3,924.00
16721	ROYAL BUSINESS SYSTEMS, INC	08/15/2024	96.91
16722	SCHOOL SPECIALTY, LLC.	08/15/2024	34.90
16723	SPRAGUE PEST SOLUTIONS	08/15/2024	217.62
16724	STATE AUDITOR'S OFFICE	08/15/2024	1,391.00
16725	SUTTON, JAMES B	08/15/2024	354.42

Check Nbr	Vendor Name	Check Date	Check Amount
16726	TREMBLAY, ARICA	08/15/2024	159.06
16727	WALLACE, NATHAN	08/15/2024	73.00
16728	ZOOM VIDEO COMMUNICATIONS INC.	08/15/2024	74.95
36	Computer	Check(s) For a Total of	261,385.29

	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
	36	Computer	Checks For a Total of	261,385.29
Total For	36	Manual, Wire Tran, ACH & Computer	Checks	261,385.29
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	261,385.29

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 September 25, 2024, the board, by a _____ vote, approves payments, totaling \$55,997.27. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:
Warrant Numbers 16738 through 16755, totaling \$55,997.27

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

Check Nbr	Vendor Name	Check Date	Check Amount
16738	AMAZON CAPITAL SERVICES	08/30/2024	440.32
16739	BLICK ART MATERIALS	08/30/2024	2,183.27
16740	BRAUN, RODNEY	08/30/2024	3,250.00
16741	CENTURYLINK	08/30/2024	243.64
16742	COMMUNITY COLLEGES OF SPOKANE	08/30/2024	9,706.81
16743	EDNETICS NETWORK	08/30/2024	4,759.33
16744	FATBEAM LLC	08/30/2024	1,390.00
16745	FIRST INSURANCE FUNDING	08/30/2024	9,031.60
16746	FOGG ELECTRIC, INC.	08/30/2024	6,400.00
16747	FOUR SEASONS LANDSCAPING INC	08/30/2024	3,603.74
16748	JOHNSON CONTROLS FIRE PROTECTI	08/30/2024	1,367.48
16749	KEAST, MYRA	08/30/2024	99.20
16750	REYES SERRANO, WALTER SAUL	08/30/2024	160.58
16751	SPECIALTY NORTHWEST, LLC	08/30/2024	12,410.28
16752	SPRAGUE PEST SOLUTIONS	08/30/2024	296.75
16753	SWANSON'S REFRIGERATION AND RE	08/30/2024	503.11
16754	WSIPC	08/30/2024	76.21
16755	ZOOM VIDEO COMMUNICATIONS INC.	08/30/2024	74.95
18	Computer	Check(s) For a Total of	55,997.27

	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
	18	Computer	Checks For a Total of	55,997.27
Total For	18	Manual, Wire Tran, ACH & Computer	Checks	55,997.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	55,997.27

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, Spokane International Academy - September Regular Board Meeting - Agenda - Wednesday September 25, 2024 at 4:30 PM
 RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of September 25, 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 16729 through 16732
 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 900006571 through 900006670
 in the total amount of \$734,331.98.

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

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 9:02 AM 08/27/24
 05.24.06.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1
 CHECK DATE: 08/30/2024 PERIOD ENDING DATE: 08/26/2024
 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	3	2.0000		20,933.34	288.00
CASP3	ADMIN OFFICE	1	1.0000		4,374.68	88.00
CCFO3	CHIEF FIN OFF	1	1.0000		10,943.75	144.00
CCOU3	COUNSELOR	5	3.0000		17,309.63	0.10
CCUS4	FACILITIES	5	4.0000		10,558.92	540.00
CDOP3	DIR OF OPS	3	1.0000		6,049.13	147.20
CDSS3	DIR OF SPECIAL	7	2.0000		15,010.64	216.00
CIA3	INST AIDE	57	20.0000		40,635.01	
CIAB3	INST AIDE	2	1.0000		2,168.22	
CIM13	PRINCIPAL	6	1.0000		14,375.00	144.00
CINT3	INT COACH	6	4.0000		28,222.90	
CKIT4	KITCHEN MGR	1	1.0000		2,636.50	
CKTA4	KITCHEN ASSIST	3	3.0000		4,353.87	
CLGY5	LONGEVITY	17	15.0000		4,624.78	
CMGF3	MANAGER FINANCE	1	1.0000		4,212.01	64.00
CMGH3	HR SPECIALIST	1	1.0000		3,684.44	64.00
CNU13	NURSE	4	1.0000		5,152.72	
COFF3	OFFICE ASSIST	12	3.0000		6,097.19	
CTC13	TEACHER	110	50.0000		266,005.94	32.00
CTC23	TEACHER	4	2.0000		4,746.67	
NATB5	NATB5	2		2.0000	12,412.00	
SUP13	SUPPLEMENTAL	2	2.0000		3,050.00	
SUP25	SUPPLEMENTAL	5		380.0000	7,783.13	380.00
TECH3	TECHNOLOGY	1		96.0000	3,284.16	96.00
TFAC4	FACILITY MGR	1		138.0000	3,064.98	138.00
TIAS3	INST AIDE-S	5		405.0000	7,319.28	405.00
TOFM3	OFFICE MGR	4		-23.0000	-470.81	-23.00
TOV3	OVERTIME	2		3.0000	92.14	3.00
TPLC5	P/L Buyback	56		893.5600	17,312.77	893.70
TSUB3	SUBSTITUTE	1		58.4100	3,311.85	58.40
	REPORT TOTAL	328	119.0000	1952.9700	529,254.84	3678.40

CHECK DATE: 08/30/2024 PERIOD ENDING DATE: 08/26/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	328	32,109.30
1FIT	FED INC TAX	FEDERAL TAX	328	37,518.01
1FIT+	FIT ADD AMT	FEDERAL TAX	51	3,791.00
1MED	MEDICARE	MEDICARE	328	7,509.42
1PFML	WA PAID FML	PFML	328	2,797.65
1ReE2	SERS PLAN 2	RETIREMENT	74	6,331.18
1ReE3	SERS PLAN 3	RETIREMENT	45	2,107.91
1ReT0	TRS PLAN 0	RETIREMENT	2	
1ReT2	TRS 2	RETIREMENT	81	14,376.70
1ReT3	TRS PLAN 3	RETIREMENT	87	14,683.97
1WC	WORKERS' COMP	WORKERS' COMP	270	1,127.16
1WLTC	WA LTC	LONG-TERM CARE	306	2,751.04
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	1,780.00
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
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	10	576.00
KW1SR	Kai WA Core1E/S	OTH BEF TAX	2	121.00
KW2CR	Kai WA Core2E/C	OTH BEF TAX	3	172.00
KW2ER	Kai WA Core2EMP	OTH BEF TAX	3	98.00
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	5	740.00
KWSSR	Kai WA SndChE/S	OTH BEF TAX	2	230.00
LTD50	Emp Pd LTD 50%		29	99.87
LTD60	Emp Pd LTD 60%		152	962.16
LTDBU	Supp LTD		2	
P-ADJ	PAY ADJUST		2	79.17
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	3	427.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	13	575.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	6	1,035.00
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	11	258.00
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	4	339.00
VASR	UMP Achieve2E/S	OTH BEF TAX	2	226.00
VHSAE	UMP CDHP EMP	OTH BEF TAX	5	42.00
VHSAF	UMP CDHP FAM	OTH BEF TAX	3	63.00

CHECK DATE: 08/30/2024 PERIOD ENDING DATE: 08/26/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
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	43	1,017.00
			2637	145,529.37

CHECK DATE: 08/30/2024 PERIOD ENDING DATE: 08/26/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	328	32,109.30
1MED	MEDICARE	MEDICARE	328	7,509.42
1PFML	WA PAID FML	PFML	328	1,118.81
1ReE2	SERS PLAN 2	RETIREMENT	74	8,917.48
1ReE3	SERS PLAN 3	RETIREMENT	45	3,641.78
1ReT0	TRS PLAN 0	RETIREMENT	4	
1ReT2	TRS PLAN 2	RETIREMENT	81	17,301.99
1ReT3	TRS PLAN 3	RETIREMENT	87	20,666.24
1UC	UNEMPLOYMENT	UNEMPLOY COMP	328	2,575.54
1WC	WORKERS' COMP	WORKERS' COMP	270	2,149.08
SEBB	SEBB		228	108,900.00
VHSS1	UMP CDHP EE HSA		10	187.50
			2111	205,077.14

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

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, Spokane International Academy - September Regular Board Meeting - Agenda - Wednesday September 25, 2024 at 4:30 PM RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of September 25, 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 16756 through 16756 in the total amount of \$8,410.51.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 6:07 PM 08/30/24

05.24.06.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1

CHECK DATE: 08/30/2024 PERIOD ENDING DATE: 08/31/2024

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>
TFAC4	FACILITY MGR	1		160.0000	6,962.34	160.00
	REPORT TOTAL	1	0.0000	160.0000	6,962.34	160.00

CHECK DATE: 08/30/2024 PERIOD ENDING DATE: 08/31/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	1	431.67
1FIT	FED INC TAX	FEDERAL TAX	1	106.65
1MED	MEDICARE	MEDICARE	1	100.95
1PFML	WA PAID FML	PFML	1	36.80
1ReE2	SERS PLAN 2	RETIREMENT	1	540.28
1WC	WORKERS' COMP	WORKERS' COMP	1	33.68
1WLTC	WA LTC	LONG-TERM CARE	1	40.38
			7	1,290.41

CHECK DATE: 08/30/2024 PERIOD ENDING DATE: 08/31/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	1	431.67
1MED	MEDICARE	MEDICARE	1	100.95
1PFML	WA PAID FML	PFML	1	14.72
1ReE2	SERS PLAN 2	RETIREMENT	1	760.98
1UC	UNEMPLOYMENT	UNEMPLOY COMP	1	37.60
1WC	WORKERS' COMP	WORKERS' COMP	1	102.25
			6	1,448.17

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

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

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of August, 2024

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	0	.00	.00		.00	0.00
2000 LOCAL SUPPORT NONTAX	801,394	22,868.32	746,052.80		55,341.20	93.09
3000 STATE, GENERAL PURPOSE	9,793,568	865,156.76	9,721,401.91		72,166.09	99.26
4000 STATE, SPECIAL PURPOSE	2,275,354	193,587.76	2,089,744.61		185,609.39	91.84
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,550,477	22,281.38	1,318,794.55		231,682.45	85.06
7000 REVENUES FR OTH SCH DIST	5,000	.00	.00		5,000.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	57,000.00	117,000.00		117,000.00-	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	14,425,793	1,160,894.22	13,992,993.87		432,799.13	97.00
B. EXPENDITURES						
00 Regular Instruction	5,844,881	547,474.47	5,902,489.11	13,467.46	71,075.57-	101.22
10 Federal Stimulus	362,437	23,563.32	323,775.72	0.00	38,661.28	89.33
20 Special Ed Instruction	855,589	63,118.19	970,676.22	1,324.93	116,412.15-	113.61
30 Voc. Ed Instruction	0	.00	.00	0.00	.00	0.00
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,115,115	88,475.82	722,494.47	130.08-	392,750.61	64.78
70 Other Instructional Pgms	21,586	1,731.76	36,413.33	0.00	14,827.33-	168.69
80 Community Services	5,000	.00	379.06	0.00	4,620.94	7.58
90 Support Services	5,745,396	621,701.25	5,359,220.47	109,932.79	276,242.74	95.19
<u>Total EXPENDITURES</u>	13,950,004	1,346,064.81	13,315,448.38	124,595.10	509,960.52	96.34
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)						
	475,789	185,170.59-	677,545.49		201,756.49	42.40
F. TOTAL BEGINNING FUND BALANCE						
	3,200,000		4,557,967.65			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	3,675,789		5,235,513.14			

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

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of August, 2024

	ANNUAL	ACTUAL	ACTUAL		BALANCE	PERCENT
A. REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES		
1000 General Student Body	30,000	.00	16,622.00		13,378.00	55.41
2000 Athletics	0	.00	.00		.00	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	11,650	.00	11,225.00		425.00	96.35
6000 Private Moneys	0	.00	.00		.00	0.00
<u>Total REVENUES</u>	41,650	.00	27,847.00		13,803.00	66.86
<u>B. EXPENDITURES</u>						
1000 General Student Body	30,000	.00	12,903.97	0.00	17,096.03	43.01
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	11,650	.00	12,715.15	0.00	1,065.15	109.14
6000 Private Moneys	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	41,650	.00	25,619.12	0.00	16,030.88	61.51
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	0	.00	2,227.88		2,227.88	0.00
<u>D. TOTAL BEGINNING FUND BALANCE</u>	1,000		7,425.38			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	1,000		9,653.26			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	1,000		9,653.26			
G/L 890 Unassigned Fund Balance	0		.00			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
<u>TOTAL</u>	1,000		9,653.26			

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

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of August, 2024

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3000 STATE, GENERAL PURPOSE	9,793,568	865,156.76	9,721,401.91		72,166.09	99.26
4000 STATE, SPECIAL PURPOSE	2,275,354	193,587.76	2,089,744.61		185,609.39	91.84
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,550,477	22,281.38	1,318,794.55		231,682.45	85.06
7000 REVENUES FR OTH SCH DIST	5,000	.00	.00		5,000.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	57,000.00	117,000.00		117,000.00-	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	14,425,793	1,160,894.22	13,992,993.87		432,799.13	97.00
B. EXPENDITURES						
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10 Federal Stimulus	362,437	23,563.32	323,775.72	0.00	38,661.28	89.33
20 Special Ed Instruction	855,589	63,118.19	970,676.22	1,324.93	116,412.15-	113.61
30 Voc. Ed Instruction	0	.00	.00	0.00	.00	0.00
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,115,115	88,475.82	722,494.47	130.08-	392,750.61	64.78
70 Other Instructional Pgms	21,586	1,731.76	36,413.33	0.00	14,827.33-	168.69
80 Community Services	5,000	.00	379.06	0.00	4,620.94	7.58
90 Support Services	5,745,396	621,701.25	5,359,220.47	109,932.79	276,242.74	95.19
Total EXPENDITURES	13,950,004	1,346,064.81	13,315,448.38	124,595.10	509,960.52	96.34
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)						
	475,789	185,170.59-	677,545.49		201,756.49	42.40
F. TOTAL BEGINNING FUND BALANCE						
	3,200,000		4,557,967.65			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	3,675,789		5,235,513.14			

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

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of August, 2024

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4000 Clubs	11,650	.00	11,225.00		425.00	96.35
6000 Private Moneys	0	.00	.00		.00	0.00
<u>Total REVENUES</u>	41,650	.00	27,847.00		13,803.00	66.86
B. EXPENDITURES						
1000 General Student Body	30,000	.00	12,903.97	0.00	17,096.03	43.01
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	11,650	.00	12,715.15	0.00	1,065.15	109.14
6000 Private Moneys	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	41,650	.00	25,619.12	0.00	16,030.88	61.51
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	0	.00	2,227.88		2,227.88	0.00
D. TOTAL BEGINNING FUND BALANCE						
	1,000		7,425.38			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)						
	1,000		9,653.26			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	0		.00			
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G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	1,000		9,653.26			
G/L 890 Unassigned Fund Balance	0		.00			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
<u>TOTAL</u>	1,000		9,653.26			

Additional notes for Accounts Payable –

Recurring Monthly Bills-

Avista \$22,234.34 services for Electricity
Rodney, Braun \$3,250.00 Rent for Home office
City of Spokane \$3,694.52 Water and Sewer services
Ednetics \$4,759.33 Telephone/Security/Internet services
Harlow's \$35,767.70 Transportation (June invoice)
Umpqua Credit card \$7,647.38 School supplies

Quarterly paid expenses-

SCC \$9,706.81 Running start program enrollment (Spring Qtr)

One time expenses-

ATS \$6,199.92 Controls for the heat pump project for summer
East Magnesium \$8,124.50 Hydro relocation
EdTech 101 \$43,164.00 Chromebook purchase
First Insurance \$18,063.20 Building insurance (2 & 3 installments)
Fogg Electric \$6,400.00 Electric work for the combi oven
Pro Mechanical \$105,985.08 Heat pumps, cooling tower, heat trace project for summer
Specialty Northwest \$12,410.28 Blow insulation in the building-summer project

Additional notes for Payroll-

New hires include: Associated Principal, Director of Facilities, IT coordinator
Resignations: NA

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

CF23.24.xlsx

Coversheet

Approve July Board Meeting Minutes

Section: III. August Consent Agenda
Item: A. Approve July Board Meeting Minutes
Purpose: Vote
Submitted by:
Related Material: 2024_07_23_board_meeting_minutes.pdf

DRAFT



Spokane International Academy

Minutes

Regular Board Meeting

Zoom meeting

Date and Time

Tuesday July 23, 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

Directors Present

Bob Castle (remote), Cassie Anderson (remote), David James (remote), Guillermo Espinosa (remote), John Pell (remote), Mary Velazquez (remote), Matthew Hoag (remote)

Directors Absent

Jeff Hyslop, Josiah Lara, Ken Vorhees, Maureen Rosette

Guests Present

Ashlee Lent (remote), Morgen Flowers-Washington (remote), Sam Schweda (remote)

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 Jul 23, 2024 at 11:32 AM.

II. Consent Agenda

A. Approve Previous Minutes

Matthew Hoag made a motion to approve the consent agenda including minutes from Regular Board Meeting on 06-25-24.

David James seconded the motion.

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

B. Monthly Financials

III. Enrollment

A. Enrollment Update

Morgen updated the board members on the current status of enrollment. There are now 859 students enrolled for the 24-25 school year.

IV. Head of School Updates

A. Updates from Morgen regarding hiring for 24/25

100% of teaching jobs are now filled but still need to hire a custodian, IT Manager, School Nurse, plus IA. Instructional Aides will be hired closer to the start of the school year. Also still hiring for a Community Organizer, Psychologist and the sub pool but Morgen feels hiring is in good shape for this time of the summer break.

V. Development

A. Foundation Update

Matt thanked the board members who responded to the Foundation's request for donations earlier this year.

The Innovia Endowment Fund balance is \$8300, with \$7000 in contributions and \$1300 in interest earned. We have a commitment to contribute a total of \$10K within 10 years from the establishment of the fund (2021) so we are well on our way to that goal. The Foundation has an additional balance of approximately \$9000 in savings with Numerica.

Some funds were distributed this year to pay for t-shirts for the students who traveled to Peru.

Matt is working on a financial planning tool in conjunction with GU that students/families can use to begin saving for their international trip from the time they enter kindergarten. Morgen stated that next year's 8th grade class has chosen to travel to Costa Rica. The high school students (who missed out on int'l travel due to covid, and lost their travel money because the agency SIA worked with at that time would not give a refund) will also be invited to join this group going to Costa Rica. It would be extremely helpful if the Foundation could contribute some of the cost for the HS students to travel, due to their unfortunate circumstances.

Guillermo asked what the approximate cost per student is for the trip and Morgen responded that it is about \$3400-\$3500, not including passport expense.

Cassie asked if there are ideas for fundraising and Morgen responded that there are lots of ideas.

Cassie asked about the current make up of the Foundation board. Matt replied that there in addition to himself, there is one SIA parent and two community volunteers. He also said that additional school board members are welcome and needed to join the Foundation.

Morgen stated that she would like to see a big fundraiser planned to celebrate SIA's 10 year anniversary during the 24/25 school year. Mary agreed that 10 yrs should be celebrated and she would be happy to help with the event.

VI. Finance

A. Budget Extension

The board members entered executive session at 11:58 am to briefly discuss the budget extensions for the school and the ASB, as well as the 24/25 school year budget.

The board returned to open session at 12:02 pm.

B. 23/24 Budget Extension - ASB

Mary Velazquez made a motion to approve the 23/24 School budget extension and the ASB budget extension, as both are presented to the board today.

Bob Castle seconded the motion.

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

C. 24/25 SY Budget Approval

Mary Velazquez made a motion to approve the 24/25 school year budget as presented to the board today.

David James seconded the motion.

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

VII. Governance

A. Executive Session

The board members entered executive session at 12:10 pm for up to 10 minutes, to discuss HOS evaluation.

B. Return to Open Session

The board members returned to open session at 12:15 pm.

Matthew Hoag made a motion to approve the HOS 23/24 school year performance evaluation.

Cassie Anderson seconded the motion.

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

VIII. New Business

A. Facilities Updates

Sam updated the board on some facility improvements which are happening over the summer break. These include updating the cooling tower, the heat pumps on the roof, and insulating exterior walls with blow insulation. These three projects upgrade the facility and should afford us better insurance premium and deductible rates in the near future.

Jeff updated the board on talks with the apartment developer and the church pastor regarding a second access point for the school property. The developer is willing to hear a board proposal for how to utilize a portion of his property. Now that Dakota is fully open, wait times in drop off and pick up lines should be less as families use the right turn out of the parking lot to circle the block and use the signal at Jay to turn onto Nevada.

IX. Other Business

A. Update on Annual Retreat / August Board Meeting

Cassie updated the board regarding the annual retreat. The date is set for August 9th from noon to 5 pm. Lunch will be served from noon to 1:00, with the retreat facilitated by Sheri Steinway taking place between 1 pm and 5 pm.

Mary suggested that new board members be nominated and voted in prior to the retreat so that they may fully participate in the planning for the 24/25 school year.

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 12:20 PM.

Respectfully Submitted,
Guillermo Espinosa

Coversheet

School Calendar

Section: IV. School Updates
Item: C. School Calendar
Purpose: Discuss
Submitted by:
Related Material: 2024 - 2025 Master Calendar - Sep 24.pdf
2024 - 2025 Master Calendar - Oct 24.pdf

September 2024

August '24							October '24							November '24							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3				1	2	3	4	5						1	2
4	5	6	7	8	9	10	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
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25	26	27	28	29	30	31	27	28	29	30	31	24	25	26	27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day NO SCHOOL	3 WA Kids Conference-Kinder 1st Day of School 1st-12th 1:00 PM Dismissal All Staff Check-in 1:45 PM Cafeteria	4 WA Kids Conference-Kinder 1:00 PM Dismissal	5 WA Kids Conference-Kinder 1:00 PM Dismissal Fire Drill 9AM	6 WA Kids Conference-Kinder 1:00 PM Dismissal Friday Schedule All Staff Meeting 1:30 PM Cafeteria	7
8	9 CAT Meeting 6:30-7:30PM 1st Day of School-Kindergarten K Teachers Check-in 3:30 PM Kinder Area XC Meet @ Northwest Christian SPED/MLL Services begin	10 HS XC Practice 3:05-5:00	11 9/11 Day Committee Sign-ups due College&Career Cafe @ Lunch MS XC Practice 3:05-5:00	12 HS XC Practice 3:05-5:00	13 Fire Drill 9:30 AM Due: September 13, 2024 Co Divisional Meeting 1:30 PM Committee Meeting 2:30 PM OPS Weekly Meeting 2:30 PM	14 XC Meet @ Shadle Park HS
15 Latino Heritage Month begins	16 MAP Assessments 1st-12th HS XC Practice 3:05-5:00 MS XC Practice 3:05-5:00 Primary XC 3:15-4:15	17 MAP Assessments 1st-12th OPEN HOUSE 5:30-7:00 PM HS XC Practice 3:05-5:00 SYSA Kinder-3:30-5:00	18 MAP Assessments 1st-12th College&Career Cafe @ Lunch HS XC Practice 3:05-5:00 MS XC Practice 3:05-5:00 Primary XC 3:15-4:15	19 MAP Assessments 1st-12th AEIR Visit 12-2pm Fall Picture Day HS XC Practice 3:05-5:00 SYSA 2nd/3rd-3:30-5:00	20 MAP Assessments 1st-12th Team/Dept 1:30 PM 1:30 PM Timesheets Training (for Hourly Staff) OPS Weekly Meeting 2:00 PM	21
22	23 MAP Make-ups Primary XC 3:15-4:15 Grade 1 Meet (all runners practice) MS/HS XC Practice 3:05-5:00	24 MAP Assessment 6-12 Math AEIR Visit 12-2pm HS XC Practice 3:05-5:00 SYSA Kinder-3:30-5:00	25 MAP Assessment 6-12 Math College&Career Cafe @ Lunch IA Meeting 10-10:45 Primary XC 3:15-4:15 Grade 2 - 5 Meet AUDUBON PARK - 3:45 pm SYSA 4th/5th-3:30-5:00 XC Meet@ St. George's	26 MAP Make-ups HS XC Practice 3:05-5:00 SYSA 2nd/3rd-3:30-5:00	27 MAP Make-ups All Staff PD 1:30 PM Danielson Framework Traffic meeting 2:30 OPS Weekly Meeting 2:00 PM	28 XC Meet @ Lakeside HS
29	30 CoGat Testing K-12 MS/HS XC Practice 3:05-5:00 SPED Meeting 3:30 PM Primary XC 3:15-4:15	Notes LATINO HERITAGE MONTH (SEPT. 15 - OCT. 15) ROSH HASHANA YOM KIPPUR SUKKAT CROSS COUNTRY (?)	College&Career Cafe @ Lunch 2nd-5th XC 3:45 @ Audubon Park			
					Calendar Templates by Vertex42.com https://www.vertex42.com/calendars/ © 2019 Vertex42 LLC. Free to print. 2024 Calendars 2025 Calendars	

October 2024

September '24							November '24							December '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						24	25	26	27	28	29	30	29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 PSAT Window Opens CoGat Testing K-12 XC Meet @ TBD SYSA Kinder-2:30-5:00	2 7/8th Unlock your Future /day @ HUB CAT Fundraiser Kick-Off Assembly College&Career Cafe @ Lunch Primary XC SIA Race 3:20 SYSA 4th/5th-3:30-5:00 MS/HS XC Practice 3:05-5:00 CoGat Testing K-12 Primary XC 3:15-4:15	3 CoGat Testing K-12 HS XC Practice 3:05-5:00 SYSA 2nd/3rd-3:30-5:00	4 Silly Sock Friday All Staff Meeting 1:30 PM Cafeteria	5 XC Meet @ Spokane Polo Club
6	7 CAT Meeting 6:30-7:30PM SIT 3:30-4:30 PM CoGat Testing K-12 MS/HS XC Practice 3:05-5:00 Primary XC 3:15-4:15 Grade 1 Meet SIA - 3:15 pm	8 CoGat Testing K-12 XC Meet @ Newport HS SYSA Kinder-3:30-5:00	9 CoGat Testing K-12 College&Career Cafe @ Lunch 2nd-5th XC meet 3:45 @ Audubon Park MS/HS XC Practice 3:05-5:00 SYSA 4th/5th-3:30-5:00	10 HS XC Practice 3:05-5:00 SYSA 2nd/3rd-3:30-5:00	11 Silly Sock Friday Divisional 1:30 Committee 2:30 OPS Weekly Meeting 2:30 PM	12
13	14 Indigenous Peoples' Day Columbus Day MS/HS XC Practice 3:05-5:00	15 Latino Heritage Month ends HS XC Practice 3:05-5:00 SYSA Kinder-3:30-5:00	16 College&Career Cafe @ Lunch MS/HS XC Practice 3:05-5:00 SYSA 4th/5th-3:30-5:00	17 WSU Instant Decision Day Great WA Shakeout/Earthquake Drill 10:17 AM HS XC Practice 3:05-5:00 SYSA 2nd/3rd-3:30-5:00	18 Silly Sock Friday Team/Dept 1:30 PM OPS Weekly Meeting 2:30 PM	19 XC Meet @ TBD
20	21 SIT 3:30-4:30 PM MS/HS XC Practice 3:05-5:00	22 How to Pay for College: Parent Workshop 10/11 PSAT / NMSQT 8:30 - 11:00	23 Picture Re-takes College&Career Cafe @ Lunch 11/12 SAT 8:30 - 11:30 MS/HS XC Practice 3:05-5:00	24 HS XC Practice 3:05-5:00	25 Silly Sock Friday All Staff PD 1:30 PM (Skyward) OPS Weekly Meeting 2:30 PM	26
27	28 SPED Meeting 3:30 PM MS/HS XC Practice 3:05-5:00	29 HS XC Practice 3:05-5:00	30 College&Career Cafe @ Lunch MS/HS XC Practice 3:05-5:00	31 Halloween UNITY DAY (Observed) ALL STUDENTS & STAFF WEAR ORANGE 9th-12th @ UW/WSU Fieldtrip End of Quarter 1 HS XC Practice 3:05-5:00		
		Notes LATINO HERITAGE MONTH (SEPT. 15 - OCT. 15) SOCKTOBER - ALL MONTH McTeacher Night/Pattison Skate Night (Halloween)??? PSAT Window Opens Oct 1 through Oct 31 PSAT 9-11th Graders/SAT 11-12th Graders (?) How to Pay for College Workshop (?) WA Kids Reports Due Oct 31st CAREER CAFE (?)			Calendar Templates by Vertex42.com https://www.vertex42.com/calendars/ © 2019 Vertex42 LLC. Free to print. 2024 Calendars 2025 Calendars	

Coversheet

Board Votes for Head of School Goals

Section: V. Head of School Goals
Item: A. Board Votes for Head of School Goals
Purpose: Vote
Submitted by:
Related Material: Head of School Goals 24-25.pdf



Head of School Goals Morgen Flowers-Washington 2024-2025

School Mission: Spokane International Academy empowers its students with the *academic skills, habits of mind* and *global competence* necessary to complete advanced courses in high school and a college degree in order to become leaders who can powerfully transform our communities.

Goal 1: Strengthen Supervision, Evaluation, and Team Cohesion among direct reports.

(2 Assoc. Principals, Co-Directors of Operation and Facilities, Director of Curriculum and Instruction, Director of Special Education, and CFO/HR)

Objective: The Head of School will build a strong, collaborative leadership team by providing regular supervision, clear expectations, and comprehensive evaluations of the 7 direct reports.

Key Actions:

1. **Initial Goal-Setting Meeting** (by October 10th): Meet individually with each direct report to set performance goals aligned with the school's mission and strategic priorities.
2. **Bi-Monthly Checkpoints:** Schedule bi-monthly 1:1 check-ins with each direct report to discuss progress toward goals, provide feedback, and offer support. Document key action points and follow-up items.
3. **Quarterly Team Meetings:** Hold quarterly leadership team meetings to discuss shared challenges, celebrate successes, and promote cross-functional collaboration. Each meeting will include a team-building activity to foster trust and cohesion.
4. **Mid-Year Review** (January): Conduct a mid-year performance review with each direct report, providing formal feedback on their progress toward goals. Include peer feedback and self-reflection as part of the evaluation.
5. **End-of-Year Evaluation** (June): Complete comprehensive year-end evaluations for each direct report, including progress toward individual and team goals. Use these evaluations to inform professional development and future goal-setting.
6. **Leadership Development:** Provide at least two professional development opportunities focused on leadership and team-building for the leadership team to enhance their supervisory and cross-departmental collaboration skills.

Success Metrics:

- 100% completion of all individual and team evaluations on time.
- Evidence of improved communication and collaboration through quarterly team meetings.

- Positive feedback from direct reports on the quality and frequency of supervision and feedback.

Goal 2: Successfully Plan and Execute a 10th Anniversary Gala for Celebration and Fundraising

Objective: The Head of School will plan and host a 10th-anniversary gala in Spring 2025 to raise a minimum of \$25,000 for the school's learning community while celebrating the school's milestones and strengthening community engagement.

Key Actions:

1. **Event Planning Committee** (by November 1, 2024): Establish a diverse event planning committee, including key staff, board members, parents, and community stakeholders to help with logistics, outreach, and securing sponsorships.
2. **Sponsorship and Donation Drive** (by January 15, 2025): Secure at least five major event sponsors and establish partnerships with local businesses. Create a donation campaign leading up to the event for those unable to attend in person.
3. **Marketing Campaign** (Launch by January 31, 2025): Develop a robust marketing and outreach campaign, utilizing email, social media, local media outlets, and community networks to promote the event and engage alumni, parents, and community members.
4. **Ticket Sales and RSVPs** (by February 15, 2025): Begin ticket sales with an early-bird discount and clear communication on how proceeds will directly benefit the learning community. Track RSVPs and provide incentives for early confirmations.
5. **Event Program and Entertainment** (by March-May, 2025): Finalize a compelling event program that includes student performances, alumni testimonials, and a keynote speaker. Ensure a mix of entertainment, an auction or raffle, and opportunities to donate throughout the evening.
6. **Post-Event Follow-Up** (by June 1, 2025): Send thank-you notes to attendees, sponsors, and donors, along with a final report on the funds raised and how they will impact the learning community. Provide opportunities for continued engagement and support.

Success Metrics:

- Raise at least \$25,000 through ticket sales, sponsorships, auctions, and donations.
- Achieve 80% attendance capacity for the venue.
- Positive post-event feedback from attendees, measured through a survey.

Goal 3: Improve Student Achievement on SBA with a focus on Marginalized Groups

Objective: The Head of School will increase the number of students achieving proficiency levels 3 and 4 in Science, ELA, and Math across grades 3-12 by the end of the school year, with a targeted focus on improving outcomes for students from marginalized groups.

Key Actions:

- 1. Data Analysis and Target Setting (by October 15, 2024):** Conduct a thorough review of the previous year's SBA results to identify proficiency gaps, particularly for students from marginalized groups. Set specific, measurable goals for increasing proficiency rates in Science, ELA, and Math across grades 3-12.
- 2. Instructional Coaching and Support (Ongoing):** Implement differentiated professional development and coaching for teachers, focusing on effective strategies for raising achievement levels among underperforming students, with a special emphasis on culturally responsive teaching practices.
- 3. Intervention and Support Programs (by November 1, 2024):** Establish or enhance intervention programs that provide additional academic support to students from marginalized groups who are at risk of not reaching proficiency. This may include tutoring, extended learning opportunities, or targeted instructional groups.
- 4. Regular Monitoring and Adjustments (Monthly):** Monitor student progress through interim assessments and data analysis throughout the year. Use this data to make adjustments to teaching strategies, intervention programs, and resource allocation as necessary.
- 5. Family and Community Engagement (by December 1, 2024):** Develop a plan to engage families and community members in supporting student achievement. Provide resources for parents of marginalized students on how to support learning at home, and host workshops focused on academic success strategies.
- 6. Teacher Collaboration (Monthly PLC Meetings):** Foster collaboration among teachers in Professional Learning Communities (PLCs) to share best practices for improving student achievement, particularly for marginalized groups. Focus on data-driven instruction and peer feedback.
- 7. End-of-Year Review (by July 15, 2025):** Conduct a final review of SBA results and compare them to the previous year's data. Analyze the progress made in overall proficiency, as well as specific improvements in Science, ELA, and Math for students from marginalized groups.

Success Metrics:

- Increase in the percentage of students achieving proficiency levels 3 and 4 in Science, ELA, and Math compared to the prior academic year.
 - Measurable improvement in the performance of students from marginalized groups, with a narrowing of the achievement gap.
 - Positive feedback from teachers and parents on the effectiveness of intervention and support strategies.
- 1. Intervention and Credit Recovery (Ongoing):** Establish or continue credit recovery programs and provide academic interventions for students falling behind. Ensure that struggling students have access to tutoring, mentoring, and additional resources to complete necessary credits.
 - 2. Global Competence and Leadership Development (by January 2025):** Integrate global competence and leadership development into senior year projects and

coursework, ensuring that students graduate not only with academic skills but also with the habits of mind necessary to become leaders in their communities.

3. **College and Career Readiness Program (Ongoing):** Provide a comprehensive college and career readiness program for all seniors, including guidance on college applications, scholarships, financial aid, and post-secondary planning. Ensure that all students are prepared for the transition to advanced courses and higher education.
4. **Monthly Progress Monitoring:** Implement a monthly review of all seniors' academic standing, attendance, and participation in post-secondary planning activities. Adjust support plans as necessary to keep every student on track for graduation.
5. **Celebrating Milestones and Achievements (Ongoing):** Host milestone events throughout the year, such as Senior Nights, College Acceptance Days, and leadership recognition ceremonies, to celebrate student achievements and motivate continued progress toward graduation.

Success Metrics:

- Achieve a 100% graduation rate by the end of the school year.
- Evidence of improved college and career readiness among seniors, with a focus on leadership and global competence.
- Positive feedback from students and families on the effectiveness of support and intervention programs.

Goal 4: Ensure Robust Enrollment and Facility Improvement

Objective: The Head of School will maintain enrollment within budgeted projections and oversee improvements to the overall facility to support student growth, enhance the learning environment, and align with the school's long-term sustainability goals.

Key Actions:

1. **Enrollment and Retention Strategy (by November 1, 2024):** Develop and implement a strategic enrollment plan that includes targeted outreach, community engagement, and marketing efforts to attract new students and retain current students. Collaborate with the admissions and communications teams to ensure clear messaging and effective recruitment strategies.
2. **Monthly Enrollment Monitoring:** Conduct monthly enrollment audits to ensure that the school is on track to meet budgeted projections. Adjust outreach strategies as needed to address any enrollment gaps and monitor retention rates to identify potential issues early.
3. **Family and Community Engagement (by December 2024):** Host community events, school tours, and family engagement activities to strengthen relationships with current families and showcase the school to prospective families. Engage alumni and community partners in promoting the school's mission and offerings.
4. **Facility Improvement Plan (by January 2025):** Collaborate with the operations and finance teams to develop a detailed facility improvement plan. This plan will prioritize

upgrades or renovations to enhance the learning environment, address safety and accessibility concerns, and accommodate enrollment growth.

5. **Budget Alignment and Fundraising for Facility (Ongoing):** Align the facility improvement plan with the school's budget and fundraising goals. Explore external funding opportunities, such as grants or capital campaigns, to support larger projects. Ensure that all upgrades are financially sustainable and within budget.
6. **Long-Term Facility Vision (by March 2025):** Work with the school board and leadership team to develop a long-term vision for the facility that aligns with future enrollment growth, academic needs, and the school's overall strategic goals. Ensure that this vision includes both short-term and long-term improvements.
7. **Progress Monitoring and Reporting (Quarterly):** Provide quarterly updates to the board and school community on enrollment progress and facility improvements. Use data-driven insights to guide decision-making and make any necessary adjustments to stay on track with goals.

Success Metrics:

- Achieve enrollment numbers that meet or exceed budgeted projections for the academic year.
- Positive feedback from families and students on the enrollment experience and the quality of the facility.
- Completion of key facility improvement projects (to be agreed upon _ within budget and timeline.
- Clear, actionable long-term plan for future facility growth and enhancements.

Re-Visit Goals

November 2023

February 2024

May 2024

Coversheet

September Updates

Section: VI. Head of School Written Update
Item: A. September Updates
Purpose: FYI
Submitted by:
Related Material: Head of School- September Update (1).pdf



Head of School- September Update

SIA Board of Directors,

This update is intended to keep you informed of the progress and emerging questions for Spokane International Academy as we seek to meet our mission and build and maintain a high-quality rigorous learning environment for our students. My objectives for September have been:

1. Strong start and opening to the school year

- A. **Revamping Advisory Period (Grades 6-12)**- Known as R and R-Advisory for students in grades 6-12 is designed as a homeroom-style class that provides structured, yet flexible, time for students to build personal connections with their peers and a designated advisor. This class focuses on fostering a supportive environment where students can discuss academic progress, set personal goals, and engage in social-emotional learning (SEL). It also serves as a dedicated time to assess academics. This class occurs mid-day to include our students in the Skills Center. R&R Week 2 9/9-9/13
- B. **Relay Training: Professional Development for Staff**- Engaging, hands-on introduction to the school's essential operations, policies, and culture. By breaking down key information into manageable, interactive segments, it helps new staff transition smoothly into their roles, fostering a positive, collaborative environment from the start. This year our staff completed the [New Teacher Workshop](#). Excellent Schools Washington has agreed to grant us the cost of the training to offset our budgetary needs.
- C. **Staff Mentoring Program**: We received a \$30,000 grant from BEST Mentoring Program, which provides support for us to create an in-house program to support and mentor our teachers. BEST also provides training. This grant allows us to pay a stipend to both the mentors and mentees for their time, purchase professional development resources, and pay for trainings.
- D. **Building our Athletics Program**: For 1st-5th Grade SIA has students competing in Active for Youth Cross Country. We now have a partnership with SYSA to offer sports to our students. [See the Sport's Schedule Here](#). Finally, SIA has joined the WIAA for Sports. We will have Cross Country and Track this school year for students in grades 6-12. We recently competed in two meets. One at Northwest Christian School, and the other at the Shadle Highlander Classic. Our students made a great effort and currently we have two top-20 ranked runners in our high school program. Our next meet is on Wednesday, Sept 25th at St. George's School.

- E. Revamped Carline Procedures:** This is an ongoing area of focus, but our new system (having cars drive the full loop) allows us to have students dismissed from the carline in full between 3:18 pm and 3:25 pm. We have received lots of positive feedback from families, that the line is moving much faster.

2. Leaning into refining the Academic portion of our High School program

- A. College in the High School-** Move to add this to our program. It will help us re-capture some of the fte lost to CCS and EWU and will allow us to maintain our upper class students on-site. This will help with program impact, role modeling for younger students, and creating a more cohesive community. Having our staff trained as CIHS teachers will increase our commitment to quality professional development, and impact teacher retention.

Summary of Key Differences between Running Start (RS) and College in the High School (CIHS):

- Location: CIHS takes place at the high school, while Running Start is at a college campus.
- Cost: CIHS involves reduced tuition costs, while Running Start offers free tuition for up to 15 credits per quarter.
- Experience: CIHS maintains a high school atmosphere, while Running Start provides a more independent, college-like experience.
- Credits: Running Start credits are typically more widely transferable, while CIHS credits are sometimes more institution-specific.
- Instruction: CIHS classes are taught by SIA teachers trained and certified to engage in the CIHS program

B. MAP Testing- A computer-adaptive assessment that is used to measure a student's academic growth and proficiency in key subject areas such as reading and mathematics.

How MAP Testing Works:

- **Adaptive Assessment:** MAP tests are adaptive, meaning the difficulty of each question changes based on the student's previous answers. If a student answers a question correctly, the test becomes more challenging; if they answer incorrectly, the questions become easier. This personalization allows for a more accurate measurement of a student's current level of understanding.
- **RIT Scores:** After completing the test, students receive a **RIT score** (Rasch Unit score), which indicates their academic level. These scores are used to track individual student growth over time, as well as compare their performance to grade-level expectations. These scores also correlate with SBA performance, which helps us predict how students will perform and how to better support them.
- We use the data to help us with the following: engage students in goal setting, measure achievement gaps, data-driven decision-making, personalized instruction, and tracking student growth.

- We base our school goals with the commission on this assessment in part. (See school-specific goals) We will take the assessment three times: Sept, Dec, and March.

C. AP Courses and Testing- We offer the following AP courses at SIA

9th- AP Human Geography

10th- AP Environmental Science

AP US History

11th/ 12th AP English Literature and Composition (Added Fall 2024)

9th-12th AP Statistics (Added Fall 2024)

100% of our students 9-12 take AP courses (AP for all!), and we pay for them to take the exam in May. (\$9,000) We had a grant that paid for this, but grant specifics have changed, so we will need to be creative moving forward.

D. 9th Grade Success Work and Plan-structured framework designed to help 9th-grade students transition smoothly into high school and set a strong foundation for their academic, social, and emotional development. The plan focuses on key areas such as academic achievement, goal-setting, skill-building, and support systems to ensure students are on track to graduate and prepare for future success. This is paid for with a \$17,000 grant. We have the program/grant for two years. We receive a coach who works with us monthly.

Coversheet

Board Committees

Section: VII. Governance
Item: B. Board Committees
Purpose: Discuss
Submitted by:
Related Material: Board Committees.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Board Committees.xlsx