



Spokane International Academy

Monthly Board Meeting

January

Published on January 23, 2026 at 1:50 PM PST

Date and Time

Wednesday January 28, 2026 at 4:30 PM PST

Location

Spokane International Academy, Media Center
777 E Magnesium Rd. Spokane, WA 99208

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance		Cassie Anderson	3 m
B. Call the Meeting to Order		Cassie Anderson	1 m
II. Consent Agenda			4:34 PM

The purpose of the Consent Agenda is to act upon routine matters in an expeditious manner. Items placed on the Consent Agenda as determined by the Chair, in cooperation with the HOS, are those that are considered common to the operation of the Board and normally require no special board discussion or

	Purpose	Presenter	Time
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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, if any
- Approval of updated school policies and/or procedures, if any

A. December Minutes	Approve Minutes		
B. December Financials			
C. Policy 5011/5011P - Sexual Harassment of District Staff Prohibited			
D. Policy 6220/6220P - Bid or Request for Proposal Requirements			
E. Policy 2108 - Learning Assistance Program			
F. Hi-Cap District Plan Needs Board Signature			
G. Petty Cash Resolution			
H. Approve Consent Agenda Items	Vote	Cassie Anderson	5 m

III. Public Comment 4:39 PM

A. Harlows			5 m
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IV. Dress Code/Hair Policy 4:44 PM

A. Proposed Revision	Discuss	ASB	10 m
Presented by the Associated Student Body Representatives (ASB)			
https://www.canva.com/design/DAG_KadgxKg/HobWgVdYkwdwDYwxEhEhCg/edit?utm_content=DAG_KadgxKg&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton			

V. 2026-2027 School Calendar 4:54 PM

	Purpose	Presenter	Time
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A. Board to Vote on Calendar	Vote	Morgen Flowers-Washington	5 m
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<https://docs.google.com/document/d/1MD4iugiip8op5e7rAZJLdAaCQxg99oaeoFAYOxKssfM/edit?usp=sharing>

VI. MAP 4:59 PM

A. MAP Update	Discuss	Caryn McGee	10 m
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https://www.canva.com/design/DAG_LVQKdRg/-8VDsHT2C0CkbaVtB_1ByA/view?utm_content=DAG_LVQKdRg&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=hacae84cb73

VII. Head of School Report 5:09 PM

A. January Report	Discuss	Morgen Flowers-Washington	10 m
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The floor is open to questions at this time.

VIII. Governance 5:19 PM

A. Board Committees Presentation	Discuss	Cassie Anderson	8 m
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- Academic Excellence Committee
- Development & Foundation Committee

B. Board Requirements and Training	Discuss	Cassie Anderson	5 m
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- Board Public Disclosure Form - complete, sign, and return to Myra Keast (reminder to those who have not completed the requirement)
- Annual F1 Personal Financial Disclosure Statement Attestation - Filed between January 1 and April 15
- Finalized Board & Administrative Staff Training (reminder to those who have not completed their training)

C. Board Member Recruitment	Discuss	Cassie Anderson	5 m
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Prospective Board Member Introduction-Jeffrey Thompson

	Purpose	Presenter	Time
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IX. Other Business

X. Executive Session

A governing body subject to the OPMA is allowed to go into executive sessions *only* for the reasons listed in [RCW 42.30.110](#).

XI. Closing Items

5:37 PM

A. Adjourn Meeting

Vote

Cassie Anderson

2 m

Coversheet

December Minutes

Section: II. Consent Agenda
Item: A. December Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on December 17, 2025



Spokane International Academy

Minutes

Monthly Board Meeting

December

Date and Time

Wednesday December 17, 2025 at 4:30 PM

Location

Spokane International Academy, Media Center
777 E Magnesium Rd. Spokane, WA 99208

Directors Present

Cassie Anderson, Charina Carothers (remote), Guillermo Espinosa, Javier Medina, John Pell (remote), Ron Poplawski

Directors Absent

Ashlee Lent, David James, Maureen Rosette

Directors who left before the meeting adjourned

Cassie Anderson

Guests Present

Elisabeth Kraus, Evelyn Caine, Melissa Pettey, Melissa Pettey, Morgen Flowers-Washington, Myra Keast, Peyton Drader, Sam Schweda, Seth Bilesky, Spencer Grainger, Tabatha Copeland

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 Dec 17, 2025 at 4:33 PM.

II. Consent Agenda

A. November Minutes

Guillermo Espinosa made a motion to approve the minutes from Monthly Board Meeting on 11-19-25.

Javier Medina seconded the motion.

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

B. November Financials

C. Superintendent Board Policy

Change the verbiage Superintendent to Head of School

D. Approve Consent Agenda Items

Guillermo Espinosa made a motion to approve the Consent Agenda Items.

Javier Medina seconded the motion.

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

III. Board Vice Chair

A. Ron Poplawski's Nomination

Guillermo Espinosa made a motion to approve Ron Poplawski's nomination as Board Vice Chair.

Javier Medina seconded the motion.

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

IV. Enrollment

A. Enrollment Update

- December FTE: 840.80
- December Headcount: 851
- Six (6) new students will start on January 6, 2026
- Some Running Start students will be returning to SIA campus
- Priority enrollment starts on January 5th through March 20th
- Current students will need to re-enroll by 5PM on March 20th

- The goal is 80% of current students to return or re-enroll

Advertising:

- Direct Mailers will go out to target zip codes starting the first week of January
- Digital advertising through The Agency, funded by Excellent Schools of Washington through the Gates Foundation (direct email and social media ads)
- SIA presence at local events such as the MLK, Jr. Unity Day, Rally, March & Resource Fair and the Lunar New Year celebration. Both held at the Spokane Convention Center.

School Admissions Events:

- Campus tours in January-March
- Parent Information Nights in January-March

B. Enrollment Window Opening

January 5, 2026 through March 20, 2026

V. Proposed Policy Change (Hair Color)

A. Student Presentation

The Associated Student Body (ASB) representatives were: Payton Drader, Evelyn Caine, and Dylan Wise. The proposed revision to the dress code policy pertains to hair color, initiated by student, Noah Hiatt (not present at today's meeting).

Current Policy:

- A student's hair must be one, natural hair color, worn neatly, and in such a way that does not distract from the educational environment.

Proposed Revision:

- A student's hair must be worn neatly, and in such a way that does not distract from the educational environment. Students may color or dye their hair.

ASB proposes to allow students to color or dye their hair non-natural colors.

Reasons behind the proposal:

- Expression of self-identity
- Change in student culture across the nation; changes in ways students represent themselves

- Hair color has no direct impact on academic performance or achievement
- According to a student poll conducted a year ago, 80% of the student body support this change

B. Board Questions

The board asked the following questions:

- Should the proposed policy revision apply to all grades or older students only?
 - ASB proposes the policy change should apply to all grade levels.
- Is there a limit to the number of hair color a student can have?
 - ASB proposes no limit
- How did this come about?
 - Student, Noah Hiatt, proposed the revision to the Head of School a year ago. Noah was directed to follow protocol, including presenting to the board.
 - Middle School and High School students participated in the survey last year
- Who decides what causes distraction or not?
 - The principal
 - Current disciplinary action is to color their hair back to natural color
- Prior research comparing SIA policy vs. other schools' policy
 - SIA's policy is comparable with a private school's policy. Private schools policy regarding hair color is open-ended and have no limitations.

Notable comments from Morgen Flowers:

- The student survey did not include the primary grades
- Parent survey was conducted this year; 45% responses were received
- Morgen supports the proposed revision for Middle School and High School only; not Kindergarten-5th Grade
- Staff survey favors the revision to apply to Middle School and High School only; they have reservations for the primary grades

C. Vote on Proposed Policy Change

Action:

- ASB is asked to compare policies of other schools in the area (charter and public schools)
- Come up with the correct verbiage; specify policy for K-5 and 6-12
- Re-submit the proposal in the January board meeting

The board acknowledges the students' efforts and great presentation!

VI. Graduate Profile

A. Graduate Profile Work

Melissa Pettey presented.

Background:

- Former SIA Dean of Students, during SIA's early years
- Founding principal of SIA Middle Academy and Lumen High School
- Director of K-12 College and Career Readiness, Spokane Public Schools
- Current Director of Program Development and Student Success at SIA
 - Focuses on K-12 success strategies and program development in partnership with Excellent Schools of Washington (ESWA)
 - ESWA is a non-profit focused on expanding access to high quality, innovative public schools, especially charter schools for underserved students in WA.

Enrollment Analysis/High School Expansion:

- SIA does not accept new students in grades 11-12
- SIA students often return to their neighborhood schools in grades 9-10
- The current 11th–12th grade pathways (RS and NTN) don't serve all students well.
- We lose all FTE funding for students enrolled in RS and NTN.
- There's no clear process for students to return to campus if their pathway isn't working.
- Students miss valuable, developmentally appropriate time on campus that supports our mission.
- Some students leave because they don't connect with our current high school structure.
- Our high school lacks a distinct identity that attracts and retains students.

SIA Strategy:

- Grow the base at Kindergarten
Rebuild the High School

What's Next:

1. Redefine our Graduate Profile (December–January) with full stakeholder input.
2. Present and adopt the new Graduate Profile at the January Board meeting.
3. Launch communication and marketing to middle and high school families to strengthen retention and recruitment. (March- May)
4. Align the master schedule with new Graduate Profile values while maintaining current RS/NTN options for upperclassmen. (January - March)

5. Begin reimagining the junior and senior experience for current freshmen and younger students (February - June)

Melissa will present again at the January board meeting.

Notable comments from the Board:

- What is offered at Running Start that SIA cannot offer to students?
- Current building capacity
- Administration capacity
- Parent survey or a task force
- Strategic growth; 5-year plan

VII. Head of School Report

A. HOS November Update

No questions or comments.

B. 25-26 Calendar

Save the date: June 7, 2026 - High School graduation at Spokane Community College auditorium.

VIII. Governance

A. Board Committees Presentation

The Governance Committee will report during the Executive Session.
Academic Excellence committee will report in January.

B. Compliance Training

C. Required: Public Disclosure Form

IX. 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 5:55 PM.

Respectfully Submitted,
Ron Poplawski
Cassie Anderson left at 5:45 PM.

Coversheet

December Financials

Section: II. Consent Agenda
Item: B. December Financials
Purpose:
Submitted by:
Related Material: Dec_mid_AP_2025_ASB.pdf
Additional_notes_for_AP_Payroll-Dec.xlsx
Dec_mid_AP_2025.pdf
Dec_EOM_AP_2025_ASB.pdf
Dec_EOM_AP_2025.pdf
Dec_EOM_AP_2025_Private.pdf
Wire_register_12.25.pdf
Dec_Payroll_2025.pdf
Payroll_as_a_percent_of_Exp (6).xlsx
CF24.25 (5).xlsx
CF25.26 (3).xlsx
Dec._2025_Budget_Status_Report.pdf

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 January 28, 2026, the board, by a _____ vote, approves payments, totaling \$940.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 20518 through 20518, totaling \$940.30

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

Check Nbr	Vendor Name	Check Date	Check Amount
20518	COPELAND, TABATHA	12/15/2025	940.30
1	Computer	Check(s) For a Total of	940.30

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	940.30
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	940.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	940.30

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](#):

Additional_notes_for_AP_Payroll-Dec.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 January 28, 2026, the board, by a _____ vote, approves payments, totaling \$11,486.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 20519 through 20530, totaling \$11,486.50

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

Check Nbr	Vendor Name	Check Date	Check Amount
20519	AMAZON CAPITAL SERVICES	12/15/2025	2,954.38
20520	CITY OF SPOKANE	12/15/2025	1,536.23
20521	COMCAST BUSINESS	12/15/2025	390.44
20522	COOK, KELSEY	12/15/2025	54.15
20523	DE LAGE LANDEN FINANCIAL SERVI	12/15/2025	1,217.33
20524	FLOWERS WASHINGTON, MORGEN	12/15/2025	39.20
20525	LEAF CAPITAL FUNDING, LLC.	12/15/2025	54.28
20526	MOON SECURITY SERVICE INC	12/15/2025	166.07
20527	SCHOLASTIC INC	12/15/2025	1,170.02
20528	SEIDEMAN, DALANEY	12/15/2025	38.51
20529	TRI COUNTY SEPTIC CO. LLC	12/15/2025	1,688.89
20530	US BANK	12/15/2025	2,177.00

12 Computer Check(s) For a Total of 11,486.50

	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
	12	Computer	Checks For a Total of	11,486.50
Total For	12	Manual, Wire Tran, ACH & Computer	Checks	11,486.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	11,486.50

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 January 28, 2026, the board, by a _____ vote, approves payments, totaling \$302.55. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 20538 through 20538, totaling \$302.55

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

Check Nbr	Vendor Name	Check Date	Check Amount
20538	BROWN, BRIANNA	12/31/2025	302.55
1	Computer	Check(s) For a Total of	302.55

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	302.55
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	302.55
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	302.55

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 January 28, 2026, the board, by a _____ vote, approves payments, totaling \$313,121.96. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 20539 through 20566, totaling \$313,121.96

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

Check Nbr	Vendor Name	Check Date	Check Amount
20539	AMAZON CAPITAL SERVICES	12/31/2025	6,684.59
20540	AUTO-CHLOR SYSTEM	12/31/2025	355.94
20541	Avista	12/31/2025	16,610.15
20542	BRAUN, RODNEY	12/31/2025	3,412.50
20543	CHARLIE'S PRODUCE	12/31/2025	2,970.40
20544	CNB COMPUTERS USA, INC. DBA SY	12/31/2025	35,195.00
20545	EDMENTUM INC	12/31/2025	2,386.50
20546	EDNETICS NETWORK	12/31/2025	23,266.39
20547	EIDE BAILLY LLP	12/31/2025	10,500.00
20548	EXPRESS SERVICE, INC.	12/31/2025	3,837.44
20549	FATBEAM LLC	12/31/2025	556.00
20550	FIKES NORTHWEST, CORP	12/31/2025	2,304.03
20551	GOJOE PATROL INC	12/31/2025	1,063.90
20552	GOLD STAR FOODS OF IDAHO, INC	12/31/2025	29,751.86
20553	GREENSCAPE	12/31/2025	983.00
20554	HARLOW'S SCHOOL BUS SERVICE IN	12/31/2025	98,034.76
20555	INLAND NORTHWEST THERAPY, LLC	12/31/2025	25,437.75
20556	KUTAK ROCK LLP	12/31/2025	192.50
20557	NEWESD 101	12/31/2025	14,836.12
20558	OSPI CHILD NUTRITION SERVICES	12/31/2025	2,848.28
20559	PRO MECHANICAL SERVICES, INC	12/31/2025	28,299.22
20560	ROYAL BUSINESS SYSTEMS, INC	12/31/2025	1,191.10
20561	SPRAGUE PEST SOLUTIONS	12/31/2025	119.80
20562	STAPLES ADVANTAGE	12/31/2025	436.67
20563	TINY'S SERVICE AND MAINTENANCE	12/31/2025	198.79
20564	TK ELEVATOR CORPORATION	12/31/2025	1,479.76
20565	WSIPC	12/31/2025	94.56
20566	ZOOM VIDEO COMMUNICATIONS INC.	12/31/2025	74.95

28 Computer Check(s) For a Total of 313,121.96

	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
	28	Computer	Checks For a Total of	313,121.96
Total For	28	Manual, Wire Tran, ACH & Computer	Checks	313,121.96
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	313,121.96

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 January 28, 2026, the board, by a _____ vote, approves payments, totaling \$552.08. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PRIVATE:
Warrant Numbers 1438 through 1438, totaling \$552.08

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

Check Nbr	Vendor Name	Check Date	Check Amount
1438	AMAZON CAPITAL SERVICES	12/31/2025	552.08
1	Computer	Check(s) For a Total of	552.08

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	552.08
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	552.08
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	552.08

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 January 28, 2025 the board, by a _____ vote, approves payments, totaling \$108,059.43. The payments are further identified in this document. Total by Payment Type for Private/Public Account, Columbia BANK: Wire/ACH payments totaling \$108,059.43.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	November Statement	12/15/2025	\$ 12,584.43
ACH	SIA-Magnesium		12/24/2025	\$ 95,475.00
			2 ACH/Wire For a Total of	\$ 108,059.43

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 January 28, 2026, the board, by a _____ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: COLUMBIA BANK - COLUMBIA BANK - PUBLIC
 Check Number 20531 through 20533
 and for payment those Direct Deposits included in the following list and further described as follows: COLUMBIA BANK - COLUMBIA BANK - PUBLIC
 Direct Deposit Number 900008314 through 900008431
 in the total amount of \$855,745.72.

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

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 11:25 AM 12/16/25
 05.25.10.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1
 CHECK DATE: 12/31/2025 PERIOD ENDING DATE: 12/31/2025
 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>
BENE5	BENES - NO PAY	2	1.0000			
CAPR3	ASSOCIATE PR	3	2.0000		21,888.09	240.00
CASP3	ADMIN OFFICE	1	1.0000		4,587.90	120.00
CCFO3	CHIEF FIN OFF	1	1.0000		11,777.09	120.00
CCOU3	COUNSELOR	5	3.0000		17,325.00	360.00
CCUS4	FACILITIES	5	5.0000		17,820.68	600.00
CDOP3	DIR OF OPS	6	2.0000		13,708.34	240.00
CDSS3	DIR OF SPECIAL	7	3.0000		28,177.39	300.00
CIA3	INST AIDE	88	29.0000		68,450.34	2910.00
CINT3	INT COACH	4	4.0000		23,315.99	480.00
CKIT4	KITCHEN MGR	1	1.0000		3,126.04	120.00
CKTA4	KITCHEN ASSIST	3	3.0000		7,213.08	360.00
CLGY5	LONGEVITY	32	31.0000		9,250.03	
CMGB3	BUS GENERALIST	1	1.0000		3,205.84	120.00
CMGF3	MANAGER FINANCE	1	1.0000		5,049.80	120.00
CMGH3	HR SPECIALIST	1	1.0000		4,610.20	120.00
CNUR3	NURSE	3	1.0000		5,202.12	120.00
COF23	OFFICE ASSIST	4	1.0000		2,440.02	120.00
COFF3	OFFICE ASSIST	13	4.0000		9,807.85	359.99
CSA5	ATHLETICS 1	2	1.0000		166.67	9.20
CSP25	SUPPLEMENTAL	4	3.0000		750.01	12.10
CSP35	SUPPLEMENTAL	2	1.0000		214.29	1.30
CSUP3	SUPERINTENDENT	4	1.0000		15,416.67	120.00
CTC13	TEACHER	136	55.0000		320,968.62	6536.00
CTC23	TEACHER	2	1.0000		4,329.98	48.00
CTSU3	BLDG SUB	6	2.0000		5,529.49	240.00
LWOP3	LWOP	7		-30.0000	-1,050.25	-30.10
SUP13	SUPPLEMENTAL	2	2.0000		600.00	
TIA3	INST AIDE	18		-155.5000	-3,440.80	-155.50
TKII4	KITCHEN ASST	4		65.8800	1,312.65	65.90
TKIT4	KITCHEN MGR	1		6.0000	151.26	6.00
TOFF3	OFFICE ASST	4		-62.6300	-1,250.10	-62.59
TOV4	OVERTIME	2		24.5000	860.65	24.50

CHECK DATE: 12/31/2025 PERIOD ENDING DATE: 12/31/2025

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>
TSU23	SUBSTITUTE	6		165.5000	3,693.96	165.50
TSUB3	SUBSTITUTE	1		4.0000	80.00	4.00
	REPORT TOTAL	382	161.0000	17.7500	605,288.90	13794.30

CHECK DATE: 12/31/2025 PERIOD ENDING DATE: 12/31/2025

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	380	36,789.68
1FIT	FED INC TAX	FEDERAL TAX	380	39,483.58
1FIT+	FIT ADD AMT	FEDERAL TAX	67	4,729.00
1MED	MEDICARE	MEDICARE	380	8,604.03
1PFML	WA PAID FML	PFML	380	3,974.49
1ReE0	SERS PLAN 0	RETIREMENT	1	
1ReE2	SERS PLAN 2	RETIREMENT	154	8,836.74
1ReE3	SERS PLAN 3	RETIREMENT	31	2,084.24
1ReT0	TRS PLAN 0	RETIREMENT	25	
1ReT2	TRS 2	RETIREMENT	129	15,923.87
1ReT3	TRS PLAN 3	RETIREMENT	92	15,370.47
1WC	WORKERS' COMP	WORKERS' COMP	380	2,072.30
1WLTC	WA LTC	LONG-TERM CARE	372	3,408.70
DCP	DCP DRS	TSA-BEFORE TAX	4	3,583.61
DCP R	DCP ROTH	TSA-AFTER TAX	6	1,205.00
DCS-P	CHILD SUPPORT		5	911.00
HCFSA	Medical FSA	OTH BEF TAX	4	333.34
HEHSA	Health Eqty-HSA	OTH BEF TAX	5	729.00
KP2ER	Kai WA Smt2 EMP	OTH BEF TAX	9	595.00
KP2FR	Kai WA Smt2 FAM	OTH BEF TAX	3	367.00
KP2SR	Kai WA Smt2 E/S	OTH BEF TAX	2	228.00
KW1ER	Kai WA Core1EMP	OTH BEF TAX	19	161.00
KW1FR	Kai WA Core1FAM	OTH BEF TAX	4	138.00
KW1SR	Kai WA Core1E/S	OTH BEF TAX	3	46.00
KW2CR	Kai WA Core2E/C	OTH BEF TAX	5	192.00
KW2ER	Kai WA Core2EMP	OTH BEF TAX	2	55.00
KW2SR	Kai WA Core2E/S	OTH BEF TAX	2	110.00
KWSCR	Kai WA SndChE/C	OTH BEF TAX	1	214.00
KWSER	Kai WA SndChEMP	OTH BEF TAX	16	610.00
KWSFR	Kai WA SndChFAM	OTH BEF TAX	9	1,198.00
LTD50	Emp Pd LTD 50%		40	130.09
LTD60	Emp Pd LTD 60%		135	783.84
LTDBU	Supp LTD		2	
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	4	472.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	7	405.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	4	405.00
PHSR	Prem Hgh PPOE/S	OTH BEF TAX	2	270.00
PMER	Prem HMCrEPOEMP	OTH BEF TAX	13	68.00
PMSR	Prem HMCrEPOE/S	OTH BEF TAX	3	68.00
PSCR	Prem Std PPOE/C	OTH BEF TAX	4	276.00
PSER	Prem Std PPOEMP	OTH BEF TAX	31	948.00
PSFR	Prem Std PPOFAM	OTH BEF TAX	9	948.00
VACR	UMP Achieve2E/C	OTH BEF TAX	3	219.00
VAER	UMP Achieve2EMP	OTH BEF TAX	13	750.00
VAFR	UMP Achieve2FAM	OTH BEF TAX	2	375.00
VASR	UMP Achieve2E/S	OTH BEF TAX	1	250.00
VHSAC	UMP CDHP E/C	OTH BEF TAX	2	37.00
VHSAF	UMP CDHP FAM	OTH BEF TAX	3	63.00
VHSAS	UMP CDHP E/S	OTH BEF TAX	2	42.00
VUCR	UMP Achieve1E/C	OTH BEF TAX	11	420.00
VUER	UMP Achieve1EMP	OTH BEF TAX	32	675.00
VUFR	UMP Achieve1FAM	OTH BEF TAX	7	240.00

CHECK DATE: 12/31/2025 PERIOD ENDING DATE: 12/31/2025

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
			3200	159,797.98

CHECK DATE: 12/31/2025 PERIOD ENDING DATE: 12/31/2025

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	380	36,789.68
1MED	MEDICARE	MEDICARE	380	8,604.03
1PFML	WA PAID FML	PFML	380	1,582.14
1ReE0	SERS PLAN 0	RETIREMENT	1	
1ReE2	SERS PLAN 2	RETIREMENT	155	9,093.93
1ReE3	SERS PLAN 3	RETIREMENT	31	1,830.77
1ReT0	TRS PLAN 0	RETIREMENT	33	
1ReT2	TRS PLAN 2	RETIREMENT	129	16,346.83
1ReT3	TRS PLAN 3	RETIREMENT	92	17,818.66
1UC	UNEMPLOYMENT	UNEMPLOY COMP	380	2,251.16
1WC	WORKERS' COMP	WORKERS' COMP	380	4,371.37
SEBB	SEBB		286	151,612.00
VHSS1	UMP CDHP EE HSA		7	156.25
			2634	250,456.82

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

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](#):

Payroll_as_a_percent_of_Exp (6).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](#):

CF24.25 (5).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](#):

CF25.26 (3).xlsx

10--GENERAL FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
 Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of December, 2025

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	0	.00	.00		.00	0.00
2000 LOCAL SUPPORT NONTAX	229,500	11,074.38	50,484.34		179,015.66	22.00
3000 STATE, GENERAL PURPOSE	10,822,475	888,355.88	3,731,135.46		7,091,339.54	34.48
4000 STATE, SPECIAL PURPOSE	2,701,511	286,750.10	897,364.71		1,804,146.29	33.22
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,154,623	108,507.56	238,029.82		916,593.18	20.62
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	400,000	.00	650.00		399,350.00	0.16
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	15,308,109	1,294,687.92	4,917,664.33		10,390,444.67	32.12
<u>B. EXPENDITURES</u>						
00 Regular Instruction	7,294,596	639,175.27	2,594,695.25	4,854,513.64	154,612.89-	102.12
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	1,668,937	130,102.45	522,619.68	801,624.98	344,692.34	79.35
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.	865,332	44,206.29	180,990.90	325,114.53	359,226.57	58.49
70 Other Instructional Pgms	45,151	3,904.20	17,015.51	31,240.00	3,104.51-	106.88
80 Community Services	0	.00	4,349.90	37,527.87	41,877.77-	0.00
90 Support Services	5,263,836	501,593.98	1,739,798.47	1,853,562.19	1,670,475.34	68.27
<u>Total EXPENDITURES</u>	15,137,852	1,318,982.19	5,059,469.71	7,903,583.21	2,174,799.08	85.63
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	170,257	24,294.27-	141,805.38-		312,062.38-	183.29-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,750,000		4,913,733.42			
<u>G. GLS 896, 897, 898 ACCOUNTING</u>	XXXXXXXXX		.00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
<u>H. TOTAL ENDING FUND BALANCE</u>	3,920,257		4,771,928.04			
<u>(E+F + OR - G)</u>						

17--PRIVATE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
 Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of December, 2025

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	0	.00	.00		.00	0.00
2000 LOCAL SUPPORT NONTAX	15,000	.00	5,716.09		9,283.91	38.11
3000 STATE, GENERAL PURPOSE	0	.00	.00		.00	0.00
4000 STATE, SPECIAL PURPOSE	0	.00	.00		.00	0.00
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	0	.00	.00		.00	0.00
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	15,000	.00	5,716.09		9,283.91	38.11
<u>B. EXPENDITURES</u>						
00 Regular Instruction	0	655.39	1,284.45	0.00	1,284.45-	0.00
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	0	.00	.00	0.00	.00	0.00
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.	0	.00	.00	0.00	.00	0.00
70 Other Instructional Pgms	0	.00	.00	0.00	.00	0.00
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	15,000	259.00	992.07	0.00	14,007.93	6.61
<u>Total EXPENDITURES</u>	15,000	914.39	2,276.52	0.00	12,723.48	15.18
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	0	914.39-	3,439.57		3,439.57	0.00
<u>F. TOTAL BEGINNING FUND BALANCE</u>	350,000		.00			
<u>G. GLS 896, 897, 898 ACCOUNTING</u> <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	350,000		3,439.57			

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the SPOKANE INTERNATIONAL ACADEMY School District for the Month of December, 2025

	ANNUAL	ACTUAL	ACTUAL		BALANCE	PERCENT
<u>A. REVENUES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>		
1000 General Student Body	29,000	2,142.00	4,366.38		24,633.62	15.06
2000 Athletics	0	.00	.00		.00	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	39,200	786.00	3,968.00		35,232.00	10.12
6000 Private Moneys	0	434.00	434.00		434.00-	0.00
<u>Total REVENUES</u>	68,200	3,362.00	8,768.38		59,431.62	12.86
<u>B. EXPENDITURES</u>						
1000 General Student Body	23,650	764.99	3,880.22	0.00	19,769.78	16.41
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	39,200	477.86	679.36	3,414.93	35,105.71	10.44
6000 Private Moneys	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	62,850	1,242.85	4,559.58	3,414.93	54,875.49	12.69
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES (A-B)</u>	5,350	2,119.15	4,208.80		1,141.20-	21.33-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	1,000		16,096.42			
<u>E. GLS 896, 897, 898 ACCOUNTING</u>	XXXXXXXXXX		.00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
<u>F. TOTAL ENDING FUND BALANCE</u>	6,350		20,305.22			
<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	6,350		20,305.22			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	6,350		20,305.22			

Coversheet

Policy 5011/5011P - Sexual Harassment of District Staff Prohibited

Section: II. Consent Agenda
Item: C. Policy 5011/5011P - Sexual Harassment of District Staff Prohibited
Purpose:
Submitted by:
Related Material: 5011-Sexual Harassment of District Staff Prohibited.docx.pdf
5011P-ProcedureSexualHarassmentofDistrictStaffProhibited (1).pdf



Title: **Sexual Harassment of District Staff Prohibited (Policy)**

Code: 5011

Section: 5000 - Personnel

Spokane International Academy is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult, or can be carried out by a group of students or adults, and will be investigated by Spokane International Academy, even if the alleged harasser is not a part of the school staff or student body. Spokane International Academy prohibits sexual harassment of district employees by other students, employees, or third parties involved in school district activities.

The term "sexual harassment" is defined by the regulations implementing the federal law Title IX of the Education Amendments Act of 1972 at 34 C.F.R. § 106.30.

Under federal and state law, the term "sexual harassment" may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interfere with an individual's employment performance or create an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;

- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied requirement for obtaining a work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Investigation and Response

If Spokane International Academy knows, or reasonably should know, that sexual harassment has created a hostile environment, Spokane International Academy will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, Spokane International Academy will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence, and, as appropriate, remedy its effects. Spokane International Academy will take prompt, equitable, and remedial action within its authority every time a report, complaint, or grievance alleging sexual harassment comes to the attention of Spokane International Academy, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement or Child Protective Services.

Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve Spokane International Academy of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities.

Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. Spokane International Academy will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The Head of School will develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing Spokane International Academy's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities.

A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of sex discrimination and sexual harassment will be referred to Spokane International Academy's Title IX Coordinator. Reports of discrimination based on sexual orientation, gender expression, gender identity, ethnicity, race, creed, color, national origin, religion, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained guide dog or service animal, honorably discharged veteran or military status, or age, or complaints alleging violations of the Boy Scouts of America Act will be referred to Spokane International Academy's Civil Rights Compliance Coordinator.

Reports of disability discrimination or harassment will be referred to Spokane International Academy's Section 504 Coordinator.

Notice and Training

The Head of School will develop procedures to provide information and education to district staff, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention, and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee, and reproduced in each staff, volunteer, and parent handbook. Such notices will identify Spokane International Academy's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The Head of School will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The Head of School is encouraged to involve staff, volunteers, and parents in the review process.

Last Revised: **January 23, 2026**

Classification: **Critical**

Prior Revised Dates: **10.11; 12.14; 07/01/2015; 06/28/2021; 06/29/2022; 07/31/2024; 01/27/2025; 04/16/2025**

Legal References:

- [20 U.S.C. - 1681-1688](#)
- [WAC 392-190-058 Sexual harassment](#)
- [RCW 28A.640.020 Regulations, guidelines to eliminate discrimination - cope - Sexual harassment policies](#)
- [34 C.F.R. 106](#)

Management Resources:

- [2025 - April Issue](#)
- [2025 - January Newsletter](#)

- [2022 - June June](#)
- [2021 - June Issue](#)
- [2015 - July Policy Alert](#)
- [2014 - December Issue](#)
- [2010 - October Issue](#)

Cross References:

- [3205 - Sexual Harassment of Students Prohibited](#)
- [3207 - Prohibition of Harassment, Intimidation, and Bullying of Students](#)
- [3210 - Nondiscrimination](#)
- [3211 - Gender-Inclusive Schools](#)
- [3421 - Child Abuse and Neglect](#)
- [5010 - Discrimination-Free Workplace](#)
- [5012 - Parental, Family, or Marital Status, and Pregnancy or Related Conditions of Staff](#)



Book: WSSDA Model Policies

Section: 5000 - Personnel

Title: Procedure - Sexual Harassment of District Staff Prohibited

Number: 5011 (Procedure)

The procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by students, other employees, or third parties involved in school district activities. Spokane International Academy has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

A formal complaint filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

• I. Notice of Sexual Harassment Policy

1. Posting of Notices

Information about Spokane International Academy's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, Spokane International Academy will provide annual notice to employees that complaints pursuant to this procedure may be filed at hr@spokaneintlacademy.org.

2. Responding to Notice of Sexual Harassment

Once Spokane International Academy is on notice of possible sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal

complaint. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

In the event of an alleged sexual assault, the school principal will immediately inform the Title IX Coordinator so that Spokane International Academy can appropriately respond to the incident consistent with its own grievance procedures. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

• II. Supportive Measures

Supportive measures must be offered to the complainant before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may also be provided to the respondent.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to Spokane International Academy's education program or activity without unreasonably burdening the other party.

Supportive measures may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing Spokane International Academy's sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Modifications of work or class schedules;
- Mutual restrictions on contact between the parties;
- Increased security and monitoring of certain areas of the campus or school building, or
- Providing staff and/or student training.

Spokane International Academy will inform the complainant how to report any subsequent problems. Additionally, Spokane International Academy will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and respond promptly and appropriately to address any new or continuing problems. Follow-up inquiries will follow a timeline agreed to by Spokane International Academy and the complainant.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant, their parent or guardian, or the Title IX Coordinator may file a formal complaint because, for example, they feel the complaint needs to be more thoroughly investigated or discipline may be warranted for an individual alleged to have engaged in sexually harassing conduct.

3. Confidentiality

- Spokane International Academy will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of Spokane International Academy to provide the supportive measures.
- If a complainant requests that their name not be revealed to the alleged perpetrator or asks that Spokane International Academy not investigate or seek action against the alleged perpetrator, the request will be forwarded to the insert title of appropriate district employee(s) for evaluation. The insert title of appropriate district employee(s) should inform the complainant that Spokane International Academy will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment.
- If the complainant's request that their name not be disclosed to the alleged perpetrator or that Spokane International Academy not investigate or seek action against the alleged perpetrator can be honored, the insert title of appropriate district employee(s) should notify the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. However, Spokane International Academy will use other appropriate means available to address the sexual harassment.

4. Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, Spokane International Academy will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. Spokane International Academy will investigate all allegations of retaliation and take action against those found to have retaliated.

• V. Formal Title IX Sexual Harassment Complaint Process

In response to formal complaints of sexual harassment, Spokane International Academy will take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Anyone may initiate a formal complaint of sexual harassment.

1. Filing of Complaint

All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The Title IX Coordinator may also conclude that Spokane International Academy needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

Complaints must be filed within one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by Spokane International Academy that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that Spokane International Academy was required to provide under WAC 392-190-065 or WAC 392- 190-005.

Complaints may be submitted by mail, fax, email, or hand-delivery to the Spokane International Academy Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

2. Discipline and Emergency Removals for Alleged Sexual Harassment under Title IX

A respondent who is accused of sexual harassment under Title IX and this process is presumed not responsible for the alleged conduct until after a determination regarding responsibility is made at the conclusion of the grievance/investigation process.

Until a determination of responsibility for sexual harassment is made, Spokane International Academy may not impose any disciplinary sanctions or other punitive actions against the respondent. (Supportive measures are not disciplinary sanctions and must be non-punitive.)

In rare instances, a district may remove a student from school on an emergency basis consistent with Policy and Procedure 3241 – Student Discipline modify as accurate for your district and the associated student discipline regulations for emergency expulsion.

Additionally, a non-student employee respondent may be placed on administrative leave during the pendency of a grievance process.

3. Formal Complaints by Staff will be Processed under the Procedures of 3205P

Spokane International Academy will consider a formal complaint concerning the sexual harassment of an employee under the process, definitions, and standards outlined for formal complaints in Section VI. of Procedure 3205P or relevant district policy. If the formal complaint proceeds with an investigation under that procedure, the parties will have the appeal rights designated in that procedure.

If a formal complaint was filed, employees will also be permitted to use the Title IX Informal Resolution Process

under that procedure.

If the Title IX Coordinator must dismiss a complaint under that procedure, the Title IX Coordinator will provide the complainant with written notice that the complaint has been dismissed. The notice should also inform the complainant whether the complaint has been:

- Referred for consideration under Spokane International Academy's policy prohibiting discrimination against staff, including sex based discrimination Policy 5010 – modify as accurate for your district, and its procedures for investigating a complaint under that policy.
- Referred for other action or consideration under another District policy and procedure.
- Dismissed with no further action anticipated because the information provided does not suggest a potential violation of District policy or state or federal law.

The complainant must be provided notice of the right to appeal any dismissal decision(s) to the Head of School or designee. Additionally, dismissal of a prior complaint shall not be a basis for refusing to consider any new formal complaints filed by the same complainant or their legal representative.

• I. Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 TDD: 1-800-877-8339 OCR.Seattle@ed.gov www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 TTY: 1-800-300-7525 www.hum.wa.gov

• II. Investigation Recordkeeping

Spokane International Academy will maintain, for a period of X years, records of all sexual harassment investigations.

Spokane International Academy will maintain, for a period of seven years, records of each Title IX sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility.

Spokane International Academy will maintain, for a period of seven years, records of any actions, including

supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.

3. Training and Orientation

A fixed component of all district orientation sessions for staff, students, and regular volunteers will introduce the elements of this policy. Staff will be provided with information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

4. Policy and Procedure Review

Annually, the Head of School or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The Title IX Compliance Coordinator will be included in the committee. Based on the review of the committee, the Head of School will prepare a report to the board, including, if necessary, any recommended policy changes. The Head of School will consider adopting changes to this procedure if recommended by the committee.

Coversheet

Policy 6220/6220P - Bid or Request for Proposal Requirements

Section: II. Consent Agenda
Item: D. Policy 6220/6220P - Bid or Request for Proposal Requirements
Purpose:
Submitted by:
Related Material: 6220-Bid or Request for Proposal Requirements.pdf
6220-P.pdf

Title: **Bid or Request for Proposal Requirements**

Code: 6220

Section: 6000 - Management Support

The board recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

I. Procurement and Public Works Using Non-Federal Funds

A. Furniture, Supplies, or Equipment

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow its informal competitive bidding procedure; and
- over \$75,000, the board will follow its formal competitive bidding process. by:

1.
 1. preparing clear and definite plans and specifications for such purchases;
 2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
 4. providing the clear and definite plans and specifications to those interested in submitting a bid;
 5. requiring that bids be in writing;
 6. opening and reading bids in public on the date and in the place named in the notice; and
 7. filing all bids for public inspection after opening.

B. Use of Non-Federal Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the

board will follow its formal competitive bidding procedure outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.151 through 39.04.154 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are under \$100,000. For projects in this range, the district may consider any of these options: using its small works roster process, under RCW 39.04.151 through 39.04.154; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

C. Construction-related services

The board, when contracting for construction-related professional and personal services, shall include in bid documents language that encourages participation by minority or women-owned business enterprises. The services covered by this section include, but are not limited to, construction management services, value engineering services, and building commissioning services.

D. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

The board may also waive bid requirements for making improvements to district property if it contracts with an eligible local organization, such as a chamber of commerce, service organization, or other community, youth, or athletic association. Such organizations may utilize non-paid volunteers for completing the projects. The total value of such contracts may not exceed the lesser of \$75,000 or \$2 per resident of the district in a calendar year.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

E. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

F. Interlocal Cooperation Act

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
 - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
 - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

G. Crimes Against Children

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

H. Women and Minority Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids.

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of **goods, including** furniture, supplies, and equipment:

- Purchases of \$15,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$15,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using its formal bidding procedure.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using the district's formal bidding procedure.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

B. Services

When the district uses federal funds for procurement of **services**:

- Purchases of \$15,000 or less do not require quotes. However, the district must consider price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$15,000 and \$350,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$350,000 or more must be publicly solicited using the district's formal bidding procedure.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$50,000 and \$350,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$350,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following five circumstances applies:

- Acquiring property or services that do not exceed \$15,000 [or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000];
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Cost/Price Analysis

The district will perform a cost or price analysis in connections with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work

performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

E. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

F. Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

G. Interlocal Cooperation Act

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
 - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
 - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
 - c. The contracting agency must ensure that it met any procurement requirements laid out in 2 CFR §200.317 – 200.327.
2. The contract contains language that it is open for use by other entities and is not expired.

3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and that the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.
6. The district must verify that the awarding entity is neither suspended nor debarred from participating in federal assistance programs.
7. The district must also verify that the contract contains all contract provisions described in 2 CFR §200.327 and Appendix II to Part 200.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

H. Women and Minority-Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids. The district will also include language requiring any prime contractor that employs subcontractors to show proof that it provides equal opportunity for bidding to women or minority-owned businesses.

I. Federal Agency or Pass-Through Entity Review

The district will maintain records of all purchases made using Federal funds and shall provide any and all documentation to the Federal awarding agency or the state pass-through entity for compliance with all rules and regulations.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References:

- [RCW 28A.335.190 Advertising for bids - Competitive bid procedures - Purchases from inmate work programs - Telephone or written quotation solicitation, limitations - Emergencies](#)
- [RCW 28A.400.330 Crimes against children - Contractor employees - Termination of contract](#)
- [RCW 39.04.155 Small works roster contract procedures - Limited public works process Definition](#)
- [RCW 39.04.280 Competitive bidding requirements - Exemptions](#)

- [RCW 39.26.160 Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system](#)
- [RCW 39.30.060 Bids on public works Identification, substitution of contractors](#)
- [Chapter. 39.34 RCW Interlocal Cooperation Act](#)
- [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- [2 CFR 200.67 Micro-purchase](#)
- [2 CFR 200.88 Simplified Acquisition Threshold](#)
- [2 CFR 200.318 General Procurement Standards](#)
- [2 CFR 200.320 Methods of Procurement to be Followed](#)
- [2 CFR 3485 Nonprocurement Debarment and Suspension](#)
- [2 CFR 200.520 Criteria for a low-risk auditee](#)
- [2 CFR 200.324 Contract Cost and Price](#)
- [2 CFR 200.321 Contracting with small and minority businesses, womens business enterprises, and labor surplus area firms.](#)
- [2 CFR 200.325 Federal awarding agency or pass-through entity review.](#)

Management Resources:

- [2023 - July Issue](#)
- [2021 - December Issue](#)
- [2020 - December Issue](#)
- [2019 - January 2019 - January Policy Alert](#)
- [2018 - August Issue](#)
- [2017 - July Issue](#)
- [2016 - March Issue](#)
- [2015 - October Policy Issue](#)
- [2015 - June Policy Issue](#)
- [2013 - June Issue](#)
- [2012 - April Issue](#)
- [2011 - February Issue](#)
- [2009 - December Issue](#)
- Policy News, October 2005 Competitive Bid Process Changes
- Policy News, June 2001 Legislation Further Simplifies Bid Compliance

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Title: **Procedure - Bid or Request for Proposal Requirements**

Code: 6220P

Section: 6000 - Management Support

Informal Competitive Bidding

For purchases of goods or services, other than public works, that fall within the district's range for informal bidding, the following process will be used.

1. The district will reach out to various sources to obtain quotations for the goods or services to be purchased.
2. The district will get quotations from no less than three different sources.
3. If there are not three sources available, the district will record the attempts to contact all available sources and document the limited number of sources.
4. Quotations shall be documented and be available for the public to review following the awarding of the contract.

Formal Competitive Bidding Process

The following procedures will be in effect for purchasing and public works through the bidding or request for proposal process:

1. The district will prepare clear and definite plans or specifications for the goods or services to be purchased.
2. The district will provide notice of the call for formal bids by publication in at least one newspaper of general circulation in the district once a week for two consecutive weeks.
 1. The notice will direct potential bidders to full bid requirements.
 2. The notice will provide notice of how sealed bids are to be received.
 3. The notice will also include information about the date, time, and place where bids will be opened.
3. The district will publicly open and read formal bids on the date, time, and place named in the notice and then will file the bids for public inspection. Any interested member of the public may attend the bid opening. It will be the bidder's sole responsibility to see that the district receives his/her bid prior to the time set for opening of bids. The district will return any bid received after the time set for opening the bids to the bidder unopened and without consideration. The district will accept proposals in the place named and no later than the date and time named in the notice;
4. Formal bid or proposal tabulations may be presented at a meeting of the board for study purposes;
5. The board will award a formal contract on the basis of staff recommendations;

6. Specifications using brand names and manufacturers' catalog numbers are for identifying and establishing a quality standard. The board may consider bids or proposals on equal items providing the bidder or proposer specifies brand and model and furnishes descriptive literature. The board will condition its acceptance of alternative "equal" items upon its inspection and testing after receipt. If the board does not find the items to be equal, the board will return the items at the seller's expense and cancel the contract;
7. The district will reserve the right to reject any or all bids or proposals, waive any formalities, and/or irregularities, and cancel the solicitation, if a reason exists;
 1. The district may reject bids by resolution; and
 2. Provide notice of acceptable of further bids in the same manner as the original notice.
8. On construction projects, the bidder will include a notarized statement agreeing to comply with prevailing wage and affirmative action requirements. The bidder will also provide payment and performance bonds.
9. For public works projects estimated to cost \$350,000 or less, the superintendent or designee may solicit bids by telephone, electronic or written quotations from contractors on the appropriate small works roster. The district will not break a project into units or phases in order to come within the scope of the small works roster process or limited public works process. Each year, the district will publish a notice of opportunity regarding the small works roster in at least one newspaper of general circulation in the district and then revise the small works roster accordingly. The district will also add responsible contractors to the small works roster any time a contractor submits a written request and necessary records. The application form shall be designed to collect such information as (1) name of contractor, (2) state of Washington contractor's license number, (3) bonding verification, (4) liability insurance coverage, (5) related contracts completed, and (6) references (bond and clients). Contractors desiring to be placed on or remain on the small works roster are required to keep current records of applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the district.

Small Works Process

For public works contracts that are under \$350,000 exclusive of state sales tax, the district may utilize a small works roster for the project.

In establishing the small works roster, the district must require contractors wishing to be placed on the roster to indicate if they are women, minority, or veteran-owned, or meet statutory definitions of a small business. The district will either create its own small works roster or it may, through interlocal agreements, use small works rosters created by another district or governmental entity.

All solicitation for bids or direct contracts shall include a scope of work that includes the nature of the work as well as materials and equipment to be furnished. It is not necessary to have detailed plans and specifications.

For any work being done through a small works roster, the district will secure written or electronic quotations to ensure that a competitive price is obtained. The district will award the contract to the lowest responsible and responsive bidder. For small works contracts

under \$150,000 not including sales taxes, the district may directly contract with a contractor meeting the statutory definition of a small business as follows:

1.
 1. If the district's small works roster has six or more small businesses, the district must rotate through the businesses on the roster and must utilize different contractors for different projects.
 2. If there are five or fewer small businesses on the roster, the district may choose to directly contract with any of the businesses.
 3. In all cases, the district must contact any small, minority, women, or veteran-owned businesses on the roster when using this method.

If the contract is under \$5,000, there is no requirement for retainage or performance bonds. For any other small works process, the district may waive or reduce the retention requirements by assuming the liability for any non-payment of labors, mechanics, subcontractors, materialpersons, suppliers, taxes and any penalties relating to these.

The following will be in effect for purchasing and public works awards:

A. The contract for the work or purchase shall be awarded to the lowest responsible bidder as described in RCW 39.26.160(2), but the board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. In determining whether the bidder is a responsible bidder under RCW 39.26.160(2), the district must consider the following elements:

1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
2. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
3. Whether the bidder can perform the contract within the time specified;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws relating to the contract or services;
6. Whether, within the three-year period immediately preceding the date of the bid solicitation, the bidder has been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated any provision of chapter 49.46, 49.48, or 49.52 RCW, as defined in RCW 49.48.082. Before awarded a contract, a bidder shall submit to the district a signed statement in accordance with RCW 9A.72.085, verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection of RCW; and
7. The district may secure such other information as may have bearing on the decision to award the contract.

- B. Before award of a public works contract, a bidder must meet the following responsibility criteria to be a responsible bidder and qualified for award of a public works project. The bidder must:
1. At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
 2. Have a current state unified business identifier number;
 3. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number, as required in Title 50 RCW; and a state excise tax registration number, as required in Title 82 RCW;
 4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
 5. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington State Apprenticeship and Training Council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes, as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation;
 6. Until December 31, 2013, not have violated RCW 39.04.370 more than one time as determined by the Department of Labor and Industries; and
 7. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW (before award of a contract, a bidder shall submit to the district a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection).
- C. For any public works contract, the district shall retain a portion of the amount paid to the contractor, based on the following guidelines:
1. For any contract awarded using the small works roster procedure that is valued under \$5,000, the district may waive retainage.
 2. For any contract under \$150,000, the district may retain ten percent (10%) of the contract in lieu of a payment and performance bond.
 3. For any other contract, the district will retain five percent (5%) of the contract until such time as the project has been accepted as complete and all liens released.
 4. The contractor may submit a bond to cover amounts that would otherwise be retained by the district.
 5. Amounts retained by the district will either:
 - a. Be held in a fund by the district;
 - b. Be deposited in an interest-bearing account for the contractor; or

- C. Be deposited in an escrow account for the investment in bonds and securities as identified by the contractor.

In addition to the bidder responsibility criteria, the district may adopt relevant supplemental criteria in accordance with RCW 39.04.350(3) for determining bidder responsibility, applicable to a particular project with which the bidder must meet.

Formal written contracts will be prepared for all major construction and repair projects. After a majority of the board votes to approve a contract, the board president/chair and secretary sign the contract on behalf of the board and record the action in the minutes. All contracts will provide that, in the event that the district files suit to enforce the terms of the contract, the venue will be the county where the district is located. All contracts will also provide that if the district is successful in the suit, the court may order reimbursement of the district's attorney fees and court costs, as the court deems reasonable. Any contract for services with an entity or individual other than an employee of the district shall include a provision requiring the contractor to prohibit any of its employees who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322 and who would have contact with children at a public school during the course of his or her employment from working at a public school. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

When purchases are made with Federal funds, the district will follow these additional guidelines and procedures.

1.
 1. The district will, to the greatest extent practicable, ensure that goods, products, or materials are produced in the United States (2 CFR 200.322).
 2. When bids or competitive solicitation is required, the district will ensure that the requirements are not written in such a way as to prevent competition, such as specifying a name brand of item (2 CFR 200.319).
 3. The district will ensure that there are enough qualified sources to ensure maximum open and free competition, and that potential bidders are not unjustly precluded from bidding (2 CFR 200.319).
 4. All contracts shall include the following provisions in the contract language, as applicable (2 CFR Appendix II to Part 200):
 - A. It must address remedies for instances where contractor violate the terms of the contract.
 - B. If in excess of \$10,000, it must include language addressing termination for cause.
 - C. It must include an Equal Employment Opportunity clause.
 - D. If the contract is for a public work project, language that the Davis-Bacon Act will be followed, mandating that laborers and mechanics shall be paid at the prevailing wage rate.
 - E. If the contract is in excess of \$100,000, language must be included for overtime payments for laborers and mechanics who work in

- excess of 40 hours per week, and that they will not be required to work in unsanitary, hazardous, or dangerous conditions.
- F. If the contract is in excess of \$150,000, it must include language that requires adherence to the standards of the Clean Air Act and the Federal Water Pollution Control Act.
 - G. That the contractor, and any subcontractors, are not suspended or debarred from receiving Federal funding.
5. If the district is using Federal funds for a construction or public works project, the district will ensure the contractor pays prevailing wages pursuant to the Davis-Bacon Act (40 USC 3141 *et seq.*, 29 CFR 5.5). This includes receiving and retaining certified payroll records from the contractor and any subcontractor(s) on the project.

When procuring food for all child nutrition-related programs, the district will follow these additional guidelines.

1. Purchases of food should include, to the maximum extent possible, items that meet the requirements of being domestically grown or substantially produced in the United States. Substantially produced means over 51% of the processed food comes from products produced in the United States.
2. The district may include language providing for a preference for unprocessed food purchased for child nutrition program to be grown locally.
 - a. "Locally" shall include "Washington grown" in accordance with RCW 15.64.060.
 - b. "Unprocessed" means the food that is delivered to the district retains its inherent character, as defined in 7 CFR 210.22(g)(2), 7 CFR 215.14a(e), 7 CFR 220.16(f)(2), 7 CFR 225.17(e)(2), and 7 CFR 226.22(n)(2), as applicable to the appropriate program.
 - c. Such language preference may include a provision to award contracts to companies that are not the lowest responsive, responsible bidder in an effort to meet these provisions.

To the extent it is practicable to do so, the district will ensure that materials purchases of supplies made with Federal funds contain the highest levels of recovered materials possible, under the Solid Waste Disposal Act.

Last Revised: **July 31, 2024**

Classification: **Critical**

Prior Revised Dates: **06.00; 06.01; 10.05; 12.09; 12.11; 07.17; 08.18; 12/01/2019; 07/24/2023**

Management Resources:

- [2023 - July Issue](#)
- [2019 - December Issue](#)
- [2018 - August 2018 - August Policy Issue](#)
- [2017 - July Policy Issue](#)

- [2009 - December Issue](#)
-

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Coversheet

Policy 2108 - Learning Assistance Program

Section: II. Consent Agenda
Item: E. Policy 2108 - Learning Assistance Program
Purpose:
Submitted by:
Related Material: 2108-Learning Assistance Program.pdf



Title: **Learning Assistance Program**

Code: 2108

Section: 2000 - Instruction

Spokane International Academy will implement a learning assistance program designed to enhance educational opportunities for students enrolled in kindergarten through twelfth grade who are not meeting academic standards by providing supplemental instruction and services to those students. “Students who are not meeting academic standards” means students with the greatest academic deficits in basic skills as identified by statewide, school, or district assessments or other performance measurement tools.

Washington Integrated Student Supports Protocol

Spokane International Academy will budget and expend learning assistance program funds using the framework of the Washington integrated student supports protocol, established under RCW 28A.300.139.

Spokane International Academy may use up to 15% of its learning assistance program allocation to deliver academic, nonacademic, and social-emotional supports and services to students through partnerships with community-based or other out-of-school organizations in accordance with RCW 28A.300.139.

If Spokane International Academy enters into an agreement with a community partner in accordance with RCW 28A.300.139, the agreement must do the following:

- A. Specify that learning assistance program funds may be used only to provide direct supports and services to students;
- B. Clearly identify the academic, nonacademic, or social-emotional supports and services that will be made available to students by the community partner and how those supports and services align to the needs of the students as identified in the student-level needs assessment required by RCW 28A.300.139; and
- C. Identify the in-school supports that will be reinforced by the supports and services provided by the community partner to promote student progress towards meeting academic standards.

Coordination with Other Programs

Spokane International Academy may coordinate federal, state, and local programs in order to serve the maximum number of students who are below grade level in basic skills. Students receiving assistance in another special needs program may also be served in the learning assistance program if they meet student eligibility and selection requirements.

Annual Report to OSPI

Spokane International Academy will submit an annual report on September 30th to the Office of Superintendent of Public Instruction detailing the following:

- A. The amount of academic growth gained by students participating in the learning assistance program;
- B. The number of students who gain at least one year of academic growth;
- C. The specific practices, activities, and programs used by each school building that received learning assistance funds;
- D. The percentage of learning assistance program funding used to engage community partners, the number of students receiving direct supports and services from those community partners, and the types of supports and services that are being provided; and
- E. The number of students served by the learning assistance program during the school year who were able to exit the program because student academic growth resulted in meeting the academic standard for grade level.

Last Revised: **January 23, 2026**

Classification: **Critical**

Prior Revised Dates: **10.98; 06.05; 12.11; 02/01/2018; 06/28/2021**

Legal References:

- [Chapter 28A.165 RCW Learning assistance program](#)
- [WAC 392-162 Special service program - Learning assistance](#)
- [SHB 1208, Chapter 111, Laws of 2021 Learning Assistance Program - Various Provisions](#)

Management Resources:

- [2021 - June Issue](#)
- [2018 - February Policy Issue](#)
- Policy News, June 2005 Learning Assistance Policy Updated

Cross References:

- [6100 - Revenues From Local, State and Federal Sources](#)
- [4130 - Title I, Part A Parent and Family Engagement](#)
- [2161 - Special Education and Related Services for Eligible Students](#)
- [2104 - Federal and/or State Funded Special Instructional Programs](#)

Coversheet

Hi-Cap District Plan

Section: II. Consent Agenda
Item: F. Hi-Cap District Plan
Purpose:
Submitted by:
Related Material: SIA Hi-CAP District Plan.pdf

2025–26 Highly Capable District Plan

LEA Name | Organization

Spokane International Academy 32901

Purpose

The Highly Capable (HiCap) District Plan is completed by each LEA (Local Education Agency, school district, charter or tribal compact) through a Smartsheet survey to describe Grades K–12 comprehensive HiCap District Plan to identify and serve HiCap learners.

Funding

The HiCap funding formula is based on 5.0 percent of each LEA's student population. This does not mean a certain percentage or number of students must be identified. There is no upper limit to how many students may be identified.

Part 1–District Validations (9 Survey Items)

LEA understands the nine District Validations listed.

1. Universal screening must occur once in or before second grade, and once in or before sixth grade.
 2. Ensure that all students across all LEA educational settings at the identified grade levels are included in the screening process. Universal screening means using data to include, not exclude, a student to receive Hicap services.
 3. Every student must be screened for both math and reading strengths.
 4. Every student must be screened using at least two student data points.
 5. Data sources do not have to be the same for every student.
 6. Review student IEP and 504 plans for supportive data and follow accommodations.
 7. Review data for Multilingual students for rapid language acquisition and use nonverbal assessments if native language assessments are not available.
 8. LEAs must prioritize equitable identification of low-income students.
 9. Universal screening is not used to exit students from placement for services.
-

Part 2–Universal Screening (7 Survey Items)

Universal screening must occur once in or before second grade, and again in or before sixth grade. ([RCW 28A.185.030](#)). Every student in the selected grade levels must be screened using at least **two student data points**.

Universal Screening Grade Level K–2 K

Universal Screening Grade Level 3–6 5



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Academic Achievement

State Standard-Based Assessments, MAP (NWEA)

Cognitive

CogAt 7 or 8 Screening Form, CogAt 7 or 8 Full Battery

Creativity

Not Applicable

Supportive Norm-Referenced Scales Resources

WA Kindergarten Inventory of Developing Skills (WaKIDS)

Supporting Data

WIDA (Language Proficiency Assessment), Individual Educational Plan (IEP), ADA Section 504 (accommodation plan for disability)



Part 3–Identification Measures (5 Survey Items)

Annual HiCap identification procedures must be offered for enrolled students in all grade levels served by the LEA. Services must match the identified strengths of the student. Students identified with strengths in only one domain (either math or literacy) must receive services in that area.

Identification Measures-Academic Achievement

State Standard-Based Assessments, Classroom-Based Assessments, MAP (NWEA)

Identification Measures-Cognitive

CogAt 7 or 8 Screening Form, CogAt 7 or 8 Full Battery

Identification Measures-Creativity

Not Applicable

Identification Measures-Research-Based Rating Scale

WA Kindergarten Inventory of Developing Skills (WaKIDS)

Identification Measures-Informal Measures

Report Card

Part 4–Variety and Continuum of Program Services (4 Survey Items)

Comprehensive Education Data and Research System (CEDARS) gifted/HiCap values identify four primary administrative structures for HiCap Program (HCP) service delivery.

CEDARS Gifted Value 32–General Education Classroom-based Services/Programs

Differentiation, Cluster/Flexible Grouping, Independent Study/Projects, Content Acceleration

CEDARS Gifted Value 33–Unique HCP Services/Programs

Supplemental Pull-Out Services, Supplemental Push-In Services

CEDARS Gifted Value 34–Acceleration Services/Programs

Advanced Placement, Running Start, Dual Enrollment/Dual Enrollment, College in HS

CEDARS Gifted Value 35–Non-Traditional Services/Programs

CEDARS Value 35 Does Not Apply

School District Board Approval

Authorized Representative Name (Print)

Email Address

Authorized Representative Signature

Date

Coversheet

Petty Cash Resolution

Section: II. Consent Agenda
Item: G. Petty Cash Resolution
Purpose:
Submitted by:
Related Material: Resolution 25-01.pdf



Spokane International Academy Resolution 25-01

WHEREAS, school districts are authorized to have imprest cash funds and change funds;

THEREFORE, BE IT RESOLVED, that Spokane International Academy authorizes the following amounts:

SIA Petty Cash in the amount of \$30.00 to be held in a Spokane International Academy safe.

Dated this 28th day of January, 2026

SIA Board of Directors:

Coversheet

January Report

Section: VII. Head of School Report
Item: A. January Report
Purpose: Discuss
Submitted by:
Related Material: Head of School Update- January 2026.pdf



Head of School- January 2026 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 January have been:

1. MAP Testing- Growth and Achievement

We will review the Winter MAP data at our next Board Meeting.

2. International Travel- June 2027

We are in the early planning stages for the June 2027 8th grade international trip, which is being designed as both a capstone global learning experience and a multi-year community fundraising opportunity. The proposed travel options—an 8-day trip to Spain, a 10-day trip to Spain (including Barcelona), or an 8-day trip to Panama—have been presented to students and families, with transparency around estimated costs and fundraising expectations. A student and family vote is underway, and at this point, the Panama trip is in the lead. Our goal is to begin fundraising early and intentionally to maximize participation, reduce financial barriers, and ensure the experience is accessible to as many students as possible.

3. Academic Highlights

- A) **New Semester/ New Master Schedule-** The new semester begins on January 29th. Grades from Semester 1 are due on the 30th, and students will receive report cards shortly after. Teachers are hard at work grading finals and preparing report cards.
- B) **Academic Focus-** High Access Instruction (Everyone Does Everything) and ongoing training from Relay Graduate School of Education Professional Development on analyzing student work, and reteaching what is not clear.
- C) **Instruction Partners-** We continue to work with our partnership to build our capacity to have a positive impact on student learning. Our focus has been on ensuring there is clarity on planning for instruction in common planning time, ensuring that teachers are meeting together at regular intervals to plan for instruction, evaluate student data, and use their collective knowledge to problem-solve around student growth and

achievement. We have made some changes to our master schedule to highlight this, and we are looking forward to seeing if the changes yield positive results.

- D) High School Planning-** This month, in preparation for the new semester beginning January 29th, we engaged in proactive academic monitoring at the high school level through regular grade checks, credit evaluations, and a comprehensive review of D's and F's to identify students at risk of falling behind. We met with students to review progress, clarify expectations, and develop action steps to stay on track for graduation. Our administrative team, in conjunction with the high school counselor, worked with teachers to implement structured learning plans in lieu of Incompletes, ensuring students had clear pathways to demonstrate mastery of standards. These plans include targeted assignments, timelines, and built-in supports, allowing students multiple opportunities to show growth while preventing credit deficiency.

4. SIA January Community Highlights (To Date)

- **MLK Day Programming & Civic Engagement**
Our ASB invited Luc Jasmin as a guest speaker for our MLK Assembly, providing students with a powerful and relevant message connected to leadership, justice, and civic responsibility. Students and staff also participated in the MLK Day March, reinforcing our commitment to community engagement and living out our mission beyond the classroom.
- **Community Visibility & Media Coverage**
SIA was featured in the news twice this month, highlighting our presence and impact in the broader Spokane community and strengthening public awareness of our mission. [Video](#) and an [Article featuring an SIA Student](#).
- **Enrollment Season Launch**
Enrollment activities for the 2026–27 school year are officially underway. We hosted our first enrollment information night on January 21st, with strong interest from prospective families, and additional tours and outreach are scheduled.
- **Student Arts & Performance**
Our school play, Robin Hood, has three performances scheduled, showcasing student talent, collaboration, and creative expression.
- **Student Celebrations & Incentives**
Primary students who met their Winter Reading Challenge goals earned a hot cocoa celebration scheduled for the end of the month, reinforcing a culture of literacy and joy

in learning. Middle school students met their winter goal and earned free dress every Friday in January, celebrating collective effort and positive school culture.

- **Family & Student Engagement**

We continue to see strong participation from students and families in leadership opportunities, school events, and school-wide initiatives throughout the month.

5. Legislative Session 25-26

We are officially engaged in the short session of the Washington State legislative season, which lasts for 60 days. During this session, we are aligned with WA Charters' key priorities, including:

- 1. Extending the Enrichment Proviso funds, (\$1,500 per pupil)** which are critical to supporting programs and services not fully covered by basic education funding; and
- 2. Increasing legislative support and advocacy for public charter schools** through coordinated legislative visits, school tours, meet-and-greets, and strengthened parent and community representation.

We will continue to monitor developments closely and participate in advocacy efforts that support sustainability, equity, and long-term stability for charter schools in Washington State.

Budget Implications & Risk Mitigation: The potential expiration of the Enrichment Proviso presents a fiscal risk for public charter schools, as these funds support critical programming and operational needs not fully funded through basic education allocations. To mitigate this risk, SIA is actively engaging in coordinated advocacy efforts through WA Charters, including legislative outreach, participation in school tours and meet-and-greets, and supporting parent representation in advocacy efforts. In parallel, we are monitoring budget scenarios and identifying contingency plans to ensure program continuity should legislative outcomes require adjustments.

Coversheet

Board Requirements and Training

Section: VIII. Governance
Item: B. Board Requirements and Training
Purpose: Discuss
Submitted by:
Related Material: SIA_Board_Roster_with_Disclosure_Form_for_New_Contracts_(1).pdf



Attachment 2: BOARD ROSTER

The composition of the Board shall at all times be determined by and consistent with the Articles and Bylaws and all applicable law and policy. The Board shall notify the Commission of any changes to the Board Roster and Disclosures **within five (5) business days of their taking effect** and provide an amended **Board Roster and Disclosures**.

Current Board Roster					
Board Position	Name	Address	Phone	Email	Term Start/End Date

BOARD DISCLOSURES

Public Charter School Board Member Disclosure Form

Note: The purpose of this document is to provide disclosure. The Spokane International Academy Board operates according to its own bylaws and applicable law in regard to conflicts of interest. This form is a public document and will be available at the School for inspection by other board members, the staff, or the community. In addition, a copy of the form will be sent to the Commission.

Background

1. Full legal name:

2. I affirm that I am at least 18 years of age by the date of appointment to the Public Charter School Board.

- Yes, I affirm.

3. Indicate whether you have ever been convicted or pled “no contest” of one or more of the following:

- a. a misdemeanor related to honesty or trustworthiness, or
- b. a felony.
 - Does not apply to me.
 - Yes

If the answer to this question is yes, please provide details of the offense, the date, disposition, etc., in the space below.

4. Indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or Commission attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or non-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.

- Does not apply to me.
- Yes

Board Member Disclosure Form (continued)

Conflicts

1. Indicate whether you, your spouse, or anyone in your immediate family meets either of the following conditions:

- a. is doing or plans to do business with the School (whether as an individual or as a director, officer, employee or agent of any entity).
- b. any entity in which one of the above-identified individuals has an interest is doing business or plans to do business with the School.

If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the School.

- I/we do not know of any such persons.
 - Yes
-
-

2. Indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the School or a contractor who is conducting business with the School. If so, please indicate the precise nature of the business that is being or will be conducted.

- I/we do not anticipate conducting any such business.
- Yes

Indicate any potential ethical or legal conflicts of interest that would (or are likely to) exist for you as a member of the School Board or another School or non-profit board. [Note that being a parent of a School student, serving on another Contract School's board or being employed by the School are conflicts for certain issues that should be disclosed.]

- None
 - Yes. If yes, please provide additional information.
-
-

Disclosures for Schools Contracting with an Educational Service Provider

1. Indicate whether you, your spouse, or any immediate family member knows (i.e., beyond a casual or professional acquaintance) any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, describe any such relationship.

- I/we do not know of any such persons.

- Yes
-
-

Board Member Disclosure Form (continued)

Conflicts for Schools Contracting with an Educational Service Provider

1. Indicate whether you, your spouse or other immediate family members have, anticipate in the future, or have been offered a direct or indirect ownership, employment, contractual or management interest in the provider. For any interested indicated, please provide a detailed description.

- I/we have no such interest.

 - Yes
-
-

2. Indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, indicate the precise nature of the business that is being or will be conducted.

- I/we do not anticipate conducting any such business.

 - Yes
-
-

Other

I affirm that I have read the Contract school's bylaws and conflict of interest policies.

I, _____, certify to the best of my knowledge and ability that the information I am providing to the Washington Charter School Commission in regard to my application to serve as a member of the board of directors of the XX Public Charter School is true and correct in every respect.

Signature

Date

Coversheet

Board Member Recruitment

Section: VIII. Governance
Item: C. Board Member Recruitment
Purpose: Discuss
Submitted by:
Related Material: JTHOMPSON resume 1.26.pdf

Jeff Thompson
4107 N. Lincoln St.
Spokane, WA 99205
360-828-3140
mrjeffreybthompson@gmail.com

PROFESSIONAL EXPERIENCE

Goodwinds Trading, *Independent Contractor*, Spokane, WA (5/2022-Present)

- Support and represent sixteen national brands in the Natural Products Industry by educating teams and businesses about their products
- Serve as a liaison between the companies and retailers with all communication regarding new products, pricing, promotions, and training

Qi Gong Instructor, *Spokane Parks & Recreation*, Spokane, WA (11/2021-Present)

- Teach weekly classes about the benefits of movement and prevention to maintain wellness through a variety of ancient Chinese exercises

Pharmaca Integrative Pharmacy, *District/Store Manager*, Portland, OR (7/2015-4/2021)

- Supported company's success by managing four stores in Portland, OR and Seattle, WA to prepare for acquisition
- Created the Retail Operations Group (ROG) as the liaison between field teams and all home office departments to ensure operational policies and procedures were executed consistently
- Served as the point person for inventory control in the ROG to identify opportunities at store level and problem solve
- Provided excellent customer service to customers by sharing product knowledge of the wellness industry in a very busy, high sales volume retail store and pharmacy

The Vitamin Shoppe dba Super Supplements, *District Manager*, Portland, OR (7/2013-9/2014)

- Supported team members during the acquisition and merger of Super Supplements by the Vitamin Shoppe
- Developed and lead a team of twelve store managers for two brands to ensure the consistent execution of all operational functions to company standards
- Received "Branded Leadership" award for excellence in day to day brand presentation

Super Supplements, *District Manager*, Southern WA and Oregon (7/2010-7/2013)

- Supported and mentored team of six store teams to achieve operational goals and objectives while representing Super Supplements culture and values
- Actively participated on the Retail Operations team to develop and implement policy continued success of retail operations in all stores
- Participated in budgeting process to identify and achieve financial goals for Washington and new Oregon markets

Super Supplements, *Store Manager*, Renton and Seattle, WA and Portland, OR (1/2001 to 7/2013)

- Worked as Store Manager in three different locations managing all business operations including sales, inventory control, hiring, training store employees
- Motivated teams with values and vision of Passion, Integrity, Teamwork, Knowledge, and Service
- Received “Guiding Mentor” award by peers as “a mentor whose commitment to their role has contributed to the professional growth of their protegee”
- Received “Outside the Bottle” award for making a significant impact on Super Supplements by creating a Job Shadow program

Unravel Therapeutics, *Licensed Acupuncturist*, Seattle, WA (1/2002 – 6/2010)

- Provided acupuncture services in busy clinic environment specializing in respiratory, digestive, and emotional health

Therapeutic Health Services (THS), *Licensed Acupuncturist*, Seattle, WA (6/2000 – 6/2006)

- Provided acupuncture services in local methadone clinic
- Started new alcohol and drug acupuncture clinic at THS Bellevue location

North Rehabilitation Facility (NRF), *Licensed Acupuncturist*, Shoreline, WA (6/2000 – 1/2002)

- Provided acupuncture services in low-security prison in North Seattle prior to its closure

Adventist Development Relief Agency (ADRA), *Regional Director*, Guinea, West Africa (6/1995 – 1/1996)

- Supervised 100 employees in refugee assistance program consisting of approximately 300,000 Liberians and Sierra Leoneans.
- Coordinated logistical duties such as warehousing and distribution of food and non-food items, shelter and latrine construction, and vehicle maintenance

United States Peace Corps, *Peace Corps Volunteer*, Guinea, W. Africa, (6/1993 – 5/1995)

- Worked as a Health and Community Development volunteer in a rural Malinké and French-speaking village
- Assisted with obtaining the funding and construction of a new village medical center

EDUCATION

Ling Gui International Healing School of Qigong, Seattle, WA,
Master Teacher Training Program

Northwest Institute of Acupuncture & Oriental Medicine, Seattle, WA
Masters in Acupuncture, (M.Ac)

University of South Carolina, Columbia, SC
Bachelor of Arts in Journalism/ Advertising Management (B.A.)