Spokane International Academy

Monthly Board Meeting

June

Published on June 18, 2026 at 3:28 PM PDT

Date and Time

Wednesday June 24, 2026 at 4:30 PM PDT

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 debate. A board member may request that any item on the Consent

		Purpose	Presenter	Time

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.	Approve May Meeting Minutes	Approve Minutes		
B.	May Financials A. AP Review B. Payroll Review C. Cash Flow and Budget Status D. Miscellaneous/Enrollment Update			
C.	Harlows Bus Contract 2026-2029			
D.	Approve Consent Agenda	Vote	Cassie Anderson	3 m
III.	**Public Comment**			
IV.	**Enrollment 26-27**			**4:37 PM**
A.	Enrollment Update	Discuss	Morgen Flowers-Washington/Russ Battiata	5 m
V.	**Budget 26-27**			**4:42 PM**
A.	Draft Budget 26-27	Discuss	Sam Schweda	10 m
VI.	**Summary Projects**			**4:52 PM**
A.	Summer Projects	Discuss	Brad DeJager	10 m

- Aerate and overseed west side of playground
- Aerate, bring in fill and seed East side of playground-Cover exposed tree roots

		Purpose	Presenter	Time

- Remove 4 trees by Handicap parking
- Upgrade internet to Fiber optic-Starting June 22
- Upgrade Wifi access points on the third floor and cafeteria
- Clean building- shampoo carpets, wash walls, etc.
- Paint classrooms as needed
- Repaint 6 student bathrooms
- Repair damage to walls/hallways and paint
- Clean and Wax cafeteria floors
- Paint designated Student parking
- Surplus old IT items-chromebooks and phones
- Surplus old curriculum
- 100 New Chromebooks for Fall
- Replace Heat pump filters
- Hire 1 FT Custodial staff-Night crew

https://docs.google.com/spreadsheets/d/1M2k662N12aCTp7m6ngPvpqNweZUJv9HBlWesJMCBbec/edit?gid=838811218#gid=838811218

VII.	**Head of School Update**				**5:02 PM**
	A.	June Written Report	Discuss	Morgen Flowers-Washington	7 m
	B.	Staffing/Hiring Updates	Discuss	Morgen Flowers-Washington	5 m
VIII.	**Governance**				**5:14 PM**
	A.	Head of School Evaluation Process	Discuss	Cassie Anderson	5 m
	B.	Annual Board Retreat A. Goals and Facilitator B. Feedback	Discuss	Cassie Anderson	7 m
	C.	Board Recruitment/Matrix and Needs	Discuss	Cassie Anderson	5 m
IX.	**Other Business**				
X.	**Closing Items**				

	Purpose	Presenter	Time
A. Adjourn Meeting	Vote		

Coversheet

Approve May Meeting Minutes

Section: II. Consent Agenda
Item: A. Approve May Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on May 27, 2026

APPROVED

Spokane International Academy

Minutes

Monthly Board Meeting

May

Date and Time
Wednesday May 27, 2026 at 4:30 PM

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

Directors Present
Ashlee Lent (remote), Cassie Anderson, Guillermo Espinosa, Javier Medina (remote), Maureen Rosette (remote), Ron Poplawski

Directors Absent
Charina Carothers, David James, John Pell

Guests Present
Chris Backman (remote), Jonathan Houston, CSC (remote), Lis Kraus, ASB Advisor (remote), Morgen Flowers-Washington, Myra Keast, Sam Schweda

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 May 27, 2026 at 4:35 PM.

II. Consent Agenda

A. Approve April Meeting Minutes

Maureen Rosette made a motion to approve the minutes from April Board Meeting (Virtual) on 04-30-26.
Ron Poplawski seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. April Financials

C. Approve Consent Agenda

Maureen Rosette made a motion to Approve the Consent Agenda.
Ron Poplawski seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. ASB Monthly Report

A. ASB Report to Board

Lis Kraus, ASB Advisor reported.

ASB elections completed (26-27 school year)

- President - Emahni Grant
- Vice President - Alvin Smith

Students requested an **electronic payment option**.

Upcoming **Club Rush** event for new club proposals.

Yearbook: 312 copies sold.

Athletics: Two Track & Field students advancing to state.

Two students were selected to attend **Leadership Camp at EWU**.

IV. Public Comment

A. Parent, Chris Backman

- Advocated for increased **IEP reading interventions**, particularly around dyslexia.

- Noted alignment with **RCW structured literacy requirements** and ongoing professional development efforts.
- Requested continued support and attention from administration and the Board.
- Agreed to provide contact information for follow-up.

V. Enrollment 26-27

A. Enrollment Update

As reported by Morgen Flowers-Washington:

- **Total accepted students:** 878
- **New students:** 182
- Enrollment reopened on **May 18**.
- Additional **20 offers** extended to returning students who missed deadlines.

Key Considerations:

- **Kindergarten:** Budget supports 4 sections; currently enrolled for 3.
- **1st Grade:** Active waitlist; may consider adding a section based on summer demand.
- Previous year kindergarten sections: 3

Enrollment Targets:

- Maximum capacity: 950 students
- Preferred target (“sweet spot”): 900 students

Outreach Efforts:

- Engagement with childcare providers and community events.
- Nationwide decline in early childhood enrollment noted.

Waitlist:

- No current kindergarten waitlist; all applicants have been offered placement.

VI. MAP Data

A. Growth Update

MAP Data Review reported by Morgen Flowers-Washington:

ELA Results

- Goal: 50% of students in the bottom 40% meet growth targets.
- **Met goals:** All grades except **8th grade ELA**.

Math Results

- Below target in **6th, 8th, 9th, and 10th grades**.

Key Insights

- Strong focus on interventions for lower-performing students, with continued support for all students.
- **WIN (What I Need) time** not currently available in middle school.

Areas for Growth

- Middle and high school math identified as the **primary area for improvement**.

Discussion

- Attendance improvements observed; **tardiness remains an issue**.
- Current consequence (Friday detention) has limited effectiveness.

VII. Head of School Update

A. Academic Performance Framework

There were no questions from the board.

Note: Event sign-up sheet to be distributed for June events; quorum requirements must be met for public meeting compliance.

VIII. Budget 26-27

A. Current Budgeting Realities

FY 2026–27 Outlook

- Anticipated **10% budget reduction** due to lack of state enrichment funding.
- Rising costs for **Chromebooks** (due to higher RAM needs).

Current Financial Position

- Current year budget remains strong.

- Financial challenges expected next year despite positive carryover.

Grants

- Received **$250,000 grant** (no restrictions).
- Exploring **school expansion grant** for secondary level:
  - Estimated additional funding of $1,200–$2,000 per student.

Cost Management

- Staff reductions through attrition (except for two positions).
- Pausing or reducing building projects.

Next Steps

- Finance Committee to review budget in detail this month.

B. Certified Staff Resignations

1. Arica Tremblay
2. Christopher Wolf
3. Matt Bean

No further discussion recorded.

C. Staff Compensations 26-27

No further discussion recorded.

IX. Governance

A. Head of School Evaluation Process

Evaluation process launched:

- Includes self-evaluation, Board input, and direct reports.
- **Deadline:** End of June

B. Board Retreat Dates

- **Date:** Friday, August 7
- **Time:** 12:00 PM – 5:00 PM
- Calendar invitation to follow

C.

Board Recruitment

- Upcoming elections for Board positions (3-year terms).
- Members should confirm intent to remain or run for positions.
- Elections to be held by **June**.
- Interested candidates should contact Cassie Anderson.

Compliance & Training

- Recent audit identified gaps in required trainings (CPE).
- Additional focus on compliance training planned for Board retreat.

X. Other Business

A. Upcoming Meeting Planning

- Next meeting will include **budget review**.
- Extended meeting time scheduled: **4:30 PM – 6:30 PM**.

XI. 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 5:56 PM.

Respectfully Submitted,
Guillermo Espinosa

Documents used during the meeting

None

Coversheet

May Financials

Section: II. Consent Agenda
Item: B. May Financials
Purpose:
Submitted by:
Related Material: Additional_notes_for_AP_Payroll-May (1).xlsx
May_mid_AP_2026_ASB.pdf
May_mid_AP_2026.pdf
May_mid_AP_2026_Private.pdf
May_EOM_AP_2026_ASB.pdf
May_EOM_AP_2026.pdf
May_EOM_AP_2026_Private.pdf
Wire_register_05.26.pdf
May_Payroll_2026.pdf
May_2026_Budget_Status_Report.pdf
CF25.26 (7).xlsx
CF24.25 (9).xlsx
Payroll_as_a_percent_of_Exp-by_FTE_-_UPDATE (2).xlsx
25-26_Enrollment.pdf

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-May (1).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 June 24, 2026, the board, by a _____ vote, approves payments, totaling $16,361.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 20826 through 20827, totaling $16,361.30

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20826	LIMA GREENHOUSES, INC.	05/15/2026	3,682.13
20827	VARSITY YEARBOOK	05/15/2026	12,679.17
2	Computer Check(s) For a Total of		16,361.30

	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
	2	Computer	Checks For a Total of	16,361.30
Total For	2	Manual, Wire Tran, ACH & Computer Checks		16,361.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	16,361.30

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 June 24, 2026, the board, by a _____ vote, approves payments, totaling $29,854.27. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 20828 through 20852, totaling $29,854.27

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20828	AMAZON CAPITAL SERVICES	05/15/2026	3,939.61
20829	BASSETT, EMILY	05/15/2026	19.63
20830	CITY OF SPOKANE	05/15/2026	1,726.23
20831	COMCAST BUSINESS	05/15/2026	390.44
20832	DE LAGE LANDEN FINANCIAL SERVI	05/15/2026	1,217.33
20833	EXPRESS SERVICE, INC.	05/15/2026	1,635.42
20834	INLAND PUBLICATIONS, INC.	05/15/2026	1,102.00
20835	INSECT LORE PRODUCTS, INC.	05/15/2026	186.32
20836	MOON SECURITY SERVICE INC	05/15/2026	179.35
20837	NASCO EDUCATION LLC	05/15/2026	59.47
20838	NCS PEARSON, INC.	05/15/2026	280.58
20839	NEWPORT HS-TRACK & FIELD	05/15/2026	100.00
20840	PACIFIC INTERPRETERS	05/15/2026	61.40
20841	RIVERSIDE INSIGHTS	05/15/2026	1,130.71
20842	SANDERS, MATHIAS	05/15/2026	168.87
20843	SCHOLASTIC INC	05/15/2026	590.96
20844	SCHOOL MATE	05/15/2026	2,636.22
20845	SCHOOLMINT INC	05/15/2026	11,111.84
20846	SCHWEDA, SAMUEL	05/15/2026	22.00
20847	SCOTT, RACHEL	05/15/2026	155.85
20848	SPRAGUE PEST SOLUTIONS	05/15/2026	566.33
20849	US BANK	05/15/2026	2,125.00
20850	WALLACE, NATHAN	05/15/2026	38.00
20851	WAXIE SANITARY SUPPLY	05/15/2026	329.09
20852	WYNECOOP, CAMILLE	05/15/2026	81.62

25 Computer Check(s) For a Total of 29,854.27

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	25	Computer	Checks For a Total of	29,854.27
Total For	25	Manual, Wire Tran, ACH & Computer Checks		29,854.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	29,854.27

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 June 24, 2026, the board, by a _____ vote, approves payments, totaling $570.59. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PRIVATE:
Warrant Numbers 1446 through 1446, totaling $570.59

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
1446	EMBROIDERED SPORTSWEAR, INC	05/15/2026	570.59

1 Computer Check(s) For a Total of 570.59

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	570.59
Total For 1	Manual, Wire Tran, ACH & Computer Checks		570.59
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	570.59

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 June 24, 2026, the board, by a _____ vote, approves payments, totaling $1,279.62. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 20858 through 20858, totaling $1,279.62

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20858	AMAZON CAPITAL SERVICES	05/29/2026	1,279.62
1	Computer Check(s) For a Total of		1,279.62

	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	1,279.62
Total For	1	Manual, Wire Tran, ACH & Computer Checks		1,279.62
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,279.62

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 June 24, 2026, the board, by a _____ vote, approves payments, totaling $184,765.42. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 20859 through 20896, totaling $184,765.42

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20859	AMAZON CAPITAL SERVICES	05/29/2026	2,934.98
20860	AUTO-CHLOR SYSTEM	05/29/2026	383.21
20861	Avista	05/29/2026	15,919.64
20862	BENNETT, SHAYLA	05/29/2026	100.00
20863	BRAUN, RODNEY	05/29/2026	3,412.50
20864	CENTURYLINK	05/29/2026	275.79
20865	CHARLIE'S PRODUCE	05/29/2026	7,030.10
20866	CHEMSEARCHFE	05/29/2026	1,993.55
20867	COLLEGE BOARD	05/29/2026	7,206.64
20868	COMMITTEE FOR CHILDREN	05/29/2026	296.75
20869	DE LAGE LANDEN FINANCIAL SERVI	05/29/2026	336.28
20870	DIDAX INCORPORATED	05/29/2026	119.10
20871	EDNETICS NETWORK	05/29/2026	2,122.33
20872	EIDE BAILLY LLP	05/29/2026	11,505.11
20873	EXPRESS SERVICE, INC.	05/29/2026	1,537.29
20874	FATBEAM LLC	05/29/2026	556.00
20875	FIKES NORTHWEST	05/29/2026	772.05
20876	FLOWERS WASHINGTON, MORGEN	05/29/2026	149.24
20877	GOJOE PATROL INC	05/29/2026	1,035.06
20878	GOLD STAR FOODS OF IDAHO, INC	05/29/2026	17,776.38
20879	GREENSCAPE	05/29/2026	736.44
20880	HARLOW'S SCHOOL BUS SERVICE IN	05/29/2026	71,001.47
20881	HARRIS, AMERICA Estefania	05/29/2026	100.00
20882	INLAND NORTHWEST THERAPY, LLC	05/29/2026	28,239.00
20883	JOSTENS INC	05/29/2026	119.36
20884	MCGEE, CARYN	05/29/2026	56.00
20885	OSPI CHILD NUTRITION SERVICES	05/29/2026	2,960.91
20886	PETERSON, NICOLE	05/29/2026	38.55
20887	ROYAL BUSINESS SYSTEMS, INC	05/29/2026	1,450.59
20888	SCHRODER, CANDICE L	05/29/2026	100.00
20889	SCHWEDA, SAMUEL	05/29/2026	8.00
20890	SONOVA USA INC	05/29/2026	119.99
20891	STATE AUDITOR'S OFFICE	05/29/2026	3,668.60

Check Nbr	Vendor Name	Check Date	Check Amount
20892	UW-MADISON/PLACE	05/29/2026	235.00
20893	VERRY, SHAWNETTE Merie	05/29/2026	100.00
20894	WCEPS	05/29/2026	200.00
20895	WSIPC	05/29/2026	94.56
20896	ZOOM VIDEO COMMUNICATIONS INC.	05/29/2026	74.95

38 Computer Check(s) For a Total of 184,765.42

	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
	38	Computer	Checks For a Total of	184,765.42
Total For	38	Manual, Wire Tran, ACH & Computer Checks		184,765.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	184,765.42

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 June 24, 2026, the board, by a _____ vote, approves payments, totaling $75.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PRIVATE:
Warrant Numbers 1447 through 1447, totaling $75.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
1447	SANDERS, MATHIAS	05/29/2026	75.00

1 Computer Check(s) For a Total of 75.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	75.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		75.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	75.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board. As of June 24, 2026 the board, by a _____ vote, approves payments, totaling $104,704.55. The payments are further identified in this document. Total by Payment Type for Private/Public Account, Columbia BANK: Wire/ACH payments totaling $104,704.55.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	April Statement	5/15/2026	$ 9,229.55
ACH	SIA-Magnesium		5/22/2026	$ 95,475.00
		2 ACH/Wire	For a Total of	$104,704.55

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of June 24, 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 20853 through 20853
and for payment those Direct Deposits included in the following list and further described as follows: COLUMBIA BANK - COLUMBIA BANK - PUBLIC Direct Deposit Number 900008903 through 900009022
in the total amount of $883,825.30.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 10:44 AM 05/21/26
05.26.02.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1
CHECK DATE: 05/29/2026 PERIOD ENDING DATE: 05/29/2026
HR\PA\CP\PE - 748 - Board

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
CAP23	ASSOCIATE PR	2	1.0000		10,093.32	152.00
CAPR3	ASSOCIATE PR	3	2.0000		11,095.23	152.00
CASP3	ADMIN OFFICE	1	1.0000		4,587.90	152.00
CCF3	COMM OUTREACH	1	1.0000		4,325.40	152.00
CCFO3	CHIEF FIN OFF	1	1.0000		11,777.09	152.00
CCOU3	COUNSELOR	5	3.0000		17,325.00	456.00
CCUS4	FACILITIES	5	5.0000		17,696.94	760.00
CDOP3	DIR OF OPS	6	2.0000		13,708.34	304.00
CDSS3	DIR OF SPECIAL	7	3.0000		28,177.39	380.00
CIA3	INST AIDE	86	27.0000		60,338.03	3562.50
CIAB3	INST AIDE	5	1.0000		1,172.39	142.50
CINT3	INT COACH	4	4.0000		23,315.99	608.00
CKIT4	KITCHEN MGR	1	1.0000		3,126.04	152.00
CKTA4	KITCHEN ASSIST	4	4.0000		8,998.68	608.00
CLGY5	LONGEVITY	32	31.0000		9,128.34	
CMGB3	BUS GENERALIST	1	1.0000		-46.47	
CMGF3	MANAGER FINANCE	1	1.0000		5,049.80	152.00
CMH23	HR SPECIALIST	1	1.0000		3,675.66	152.00
CNUR3	NURSE	3	1.0000		2,758.70	8.00
COF23	OFFICE ASSIST	4	1.0000		2,440.02	152.00
COFF3	OFFICE ASSIST	13	4.0000		9,807.85	456.00
CSA5	ATHLETICS 1	4	2.0000		833.31	25.40
CSP25	SUPPLEMENTAL	4	3.0000		749.94	15.30
CSP35	SUPPLEMENTAL	2	1.0000		214.26	1.70
CSUP3	SUPERINTENDENT	4	1.0000		15,416.67	152.00
CTC13	TEACHER	138	56.0000		326,904.47	8208.00
CTC23	TEACHER	2	1.0000		4,329.98	152.00
CTSU3	BLDG SUB	6	2.0000		5,529.49	304.00
LWOP3	LWOP	19		-55.2500	-1,588.74	-55.30
RTRO3	RETRO PAY 613	2	1.0000		503.50	
SUP15	SUPPLEMENTAL	12	12.0000		8,325.00	3.00
SUP25	SUPPLEMENTAL	12	12.0000		5,500.00	8.00
SUP35	SUPPLEMENTAL	10	10.0000		8,475.00	4.00

CHECK DATE: 05/29/2026 PERIOD ENDING DATE: 05/29/2026

HR\PA\CP\PE - 748 - Board

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
SUP43	SUPPLEMENTAL	1	1.0000		750.00	
SUP45	SUPPLEMENTAL	2	2.0000		1,350.00	1.00
TIA3	INST AIDE	12		-27.7500	-612.90	-27.80
TKII4	KITCHEN ASST	1		48.0000	958.08	48.00
TOFF3	OFFICE ASST	4		-48.0000	-958.08	-48.00
TSU23	SUBSTITUTE	10		3.7500	58.51	3.80
TSUB3	SUBSTITUTE	6		72.0000	1,520.88	72.00
	REPORT TOTAL	437	200.0000	-7.2500	626,811.01	17520.10

CHECK DATE: 05/29/2026 PERIOD ENDING DATE: 05/29/2026

HR\PA\CP\PE - 748 - Board

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	437	37,976.86
1FIT	FED INC TAX	FEDERAL TAX	437	40,991.12
1FIT+	FIT ADD AMT	FEDERAL TAX	68	6,139.00
1MED	MEDICARE	MEDICARE	437	8,881.71
1PFML	WA PAID FML	PFML	437	5,059.65
1ReE0	SERS PLAN 0	RETIREMENT	1	
1ReE2	SERS PLAN 2	RETIREMENT	152	7,564.19
1ReE3	SERS PLAN 3	RETIREMENT	38	2,651.33
1ReT0	TRS PLAN 0	RETIREMENT	32	
1ReT2	TRS 2	RETIREMENT	154	16,903.89
1ReT3	TRS PLAN 3	RETIREMENT	112	16,015.30
1WC	WORKERS' COMP	WORKERS' COMP	437	2,756.34
1WLTC	WA LTC	LONG-TERM CARE	428	3,532.11
DCP	DCP DRS	TSA-BEFORE TAX	4	3,666.61
DCP R	DCP ROTH	TSA-AFTER TAX	6	1,288.00
DCS-P	CHILD SUPPORT		5	1,268.00
HCFSA	Medical FSA	OTH BEF TAX	3	283.33
HEHSA	Health Eqty-HSA	OTH BEF TAX	5	766.00
KP1ER	Kai WA Smt1 EMP	OTH BEF TAX	5	135.00
KP2ER	Kai WA Smt2 EMP	OTH BEF TAX	11	695.00
KP2FR	Kai WA Smt2 FAM	OTH BEF TAX	4	829.00
KP2SR	Kai WA Smt2 E/S	OTH BEF TAX	2	268.00
KW1CR	Kai WA Core1E/C	OTH BEF TAX	1	42.00
KW1ER	Kai WA Core1EMP	OTH BEF TAX	18	144.00
KW1FR	Kai WA Core1FAM	OTH BEF TAX	4	144.00
KW1SR	Kai WA Core1E/S	OTH BEF TAX	3	48.00
KW2CR	Kai WA Core2E/C	OTH BEF TAX	5	232.00
KW2ER	Kai WA Core2EMP	OTH BEF TAX	2	66.00
KW2SR	Kai WA Core2E/S	OTH BEF TAX	2	132.00
KWSCR	Kai WA SndChE/C	OTH BEF TAX	1	228.00
KWSER	Kai WA SndChEMP	OTH BEF TAX	16	650.00
KWSFR	Kai WA SndChFAM	OTH BEF TAX	9	1,220.00
LTD50	Emp Pd LTD 50%		41	124.60
LTD60	Emp Pd LTD 60%		128	819.74
LTDBU	Supp LTD		2	
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	4	550.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	5	314.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	8	942.00
PHSR	Prem Hgh PPOE/S	OTH BEF TAX	2	314.00
PMER	Prem HMCrEPOEMP	OTH BEF TAX	17	105.00
PMFR	Prem HMCrEPOFAM	OTH BEF TAX	1	63.00
PMSR	Prem HMCrEPOE/S	OTH BEF TAX	4	84.00
PSCR	Prem Std PPOE/C	OTH BEF TAX	4	378.00
PSER	Prem Std PPOEMP	OTH BEF TAX	24	1,080.00
PSFR	Prem Std PPOFAM	OTH BEF TAX	5	972.00
PSSR	Prem Std PPOE/S	OTH BEF TAX	4	216.00
VACR	UMP Achieve2E/C	OTH BEF TAX	3	236.00
VAER	UMP Achieve2EMP	OTH BEF TAX	10	675.00
VAFR	UMP Achieve2FAM	OTH BEF TAX	2	405.00
VASR	UMP Achieve2E/S	OTH BEF TAX	1	270.00
VHSAC	UMP CDHP E/C	OTH BEF TAX	2	61.00
VHSAF	UMP CDHP FAM	OTH BEF TAX	3	105.00
VHSAS	UMP CDHP E/S	OTH BEF TAX	2	70.00

CHECK DATE: 05/29/2026 PERIOD ENDING DATE: 05/29/2026

HR\PA\CP\PE - 748 - Board

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
VUCR	UMP Achieve1E/C	OTH BEF TAX	9	328.00
VUER	UMP Achieve1EMP	OTH BEF TAX	30	805.00
VUFR	UMP Achieve1FAM	OTH BEF TAX	7	332.00
VUSR	UMP Achieve1E/S	OTH BEF TAX	2	94.00
			3596	169,919.78

CHECK DATE: 05/29/2026 PERIOD ENDING DATE: 05/29/2026

HR\PA\CP\PE - 748 - Board

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	437	37,976.86
1MED	MEDICARE	MEDICARE	437	8,881.71
1PFML	WA PAID FML	PFML	437	2,023.31
1ReE0	SERS PLAN 0	RETIREMENT	1	
1ReE2	SERS PLAN 2	RETIREMENT	153	7,784.39
1ReE3	SERS PLAN 3	RETIREMENT	38	2,304.64
1ReT0	TRS PLAN 0	RETIREMENT	42	
1ReT2	TRS PLAN 2	RETIREMENT	156	17,352.27
1ReT3	TRS PLAN 3	RETIREMENT	112	18,468.11
1UC	UNEMPLOYMENT	UNEMPLOY COMP	437	2,507.18
1WC	WORKERS' COMP	WORKERS' COMP	437	6,640.57
SEBB	SEBB		290	152,919.00
VHSS1	UMP CDHP EE HSA		7	156.25
			2984	257,014.29

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

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 May, 2026

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	0	.00	.00		.00	0.00
2000 LOCAL SUPPORT NONTAX	229,500	13,402.66	123,855.20		105,644.80	53.97
3000 STATE, GENERAL PURPOSE	10,822,475	477,062.45	8,334,037.06		2,488,437.94	77.01
4000 STATE, SPECIAL PURPOSE	2,701,511	174,897.31	2,241,409.80		460,101.20	82.97
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,154,623	83,898.44	628,508.65		526,114.35	54.43
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
Total REVENUES/OTHER FIN. SOURCES	15,308,109	749,260.86	11,328,460.71		3,979,648.29	74.00
B. EXPENDITURES						
00 Regular Instruction	7,294,596	619,028.02	5,766,647.93	1,942,717.18	414,769.11-	105.69
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	1,668,937	131,874.30	1,182,642.94	296,429.01	189,865.05	88.62
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	62,956.04	426,607.57	117,965.21	320,759.22	62.93
70 Other Instructional Pgms	45,151	5,035.73	37,675.84	11,790.46	4,315.30-	109.56
80 Community Services	0	6,015.87	33,054.82	18,139.87	51,194.69-	0.00
90 Support Services	5,263,836	285,335.03	3,646,150.49	745,988.85	871,696.66	83.44
Total EXPENDITURES	15,137,852	1,110,244.99	11,092,779.59	3,133,030.58	912,041.83	93.98
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. UNUSUAL/INFREQUENT-INFLOWS (GL 968)	0	.00	.00		.00	0.00
F. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)	0	.00	.00		.00	0.00
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	170,257	360,984.13-	235,681.12		65,424.12	38.43
H. TOTAL BEGINNING FUND BALANCE	3,750,000		4,913,733.42			
I. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	3,920,257		5,149,414.54			

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 May, 2026

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	0	.00	.00		.00	0.00
2000 LOCAL SUPPORT NONTAX	15,000	570.59	7,399.18		7,600.82	49.33
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
Total REVENUES/OTHER FIN. SOURCES	15,000	570.59	7,399.18		7,600.82	49.33
B. EXPENDITURES						
00 Regular Instruction	0	824.12	3,633.41	0.00	3,633.41-	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	82.58	0.00	82.58-	0.00
90 Support Services	15,000	234.50	2,430.41	0.00	12,569.59	16.20
Total EXPENDITURES	15,000	1,058.62	6,146.40	0.00	8,853.60	40.98
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. UNUSUAL/INFREQUENT-INFLOWS (GL 968)	0	.00	.00		.00	0.00
F. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)	0	.00	.00		.00	0.00
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	0	488.03-	1,252.78		1,252.78	0.00
H. TOTAL BEGINNING FUND BALANCE	350,000		.00			
I. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	350,000		1,252.78			

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 May, 2026

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	29,000	2,460.00	10,483.38		18,516.62	36.15
2000 Athletics	0	.00	.00		.00	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	39,200	5,533.00	27,526.00		11,674.00	70.22
6000 Private Moneys	0	.00	434.00		434.00-	0.00
Total REVENUES	68,200	7,993.00	38,443.38		29,756.62	56.37
B. EXPENDITURES						
1000 General Student Body	23,650	3,682.13	9,148.78	3,581.50	10,919.72	53.83
2000 Athletics	0	.00	.00	0.00	.00	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	39,200	15,065.38	23,664.86	688.36	14,846.78	62.13
6000 Private Moneys	0	.00	434.00	0.00	434.00-	0.00
Total EXPENDITURES	62,850	18,747.51	33,247.64	4,269.86	25,332.50	59.69
C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)	5,350	10,754.51-	5,195.74		154.26-	2.88-
D. UNUSUAL/INFREQUENT-INFLOWS (GL 968)	0	.00	.00		.00	0.00
E. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)	0	.00	.00		.00	0.00
F. NET CHANGE IN FUND BALANCE (C+D-E)	5,350	10,754.51-	5,195.74		154.26-	2.88-
G. TOTAL BEGINNING FUND BALANCE	1,000		16,096.42			
H. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
I. TOTAL ENDING FUND BALANCE (F+G + OR - H)	6,350		21,292.16			
J. ENDING FUND BALANCE ACCOUNTS:						
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		21,292.16			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	6,350		21,292.16			

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 (7).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 (9).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:

Payroll_as_a_percent_of_Exp-by_FTE_-_UPDATE (2).xlsx

25-26 Enrollment													
	9	10	11	12	1	2	3	4	5	6	Total Ave.	Budget	Variance
K	68.00	73.00	72.00	72.00	71.00	72.00	71.00	72.00	72.00	72.00	71.50	70.00	1.50
1	92.00	92.00	94.00	94.00	94.00	92.00	93.00	91.00	91.00	91.00	92.40	93.00	(0.60)
2	69.00	71.00	70.00	70.00	71.00	71.00	72.00	70.00	69.00	69.00	70.20	70.00	0.20
3	94.00	92.00	92.00	92.00	93.00	93.00	94.00	93.00	93.00	93.00	92.90	93.00	(0.10)
4	93.00	95.00	95.00	95.00	92.00	91.00	92.00	90.00	90.00	90.00	92.30	93.00	(0.70)
5	92.00	94.00	96.00	96.00	95.00	95.00	95.00	94.00	94.00	94.00	94.50	93.00	1.50
6	88.00	86.00	86.00	84.00	85.00	84.00	84.00	83.00	83.00	82.00	84.50	87.00	(2.50)
7	89.00	85.00	85.00	85.00	85.00	85.00	86.00	84.00	84.00	84.00	85.20	87.00	(1.80)
8	69.00	66.00	66.00	65.00	65.00	64.00	63.00	63.00	63.00	63.00	64.70	56.00	8.70
9	44.00	45.00	45.00	41.00	41.00	38.00	38.00	39.00	38.00	38.00	40.70	56.00	(15.30)
10	38.00	38.00	39.00	36.00	36.00	36.00	35.00	35.00	35.00	35.00	36.30	39.00	(2.70)
11	9.60	8.40	8.40	8.40	8.40	8.40	9.60	8.60	8.25	8.05	8.61	9.00	(0.39)
12	2.40	2.40	2.40	2.40	2.40	4.80	4.80	4.80	4.60	4.60	3.56	5.00	(1.44)
	848.00	847.80	850.80	840.80	838.80	834.20	837.40	827.40	824.85	823.65	837.37	851.00	(13.63)

Coversheet

Harlows Bus Contract 2026-2029

Section: II. Consent Agenda
Item: C. Harlows Bus Contract 2026-2029
Purpose:
Submitted by:
Related Material: Spokane International Academy 2026-2029 .pdf

CONTRACT FOR STUDENT TRANSPORTATION SERVICES

This Contract is made and entered into between Harlow's School Bus Service, Inc., a North Dakota corporation located at 1021 South 23rd Street Suite A Bismarck, ND 58504, 509.321.5455 (hereinafter referred to as "Harlow's" or "Contractor") and Spokane International Academy, 777 East Magnesium Rd. Spokane, WA 99208, 509.209.8730 (hereinafter referred to as "SIA").

1. **Contract Term**

   This Contract shall commence on the date that this Contract is fully executed under authorization granted by the SIA Board and be effective July 1, 2026, until June 30, 2029 (the "Contract Term"). This contract includes the following academic years: 2026-2027, 2027-2028, and 2028-2029 with the option to renew for an additional three (3) years per Washington State OSPI.

2. **Insurance**

   Contractor will be required to furnish, prior to the signing of the contract, one million dollars ($1,000,000) single limit for bodily injury and property damage liability as well as an additional nine million dollars ($9,000,000) umbrella policy (or as mutually agreed upon) and such other insurance as required by the State of Washington, if any. The policy shall name SIA as an additional insured and provide that such coverage may not be cancelled or materially changed without thirty (30) days prior written notice to SIA.

   SIA is the primary provider for insurance on any school owned assets that the Contractor operates.

   Immediately upon notification of a bus involved in an accident, the Contractor shall notify the school designee by the quickest possible means. A detailed accident report form shall be submitted to SIA as soon thereafter as possible, but not later than three (3) business days after the accident.

3. **Assignability**

   Contractor shall not assign or transfer all or any part of its interest in the contract without the written approval of SIA.

4. **Force Majeure**

   In the event that Contractor shall fail at any time to provide transportation herein agreed to be provided solely and by reason of extreme weather conditions or impassable road conditions, act of God, fire, riots, war, picketing civil commotions or unavailability of fuel, such failure on the part of the Contractor shall not be deemed a breach of the Contract. The determination as to whether road conditions are such as to make it unsafe to transport pupils shall be made by SIA.

5. **General Management**

   At the present time, SIA has seven (7) General Transportation routes, operating one hundred and eighty (180) days per year or per approved SIA calendar. The Contractor shall provide for all vehicle(s), driver(s), as well as the maintenance and management of the same, to operate school buses for SIA for the 2026-2027, 2027-2028, and 2028-2029 school years. Contractor's designated supervisor shall be readily available for contact by SIA representatives to address issues or concerns that arise during the school year. Contractor will be the primary supplier of bus transportation for SIA during the term of this contract. SIA guarantees the Contractor the right of first refusal of any additional transportation services during the term of this Contract.

The Contractor, with SIA's approval or another mutually agreed upon arrangement may hire a bus attendant to assist a regular route driver with student control on a school bus if necessary.

Rider discipline exercised by the Contractor will be guided by the SIA transportation conduct policy.

Contractor will designate one driver for each General Transportation route. If that driver is not available to provide services, the Contractor will notify an SIA representative via email prior to the first scheduled pickup time to communicate that a substitute driver will be utilized.

SIA will provide Contractor access to SIA approved system to utilize for parent notifications.

With the goal of process improvement and reduction of overage charges, Harlow's will provide any overage related information using the overage dashboard or other method agreed upon by both parties and *post* within five (5) business days.

6. Routes

All students whose parents voluntarily enroll in the SIA transportation program and who are eligible for school bus transportation for SIA will receive bus transportation services. Due to safety concerns, any non-eligible rider will be reported to the school.
* Currently this does not include special education students.

A Route includes all time and duties necessary to safely complete the assignment, including but not limited to:

- Pre-trip inspections and preparation of the vehicle. (15 Minutes)
- Driving time for student pick-up and drop-off.
- Student loading, unloading, and required stops.
- Post-trip inspection and required reporting. (10 Minutes)
- Additional cleaning of student-utilized areas necessitated by spills, bodily fluids, excessive debris, or other student-related incidents requiring service beyond routine cleaning with provided documentation.
- Documentation and submission of student conduct reports, when applicable.

Prior to the start of the school year, the Contractor, working in cooperation with SIA's representatives, shall establish routes, pickup points, and identify the students to be transported. Time schedules and routes will be arranged and adjusted as necessary by the Contractor after discussion with the designated representative of SIA. Routing capacity assumption is: K-5th grade three (3) students to a seat, 6th-12th grade two (2) students to a seat. Pickup times will be established to allow delivery to each school no later than ten (10) minutes prior to its established starting time. An SIA's representative will designate bus loading and unloading zones at school. Reasonable and infrequent late arrivals or departures resulting from unexpected traffic delays and mechanical failure will not be considered a breach of contract.

Contractor will maintain contact with the drivers with a two-way radio system or another form of communication.

Contractor will maintain an accurate record of miles per bus per route, per day, for General School Transportation, as well as for Long Field Trips, for calculating any changes in fuel escalation

payments to Contractor. The contractor will attempt to maintain accurate record of total students at each scheduled pick-up and drop-off, per bus route, per day, for General School Transportation.

7. Vehicle and Maintenance Requirements

Contractor will provide and maintain at Contractor's expense all buses to be used by Contractor to perform this contract. Contractor will maintain the insurance on its buses pursuant to Section 2 above. All school buses shall be DOT certified, comply with Washington's specifications and registrations. All route buses will be equipped with a two-way radio system (or another form of communication) and a digital camera system (initial two camera lens provided by Contractor).

Fuel for buses used to fulfil this contract will be paid for by Contractor and reimbursed to Contractor pursuant to the Fuel Escalation Clause, Section 11, and the Fees and Expenses, Section 10.

8. Driver Requirements

Qualifications: Only drivers who hold the appropriate license and endorsements as well sustain a US DOT Medical Examiners Certificate will operate the Contractor's vehicles. All drivers must pass a national criminal background check (HireRight) as well as run annual motor vehicle record (MVR) check.

Contractor will conduct driver training, which shall not be less than twelve (12) hours per year (or as required).

9. Activities and Field Trips

Contractor is available to provide transportation for student activities on an as needed basis. Payment will be based on a straight hourly rate with a two (2) hour minimum. Hourly rates will be invoiced in quarter hour increments (¼ or .25) and shall not exceed ten (10) driving hours and fifteen (15) working hours per day per driver per trip.

In the event of an overnight trip, SIA will pay Contractors lodging directly and driver meals will be reimbursed as a pass-through cost. SIA transportation personnel will work with Contractor's management for timely advanced scheduling of drivers and buses for all trips. It is recommended that all activities and field trips be scheduled fourteen (14) days in advance of scheduled use.

10. Fees **And** Expenses

Invoice And Payment Terms: Contractor will invoice SIA monthly (End of the month) for services provided under this Contract. All invoices should be sent to SIA by email or as set forth in the Notices provision, Section 24. Payment from SIA is due and payable within fifteen (15) days of receipt of invoice (prefer ACH Payment(s)).

Fees: The fees for Contractor's services under this Contract (the "Fees") will be pursuant to the following payment schedule, subject to the Fuel Escalation Clause, Cost of Living Escalator and Government/ School Mandates provisions, Sections 11, 14 respectively:

General School Transportation -

Cost Per School Bus, Per Day, Four (4) Hour Minimum: Overage	$590.16
Cost, Per Hour:	$147.54

- Hourly rates will be invoiced in quarter hour increments (¼ or .25)

School Field Trips and Activity Transportation -

Cost Per School Bus, Two (2) Hour Minimum:	$295.08
Overage Cost, Per Hour:	$147.54

- Hourly rates will be invoiced in quarter hour increments (¼ or .25)

*SIA will pay Contractor $147.54 when field trips or activities are not cancelled at least six (6) hours before scheduled pick-up time.

PPE / Sanitizing Expense Pass Through

The items may include but not limited to: gloves, mask, disinfectant, and hand sanitizer for the bus, etc. We would want a mutually agreed upon/ approved plan.

Cancellation Fees Due To School Closure: For each day that scheduled transportation is canceled due to an unplanned school closure, for any reason whatsoever, SIA shall pay Contractor one hundred percent (100%) of the average daily route cost for up to five (5) cumulative closure days during the school year and seventy-five percent (75%) of the average daily route cost for the sixth (6th) and each subsequent closure day.

Contractor shall provide an equal credit based on the average daily route cost for any make-up days added during the same school year on which transportation services are provided.

11. <u>Fuel Escalation Clause</u>

Contractor and SIA acknowledge that the price and fluctuations in price of fuel have a direct impact on the cost of transportation and on the total compensation to be paid to Contractor under this Contract. For all fuel (gas, propane or diesel) purchased by Contractor for this Contract, the price paid per mile shall be adjusted effective the first day of the month following a change in the actual cost of fuel purchased by Contractor.

For transportation, the price per mile per bus per route shall be calculated and provided to SIA. Thereafter, an adjustment of one cent per mile shall be made for each five cent per gallon increase or decrease in the cost of fuel (gas, propane or diesel floor of $2.75 per gallon). The Contractor shall submit to SIA each month the amount of miles driven in the preceding month with a calculation of increased cost of fuel incurred if any during the preceding month for each bus for each route. The base price for purposes of this calculation shall be established at $2.75 per gallon for fuel, the maximum decrease in fuel escalation cost will not exceed the established rate per gallon (no credit will be awarded). Receipts indicating the most recent cost paid by Contractor for fuel purchases shall be submitted monthly to substantiate the adjustment.

12. Option to Renew

SIA and Contractor agree to meet by April 30, 2029, to renegotiate any extended years to this Contract. This Contract may be renewed for an additional term of up to three (3) years, or as mutually agreed based on applicable law.

13. Termination

By Contractor:

Contractor may terminate this Contract upon written notice in the event SIA fails to fulfill any material obligation under this Contract, including but not limited to failure to make timely payments. Following such notice, Contractor shall have the right, but not the obligation, to continue providing transportation services for a period not to exceed ninety (90) days, unless otherwise agreed in writing. SIA shall remain responsible for full payment of all services provided through the final date of service, including any accrued charges, overages, or outstanding balances.

By SIA:

SIA may terminate this Contract with ninety (90) days written notice; however, such termination shall only occur after SIA has provided Contractor with written notice of any alleged deficiency and a reasonable opportunity, not less than thirty (30) days, to cure such deficiency. In the event SIA elects to discontinue services for convenience, SIA shall remain responsible for payment of all services scheduled or committed during the notice period.

14. Escalations and Regulatory Changes

SIA and Contractor recognize that certain costs associated with providing transportation services may change during the term of this Agreement. Annual rate adjustments are set forth in Exhibit A. All costs other than driver wages shall be adjusted annually on July 1 of each contract year based on the Implicit Price Deflator (IPD), as published in April of each year. Contractor shall provide SIA with written notice of the adjustment annually. If the average IPD for that contractual year is less than three percent (3%), the IPD will be no less than three percent (3%). If IPD is higher than six percent (6%) the rate increase will revert to six percent (6%). This three percent (3%) floor and six percent (6%) cap shall not apply to mutually agreed changes to service levels, routes, or the scope of services, which may be separately negotiated and incorporated into the Agreement by written amendment of the parties.

In the event of unusual circumstances, including but not limited to changes in federal, state, or local laws, regulations, taxes, mandates, specifications, insurance costs, employee benefit requirements, vehicle requirements, or other conditions that substantially increase Contractor's operating costs beyond the negotiated escalation amounts, the parties shall negotiate a reasonable adjustment to the compensation rates set forth in Exhibit A.

In the event of a driver shortage, defined as Contractor having fewer than ninety percent (90%) of the drivers required to meet SIA's service requirements, SIA and Contractor shall meet in good faith to discuss the impact on service and determine an appropriate course of action moving forward, which may include adjustments to staffing levels, service levels, routing, scheduling, or compensation as mutually agreed upon by the parties.

If the parties are unable to agree upon a reasonable adjustment resulting from such circumstances, either party may terminate this Agreement upon ninety (90) days' written notice. In such event, the parties shall cooperate in transitioning transportation services, and SIA shall continue to compensate Contractor at the rates otherwise provided in this Agreement until the transition is complete. Neither party shall make a claim against the other for failure to complete the remaining term of the Agreement due to such termination.

15. Indemnification

Contractor agrees to indemnify and hold SIA, its governing board, officers, and employees harmless and promises to defend same from all claims or damage, penalties of any kind related to the operation and maintenance of the buses or any obligations under this contract.

SIA agrees to indemnify, defend and hold harmless Contractor, and all of its affiliated and related entities and governing board, officers, directors, employees, successors and assigns, attorneys, insurers, and representatives, individually and in their official capacity, from any and all claims, actions, damages and liability, including the cost of investigation, litigation expenses, appeal costs and attorney's fees, to the extent resulting from any claims or suits which result from any negligent or intentional action or omission of SIA and/or SIA's affiliates and related entities, employees, agents or representatives arising out of or relating to SIA performance or failure to perform any of its obligations under this Contract.

16. Nondisclosure

As used in the Contract, "Confidential Information" means any information disclosed by or relating to a party whether of a technical, business or other nature (including without limitation, all information relating to SIA students transported by Contractor, their families, and the employees of SIA that generally is not known to the public.) Each party will not disclose Confidential Information of the other party without the prior written consent of that party, except as required by law. Each party will take all reasonable measures to avoid disclosure, dissemination or unauthorized use of Confidential Information provided to it by the other party.

17. Governing Law and Jurisdiction

This Contract shall be governed and construed in accordance with the laws in the State of Washington, without regard to its principles of conflict of laws. The Parties consent to exclusive jurisdiction of the federal and state courts of the State of Washington in Spokane County for all disputes arising out of this Contract.

18. Arbitration Clause

In the event a dispute shall arise between the parties to this contract, it is hereby agreed that the dispute shall be referred to United States Arbitration and Mediation for arbitration in accordance with United States Arbitration and Mediation Rules of Arbitration. The arbitrator's decision shall be final, and binding and judgment may be entered thereon. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with arbitrator's award, the other party is entitled to costs of suit including a reasonable attorney's fee for having to compel arbitration or defend or enforce the award.

19. Relationship of Parties

This Contract is not intended and shall not be construed to create an agency, partnership, joint venture, employment or franchise relationship between SIA and Contractor. The Contractor will not represent

or hold itself out to be part of SIA or a partner or agent of SIA. The Contractor shall not enter into any agreement on SIA's behalf or in SIA's name.

Contractor and SIA agree that the relationship of the Parties under this Contract is that of an independent contractor. Neither Contractor, nor any member, agent, employee, officer or official of Harlow's, shall be held or deemed in any way to be an agent, employee, officer or official of SIA.

20. Severability

If any portion of this Contract shall to any extent be declared unenforceable or illegal by a court of competent jurisdiction, the remainder of this Contract shall not be affected thereby, and each portion and provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.

21. Modification

No waiver, alteration, or modification of any of the provisions of this contract shall be binding upon any party unless in writing and signed by the authorized representative of the party against whom such waiver, alteration or modification is sought to be enforced. Each such amendment, waiver or discharge will be effective only in the specific instance and for the specific purpose for which given.

22. Entire Contract

This Contract shall constitute the entire contract between the Parties and supersede any prior understandings between the Parties with respect to the subject matter hereof.

23. Notice

All notices, requests, demands, waivers, consents and other communications ("Notices") under this Contract (A) shall be in writing; shall be delivered (1) via hand delivery, (2) by other electronic means, (3) by overnight air courier or (4) by Certified Mail, with return receipt requested; and (B) shall be directed to the party being notified at the following addresses (or at such other addresses as the Parties may designate in writing):

For Contractor:
Harlow's School Bus Service, Inc. I021 South 23rd Street, Suite A Bismarck, ND 58504
Attn: Sr. Vice President

For Spokane International Academy:
Spokane International Academy 777 E Magnesium Rd. Spokane, WA 99208
Attn: Designee

Notices are deemed received upon receipt using the given methods listed above.

24. Headings

The headings used in this Contract are for the convenience of the parties and for illustration only and are not to be used for determining or interpreting any of the rights or obligations herein.

ACCEPTANCE OF AGREEMENT

The signatures below indicate acceptance of the terms and conditions of this Contract as described above. Upon signature, this Contract shall be binding on the Parties. This Contract may be executed in

counterparts, each of which shall be deemed an original, which together, shall constitute one and the same Contract. A signed copy of this Contract delivered by e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Contract.

ACCEPTED AND AGREED TO:

HARLOW'S SCHOOL BUS SERVICE, INC.

Signature:

Name:

Title:

Date:

ACCEPTED AND AGREED TO:

SPOKANE INTERNATIONAL ACADEMY

Signature:

Name:

Title:

Date:

Exhibit A

Spokane International Academy 7 Route Option
General School Transportation
Cost Per School Bus, Per Day 4 hour minimum: **$590.16**
Overage Cost Per Hour: **$147.54**

Field Trips
Updated Rates
• Cost Per School Bus, Two (2) hour minimum: $295.08
• Overage Cost, Per Hour: $147.54

Year 2 - IPD

Year 3 - IPD

Year 2 and 3 of contract - Floor of three percent (3%) and a Cap of six percent (6%) annualy.

Coversheet

Draft Budget 26-27

Section: V. Budget 26-27
Item: A. Draft Budget 26-27
Purpose: Discuss
Submitted by:
Related Material: Finance Committee Draft Budget.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:

Finance Committee Draft Budget.xlsx

Coversheet

June Written Report

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

Head of School Board Report- June 2026

School Year Reflection and Strategic Outlook

As we conclude the 2025–26 school year, I would like to express my gratitude to our students, families, staff, Board of Trustees, and community partners for their commitment to Spokane International Academy. This year brought meaningful successes, significant challenges, and important lessons that will inform our work moving forward.

While much of our focus throughout the year centered on achieving our Academic, Culture, Mission, and Operational ARC goals, June provides an opportunity to step back and reflect on the broader trends shaping our organization.

Celebrating Student Success

This year marked another important milestone in the continued growth of Spokane International Academy. Our students engaged in rigorous coursework, international learning experiences, service-learning opportunities, athletics, arts, and extracurricular programs that advanced our mission of developing globally competent leaders.

Highlights include:

- Successful completion of Advanced Placement, a successful first year rollout of College in the High School courses (through Central Washington University), continued participation in Running Start, and our ongoing student participation with NewTech Skills Center.
- Continued expansion of global competence experiences across grade levels, and the newly developed leadership pathway at the high school, which allows us to serve a student's full high school transcript on-site.
- Beginning in the 2026-2027 school year, we will offer CTE courses on-site to help students build and develop into successful leaders.
- Strong participation in community events, performances, and service projects.

- Graduation of our second senior class, with 11 students pursuing college, workforce, and other post-secondary opportunities.
- Continued emphasis on Habits of Mind and character development as foundational components of student success.

Academic Trends

Several positive academic indicators emerged throughout the year:

- Student growth remains a significant organizational strength.
- Internal assessment data suggests many students, particularly those in historically lower-performing groups, demonstrated meaningful academic growth.
- Increased focus on instructional coaching, feedback cycles, and High Access Instruction practices contributed to stronger classroom engagement at the Primary portion of our program.
- Continued implementation of structured literacy practices and intervention systems strengthened foundational skills for many students.
- Completed a year-long curriculum adoption of the FishTank Curriculum and UFLI English Language Arts Curricula in Kindergarten-5th Grade
- Eureka Squared curriculum adoption completed in Grades 1-4, with full rollout in Kindergarten and 5th grade in 26-27.
- Full overhaul of our master schedule through a strategic partnership, aimed at rightsizing class options, refining our offerings, and monitoring our staff-to-student ratios.

Areas Requiring Continued Attention

While growth remains encouraging, several academic challenges continue to warrant focused attention:

- Meeting and exceeding state averages on SBA assessments remains a long-term priority.
- Identifying and addressing the achievement gaps among student subgroups, specifically with students with special education supports, multilingual learners, and students facing economic barriers.

- Ninth-grade on-track indicators remain an important predictor of graduation success and require continued intervention and monitoring.
- Attendance and engagement remain closely tied to academic performance and will continue to be a strategic focus.

Culture and Community

One of the most encouraging trends this year was the continued strength of our school community.

- Strong family participation in school events and celebrations.
- Continued growth in volunteerism and community engagement through our Phoenix Love Program.
- Increased opportunities for student leadership and voice through student council, ASB, and Ambassador student clubs.
- Strong staff commitment as evidenced by a 90% retention rate during a year marked by significant challenges.

At the same time, we recognize growth opportunities:

- Improving consistency in student behavior outcomes across grade levels.
- Reducing discipline disproportionality among specific student groups.
- Strengthening systems that support attendance and engagement.
- Continuing to build staff capacity for proactive relationship building and connection with students.

Enrollment and Organizational Stability

Enrollment remained relatively stable throughout the year and continues to be one of the organization's greatest strengths.

Key observations include:

- Continued strong demand in elementary grades.
- High levels of family satisfaction as evidenced by a 90% student retention rate.
- Overall positive reputation within the Spokane community.
- Ongoing need to monitor enrollment patterns in specific grade bands.

Maintaining enrollment stability remains critical as state funding challenges continue to impact charter schools and public education statewide.

Staffing and Human Capital

Our staff demonstrated remarkable resilience throughout the year.

Areas of progress included:

- Expansion of coaching and professional learning opportunities.
- Continued development of teacher leadership.
- Strengthening of collaborative structures and team planning.

Challenges included:

- Recruitment and retention pressures affecting specialized positions.
- Increased workload demands in certain service areas, particularly Special Education.
- Need for continued leadership development and succession planning throughout the organization.

As we enter the 2026–27 school year, building leadership capacity at all levels remains a strategic priority.

Financial Outlook

The most significant challenge facing Spokane International Academy moving forward is the changing financial landscape.

The elimination of enrichment funding and continued increases in operating costs require the organization to make difficult but necessary adjustments.

This year we:

- Maintained fiscal responsibility despite funding uncertainty.
- Implemented staffing and program adjustments to protect long-term sustainability.
- Pursued grants and partnerships to offset reductions.

- Continued careful monitoring of enrollment and expenditures.

While the organization remains financially stable, ongoing vigilance will be required as state funding conditions continue to evolve.

Facilities and Operations

Several facilities and operational improvements were completed throughout the year. Safety systems, emergency procedures, and operational structures continued to mature. Looking ahead, summer facility improvements and maintenance projects will position the organization for a successful start to the 2026–27 school year.

Operational priorities remain:

- Campus safety.
- Preventative maintenance.
- Technology infrastructure.
- Efficient systems that support teaching and learning.

Looking Ahead: 2026–27

Our staff theme for the coming year, *Bridging Together: Connected by Purpose, Strengthening Community, Crossing Together*, reflects the work ahead.

As an organization, our focus will be on:

- Strengthening instructional effectiveness and academic outcomes.
- Deepening collaboration and alignment across grade levels.
- Building leadership capacity throughout the organization.
- Strengthening community and stakeholder engagement.
- Maintaining fiscal responsibility while preserving the student experience.
- Continuing to develop systems that ensure all students are known, challenged, and supported.

Closing Reflection

The 2025–26 school year was one of perseverance, adaptation, and growth. Like any expedition, our journey included challenges, course corrections, and moments of uncertainty. Through it all, our students, families, staff, and Board remained committed to our mission.

As we conclude this year, I remain confident in the strength of our community, the dedication of our staff, and the potential of our students. The work ahead is important, but the foundation we have built together positions Spokane International Academy for continued success.

Thank you for your partnership, support, and commitment to the students and families we serve.