Spokane International Academy

Monthly Board Meeting

Published on September 17, 2026 at 5:05 PM PDT

Date and Time

Wednesday September 23, 2026 at 4:30 PM PDT

Location

Spokane International Academy
1st Floor, Media Center/Library
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

		Purpose	Presenter	Time

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.	August Board Minutes	Approve Minutes	Cassie Anderson	1 m
B.	July Financials and August Financials	Vote	Cassie Anderson	2 m

We did not approve the July Financials in August because the Board met on August 7th, prior to a date when the financials could appropriately be generated. The Finance Committee did review the financials for July, and now they are ready for approval.

C.	School Specific Goals 26-27	Vote	Cassie Anderson	1 m

Approval of the School-Specific Goals. These were first presented during the August 2026 Board Retreat. They must be approved by the Board for the Charter School Commission (our authorizer).

D.	Additional Compensation for Special Education Teachers- Overload Pay	Vote	Cassie Anderson	2 m

This board resolution establishes overload pay for special education teachers when they exceed their caseloads. This is similar to the overload compensation adopted for the 25-26 school year.

E.	5011 – Sexual Harassment of Spokane International Academy Staff Prohibited and 5011P-Procedure - Sexual Harassment of Spokane International Academy Staff Prohibited	Vote	Cassie Anderson	2 m

This is a required update to 5011 – Sexual Harassment of SIA Staff Prohibited and 5011 P, which outlines the procedural response. Both policies were initially adopted by the Board in August 2021. Included is a chart for easy reference, which explains the changes from the previous policies to the current revised policy, as well as the two new updated policies presented for board approval.

F.	Learning Assistance Program- Policy 2108	Vote	Cassie Anderson	2 m

		Purpose	Presenter	Time
	This policy provides the required revisions to the LAP Policy 2108, previously adopted by the board in April 2020. Included is a chart describing the changes from the old policy to the current proposed policy, as well as a full policy for board review and vote.			
G.	Policy 6220 - Bid or Request for Proposal Requirements Policy 6220P - Bid or Request for Proposal Requirements (Procedure)	Vote	Cassie Anderson	2 m
	This is a required update to Policy 6220 - Bid or Request for Proposal Requirements and Policy 6220P - Bid or Request for Proposal Requirements, which outline the procedural response. Both policies were initially adopted by the Board in September 2019. Included is a chart for easy reference that explains the changes from the previous policies to the current revised policies, as well as the two new updated policies presented for board approval.			

III. Public Comment

Community members are invited to provide public comment to the Board for up to two minutes per person.

IV. Rebecca Thomas- Interim Executive Director of WA Charters — 4:46 PM

A.	WA Charters 26-27	FYI	Rebecca Thomas	20 m
	Rebecca Thomas is the Interim Executive Director for WA Charters. She assumed her role in August 2026. She is joining us virtually to introduce herself, give highlights of WA Charters' current priorities, and discuss the ways the SIA Board can support their efforts.			

V. ASB Update — 5:06 PM

The Associated Student Body will present their monthly update.

A.	ASB Update	FYI	Emhani Grant- ASB President	10 m
	Monthly ASB Update.			

VI. Enrollment — 5:16 PM

A.	Enrollment	Discuss	Morgen Flowers- Washington	5 m

		Purpose	Presenter	Time

We will provide an update and allow Board members to ask questions.

VII. Head of School Report — 5:21 PM

A.	Monthly Head of School Update	FYI	Morgen Flowers-Washington	10 m

An update for the month of September

VIII. Governance — 5:31 PM

A.	Board & Administrative Staff Training	Discuss	Cassie Anderson	7 m

The school shall comply with RCW 42.30 and 42.56, as well as the 2023 updates to RCW 28A.710.030. All administrative staff and board members shall complete required training. Schools must collect evidence of all Board Members and Administrative Staff completing **annual** training to support the effective operation & oversight of the charter school within 90 days of active membership (or of employment, for staff):

- Open Public Meetings Act - Office of the Attorney General - Open Government Training
- Public Records Act - Office of the Attorney General - Open Government Training
- Compliance with requirements governing employment of properly credentialed instructional staff (VIDEO and Completion Survey)
- Permitted use of public funds (VIDEO, Presentation Slides, Completion Survey)

For the school year 2026-2027, the due date is **November 16**. Please see attached template.

B.	Board Commitment Form 26-27	Discuss	Cassie Anderson	8 m
C.	Board Committees	Discuss	Cassie Anderson	10 m

We will review and receive updates from our board committees:

Governance Committee
Finance Committee
Facilities Committee
Development & Foundation Committee
Academic Excellence Committee

		Purpose	Presenter	Time
D.	Board Recruitment	Discuss	Cassie Anderson	8 m

We will discuss the next steps in Board Recruitment. We recently sent out a survey to the community and are ready to begin the process of meeting with potential board members for school tours/ visits and making invitations to future board meetings.

IX. Other Business

X. Closing Items

A.	Adjourn Meeting	Vote

Coversheet

August Board Minutes

Section: II. Consent Agenda
Item: A. August Board Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on August 7, 2026

APPROVED

Spokane International Academy

Minutes

Monthly Board Meeting

August

Date and Time
星期五 八月 7, 2026 at 12:00 下午

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

Directors Present
Ashlee Lent, Cassie Anderson, Charina Carothers, Guillermo Espinosa, Javier Medina, Ron Poplawski

Directors Absent
Maureen Rosette

Guests Present
Brad DeJager, Caryn McGee, Chandalee Wood, Mathias Sanders, Morgen Flowers-Washington, Myra Keast, Russ Battiata, 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 Friday Aug 7, 2026 at 12:23 PM.

II. Consent Agenda

A. Approve July Meeting Minutes

Charina Carothers made a motion to approve the minutes from Monthly Board Meeting on 07-22-26.
Ashlee Lent seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resolution to add a Student Activity Fee 26-27

C. Approve Consent Agenda

The Board reviewed the consent agenda, which included:

- Approval of the July Board meeting minutes
- Student Activities Fee of $50

Motion: Charina Carothers moved to approve the consent agenda.
Second: Ashley Lent
Vote: Unanimous consent.
Motion carried.

III. Enrollment 26-27

A. Enrollment Update

The Board received an enrollment update indicating a current enrollment of 963 students, with 54 students on the waitlist.

The Board discussed enrollment and grade-level capacity, including whether the school should explore a combined first grade/kindergarten class. It was noted that both kindergarten and first grade have new curriculum requirements, making a combined classroom impractical at this time.

There are currently no students on the kindergarten waitlist. The school will continue to enroll students as space permits, including after the school year begins.

IV. Strategic Growth Options

A.

Strategic Growth Options

Javier Medina made a motion to accept the Strategic Growth Options document as an initial planning framework and authorize the Head of School to develop a Phase I feasibility work plan.
Ron Poplawski seconded the motion.
Javier Medina-Chinas moved that the Spokane International Academy Board of Directors accept the Strategic Growth Options document as an initial planning framework and authorize the Head of School to develop a Phase I feasibility work plan and budget addressing enrollment demand, site capacity, portable options, permanent campus expansion, second-campus feasibility, organizational capacity, and a five-year growth financial pro forma. Staff will return to the Board with findings and recommendations before any binding facility, financing, or expansion commitment is made.

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

B. Head of School Goals 26-27

The Board reviewed the Head of School goals using the CEO Excellence Framework. The goals are organized around five areas:

1. Lead the Strategic Vision for Academic Excellence
2. Cultivate and Develop a High-Performing Leadership Team
3. Strengthen Organizational Culture and Talent
4. Steward Organizational Resources for Long-Term Sustainability
5. Lead Strategic Change and Organizational Improvement

The Board and Head of School will conduct four check-ins throughout the year to review progress toward these goals.

V. 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 1:00 下午.

Respectfully Submitted,
Cassie Anderson
Ashlee Lent made a motion to adjourn the meeting.
Javier Medina seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Retreat

The board retreat immediately followed upon adjournment.

Coversheet

July Financials and August Financials

Section: II. Consent Agenda
Item: B. July Financials and August Financials
Purpose: Vote
Submitted by:
Related Material: Additional_notes_for_AP_Payroll-July (1).xlsx
Payroll_as_a_percent_of_Exp-by_FTE_-_UPDATE (6).xlsx
Jul_EOM_AP_2026.pdf
Wire_register_07.26.pdf
Jul_mid_AP_2026.pdf
July_Payroll_2026.pdf
July Budget Status Report.pdf
CF25.26.xlsx
Additional_notes_for_AP_Payroll-Aug.xlsx
Wire_register_08.26.pdf
Aug_mid_AP_2026.pdf
Aug_EOM_AP_2026.pdf
Aug_Payroll_2026.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-July (1).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 (6).xlsx

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

As of September 23, 2026, the board, by a _____ vote, approves payments, totaling $199,518.84. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 20990 through 21023, totaling $199,518.84

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20990	AMAZON CAPITAL SERVICES	07/31/2026	1,285.71
20991	AMPLIFY EDUCATION, INC.	07/31/2026	6,136.88
20992	ASSOCIATION OF WASHINGTON BUSI	07/31/2026	500.00
20993	ATS INLAND NW, LLC	07/31/2026	5,428.82
20994	AUTO-CHLOR SYSTEM	07/31/2026	370.94
20995	Avista	07/31/2026	15,473.62
20996	BRAUN, RODNEY	07/31/2026	3,412.50
20997	CENTURYLINK	07/31/2026	280.62
20998	EASTERN WASHINGTON UNIVERSITY	07/31/2026	1,914.15
20999	EDNETICS NETWORK	07/31/2026	5,830.30
21000	EIDE BAILLY LLP	07/31/2026	7,350.00
21001	EXPRESS SERVICE, INC.	07/31/2026	959.36
21002	FATBEAM LLC	07/31/2026	219.00
21003	FISHTANK LEARNING, INC	07/31/2026	10,032.00
21004	FLASHLIGHT LEARNING, INC.	07/31/2026	4,923.08
21005	GOJOE PATROL INC	07/31/2026	1,069.49
21006	GREENSCAPE	07/31/2026	3,973.74
21007	HARLOW'S SCHOOL BUS SERVICE IN	07/31/2026	48,579.55
21008	INLAND NORTHWEST THERAPY, LLC	07/31/2026	18,575.75
21009	IXL LEARNING	07/31/2026	1,250.00
21010	KUTAK ROCK LLP	07/31/2026	82.50
21011	LEXIA LEARNING SYSTEMS LLC	07/31/2026	12,055.55
21012	MIND EDUCATION	07/31/2026	13,092.00
21013	NEWESD 101	07/31/2026	14,396.83
21014	OLSON AUDIOLOGY SERVICES, PLLC	07/31/2026	420.00
21015	PRO MECHANICAL SERVICES, INC	07/31/2026	1,595.32
21016	PURE FILTRATION PRODUCTS, INC	07/31/2026	2,282.64
21017	ROYAL BUSINESS SYSTEMS, INC	07/31/2026	1,179.79
21018	SPRAGUE PEST SOLUTIONS	07/31/2026	446.53
21019	TCI	07/31/2026	10,460.00
21020	THE SPOKESMAN-REVIEW	07/31/2026	321.54
21021	TRANSLATELIVE LLC	07/31/2026	5,452.82
21022	WSIPC	07/31/2026	86.04

Check Nbr	Vendor Name	Check Date	Check Amount
21023	ZOOM VIDEO COMMUNICATIONS INC.	07/31/2026	81.77
34	Computer Check(s) For a Total of		199,518.84

Spokane International Academy - Monthly Board Meeting - Agenda - Wednesday September 23, 2026 at 4:30 PM

	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
	34	Computer	Checks For a Total of	199,518.84
Total For	34	Manual, Wire Tran, ACH & Computer Checks		199,518.84
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	199,518.84

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board. As of September 23, 2026 the board, by a _____ vote, approves payments, totaling $107,114.89. The payments are further identified in this document. Total by Payment Type for Private/Public Account, Columbia BANK: Wire/ACH payments totaling $107,114.89.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	June Statement	7/15/2026	$ 11,639.89
ACH	SIA-Magnesium		7/28/2026	$ 95,475.00
		2 ACH/Wire	For a Total of	$107,114.89

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

As of September 23, 2026, the board, by a _____ vote, approves payments, totaling $10,478.43. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 20972 through 20981, totaling $10,478.43

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20972	AWSL	07/15/2026	272.76
20973	CITY OF SPOKANE	07/15/2026	2,907.77
20974	COMCAST BUSINESS	07/15/2026	390.44
20975	DE LAGE LANDEN FINANCIAL SERVI	07/15/2026	1,217.33
20976	EXPRESS SERVICE, INC.	07/15/2026	3,028.17
20977	FIKES NORTHWEST	07/15/2026	1,231.30
20978	KIDS IMMERSION LLC	07/15/2026	427.60
20979	MOON SECURITY SERVICE INC	07/15/2026	179.35
20980	SOMEWHERE TO SHARE, LLC	07/15/2026	687.33
20981	SWANSON'S REFRIGERATION AND RE	07/15/2026	136.38

10 Computer Check(s) For a Total of 10,478.43

Spokane International Academy - Monthly Board Meeting - Agenda - Wednesday September 23, 2026 at 4:30 PM

	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
	10	Computer	Checks For a Total of	10,478.43
Total For	10	Manual, Wire Tran, ACH & Computer Checks		10,478.43
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,478.43

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 September 23, 2026, the board, by a _____ vote, does approve for payment those Direct Deposits included in the following list and further described as follows: COLUMBIA BANK - COLUMBIA BANK - PUBLIC Direct Deposit Number 900009144 through 900009264 in the total amount of $873,219.94.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 11:14 AM 07/10/26
05.26.02.00.00-12.8-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1

CHECK DATE: 07/31/2026 PERIOD ENDING DATE: 07/31/2026

HR\PA\CP\PE - 748 - Board

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
CAP23	ASSOCIATE PR	2	1.0000		10,093.28	24.00
CAPR3	ASSOCIATE PR	3	2.0000		11,095.21	24.00
CASP3	ADMIN OFFICE	1	1.0000		4,587.90	
CCF3	COMM OUTREACH	1	1.0000		4,325.40	
CCFO3	CHIEF FIN OFF	1	1.0000		11,777.01	24.00
CCOU3	COUNSELOR	5	3.0000		17,325.00	
CCUS4	FACILITIES	5	5.0000		17,696.94	440.00
CDOP3	DIR OF OPS	6	2.0000		13,708.34	176.00
CDSS3	DIR OF SPECIAL	7	3.0000		28,177.21	60.00
CIA3	INST AIDE	86	27.0000		60,338.03	
CIAB3	INST AIDE	5	1.0000		1,172.39	
CINT3	INT COACH	4	4.0000		23,315.99	
CKIT4	KITCHEN MGR	1	1.0000		3,126.04	
CKTA4	KITCHEN ASSIST	4	4.0000		8,998.68	
CLGY5	LONGEVITY	33	32.0000		34,059.56	
CMGB3	BUS GENERALIST	1	1.0000		-46.47	
CMGF3	MANAGER FINANCE	1	1.0000		5,049.80	
CMH23	HR SPECIALIST	1	1.0000		3,675.66	
CNUR3	NURSE	3	1.0000		2,758.70	
COF23	OFFICE ASSIST	4	1.0000		2,440.02	
COFF3	OFFICE ASSIST	13	4.0000		9,807.85	
CSUP3	SUPERINTENDENT	4	1.0000		15,416.63	24.00
CTC13	TEACHER	136	55.0000		316,843.77	
CTC23	TEACHER	2	1.0000		4,329.98	
CTSU3	BLDG SUB	6	2.0000		5,529.49	
LWOP3	LWOP	16		-126.7500	-3,449.72	-126.80
NATB5	NATB5	1	1.0000		6,514.00	
RTRO3	RETRO PAY 613	2	1.0000		503.50	
TIA3	INST AIDE	4		-7.5000	-155.26	-7.50
TSU23	SUBSTITUTE	1		7.5000	167.40	7.50
TSUB3	SUBSTITUTE	4		60.0000	1,200.00	60.00
	REPORT TOTAL	363	158.0000	-66.7500	620,382.33	705.20

CHECK DATE: 07/31/2026 PERIOD ENDING DATE: 07/31/2026

HR\PA\CP\PE - 748 - Board

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	363	37,579.41
1FIT	FED INC TAX	FEDERAL TAX	363	42,707.98
1FIT+	FIT ADD AMT	FEDERAL TAX	64	6,139.00
1MED	MEDICARE	MEDICARE	363	8,788.75
1PFML	WA PAID FML	PFML	363	5,007.75
1ReE0	SERS PLAN 0	RETIREMENT	1	
1ReE2	SERS PLAN 2	RETIREMENT	127	7,516.88
1ReE3	SERS PLAN 3	RETIREMENT	34	2,558.38
1ReT0	TRS PLAN 0	RETIREMENT	25	
1ReT2	TRS 2	RETIREMENT	121	15,711.93
1ReT3	TRS PLAN 3	RETIREMENT	98	18,066.63
1WC	WORKERS' COMP	WORKERS' COMP	362	1,278.36
1WLTC	WA LTC	LONG-TERM CARE	355	3,496.22
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
KW1ER	Kai WA Core1EMP	OTH BEF TAX	19	168.00
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
VUCR	UMP Achieve1E/C	OTH BEF TAX	9	328.00

CHECK DATE: 07/31/2026 PERIOD ENDING DATE: 07/31/2026

HR\PA\CP\PE - 748 - Board

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
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
			3065	170,281.57

CHECK DATE: 07/31/2026 PERIOD ENDING DATE: 07/31/2026

HR\PA\CP\PE - 748 - Board

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	363	37,579.41
1MED	MEDICARE	MEDICARE	363	8,788.75
1PFML	WA PAID FML	PFML	363	2,002.56
1ReE0	SERS PLAN 0	RETIREMENT	1	
1ReE2	SERS PLAN 2	RETIREMENT	128	7,735.69
1ReE3	SERS PLAN 3	RETIREMENT	34	2,227.49
1ReT0	TRS PLAN 0	RETIREMENT	35	
1ReT2	TRS PLAN 2	RETIREMENT	123	16,128.69
1ReT3	TRS PLAN 3	RETIREMENT	98	20,087.93
1UC	UNEMPLOYMENT	UNEMPLOY COMP	363	2,264.99
1WC	WORKERS' COMP	WORKERS' COMP	362	2,946.85
SEBB	SEBB		290	152,919.00
VHSS1	UMP CDHP EE HSA		7	156.25
			2530	252,837.61

********** 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 July, 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	229,500	9,642.40	141,748.49		87,751.51	61.76
3000 STATE, GENERAL PURPOSE	10,822,475	1,224,697.49	10,133,427.51		689,047.49	93.63
4000 STATE, SPECIAL PURPOSE	2,701,511	370,272.12	2,851,142.96		149,631.96-	105.54
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,154,623	24,292.19	714,886.64		439,736.36	61.92
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	400,000	.00	2,064.00		397,936.00	0.52
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	15,308,109	1,628,904.20	13,843,269.60		1,464,839.40	90.43
B. EXPENDITURES						
00 Regular Instruction	7,294,596	679,494.35	7,062,732.88	873,077.33	641,214.21-	108.79
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	1,668,937	118,121.91	1,434,251.16	96,921.75	137,764.09	91.75
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	56,581.74	537,002.48	39,479.36	288,850.16	66.62
70 Other Instructional Pgms	45,151	3,896.81	45,617.97	3,897.62	4,364.59-	109.67
80 Community Services	0	5,963.80	45,034.49	5,994.55	51,029.04-	0.00
90 Support Services	5,263,836	375,083.89	4,619,752.15	300,633.45	343,450.40	93.48
Total EXPENDITURES	15,137,852	1,239,142.50	13,744,391.13	1,320,004.06	73,456.81	99.51
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	389,761.70	98,878.47		71,378.53-	41.92-
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		5,012,611.89			

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 July, 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	.00	8,027.73		6,972.27	53.52
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	.00	8,027.73		6,972.27	53.52
B. EXPENDITURES						
00 Regular Instruction	0	148.05	3,953.86	0.00	3,953.86-	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	237.50	2,902.41	0.00	12,097.59	19.35
Total EXPENDITURES	15,000	385.55	6,938.85	0.00	8,061.15	46.26
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	385.55-	1,088.88		1,088.88	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		1,088.88			

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 July, 2026

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	29,000	.00	13,563.38		15,436.62	46.77
2000 Athletics	0	.00	1,561.00		1,561.00-	0.00
3000 Classes	0	.00	.00		.00	0.00
4000 Clubs	39,200	.00	29,208.00		9,992.00	74.51
6000 Private Moneys	0	.00	434.00		434.00-	0.00
Total REVENUES	68,200	.00	44,766.38		23,433.62	65.64
B. EXPENDITURES						
1000 General Student Body	23,650	.00	12,943.41	0.00	10,706.59	54.73
2000 Athletics	0	706.80	706.80	0.00	706.80-	0.00
3000 Classes	0	.00	.00	0.00	.00	0.00
4000 Clubs	39,200	.00	28,188.65	0.00	11,011.35	71.91
6000 Private Moneys	0	.00	434.00	0.00	434.00-	0.00
Total EXPENDITURES	62,850	706.80	42,272.86	0.00	20,577.14	67.26
C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)	5,350	706.80-	2,493.52		2,856.48-	53.39-
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	706.80-	2,493.52		2,856.48-	53.39-
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		18,589.94			
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		18,589.94			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	6,350		18,589.94			

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.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:

Additional_notes_for_AP_Payroll-Aug.xlsx

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board. As of September 23, 2026 the board, by a _____ vote, approves payments, totaling $101,999.96. The payments are further identified in this document. Total by Payment Type for Private/Public Account, Columbia BANK: Wire/ACH payments totaling $101,999.96.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	June Statement	8/14/2026	$ 6,524.96
ACH	SIA-Magnesium		8/24/2026	$ 95,475.00
		2 ACH/Wire	For a Total of	$ 101,999.96

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 September 23, 2026, the board, by a _____ vote, approves payments, totaling $43,330.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 21024 through 21044, totaling $43,330.38

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
21024	AMAZON CAPITAL SERVICES	08/14/2026	1,411.43
21025	BARGREEN ELLINGSON-WA	08/14/2026	4,695.39
21026	BASSETT, EMILY	08/14/2026	138.42
21027	CITY OF SPOKANE	08/14/2026	2,810.38
21028	COMCAST BUSINESS	08/14/2026	390.44
21029	DE LAGE LANDEN FINANCIAL SERVI	08/14/2026	1,217.33
21030	DEPT OF LABOR AND INDUSTRIES	08/14/2026	207.50
21031	DEVRIES BUSINESS RECORDS MANAG	08/14/2026	306.00
21032	EDNETICS NETWORK	08/14/2026	4,849.12
21033	EMBROIDERED SPORTSWEAR, INC	08/14/2026	4,859.68
21034	EXPRESS SERVICE, INC.	08/14/2026	719.52
21035	GOLD STAR FOODS OF IDAHO, INC	08/14/2026	94.57
21036	GREAT MINDS PBC	08/14/2026	6,763.96
21037	GUIDEONE INSURANCE COMPANY	08/14/2026	8,512.00
21038	KUTAK ROCK LLP	08/14/2026	357.50
21039	MIDE INTEGRATIVE THERAPIES	08/14/2026	1,500.00
21040	MOON SECURITY SERVICE INC	08/14/2026	179.35
21041	STAPLES ADVANTAGE	08/14/2026	137.89
21042	TK ELEVATOR CORPORATION	08/14/2026	109.10
21043	US BANK	08/14/2026	2,125.00
21044	ZEPHYR LODGE	08/14/2026	1,945.80

21 Computer Check(s) For a Total of 43,330.38

	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
	21	Computer	Checks For a Total of	43,330.38
Total For	21	Manual, Wire Tran, ACH & Computer Checks		43,330.38
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	43,330.38

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

As of September 23, 2026, the board, by a _____ vote, approves payments, totaling $369,188.41. The payments are further identified in this document.

Total by Payment Type for Cash Account, COLUMBIA BANK - PUBLIC:
Warrant Numbers 21049 through 21081, totaling $369,188.41

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
21049	AMAZON CAPITAL SERVICES	08/31/2026	1,242.07
21050	AUTO-CHLOR SYSTEM	08/31/2026	383.21
21051	Avista	08/31/2026	14,370.86
21052	BLOOMZ INC	08/31/2026	5,670.00
21053	BOARDONTRACK	08/31/2026	14,439.00
21054	BRAUN, RODNEY	08/31/2026	3,583.00
21055	CARRILLO PUMAREJO, LUCILA M	08/31/2026	72.99
21056	CENTURYLINK	08/31/2026	280.62
21057	CHEMSEARCHFE	08/31/2026	1,649.30
21058	CNB COMPUTERS USA, INC. DBA SY	08/31/2026	65,350.90
21059	COMMUNITY COLLEGES OF SPOKANE	08/31/2026	36,851.61
21060	DEPARTMENT OF ENTERPRISE SERVI	08/31/2026	2,131.20
21061	EDGEWOOD PARTNERS INS. CENTER	08/31/2026	92,185.00
21062	EDNETICS, INC.	08/31/2026	2,125.80
21063	EXPLOREK12, INC	08/31/2026	11,428.23
21064	EXPRESS SERVICE, INC.	08/31/2026	2,308.46
21065	FATBEAM LLC	08/31/2026	219.00
21066	GOJOE PATROL INC	08/31/2026	1,022.76
21067	GREAT MINDS PBC	08/31/2026	18,793.60
21068	GREENSCAPE	08/31/2026	21,189.77
21069	HAND2MIND INC	08/31/2026	654.59
21070	KENDALL HUNT PUBLISHING COMPAN	08/31/2026	7,523.76
21071	LEARNING WITHOUT TEARS	08/31/2026	1,620.14
21072	LEVEL DATA, LLC	08/31/2026	7,139.99
21073	MACKIN BOOK COMPANY	08/31/2026	32,670.23
21074	PRO MECHANICAL SERVICES, INC	08/31/2026	18,436.28
21075	ROYAL BUSINESS SYSTEMS, INC	08/31/2026	644.03
21076	SCOTT, RACHEL	08/31/2026	14.17
21077	SPRAGUE PEST SOLUTIONS	08/31/2026	119.80
21078	STATE AUDITOR'S OFFICE	08/31/2026	2,187.05
21079	WHITWORTH UNIVERSITY	08/31/2026	2,720.00
21080	WSIPC	08/31/2026	86.04
21081	ZOOM VIDEO COMMUNICATIONS INC.	08/31/2026	74.95

Check Nbr	Vendor	Name	Check Date	Check Amount
33	Computer	Check(s) For a Total of		369,188.41

	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
	33	Computer	Checks For a Total of	369,188.41
Total For	33	Manual, Wire Tran, ACH & Computer Checks		369,188.41
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	369,188.41

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 September 23, 2026, the board, by a _____ vote, does approve for payment those Direct Deposits included in the following list and further described as follows: COLUMBIA BANK - COLUMBIA BANK - PUBLIC Direct Deposit Number 900009265 through 900009381 in the total amount of $852,883.98.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 11:58 AM 08/24/26
05.26.06.00.00-12.8-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1

CHECK DATE: 08/31/2026 PERIOD ENDING DATE: 08/31/2026

HR\PA\CP\PE - 748 - Board

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
BENE5	BENES - NO PAY	1	1.0000			
CAPR3	ASSOCIATE PR	3	2.0000		22,642.42	336.00
CCF3	COMM OUTREACH	1	1.0000		4,325.40	168.00
CCFO3	CHIEF FIN OFF	1	1.0000		12,117.92	168.00
CCOU3	COUNSELOR	5	3.0000		17,325.00	
CCUS4	FACILITIES	5	5.0000		17,696.84	840.00
CDOP3	DIR OF OPS	6	2.0000		13,708.26	336.00
CDSS3	DIR OF SPECIAL	5	2.0000		16,196.88	252.00
CIA3	INST AIDE	86	27.0000		60,337.19	
CIAB3	INST AIDE	5	1.0000		1,172.36	
CINT3	INT COACH	4	4.0000		23,315.74	
CKIT4	KITCHEN MGR	1	1.0000		3,126.04	
CKTA4	KITCHEN ASSIST	4	4.0000		8,998.68	
CLGY5	LONGEVITY	32	31.0000		9,059.17	
CMGB3	BUS GENERALIST	1	1.0000		-46.45	
CMGF3	MANAGER FINANCE	1	1.0000		5,049.80	168.00
CMH23	HR SPECIALIST	1	1.0000		3,675.62	168.00
CNUR3	NURSE	3	1.0000		2,758.70	
COF23	OFFICE ASSIST	4	1.0000		2,439.96	
COFF3	OFFICE ASSIST	13	4.0000		9,807.87	168.00
CSUP3	SUPERINTENDENT	4	1.0000		15,583.34	168.00
CTC13	TEACHER	136	55.0000		317,859.37	352.00
CTC23	TEACHER	2	1.0000		4,329.95	
CTSU3	BLDG SUB	6	2.0000		5,529.42	
LWOP3	LWOP	2		-94.7500	-1,918.90	-94.80
RTRO3	RETRO PAY 613	2	1.0000		503.50	
SCIH5	COLLEGE in HS	2	2.0000		4,273.94	
TADM3	ADMIN OFFICE	1		74.7500	2,509.36	74.80
TCUS4	CUSTODIAN	1		5.0000	106.50	5.00
TIA3	INST AIDE	4		22.5000	516.38	22.50
TPLC5	P/L Buyback	72		1085.5000	21,710.00	
	REPORT TOTAL	414	156.0000	1093.0000	604,710.26	3131.50

CHECK DATE: 08/31/2026 PERIOD ENDING DATE: 08/31/2026

HR\PA\CP\PE - 748 - Board

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	413	36,602.81
1FIT	FED INC TAX	FEDERAL TAX	413	39,564.70
1FIT+	FIT ADD AMT	FEDERAL TAX	64	5,889.00
1MED	MEDICARE	MEDICARE	413	8,560.41
1PFML	WA PAID FML	PFML	413	4,881.24
1ReE0	SERS PLAN 0	RETIREMENT	1	
1ReE2	SERS PLAN 2	RETIREMENT	122	7,555.65
1ReE3	SERS PLAN 3	RETIREMENT	31	2,378.44
1ReT0	TRS PLAN 0	RETIREMENT	17	
1ReT2	TRS 2	RETIREMENT	121	16,072.51
1ReT3	TRS PLAN 3	RETIREMENT	90	14,940.03
1WC	WORKERS' COMP	WORKERS' COMP	339	1,567.25
1WLTC	WA LTC	LONG-TERM CARE	404	3,399.72
DCP	DCP DRS	TSA-BEFORE TAX	4	3,666.61
DCP R	DCP ROTH	TSA-AFTER TAX	6	1,558.00
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	9	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
KW1ER	Kai WA Core1EMP	OTH BEF TAX	19	168.00
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	125.06
LTD60	Emp Pd LTD 60%		126	765.47
LTDBU	Supp LTD		2	
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	5	786.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	2	157.00
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
VUCR	UMP Achieve1E/C	OTH BEF TAX	9	328.00

CHECK DATE: 08/31/2026 PERIOD ENDING DATE: 08/31/2026

HR\PA\CP\PE - 748 - Board

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
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
			3261	163,137.23

CHECK DATE: 08/31/2026 PERIOD ENDING DATE: 08/31/2026

HR\PA\CP\PE - 748 - Board

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	413	36,602.81
1MED	MEDICARE	MEDICARE	413	8,560.41
1PFML	WA PAID FML	PFML	413	1,951.99
1ReE0	SERS PLAN 0	RETIREMENT	1	
1ReE2	SERS PLAN 2	RETIREMENT	123	7,775.66
1ReE3	SERS PLAN 3	RETIREMENT	31	2,176.06
1ReT0	TRS PLAN 0	RETIREMENT	27	
1ReT2	TRS PLAN 2	RETIREMENT	123	16,498.77
1ReT3	TRS PLAN 3	RETIREMENT	90	16,867.60
1UC	UNEMPLOYMENT	UNEMPLOY COMP	413	2,218.05
1WC	WORKERS' COMP	WORKERS' COMP	339	3,754.12
SEBB	SEBB		286	151,612.00
VHSS1	UMP CDHP EE HSA		7	156.25
			2679	248,173.72

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

Coversheet

School Specific Goals 26-27

Section: II. Consent Agenda
Item: C. School Specific Goals 26-27
Purpose: Vote
Submitted by:
Related Material: SIA Board Resolution - Approval of 2026-27 School-Specific Goals.pdf

SPOKANE INTERNATIONAL ACADEMY

BOARD OF DIRECTORS

RESOLUTION NO. _____

Approval of 2026-27 School-Specific Goals

For Submission to the Washington State Charter School Commission

WHEREAS, Spokane International Academy (SIA) is a Washington public charter school serving students in Kindergarten through Grade 12;
WHEREAS, WAC 108-30-030 and the Washington State Charter School Commission's Performance Framework provide for school-specific goals that reflect each charter school's educational program, mission, and student outcomes;
WHEREAS, SIA's mission is to empower all students with the academic skills, habits of mind, and global competence necessary to complete advanced high school coursework and receive a college degree, so they can become leaders who powerfully transform their communities;
WHEREAS, SIA has developed one academic school-specific goal focused on student growth in literacy and mathematics and one organizational school-specific goal focused on service learning and global competence;
WHEREAS, the Board of Directors has reviewed the proposed 2026-27 goals, measures, targets, and monitoring plan presented in Exhibit A;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Spokane International Academy hereby takes the following actions:
1. Approval. The Board approves the 2026-27 School-Specific Goals presented in Exhibit A, including the academic MAP growth goal and the organizational service-learning and global competence goal.
2. Submission. The Board authorizes the Head of School or designee to submit the approved goals to the Washington State Charter School Commission and to complete any related administrative requirements.
3. Non-Substantive Revisions. The Head of School or designee may make technical, formatting, or other non-substantive revisions requested by the Commission, provided that any material change to the goals or performance targets will be returned to the Board for approval.
4. Monitoring and Reporting. School leadership will monitor progress during the 2026-27 school year, provide periodic updates to the Board, and complete the results summaries at the conclusion of the school year.

ADOPTED by the Board of Directors of Spokane International Academy at a duly noticed meeting on _____, 2026.

_____ _____
Board Chair Board Secretary

EXHIBIT A

2026-27 SCHOOL-SPECIFIC GOALS

School Information

School Name	Spokane International Academy
Grades Served	Kindergarten through Grade 12
School Mission/Vision	Spokane International Academy empowers all students with the academic skills, habits of mind, and global competence necessary to complete advanced high school coursework and receive a college degree, so they can become leaders who can powerfully transform their communities.
Student Profile **What makes a student who matriculates from your program unique?**	I. Globally Competent: Students learn to investigate the world, weigh perspectives, communicate ideas, and take action. Their K-5 regional studies, Spanish instruction, middle school Global Perspectives courses, and high school coursework help them understand cultures and issues beyond their immediate experience. II. Habits of Mind: Students learn problem-solving strategies and habits that support academic learning, relationships, and responsible decision-making. These include listening with empathy, persisting, striving for accuracy, thinking flexibly, and responding thoughtfully to challenges. III. Academic Habits and Skills: Students develop strong literacy and mathematics skills through grade-level instruction, targeted intervention or extension, inquiry, hands-on learning, and regular use of evidence. In high school, students have access to AP, College in the High School, Running Start, and career-connected programs. IV. Commitment to Community Leadership: Students learn that leadership includes service. Students in Kindergarten through Grade 4 complete 10 service hours each year, and students in Grades 5-12 complete 20 hours. They use what they learn to contribute to and improve their communities.

Academic School-Specific Goal

Indicator 4 of Academic Performance Framework - 15% of tiered rating

1. Academic area of need identified	Literacy and mathematics. SIA is focusing on student growth, with particular attention to students who begin the year below the 40th percentile and to grade and subject cohorts that did not reach 50% projected growth in 2025-26.

2. Most recent baseline data	In 2025-26, SIA met its overall goal that at least 50% of students in the bottom 40% meet or exceed MAP projected growth. Results remained uneven. Grade 6 mathematics, Grade 8 reading and mathematics, Grade 9 reading and mathematics, and Grade 10 mathematics were below 50% meeting projected growth. The school also identified the need for a consistent paired-score rate so results represent the students served.
3. Academic Goal	Primary Grades 1-5: By Spring 2027, at least 65% of students who score below the 40th percentile on the fall MAP assessment will meet or exceed individual projected growth in reading and mathematics. At least 60% of all students with valid fall-to-spring paired scores will meet projected growth, and at least 95% of eligible students will have a valid spring score or a documented reason a score is unavailable. Middle Grades 6-8: By Spring 2027, at least 65% of students who score below the 40th percentile on the fall MAP assessment will meet or exceed individual projected growth in reading and mathematics. At least 60% of all students with valid fall-to-spring paired scores will meet projected growth, and at least 95% of eligible students will have a valid spring score or a documented reason a score is unavailable. The 2025-26 priority cohorts in Grade 6 mathematics and Grade 8 reading and mathematics will reach at least 50% meeting projected growth. High School Grades 9-10: By Spring 2027, at least 65% of students who score below the 40th percentile on the fall MAP assessment will meet or exceed individual projected growth in reading and mathematics. At least 60% of all students with valid fall-to-spring paired scores will meet projected growth, and at least 95% of eligible students will have a valid spring score or a documented reason a score is unavailable. The 2025-26 priority cohorts in Grade 9 reading and mathematics and Grade 10 mathematics will reach at least 50% meeting projected growth.
4. Goal Connection	The goal advances SIA's commitment to academic skill development and preparation for advanced high school coursework and college. It emphasizes growth for students who begin furthest from grade-level expectations, while requiring valid data across the full K-12 program and focused improvement in cohorts with the greatest demonstrated need.

5. Performance Targets

Category	Targets	Rationale
Exceeds	At least 70% bottom-40 growth; at least 65% all-student growth; at least 97% valid paired scores; and every priority cohort at or above 55%.	These thresholds materially exceed the 2026-27 schoolwide targets and show stronger recovery in the specific cohorts that were below 50% in 2025-26.

Meets	At least 65% bottom-40 growth; at least 60% all-student growth; at least 95% valid paired scores; and every priority cohort at or above 50%.	The Meets range reflects SIA's adopted 2026-27 growth targets, raises the prior bottom-40 expectation from 50% to 65%, and establishes a paired-score safeguard.
Does Not Meet	At least 50% but less than 65% bottom-40 growth, or at least 50% but less than 60% all-student growth, or a paired-score rate from 90% through 94.9%, provided no Falls Far Below condition applies.	
Falls Far Below	Below 50% bottom-40 growth, below 50% all-student growth, or below 90% valid paired scores.	

6. Measurement Details How often will the school collect data, and what data source will be used?	NWEA MAP Growth will be administered in fall, winter, and spring. SIA will review completion and growth data after each window and during each quarterly ARC review. Final results will use NWEA student growth and achievement reports, individual projected-growth status, and a validated fall-to-spring matched roster. Results will be reported for reading and mathematics by grade band, for the bottom-40 subgroup, for all students with paired scores, and for the identified priority cohorts. The testing coordinator will document students without spring scores and the reason each score is unavailable. To earn Meets or Exceeds, all listed conditions must be satisfied; otherwise, the lowest applicable category governs the rating.
7. Results Summary	To be completed at the end of the 2026-27 school year.

Organizational School-Specific Goal

Indicator 6 of Organizational Performance Framework

1. Organizational area of need identified	A consistent K-12 system for documenting service learning and assessing whether students apply SIA's four global competence capacities through meaningful action.
2. Most recent baseline data	SIA currently expects students in Kindergarten through Grade 4 to complete 10 service hours and students in Grades 5-12 to complete 20 service hours. SIA's 2024-25 organizational goal expected at least 90% of students in Grades 6-12 to participate in a community-based service project, but the completed reference form does not include final results. In 2025-26, completion and reflection evidence was not aggregated through one schoolwide system, and SIA did not use a common K-12 rubric to assess the global competence dimensions of service experiences. Establishing reliable baseline data is therefore part of the 2026-27 improvement work.

3. Organizational Goal	By June 2027, at least 85% of enrolled students will complete SIA's grade-band service expectation, and at least 80% will submit a documented service-learning reflection or action product that demonstrates evidence in at least three of four global competence capacities: investigate the world, weigh perspectives, communicate ideas, and take action.
4. Goal Connection	This goal directly measures whether students use SIA's defining educational program in service of their communities. It connects the school's existing service expectations to the Profile of a Graduate and moves the measure beyond attendance or hours alone by requiring students to explain the issue, consider perspectives, communicate learning, and describe the action they took.

5. Performance Targets

Category	Targets	Rationale
Meets	At least 85% complete the grade-band service expectation and at least 80% submit a qualifying reflection or action product.	These targets establish a rigorous first schoolwide completion baseline while accounting for the new common documentation and rubric process.
Approaching	At least 70% but less than 85% complete the service expectation, or at least 65% but less than 80% submit a qualifying reflection or action product, provided neither measure falls below the Does Not Meet floor.	Approaching reflects meaningful implementation of the new system but falls short of broad student participation and evidence of mission-aligned learning.
Does Not Meet	Fewer than 70% complete the service expectation or fewer than 65% submit a qualifying reflection or action product.	

6. Measurement Details How often will the school collect data, and what data source will be used?	Teachers and advisors will record service hours and artifact status after each ARC period. Each student will submit one age-appropriate reflection or action product scored with a common rubric; a qualifying product shows evidence in at least three of the four global competence capacities. Leaders will review results quarterly. Final June results will use the validated tracker, student artifacts, and rubric records. Service expectations will be prorated for students who enroll after the first quarter. Both measures are required to earn Meets.
7. Results Summary	To be completed at the end of the 2026-27 school year.

Coversheet

Additional Compensation for Special Education Teachers- Overload Pay

Section: II. Consent Agenda
Item: D. Additional Compensation for Special Education Teachers- Overload Pay
Purpose: Vote
Submitted by:
Related Material:
Board Resolution - Additional Compensation for Special Education Caseloads 26_27 (1).pdf

Board Resolution - Additional Compensation for Special Education Caseloads

Purpose

Spokane International Academy is committed to ensuring that students receiving special education services are well-supported and that our teachers have manageable workloads. When caseloads grow too large, it can impact both staff sustainability and student services.

This resolution creates a clear, temporary, non-precedent-setting fair structure to compensate Special Education teachers when their caseload exceeds a manageable level for the remainder of the 26/27 school year.

Resolution

The Board approves the following:

1. **Caseload Expectation**
   A typical Special Education teaching caseload is up to 35 students.
2. **Additional Compensation**
   When a teacher's caseload exceeds 35 students, they will receive $200 per student, per month for each student above 35 beginning in October to allow SIA to balance caseloads.
3. **Cap on Compensation**
   - Additional compensation will be capped at a maximum of $2,000 per month per teacher
4. **How Caseload is Counted**
   - Based on students for whom the teacher is the assigned case manager and has a completed, signed IEP on enrollment count day
   - Reviewed and confirmed monthly using IEP online
5. **Full-Time and Part-Time Eligibility**
   - Full-time teachers are eligible for the full compensation outlined above
   - Part-time teachers will receive compensation prorated based on their FTE (full-time equivalent)
   - Caseload expectations for part-time staff may also be adjusted proportionally (e.g., 0.5 FTE = 17–18 student baseline)

6. **Payment Details**
    - Paid monthly through regular payroll
    - Adjusted as caseloads increase or decrease
7. **Implementation**
    - The Director of Special Education, in conjunction with the CFO/ HR Director, will oversee tracking, verification, and payment
    - This policy will be reviewed during the annual budget process or as staffing conditions change
8. **Budget Considerations**
    - Funding will come from the school's operating budget and/or special education funding sources
    - Continued implementation is subject to available funding each year
9. **Effective Date**
   This will take effect on 10/1/2026

Board Action

Adopted by the Board of Directors on _____**, 2026**.

Board Chair: _____

Secretary: _____

Coversheet

5011 – Sexual Harassment of Spokane International Academy Staff Prohibited and 5011P-Procedure - Sexual Harassment of Spokane International Academy Staff Prohibited

Section: II. Consent Agenda
Item: E. 5011 – Sexual Harassment of Spokane International Academy Staff Prohibited and 5011P-Procedure - Sexual Harassment of Spokane International Academy Staff Prohibited
Purpose: Vote
Submitted by:
Related Material: SIA Board Resolution and Policy 5011 Comparison.pdf
SIA Policy 5011 Revised December 2025.pdf
SIA Procedure 5011P Comparison Chart.pdf
SIA Procedure 5011P - Sexual Harassment of Staff Prohibited.pdf

Spokane International Academy Board of Directors
Resolution No. 2026-____

Acceptance and Adoption of Revised Board Policy 5011

Sexual Harassment of Spokane International Academy Staff Prohibited

WHEREAS, the Spokane International Academy Board of Directors is responsible for adopting and maintaining policies that promote a safe, equitable, and legally compliant workplace;

WHEREAS, the Board previously approved Policy 5011, Sexual Harassment of School Staff Prohibited, adopted in August 2021;

WHEREAS, a revised Policy 5011, last revised December 23, 2025, has been presented to the Board for review;

WHEREAS, the revised policy retains the prior policy's core protections while clarifying the policy's Title IX foundation, administrative responsibilities, complaint-routing requirements, related policy references, and Spokane International Academy-specific terminology; and

WHEREAS, the Board has reviewed the accompanying comparison of the previously approved policy and the proposed revised policy;

NOW, THEREFORE, BE IT RESOLVED, that the Spokane International Academy Board of Directors accepts and adopts the revised Policy 5011, Sexual Harassment of Spokane International Academy Staff Prohibited, attached as Exhibit A, effective upon adoption.

BE IT FURTHER RESOLVED, that the revised Policy 5011 supersedes the previously approved version and that the Head of School is authorized to implement the policy, maintain related procedures, and make conforming administrative updates that do not alter the policy's substantive requirements.

ADOPTED by the Spokane International Academy Board of Directors at a duly noticed meeting held on _____, 2026.

Policy 5011 Comparison and Summary of Updates

This chart compares the previously approved August 2021 policy with the proposed Spokane International Academy policy last revised December 23, 2025. The proposed policy preserves the core prohibition and response obligations while adding more specific administrative and referral requirements.

Policy area	Previously approved policy	Proposed December 2025 policy	Practical effect of the update
Policy title and identity	Uses the generic title “Sexual Harassment of School Staff Prohibited” and generally refers to “the school.”	Uses “Sexual Harassment of Spokane International Academy Staff Prohibited” and names Spokane International Academy throughout.	Makes the policy specific to SIA and removes generic or duplicated wording.
Federal definition	Defines sexual harassment as unwelcome conduct or communication of a sexual nature and lists examples under federal and state law.	Adds an express statement that Title IX regulations define sexual harassment at 34 C.F.R. § 106.30.	Connects the policy directly to the cited federal Title IX regulatory framework.
Illustrative conduct	States that sexual harassment “includes” the listed conduct; the source contains several grammatical errors.	States that sexual harassment “may include” the listed conduct and corrects wording such as “intimidating” and “condition of obtaining.”	Clarifies that the examples are illustrative and improves readability.
Administrative responsibility	Assigns development and implementation of complaint procedures to the Head of School.	Assigns that responsibility to the Head of School and Human Resources.	Expressly adds Human Resources to policy administration.
Scope statement	Describes covered conduct in the definitions but does not include a separate scope statement in the staff-responsibilities section.	Adds that the policy applies to sexual harassment, including sexual violence, directed at SIA employees by a student, employee, or third party involved in SIA activities.	Makes the persons and conduct covered by the policy more explicit.
Complaints involving an employee respondent	Does not identify a separate policy pathway for a formal complaint against an employee respondent.	Directs a formal complaint filed by an employee, or filed by or on behalf of a student complainant against an employee respondent, to Policy 3205 and Procedure 3205P.	Creates an express cross-policy investigation pathway.
Title IX referrals	Refers reports of discrimination and discriminatory harassment generally to the Title IX/Civil Rights Compliance Coordinator.	Directs reports of sex discrimination and sexual harassment specifically to SIA’s Title IX Coordinator.	Separates Title IX matters from other civil-rights matters.
Other civil-rights referrals	Uses a general referral to the Title IX/Civil Rights Compliance Coordinator.	Lists protected classifications and directs those complaints to SIA’s Civil Rights Compliance Coordinator.	Provides more detailed routing for non-Title IX civil-rights complaints.

Policy area	Previously approved policy	Proposed December 2025 policy	Practical effect of the update
Section 504 referrals	Directs disability discrimination or harassment reports to the Section 504 Coordinator.	Retains referral of disability discrimination or harassment reports to SIA's Section 504 Coordinator.	No substantive change; SIA-specific wording is added.
Core investigation and response	Requires prompt investigation, corrective action, reporting of criminal misconduct and suspected child abuse, discipline or sanctions, protection from retaliation, and consequences for knowingly false allegations.	Retains the same core investigation, response, reporting, discipline, retaliation, and false-allegation provisions.	Core protections and response obligations remain substantially unchanged.
Notice and training	Requires information, training, posting, handbook reproduction, and identification of the Title IX Coordinator.	Retains those notice and training requirements using SIA-specific terminology.	No major substantive change.
Annual review	Requires an annual report to the Board on use and effectiveness of the policy and encourages participation by staff, volunteers, and parents.	Retains the same annual Board review requirement.	No major substantive change.
Legal references	Lists RCW 28A.640.020, WAC 392-190-058, and 20 U.S.C. §§ 1681-1688.	Retains those authorities and adds 34 C.F.R. Part 106.	Expands the stated federal regulatory basis.
Cross-references	Does not list related SIA policies.	Adds Policies 3205, 3207, 3210, 3211, 3421, 5010, and 5012.	Links Policy 5011 to related student, nondiscrimination, gender-inclusive, child-abuse, workplace, and pregnancy-related policies.
Management resources and history	Shows adoption and limited revision information.	Adds WSSDA management resources, a "Critical" classification, the December 23, 2025 revision date, and prior revision history.	Improves policy maintenance and version tracking.

Recommended Board action: Accept and adopt the December 23, 2025 revision as the governing version of Policy 5011 and supersede the previously approved policy.

Policy 5011

Sexual Harassment of Spokane International Academy Staff Prohibited

Approved _____

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 from 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 Spokane International Academy employees by other students, employees, or third parties involved in Spokane International Academy 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 interferes with an individual’s employment performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of 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 Spokane International Academy 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 and Human Resources 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 Spokane International Academy employees and carried out by a student, employee, or third party involved in Spokane International Academy 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 Spokane International Academy 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 Spokane International Academy 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.

Legal References

- 20 U.S.C. §§ 1681-1688
- WAC 392-190-058 Sexual harassment
- RCW 28A.640.020 Regulations, guidelines to eliminate discrimination - Scope - Sexual harassment policies
- 34 C.F.R. Part 106

Management Resources

- 2025 - April Issue
- 2025 - January Newsletter
- 2022 - June Issue
- 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

Revision History

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

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SPOKANE INTERNATIONAL ACADEMY

PROCEDURE 5011P — COMPARISON OF MATERIAL CHANGES

Previously Approved Version vs. Proposed Revised Version

Area	Previously Approved	Proposed Revised	Practical Effect
Title and institutional references	Uses “School Staff” and more generic school/district wording.	Uses “Spokane International Academy Staff” and SIA-specific references throughout.	Clarifies local applicability and responsible organization.
Student complaint against an employee	Does not clearly identify a separate routing rule at the outset.	Expressly routes a formal complaint by or for a student against an employee to Policy 3205 and Procedure 3205P.	Creates a clearer, consistent pathway for student/employee matters.
Notice and posting	Requires posting and handbook distribution.	Retains posting and distribution and adds annual employee notice plus the administrative-office filing location.	Strengthens recurring notice and filing access.
Response to notice	Focuses on reporting to administrators and responding to complaints.	Requires prompt Title IX Coordinator outreach, discussion of supportive measures, and an explanation of how to file a formal complaint.	Defines the first response and coordinator responsibilities.
Supportive measures	Uses an informal-resolution framework with limited examples.	Creates a detailed supportive-measures framework available before, after, or without a formal complaint; measures may also support the respondent.	Adds individualized, non-disciplinary, no-cost protections.
Examples and follow-up	Provides narrower informal actions.	Adds safety plans, schedule changes, mutual contact restrictions, security/monitoring, training, follow-up inquiries, and retaliation checks.	Broadens practical tools and continuing oversight.
Confidentiality	Addresses requests not to disclose or investigate, using prior role titles.	Adds confidentiality for supportive measures and assigns anonymity/non-investigation requests to the Head of School for evaluation.	Updates responsibility and clarifies limits of confidentiality.
Retaliation	Prohibits retaliation and requires response.	Retains the prohibition, investigation obligation, and protection of complainants, subjects, and witnesses.	Core protection remains, with SIA-specific wording.
Formal complaint requirements	Contains an internal complaint and multi-step appeal process.	Requires a written complaint; identifies who may initiate; gives the Title IX Coordinator drafting/initiation authority; states a one-year filing period and exceptions; permits mail, fax, email, or hand delivery.	Adds more explicit filing standards and channels.
Respondent status and interim action	Does not state these Title IX safeguards in comparable detail.	Adds a presumption of non-responsibility until determination; limits punitive measures before a finding; addresses emergency removal and employee administrative leave.	Clarifies due-process and safety rules.
Investigation and appeal pathway	Includes a school-level investigation, Board appeal, OSPI complaint, hearing, and mediation provisions.	Directs staff formal complaints, informal resolution, dismissal notices, and appeals to Procedure 3205P or other applicable SIA policy.	Consolidates overlapping processes under the cross-referenced procedure.
Other complaint options	Lists OCR and Washington State Human Rights Commission options.	Retains OCR and WSHRC options and filing information.	Preserves outside civil-rights remedies.
Recordkeeping	No comparable seven-year Title IX record list.	Requires seven-year retention of investigations, determinations, recordings/transcripts, sanctions, remedies, appeals, and supportive-measure actions.	Adds a defined compliance record.
Training and annual review	Requires training/orientation and annual review.	Retains both, updates SIA references, and identifies Title IX Coordinator participation in review.	Continues prevention and oversight obligations.
Model-language cleanup	Older adopted version has fewer visible template artifacts.	Source draft contained placeholders/editorial notes and a “superintendent” title. The branded draft replaces these with SIA’s address, applicable policy references, and “Head of School.”	Makes the proposed document board-ready without changing the intended substance.
Management resources	Cites resources through 2021.	Adds 2025 management-resource updates.	Reflects more recent model-policy guidance.

Drafting note: This chart summarizes material changes for Board review and is not a substitute for the full text of the proposed procedure. Legal review is advisable before final adoption.

PROCEDURE 5011P

Sexual Harassment of Spokane International Academy Staff Prohibited

Approved on _____

Purpose. This procedure sets forth the requirements of Policy 5011, including a prompt, thorough, and equitable investigation of allegations of sexual harassment and appropriate steps to resolve such situations. If sexual harassment creates a hostile environment, SIA will take immediate action to eliminate the harassment, prevent its recurrence, and address its effects.

Scope. This procedure applies to sexual harassment, including sexual violence, targeted at SIA employees and carried out by students, employees, or third parties involved in SIA activities. SIA has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, chapter 28A.640 RCW, and chapter 392-190 WAC.

Student complainants. 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

A. Posting and Annual Notice

Information about SIA'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 posting and reproducing Policy 5011 and this procedure, SIA will provide annual notice to employees that complaints under this procedure may be filed at the SIA administrative office, 775 E. Holland Avenue, Spokane, WA 99218.

B. Responding to Notice of Sexual Harassment

Once SIA 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 regarding supportive measures; inform the complainant that supportive measures are available with or without a formal complaint; and explain the process for filing a formal complaint. Staff who receive a complaint will also inform an appropriate supervisor or professional staff member, especially when the complaint is beyond the staff member's 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 SIA can respond consistent with its grievance procedures. The principal will notify the targeted staff member of the right to file a criminal complaint and a sexual-harassment complaint simultaneously.

II. Supportive Measures

SIA will offer supportive measures to the complainant before or after a formal complaint is filed, or when 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. They should restore or preserve access to SIA's education program or activity without unreasonably burdening the other party.

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

SIA will tell the complainant how to report subsequent problems and will conduct follow-up inquiries regarding new incidents or retaliation. SIA will respond promptly and appropriately to new or continuing problems. Follow-up inquiries will follow a timeline agreed upon by SIA and the complainant.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant, the complainant's parent or guardian, or the Title IX Coordinator may file a formal complaint when further investigation or potential discipline may be warranted.

A. Confidentiality

- SIA will keep supportive measures confidential to the extent confidentiality does not impair SIA's ability to provide them.
- If a complainant asks that their name not be revealed to the alleged perpetrator or asks SIA not to investigate or take action, the request will be forwarded to the Head of School. The Head of School will determine whether the request can be honored while SIA continues to provide a safe and nondiscriminatory environment for students, staff, and third parties participating in SIA activities.
- If SIA can honor the request, the Head of School will explain that doing so may limit SIA's ability to respond fully, including the ability to pursue discipline. SIA will use other appropriate means available to address the reported harassment.

B. Retaliation

Title IX prohibits retaliation against an individual who files a complaint or participates in an investigation. When an informal or formal complaint is made, SIA will take steps to stop further harassment and prevent retaliation against the complainant, the person subjected to the alleged harassment, and witnesses. SIA will investigate allegations of retaliation and take action against persons found to have retaliated.

III. Formal Title IX Sexual Harassment Complaint Process

In response to a formal complaint, SIA will promptly investigate and take effective steps reasonably calculated to end the harassment, eliminate any hostile environment, prevent recurrence, and remedy the effects as appropriate. Anyone may initiate a formal complaint of sexual harassment.

A. Filing a Complaint

A formal complaint must be in writing and describe the specific acts, conditions, or circumstances alleged to constitute sexual harassment. The Title IX Coordinator may draft a complaint based on the complainant's report for the complainant to review and approve. The Title IX Coordinator may also determine that SIA must investigate based on information in the Coordinator's possession, regardless of the complainant's interest in filing a formal complaint.

A complaint must be filed within one year of the occurrence at issue. The deadline will not be imposed when the complainant was prevented from filing because SIA specifically misrepresented that it had resolved the underlying problem or withheld information required under WAC 392-190-065 or WAC 392-190-005.

Complaints may be submitted by mail, fax, email, or hand delivery to the SIA Title IX Coordinator. An SIA employee who receives a complaint meeting these criteria will promptly notify the Coordinator.

B. Discipline and Emergency Removal

A respondent is presumed not responsible for the alleged conduct until responsibility is determined at the conclusion of the grievance or investigation process. Before that determination, SIA will not impose disciplinary sanctions or other punitive action against the respondent. Supportive measures are not disciplinary sanctions and must be non-punitive.

In rare circumstances, SIA may remove a student on an emergency basis consistent with Policy and Procedure 3241, Student Discipline, and applicable emergency-expulsion regulations. A non-student employee respondent may be placed on administrative leave while a grievance process is pending.

C. Staff Formal Complaints Processed Under Procedure 3205P

SIA will consider a formal complaint concerning the sexual harassment of an employee under the process, definitions, and standards for formal complaints in Procedure 3205P or another applicable SIA policy. If the complaint proceeds under that procedure, the parties will have the appeal rights stated there. Employees may also use the Title IX informal-resolution process provided in that procedure, when available.

If the Title IX Coordinator must dismiss a complaint, the Coordinator will give the complainant written notice of the dismissal. The notice will state whether the matter has been:

- Referred for consideration under Policy 5010, Nondiscrimination and Affirmative Action, and its complaint procedure;
- Referred for action under another applicable SIA policy or procedure; or
- Dismissed with no further action anticipated because the information does not suggest a potential violation of SIA policy or state or federal law.

The complainant will receive notice of the right to appeal a dismissal decision to the Head of School or designee. Dismissal of an earlier complaint will not be a basis for refusing to consider a new formal complaint filed by the same complainant or legal representative.

IV. Other Complaint Options

Agency	Filing Information
Office for Civil Rights (OCR), U.S. Department of Education	OCR enforces federal civil-rights laws prohibiting discrimination in public schools based on race, color, national origin, sex, disability, and age. Complaints generally must be filed within 180 calendar days 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, chapter 49.60 RCW, including employment and public accommodations. Complaints generally must be filed within six months of the alleged discrimination. 1-800-233-3247 | TTY 1-800-300-7525 | www.hum.wa.gov

V. Investigation Recordkeeping

SIA will retain the following records for seven years:

- All sexual-harassment investigations;
- Each Title IX investigation, including responsibility determinations and any audio or audiovisual recording or transcript;
- Disciplinary sanctions imposed on a respondent and remedies provided to a complainant;
- Appeals from determinations regarding responsibility; and
- Actions taken in response to a report or formal complaint, including supportive measures.

VI. Training and Orientation

SIA orientation for staff, students, and regular volunteers will include the elements of Policy 5011. Staff will receive information on recognizing and preventing sexual harassment, the formal and informal complaint processes, and their responsibilities under the policy and this procedure. Certificated staff will be reminded of their duty to report suspected child abuse and how that duty may be implicated by allegations of sexual harassment. Regular volunteers will receive information relevant to their roles.

Students will receive age-appropriate information on recognizing and preventing sexual harassment and on their rights and responsibilities under SIA policies and rules. Information may also be provided to parents. Training will explain 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 for refusing a sexual request;
- Penalizing a person for refusing a sexual advance or benefiting someone who submits;
- Unwelcome, offensive, or inappropriate sexual remarks, comments, gestures, jokes, or remarks about a person's appearance, gender, or conduct;
- Use of derogatory sexual terms;
- Standing too close, inappropriate touching, cornering, or stalking; and
- Displaying offensive or inappropriate sexual illustrations on school property.

VII. Policy and Procedure Review

Annually, the Head of School or designee will convene an ad hoc committee of representatives of certificated and classified staff, volunteers, students, and parents to review the use and effectiveness of Policy 5011 and this procedure. The Title IX Coordinator will participate. Based on the committee's review, the Head of School will report to the Board and recommend policy changes, if needed, and may adopt procedural changes consistent with Board policy and law.

Management Resources

2025 — April Issue | 2025 — January Newsletter | 2021 — June Issue | 2015 — July Policy Alert | 2015 — January Policy Alert | 2014 — March Issue | 2011 — October Issue

Coversheet

Learning Assistance Program- Policy 2108

Section:	II. Consent Agenda
Item:	F. Learning Assistance Program- Policy 2108
Purpose:	Vote
Submitted by:	
Related Material:	SIA Policy 2108 Comparison Chart.pdf SIA Policy 2108 Learning Assistance Program Revised.pdf

POLICY 2108 COMPARISON OF CHANGES

Learning Assistance Program

Area	Previously Approved Policy	Revised Policy	Effect of Change
Policy identification	Section 2000 - Students; classification Essential; last revised March 30, 2020.	Section 2000 - Instruction; classification Critical; last revised December 23, 2025; expanded prior-revision history.	Updates policy placement, classification, and revision history.
Program purpose and eligibility	Focuses on K-12 students who do not meet state English language arts or mathematics standards.	Covers K-12 students who are not meeting academic standards and defines them as students with the greatest basic-skills deficits, based on statewide, school, district, or other measures.	Broadens and clarifies how eligible students are identified.
Selection of students	Lists four eligible groups: students below grade standard; grades 11-12 not on track for graduation; eighth-grade transition students through grade 9; and students significantly at risk under readiness-to-learn.	Removes the separate four-category selection section and uses the broader academic-deficit definition.	Replaces categorical eligibility language with a needs-based definition.
Best practices	Requires best practices selected under WAC 392-162-041.	Removes the separate Best Practices section.	The revised policy no longer states this requirement as a standalone section.
Washington Integrated Student Supports Protocol	No comparable section.	Requires LAP budgeting and expenditures to use the Washington Integrated Student Supports Protocol framework under RCW 28A.300.139.	Adds a specific statutory framework for allocating and using LAP funds.
Community partnerships and 15 percent option	No comparable authorization.	Permits up to 15% of the LAP allocation for academic, nonacademic, and social-emotional supports through community-based or out-of-school partners.	Creates an express option to use a limited share of LAP funds through qualifying partnerships.
Community-partner agreements	No comparable requirements.	Requires agreements to limit funds to direct student support, identify services and their alignment with assessed needs, and connect services to in-school supports.	Adds accountability and alignment requirements for partner-funded services.
Coordination with other programs	Allows coordination of federal, state, and local programs and permits eligible students in other special-needs programs to receive LAP services.	Retains substantially the same coordination language, using the full SIA name.	No material program change; wording is updated.
Annual report deadline	Requires an annual report to the superintendent of public instruction but gives no specific date.	Requires the annual report to OSPI on September 30.	Adds a specific annual submission deadline.
Annual report contents	Reports growth, number gaining one year of growth, practices/programs used, and the number exiting after reaching standard.	Retains those items and adds the percentage of LAP funds used for community partners, number of students served by partners, and types of supports provided.	Expands reporting to cover community-partner spending and services.
Legal references	Lists chapter 28A.165 RCW and WAC 392-162.	Retains both and adds SHB 1208, chapter 111, Laws of 2021.	Adds the legislation supporting the revised LAP provisions.
Management resources and cross-references	Does not include management resources or policy cross-references.	Adds management resources and cross-references to Policies 6100, 4130, 2161, and 2104.	Connects Policy 2108 to related funding, family engagement, special education, and instructional-program policies.

Learning Assistance Program

Section 2000- Instruction Policy 2108

Approved on _____

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.

Policy History

Last Revised: December 23, 2025
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

Policy 6220 - Bid or Request for Proposal Requirements Policy 6220P - Bid or Request for Proposal Requirements (Procedure)

Section: II. Consent Agenda
Item: G. Policy 6220 - Bid or Request for Proposal Requirements Policy 6220P - Bid or Request for Proposal Requirements (Procedure)
Purpose: Vote
Submitted by:
Related Material:
SIA Procedure 6220P Comparison Chart.pdf
SIA Policy 6220 Comparison Chart.pdf
SIA Policy 6220 Bid or Request for Proposal Requirements Revised.pdf
SIA Procedure 6220P Bid or Request for Proposal Requirements Revised.pdf

PROCEDURE 6220P COMPARISON OF CHANGES

Bid or Request for Proposal Requirements

Area	Previously Approved Procedure	Revised Procedure	Effect of Change
Document classification	Section 6000 - Personnel; adopted September 2019.	Section 6000 - Management Support; WSSDA model procedure.	Updates the section placement and model-procedure identification.
Informal competitive bidding	Allows telephone or written quotations for furniture, equipment, and supplies estimated above $40,000 through $75,000; requires at least three quotes and written confirmation of telephone quotes.	Creates a general informal competitive-bidding process for goods or services within SIA's informal-bid range; requires at least three sources, documentation when fewer exist, and public availability after award.	Replaces the specific dollar-band rule with a broader documented informal-bid process.
Formal bid preparation and notice	Begins with bid opening requirements; does not separately state plan/specification preparation or a two-week publication process.	Adds clear plans or specifications and newspaper publication once each week for two consecutive weeks, with notice of requirements, sealed-bid delivery, and opening details.	Adds detailed pre-solicitation and public-notice steps.
Bid opening and award	Public opening, tabulation, staff recommendation, equal-product review, rejection rights, prevailing wage statement, and bonds.	Retains these requirements, uses SIA-specific wording, and adds rejection by resolution plus notice of further bids.	Preserves the core formal-bid process while clarifying rejection and re-solicitation.
Small works threshold	Permits the small works roster for projects estimated at $300,000 or less.	Raises the small works threshold to $350,000, exclusive of state sales tax.	Updates the maximum value for use of the small works process.
Small works roster composition	Requires annual notice and contractor records; no ownership-status identification requirement.	Requires identification of women-, minority-, veteran-owned, and statutory small businesses; permits SIA's own roster or an interlocal roster.	Expands roster administration and supplier-diversity information.
Small business direct contracting	No comparable direct-contract option.	Allows direct contracting for qualifying small businesses on projects under $150,000, with rotation rules and required outreach to small, minority-, women-, or veteran-owned firms.	Adds a streamlined direct-contract pathway with equity and rotation safeguards.
Written quotations and award	Uses telephone, electronic, or written quotations and detailed five-contractor procedures.	Requires written or electronic quotations and award to the lowest responsible and responsive bidder.	Simplifies and updates the small-works quotation process.
Retainage and performance bonds	Requires payment and performance bonds; does not provide the revised tiered retainage framework.	Allows no retainage or performance bond below $5,000; permits 10% retainage in lieu of a bond below $150,000; otherwise retains 5%, with bond and account options.	Adds detailed retainage and bond alternatives by contract value.
Responsible bidder standards	Contains general and public-works responsibility criteria and permits supplemental criteria.	Substantially retains those criteria and adds SIA-specific wording within the expanded process.	Core responsibility standards remain.
Federal funds	No separate federal-fund procurement section.	Adds domestic-production preference, open-competition requirements, federal contract clauses, Davis-Bacon requirements, certified payroll, environmental clauses, and suspension/debarment provisions.	Adds federal grant procurement compliance requirements.
Child nutrition procurement	No separate child-nutrition section.	Adds domestic-food purchasing, local unprocessed-food preferences, regulatory definitions, and authority to prefer qualifying vendors.	Adds specialized food-procurement standards.
Recovered materials	No comparable requirement.	Requires, when practicable, the highest possible recovered-material content for supplies purchased with federal funds under the Solid Waste Disposal Act.	Adds a sustainability requirement for federally funded purchases.
Management resources	No management-resource list.	Adds WSSDA resources through July 2023.	Documents the model-policy update history.

POLICY 6220 COMPARISON OF CHANGES

Bid or Request for Proposal Requirements

Area	Previously Approved Policy	Revised Policy	Effect of Change
Document classification	Section 6000 Personnel; adopted September 2019.	Section 6000 Management Support; SIA-specific terminology throughout.	Moves the policy to the management-support section and updates organizational references.
State-funded procurement scope	Uses the heading Procurement and Public Works Using State Funds.	Uses Procurement and Public Works Using Non Federal Funds.	Clarifies that the section governs all non-federal purchasing, not only purchases made with state funds.
Furniture supplies and equipment	No bidding below $40,000; three quotes from $40,000 to $75,000; formal bidding over $75,000.	Keeps the same dollar thresholds but directs staff to the separate informal and formal bidding procedures.	Retains the thresholds while separating policy requirements from operating procedures.
Improvements and repairs	No bidding for in-house work up to $75,000; describes options for projects from $75,000 to $100,000; cites RCW 39.04.155.	States that projects under $100,000 have no statutory bid requirement; updates small-works citations to RCW 39.04.151 through 39.04.154.	Updates the statutory framework and simplifies the treatment of projects below $100,000.
Construction related services	No separate provision.	Requires bid language encouraging minority and women-owned firms for construction management, value engineering, and building commissioning services.	Adds an equity requirement for construction-related professional and personal services.
Bid exemptions	Allows waivers for sole source, special market conditions, emergencies, insurance or bonds, and emergency public works.	Retains those exemptions and adds qualifying community-organization improvement projects using unpaid volunteers, subject to an annual cap.	Expands the circumstances in which the Board may waive bidding.
Cooperative purchasing	Generally authorizes interlocal agreements under chapter 39.34 RCW.	Adds due-diligence requirements covering the original solicitation, public notice, contract availability, matching specifications, public-works scope, signatures, and price reasonableness.	Adds documentation and review steps before SIA uses another public entity's contract.
Women and minority owned businesses	Mentions small and minority businesses, women's business enterprises, and labor-surplus firms within formal bidding.	Creates stand-alone requirements for outreach, documentation, roster access, equal treatment, and federal subcontracting opportunities.	Expands supplier-diversity expectations and documentation.
Federal goods thresholds	No quotes through $10,000; three quotes from $10,000 to $75,000; public solicitation at $75,000 or more.	Raises the no-quote threshold to $15,000, retains the $75,000 formal-bid threshold, adds a $50,000 textbook self-certification amount, and permits a $40,000 low-risk self-certification threshold.	Updates federal micro-purchase rules and adds a low-risk self-certification option.
Federal services thresholds	No quotes through $10,000; quotations from $10,000 to $250,000; public solicitation at $250,000 or more.	Raises the no-quote threshold to $15,000 and the formal-solicitation threshold to $350,000; permits a $50,000 low-risk self-certification threshold.	Updates federal service-purchase thresholds and adds self-certification.
Noncompetitive federal procurement	Permits noncompetitive procurement in four circumstances.	Adds a fifth circumstance for acquisitions at or below $15,000, or $40,000 when SIA qualifies for low-risk self-certification.	Adds a threshold-based basis for noncompetitive procurement.
Cost and price analysis	No separate section.	Requires analysis above the federal simplified acquisition threshold, currently $250,000, including contract modifications; addresses independent estimates, profit, and allowable costs.	Adds a formal federal cost-analysis requirement.
Federal cooperative purchasing	No separate federal interlocal section.	Adds federal compliance checks for cooperative agreements, including 2 CFR requirements, debarment verification, and required contract provisions.	Adds federal grant safeguards when SIA uses another entity's contract.
Federal records review	No separate provision.	Requires purchase records to be maintained and provided to federal awarding or state pass-through entities.	Adds an express federal oversight and records obligation.
Administration	The superintendent or designee establishes procedures.	The Head of School or designee establishes procedures.	Aligns administrative authority with SIA's leadership structure.

POLICY 6220

Bid or Request for Proposal Requirements

Approved on _____

Section 6000 Management Support

The board recognizes the importance of:

- maximizing the use of Spokane International Academy 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.

Procurement and Public Works Using Non Federal Funds

Furniture Supplies or Equipment

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

- 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. 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 area served by Spokane International Academy at least once each week for two consecutive weeks;
  3. ensuring that Spokane International Academy takes steps to assure that, when possible, Spokane International Academy 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.

Use of Non Federal Funds for Improvements or Repairs

The board may make improvements or repairs to Spokane International Academy property through a Spokane International Academy 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 Spokane International Academy. There are no statutory bidding requirements for public works projects involving improvements or repairs that are under $100,000. For projects in this range, Spokane International Academy may consider any of these options: using its small works roster process, under RCW 39.04.151 through 39.04.154; using an interlocal agreement or contract with a vendor of Spokane International Academy'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.

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.

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 Spokane International Academy'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 Spokane International Academy 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 area served by Spokane International Academy 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.

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.

Interlocal Cooperation Act

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

Prior to enactment of any agreement under this authority, Spokane International Academy 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 Spokane International Academy. Any options that are agreed to in the contract are available to Spokane International Academy; 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 Spokane International Academy as for the contract’s signatory governmental entity.
5. Ensure the cost is reasonable based on a cost/price analysis.

Once Spokane International Academy 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 Spokane International Academy.

Crimes Against Children

The board will include in any contract for services with an entity or individual other than an employee of Spokane International Academy 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 Spokane International Academy immediately terminating the contract.

Women and Minority Owned Businesses

Spokane International Academy will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. Spokane International Academy will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. Spokane International Academy 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.

Procurement Using Federal Funds

Goods

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

- Purchases of $15,000 or less do not require quotes. However, Spokane International Academy 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, Spokane International Academy 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 Spokane International Academy may use the following Self Certification thresholds instead of the ones described above:

- Purchases of $40,000 or less do not require quotes. However, Spokane International Academy 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 Spokane International Academy's formal bidding procedure.

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

Services

When Spokane International Academy uses federal funds for procurement of services:

- Purchases of $15,000 or less do not require quotes. However, Spokane International Academy 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 Spokane International Academy's formal bidding procedure.

Self Certification

If during a given fiscal year, Spokane International Academy 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 Spokane International Academy may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of $50,000 or less do not require quotes. However, Spokane International Academy 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 Spokane International Academy uses Self-Certification, the Head of School will develop Self-Certification procedures to accompany this policy. Additionally, if Spokane International Academy qualifies for Self-Certification and wants to go above the $40,000 or $50,000 Self-Certification limits, Spokane International Academy reserves the right to seek approval for higher limits from OSPI.

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 Spokane International Academy, if it 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 Spokane International Academy; or
- After solicitation of a number of sources, competition is determined inadequate.

Spokane International Academy must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

Cost and Price Analysis

Spokane International Academy will perform a cost or price analysis in connection 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 are 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 Spokane International Academy 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 performance, 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.

Suspension and Debarment

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

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 Spokane International Academy 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.

Interlocal Cooperation Act

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

Prior to enactment of any agreement under this authority, Spokane International Academy 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 Spokane International Academy. Any options that are agreed to in the contract are available to Spokane International Academy; 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 Spokane International Academy as for the contract's signatory governmental entity.
5. Ensure the cost is reasonable based on a cost/price analysis.
6. Spokane International Academy must verify that the awarding entity is neither suspended nor debarred from participating in federal assistance programs.
7. Spokane International Academy must also verify that the contract contains all contract provisions described in 2 CFR §200.327 and Appendix II to Part 200.

Once Spokane International Academy 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 Spokane International Academy.

Women and Minority Owned Businesses

Spokane International Academy will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. Spokane International Academy will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. Spokane International Academy 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. Spokane International Academy 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.

Federal Agency or Pass Through Entity Review

Spokane International Academy 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.

Procedures

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

PROCEDURE 6220P

Bid or Request for Proposal Requirements

Approved on _____

Section 6000 Management Support

Informal Competitive Bidding

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

1. Spokane International Academy will reach out to various sources to obtain quotations for the goods or services to be purchased.
2. Spokane International Academy will obtain quotations from no fewer than three different sources.
3. If three sources are not available, Spokane International Academy will record the attempts to contact all available sources and document the limited number of sources.
4. Quotations will be documented and available for public review after the contract is awarded.

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. Spokane International Academy will prepare clear and definite plans or specifications for the goods or services to be purchased.
2. Spokane International Academy will provide notice of the call for formal bids by publication in at least one newspaper of general circulation in Spokane International Academy once a week for two consecutive weeks.
   A. The notice will direct potential bidders to the full bid requirements.
   B. The notice will explain how sealed bids must be received.
   C. The notice will state the date, time, and place where bids will be opened.
3. Spokane International Academy will publicly open and read formal bids on the date, time, and place named in the notice and will file the bids for public inspection. Any interested member of the public may attend. The bidder is solely responsible for ensuring that Spokane International Academy receives the bid before the opening time. A late bid will be returned unopened and without consideration. Proposals must be received at the place, date, and time named in the notice.
4. Formal bid or proposal tabulations may be presented at a Board meeting for study purposes.
5. The Board will award a formal contract based on staff recommendations.
6. Specifications using brand names and manufacturers' catalog numbers identify and establish a quality standard. The Board may consider equal items when the bidder or proposer identifies the brand and model and provides descriptive literature. Acceptance of an alternative equal item is conditioned on inspection and testing after receipt. If the item is not equal, it will be returned at the seller's expense and the contract canceled.
7. Spokane International Academy reserves the right to reject any or all bids or proposals, waive formalities or irregularities, and cancel a solicitation when a reason exists.
   A. Spokane International Academy may reject bids by resolution.
   B. Spokane International Academy will provide notice of acceptance 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 and will provide payment and performance bonds.
9. For public works projects estimated to cost $350,000 or less, the Head of School or designee may solicit telephone, electronic, or written quotations from contractors on the appropriate small works roster. Spokane International Academy will not divide a project into units or phases to qualify for the small works roster or limited public works process. Each year, Spokane International Academy will publish a notice of opportunity regarding the roster in at least one newspaper of general circulation and revise the roster accordingly. Responsible contractors may be added when they submit a written request and necessary records. The application will collect the contractor's name, Washington contractor license number, bonding verification, liability insurance coverage, related contracts completed, and references. Contractors must keep licenses, certifications, registrations, bonding, insurance, and other required records current.

Small Works Process

For public works contracts under $350,000, exclusive of state sales tax, Spokane International Academy may use a small works roster.

In establishing the roster, Spokane International Academy will require contractors to indicate whether they are women-, minority-, or veteran-owned, or meet statutory definitions of a small business. Spokane International Academy may create its own roster or use a roster created by another district or governmental entity through an interlocal agreement.

All solicitations for bids or direct contracts will include a scope of work describing the nature of the work and the materials and equipment to be furnished. Detailed plans and specifications are not required.

For work performed through a small works roster, Spokane International Academy will obtain written or electronic quotations to ensure a competitive price and will award the contract to the lowest responsible and responsive bidder.

For small works contracts under $150,000, excluding sales tax, Spokane International Academy may directly contract with a contractor meeting the statutory definition of a small business as follows:

A. If the small works roster includes six or more small businesses, Spokane International Academy will rotate through the businesses and use different contractors for different projects.
B. If the roster includes five or fewer small businesses, Spokane International Academy may directly contract with any listed business.
C. In all cases, Spokane International Academy will contact any small, minority-, women-, or veteran-owned businesses on the roster when using this method.

If a contract is under $5,000, retainage and performance bonds are not required. For other small works processes, Spokane International Academy may waive or reduce retention requirements by assuming liability for nonpayment of laborers, mechanics, subcontractors, material persons, suppliers, taxes, and related penalties.

Purchasing and Public Works Awards

Lowest Responsible Bidder

The contract for the work or purchase will be awarded to the lowest responsible bidder as described in RCW 39.26.160(2). The Board may reject all bids by resolution and make further calls for bids in the same manner as the original call. In determining whether a bidder is responsible, Spokane International Academy will consider:

A. The bidder's ability, capacity, and skill to perform the contract or provide the required service;
B. The bidder's character, integrity, reputation, judgment, experience, and efficiency;
C. Whether the bidder can perform the contract within the specified time;
D. The quality of performance on previous contracts or services;
E. The bidder's previous and existing compliance with laws relating to the contract or services;
F. Whether, during the three years immediately preceding the bid solicitation, the bidder received a final and binding citation and notice of assessment from the Department of Labor and Industries or a civil judgment for willfully violating chapter 49.46, 49.48, or 49.52 RCW, as defined in RCW 49.48.082. Before award, the bidder will submit a signed statement under RCW 9A.72.085 verifying compliance with this responsibility criterion; and
G. Other information that may bear on the award decision.

Public Works Bidder Responsibility

Before award of a public works contract, a bidder must meet the following responsibility criteria:

A. At the time of bid submission, hold a certificate of registration under chapter 18.27 RCW;
B. Hold a current Washington unified business identifier number;
C. When applicable, maintain industrial insurance coverage required by Title 51 RCW, an Employment Security Department number required by Title 50 RCW, and a state excise-tax registration number required by Title 82 RCW;
D. Not be disqualified from bidding on a public works contract under RCW 39.06.010 or RCW 39.12.065(3);
E. For a project subject to apprenticeship-utilization requirements under RCW 39.04.320, not have been found out of compliance by the Washington State Apprenticeship and Training Council during the year immediately preceding the solicitation for working apprentices out of ratio, without appropriate supervision, or outside approved work processes under chapter 49.04 RCW;
F. Until December 31, 2013, not have violated RCW 39.04.370 more than once as determined by the Department of Labor and Industries; and
G. During the three years immediately preceding the solicitation, not have received a final and binding citation and notice of assessment from the Department of Labor and Industries or a civil judgment for a willful violation, as defined in RCW 49.48.082, of chapter 49.46, 49.48, or 49.52 RCW. Before award, the bidder will submit a signed statement under RCW 9A.72.085 verifying compliance.

Retainage for Public Works Contracts

For a public works contract, Spokane International Academy will retain a portion of the amount paid to the contractor under the following guidelines:

A. For a contract awarded through the small works roster and valued under $5,000, Spokane International Academy may waive retainage.
B. For a contract under $150,000, Spokane International Academy may retain 10% of the contract in lieu of a payment and performance bond.
C. For any other contract, Spokane International Academy will retain 5% until the project is accepted as complete and all liens are released.
D. The contractor may submit a bond to cover amounts that otherwise would be retained.
E. Retained amounts will be held in a district fund, deposited in an interest-bearing account for the contractor, or deposited in an escrow account for investment in bonds and securities identified by the contractor.

In addition to these bidder-responsibility criteria, Spokane International Academy may adopt relevant supplemental criteria under RCW 39.04.350(3) for a particular project.

Formal Written Contracts

Formal written contracts will be prepared for all major construction and repair projects. After a majority of the Board approves a contract, the Board chair and secretary will sign it on behalf of the Board and the action will be recorded in the minutes. Contracts will provide that venue for a suit by Spokane International Academy to enforce the contract is the county in which Spokane International Academy is located. If Spokane International Academy prevails, the court may order reimbursement of reasonable attorney fees and court costs. A service contract with an entity or individual other than an SIA employee will prohibit any contractor employee who has pleaded guilty to or been convicted of a felony listed in RCW 28A.400.322, and who would have contact with children at a public school, from working at a public school. Failure to comply is grounds for immediate termination.

Purchases Made with Federal Funds

When purchases are made with federal funds, Spokane International Academy will follow these additional requirements:

1. To the greatest extent practicable, ensure that goods, products, or materials are produced in the United States under 2 CFR 200.322.
2. When bids or competitive solicitation are required, ensure requirements do not prevent competition, including through inappropriate brand-name specifications, under 2 CFR 200.319.
3. Ensure there are enough qualified sources to support maximum open and free competition and that potential bidders are not unjustly excluded under 2 CFR 200.319.
4. Include all applicable contract provisions required by 2 CFR Appendix II to Part 200.
    A. Remedies for contractor violations;
    B. For contracts over $10,000, termination-for-cause language;
    C. An Equal Employment Opportunity clause;
    D. For public works, Davis-Bacon prevailing-wage language;
    E. For contracts over $100,000, overtime-pay requirements for laborers and mechanics working more than 40 hours per week and protections from unsanitary, hazardous, or dangerous conditions;
    F. For contracts over $150,000, compliance with the Clean Air Act and Federal Water Pollution Control Act; and
    G. A statement that the contractor and subcontractors are not suspended or debarred from receiving federal funds.
5. When federal funds support construction or public works, ensure the contractor pays prevailing wages under the Davis-Bacon Act, 40 USC 3141 et seq. and 29 CFR 5.5, and obtain and retain certified payroll records from the contractor and subcontractors.

Child Nutrition Procurement

When procuring food for child nutrition programs, Spokane International Academy will follow these additional requirements:

1. Food purchases should, to the maximum extent possible, include items that are domestically grown or substantially produced in the United States. “Substantially produced” means that more than 51% of a processed food comes from products produced in the United States.
2. Spokane International Academy may include a preference for unprocessed food purchased for a child nutrition program to be grown locally.
    A. “Locally” includes “Washington grown” under RCW 15.64.060.
    B. “Unprocessed” means that food delivered to Spokane International Academy 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.
    C. The preference may permit award to a company that is not the lowest responsive, responsible bidder in order to meet these provisions.

Recovered Materials

To the extent practicable, Spokane International Academy will ensure that supplies purchased with federal funds contain the highest levels of recovered materials possible under the Solid Waste Disposal Act.

Management Resources

- 2023 - July Issue
- 2019 - December Issue
- 2018 - August Policy Issue
- 2017 - July Policy Issue
- 2009 - December Issue

Coversheet

ASB Update

Section: V. ASB Update
Item: A. ASB Update
Purpose: FYI
Submitted by:
Related Material: ASB Report to Board Sept 2026 (1).pdf

ASB Report to School Board
September 2026

Executive Summary:
Our new executive officers are **Emahni Grant** (Junior) President, **Alvin Smith** (Junior) VP. **Ava Fernandez** (Freshman) Treasurer, **Stella Blackwell** (Freshman) Secretary, and **Leighton Snow** (Freshman) high school at large. Nine Middle Academy students are represented in grades 7/8. **Spencer Grainger** is the Advisor. **Lis Kraus**, is advising a 6th grade student council that is intended to prepare students for ASB leadership roles in their future.

ASB Project Reports:
Homecoming Week

- **Dance** is 10/10 from 7-9pm (chaperones needed). This is only open to High School students and approved guests.
- **Football** game is 10/9 at 5pm at SIA. 8th - 12th grade plays. Sales and proceeds support ASB. House vs flag football quick tournament.
- **Spirit Week** and Assembly prior to the game.
- **Morning Show:** Students announce updates and lead pledge each morning. This is a fun and engaging way for information to be shared school wide.

Athletics and Activities (Bilesky)
ACTIVE CLUBS:

- Creative Writing - RL Scott
- Mock Trial - O. Cook
- Japanese Pen Pal - S. Grainger
- PRIDE: Jay
- Key Club: HS ONLY - Almon
- NHS : Hyde - HS ONLY with APPLICATION

ADVISORS NEEDED FOR:

- Generation Alive: Seasonal - lunch time meets
- Math Club: During School Lunch (6th Grade Only)
- Chess Club: After School 1x weekly - No Outside Competition
- D & D Club: IA Only - Friday from 1:15-2:45pm 2x Monthly
- Volleyball (Seasonal): 2x weekly Afterschool Intramural
- Soccer (Seasonal) 2x weekly after school Intramural

Looking Ahead (Emahni):

- Student Store (Phoenix Stop Cafe)

Coversheet

Monthly Head of School Update

Section: VII. Head of School Report
Item: A. Monthly Head of School Update
Purpose: FYI
Submitted by:
Related Material: _Head of School- September 2026.pdf

Head of School- September 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 September have been:

1. **Staff Training and Onboarding:** This year's staff training was anchored in our theme for the year, ***Bridging Together: Connected by Purpose. Strengthening Community and Crossing Together.*** We grounded this in the text The Power of Bridging by John Powell. The bridge is acting as our metaphor for the collective preparation, resilience, and teamwork required of us as educators.

Training Highlights (6 Days)

- **Staff Bonding and Wellness:** Staff participated in a full-day retreat at Zephyr Lodge focused on rest, relationship-building, and connection. A guest speaker also discussed the importance of maintaining balance and prioritizing rest.
- **English Language Arts Curriculum:** This is our first year implementing the Fishtank ELA curriculum in kindergarten through fifth grade following a comprehensive curriculum-adoption process last school year. Staff received intensive training and dedicated time to collaborate, plan, and prepare for implementation.
- **Mathematics Curriculum:** Eureka Math² is now being implemented across kindergarten through fifth grade. Following last year's adoption in first through fourth grades, kindergarten and 5th grade have now fully transitioned to the curriculum. Again, we gave the staff a significant amount of time during training to review the materials, collaborate, and plan with their peers
- Secondary Planning: With the slight reduction in staffing at the secondary level, we have teachers who are teaching different classes and levels, so we prioritized giving teachers the time to do the work of planning for instruction, familiarizing themselves with the materials, and working and receiving support from colleagues.

Every activity tied back to our mission—equipping students with skills, habits of mind, and global competence to become transformative leaders. Training emphasized both instructional excellence and community engagement, ensuring our staff is prepared to model and teach these values.

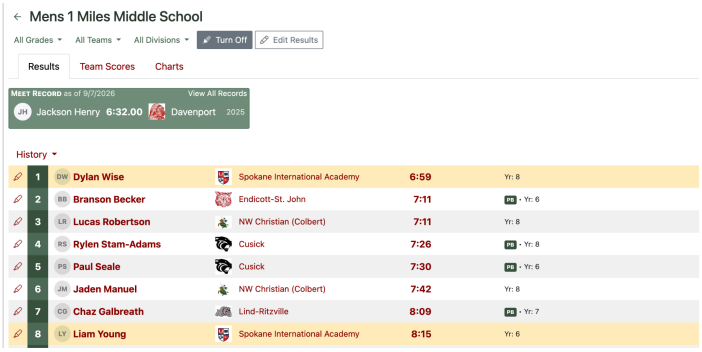
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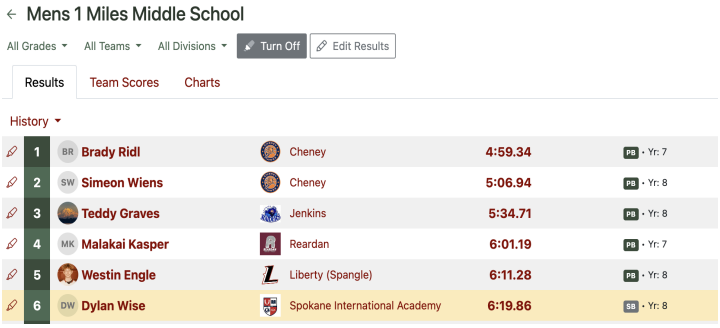
A. Theme in Practice: Staff are actively using the bridging together theme as a shared language.

B. Survey Results: Over 95% of staff found training useful or highly useful, with appreciation for the balance of professional learning and preparation time.

2. Staff Mentoring Program: We received a $24,000 grant from the BEST Mentoring Program, which provides support for first-year teachers. BEST also provides training. This grant allows us to pay a stipend to grade- and subject-level leads to serve as model classrooms for teachers who need support or who are working actively to grow their skills. This is the third year that we have received this grant.

3. Sports and Activities at SIA: For 1st-5th Grade, SIA has students competing in Active for Youth Cross Country. SIA is a member of the WIAA for Sports. We are currently competing in Cross Country for students in grades 6-12. We recently competed in two meets, one at Valley Christian School and the other at the Shadle Highlander Classic. Our students made a great effort. See below for recent highlights. We had our first-ever first-place finish! Super shout out to Dylan Wise 8th grader, who has been an SIA student since kindergarten.





4. Primary School Highlights

A. Enrollment Head Count= 521 students. We are meeting all of our enrollment goals except at kindergarten.

B. Kindergarten- We currently only have 78/96 spots filled. We have compensated by over enrolling at other grades. Kindergarten is a “hot spot” for us this year. We are working to ensure that all students are kindergarten ready.

5. Middle School Highlights:

A. Enrollment Head Count= 271 students: 99 6th Graders, 84 7th graders, and 88 8th graders.
B. 6th Grade Redesign- We redesigned our 6th grade program to provide students with a smoother, more focused transition into middle school. We have separated them from the 7th-12th grade to help with foot traffic as well as helping them feel comfortable transitioning upstairs. They are on their own bell schedule. There are 2 ELA/ Global Perspectives, 2 Math/Science, and 1 English teacher that they all share. They also have an advisory class and their own ASB that is focused on helping them adjust and meet needs. Already, we see huge payoffs. Behavior referrals have reduced exponentially from last year at this time, and teachers now have more opportunity for teaming and collaboration.

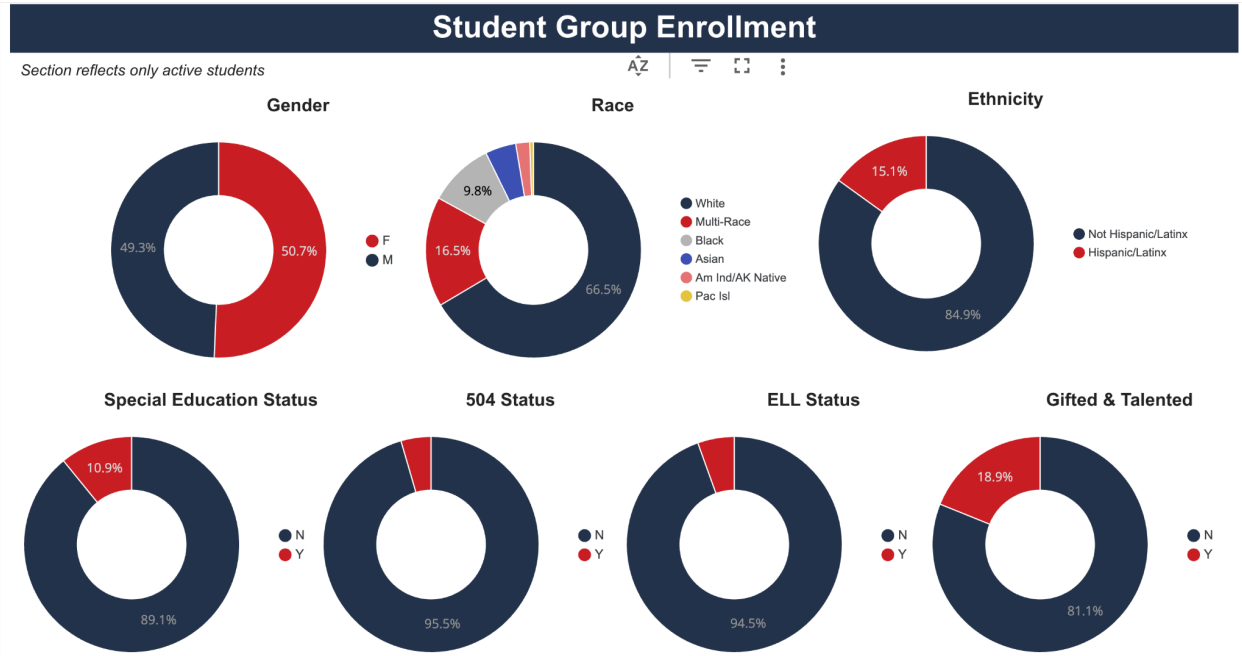
6. High School Highlights:

A. Enrollment Head Count= 118: 40 freshmen, 30 sophomores, 30 juniors, and 18 seniors

*** High School at SIA:** We continue to offer **College in the High School** through Central Washington University, Running Start (Community Colleges of Spokane and Eastern Washington University), career supports through NewTech Skills Center, and now we offer a Leadership Option, which allows students to stay at SIA full-time through their junior and senior years. We have significantly expanded opportunities for students to access college-level and career-connected learning:

B. **College in the High School** courses offered: Environmental Science, Biology, International Relations, Comparative Politics, Sociology, Microeconomics, English 101/102, Communications 250
C. **AP Courses offered:** Pre-Calculus, Seminar (English Course), US History
D. Leadership Pathway Courses: 21st Century Leadership Skills
E. Here is a copy of our course catalogue with our academic offerings.

7. Demographic School-Wide Data as of 9/14/26



8. MAP Testing- We gave all of our students a computer-adaptive assessment used to measure their academic growth and proficiency in key subject areas such as reading and mathematics. In October, I will bring the full initial baseline results to the board.

9. Next month: We will review academic and behavioral data and reflect on building-wide trends.

10. Goals: I will end with the school goals for 26-27. If there is ever a time you have questions or would like an update, please don't hesitate to ask. I plan to revisit them often, but I am linking them here for your review.

SPOKANE INTERNATIONAL ACADEMY

26-27 GOALS

Building the bridge from daily practice to student success



ACADEMIC | Every student grows

GOAL 1
Student Growth
65% bottom-40 and 60% all-student MAP growth; 95% paired scores.

GOAL 2
Achievement + Equity
ELA 58%; Math 52%; priority grades and equity gaps improve 5 points.

GOAL 3
Graduation Readiness
100% of eligible seniors graduate with a verified plan and next step.

GOAL 4
Grade 9 On Track
75% on track; coordinated plans for students with multiple risks.

DAILY WORK
Grade-level instruction | Common evidence | Targeted response | Accurate grades and early flags

CULTURE + BELONGING | Every student is known

GOAL 5
Attendance + Re-Engagement
92% average daily attendance; early outreach and one coordinated plan.

GOAL 6
Campus Stewardship
85% student ownership; 80% of spaces meet shared look-fors.

GOAL 7
Behavior + MTSS
Reduce students with 10+ events from 62 to no more than 50.

GOAL 8
Family Partnership
70% event participation; strengths-based outreach in Tier 2/3 plans.

DAILY WORK
Greet and notice | Teach routines | Reinforce and document | Communicate strengths

COLLECTIVE EFFICACY | We improve together

GOAL 9
Feedback + Coaching
One actionable feedback cycle each quarter: strength, next step, follow-up.

GOAL 10
Evidence + MTSS Cycles
One cycle per team each quarter; 90% implementation; 70% improve.

DAILY WORK
Bring evidence | Try the next step | Follow the plan | Review impact and adjust

ORGANIZATION | Belonging + readiness

GOAL 11
Retention + Enrollment
90% retention; average enrollment 875; feedback and transition outreach.

GOAL 12
Safe + Functional Facilities
Ready for 950 students; immediate safety response; routine requests in 2 days.

DAILY WORK
Build belonging | Communicate early | Report needs | Care for shared spaces

OUR YEAR IN FOUR ARCS | ALIGNED TO OUR QUARTERS

A simple rhythm for turning goals into results

1. **ARC 1 | QUARTER 1**
AUG 24–OCT 27, 2026
ESTABLISH | Baseline, priorities, shared routines

2. **ARC 2 | QUARTER 2**
OCT 28, 2026–JAN 27, 2027
IMPLEMENT | First evidence cycle and response

3. **ARC 3 | QUARTER 3**
JAN 28–APR 5, 2027
STRENGTHEN | Intensify support and refine practice

4. **ARC 4 | QUARTER 4**
APR 6–JUN 16, 2027
EVALUATE | Results, celebration, handoff

SPOKANE INTERNATIONAL ACADEMY | 2026-27 SCHOOLWIDE GOALS

Every lesson, relationship, and follow-through helps us cross the bridge.

Coversheet

Board & Administrative Staff Training

Section: VIII. Governance
Item: A. Board & Administrative Staff Training
Purpose: Discuss
Submitted by:
Related Material: 26-27 Board and Admin Training Template (4.9) .pdf

WASHINGTON STATE Charter School Commission
STUDENTS • INNOVATION • TRANSPARENCY

P.O. Box 40996
Olympia WA 98504-0996
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Board and Administrative Staff Training
RCW 28A.710.030, 42.30 & 42.56

The school shall comply with RCW 42.30 and 42.56, as well as the 2023 updates to RCW 28A.710.030. All administrative staff and board members shall complete required training. Schools must collect evidence of all Board Members and Administrative Staff completing **annual** training to support the effective operation & oversight of the charter school within 90 days of active membership (or of employment, for staff):

- Open Public Meetings Act - Office of the Attorney General - Open Government Training
- Public Records Act - Office of the Attorney General - Open Government Training
- Compliance with requirements governing employment of properly credentialed instructional staff (VIDEO and Completion Survey)
- Permitted use of public funds (VIDEO, Presentation Slides, Completion Survey)

Certificates from training should be filed to be immediately available to Commission or other state agencies as requested.

- Administrative staff may include the following roles: C-Suite Roles, Principals/Executive Directors, Deans, Directors (there may be other types of roles considered administrative staff at your school).

- Training is required within 90 days of joining staff/board, and is updated **annually** – Please ensure that everyone's training is sometime from August 1- November 16

Name	Staff/Board Position	Start Date	Date of OPMA Training	Date of PRA Training	Date of employment of properly credentialed instructional staff Training	Date of Permitted uses of Public Funding Training



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Coversheet

Board Commitment Form 26-27

Section: VIII. Governance
Item: B. Board Commitment Form 26-27
Purpose: Discuss
Submitted by:
Related Material: BOARD COMMITMENT FORM – SY2026-2027.pdf

BOARD COMMITMENT FORM – SY 2026-2027

Adopted _____

Your generosity of time, expertise, and resources makes it possible for us to advance our mission. Thank you! Please complete this form committing to all Board responsibilities for 2025-2026 and return it to Cassie Anderson, Board Chair.

MISSION

- I will help shape and affirm the vision and mission of the organization.
- I will participate in the board's consistent monitoring of progress toward strategic plan milestones.

GOVERNANCE

- I will become familiar with the organization's corporate documents, including bylaws, committee charters, strategic plans, and board policies.
- I will offer support and counsel to the Head of School and hold that person accountable for results through participating in an annual Head of School evaluation.
- I will maintain the confidentiality of sensitive board discussions.
- I will adhere to the organization's conflict of interest policies.
- I will help identify and cultivate potential new board members.

PARTICIPATION

- I will strive to attend 100% of board and committee meetings (see below for board meeting schedule).
- I will prepare for and actively participate in board meetings by logging into Board on Track and reading through Board Materials in advance of the meeting.
- I will respond to requests via Board On Track.

EVALUATION

- I will participate in board self-assessment and evaluation processes.

AMBASSADORSHIP

- I will serve as an ambassador for the organization in the community.

FUNDRAISING

- I will make a personally significant financial contribution to the organization (see below for financial contribution). The board suggests a recommended floor amount of $500.
- I will work with staff to steward current donors and cultivate new donor prospects.

EVENTS

- I will be present to meet with the staff at one staff meeting this school year.
- I will attend one school event per semester.
- I will consider hosting or co-hosting a donor cultivation event.

COMMITTEES

I will serve on at least one board committee:

❒ Governance Committee
❒ Finance Committee
❒ Facilities Committee
❒ Development & Foundation Committee
❒ Academic Excellence Committee

Financial Contribution

In 2026-2027, I pledge the following financial contribution to the organization:

Total contribution: _____

BOARD MEETING SCHEDULE FOR SY 2026-2027

Annual Retreat: Friday, August 7, 2026

Board Meetings: Monthly, 4:30 PM-6:30 PM at Spokane International Academy, 777 E Magnesium Rd., Spokane, WA 99208

- **September 23, 2026**
- **October 28, 2026**
- **November 18, 2026**
- **December 16, 2026**
- **January 27, 2027**
- **February 24, 2027**
- **March 24, 2027**
- **April 28, 2027**
- **May 26, 2027**
- **June 23, 2027**
- **July 28, 2027**
- **August 2027 TBA**