



# Spokane International Academy

## Minutes

August (Regular)

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### Date and Time

Tuesday August 23, 2022 at 11:30 AM

### Location

Optional in person attendance at the Home Office location:

775 E Holland Ave  
Suite 110

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### Directors Present

Jeff Hyslop (remote), Ken Vorhees (remote), Mary Velazquez (remote), Matthew Hoag (remote), Stacy Hill (remote)

### Directors Absent

James Wilburn

### Guests Present

Heather Dauphin (remote), Travis Franklin (remote)

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

Ken Vorhees called a meeting of the board of directors of Spokane International Academy to order on Tuesday Aug 23, 2022 at 11:32 AM.

## **II. Consent Agenda**

### **A. Approve Previous Minutes**

Ken Vorhees made a motion to Approve consent agenda.

Jeff Hyslop seconded the motion.

Employee handbook was approved. A review of personal phone usage and conduct will be conducted.

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

Ken Vorhees made a motion to approve the minutes from July (Regular) on 07-26-22.

Mary Velazquez seconded the motion.

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

### **B. Monthly Financials**

### **C. Budget Status/Enrollment Numbers/Quarterly Reports**

### **D. Policies/Procedures to Review/Approve**

## **III. Other Business**

### **A. Board leadership roles**

Ken Vorhees made a motion to Approve board roles.

Jeff Hyslop seconded the motion.

Mary Velazquez: Chair

Jeff Hyslop: Vice Chair

Matthew Hoag: Treasurer

Stacy Hill: Secretary

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

## **IV. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:12 PM.

Respectfully Submitted,  
Jeff Hyslop

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## **Contacting the Board**

Members of the public who wish to contact the board regarding items on the agenda, or other relevant topics, may do so by emailing the board at [boardofdirectors@spokaneintlacademy.org](mailto:boardofdirectors@spokaneintlacademy.org). The board will respond within a reasonable amount of time to at least acknowledge receipt of the message.

### **Public Participation During Meetings**

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Chair is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for a presentation.

In order to assist the Board in its orderly conduct of the meeting, individuals wishing to be heard by the Board shall have the opportunity to state their name, address, and the topic they wish to speak to, either in writing at the beginning of the meeting, and/or verbally at the time the topic is addressed on the agenda, and before the Board takes action on such item. Individuals, after identifying themselves, will address the Board and proceed to make their comments as briefly as the subject permits.

The Board will not entertain oral complaints about school personnel. A member of the public wishing to make such a complaint shall do so in writing to the Board Chair who shall follow the school's adopted conflict resolution policy. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, or irrelevant.

The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.