

APPROVED



Spokane International Academy

Minutes

August Regular Meeting of the Board

Date and Time

Tuesday August 22, 2023 at 12:00 PM

Location

Spokane International Academy
777 E Magnesium Rd
Spokane WA 99208

Directors Present

Bob Castle, Cassie Anderson, Guillermo Espinosa, Jeff Hyslop, Ken Vorhees, Mary Velazquez, Matthew Hoag, Nancy Cunningham, Stacy Hill

Directors Absent

John Pell

Guests Present

Heather Dauphin, Morgen Flowers-Washington, Myra Keast, Nate Pelton

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Mary Velazquez called a meeting of the board of directors of Spokane International Academy to order on Tuesday Aug 22, 2023 at 12:11 PM.

II. Consent Agenda

A. Approve Previous Minutes

Matthew Hoag made a motion to approve the minutes from July Regular Meeting of the Board on 07-25-23.

Jeff Hyslop seconded the motion.

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

B. Monthly Financials

Matthew Hoag made a motion to approve the consent agenda.

Jeff Hyslop seconded the motion.

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

C. Budget Status/Enrollment Number/Quarterly Reports

D. Policies/Procedures to Review/Approve

III. Staff Updates

A. HOS Goals for 23/24 School Year

Matthew Hoag made a motion to approve Morgen's Head of School goals as submitted.

Nancy Cunningham seconded the motion.

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

B. Staffing Update

Morgen updated the board on the hiring status of key positions for the 23/24 school year, including Karen McGee as Director of Curriculum, Rick Hanson as IT Manager, and Myra Keast as Executive Assistant. Morgen also informed the board that Heather Dauphin has resigned as CFO. Heather's last day with SIA will be September 8th. SIA is still looking to hire two custodians and a school psychologist.

C. Enrollment Update

Morgen and Nate Pelton updated the board on the current expected student enrollment for the start of the school year on September 5th.

IV. Governance

A. Election of Officers for 23/24 school year

Ken Vorhees made a motion to approve the slate of officers nominated.

Matthew Hoag seconded the motion.

Officer Nominations:

Mary Velazquez - President/Chair
Jeff Hyslop - Vice President/Vice Chair
Treasurer - Matt Hoag
Secretary - Stacy Hill

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

B. Board Meeting Schedule for 23/24 School Year

After some discussion, the board agreed to the following schedule of monthly board meetings for the 23/24 school year:

Tues Sept 26, 2023 @ 11:30 am via zoom
Tues Oct 24, 2023 @ 4:30 pm in person, with a zoom option
Tues Nov 28, 2023 @ 11:30 am via zoom
Tues Dec 26, 2023 @ 4:30 pm in person with zoom option (subject to change due to holiday schedule)
Tues Jan 23, 2024 @ 11:30 am via zoom
Tues Feb 27, 2024 @ 4:30 pm in person with a zoom option
Tues Mar 26, 2024 @ 11:30 am via zoom
Tues Apr 23, 2024 @ 4:30 pm in person with a zoom option
Tues May 28, 2024 @ 11:30 am via zoom
Tues June 25, 2024 @ 4:30 pm in person with a zoom option
Tues July 23, 2024 @ 11:30 am via zoom
Tues Aug 27, 2024 @ 4:30 pm in person with a zoom option

Mary reminded the board members that they are strongly encouraged to attend the scheduled "in person" board meetings in person, and that the zoom option is only to be used if a member is out of town or has a sudden emergency or illness.

Morgen informed the board members that background checks are required annually. Nate facilitated compliance by all members present prior to the close of the meeting.

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 12:44 PM.

Respectfully Submitted,
Stacy Hill

Documents used during the meeting

- DRAFT23.24Financial Policies and Procedures .pdf
 - EDITS COPY of SIA Employee Handbook (for 23-24).pdf
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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. 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.