

APPROVED



# Spokane International Academy

## Minutes

### September Regular Board Meeting

Virtual

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#### Date and Time

Tuesday September 26, 2023 at 11:30 AM

#### Location

<https://us06web.zoom.us/j/86362450133?pwd=JBhYaTFYQLHpcXqpBC1c3tQuKzVblp.1>

#### Directors Present

Bob Castle (remote), Cassie Anderson (remote), Guillermo Espinosa (remote), John Pell (remote), Ken Vorhees (remote), Mary Velazquez (remote), Matthew Hoag (remote), Nancy Cunningham (remote)

#### Directors Absent

Jeff Hyslop, Stacy Hill

#### Guests Present

Brook Wilkerson (remote), Halma Abubakar (remote), Morgen Flowers-Washington (remote), Myra Keast (remote)

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

Mary Velazquez called a meeting of the board of directors of Spokane International Academy to order on Tuesday Sep 26, 2023 at 11:33 AM.

## II. Consent Agenda

### A. Approve Previous Minutes

Ken Vorhees made a motion to approve the minutes from August Regular Meeting of the Board on 08-22-23.

Nancy Cunningham seconded the motion.

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

Ken Vorhees made a motion to approve the minutes from Annual Retreat of the Board on 08-22-23.

Nancy Cunningham seconded the motion.

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

### B. Monthly Financials

### C. Policies and Procedures to Review and Approve - NEWTech Agreement for 11th Grade

### D. Policies and Procedures to Review and Approve - School Specific Goals

### E. Policies and Procedures to Review and Approve - Toileting Policy

Upon review of the Toileting policy, the board recommends changing of the verbiage Superintendent to Head of School.

### F. Policies and Procedures to Review and Approve - Family Handbook

Ken Vorhees made a motion to Approve all items A-F on the consent agenda.

Nancy Cunningham seconded the motion.

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

## III. Staff Updates

### A. Staffing

Staff resignation - two 3rd grade IAs

CFO/HR - 4 final candidates; hope to conclude by end of this week.

School Psychologist position still unfilled. Have been contracting through Inland Northwest

Teachers are fully staffed and certified

Bill K - Morgen met with him and he agreed to reduce the cost of Bill's contract. New CFO will work with Bill, especially regarding charter finance experience. New contract with Bill is through July.

Bill is an independent contractor that serves schools and will help us transition with new CFO.

3rd grade IA position has been posted. We hired one this week. Need one more. Guillermo offered to help share on social media.

**B. CSGF Conference**

Morgen will be attending a conference in Arizona, October 9-11 with other Charter School leaders;.

**C. Relay GSE**

The second part of Morgen's travel will be to attend the RELAY GSE fellowship in Denver on October 11-13.

Also, Brook will be attending a fellowship in Wyoming, on October 12-13.

**D. Enrollment: Projected vs. Actual**

A week and a half before school started, 23 spots opened. Approximately 30 students did not report on the first day of school. Offers were made for open spots. SIA is waiting for their paperwork as of this date. The next enrollment count is on October 1st. Brook anticipates full enrollment.

Ken asked if there was a way to track why students did not report on the first day of school and what school they attended. Unfortunately, there is no way of tracking. Families do not always notify the office of a school change during the summer. Most students decided to stay in their home school or district. Families primarily changed their minds after accepting offers earlier in the year.

Currently, there are 260 students on the waitlist. There is a waitlist for every grade level except for 9th grade.

**IV. Governance**

**A. Board Compliance: OPMA**

Mary sent a few links pertaining to governance.

The 1st link is a guide on new OPMA materials to help local governing bodies navigate recent changes.

The 2nd link is the codification of the OPMA law.

The 3rd is a link to a document from the WA State Auditor regarding OMPA: How It Relates to Counties, Cities, and Special Purpose Districts. Mary encourages all board members to read the material. New members are required to complete training within 90 days of becoming a board member.

**B. F1 Disclosure Requirement**

New board members are required to complete the F1 Disclosure within 60 days of appointment to the board, and all board members are required to complete the F1 disclosure statement annually in April. Please complete ASAP if you have not already done so.

**C. Committees**

SIA Board Committees Chairpersons:

Stacy Hill - chair of Academic Excellence

Jeff Hyslop - chair of Facilities

Matt Hoag- chair of Foundation Board

Matt Hoag- Chair of Finance

TBD - Chair of DEI

Mary - Chair of Governance

The Governance committee will report at the October meeting and present a calendar with the month(s) that each committee will be scheduled to report to the full board. Meanwhile, committee members will decide when their meetings will be held.

**D. Committee Reporting Calendar**

The Governance committee will provide a calendar for committee reports to the full board.

**E. Required Training**

There is a newly mandated compliance training as of 2022. All board members are required to take the two courses or webinars. Print the certificate of completion and submit it to Mary or Myra.

After the current term (3 years), board members need to complete one additional training per term.

Myra, Morgen, and Mary will compile a list of required training.

## **V. New Business**

### **A. Fundraiser: McTeacher Night**

MAP (Measures of Academic Progress)

Fall MAP test concluded. MAP assessments are taken 3x a year, which is part of the school-specific goals. One of the purposes of MAP is to track student's academic growth. SIA is looking into students with low-performance and see their growth over time. Make-up test are being held this week.

Highly Capable Program (Hi-Cap) services will begin in October. Students in this program will be pulled from their regular classes at times to work with Hi-Cap counselors. CogAt (Cognitive Abilities Test) is used as a screener. SIA has 175 students in the program.

There are eight 11th graders this year. Two are attending NewTech (formerly known as Skills center), and one student is in Culinary Arts. The rest of the class is attending Community College.

The Open House held on September 19th was well-attended.

The CAT parent group will be hosting fundraisers.

- Panda Express Night on Wednesday, September 27th, 10:00 a.m. to 11:00 p.m. at 2223 W. Wellesley Rd., Spokane
- Mc Teacher Night on Wednesday, October 18th at the Shadle location.

Board members are always welcome to participate and attend events and meetings. RSVP to avoid a quorum. There are currently ten Board members; 6 will make a quorum.

Morgen offered an open invitation to board members to attend All Staff Meetings every first Friday of the month at 1 pm. Come meet the staff.

### **B. Fundraiser: Panda Express Night**

### **C. Invitation to Staff Meetings & School Events**

## **VI. Other Business**

### **A. New Board Members**

Mary mentioned that there may be four potential members to join the Board. Once she hears back from the individuals who are interested, Mary will share their resumé with the Board.

**B. Miscellaneous**

Mary extended an invitation to the Board to join her at the Whitworth University President's Leadership Forum. The invitation was sent via email. Morgen will be attending.

In response to Cassie's question regarding the DRAFT copies of the Strategic Plan and the Head of School Goals, Morgen responded that the Strategic Plan will be brought to either the October or November Board meeting for a vote of approval.

The Head of School Goals was approved in August, therefore no longer a draft.

**VII. 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 12:19 PM.

Respectfully Submitted,  
Myra Keast

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**Documents used during the meeting**

*None*