

APPROVED



# Spokane International Academy

## Minutes

### Regular Board Meeting

Zoom meeting

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#### Date and Time

Tuesday May 28, 2024 at 11:30 AM

#### Location

Join Zoom Meeting

<https://us06web.zoom.us/j/86362450133?pwd=JBhYaTFYQLHpcXqpBClc3tQuKzVblp.1>

Meeting ID: 863 6245 0133

Passcode: 122486

Alternate in-person location:

SIA School Building

777 E Magnesium Rd

Spokane, WA 99208

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#### Directors Present

Bob Castle (remote), Cassie Anderson (remote), David James (remote), Jeff Hyslop (remote), John Pell (remote), Josiah Lara (remote), Ken Vorhees (remote), Mary Velazquez (remote), Matthew Hoag (remote), Stacy Hill (remote)

#### Directors Absent

Guillermo Espinosa, Maureen Rosette

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#### Guests Present

Italiana Hughes (remote), Morgen Flowers-Washington (remote), Myra Keast (remote), Sam Schweda (remote), sam

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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 May 28, 2024 at 11:32 AM.

## **II. Consent Agenda**

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

Matthew Hoag made a motion to approve the minutes from Regular Board Meeting on 04-23-24.

Ken Vorhees seconded the motion.

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

### **B. Monthly Financials**

Matthew Hoag made a motion to approve all items on the Consent Agenda.

Ken Vorhees seconded the motion.

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

### **C. Enrollment Policy Revision**

## **III. Items for Board Approval**

### **A. Highly Capable Program**

Bob Castle made a motion to approve the hi-cap forms.

Ken Vorhees seconded the motion.

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

### **B. Out of Endorsement Teaching Staff**

Ken Vorhees made a motion to approve the Out of Endorsement Teaching Staff.

Josiah Lara seconded the motion.

SIA is offering a class this year where students are writing books in Spanish. The teacher is teaching ELA to endorse to write in Spanish.

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

#### **IV. Executive Session**

##### **A. Executive Session**

Move this item to the end of the agenda.

#### **V. Enrollment**

##### **A. Enrollment Update**

Brook Wilkerson is unable to attend today's meeting. She is covering the kitchen today. Sam Schweda reported on Brook's behalf.

Lost students between now and last month's board meeting.

The FTE 2024-25 report was sent to the commission.

Note: John Pell joined at 11:38am

##### **B. 24/25 Proposed Organizational Chart**

Morgen Flowers presented the proposed organizational chart.

Morgen has previously discussed the changes to the org chart with Mary Velazquez.

COO, Brook Wilkerson has resigned from her position. Instead of hiring a new COO, the role will be split into two roles: Director of Operations (OPS) and Director of Facilities.

Both will be reporting to the Head of School. Morgen will have 8 direct reports in the new school year. Screening interviews for the Director of Facilities are currently underway.

Some notable changes on the new organization chart:

- New role - Data Coordinator was created and will be under OPS
- Facilities Dept - will comprise of IT; Safety and Security; Facilities Person and Custodians

The Associate Principals will have shared responsibilities of supervision of (1) Counselor and (1) MLL Teacher

Note: 11:39 am - Cassie Anderson joined.

Open positions have been advertised in the last two weeks and posted on social media and school website.

Morgen is currently reviewing applications for the Associate Principal (6-12) position and will start screening.

## **VI. Staffing Updates**

### **A. Updates from Morgen regarding hiring for 24/25**

In early spring, questionnaires were sent out to the staff for their plans of returning or not returning for the new school year. There are currently seven (7) people not returning due to relocation, retirement, and pursuing educational goals.

Some Instructional Assistants are ready for the transition to teaching. Job openings have been posted in-house. If needed, we will post externally. Interviews with In-house applicants will start next week.

These are the teaching roles that need to be filled:

- Math
- Science
- Spanish

What is the average # of teachers who leave every year? (Cassie)

Morgen does not have the actual number right now, although this year's openings are fewer than the previous year.

Are AP's involved in hiring (Ken)? Yes, they are. They review resumes and are involved in screening interviews. Nate Pelton will not be involved in the process for the new AP since he has year-end work he has to focus on.

## **VII. Diversity, Equity, and Inclusion**

### **A. Committee Report**

Cassie Anderson reporting.

DEI goals:

1. Be consistent in meetings
  2. Training for Board
  3. Provide consultation to Head of School
- Provide resources of voices around the BIPOC community
  - Provide recommendations and assistance/hiring and recruitment of a diverse staff

- Partner with community organizations to promote equity and inclusion

4. SIA will conduct a racial equity survey to identify gaps

May update - Cassie met with BoardOnTrack personnel (Gina Fafard) inquiring on DEI training SIA can use. BoardOnTrack will offer Fostering Diversity, Inclusion, and Belonging course over the summer. The DEI committee will present outcome in August or September meeting.

SIA DEI committee:

1. They meet monthly
2. Morgen will be applying for a grant through WA Charters (\$5,000). Funds will be used for:

- Review training through Spectrum
- Book club study and affinity groups
- Coaching for staff who are struggling in this area

## **VIII. Finance**

### **A. Committee Report**

Matt Hoag - no report for this month.

Budget - Sam Schweda

Finalizing the budget in the next couple of weeks. Sam will share electronically with the Board and then present at the June meeting.

Elevator work will not take place this year. No expenditure extension needed at this time.

## **IX. New Business**

### **A. Date for Annual Retreat / August Board Meeting**

Mary encouraged the board to set a date for the Annual Board Retreat and the Board meeting. The retreat is usually held in August and since summer schedules fill up quickly, early planning is a good idea.

August 27 is the date set for the regular board meeting. Last year the retreat was on the same day as the board meeting, but it can be a separate day.

Staff training starts on August 26th, which may not be a good week for Morgen for a retreat.

Cassie Anderson will be the new Board Chair and she will send out a Google poll this week to find a date for the retreat.

## **X. Other Business**

### **A. Other Business**

Mary reminded everyone to RSVP to BoardOnTrack meeting invitations.

Mary thanked Cassie, Guillermo, and Bob for joining her in coming to the 8th grade community project presentations last week.

## **XI. Executive Session**

### **A. HOS Eval Process con't**

The board entered executive session at 12:19 pm to discuss both the appeal of a student disciplinary action and the head of school evaluation process.

The executive session ended at 12:39 pm

## **XII. 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 12:40 PM.

Respectfully Submitted,  
Myra Keast