APPROVED

Spokane International Academy

Minutes

September Regular Board Meeting

Date and Time
Wednesday September 25, 2024 at 4:30 PM

Location
Monthly Board meetings will be held in person every 4th Wednesday of each month at the Spokane International Academy campus, lower level in the Media Center (unless the day falls on a holiday). A virtual option is available via Zoom.

Join Zoom Meeting
https://us06web.zoom.us/j/86373525000?pwd=fjV57eCbjOL2yX43M8k45mgPUKPnLK.1
Meeting ID: 863 7352 5000
Passcode: 598005

Directors Present
Cassie Anderson, Guillermo Espinosa, Josiah Lara, Ken Vorhees, Matthew Hoag (remote), Maureen Rosette (remote)

Directors Absent
Bob Castle, David James, Jeff Hyslop, John Pell

Guests Present
Amy Bonanno, Ashlee Lent (remote), Kathleen Rountree, Morgen Flowers-Washington, Myra Keast, Sam Schweda, charinacarothers@gmail.com

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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 Wednesday Sep 25, 2024 at 4:33 PM.

II. Consent Agenda

A. August Board Meeting Minutes

Matthew Hoag made a motion to approve the minutes from Regular Board Meeting on 08-28-24.
Maureen Rosette seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

John Pell	Absent
Ken Vorhees	Aye
Bob Castle	Absent
Maureen Rosette	Aye
Matthew Hoag	Aye
Jeff Hyslop	Absent
Josiah Lara	Aye
David James	Absent
Guillermo Espinosa	Aye
Cassie Anderson	Aye

B. Board Retreat Minutes

C. Board Votes for New Board Members

Guillermo Espinosa made a motion to approve Ashlee Lent.
Ken Vorhees seconded the motion.
Voting member Maureen Rosette made a motion to approve Charina Carothers
Seconded by Ken Vorhees
The board **VOTED** to approve the motion.

Roll Call

Matthew Hoag	Aye
Maureen Rosette	Aye
David James	Absent
Josiah Lara	Aye
Bob Castle	Absent
Jeff Hyslop	Absent
Ken Vorhees	Aye
John Pell	Absent
Cassie Anderson	Aye

Roll Call

Guillermo Espinosa	Aye

D. August Financials

E. Updated Family Handbook

F. School Specific Goals

Matthew Hoag made a motion to Approve the September Consent Agenda.
Maureen Rosette seconded the motion.
Board approved items B, D, E, and F
The board **VOTED** to approve the motion.

Roll Call

David James	Absent
Ken Vorhees	Aye
Cassie Anderson	Aye
Bob Castle	Absent
Josiah Lara	Aye
John Pell	Absent
Maureen Rosette	Aye
Matthew Hoag	Aye
Guillermo Espinosa	Aye
Jeff Hyslop	Absent

III. August Consent Agenda

A. Approve July Board Meeting Minutes

Ken Vorhees made a motion to approve July Board Meeting Minutes.
Josiah Lara seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Matthew Hoag	Aye
Josiah Lara	Aye
Cassie Anderson	Aye
Ken Vorhees	Aye
Guillermo Espinosa	Aye
John Pell	Absent
David James	Absent
Bob Castle	Absent
Maureen Rosette	Aye
Jeff Hyslop	Absent

B. Monthly Financials

C.

WIAA and Sports

D. Employee Handbook

E. Resolution 2024-1/2024-2 Out of Endorsement Teaching Staff (Grant and Davis)

Ken Vorhees made a motion to approve the August Consent Agenda items B, C, D, and E.
Josiah Lara seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Maureen Rosette	Aye
John Pell	Absent
Josiah Lara	Aye
Matthew Hoag	Aye
Jeff Hyslop	Absent
Ken Vorhees	Aye
Cassie Anderson	Aye
Bob Castle	Absent
Guillermo Espinosa	Aye
David James	Absent

IV. School Updates

A. Enrollment

Total in Skyward: 840 students; max we can take is 870. Note that this number refers to the head count, and not FTE.
FTE looks different due to some students attending Running Start
There are currently no students on the waitlist in Grades 2nd, 5th, and 9th
There are two pending placements (pending offers) as of today.

Ken Vorhees would like to acknowledge the school's first 12th-grade class. SIA is officially a K-12 school this year.

Ashlee Lent arrived in person at 4:45 pm.

B. Staffing

- MLL teacher did not show up to work. Morgen made an offer made today. The person is coming from CA.
- The 4th grade IA position is still open. Applications are being reviewed and screening interviews will commence next week.
- Two individuals were offered the position of Community Organizer. This position is funded by a grant of $120,000 and is a temporary position.

- Eventually, SIA will hire another maintenance person.

C. School Calendar

Inviting board members to join school events.

Cassie Anderson noticed an event in October; referring to the College & Career Cafe. This event is organized by Tabatha Copeland, Grades 8th-12th Counselor. Tabatha invites community members to come in and talk to middle and high school students about their careers and professions.

Note to let Tabatha Copeland know to reach out to the Board and invite Board members to attend throughout the year.

V. Head of School Goals

A. Board Votes for Head of School Goals

Morgen presented her Head Of School goals to the Board for them to approve (vote).

Any questions?

Josia Lara inquired about the gala fundraiser. Morgen responded that this is in response tothe board retreat. There was a push for a fundraiser. Morgen feels that this year will be the perfect time for a fundraiser and to celebrate the school's 10th anniversary. Let's celebrate the community!

- Morgen would like to do this with the help of committees (Foundation Committee and the other volunteers)
- Morgen will establish a planning committee
- The goal of the fundraiser will be established as well once the Planning Committee is formed.
- Estimated date of the event - most likely in May

Ken Vorhees asked if this event would be similar to the fundraiser done for Costa Rica in previous years. Morgen replied Yes.

Guillermo Espinosa added that the funds raised from this event can potentially be used for a variety of targets.

Josiah Lara expressed appreciation to Morgen on the thoroughness of the Head of School Goals submitted.

Cassie Anderson asked about the 100% graduation rate. Morgen is confident that all 6 seniors are on their path to graduation.

Note: Morgen will provide a monthly update on Goals at Board meetings and at her end-of-year report.

Ken Vorhees requested a matrix or spreadsheet of the HOS Goals showing the timeline and completion. Myra Keast will assist Morgen on this.

Josiah Lara made a motion to approve the 2024-2025 Head of School Goals.
Ken Vorhees seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Guillermo Espinosa	Aye
David James	Absent
Josiah Lara	Aye
Matthew Hoag	Aye
Jeff Hyslop	Absent
Cassie Anderson	Aye
John Pell	Absent
Ken Vorhees	Aye
Maureen Rosette	Aye
Bob Castle	Absent

VI. Head of School Written Update

A. September Updates

Morgen will start providing monthly updates for the board meetings.

- Advisor (R&R) now in the middle of the day-this is a change from last year's Middle and High School schedule.
- RELAY training for the staff in August was paid for by Excellent Schools of WA. It was a 2-day training. The staff provided Morgen with positive feedback.
- Mentoring program - paid for by grant.
- WIAA-SIA joined WIAA this year to offer competitive sports to our Middle and High School students. 21 participants have been competing in Cross Country in the last few weeks. SIA is in the 1B Division.
- Revamp the carline - a new procedure took effect this school year. The pick-up and drop-off process takes approximately 18-20 minutes. Cassie asked if a staggered schedule would work and help improve traffic. Morgen responded that a staggered schedule would not work due to the shared siblings situation (too large of a number). SIA did try a staggered schedule in the past but did not work.
- HS Academic program - implement College In High School (CIHS); SIA would like to offer college courses on campus to bring FTE to campus. Guillermo said that

WA state has removed the barrier of tuition, specifically EWU, UW, and WWU. These colleges offer CIHS. He will connect with Tabatha Copeland.

- AP Courses - 100% of students take AP courses. Morgen believes that by doing so, the students and the school meet the school's Mission. Students are given the opportunity to take the AP exam without a cost to them. Covered by grant.
- AP Statistics is offered this year for a more rigorous math program.
- $17,000 Grant for 9th Grade Success - SIA will have a coach who will work with our students monthly.

Guillermo would like to see high school graduation requirements. Morgen encourages him to meet and discuss with Tabatha Copeland.

VII. Governance

A. Compliance Training Requirements

Cassie and Myra will send emails to board members with reminders for completion. New board members have 90 days to complete training.

Josiah Lara suggests putting training requirements as Action Items on Board on Track. Cassie Anderson will reach out to Board on Track regarding the Action Items tracker.

B. Board Committees

Cassie will Send out the sign-up form for Board members to join a committee. Choose the top three.
Myra Keast will assist in making this form; include Committee Goals and Description, if any.
Note: Committee members will determine or establish goals

Sign up before the October meeting.

VIII. Finance

A. Banking

Mr. Schweda presented to the Board the "ICS" program with Umpqua Bank. This program offers a revenue-generating account that would allow all of SIA’s funds to remain fully liquid. Board member Vorhees, who also attended the meeting with Umpqua

regarding the ICS account, expressed his support, considering it a prudent financial move for SIA.

Ken Vorhees stated that former Board Chair Mary Velasquez and former Board Secretary, Stacy Hill are the signers on record. The board needs to approve new signers Cassie Anderson and Guillermo Espinosa.

Ken Vorhees made a motion to move the school account to the ICS program with Umpqua Bank as presented.
Maureen Rosette seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Jeff Hyslop	Absent
Maureen Rosette	Aye
Bob Castle	Absent
Cassie Anderson	Aye
Guillermo Espinosa	Aye
John Pell	Absent
Matthew Hoag	Aye
Ken Vorhees	Aye
Josiah Lara	Aye
David James	Absent

Ken Vorhees made a motion to Remove Mary Velasquez and Stacy Hill as bank signers and add Cassie Anderson and Guillermo Espinosa as signers.
Josiah Lara seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

John Pell	Absent
Guillermo Espinosa	Aye
Jeff Hyslop	Absent
Matthew Hoag	Aye
Bob Castle	Absent
Maureen Rosette	Aye
Ken Vorhees	Aye
Cassie Anderson	Aye
Josiah Lara	Aye
David James	Absent

IX. Other Business

A. Schedule December Meeting

December meeting falls on Christmas Day. Board members will suggest dates and set a December meeting date in October.

B. Executive Session

Executive Session was called at 5:40 PM. The Executive Session shall commence for 20 minutes and return to the regular meeting at 6:00 PM. Members of the public and non-voters were excused. The Board Chair, Cassie Anderson, asked Morgen Flowers-Washington to stay.

The executive session was extended to 6:05 pm with proper notice to anyone outside the room at 6:00 pm.

X. 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 6:06 PM.

Respectfully Submitted,
Cassie Anderson

Documents used during the meeting

- 2024 - 2025 Master Calendar - Sep 24.pdf
- 2024 - 2025 Master Calendar - Oct 24.pdf
- Head of School Goals 24-25.pdf
- Head of School- September Update (1).pdf
- Board Committees.xlsx