APPROVED

Spokane International Academy

Minutes

November Regular Board Meeting

Date and Time
Wednesday November 20, 2024 at 4:30 PM

Location
Due to the Thanksgiving holiday/Fall break, the November meeting has been moved to November 20th, as agreed upon by the Board at the October meeting.

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 or break). 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
Ashlee Lent (remote), Bob Castle (remote), Cassie Anderson (remote), Charina Carothers (remote), Jeff Hyslop (remote), Josiah Lara, Ken Vorhees (remote), Matthew Hoag (remote), Maureen Rosette (remote)

Directors Absent
David James, Guillermo Espinosa, John Pell

Directors who arrived after the meeting opened
Ashlee Lent

Guests Present
Angel Troutt, Ashlee.Lent@mossadams.com (remote), Christine Chavez, Elizabeth House, Monica Lively, Morgen Flowers-Washington, Myra Keast, Sam Schweda, Zachary Wolflick

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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 Nov 20, 2024 at 4:31 PM.

II. Consent Agenda

A. October Board Meeting Minutes

Ken Vorhees made a motion to approve the minutes from October Regular Board Meeting on 10-23-24.
Maureen Rosette seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. October Financials

Ken Vorhees made a motion to approve all items on the Consent Agenda Items A-E.
Maureen Rosette seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Cassie Anderson	Aye
John Pell	Absent
Ken Vorhees	Aye

Roll Call

Matthew Hoag	Aye
Maureen Rosette	Aye
Ashlee Lent	Absent
Charina Carothers	Aye
David James	Absent
Josiah Lara	Aye
Jeff Hyslop	Aye
Bob Castle	Aye
Guillermo Espinosa	Absent

C. Updated Financial Policies & Procedures Manual

D. Leave Update

Cassie asked if this is standard contract verbiage. Sam confirmed.

E. Earthquake Drill Policy & Procedure

III. Enrollment

A. Enrollment Update

November
822.80
Avg. 820.7 above average of 819
3-4 applications in process
Put enrollment on hold for now; will continue to take new students in primary
5th - currently at 84

Josiah - 7 less students from October
students withdrew due to various reasons;
No movement is Middle and High School as much as last year

Ken - are there other charter schools to compare SIA? None in this area
Morgen can compare year to year

Matt- SPS changed to Middle School grades 6-8; could be a factor

Matt- strategic planning; SIA receives small high school funding. 250-300 students in grades 9-12 qualifies SIA

Next month - provide FTE report (Sam)

IV. Head of School Update

A.

Revision to School-Specific Goals to Commission

The Commission requires the school to create academic goals. Morgen is re-submitting revised goals after the Fall MAP testing.

Josiah Lara made a motion to approve the revised School Specific Goals.
Maureen Rosette seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Ashlee Lent arrived at 4:53 PM.

B. November Update

Morgen Flowers-Washington provided a written update for November before the meeting.
https://app2.boardontrack.com/org/tLvVPO/attachment/download/352549
Here are some highlights:

1. Renewal process - 2026-2027

Here is the renewal timeline, so far:

- On Nov. 4, 2024, I received an updated document with renewal guidance
- February 3, 2025, SIA receive a renewal performance report from the Commission
- March 5, 2025, the renewal application is due to the Commission, and SIA may submit a response to the performance report including any corrections or clarifications
- April 16-17, 2025 our renewal site visit will take place. Within 14 days of the site visit, the authorizer issues a draft renewal inspection report to SIA
- September 18, 2025 The Commission will discuss and vote on SIA's renewal
- Within 90 days of the renewal decision, SIA works with the commission to establish the terms for the next charter contract; the authorizing board and charter board both vote in public meetings to ratify the new contract

2. Quarterly School Review (QSR) - Morgen and Cassie Anderson met with Oversight Manager Italiana, Scott Canfield, and the Director of School Quality and Accountability, Jess Barton; the same group plus other people will be part of SIA's renewal process.

3. Family Conferences - Family conferences were held on November 12-November 15. Attendance was really good overall. This year, Middle and High School students with a D or lower were encouraged to schedule conferences; and others on an as-needed basis. The next conference will be in March.

4. 10th Anniversary Gala - The celebration and fundraiser is scheduled for Saturday, June 7, 2025, tentatively to be held at SIA. Morgen held a meeting in early November with parents who shared really good ideas and helpful tips for a successful fundraiser.

Ashlee Lent joined at 4:53 pm

5. Transitional Kindergarten (TK) - There is a possibility that the school may offer Transitional kindergarten starting in the 2025-2026 school year. Morgen will meet with Marcus Harden (Executive Director of the Commission) to ask questions and discuss what it would entail to add a Transitional Kindergarten option. This will help with enrollment. Any new program will qualify the school for grants with the Charter School Growth Fund. There is one due on December 3rd.

Monica Lively, a Kindergarten teacher at SIA asked about the age requirement for TK. They have to be 4-year-olds, according to Morgen.

Christine Chavez, a Kindergarten teacher at SIA asked if offering a TK program would affect the total number of enrollments. The answer is Yes.

Jeff Vorhees asked regarding the need to look at other facilities to make room for a TK program. Yes, the Commission said the school can add portable buildings.

Morgen will draft more details after she meets with Marcus Harden.

Jeff Hyslop inquired about how TK will affect the lottery system. Morgen indicated that enrollment for TK will also be through the lottery, the same enrollment process as other grades.

C. Calendar

The December and January school calendars were shared with the Board. Let the school know if the Board would like to attend or participate in any of the events.

V. Finance

A.

Cash Sweep

SIA has initiated the use of an ICS cash sweep account, which the Board previously approved. The account has already begun accruing interest, which will generate additional revenue for SIA moving forward. The Board expressed its gratitude to the Finance Committee and its members for their guidance and support in facilitating this process.

VI. Governance

A. Required Board Training

Reminder to those who have not completed their training. Email reminders were sent out. The due date was November 15.

VII. Other Business

A. Schedule December Meeting

Due to the 4th Wednesday falling on Christmas Day, the December board meeting will be held on Thursday, December 19, 2024, 4:30 pm-5:30 pm.

Note to reschedule the finance meeting.

VIII. Executive Session

A. 5:17 PM

Executive Session ended at 5:36 pm.

IX. 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 5:37 PM.

Respectfully Submitted,
Cassie Anderson

Documents used during the meeting

- School Specific Goals 24-25 (Rev. Nov 2024).pdf

- Head of School- November Update.pdf