APPROVED

Spokane International Academy

Minutes

March Regular Board Meeting

Date and Time
Wednesday March 26, 2025 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 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), Cassie Anderson, Charina Carothers (remote), Guillermo Espinosa, Jeff Hyslop (remote), Ken Vorhees, Matthew Hoag (remote)

Directors Absent
Bob Castle, David James, John Pell, Maureen Rosette

Guests Present
Angel Troutt, Morgen Flowers-Washington, Myra Keast, Russ Battiata, Sam Schweda, Sarah Garrett

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 Mar 26, 2025 at 4:39 PM.

II. Consent Agenda

A. February Board Meeting Minutes

Ken Vorhees made a motion to approve the minutes from February Regular Board Meeting on 02-26-25.
Charina Carothers seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. February Financials

Matthew Hoag made a motion to February Financial Report.
Ken Vorhees seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Enrollment

A. Enrollment Update

The enrollment update was provided by Russ Battiata, Director of Operations.

- Enrollment for the current year is now closed; lottery scheduled for April.
- New Applications: 241 received for the upcoming school year (Deadline: March 17).
- Returning Students: 750 students confirmed their return; 26 students declined, while 50 did not respond and were marked as non-returning after the deadline.
- Next Steps:
  o The window for new applications opens May 19 after placement decisions are communicated.
  The lottery is scheduled for April 14; families have until May 19 to complete the enrollment process.

IV. Items for Board Approval

A. Nutrition Co-Op Inter-Local/Bus Drop-Off Policy Update

Ken Vorhees made a motion to approve the Nutrition Co-Op Interlocal Agreement.
Jeff Hyslop seconded the motion.
The board **VOTED** unanimously to approve the motion.
Bus Drop-Off Policy (Informational Only)

- Existing policies are already outlined family expectations, however this will clarify grade-specific responsibilities.
- Policy will determine which grade levels require supervision before leaving students unattended.
- Russ Battiata and Sam Schweda will work on incorporating additional language in the bus policy to reflect considerations shared by the board such as:
    - Consider including provisions for grade 4 and under regarding bus driver wait times and overage costs.

V. Fundraiser Update

A. Progress in Planning

Fundraiser Update: Passport to Excellence

- Event Date: June 7, 2025
- Tickets: $75 (individual), $800 (table for 8) - available starting April 15.
- Sponsorships & Donations:
  o One sponsor secured; more are needed.
  o Silent auction items can be donated via the website.
  o o The board is encouraged to reach out to networks for support.
- Board Involvement:
  o Minimum donation expectations discussed; the board may pool resources for a high-level sponsorship.
  o A sponsorship letter is available on the website.
  o Social media promotion to be coordinated by Myra Keast.
  o Board survey to gauge comfort level with participation.
  o Attendance expected; volunteer roles to be assigned.
  o Alcohol will be served at the event.

VI. 25-26 Staffing

A. Staffing Update

- Retention: 118 staff polled; 2 confirmed departures, some undecided.

- Recruitment:
  o May 9: Offer letters issued to current staff.
  o Job fairs targeted for new hires.

VII. Head of School Update

A. March Written Update

Key updates shared on school activities:

- Soccer Program:
  - o Insufficient enrollment for a full team; transitioning to a co-ed soccer club.
  - o Only one family paid the $75 fee; a refund was issued.

B. School Calendar

VIII. Governance

A. Board Recruitment Update

Board Member Recruitment:

- Third-party consultant (Bellwether) assisting with vetting candidates
- Priorities include ensuring local representation and filling skill gaps.
- Parent participation remains a key focus.

B. Contact Info / Email Address for Board Members

IX. Charter School Renewal

A. Renewal

Charter Renewal:

- Application submitted and accepted.
- An on-site visit is scheduled for April 16-17; board participation is required.
- Parent panel via Zoom on April 21 & 24 (5:00 PM).
- Renewal vote in September at Spokane Community College.

X. Teacher Appreciation Week

A. Teacher Appreciation Week

The Board will plan to provide lunch for staff, as done last year.

XI. 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 5:55 PM.

Respectfully Submitted,
Guillermo Espinosa
Matthew Hoag made a motion to adjourn.
Guillermo Espinosa seconded the motion.
The board **VOTED** unanimously to approve the motion.