APPROVED

Spokane International Academy

Minutes

August Meeting and Annual Retreat

Date and Time
Friday August 15, 2025 at 12:00 PM

Location
Spokane International Academy, 777 E Magnesium Rd, Spokane, WA 99208

Directors Present
Ashlee Lent, Cassie Anderson, Charina Carothers (remote), Javier Medina, John Pell, Ron Poplawski

Directors Absent
Bob Castle, David James, Guillermo Espinosa, Maureen Rosette

Directors who arrived after the meeting opened
Charina Carothers

Guests Present
Brad DeJager, Caryn McGee, Chandalee Wood, Joel Perez, Mathias Sanders, Morgen Flowers-Washington, Myra Keast

I. Opening Items

A. **Record Attendance**

B. **Call the Meeting to Order**

Cassie Anderson called a meeting to order on Friday Aug 15, 2025 at 12:15 PM.

C. Approve July Minutes

John Pell made a motion to approve the minutes from July Regular Board Meeting on 07-30-25.
Javier Medina seconded the motion.
The team **VOTED** unanimously to approve the motion.

II. Governance

A. Review By-Laws

No questions at this time.

Cassie Anderson will bring the discussion back at a future meeting.

B. Elect Open Positions

- Board Treasurer
- Foundation Chair
    - The Purpose of the Foundation is to raise money specifically for student trips (Nature Bridge and International trip). The new Chair will have the opportunity to meet with former Chair, Matt Hoag to ensure a smooth transition. Note: The Foundation Chair does not necessarily have to be a Board Member; however, they will need support from the Board. Table this discussion for a future board meeting (by the end of 2025).

The Board elected a new Treasurer.
Cassie Anderson made a motion to Nominate Ashley Lent as Board Treasurer.
Charina Carothers seconded the motion.
Ashley Lent would like to consider the Treasurer and will remain on the Finance Committee.
The team **VOTED** unanimously to approve the motion.

C. Potential New Board Member: C. Vroman

Carrie Vroman is unable to attend today's meeting.
Carrie met with Morgen Flowers-Washington in early July.
Expertise is in finance.

The Board decided to table to vote until the September meeting.
Charina Carothers arrived at 12:27 PM.

D.

Board Commitment Form

The Commission suggested implementing a Board Commitment Form for Board Members to have a better understanding of their role. See draft. Making sure members are aware of by-laws, the mission, participation, Head of School evaluation, ambassadorship, and serving on committees.

Regarding financial commitment, the Board will decide on an agreed-upon amount or threshold. The board will do a survey.

Finalize the draft by the September meeting. Any edits or additions and/or comments, email Cassie Anderson and/or Myra Keast by the 2nd week of September.

E. Discuss SY 25-26 Board Meeting Times

Cassie Anderson would like to see improvement in the In-person attendance of Board members at monthly meetings, and strongly suggests that they at least attend in person once every quarter. It is understood that a Board member may sometimes attend virtually due to travel, etc.

The Board also would like to encourage attendance from members of the school community.

- Promote board meetings to the school parents (calendar, newsletter)
- Invite the CAT team (parent group) or a representative
- Invite the student council to present

F. Review Expectations for Board Trainings

New Board members have to complete the required annual board training by October

Myra Keast will email all the links to the Board. Once completed, provide proof of completion to Cassie Anderson and Myra Keast.

G. Board Committees

Cassie Anderson aims to improve the implementation of Board committees.

Table discussion to the September meeting.

Note: The Finance Committee is next week. Send invites to Ron Poplawski and Javier Medina, new Board members.

III. Head of School Update

A. Enrollment

Enrollment Update as of this date:

- 908 students
- over 100 students on the waitlist
- continues to actively recruit as well

B. Hiring & Staffing

Pending Offers:
1-Math Intervention (K-5) small groups or 1:1 support
1-Instructional Assistant
1-Building Sub

Staff Training starts 8/20/25-8/21/25 for new hires (Teachers and IAs)
All teachers return on 8/22/25, which is the start of their contract.
All staff return

New hires:

- 3 teachers in Primary
  - 1 resigned and was replaced
  - 1 replacement- the teacher moved from Kindergarten to STEAM
  - 1 additional first-grade classroom teacher
- 1 Math Literacy coach

- 5 in Secondary
  - 2 resigned and were replaced
  - 3 hired for new roles: Social Studies, Physics, and ELA

The Math Coach will cover until the Math Interventionist is hired. Support starts in the 2nd week of September.

Positions that are contracted out: (1) SLP, OT, PT, and Psychologist

Hiring for a School Psychologist role has been difficult.

Ashley suggests developing someone internally, which could be a 2-year program. SIA does not have anyone on staff at this time.

John Pell will look into Whitworth's program.

Russ Battiata joins at 12:55 pm.

C. Head of School Goals

Morgen Flowers-Washington will present this item at the September meeting.

D. School-Wide Goals

Morgen will present goals in September

IV. 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 12:55 PM.

Respectfully Submitted,
Javier Medina