APPROVED

Spokane International Academy

Minutes

Monthly Board Meeting

November

Date and Time
Wednesday November 19, 2025 at 4:30 PM

Location
Spokane International Academy, Media Center
777 E Magnesium Rd. Spokane, WA 99208

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

Directors Absent
David James, John Pell, Maureen Rosette

Directors who left before the meeting adjourned
Charina Carothers

Guests Present
Amy Bonanno, Morgen Flowers-Washington, Myra Keast, Nicole Peterson (remote), Sam Schweda, Seth Bilesky

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 19, 2025 at 4:35 PM.

II. Consent Agenda

A. October Minutes

Ashlee Lent made a motion to approve the minutes from Monthly Board Meeting on 10-22-25.
Charina Carothers seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. October Financials

C. Policy 3416/3416P

D. Policy 3245

Although this policy does not currently apply to SIA, it is essential that we put it in place.

E. Policy 2020/2020P

The policy is in place; procedure was added.

F. Grade Acceleration Policy

G. Approve Consent Agenda Items

Ashlee Lent made a motion to Approve Consent Agenda Items B-G.
Charina Carothers seconded the motion.
The list of policies submitted for Board vote today was provided by the WA Charter School Commission as critical policies to ensure compliance. SIA uses model policies from WSSDA and are edited to conform to SIA policies.

For future reference, the Board asks to highlight or identify revisions to existing policies.
The board **VOTED** unanimously to approve the motion.

III. Enrollment Update

A. Enrollment Report

- 25-26 FTE as of this date: 848.87
- 25-26 Headcount as of this date: 861
- 12 Running Start students are not counted in the above numbers

- Two new students will starts 2nd grade next week.

IV. Facilities

A. Facilities Report

See the full presentation provided by Brad DeJager, Director of Facilities.

The following were briefly discussed and highlighted:
Projects within the las 12-15 months:

- Clean Buildings Act of WA
  - Compliance Deadline - June 1, 2027
  - EUI Target is 47; currently at 47.7 between July 2024-June 2025
  - Compliance documents due in Summer 2026
- Building Compliance and Inspections
  - Ongoing projects such as elevator, fire alarm, fire sprinkler system, fire extinguishers, and SRHD annual inspections
- Recent Improvements
  - Building Insulation
  - Insulated cooling tower lines and added heat trace lines
  - 10 new water source heat pumps
    - 8 in Summer 2024
    - 2 in Summer 2025
  - Cooling tower
    - Rebuilt cell #2; new heater in cell #3
- Growth Challenges
  - Parking
  - Building damage
  - IT Network capacity -estimated cost to replace equipment is $200,000
- IT Projects
  - Purchased 300 new Chromebooks in the last two years
  - Additional 100 new Chromebooks arriving in December
  - Older Chromebooks will have to go to surplus
  - RFP for Internet expires in June 2026
    - Brad is gathering documentation to submit
  - Firewall
- Facilities Projects
  - Playground rock removal and reseeding completed in August 2025
  - Picnic tables for playground arriving in December
  - Painting of classrooms and bathrooms completed in August 2025
  - Replace front door closer

V. Head of School Report

A. HOS November Update & HOS School Goals Update

Refer to the November Update provided by Morgen Flowers-Washington, Head of School.

Morgen focused the discussion on the Head of School Goals.

Five Goals - On Track

1. **Build Systems for Data-Driven Decision Making -** in partnership with Simplicity Ed to strengthen SIA systems for data-driven decision-making.
2. **Develop a Succession and Continuity Plan -** The initial phase is now complete, including the development of both the formal Board policy version and the internal operations guide that outlines key roles and responsibilities for leadership continuity.
3. **Ensure Adherence to ARCs and End-of-Year Academic & Organizational Goals -** ARC one completed; now entering ARC 2
4. **Ensure Enrollment Stability and Fiscal Responsibility -** enrollment remains steady and school is in sound financial stability
5. **Explore the Feasibility of Expansion for Middle and High School**
    1. **Developing "Portrait of an SIA Graduate" framework**
    2. Ongoing enrollment and marketing efforts; targeting additional 25 students in Grades 6-12 next school year
    3. Adding one Kindergarten class next school year

B. Giving Tuesday

GivingTuesday is on December 2nd. Campaign has begun and has been promoted via direct emails and social media.

C. 25-26 Calendar

As always, you are invited to visit the school and attend any of the school events. Let Myra Keast know if you wish to attend any of our events.

VI. Governance

A. Board Committees-Report

Board committees have been formed.

- Governance Committee will meet on November 20th
- Finance Committee meets monthly one week prior to the Board meeting
- Academics Committee will meet on December 4th
- DEI Committee met on November 14th and will present at the March 25th Board meeting

Let Myra Keast know when your committee will be presenting at a future board meeting.

B. Trainings

As of this date, two Board members have not completed their compliance training.

C. Board Resignation

Bob Castle, Vice Chair, resigned from the Board on November 7, 2025.

Ron Poplawski is interested in taking the Vice Chair role, if no one else is interested.

Cassie Anderson would like to expand the Board, and will be meeting with one school parent who is interested in joining.

The board would also like to see a youth board member in the future; possibly high school students.
Charina Carothers left at 5:38 PM.
Nicole Peterson, Staff, left at 5:40 PM
Amy Bonanno, Staff, let at 5:45 PM

VII. 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 5:53 PM.

Respectfully Submitted,
Cassie Anderson

Documents used during the meeting

- Average_Enrollment_11-25.pdf
- Facilities Update November 2025.pdf

- _Head of School Update- November 2025.pdf

The next Board meeting will be on Wednesday, December 17, 2025, at 4:30 PM, Spokane International Academy, Media Center.