APPROVED

Spokane International Academy

Minutes

Monthly Board Meeting

March

Date and Time
Wednesday March 25, 2026 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
Javier Medina

Guests Present
Amy Bonanno, SPED Teacher, Carley Walker, SPED Teacher (remote), Evelyn Caine, ASB Secretary, Kaye Schaich, Harlows, Lis Kraus, ASB Advisor, Morgen Flowers-Washington, Myra Keast, Sam Schweda

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 25, 2026 at 4:33 PM.

II. Consent Agenda

A. February Minutes

Guillermo Espinosa made a motion to approve the minutes from Monthly Board Meeting on 02-25-26.
Ron Poplawski seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. February Financials

C. Board Resolution: Supplemental Pay for Special Education Teachers

D. Approve Consent Agenda Items

Guillermo Espinosa made a motion to approve the Consent Agenda.
Ron Poplawski seconded the motion.
Cassie Anderson pulled out item C (Board Resolution for Special Education teachers) from the consent agenda for further review and discussion. Since the written resolution was not provided today, the Board will table this item and schedule a special board meeting next week.
The board **VOTED** unanimously to approve the motion.

III. Public Comment

A. Harlow's

Harlow's representative, Kaye Schaich, provided a brief report regarding transportation.

- 315 days without minor or major accidents or incidents while on the road
- transported SIA students for 38,000 miles as of date
- appreciates the quick response and support from school officials regarding conduct reports and student behavior for a safe environment for drivers and students.

IV. ASB Monthly Report

A. ASB Update

ASB Secretary, Evelyn Caine, reported.

Hair Policy implementation

- Highly successful
- No negative impact on school culture
- Increased student satisfaction and self-expression

Coffee Cart/Phoenix Cart, an ASB fundraiser

- Upgrades to materials, equipment, and storage have been completed
- Sales remain low due to cash-only payment restrictions
- There is a strong demand for card/tap-to-pay from both students and staff
- Past data (last year) shows that electronic payments significantly increased revenue
- Long-term, the coffee cart could develop into a more structured job training program, possibly even evolving into a DECA program, which would give high school students valuable, real world experience

Student Postings and Expression Policy

- Nearing completion—there is a final review in progress, and will be shared with administration soon for feedback

Other fundraisers

- Flower Baskets - can be purchased online via the school website
- Myra Keast will send the link to the board

V. Enrollment 26-27

A. 26-27 Enrollment Update

Re-enrollment occurred on March 20th. Early records show:

- Re-enrollment goal is 86%; actual re-enrollment is 90.14% as of this date
- 60.32% of 8th graders are returning for high school next year; an increase from last year

- 84% of 9th graders are returning for 10th grade next year; a decrease from last year

Reasons for students and families not returning:

- Sports
- Decision to attend their neighborhood schools
- Not interested in pathways offered at SIA

Enrollment for new students is now closed. Lottery will take place on the week of April 13th. Families will be notified via text or email. They have 10 days to accept their offers.

Kindergarten enrollment is lower this year, which can be attributed to low birth rate. We marketed to preschools by dropping off informational packets to many preschools in the area. Packets were mailed to elementary and middle schools as well.

VI. Staffing

A. Staffing Update

Staffing considerations survey were sent out to the staff on February 27th. Staff two weeks to complete the survey. The survey helps the administrators with budgeting and scheduling. The survey is non-binding.

On the week of May 18th, the Intent to Return (binding) will be sent out to the all staff.

VII. E-Rate Service Proposal

A. Proposal from Fat Beam for Board Vote

CFO Sam Schweda reported that SIA has begun a new funding cycle under the federal E-Rate program, which provides support to eligible K–12 public schools and libraries for certain telecommunications and internet access services, as well as related equipment. As part of the competitive bidding process, SIA posted FCC Form 470 requests through the USAC EPC portal for internet access services at the school and home office, as well as for eligible internet-related equipment.

For internet service at the school, five vendors submitted proposals. One proposal was determined to be non-responsive and was therefore not scored. The remaining proposals were evaluated using the established bid rubric, and CFO Schweda recommended awarding the contract to Fatbeam for 3 Gbps internet service.

For internet service at the home office, four vendors submitted proposals. Those proposals were also evaluated using the same bid rubric, and the recommendation was made to award the contract to Fatbeam for 500 Mbps internet service.

Ashlee Lent moved to approve the award of the internet service contracts as recommended. Guillermo Espinosa seconded the motion. The motion carried.

For the eligible equipment procurement, two vendors submitted proposals. Based on the bid evaluation, including price as the primary factor, CFO Schweda recommended awarding the contract to Ednetics.

Guillermo Espinosa moved to approve the recommendation and award the contract to Ednetics. Charina Carothers seconded the motion. The motion carried.
Ashlee Lent made a motion to approve the award of the internet service contracts as recommended.
Guillermo Espinosa seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 471 Submission

For the eligible equipment procurement, two vendors submitted proposals. Based on the bid evaluation, including price as the primary factor, CFO Schweda recommended awarding the contract to Ednetics.

Guillermo Espinosa made a motion to approve the recommendation and award the contract to Ednetics.
Charina Carothers seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Head of School Goals

A. HOS Goals Update

Javier Medina left at 5:49 PM.
Morgen Flowers-Washington provided a report on the progress of meeting her school goals.

Goal 1: Build Systems for Data-Driven Decision Making

- **Data Dashboard - gives teachers access to student's current information. It shows academic progress or grade, attendance, behavior, etc.**

Goal 2: Develop a Succession and Continuity Plan

- **Draft was created in the fall**
- **Plan was finalized and approved by the board in the winter**
- **This spring, Morgen plans to test the plan through a "tabletop exercise" scenario to confirm readiness.**

Goal 3: Ensure Adherence to ARC

- **On track; currently on ARC 3**

Goal 4: Ensure Enrollment Stability and Fiscal Responsibility

- Currently working on budget; especially for not being granted by the state the enrichment fund.
- Present feasibility study and recommendations (budget, timeline, next steps).

IX. Head of School Report

A. March Update

There were no questions from the Board.

B. Upcoming Events

Calendar invites were sent regarding upcoming graduation events.

X. Budget

A. YTD Budget Update

Sam Schweda reported as shown on the February 2026 Budget Status report:

- Upgraded/increased SIA's rating
- Enrichment funding in April
- 22% of statement received in June, July, August
- 50% of actual spent
- Afton reviewed the budget
- Private fund for staff appreciation
- ASB has healthy funds to continue with planned activities throughout the year

XI. Governance

A. Board Recruitment

The Board is currently recruiting Board members. Send your referrals to Cassie for review.

B. Board Election

If you are interested in any of these positions, let Cassie know as soon as possible.

- Board Chair
- Vice Chair
- Secretary
- Treasurer

C. Teacher Appreciation Week

Teacher Appreciation Week is on May 4th-May 8th. Traditionally, the board sponsors lunch on one of the days.

The Board agreed on providing lunch (date tbd).

XII. 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 6:05 PM.

Respectfully Submitted,
Cassie Anderson

Documents used during the meeting

None