



## Griffin School District #324

### Griffin School Board Study Session

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#### Date and Time

Wednesday March 11, 2026 at 6:00 PM PDT

#### Location

Griffin School Library

[Attend via Zoom](#)

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[Zoom Link](#)

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#### Agenda

Purpose                      Presenter

#### I.    Opening Items

- A.   Record Attendance
- B.   Call the Meeting to Order
- C.   Pledge of Allegiance & Land Acknowledgement
- D.   Approval of Agenda

Vote

#### II.   New Business

- A.   District Calendar: 2026-2027

Discuss

Kirsten Rue

|   | Purpose | Presenter      |
|---|---------|----------------|
| <b>B.</b> Health Curriculum Adoption                              | Discuss | Rebekah Keiser |
| <b>C.</b> Sports: Pay to Play                                     | Discuss | Erin Hagen     |
| <b>D.</b> Griffin School District Surplus Inventory               | Discuss |                |
| <b>III. New Policy</b>  |         |                |
| <b>IV. Policy Updates</b>   |         |                |
| <b>A.</b> 2108 Remediation Programs / Learning Assistance Program | Discuss |                |
| <b>B.</b> 6220 Bid or Request for Proposal Requirements           | Discuss |                |
| <b>C.</b> 6511 Staff Safety                                       | Discuss |                |
| <b>V. Policy Review</b>   |         |                |
| <b>A.</b> 6250 Cellular Phones                                    | Discuss |                |
| <b>VI. Policy Removal</b>   |         |                |
| <b>VII. Superintendent Updates</b>                                |         |                |
| <b>A.</b> Superintendent Kirsten Rue                              | FYI     |                |
| <b>VIII. Closing Items</b>  |         |                |
| <b>A.</b> For the Good of the Order                               |         |                |
| <b>B.</b> Adjourn Meeting   | Vote    |                |

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*"Where students thrive, feel valued, and shape a better world."*

# Coversheet

## Pledge of Allegiance & Land Acknowledgement

**Section:** I. Opening Items  
**Item:** C. Pledge of Allegiance & Land Acknowledgement  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Land Acknowledgement.pdf

## **Land Acknowledgement**

The land we gather on today is the homeland of the Squaxin Island people. The people have existed here since time immemorial, populating the bays and inlets in massive longhouses and seasonal villages in countless numbers. They appropriately call themselves “The People of the Water”, because of the bounty of the region’s waterways, which have carried and sustained their people for millennia.

As a tribe, the people continue to work and thrive on these lands, contributing immensely to the cultural and economic wealth of the region.

The Squaxin people are still here today, thriving. The resiliency of these people past and present is acknowledged as we gather here today, and in this recognition of the lands we stand on let us commit to honoring them as they continue to uphold their traditions and culture, a culture that enriches our community like nothing else.

# Coversheet

## District Calendar: 2026-2027

**Section:** II. New Business  
**Item:** A. District Calendar: 2026-2027  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** \*DRAFT\* 2026-2027 GSD Calendar NOT BOARD APPROVED.pdf

| September 2026 |    |    |    |    |    |    | 20 |
|----------------|----|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |    |
|                |    | 1  | 2  | 3  | 4  | 5  |    |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |    |
| 12             | 14 | 15 | 16 | 17 | 18 | 19 |    |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |    |
| 27             | 28 | 29 | 30 |    |    |    |    |

- 2 First Day of School
- 2-3 Elementary Family Meetings
- 7 Labor Day
- 9 School Board Study Session
- 23 School Board Meeting

| March 2027 |    |    |    |    |    |    | 23 |
|------------|----|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |    |
|            | 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |    |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |    |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |    |
| 28         | 29 | 30 | 31 |    |    |    |    |

- 10 School Board Study Session
- 24 School Board Meeting

| October 2026 |    |    |    |    |    |    | 22 |
|--------------|----|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |    |
|              |    |    |    | 1  | 2  | 3  |    |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |    |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |    |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |    |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |    |

- 7 School Board Study Session
- 21 School Board Meeting
- 26-30 Conference Week: 1/2 Days

| April 2027 |    |    |    |    |    |    | 17 |
|------------|----|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |    |
|            |    |    |    | 1  | 2  | 3  |    |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |    |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |    |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |    |
| 25         | 26 | 27 | 28 | 29 | 30 |    |    |

- 5-9 Spring Break
- 14 School Board Study Session
- 28 School Board Meeting

| November 2026 |    |    |    |    |    |    | 17 |
|---------------|----|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |    |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |    |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |    |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |    |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |    |
| 29            | 30 |    |    |    |    |    |    |

- 4 School Board Study Session
- 11 Veterans Day
- 18 School Board Meeting
- 25-27 Thanksgiving Break

| May 2027 |    |    |    |    |    |    | 19 |
|----------|----|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |    |
|          |    |    |    |    |    | 1  |    |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |    |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |    |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |    |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |    |
| 30       | 31 |    |    |    |    |    |    |

- 12 School Board Study Session
- 26 School Board Meeting
- 28 Snow Make-up Day (if needed)
- 31 Memorial Day

| December 2026 |    |    |    |    |    |    | 14 |
|---------------|----|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |    |
|               |    | 1  | 2  | 3  | 4  | 5  |    |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |    |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |    |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |    |
| 27            | 28 | 29 | 30 | 31 |    |    |    |

- 2 School Board Study Session
- 16 School Board Meeting
- 21-31 Winter Break

| June 2027 |    |    |    |    |    |    | 11 |
|-----------|----|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |    |
|           |    | 1  | 2  | 3  | 4  | 5  |    |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |    |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |    |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |    |
| 27        | 28 | 29 | 30 |    |    |    |    |

- 4 Report Card 1/2 Day
- 9 School Board Study Session
- 15 Last Day 1/2 Day
- 18 Juneteenth (Observed)
- 23 School Board Meeting

| January 2027 |    |    |    |    |    |    | 19 |
|--------------|----|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |    |
|              |    |    |    |    | 1  | 2  |    |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |    |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |    |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |    |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |    |
| 31           |    |    |    |    |    |    |    |

- 1 Winter Break
- 13 School Board Study Session
- 18 M.L. King Day
- 27 School Board Meeting
- 27 Semester 1 Ends
- 28 Semester 2 Begins
- 29 Report Card 1/2 Day

| July 2027 |    |    |    |    |    |    |  |
|-----------|----|----|----|----|----|----|--|
| S         | M  | T  | W  | Th | F  | S  |  |
|           |    |    |    | 1  | 2  | 3  |  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |  |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |  |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |  |
| 25        | 26 | 27 | 28 | 29 | 30 | 31 |  |

- 5 Independence Day (Observed)
- 21 School Board Meeting

| February 2027 |    |    |    |    |    |    | 18 |
|---------------|----|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |    |
|               | 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |    |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |    |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |    |
| 28            |    |    |    |    |    |    |    |

- 10 School Board Study Session
- 15 Presidents' Day
- 16 Mid-Winter (snow makeup day, if needed)
- 22-26 Conference Week: 1/2 Days
- 24 School Board Meeting

| August 2027 |    |    |    |    |    |    |  |
|-------------|----|----|----|----|----|----|--|
| S           | M  | T  | W  | Th | F  | S  |  |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |  |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |  |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |  |
| 29          | 30 | 31 |    |    |    |    |  |

- 4 School Board Study Session
- 18 School Board Meeting

180 Total Number of school days in the calendar month

Conference Week: October 26-30, 1/2 Days (12:15pm release)

Semester 1 Ends: January 27, 2027

Semester 2 Begins: January 28, 2027

Report Card Day: January 29, 2027, 1/2 Day (12:15pm release)

Conference Week: February 22-26, 1/2 Days (12:15pm release)

Report Card Day: June 4, 2027, 1/2 Day (12:15 pm release)

8th Grade Promotion:

PLD Days:

\*School Board Study Sessions: 6pm, Griffin Library

\*School Board Meetings: 6pm, Griffin Cafeteria

\*Please visit [www.griffinschool.us](http://www.griffinschool.us) for Board updates on Times & Locations

# Coversheet

## Health Curriculum Adoption

**Section:** II. New Business  
**Item:** B. Health Curriculum Adoption  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
GSD Formal Recommendation of Superintendent to School Board (MS Health Curriculum).pdf



# GRIFFIN SCHOOL DISTRICT #324

6530 33rd Avenue NW, Olympia, Washington 98502

(360) 866-2515

[www.griffinschool.us](http://www.griffinschool.us)

## Formal Recommendation of Superintendent

|  |   |
|--|---|
| <b><u>SUBJECT MATTER</u></b>   | Middle School Health  |
| <b><u>APPLICABLE REGULATIONS</u></b><br><i>(LINK: RCW, POLICY, CBA, HANDBOOK ETC.)</i> | <a href="#">Policy 2020</a> , <a href="#">2020P</a>   |
| <b><u>ACCOMPANYING DOCUMENTATION</u></b>   | <ul style="list-style-type: none"> <li><a href="#">G-W Essential Health Skills for Middle School</a></li> <li> GRIFFIN SCHOOL - ESSTL HEALTH FOR MS 2...</li> </ul> |
| <b><u>CONNECTION TO STRATEGIC PLAN</u></b>   | 1.C.i. Adopt and utilize a high quality curriculum that is research-based, standards-aligned, culturally responsive, and accessible for all learners.               |

### RECOMMENDATION TO THE BOARD OF DIRECTORS

Review and approve the recommendation from the Instructional Materials Committee to adopt the G-W Essential Health Skills for Middle School.

### RATIONALE

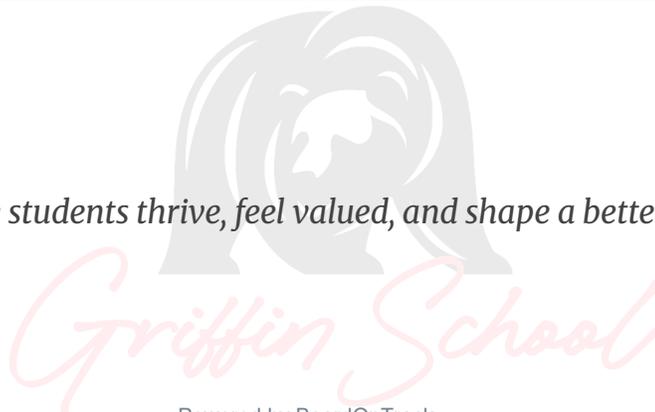
The Instructional Materials Committee (IMC) review process:

- **Research:** The IMC researched Health curriculum available and utilized in area school districts to ensure the selection of a modern, evidence-based program that meets 2026 standards
- **Pilot Feedback:** The curriculum was piloted at Griffin during 1st Semester.
- **Bias:** IMC screened for Bias using the WA-ScreeningForBiasedContent.pdf to ensure an inclusive, culturally responsive learning experience for most demographic groups.
- **Parent Input:** Integrated **two parent representatives** as active IMC voting members.

**SUPERINTENDENT SIGNATURE:**

**DATE:**

*“Where students thrive, feel valued, and shape a better world.”*



# Coversheet

## Sports: Pay to Play

**Section:** II. New Business  
**Item:** C. Sports: Pay to Play  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
GSD Formal Recommendation of Superintendent to School Board (Pay to Play).pdf



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## Formal Recommendation of Superintendent

| <p><b><u>SUBJECT MATTER</u></b></p>   | <ul style="list-style-type: none"> <li>Pay to Play for Sports</li> </ul>  |                          |   |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
|---|---|--------------------------|---|--------------------------|----------|---------|------|-----|--------|----------------|------|------|---|---------|------|------|-----------|----------|------|------|-----------|-------------|------|--------------|--|---------|-------------|------|-----------|-----------|------|-------------|---|
| <p><b><u>APPLICABLE REGULATIONS</u></b><br/>(LINK: RCW, POLICY, CBA, HANDBOOK ETC.)</p> | <ul style="list-style-type: none"> <li>In Washington state, a "Pay to Play" structure is legally categorized as a fee for "optional noncredit extracurricular events." Per <a href="#">RCW 28A.325.010</a>, school boards have the authority to establish these fees to help defray the costs of athletics, social, or cultural activities.</li> <li>The district must provide access for students and waive fees to meet the requirements of HB 1660.</li> </ul>   |                          |   |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
| <p><b><u>ACCOMPANYING DOCUMENTATION</u></b><br/>(if applicable)</p>                     | <p>Sports fees in surrounding districts:</p> <table border="1"> <thead> <tr> <th>District</th> <th>ASB Card Fee</th> <th>Sports Participation Fee</th> <th>Fee Type</th> </tr> </thead> <tbody> <tr> <td>Griffin</td> <td>\$20</td> <td>\$0</td> <td>No fee</td> </tr> <tr> <td>North Thurston</td> <td>\$25</td> <td>\$60</td> <td>Annual (Covers all sports for the year)</td> </tr> <tr> <td>Olympia</td> <td>\$40</td> <td>\$60</td> <td>Per Sport</td> </tr> <tr> <td>Tumwater</td> <td>\$40</td> <td>\$85</td> <td>Per Sport</td> </tr> <tr> <td>North Mason</td> <td>\$30</td> <td>\$50 – \$100</td> <td>\$100 for Football; \$50 for all others.</td> </tr> <tr> <td>Shelton</td> <td>\$25 – \$40</td> <td>\$50</td> <td>Per Sport</td> </tr> <tr> <td>Grapeview</td> <td>\$20</td> <td>\$25 – \$50</td> <td>Often lower due to smaller program scale.</td> </tr> </tbody> </table> | District                 | ASB Card Fee                              | Sports Participation Fee | Fee Type | Griffin | \$20 | \$0 | No fee | North Thurston | \$25 | \$60 | Annual (Covers all sports for the year) | Olympia | \$40 | \$60 | Per Sport | Tumwater | \$40 | \$85 | Per Sport | North Mason | \$30 | \$50 – \$100 | \$100 for Football; \$50 for all others. | Shelton | \$25 – \$40 | \$50 | Per Sport | Grapeview | \$20 | \$25 – \$50 | Often lower due to smaller program scale. |
| District  | ASB Card Fee  | Sports Participation Fee | Fee Type                                  |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
| Griffin   | \$20  | \$0                      | No fee                                    |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
| North Thurston  | \$25  | \$60                     | Annual (Covers all sports for the year)   |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
| Olympia   | \$40  | \$60                     | Per Sport                                 |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
| Tumwater  | \$40  | \$85                     | Per Sport                                 |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
| North Mason   | \$30  | \$50 – \$100             | \$100 for Football; \$50 for all others.  |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
| Shelton   | \$25 – \$40   | \$50                     | Per Sport                                 |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
| Grapeview   | \$20  | \$25 – \$50              | Often lower due to smaller program scale. |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
| <p><b><u>COUNCIL FROM ATTORNEY OR INSURANCE CO.</u></b> (if applicable)</p>             | <ul style="list-style-type: none"> <li></li> </ul>  |                          |   |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |
| <p><b><u>CONNECTION TO STRATEGIC PLAN</u></b><br/>(if applicable)</p>                   | <ul style="list-style-type: none"> <li>Responsible Fiscal &amp; Operational Management</li> </ul>   |                          |   |                          |          |         |      |     |        |                |      |      |   |         |      |      |           |          |      |      |           |             |      |              |  |         |             |      |           |           |      |             |   |

### RECOMMENDATION TO THE BOARD OF DIRECTORS

It is recommended that the Board of Directors approve the implementation of a "Pay to Play" fee structure for middle school athletics, effective [September 1, 2026, Girls Volleyball/Boys Soccer Season]. This structure shall include a **\$40.00** participation fee per sport, an annual family cap of **\$150.00**, and a required **\$25.00** annual ASB card. In full compliance with HB 1660, all fees shall be automatically waived for students eligible for Free and Reduced-Price Meals upon receipt of parental consent to share financial data.

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6530 33rd Avenue NW, Olympia, Washington 98502

(360) 866-2515

[www.griffinschool.us](http://www.griffinschool.us)

## RATIONALE

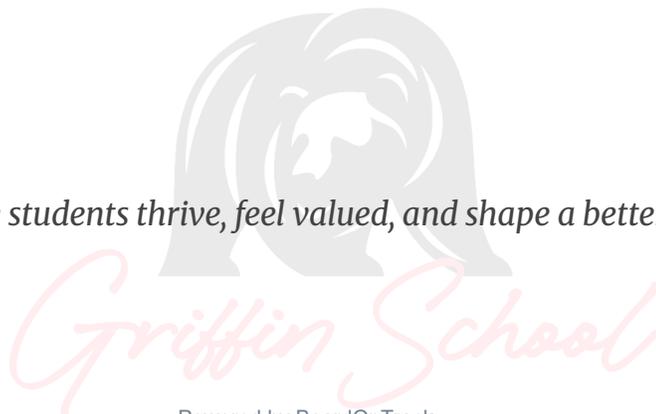
**1. Fiscal Sustainability and Program Preservation** The cost of middle school athletics - including coaching, officiating, transportation, and equipment continues to rise. By establishing a modest participation fee, the district creates a dedicated revenue stream that directly supports these programs. This "user-supported" model allows the district to preserve a wide variety of sports offerings even during periods of general fund tightening, ensuring that athletics remain a stable part of the middle school experience.

**2. Regional Alignment and Market Consistency** A review of neighboring districts in Thurston and Mason Counties (including Shelton, North Mason, and Olympia) indicates that a fee of **\$50–\$60 per sport** is the regional standard. Aligning our fees with our neighbors' ensures that our programs are neither undervalued nor priced beyond the community's expectations. This consistency is vital for maintaining public trust and ensuring our financial policies reflect the norms of the local educational landscape.

**3. Equitable Access and Legal Compliance (HB 1660)** This proposal moves beyond old "scholarship" models by integrating the requirements of **HB 1660**. By creating an automatic waiver process, we remove the "poverty barrier" and the social stigma formerly associated with requesting financial aid. This ensures that every student, regardless of their family's financial status, has the same opportunity to reap the proven benefits of middle school sports: increased school engagement, improved academic performance, and the development of essential social-emotional skills.

|                           |       |
|---------------------------|-------|
| SUPERINTENDENT SIGNATURE: | DATE: |
|---------------------------|-------|

*"Where students thrive, feel valued, and shape a better world."*



# Coversheet

## Griffin School District Surplus Inventory

**Section:** II. New Business  
**Item:** D. Griffin School District Surplus Inventory  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Griffin School District Surplus 2026.pdf

Griffin School District #324 - Griffin School Board Study Session - Agenda - Wednesday March 11, 2026 at 6:00 PM

| Timestamp         | Email Address     | Quantity | Item Category     | Item Description and Manufacturer                     | Copyright or Estimated Date of Purchase | Serial Number                                   | Model   | Tag Number        | Location or Room Number | Condition  | How is the item marked for surplus and where is it located?             | ISBN (International Standard Book Number) |
|-------------------|-------------------|----------|-------------------|---|---|---|---------|-------------------|-------------------------|------------|---|---|
| 5/30/2025 15:00:  | hlopeke@griffins  | 3        | Other             | Old Science Kits                                      | Not known                               | n/a   | n/a     | n/a               | Outside Classroom       | Poor       | There are three n/a   |   |
| 6/3/2025 10:43:4  | hlopeke@griffins  | 2        | sets of teacher   | Journey's Teache                                      | 2015                                    | ISBN: 978-0-7609-9401-6                         |         |                   | Outside of room         | Fair       | Marked outside / 978-0-7609-9401-6                                      |   |
| 6/12/2025 9:46:2  | palmer@griffins   | 1        | AV                | Toshiba Color TV                                      | JULY 2004                               | 9451A4333 E                                     | 27A34   | Griffin Tag #2840 | Music                   | Good       | Yellow sticky with "SURPLUS" on it. Located near the music room office. |   |
| 6/12/2025 15:13:  | atanaka@griffins  | 28       | Text Books        | We the People -                                       | copyright 2007                          | 002252, 002217, 002223, 002137, 002139, 002251, |         |                   | Room 404                | Good       | The books are in ISBN 0-89818-173-9                                     |   |
| 6/12/2025 15:20:  | atanaka@griffins  | 30       | Text Books        | A Dream of Free                                       | 2004                                    | 008730, 008729, 008743, 008726,                 |         |                   | 008701, 008733,         | Room 404   | Good  | The books are in ISBN 987-0-439-57678-9   |
| 6/12/2025 15:23:  | atanaka@griffins  | 64       | Text Books        | iReady Classroom                                      | 2024                                    |   |         |                   | Main Office             | Good       | The books are in ISBN 978-1-7280-4678-5                                 |   |
| 11/19/2025 14:16  | merchant@griffin  | 6        | Units 15-20/34-3  | Readwell Kinder c 2009                                |   |   |         |                   | 106                     | Good       | Readwell K/Units 15-20 Books/Room106                                    |   |
| 11/19/2025 14:34  | merchant@griffin  | 6        | Units 28-41       | Readwell Kinder c 2009                                |   |   |         |                   | Room 106                | Good       | Readwell K/Units 9-14/#books 28-41 per unit                             |   |
| 11/20/2025 9:24:  | amalpicia@griffin | 11       | storybooks, 11    | Text Books  |   |   |         |                   |                         | 215        | Good  |   |
| 11/20/2025 9:30:  | amalpicia@griffin | 14       | books, 10-25      | Text Books  |   |   |         |                   |                         | 215        | Good  |   |
| 11/20/2025 9:34:  | amalpicia@griffin | 6        | books, 10-25      | e Text Books  |   |   |         |                   |                         | 215        | Good  |   |
| 11/20/2025 9:35:  | amalpicia@griffin | 40       | Text Books        |   |   |   |         |                   |                         | 215        | Good  | Room 215, note                            |
| 11/20/2025 9:39:  | amalpicia@griffin | 30       | Text Books        |   |   |   |         |                   |                         | 215        | Good  | Note 215                                  |
| 11/20/2025 9:51:  | amalpicia@griffin | 7        | books 10-25       | e Text Books  |   |   |         |                   |                         | 215        | Good  | Note 215                                  |
| 11/20/2025 9:52:  | pcwhitney@griffin | 240      | Text Books        | Read Well Lv 1  | Unk                                     |   |         |                   | Rm 215                  | Fair       | Rm 215 near door  |   |
| 11/20/2025 9:56:  | amalpicia@griffin | 4        | books 15-30       | e Text Books  |   |   |         |                   |                         | 215        | Good  | Note 215                                  |
| 11/20/2025 9:58:  | pcwhitney@griffin | 75       | Text Books        | Read Well + mis                                       | Unk                                     | N/A   |         |                   | Rm 215                  | Fair       | Rm 215 near door  |   |
| 11/20/2025 10:01  | amalpicia@griffin | 5        | books, 20-30      | e Text Books  |   |   |         |                   |                         | 215        | Good  | Note 215 inside door                      |
| 11/20/2025 10:05  | amalpicia@griffin | 50       | Text Books        |   |   |   |         |                   |                         | 215        | Good, Fair  | Inside door                               |
| 11/20/2025 10:05  | pcwhitney@griffin | 45       | Text Books        | Misc books  | Unk                                     |   |         |                   |                         | 215        | Fair  | Rm 215 near door                          |
| 11/20/2025 10:11  | pcwhitney@griffin | 48       | Text Books        | Math books  | Unk                                     |   |         |                   |                         | 215        | Fair  | Rm 215 near door                          |
| 11/20/2025 10:11  | amalpicia@griffin | 13       | books             | McGraw hill and                                       | 2009                                    |   |         |                   |                         | 215        | Fair  | Inside door 215                           |
| 11/20/2025 10:12  | pcwhitney@griffin | 28       | Text Books        | Math books  | Unk                                     |   |         |                   |                         | 215        | Fair  | Rm 215 near door                          |
| 11/20/2025 10:16  | amalpicia@griffin | 22       | Text Books        | Read well 2 teach                                     | 2009                                    |   |         |                   |                         | 215        | Good  | Inside door 215                           |
| 11/20/2025 11:04  | amalpicia@griffin | 100      | Text Books        | Read well spellin                                     | 2009                                    |   |         |                   |                         | 215        | Good, Fair  | Inside room 215                           |
| 11/20/2025 13:33: | merchant@griffin  | 1        | Units 1-8 storybo | Text Books  |   |   |         |                   | 106                     | Good       | Readwell K/Units 1-8 storybooks/27-40 books per unit                    |   |
| 11/20/2025 14:56  | merchant@griffin  | 1        | One box           | Text Books  |   |   |         |                   | 106                     | Fair       | Misc. Readwell K/Guides   |   |
| 11/21/2025 12:11  | klerra@griffins   | 1        | Equipment         | Printer   | 2022                                    | Unknown   | Unknown |                   | Unknown                 | Fair       | Kim's Office  |   |
| 11/21/2025 12:52  | knixon@griffins   | 3        | Text Books        | 23r   |   | 2e3r  | 23r     |                   | 23r                     | Good       |   |   |
| 11/24/2025 14:55  | knixon@griffins   | 8        | Technology Misc   | Epson 475 Short throw projector w/mount and remot     |   |   |         | 475               | MDF                     | Fair       | Boxed and in MDF  |   |
| 11/24/2025 14:54  | knixon@griffins   | 4        | Technology Misc   | Epson 585 Short throw projector w/mount and remote    |   |   |         |                   | MDF                     | Fair       | All boxed in MDF  |   |
| 11/24/2025 14:55  | knixon@griffins   | 11       | Technology Misc   | Epson 675 Short throw projector w/mount and remot     |   |   |         | 675               | MDF                     | Fair       | Boxed and in MDF  |   |
| 11/24/2025 15:41  | knixon@griffins   | 1        | Technology Misc   | H P 4014n Laser Printer                               |   |   | 4014n   |                   | KlinCloset              | Fair       |   |   |
| 11/24/2025 15:42  | knixon@griffins   | 1        | Technology Misc   | HP PageWide Pro 417dw                                 |   |   |         |                   | Klin room               | Fair       |   |   |
| 11/24/2025 15:42  | knixon@griffins   | 1        | Technology Misc   | Hp Officejet Pro 575dw                                |   |   | 575dw   |                   | Klin room               | Fair       |   |   |
| 2/6/2026 10:06:2  | ajones@griffins   | 27       | Text Books        | All Write, Write S Copyright 1998                     |   |   |         |                   | Stage                   | Fair       | Box labeled in s/ 0-669-45979-8   |   |
| 2/6/2026 10:08:0  | ajones@griffins   | 5        | Text Books        | Journeys Teache Copyright 2017                        |   |   |         |                   | Stage                   | Fair       | On stage Box lat: 978-0-544-54383-6                                     |   |
| 2/6/2026 10:10:2  | ajones@griffins   | 1        | Text Books        | Math Connects Copyright 2009                          |   |   |         |                   | Stage                   | Fair       | Labeled in box of 978-0-02-105728-3                                     |   |
| 2/6/2026 10:13:1  | ajones@griffins   | 10       | Text Books        | Decoding Book 1 Read Well Units 1-9                   |   |   |         |                   | Stage                   | Fair       | Labeled in box of 1-59318-528-6   |   |
| 2/6/2026 10:15:3  | ajones@griffins   | 6        | Text Books        | Decoding Book 1 Copyright 2007                        |   |   |         |                   | Stage                   | Fair       | Labeled in box of 1-59318-529-4   |   |
| 2/6/2026 10:16:4  | ajones@griffins   | 10       | Text Books        | Decoding Book 3 Copyright 2007                        |   |   |         |                   | Stage                   | Fair       | Labeled in box of 1-59318-530-8   |   |
| 2/6/2026 10:18:5  | ajones@griffins   | 7        | Text Books        | Decoding book 4 Copyright 2007                        |   |   |         |                   | stage                   | Fair       | Labeled in box of 1-59318-574-x   |   |
| 2/6/2026 10:20:2  | ajones@griffins   | 2        | Text Books        | Activity book 4 R Copyright 2009                      |   |   |         |                   | Stage                   | Fair       | Labeled in box of 1-60218-567-0   |   |
| 2/6/2026 10:23:5  | ajones@griffins   | 5        | Text Books        | Journeys Teache Copyright 2017                        |   |   |         |                   | Stage                   | Fair       | Labeled in box of 978-0-544-54393-5                                     |   |
| 2/6/2026 10:25:3  | ajones@griffins   | 1        | Text Books        | Journeys Teache                                       | 2017                                    |   |         |                   | Stage                   | Fair       | Labeled in box of 978-0-544-54367-6                                     |   |
| 2/6/2026 10:27:0  | ajones@griffins   | 1        | Text Books        | Literacy and Lan unknown                              |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-547-86647-3                                     |   |
| 2/6/2026 10:28:5  | ajones@griffins   | 1        | Text Books        | Journeys Close F                                      | 2017                                    |   |         |                   | Stage                   | Fair       | Labeled in box of 978-0-544-86006-3                                     |   |
| 2/6/2026 10:30:4  | ajones@griffins   | 1        | Text Books        | Journeys Standa unknown                               |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-59322-0                                     |   |
| 2/6/2026 10:32:1  | ajones@griffins   | 1        | Text Books        | Intervention Asses unknown                            |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-59350-3                                     |   |
| 2/6/2026 10:34:0  | ajones@griffins   | 1        | Text Books        | Journeys Benchr                                       | 2005                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-547-87159-2                                     |   |
| 2/6/2026 10:35:3  | ajones@griffins   | 1        | Text Books        | Common core w/ unknown                                |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-547-86576-8                                     |   |
| 2/6/2026 10:37:2  | ajones@griffins   | 2        | Text Books        | Bridges in Mathe                                      | 2007                                    |   |         |                   | stage                   | Fair       | Labeled in box on stage   |   |
| 2/6/2026 10:42:1  | ajones@griffins   | 4        | Text Books        | Number Corner F                                       | 2007                                    |   |         |                   | stage                   | Fair       | Labeled in box on stage   |   |
| 2/6/2026 10:44:0  | ajones@griffins   | 2        | Text Books        | All Write Source                                      | 1998                                    |   |         |                   | stage                   | Fair       | Labeled in box of 0-669-46451-1   |   |
| 2/6/2026 10:45:4  | ajones@griffins   | 1        | Text Books        | Journeys Write ir unknown                             |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-547-87420-3                                     |   |
| 2/6/2026 10:47:0  | ajones@griffins   | 1        | Text Books        | Journeys volume                                       | 2017                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-54341-6                                     |   |
| 2/6/2026 10:48:4  | ajones@griffins   | 26       | Text Books        | Writing Handboo unknown                               |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-547-86453-2                                     |   |
| 2/6/2026 10:52:1  | ajones@griffins   | 13       | Text Books        | Time for kids Bio                                     | 2005                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-06-057611-0                                     |   |
| 2/6/2026 10:55:1  | ajones@griffins   | 49       | Text Books        | Writing Handbook HMH Grade 2                          |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-547-86449-5                                     |   |
| 2/6/2026 10:58:1  | ajones@griffins   | 15       | Text Books        | Journeys HMH G  | 2017                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-54341-6                                     |   |
| 2/6/2026 11:01:4  | ajones@griffins   | 1        | Other             | Number corner components Bridges grade 1 pocket cards |   |   |         |                   | stage                   | Fair       | On stage  |   |
| 2/6/2026 11:10:0  | ajones@griffins   | 1        | Other             | Journeys Grab a unknown                               |   |   |         |                   | stage                   | Fair       | manufacturer box 978-0-547-90723-9                                      |   |
| 2/6/2026 11:11:0  | ajones@griffins   | 1        | Equipment         | Laminator   | 2019                                    |   |         |                   | stage                   | Poor       | on stage  |   |
| 2/6/2026 11:14:5  | ajones@griffins   | 14       | Text Books        | Open Court Reat                                       | 2002                                    |   |         |                   | stage                   | Fair       | Labeled in box of 0-07-569242-2   |   |
| 2/6/2026 11:16:1  | ajones@griffins   | 12       | Text Books        | Our World Our H                                       | 2009                                    |   |         |                   | Stage                   | Poor       | Labeled in box of 1-60218-550-6   |   |
| 2/6/2026 11:20:1  | ajones@griffins   | 50       | Text Books        | Exercise book 4                                       | 2009                                    |   |         |                   | stage                   | Fair       | Labeled in box of 1-60218-563-8   |   |
| 2/6/2026 11:50:3  | ajones@griffins   | 15       | Text Books        | Journeys Grade  | 2017                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-54341-6                                     |   |
| 2/6/2026 11:52:5  | ajones@griffins   | 15       | Text Books        | Journeys HMH G  | 2017                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-54341-6                                     |   |
| 2/6/2026 11:55:5  | ajones@griffins   | 9        | Text Books        | Journeys readers unknown                              |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-59265-0                                     |   |
| 2/6/2026 11:58:0  | ajones@griffins   | 4        | Text Books        | All Write   | 1998                                    |   |         |                   | stage                   | Fair       | Labeled in box of 0-669-45979-8   |   |
| 2/6/2026 11:59:5  | ajones@griffins   | 1        | Text Books        | American Herita                                       | 1985                                    |   |         |                   | stage                   | Fair       | Labeled in box of 0-395-32944-2   |   |
| 2/6/2026 12:04:3  | ajones@griffins   | 9        | Text Books        | Journeys readers unknown                              |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-59265                                       |   |
| 2/6/2026 12:05:1  | ajones@griffins   | 30       | Text Books        | Journeys Close r                                      | 2017                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-86946-2                                     |   |
| 2/6/2026 12:10:1  | ajones@griffins   | 6        | Text Books        | Journeys grade 4                                      | 2017                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-54340-9                                     |   |
| 2/6/2026 12:11:2  | ajones@griffins   | 13       | Text Books        | Journeys Reader unknown                               |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-59262-9                                     |   |
| 2/6/2026 12:12:2  | ajones@griffins   | 1        | Text Books        | Math Connects A unknown                               |   |   |         |                   | stage                   | Fair, Poor | Labeled in box of 978-0-02-106024-5                                     |   |
| 2/6/2026 12:14:1  | ajones@griffins   | 12       | Text Books        | Journeys Grade  | 2017                                    |   |         |                   | Stage                   | Fair       | Labeled in box of 978-0-544-54341-6                                     |   |
| 2/6/2026 12:16:4  | ajones@griffins   | 12       | Text Books        | Journeys Grade  | 2017                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-544-54341-6                                     |   |
| 2/6/2026 12:32:5  | ajones@griffins   | 2        | Other             | Journeys Grab a unknown                               |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-547-90723-9                                     |   |
| 2/6/2026 12:34:1  | ajones@griffins   | 1        | Other             | Journeys Grab a unknown                               |   |   |         |                   | stage                   | Fair       | Labeled in box of 978-0-547-90940-0                                     |   |
| 2/6/2026 13:09:3  | ajones@griffins   | 71       | Text Books        | Read Well Exerc                                       | 2009                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-1-60218-560-9                                     |   |
| 2/6/2026 13:39:5  | ajones@griffins   | 123      | Text Books        | Read Well Decoc                                       | 2007                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-1-59318-526-8                                     |   |
| 2/6/2026 13:41:5  | ajones@griffins   | 24       | Text Books        | Read Well activit                                     | 2014                                    |   |         |                   | stage                   | Fair       | 978-1-62489-037-6   |   |
| 2/6/2026 13:43:2  | ajones@griffins   | 8        | Text Books        | My activity book i                                    | 2014                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-1-62489-041-3                                     |   |
| 2/6/2026 13:52:1  | ajones@griffins   | 9        | Text Books        | Merriam Webster                                       | 2000                                    |   |         |                   | Stage                   | Fair       | Labeled in box of 0-7894-5238-3   |   |
| 2/6/2026 13:55:2  | ajones@griffins   | 5        | Text Books        | Beginning Dictior                                     | 1981                                    |   |         |                   | stage                   | Fair       | Beginning Dictior 0-02-195270-1   |   |
| 2/6/2026 13:56:2  | ajones@griffins   | 66       | Text Books        | Read Well Plus 5                                      | 2009                                    |   |         |                   | stage                   | Fair       | Beginning Dictior 1-60218-559-x   |   |
| 2/6/2026 13:59:4  | ajones@griffins   | 81       | Text Books        | Read Well Plus A                                      | 2009                                    |   |         |                   | Stage                   | Fair       | Labeled in box of 1-60218-558-1   |   |
| 2/6/2026 14:00:4  | ajones@griffins   | 29       | Text Books        | A to Z Mysteries                                      | 1997                                    |   |         |                   | stage                   | Fair       | Labeled in box of 978-679-88168-1                                       |   |
| 2/10/2026 11:07:  | ajones@griffins   | 47       | Text Books        | Read Well Exerc                                       | 2009                                    |   |         |                   | stage                   | Fair       | Labeled in box of 1-60218-560-3   |   |
| 2/10/2026 11:08:  | ajones@griffins   | 59       | Text Books        | Read well exerci                                      | 2009                                    |   |         |                   | stage                   | Fair       | Labeled in box of 1-60218-561-1   |   |
| 2/10/2026 11:12:  | ajones@griffins   | 14       | Text Books        | Read Well Activit                                     | 2009                                    |   |         |                   |                         |            |   |   |

|                                   |    |                 |                                      |      |      |      |      |                   |            |                                     |      |  |
|-----------------------------------|----|-----------------|--------------------------------------|------|------|------|------|-------------------|------------|-------------------------------------|------|--|
| 2/10/2026 11:28: ajones@griffinsd | 38 | Text Books      | Read Well Unit 9                     | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-332-1     |      |  |
| 2/10/2026 11:29: ajones@griffinsd | 23 | Text Books      | Read Well Fnenc                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-476-x     |      |  |
| 2/10/2026 11:30: ajones@griffinsd | 35 | Text Books      | Read Well Lesso                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-337-2     |      |  |
| 2/10/2026 11:32: ajones@griffinsd | 35 | Text Books      | Read Well Unit 3                     | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-338-0     |      |  |
| 2/10/2026 11:33: ajones@griffinsd | 37 | Text Books      | Read Well Units                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-483-2     |      |  |
| 2/10/2026 11:36: ajones@griffinsd | 32 | Text Books      | Read Well Unit 3                     | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-326-7     |      |  |
| 2/10/2026 11:38: ajones@griffinsd | 41 | Text Books      | Read Well Unit 4                     | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-327-5     |      |  |
| 2/10/2026 11:40: ajones@griffinsd | 39 | Text Books      | Read Well Unit 5                     | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-328-3     |      |  |
| 2/10/2026 11:42: ajones@griffinsd | 43 | Text Books      | Read Well Unit 6                     | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-329-1     |      |  |
| 2/10/2026 11:43: ajones@griffinsd | 41 | Text Books      | Read Well Unit 7                     | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-330-5     |      |  |
| 2/10/2026 11:46: ajones@griffinsd | 26 | Text Books      | Read Well Units                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-477-8     |      |  |
| 2/10/2026 11:48: ajones@griffinsd | 8  | Text Books      | Read Well Units                      | 2007 |      |      |      | Stage             | Fair       | Labeled in box or 1-59318-336-4     |      |  |
| 2/10/2026 11:49: ajones@griffinsd | 17 | Text Books      | Read Well Units                      | 2007 |      |      |      | Stage             | Fair       | Labeled in box or 1-59318-478-6     |      |  |
| 2/10/2026 11:50: ajones@griffinsd | 21 | Text Books      | Read Well Units                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-479-4     |      |  |
| 2/10/2026 11:52: ajones@griffinsd | 30 | Text Books      | Read Well Units                      | 2007 |      |      |      | Stage             | Fair       | Labeled in box or 1-59318-480-8     |      |  |
| 2/10/2026 11:54: ajones@griffinsd | 30 | Text Books      | Read Well Units                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-481-6     |      |  |
| 2/10/2026 11:55: ajones@griffinsd | 43 | Text Books      | Read Well Unit 1                     | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-324-0     |      |  |
| 2/10/2026 11:57: ajones@griffinsd | 40 | Text Books      | Read Well Unit 2                     | 2007 |      |      |      | Stage             | Fair       | Labeled in box or 1-59318-325-9     |      |  |
| 2/10/2026 11:59: ajones@griffinsd | 79 |                 | Read Well Spide                      | 2009 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-554-9     |      |  |
| 2/10/2026 12:02: ajones@griffinsd | 57 | Text Books      | Read Well From                       | 2009 |      |      |      | stage             | Fair       | Labeled in box or 1-60218-552-2     |      |  |
| 2/10/2026 12:04: ajones@griffinsd | 4  | Text Books      | A Jigsaw Jones I                     | 2006 |      |      |      | stage             | Fair       | Labeled in box or 0-438-89624-x     |      |  |
| 2/10/2026 12:05: ajones@griffinsd | 6  | Text Books      | Nate The Great S                     | 1997 |      |      |      | stage             | Fair       | Labeled in box or 0-440-41302-8     |      |  |
| 2/10/2026 12:07: ajones@griffinsd | 8  | Text Books      | Magic School Bu                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 0-545-03016-1     |      |  |
| 2/10/2026 12:08: ajones@griffinsd | 44 | Text Books      | Arthur's Pet Busi                    | 1990 |      |      |      | stage             | Fair       | Labeled in box or 0-316-11863-x     |      |  |
| 2/10/2026 12:18: ajones@griffinsd | 11 | Text Books      | Read Well Decoc                      | 2007 |      |      |      | stage             | Poor       | Labeled in box or 1-59318-529-4     |      |  |
| 2/10/2026 12:21: ajones@griffinsd | 76 | Text Books      | Read Well Decoc                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-530-8     |      |  |
| 2/10/2026 12:23: ajones@griffinsd | 72 | Text Books      | Read Well Decoc                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-574-x     |      |  |
| 2/10/2026 12:27: ajones@griffinsd | 28 | Text Books      | Read Well Activit                    | 2009 |      |      |      | stage             | Fair       | Labeled in box or 1-60218-565-4     |      |  |
| 2/10/2026 12:28: ajones@griffinsd | 4  | Text Books      | Childrens Dictionaty                 |      |      |      |      | stage             | Fair       | Labeled in box or 0-7894-8579-6     |      |  |
| 2/10/2026 12:41: ajones@griffinsd | 41 | Text Books      | Read Well Unit 1                     | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-333-x     |      |  |
| 2/10/2026 12:43: ajones@griffinsd | 38 | Text Books      | Read Well Units                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-334-8     |      |  |
| 2/10/2026 12:45: ajones@griffinsd | 41 | Text Books      | Read Well Units                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-335-6     |      |  |
| 2/10/2026 12:47: ajones@griffinsd | 29 | Text Books      | Read Well Units                      | 2007 |      |      |      | stage             | Fair       | Labeled in box or 1-59318-336-4     |      |  |
| 2/10/2026 12:49: ajones@griffinsd | 53 | Text Books      | Read Well Communities                |      |      |      |      | stage             | Fair       | Labeled in box or 1-60218-551-4     |      |  |
| 2/10/2026 12:51: ajones@griffinsd | 70 | Text Books      | Read Well The R                      | 2009 |      |      |      | stage             | Fair       | Labeled in box or 1-60218-557-3     |      |  |
| 2/10/2026 12:53: ajones@griffinsd | 68 | Text Books      | Read Well Scien                      | 2009 |      |      |      | stage             | Fair       | Labeled in box or 1-60218-556-5     |      |  |
| 2/10/2026 12:54: ajones@griffinsd | 55 |                 | Read Well Young                      | 2009 |      |      |      | stage             | Fair       | Labeled in box or 1-60218-555-7     |      |  |
| 2/10/2026 12:58: ajones@griffinsd | 53 | Text Books      | Time for Kids Th                     | 2005 |      |      |      | stage             | Fair       | Labeled in box or 978-0-06-057611-0 |      |  |
| 2/10/2026 12:59: ajones@griffinsd | 14 |                 | Read Well Our W                      | 2009 |      |      |      | stage             | Fair       | Labeled in box or 1-60218-550-6     |      |  |
| 2/10/2026 13:00: ajones@griffinsd | 58 | Text Books      | Read Well All Ab                     | 2009 |      |      |      | stage             | Fair       | Labeled in box or 1-60218-553-0     |      |  |
| 2/10/2026 13:19: ajones@griffinsd | 2  | Furniture       | Red teachers chairs                  |      |      |      |      | stage             | Poor       | Item on stage                       |      |  |
| 2/10/2026 13:20: ajones@griffinsd | 1  | Furniture       | Standing teacher desk Ergotron       |      |      |      |      | stage             | Poor       | On stage in surplus pile            |      |  |
| 2/10/2026 13:21: ajones@griffinsd | 1  | Equipment       | Referee stand for volleyball         |      |      |      |      | stage             | Fair       | Surplus pile on stage               |      |  |
| 2/10/2026 13:24: ajones@griffinsd | 1  | Equipment       | Nobles Top Scrubber and pads         |      |      |      |      | stage             | Poor       | on stage in surplus pile            |      |  |
| 2/10/2026 13:26: ajones@griffinsd | 1  | Furniture       | Black office chair                   |      |      |      |      | stage             | Fair, Poor | on stage in surplus pile            |      |  |
| 2/10/2026 13:29: ajones@griffinsd | 1  | Equipment       | Magic Chef mini fridge               |      |      |      |      | stage             | Fair       | on stage in surplus pile            |      |  |
| 2/18/2026 11:14: ajones@griffinsd | 1  | Technology Misc | Ipad Charging Cart                   |      |      |      |      | Shipping containi | Poor       | Shipping container, maintenance     |      |  |
| 2/18/2026 11:15: ajones@griffinsd | 1  |                 | Metal 2 door cabinet                 |      |      |      |      | Shipping containi | Poor       | Shipping container, maintenance     |      |  |
| 2/18/2026 11:16: ajones@griffinsd | 1  | Furniture       | 4 Drawer filing cabinet              |      |      |      |      | Shipping containi | Fair       | Shipping container, maintenance     |      |  |
| 2/18/2026 11:17: ajones@griffinsd | 1  | Furniture       | Double sided book shelf (4.5x4x2.3)  |      |      |      |      | Shipping containi | Fair       | Shipping container, maintenance     |      |  |
| 2/18/2026 11:17: ajones@griffinsd | 1  | Furniture       | Wood double sided book shelf 5' tall |      |      |      |      | Shipping containi | Fair       | Shipping container, maintenance     |      |  |
| 2/18/2026 11:20: ajones@griffinsd | 1  | Furniture       | Wood table with cubbies              |      |      |      |      | Shipping containi | Fair       | Shipping container, maintenance     |      |  |
| 2/18/2026 11:20: ajones@griffinsd | 1  | Furniture       | Wood chest with hinged top lid       |      |      |      |      | Shipping containi | Fair       | Shipping container, maintenance     |      |  |
| 2/18/2026 11:29: ajones@griffinsd | 2  | Furniture       | Classroom cubbies with coat hooks    |      |      |      |      | Shipping containi | Fair       | Shipping container, maintenance     |      |  |
| 2/18/2026 11:30: ajones@griffinsd | 12 | Other           | Sanitizer dispens                    | 2020 |      |      |      | Shipping containi | Fair       | Shipping container, maintenance     |      |  |
| 2/18/2026 11:31: ajones@griffinsd | 2  | Technology Misc | Metal stereo cabinets                |      |      |      |      | Shipping containi | Poor       | Shipping container, maintenance     |      |  |
| 2/18/2026 11:33: ajones@griffinsd | 8  | Other           | Foss Science Kits                    |      |      |      |      | Shipping containi | Poor       |                                     |      |  |
| 2/18/2026 11:34: ajones@griffinsd | 1  | Equipment       | Red Large Vacuum                     |      |      |      |      | Maintenance sho   | Poor       |                                     |      |  |
| 2/26/2026 8:58.1 amorgan@griffini | 6  | Equipment       | Long Springs (in                     | 2018 | none | none | none | Stage             | Good       | Stage (has note)                    | none |  |

# Coversheet

## 2108 Remediation Programs / Learning Assistance Program

**Section:** IV. Policy Updates  
**Item:** A. 2108 Remediation Programs / Learning Assistance Program  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2108 Remediation Programs (Griffin 2000).pdf  
2108 Learning Assistance Program (WSSDA 2025).pdf

## REMEDIATION PROGRAMS

The district, within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students. Eligible students may receive services from one of three special needs programs: special education, learning assistance (LAP) and Title I of the Strengthening and Improvement of Elementary and Secondary Schools Act of 1994.

The district or individual school shall conduct a needs assessment and shall develop a plan for the use of LAP funds. Such a plan shall be determined in consultation with an advisory committee, including, but not limited to, parents of participants; teachers; principals; administrators; and school directors. The plan shall include:

- A. how students will be identified;
- B. planned services and activities;
- C. a plan for annual evaluation (performance objectives); and
- D. record keeping procedure.

The plan shall be approved by the board of directors prior to submission to the state.

The district shall reserve not less than one percent of its federal allocation for this program for parent involvement practices, including family literacy and parenting skills. Parents of children participating in the program shall be involved in the decisions regarding how these funds are to be spent.

Each school participating in the federal remediation program shall develop with and distribute to parents with children participating in the program a building-based parental involvement policy, agreed upon by those parents that addresses the following issues:

1. The policy involvement of parents, including an annual meeting describing the program to parents; a flexible number of other meetings and services relating to parent involvement; involving parents in the planning, review and improvement of parent involvement programs; and information about this program.
2. The responsibility of parents, school staff and students for improved student achievement including a description of the school's responsibility to provide high-quality curriculum and instruction and the parents' responsibilities for supporting their children's learning; and the importance of ongoing communication between teachers and parents including at least annual parent-teacher conferences in the elementary schools, frequent reports to parents and reasonable access to staff, opportunities to volunteer, participate and observe in classrooms.
3. Building the capacity of parents to be involved.

Policy No. 2108  
Instruction

The superintendent is directed to identify eligible students and their special needs; design a program(s) that will satisfy those needs by interfacing, when advantageous, federal remediation assistance, learning assistance (LAP), and special education services; monitor the progress of such programs; and provide assurances to state and federal agencies that such programs are in compliance with program requirements of each program with regard to conditions such as staff qualifications, staff-student ratios, student records, facilities and materials, financial accounting, reporting and program and student evaluation.

Cross References: Board Policy 6100 Revenues from the Federal Government  
2161 Education of Students with Disabilities

Legal References:

WAC 392162 Special Program Remediation Assistance

34 CFR 200.1-200.65 Title I-Helping Disadvantaged Students Meet High Standards

RCW 28A.165.010  
through .090 Learning Assistance Program

20 USC 6301 - 8962 Strengthening and Improvement of Elementary and Secondary Schools Act of 1994

**Adoption Date: May 17, 2000**

**Policy: 2108**  
**Section: 2000 - Instruction**

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## **Learning Assistance Program**

The district will implement a learning assistance program designed to enhance educational opportunities for students enrolled in kindergarten through eighth grade who are not meeting academic standards by providing supplemental instruction and services to those students. “Students who are not meeting academic standards” means students with the greatest academic deficits in basic skills as identified by statewide, school, or district assessments or other performance measurement tools.

### **Washington Integrated Student Supports Protocol**

The district will budget and expend learning assistance program funds using the framework of the Washington integrated student supports protocol, established under RCW 28A.300.139.

The district may use up to 15% of its learning assistance program allocation to deliver academic, nonacademic, and social-emotional supports and services to students through partnerships with community-based or other out-of-school organizations in accordance with RCW 28A.300.139.

If the district enters into an agreement with a community partner in accordance with RCW 28A.300.139, the agreement must do the following:

- A. Specify that learning assistance program funds may be used only to provide direct supports and services to students;
- B. Clearly identify the academic, nonacademic, or social-emotional supports and services that will be made available to students by the community partner and how those supports and services align to the needs of the students as identified in the student-level needs assessment required by RCW 28A.300.139; and
- C. Identify the in-school supports that will be reinforced by the supports and services provided by the community partner to promote student progress towards meeting academic standards.

### **Coordination with Other Programs**

The district may coordinate federal, state, and local programs in order to serve the maximum number of students who are below grade level in basic skills. Students receiving assistance in another special needs program may also be served in the learning assistance program if they meet student eligibility and selection requirements.

### **Annual Report to OSPI**

The district will submit an annual report on September 30th to the Office of Superintendent of Public Instruction detailing the following:

- A. The amount of academic growth gained by students participating in the learning assistance program;
- B. The number of students who gain at least one year of academic growth;
- C. The specific practices, activities, and programs used by each school building that received learning assistance funds;
- D. The percentage of learning assistance program funding used to engage community partners, the number of students receiving direct supports and services from those community partners, and the types of supports and services that are being provided; and
- E. The number of students served by the learning assistance program during the school year who were able to exit the program because student academic growth resulted in meeting the academic standard for grade level.

Griffin Update: \_\_\_\_\_

WSSDA Last Revised: **December 23, 2025**

Classification: **Critical**

Prior Revised Dates: **10.98; 06.05; 12.11; 02/01/2018; 06/28/2021**

#### **Legal References:**

- [Chapter 28A.165 RCW Learning assistance program](#)
- [WAC 392-162 Special service program - Learning assistance](#)
- [SHB 1208, Chapter 111, Laws of 2021 Learning Assistance Program - Various Provisions](#)

#### **Management Resources:**

- [2021 - June Issue](#)
- [2018 - February Policy Issue](#)
- Policy News, June 2005 Learning Assistance Policy Updated

#### **Cross References:**

- [6100 - Revenues From Local, State and Federal Sources](#)
- [4130 - Title I, Part A Parent and Family Engagement](#)
- [2161 - Special Education and Related Services for Eligible Students](#)
- [2104 - Federal and/or State Funded Special Instructional Programs](#)

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# Coversheet

## 6220 Bid or Request for Proposal Requirements

**Section:** IV. Policy Updates  
**Item:** B. 6220 Bid or Request for Proposal Requirements  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 6220 Bid or Request for Proposals (Griffin 2019).pdf  
6220 Bid or Request for Proposal Requirements (WSSDA 2025).pdf

## Bid or Request for Proposal Requirements

The board recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

### I. Procurement and Public Works Using State Funds

#### A. Furniture, Supplies, or Equipment

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- over \$75,000, the board will follow the formal competitive bidding process by:
  1. preparing clear and definite plans and specifications for such purchases;
  2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
  3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
  4. providing the clear and definite plans and specifications to those interested in submitting a bid;
  5. requiring that bids be in writing;
  6. opening and reading bids in public on the date and in the place named in the notice; and
  7. filing all bids for public inspection after opening.

#### B. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

#### C. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

#### **D. Interlocal Cooperation Act**

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

#### **E. Crimes Against Children**

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books), or public works projects consistent with state law.

#### **F. Use of State Funds for Improvements or Repairs**

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. **There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.**

### **II. Procurement Using Federal Funds**

#### **A. Goods**

When the district uses federal funds for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

#### **B. Services**

When the district uses federal funds for procurement of **services**:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

#### **C. Noncompetitive Procurement**

Noncompetitive procurement may be used only when one of the following four circumstances applies:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

**D. Suspension and Debarment**

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

**E. Conflict of Interest**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

**III. Procedures**

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References:

RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies

RCW 28A.400.330 Crimes against children — Contractor employees — Termination of contract

RCW 39.04.155 Small works roster contract procedures — Limited public works process Definition

RCW 39.04.280 Competitive bidding requirements — Exemptions

RCW 39.26.160 Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system

RCW 39.30.060 Bids on public works — Identification, substitution of contractors

Chapter. 39.34 RCW Interlocal Cooperation Act

2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

2 CFR 200.67 Micro-purchase

2 CFR 200.88 Simplified Acquisition Threshold

2 CFR 200.318 – General Procurement Standards

2 CFR 200.320 Methods of Procurement to be Followed

2 CFR 3485 Nonprocurement Debarment and Suspension

Management Resources:

2019 - January 2019 - January Policy Alert

2018 - August Issue

2017 - July Issue

2016 - March Issue

2015 - October Policy Issue  
2015 - June Policy Issue  
2013 - June Issue  
2012 - April Issue  
2011 - February Issue  
Policy News, October 2005 Competitive Bid Process Changes  
Policy News, June 2001 Legislation Further Simplifies Bid Compliance

Adoption Date:

Classification: **Essential**

Revised Dates: **10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 01.19**

3/27/19

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## Policy 6220

### Section: 6000 - Management Support

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#### **Bid or Request for Proposal Requirements**

The board recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

#### **I. Procurement and Public Works Using Non-Federal Funds**

##### **A. Furniture, Supplies, or Equipment**

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow its informal competitive bidding procedure; and
- over \$75,000, the board will follow its formal competitive bidding process. by:
  1. preparing clear and definite plans and specifications for such purchases;
  2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
  3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
  4. providing the clear and definite plans and specifications to those interested in submitting a bid;
  5. requiring that bids be in writing;
  6. opening and reading bids in public on the date and in the place named in the notice; and
  7. filing all bids for public inspection after opening.

##### **B. Use of Non-Federal Funds for Improvements or Repairs**

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow its formal

competitive bidding procedure outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.151 through 39.04.154 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are under \$100,000. For projects in this range, the district may consider any of these options: using its small works roster process, under RCW 39.04.151 through 39.04.154; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

### **C. Construction-related services**

The board, when contracting for construction-related professional and personal services, shall include in bid documents language that encourages participation by minority or women-owned business enterprises. The services covered by this section include, but are not limited to, construction management services, value engineering services, and building commissioning services.

### **D. Exemptions**

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

The board may also waive bid requirements for making improvements to district property if it contracts with an eligible local organization, such as a chamber of commerce, service organization, or other community, youth, or athletic association. Such organizations may utilize non-paid volunteers for completing the projects. The total value of such contracts may not exceed the lesser of \$75,000 or \$2 per resident of the district in a calendar year.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

### **E. Rejection of Bids**

The board may by resolution reject any and all bids and make further calls for bids in the same

manner as the original call.

## **F. Interlocal Cooperation Act**

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
  - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
  - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

## **G. Crimes Against Children**

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

## **H. Women and Minority Owned Businesses**

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids.

## II. Procurement Using Federal Funds

### A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of **goods, including** furniture, supplies, and equipment:

- Purchases of \$15,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$15,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using its formal bidding procedure.

### Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using the district's formal bidding procedure.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

## **B. Services**

When the district uses federal funds for procurement of **services**:

- Purchases of \$15,000 or less do not require quotes. However, the district must consider price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$15,000 and \$350,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$350,000 or more must be publicly solicited using the district's formal bidding procedure.

## **Self-Certification**

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extend practical, purchases should be distributed equitably among suppliers.
- Purchases between \$50,000 and \$350,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$350,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

## **C. Noncompetitive Procurement**

Noncompetitive procurement may be used only when one of the following five circumstances applies:

- Acquiring property or services that do not exceed \$15,000 [or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000];
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting

- from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

#### **D. Cost/Price Analysis**

The district will perform a cost or price analysis in connections with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

#### **E. Suspension and Debarment**

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

#### **F. Conflict of Interest**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

## **G. Interlocal Cooperation Act**

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
  - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
  - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
  - c. The contracting agency must ensure that it met any procurement requirements laid out in 2 CFR §200.317 – 200.327.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and that the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.
6. The district must verify that the awarding entity is neither suspended nor debarred from participating in federal assistance programs.
7. The district must also verify that the contract contains all contract provisions described in 2 CFR §200.327 and Appendix II to Part 200.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

## **H. Women and Minority-Owned Businesses**

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids. The district will also include

language requiring any prime contractor that employs subcontractors to show proof that it provides equal opportunity for bidding to women or minority-owned businesses.

### **I. Federal Agency or Pass-Through Entity Review**

The district will maintain records of all purchases made using Federal funds and shall provide any and all documentation to the Federal awarding agency or the state pass-through entity for compliance with all rules and regulations.

### **III. Procedures**

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Griffin Update: \_\_\_\_\_

WSSDA Last Revised: **December 23, 2025**

Classification: **Critical**

Prior Revised Dates: **10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 01/01/2019; 12/22/2020; 12/16/2021; 07/24/2023; 07/31/2024**

#### **Legal References:**

- [RCW 28A.335.190 Advertising for bids - Competitive bid procedures - Purchases from inmate work programs - Telephone or written quotation solicitation, limitations - Emergencies](#)
- [RCW 28A.400.330 Crimes against children - Contractor employees - Termination of contract](#)
- [RCW 39.04.155 Small works roster contract procedures - Limited public works process Definition](#)
- [RCW 39.04.280 Competitive bidding requirements - Exemptions](#)
- [RCW 39.26.160 Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system](#)
- [RCW 39.30.060 Bids on public works Identification, substitution of contractors](#)
- [Chapter 39.34 RCW Interlocal Cooperation Act](#)
- [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- [2 CFR 200.67 Micro-purchase](#)
- [2 CFR 200.88 Simplified Acquisition Threshold](#)
- [2 CFR 200.318 General Procurement Standards](#)
- [2 CFR 200.320 Methods of Procurement to be Followed](#)
- [2 CFR 3485 Nonprocurement Debarment and Suspension](#)
- [2 CFR 200.520 Criteria for a low-risk auditee](#)
- [2 CFR 200.324 Contract Cost and Price](#)
- [2 CFR 200.321 Contracting with small and minority businesses, womens business enterprises, and labor surplus area firms.](#)
- [2 CFR 200.325 Federal awarding agency or pass-through entity review.](#)

#### **Management Resources:**

- [2023 - July Issue](#)

- [2021 - December Issue](#)
- [2020 - December Issue](#)
- [2019 - January 2019 - January Policy Alert](#)
- 2018 - August Issue
- [2017 - July Issue](#)
- [2016 - March Issue](#)
- [2015 - October Policy Issue](#)
- [2015 - June Policy Issue](#)
- [2013 - June Issue](#)
- [2012 - April Issue](#)
- [2011 - February Issue](#)
- [2009 - December Issue](#)
- Policy News, October 2005 Competitive Bid Process Changes
- Policy News, June 2001 Legislation Further Simplifies Bid Compliance

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# Coversheet

## 6511 Staff Safety

**Section:** IV. Policy Updates  
**Item:** C. 6511 Staff Safety  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 6511 Staff Safety (Griffin 1999).pdf  
6511 Staff Safety (WSSDA 2011).docx.pdf

Policy No. 6511  
Management Support

### STAFF SAFETY

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents shall be posted in compliance with government regulations. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents shall be reported to the district office.

The district shall have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training from the department of labor and industries, U.S. Bureau of Mines or the American Red Cross or equivalent training provided by the district nurses. Each school and work site shall have first aid supplies readily accessible.

The superintendent shall develop necessary safety and health standards to comply with government regulations.

|                   |                   |                                      |
|-------------------|-------------------|--------------------------------------|
| Cross Reference:  | Board Policy 6510 | Safety                               |
| Legal References: | WAC 296-24-020    | Management's responsibility          |
|                   | 296-24-040        | Accident prevention program          |
|                   | 296-24-045        | Safety and health committee plan     |
|                   | 296-24-055        | Safety bulletin board                |
|                   | 296-24-060        | First aid training and certification |
|                   | 296-24-065        | First aid kit                        |
|                   | 296-24-067        | First aid station                    |
|                   | 296-24-073        | Safe place standards                 |
|                   | 296-62-054        | Hazard communication standard        |

**Adoption: November 17, 1999**

**Policy: 6511**

**Section: 6000 - Management Support**

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**Staff Safety**

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents will be posted in compliance with **OSHA and WISHA requirements**. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents will be reported to the district office.

The district will have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training or **equivalent training provided by a district nurse**. Each school and work site will have first aid supplies readily accessible **and if the work site has more than fifty employees a first-aid station will be established**.

The superintendent will develop necessary safety and health standards to comply with **Department of Labor requirements**.

Griffin Update: \_\_\_\_\_  
WSSDA Last Revised: **December 01, 2011**  
Classification: **Critical**  
Prior Revised Dates: **04.99**

**Legal References:**

- [Chapter 49.17 RCW Washington Industrial Safety and Health Act](#)

**Cross References:**

- [5004 - Infection Control Program](#)

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# Coversheet

## 6250 Cellular Phones

**Section:** V. Policy Review  
**Item:** A. 6250 Cellular Phones  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 6250 Cellular Telephones (Griffin 1999).pdf  
6250 Cellular Telephones.docx.pdf

Policy No. 6250  
Management Support

## **CELLULAR TELEPHONES**

The board authorizes the issuance of district-owned cellular telephones to staff designated by the superintendent for business telephone calls at those times when designated staff do not have regular telephone service readily available. At the time a designated employee accepts a district cellular telephone, he or she shall provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone shall not use the telephone if any personal or non-business call charges are outstanding.

**Adoption: November 17, 1999**

**Policy: 6250**

**Section: 6000 - Management Support**

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**Cellular Telephones**

The board authorizes the issuance of district-owned cellular telephones to staff designated by the superintendent for business telephone calls at those times when designated staff do not have regular telephone service readily available. At the time a designated employee accepts a district cellular telephone, he or she will provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone will not use the telephone if any personal or non-business call charges are outstanding.

Griffin Review: \_\_\_\_\_  
WSSDA Last Revised: **December 01, 2011**  
Griffin Adopted: **November 17, 1999**  
Classification: **Important**  
Prior Revised Dates: **04.98**

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