Griffin School District #324

Griffin School Board Meeting

Date and Time

Wednesday March 25, 2026 at 6:00 PM PDT

Location

Griffin School Cafeteria

Attend via Zoom

Board Meeting Zoom Link

Agenda

		Purpose	Presenter
I.	**Opening Items**		
A.	Record Attendance		
B.	Call the Meeting to Order Pledge of Allegiance Approval of Meeting Agenda Land Acknowledgement	Vote	
C.	School Board Recognition Sophie Skillman, Griffin Graduate and Volunteer		

		Purpose	Presenter
D.	Band Performance		
E.	4th Graders: Essay Readings		

II. Public Comment

A.	Comments from the Public	FYI
	Griffin School Board Meeting Public Comment Sign Up (Google Form)	

III. CONSENT AGENDA

A.	Approval of Board Meeting Minutes - February 25, 2026	Approve Minutes
B.	Approval of Study Session Minutes - March 11, 2026	Approve Minutes
C.	Approval of Warrants & Payroll	Vote
D.	Approval of the Enrollment Report	Vote
E.	Approval of the Personnel Report	Vote
F.	Approval of Griffin School District Surplus Inventory	Vote
G.	Review of Public Records Requests	FYI
H.	Approval of All Consent Agenda Items	Vote

IV. NEW BUSINESS

V. OLD BUSINESS

A.	Approval of District Calendar 2026-2027	Vote
B.	Health Curriculum Adoption	Vote
C.	Sports: Pay to Play	Vote

VI. POLICY - NEW

		Purpose	Presenter
VII.	**POLICY - UPDATES**		
A.	2108 Learning Assistance Program	Vote	
B.	6220 Bid or Request for Proposal Requirements	Vote	
C.	6511 Staff Safety	Vote	
VIII.	**POLICY - REVIEW**		
A.	6250 Cellular Phones	Vote	
IX.	**POLICY - REMOVAL**		
X.	**DISTRICT REPORTS**		
A.	Finance Director's Report	FYI	Kim Ferra
B.	Superintendent's Report	FYI	Kirsten Rue
XI.	**Closing Items**		
A.	For the Good of the Order	Discuss	
B.	Adjourn Meeting		

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

Coversheet

Call the Meeting to Order

Section: I. Opening Items
Item: B. Call the Meeting to Order
Purpose: Vote
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

Approval of Board Meeting Minutes - February 25, 2026

Section:	III. CONSENT AGENDA
Item:	A. Approval of Board Meeting Minutes - February 25, 2026
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Griffin School Board Meeting on February 25, 2026

APPROVED

Griffin School District #324

Minutes

Griffin School Board Meeting

Date and Time
Wednesday February 25, 2026 at 6:00 PM

Location
Griffin School District - Cafeteria
6530 33rd Avenue NW
Olympia, WA 98502

Board Meeting Zoom Link

Directors Present
Blair Baker, Emma Rose, Julie Osterberg, Tesa Frevert, Trish Hefton

Directors Absent
None

Guests Present
Alex Jones, Allison Adair, Amy Morgan (remote), Athena O'Neill, Erin Hagen, Family/Friends of Athena O'Neill, Karen Lett, Kim Ferra, Kirsten Rue, Kyle Nixon, Rebekah Keiser, Sherrie Hickam (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Trish Hefton called a meeting of the board of directors of Griffin School District #324 to order on Wednesday Feb 25, 2026 at 6:00 PM.
Blair Baker made a motion to Approve Agenda.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

C. School Board Recognition

Superintendent Kirsten Rue presented a certificate of appreciation to Athena O'Neill, a Griffin parent and member of the Steamboat Peninsula branch of the Olympia Lions Club.

The recognition highlighted O'Neill's initiative in launching the "Meal in a Bag" program. The project began after O'Neill coordinated with Food and Nutrition Supervisor Tanya White to donate Lions Club apples to local families. Upon learning about the school's existing weekend backpack program, O'Neill identified an opportunity to expand those efforts.

Through the "Meal in a Bag" program, O'Neill provides families with recipes and all necessary ingredients to prepare full meals over the weekend. Superintendent Rue commended O'Neill's weekly commitment to student nutrition and her tireless spirit of community service.

The Board expressed its deep gratitude to O'Neill for her dedication to the Griffin community and her successful efforts in supplementing the district's weekend food resources.

II. Public Comment

A. Comments from the Public

Chair Hefton opened the floor for public comment; however, there were no individuals signed up to speak, and no public comments were offered.

III. CONSENT AGENDA

A. Approval of Board Meeting Minutes - January 28, 2026

Julie Osterberg made a motion to approve the minutes from Griffin School Board Meeting on 01-28-26.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

B. Approval of Study Session Minutes - February 11, 2026

Julie Osterberg made a motion to approve the minutes from Griffin School Board Study Session on 02-11-26.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

C. Approval of Warrants & Payroll

D. Approval of the Enrollment Report

E. Approval of the Personnel Report

F. Review of Public Records Requests

G. Approval of All Consent Agenda Items

Julie Osterberg made a motion to Approve all Consent Agenda Items.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

IV. NEW BUSINESS

A. PFAS Treatment Plant

Facilities Supervisor Alex Jones presented a proposal for a new water treatment plant to address PFAS (per- and polyfluoroalkyl substances) contamination in the district's drinking water.

The Griffin School District water system, which serves a single potable water connection, recently returned lab results showing the presence of PFAS. Although not currently mandated, the district has elected to voluntarily treat the water to mitigate potential health concerns. Northwest Water Systems has completed the engineering and design for a treatment plant specifically designed to reduce these contaminants.

Following a public bidding process conducted over the last six weeks, the district recommended awarding the contract to American Pump and Electric (DBA American Pump and Drilling). The project scope includes:
- Treatment Plant Facility: The system will be housed in an existing maintenance building. Upgrades include the removal of an old hydro tank and the professional cleaning and fitting of the space for the PFAS filtration equipment. This portion of the project is budgeted at approximately $147,000.
- Reservoir Replacement: To address an existing leak and ensure system integrity, the reservoir will be replaced at a cost of approximately $130,000.
- Pressure Tank: Necessary upgrades to the pressure tank are also included in the project.

The majority of the work is scheduled for Summer 2026. The contract stipulates that the vendor must ensure a continuous, secure water supply for the district throughout the construction period. Pending Board approval, a Notice to Proceed will be issued shortly.
Julie Osterberg made a motion to approve PFAS Treatment Plant.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

V. OLD BUSINESS

A. Resolution 25-26-02: Reduction in Force (RIF)

Superintendent Kirsten Rue presented Resolution 25-26-02, which addresses a potential Reduction in Force (RIF).

Following a previous study session on the matter, Superintendent Rue noted that while a RIF is not the preferred course of action, it may be necessary to stabilize the district's budget for the upcoming year. Due to ongoing uncertainty regarding legislative funding and the need for fiscal stabilization this spring, the administration requested authorization to proceed with a reduction in force should it be required to balance the budget.

The resolution serves as a proactive measure to ensure the district can respond to final legislative and budgetary outcomes.

The Board Chair expressed appreciation for the Superintendent's presentation of the resolution, noting that while a Reduction in Force is never a desirable outcome, the resolution is a necessary step to ensure the long-term fiscal health of the district. The Chair emphasized that the Board remains hopeful the resolution will serve only as a precautionary measure; however, having it in place allows the district to respond appropriately if budget stabilization requires it.
Emma Rose made a motion to approve Resolution 25-26-02 Reduction in Force (RIF).
Julie Osterberg seconded the motion.
Trish commented regarding the goal is to not have this happen.
The board **VOTED** to approve the motion.

B. Visual Art Fee Proposal 2026-27

Superintendent Kirsten Rue presented a proposal for a Visual Art Fee for the 2026-27 school year. Following a study session and feedback from Art Teacher Eric Fleming, the original plan to charge for individual art kits was replaced with a more streamlined $10 Art Studio Fee for both elementary and middle school students.

Superintendent Rue emphasized that the goal of the Griffin School District is to provide robust, high-quality visual arts experiences. To maintain this standard, the program requires consistent funding for consumable resources and developmentally appropriate

supplies. This fee ensures all students have the materials necessary to explore and design at a high level.

The Superintendent noted the following key points regarding the fee:
- Budget Stabilization: While the district prefers to avoid student fees, this measure is anticipated to be a necessary step toward stabilizing the budget.
- Equity and Assistance: To ensure the program remains inclusive, the district will cover the fee for any family requesting assistance or qualifying for the Free and Reduced Price Personnel program.

The proposal shifts away from the "kit" model previously discussed, as staff research indicated that a general studio fee is a more effective method for offsetting the cost of consumable classroom materials.
Emma Rose made a motion to Visual Art Fee Proposal 2026-27.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

VI. POLICY - UPDATES

A. 1310 Policy Adoption, Manuals & Administrative Procedures

Superintendent Rue presented an update to Policy 1310, which was previously reviewed by the Board. The Superintendent noted that the primary revision occurs under the Policy Interpretation section.

This new addition is specifically designed to clarify how policies are interpreted and implemented, with a heightened focus on ensuring student safety. The update ensures that the district's guiding principles remain current and prioritize a secure learning environment.
Tesa Frevert made a motion to approve updated Policy 1310.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

B. 2104 Federal and/or State Funded Special Instructional Programs

Superintendent Rue presented Policy 2104, noting that the Board previously reviewed the updates during a study session.

The revisions primarily address Title funding and the administration of special instructional programs. Superintendent Rue characterized the updates as straightforward adjustments to ensure alignment with current funding requirements and program standards. No specific questions were raised by the Board during the presentation.
Emma Rose made a motion to approve updated Policy 2104.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

C. 3220 Freedom of Expression

Superintendent Rue presented updates to Policy 3220, which governs student freedom of expression. She noted that the policy had not been updated since approximately 1999 or 2000.

The Superintendent emphasized that these updates are timely and align with the district's ongoing efforts to amplify student voice at Griffin. The revised policy brings the district's standards into alignment with 2026 legal requirements and current educational best practices regarding student speech and expression.
Tesa Frevert made a motion to approve updated Policy 3220.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

D. 3510 Associated Student Bodies

Superintendent Rue presented updates to Policy 3510, which governs the district's Associated Student Body (ASB) programs.

She noted that Griffin maintains a robust ASB program and emphasized the importance of ensuring that student-led organizations operate under the most current state laws and district policies. These updates align the policy with the latest legal requirements for ASB governance and financial management.
Emma Rose made a motion to approve updated Policy 3510.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

E. 4040 Public Access to District Records

Superintendent Rue presented updates to Policy 4040, which governs public records requests. The Superintendent noted that the most significant revision incorporates a resolution passed by the Board last year regarding the maintenance of public records.

Specifically, the updated policy formally exempts the district from the requirement to maintain a comprehensive index of every individual public record created. Superintendent Rue explained that maintaining such an index would be "unwieldy" and resource-intensive. This policy update ensures that district regulations are consistent with the previously approved resolution and current administrative practices.
Julie Osterberg made a motion to approve updated Policy 4040.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

VII. POLICY - REMOVAL

A. 1810 Annual Governance Goals & Objectives

Superintendent Rue recommended the removal of **Policy 1810**, titled "Annual Governance." She explained that the content of this policy is redundant following the district's adoption of the updated **Policy 1820**.

The Superintendent requested to retire Policy 1810 to streamline the district's policy manual and eliminate overlapping or conflicting governance language.
Emma Rose made a motion to remove Policy 1810.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

VIII. DISTRICT REPORTS

A. Finance Director's Report

Finance Director Kim Ferra presented the monthly budget status report, providing a comprehensive outline of each district fund.

The report detailed the percentage of revenues received and expenditures processed since January 2025. Director Ferra noted that district enrollment figures have now shifted from projected to actuals. Consequently, the district's state apportionment will be adjusted—either upward or downward—to reflect these confirmed enrollment numbers for the remainder of the school year.

The district is currently in the preparatory stages of the upcoming budget cycle. Director Ferra highlighted several key factors influencing the process:
- Legislative Monitoring: The finance department is closely monitoring the current legislative session for potential changes or mandates that could impact school funding.
- GEA: The district is preparing to bargain with the Griffin Education Association (GEA).
- Revenue Optimization: Efforts are underway to identify and maximize all available revenue sources to ensure fiscal stability.

Director Ferra concluded by stating that while the formal budget launch is pending final legislative clarity, the department is actively "digging in" to the data to keep the Board fully informed of the district's financial position.

B. Superintendent's Report

Superintendent Kirsten Rue provided updates on several community and school events:

- **Griffin School Foundation:** The Foundation met this week and approved a new round of grants. Superintendent Rue expressed her gratitude for the resources the Foundation provides to enrich student learning.
- **Family Math Night:** The district will host Family Math Night tomorrow from 5:00 p.m. to 7:00 p.m. The event is designed for all ages and focuses on interactive mathematical games.

- **Billy Frank Jr. Day Assembly:** The Board and community are invited to an assembly on March 9th at 10:00 a.m. in honor of Billy Frank Jr. Day. Organized by the Tribal Outreach Team in partnership with the Squaxin Island Tribe, this marks the district's first annual celebration of the event.
- **American Heart Association (AHA):** A kickoff assembly was held this past week to promote heart health. Students are participating in the "FINN Challenge," which includes eight educational challenges focused on healthy habits. Participation offers students the chance to earn prizes, including a "green cape" and a potential entry for Super Bowl tickets, while raising funds for the AHA.
- **Griffin Fire Department:** Superintendent Rue attended the Fire Department's open house and participated in a traditional "push-in" ceremony for a new fire engine. She noted the successful completion of the station's remodel and highlighted the strong sense of teamwork and optimism within the department.

IX. Closing Items

A. For the Good of the Order

Chair Trish Gregory acknowledged the presence of former board member Neil Falkenberg in the audience. Chair Gregory noted that Mr. Falkenberg served nearly three terms on the Griffin School Board and recognized his long-standing commitment as a community member and supporter of the district. She expressed her gratitude for his years of service and for his attendance at the evening's meeting.

Superintendent Rue expressed her appreciation for the recent upgrades to the district's presentation and meeting space. She specifically thanked Alex Jones, Kyle Nixon, and Allison Adair for their collaborative efforts on the project.

The Superintendent noted that the team focused on cost-effective solutions to enhance the room's functionality. The space is increasingly being utilized for professional development and formal presentations, making the upgrades a valuable long-term investment for the district.

B. Executive Session

There was no executive session held during this meeting.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:32 PM.

Respectfully Submitted,
Trish Hefton

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

Coversheet

Approval of Study Session Minutes - March 11, 2026

Section:	III. CONSENT AGENDA
Item:	B. Approval of Study Session Minutes - March 11, 2026
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Griffin School Board Study Session on March 11, 2026

APPROVED

Griffin School District #324

Minutes

Griffin School Board Study Session

Date and Time
Wednesday March 11, 2026 at 6:00 PM

Location
Griffin School Library

Attend via Zoom

Zoom Link

Directors Present
Blair Baker, Emma Rose, Julie Osterberg, Tesa Frevert, Trish Hefton

Directors Absent
None

Guests Present
Allison Adair, Dale McDaniel (remote), Erin Hagen, Kim Ferra, Kirsten Rue, Rebekah Keiser

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Trish Hefton called a meeting of the board of directors of Griffin School District #324 to order on Wednesday Mar 11, 2026 at 6:00 PM.
Board Chair Trish Hefton called the meeting to order and welcomed the attendees. She expressed appreciation for the guest on zoom in attendance and noted their previous introduction at a recent conference.

Dr. Dale McDaniel introduced himself to the Board. Dr. McDaniel noted his current service on the Board of Directors for the Educational Service District, stating that he attended the meeting to listen and learn about the Board's current initiatives. He clarified that he had no formal agenda or prepared statement. He concluded his remarks by complimenting the Board on their recent work and performance.

C. Pledge of Allegiance & Land Acknowledgement

D. Approval of Agenda

Julie Osterberg made a motion to Approve the Agenda.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

II. New Business

A. District Calendar: 2026-2027

Superintendent Kirsten Rue presented the proposed academic calendar for the upcoming school year as part of the annual budgeting and planning process. The following key highlights and strategic shifts were noted:

- Start Date: The administration proposed a start date prior to Labor Day weekend (September 2). Superintendent Rue noted that because Labor Day falls late in the year, starting afterward would push the school year past the Juneteenth holiday. Feedback from the GEA indicated a preference for the earlier start to allow for an earlier summer release.
-Conference Scheduling: Based on staff feedback and discussions with the GEA, the spring conferences are proposed to move earlier in the year (the week of the 22nd), shortly after the start of the second semester. The Superintendent supported this "student-centered" shift, noting it fosters better communication immediately following the release of report cards.
-Weather Contingency Days: The calendar embeds two potential snow makeup days to increase the likelihood of maintaining the scheduled final day of school on June 15:
  -February 16: A potential extension of the mid-winter break.
  -May 28: A potential extension of the Memorial Day weekend.

The Board was invited to review the draft and submit any further questions. Formal adoption of the school year calendar will be requested at the next scheduled Board meeting.

Board Director Julie Osterberg initiated a discussion regarding the proposed Board meeting dates for the autumn and winter months. She observed that the schedule appeared to deviate from the standard second and fourth week rotation, specifically for October, November, and December.

Director Osterberg noted that the proposed calendar shifted meetings to the first and third weeks of those months.

Superintendent Rue and the Board discussed the strategic benefits of these adjustments, noting that the traditional schedule would result in meetings falling on November 25 (Thanksgiving week) and December 23 (Christmas week).

It was noted that while the Board traditionally maintains the second and fourth week schedule and modifies individual dates as needed, proactively scheduling meetings for the first and third weeks of these months would better accommodate holidays and the Veterans Day observance. There was discussion on shifting some meetings to Tuesdays if needed. Board Director Tesa Frevert stated she prefers to maintain the consistency of meetings on Wednesdays, as opposed to shifting conflicts to Tuesdays.

Superintendent Kirsten Rue expressed concerns regarding a December 16 meeting date, noting that such an early meeting would create significant challenges for payroll processing and the timely payment of district bills. Superintendent Rue observed that a mid-December meeting followed by a mid-January meeting would result in a month-and-a-half gap between Board decisions and financial approvals.

Director Kim Ferra further clarified that while an early December meeting would be "tight" for generating financial reports and processing accounts payable, the finance department could accommodate the schedule by implementing an earlier cutoff for the month. She concluded that the department would be able to adjust to the December 16 date if the Board moved forward with that option.

Superintendent Kirsten Rue suggested that the August board meeting dates be adjusted to the second and fourth weeks of the month to maintain consistency with the standard schedule. While noting that the week of August 23 is designated as a Professional Development week, she clarified that this would not preclude holding a board meeting. Consequently, the proposed dates for August were shifted to the 11th and 25th.

The Board noted that the Olympia School District (OSD) had not yet finalized its academic calendar. Members discussed the importance of aligning winter and spring

breaks with OSD to maintain consistency for families and staff across districts. To facilitate this coordination, Allison will contact OSD to determine their proposed dates.

Director Frevert initiated a discussion regarding the efficacy of the current half-day conference model. She questioned whether the district's instructional time might be better utilized by shifting to a schedule of two or three full days of instruction followed by two or three full days dedicated entirely to conferences, rather than the existing series of partial days.

Superintendent Kirsten Rue responded that current legislation prevents the district from counting full days dedicated to conferences as instructional school days. She noted that earlier in her career, the OSD utilized a model of three full days of instruction followed by two full days of conferences, which she found more beneficial for student consistency and learning.

Board Osterberg initiated a discussion regarding the impact of the WSSDA (Washington State School Directors' Association) conference on the proposed November meeting schedule. Board Chair Hefton noted that the Board had previously discussed the possibility of attending the WSSDA conference on an every-other-year basis. She suggested that, as the Board had attended the current year, a return in the immediate following year would potentially be unnecessary, though no formal decision was reached during the discussion.
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B. Health Curriculum Adoption

Principal Rebekah Keiser presented a recommendation to adopt the *Essential Health Skills* curriculum for seventh and eighth-grade health classes. Principal Keiser noted that the district has been in need of a formal, comprehensive curriculum, as previous instruction relied on fragmented materials.

The selection process, which began the previous spring, included the following key developments:

-Pilot Program and Training: The district has been piloting the curriculum since the fall, utilizing free access to online teacher resources. Mr. Sagerser, the current health teacher, and Principal Keiser attended professional training at the start of the school year.

-Instructional Materials Committee (IMC) Review: An IMC was formed to formally evaluate the curriculum. To address concerns regarding potential bias raised the previous spring, the committee used official screening tools from the Office of Superintendent of Public Instruction (OSPI). Five committee members screened individual modules, and the committee reached a unanimous recommendation to move forward with the curriculum.

-Implementation and Cost: While the digital resources are currently integrated into Google Classroom, student feedback indicated that navigating the full curriculum on iPads was difficult. Consequently, the administration recommended purchasing a classroom set of 30 hard-copy textbooks. The publisher offered a 25% discount on the

texts and included all online resources at no additional cost, bringing the total quote to approximately $2,400.

-Comparative Research: In response to board inquiries regarding other options, it was noted that while this was the primary curriculum piloted, Superintendent Rue had previously researched various materials used by surrounding districts. The current recommendation is based on the successful pilot and its alignment with district needs.

Principal Keiser emphasized the importance of transparency regarding the health curriculum, stating her commitment to ensuring the material is clearly defined and easily reviewable by parents. She further noted the value of parental involvement throughout the selection and review process to maintain trust and clarity within the community.

Board Director Emma Rose noted that there are limited options for high-quality, comprehensive health curricula available. She expressed appreciation for the decision to purchase hard-copy textbooks, highlighting the benefit of providing students with physical materials rather than increasing their reliance on screen-based learning.

Director Tesa Frevert concurred with the benefit of adopting a comprehensive curriculum package rather than utilizing fragmented materials. She noted that providing both physical textbooks and digital iPad access offers valuable flexibility for students completing assignments.

In response to Director Frevert's inquiry regarding student feedback, Principal Keiser stated that she had primarily consulted with the instructor, Mr. Segerser. However, she offered to gather student input via surveys over the following two weeks and present those findings before the Board moved toward a formal adoption of the curriculum at the next meeting.

C. Sports: Pay to Play

Assistant Principal Erin Hagen presented a proposal to implement a "Pay to Play" fee structure for middle school athletics, effective September 1. She provided a comparative analysis of surrounding districts, noting that while the district has historically avoided such fees, rising costs for transportation, officiating, and general athletics operations—coupled with new budgetary restrictions—necessitated the change. Key details of the proposed fee structure include:

-Participation Fee: A $40 fee per student, per sport.
-Family Cap: An annual cap of $150 per family to alleviate the financial burden on households with multiple student-athletes.
-ASB Card Fee: An increase in the ASB card fee to $25, which directly supports athletic programs.

-Equity and Compliance: In accordance with House Bill 1660, all fees will be automatically waived for students eligible for free and reduced-price meals to ensure continued access to extracurricular activities.

The Board reviewed a chart comparing local district fees, which currently range from $25 to $100 per sport. Assistant Principal Hagen noted that the proposed $40 fee serves as a middle-ground approach that remains affordable for families while providing necessary relief to the ASB budget.

The Board held a comprehensive discussion regarding the proposed athletic fee structure, focusing on the balance between fiscal responsibility and student participation.

Director Emma Rose expressed appreciation for the district's long history of avoiding fees but raised concerns regarding the proposed $150 family cap. She noted that while a per-sport fee is understandable, the cap might be too high to provide a meaningful discount for families with multiple children or students participating in multiple seasons. Director Rose suggested that a lower cap or a "one-time fee" model might better incentivize students to remain active across all four sports seasons (Fall, Early Winter, Late Winter, and Spring). Assistant Principal Hagen and the Board discussed how the proposed $40 fee compares to North Thurston’s $60 annual flat fee, noting that the district's model should aim to be both competitive and supportive of multi-sport athletes.

Director Tesa Frevert questioned whether the $40 fee was intended to be a sustainable long-term rate or if families should expect annual increases. Superintendent Rue responded that while budgetary variables—such as upcoming bargaining and general cost fluctuations—make definitive answers difficult, the Board has the authority to direct the administration to maintain the fee at a fixed rate for a set duration (e.g., two years) to provide predictability for district families.

The Board reached a general consensus that implementing a fee is a fiscally responsible step given the rising costs of officials and transportation. The administration agreed to further review the math behind the family cap and the potential for a "multi-sport" discount to ensure the structure encourages rather than discourages participation.

D. Griffin School District Surplus Inventory

Superintendent Rue explained that the provided list had been compiled over several years. She noted that many of the items had been stored in containers and set aside. As the district was upgrading furniture within the building and modernizing specific rooms to increase efficiency, these efforts resulted in the current surplus.

Finance Director Kim Ferra outlined the formal process, noting that the School Board was required to approve the surplus list before it could be published to other local school districts. She explained that neighboring districts were granted the first opportunity to

purchase items. If no contact was made within 30 days, the district maintained the discretion to distribute the items as they saw fit.

Ms. Ferra shared her previous experience in the Yelm School District, where they had hosted staff sales and half-day garage sales. She noted that such events allowed the community, private schools, and other entities to acquire books, desks, and chairs at nominal prices. This approach ensured the items remained in use rather than being sent to a landfill.

Furthermore, she highlighted the fiscal benefits: while the district might only recoup a few hundred dollars, this was preferable to paying disposal fees. She emphasized that this process demonstrated fiscal responsibility to the community. Ms. Ferra suggested that Allison could assist with publicizing the event and noted that staff could volunteer for a limited time on a Saturday to facilitate the sale. She recalled that in Yelm, staff and community members appreciated the opportunity to purchase items such as older iPads, computers, and furniture.

III. Policy Updates

A. 2108 Remediation Programs / Learning Assistance Program

Ms. Rue presented Policy 2108, comparing the current version with the proposed update. She observed that the existing policy was significantly outdated, specifically noting its focus on "remediation" and "educationally disadvantaged students." She stated that such terminology no longer aligned with the district's current educational philosophy.

Ms. Rue expressed a strong preference for the new policy, titled Learning Assistance Program (LAP). She noted that the language had been adjusted to reflect the district’s K-8 structure and focused on supporting students who were not meeting academic standards through supplemental instruction and services. She concluded by emphasizing that updating this policy was considered a critical priority for the district.

Chair Hefton inquired whether the Learning Assistance Program applied to the Transitional Kindergarten (TK) portion of the district's offerings. He questioned whether the policy's scope should remain limited to grades K–8 or if it should be expanded to include the TK program.

Ms. Rue clarified that Transitional Kindergarten (TK) currently operates outside the definition of "basic education." She explained that the Learning Assistance Program (LAP) is specifically designed as a basic education support program. Consequently, she maintained that the policy's language correctly identifies the scope as kindergarten through eighth grade.

B. 6220 Bid or Request for Proposal Requirements

Superintendent Rue introduced Policy 6220, regarding bid or request for proposal (RFP) requirements, as part of the ongoing effort to update the 6,000-series policies. She noted that while the changes were not extensive, they were essential for fiscal compliance. She explained that the policy is divided into two primary sections to ensure the district adheres to specific legal standards:

Part 1: Outlines the bidding processes for non-federal funds, including construction-related services and applicable exemptions.

Part 2: Details procurement procedures when utilizing federal funds.

Ms. Rue emphasized that the district must remain diligent in following the distinct processes required for each funding source to maintain regulatory alignment. She concluded by introducing Kim Ferra to address any highly specific or technical fiscal questions regarding the policy details.

Ms. Ferra detailed the complexities of managing federal funds, noting that these awards carry strict reporting requirements and expenditure thresholds. She explained that the district currently qualifies as a "low-risk auditee" because it receives relatively few federal funds. This status allows the district to undergo audits every two or three years, which significantly reduces costs compared to the expensive annual audits required for higher-risk or high-expenditure entities.

Ms. Ferra emphasized that these thresholds necessitate a clear policy distinction between federal procurement and standard state bidding processes. Beyond mere compliance, she noted that obtaining three solid bids to ensure the lowest price is simply "good business" and demonstrates due diligence to vendors. She concluded by stating that both the Office of Superintendent of Public Instruction (OSPI) and federal policy establish the specific thresholds the district must follow.

C. 6511 Staff Safety

Superintendent Rue introduced Policy 6511, concerning staff safety, noting that the proposed updates involved only minor language adjustments. She highlighted a specific requirement in the second paragraph mandating that at least one staff member at each school and work site hold a valid first aid certificate.

Ms. Rue confirmed that the district was meeting this standard through the district nurse, most custodial staff, and various coaches who had completed first aid and CPR training. She also addressed the requirement for readily accessible first aid supplies, noting they were well-stocked in the health room. Regarding after-school accessibility, she clarified that while the health room might be closed to the general public, it remained accessible to authorized personnel, such as those overseeing sports activities, who possess the necessary keys.

Director Rose requested clarification regarding the reference to "Department of Labor requirements" in the policy. She inquired whether the language should specifically cite the Washington State Department of Labor & Industries (L&I) to ensure it refers to state-level mandates rather than federal requirements.

The discussion concluded with an agreement to adjust the policy language to reference both OSHA (federal) and WISHA (state) standards, or to explicitly list the Washington State Department of Labor & Industries to ensure full compliance and clarity. Ms. Rue confirmed that these technical adjustments would be made to the final draft.

IV. Policy Review

A. 6250 Cellular Phones

Superintendent Rue explained that this review was part of a broader effort to modernize the 6,000-series policies, which the Board previously identified as the most outdated in the district's records. While the substantive requirements of the policy remained relatively functional, Ms. Rue emphasized that the new version offered a more accessible format. She concluded by suggesting the update was a straightforward administrative improvement that confirmed the district had reviewed and modernized its fiscal policies.

V. Superintendent Updates

A. Superintendent Kirsten Rue

Superintendent Rue provided an update on several district highlights and administrative changes:

-Billy Frank Jr. Assembly: Ms. Rue reported on the success of the inaugural Billy Frank Jr. assembly. She expressed gratitude to the Squaxin Island Tribe for their participation through drumming, dancing, and singing. She specifically commended staff members Jen Jirsa, Eric Fleming, Anneka Brown, and Sherrie Hickam for their planning efforts, noting that despite minor technical issues with videos, the event was a significant success.

-Kindergarten Enrollment and Child Find: Ms. Rue shared concerns regarding low registration numbers for the upcoming Child Find and Kindergarten registration events. She noted that the term "Child Find" might be confusing to parents and indicated that the district had conducted extensive outreach to local daycares. To improve engagement, she met with kindergarten teachers to discuss hosting a separate evening event in late April to better project enrollment numbers before the start of the school year.

-Personnel Changes: Ms. Rue formally announced the retirement of Kim Ferra at the conclusion of the school year. She noted that she was working with the Educational Service District (ESD) to finalize a job description for a Business Manager position, which

would be posted shortly. The new structure would involve shifting payroll responsibilities to Noel.

-Fiscal Recognition: Ms. Rue concluded by publicly thanking Ms. Ferra for her service to the Griffin School District. She credited Ms. Ferra with maintaining the district's fiscal health and keeping the budget "in the black" during challenging times, while also providing essential mentorship to Ms. Rue during her first two years as Superintendent.

Ms. Rue shared her excitement regarding a recent award from the Office of Superintendent of Public Instruction (OSPI). Drawing a parallel to the "Blue Ribbon" awards of the past, she noted that Superintendent Chris Reykdal has introduced a new recognition system focused on student achievement and growth. Ms. Rue explained that the district has been recognized among the top 25 schools for high achievement and growth—a distinction shared by only a select group of districts in the state.

VI. Closing Items

A. For the Good of the Order

Chair Hefton announced that she has officially joined the Board of the South Sound Reading Foundation. She reported attending her first board meeting the previous Monday, noting the inspiring collaboration between local school board directors and community members dedicated to promoting literacy.

Chair Hefton extended an invitation to the rest of the Board for the foundation's upcoming "Readers are Leaders" fundraiser, scheduled for April 15th at 7:00 a.m. She noted that the event, which coincides with the foundation's 25th anniversary, will serve as both a celebration of their legacy of getting books into the hands of children and a vital fundraising effort. She confirmed that Kirsten Rue and Kim Ferra had already registered and encouraged others to join her table for the breakfast event.

Dr. McDaniel offered his congratulations to the district for receiving the Excellence Award. He noted that he had learned of the achievement a few days prior, remarking that the recognition is reserved for only the "best of the best" and that the timing was wonderful.

Dr. McDaniel concluded his remarks by extending his personal congratulations to Ms. Ferra. He thanked the Board and staff for allowing him to attend the study session, commended the group on a productive and well-conducted meeting, and expressed his intention to meet with them again in the future.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:11 PM.

Respectfully Submitted,
Trish Hefton

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

Coversheet

Approval of the Enrollment Report

Section: III. CONSENT AGENDA
Item: D. Approval of the Enrollment Report
Purpose: Vote
Submitted by:
Related Material: 2025-2026 Enrollment Count.xlsx - Mar26.pdf

ENROLLMENT - March 2, 2026

2025 - 2026 School Year

ELEMENTARY SCHOOL

Teacher	Head Count	FTE		Overage
PRESCHOOL				
Hutnik				
	4	*4*		
TRANSITIONAL KINDERGARTEN				
Hutnik	14			
MacGregor	15			
	29	*29.00*		***0***
KINDERGARTEN				
Anderson	19			
Daugherty	19			
Conley	18			
	56	*56.00*		***0***
FIRST GRADE				
Oestreich	18	*0.5*	*BK*	*0*
Shattuck	21			*0*
Singleton	19			*0*
	58	*57.50*		*0*
SECOND GRADE				
Evans	20			
Jenson	21			
Tomlin	20			
	61	*61.00*		
THIRD GRADE				
Alviar	23			*0*
Toepke	24			*1*
	47	47.00		*1*
*** FOURTH GRADE**				
Jirsa	23			*0*
Schreck	23			*0*
Smith	20			*0*
	66	*66.00*		*0*
*** FIFTH GRADE**				
Dowler	22	*0.93*	**TR**	*0*
Ehresmann	21			*0*
Potkonjak	21			*0*
	64	*63.07*		*0*
Total Elementar	**352**	*350.57*		1

Teacher	Head Count	FTE		Overage
SPECIAL EDUCATION - CASE LOADS				
Thompson	30			*3*
St Louis	26			*0*
Hickam	8			*0*
Brown	23			*0*
Hutnik	**6**			
	93			*3*

MIDDLE SCHOOL

SIXTH GRADE (ELA)				
Class 1	22			*0*
Class 2	13			*0*
Class 3	25			*0*
St. Louis	2			*0*
	62	*63.00*		*0*
*** SEVENTH GRADE**				
Class 1	30	*0.15*	*RM*	*0*
Class 2	26			*0*
Class 3	22			*0*
AG	**0**			
	78	*77.85*		*0*
*** EIGHTH GRADE**				
Class 1	19	*0.28*	*MG*	*0*
Class 2	23			
Class 3	19			*0*
St. Louis	1			*0*
	62	*61.72*		*0*
Total MS	**202**	*202.57*		0

Grade	GEA	State
Preschool	4	5
Transitional K	17	17
Kindergarten	20	17
First Grade	21	17
Second Grade	22	17
Third Grade	23	17
Fourth Grade	24	27
Fifth Grade	24	27
Sixth Grade	26	27
Seventh Grade	26	28
Eighth Grade	26	28
	Case Load	**Case Load**
SPED	27	27
Life Skills	10	10
Preschool (1:10)		10

****

ACTUAL		
PRESCHOOL	**4**	
TK	**29**	
SPED	**93**	
BASIC ED	**554**	*553.14*
TOTAL	**680**	
TOTAL:	**554**	
TOTAL FTE:	**553.14**	

ELL Students	
Sixth Grade	AB
Fifth Grade	JT
Kindergarten	PB
	3

Coversheet

Approval of the Personnel Report

Section: III. CONSENT AGENDA
Item: E. Approval of the Personnel Report
Purpose: Vote
Submitted by:
Related Material: Personnel Report March 2026.docx.pdf

Griffin School District

Personnel Report
Prepared by Kim Ferra

Personnel Report

March 25, 2026 School Board Meeting

Employment:

- No Report

Out of Endorsement:

- No Report

Leave of Absence:

- No Report

Extra-Curricular:

- No Report

Resignation/Termination/Provisional:

- No Report

Retirement:

- Approval of Retirement **Kim Ferra**, Finance Director, effective June 30, 2026

Other:

- No Report

Coversheet

Approval of Griffin School District Surplus Inventory

Section: III. CONSENT AGENDA
Item: F. Approval of Griffin School District Surplus Inventory
Purpose: Vote
Submitted by:
Related Material: Griffin School District Surplus 2026 (1).pdf

Timestamp	Email Address	Quantity	Item Category	Item Description and Manufacturer	Copyright or Estimated Date of Purchase	Serial Number	Model Number	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:	htoepke@griffins	3	Other	Old Science Kits	Not know: Date	n/a	n/a	n/a	Outside Classroo	Poor	There are three p	n/a
6/3/2025 10:43:4	htoepke@griffins	2 sets of teacher	Text Books	Journey's Teache	2015	ISBN: 978-0-7609-	9401-6		Outside of room 1	Fair	Marked outside	978-0-7609-9401-6
6/12/2025 9:46:2	jpalmer@griffinsc	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 - T	copyright 2007	002252, 002217,	002233, 002137,	002139, 002251,	Room 404	Good	The books are lo	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 lo	ISBN 987-0-439-57678-9
6/12/2025 15:23:	atanaka@griffins	64	Text Books	iReady Classroo	2024				Main Office	Good	The books are lo	ISBN 978-1-7280-4678-5
11/19/2025 14:16	lmerchant@griffir	Units 15-20/34-3	Text Books	Readwell Kinder	c 2009				106	Good	Readwell K/Units	15-20 Books/Room106
11/19/2025 14:34	lmerchant@griffir	6 units/28-41 sto	Text Books	Readwell Kinder	c 2009				Room 106	Good	Readwell K/Units	9-14/#books 28-41 per unit
11/20/2025 9:24:	amalpica@griffin	11 storybooks, 1(	Text Books	Read well level 1	2009				215	Good		
11/20/2025 9:30:	amalpica@griffin	14 books, 10-25	Text Books	Read well level K	2009				215	Good		
11/20/2025 9:34:	amalpica@griffin	6 books, 10-25 e	Text Books	Read well storyb	2009				215	Good		
11/20/2025 9:35:	amalpica@griffin	40	Text Books	Read well level 3	2009				215	Good	Room 215, note	
11/20/2025 9:39:	amalpica@griffin	30	Text Books	Read well 2 activ	2009				215	Good	Note 215	
11/20/2025 9:51:	amalpica@griffin	7 books 10-25 ea	Text Books	Read well 1					215	Good	Note 215	
11/20/2025 9:52:	pcwhitney@griffi	240	Text Books	Read Well Lv 1	Unk				Rm 215	Fair	Rm 215 near door	
11/20/2025 9:56:	amalpica@griffin	4 books 15-30 ea	Text Books	Read well level 1	2009				215	Good	Note 215	
11/20/2025 9:58:	pcwhitney@griffi	75	Text Books	Read Well + misc	Unk	N/A			Rm 215	Fair	Rm 215 near door	
11/20/2025 10:01	amalpica@griffin	5 books, 20-30 e	Text Books	Read well level 2	2009				215	Good	Note 215 inside door	
11/20/2025 10:03	amalpica@griffin	50	Text Books	Read well level 2	2009				215	Good, Fair	Inside door	
11/20/2025 10:03	pcwhitney@griffi	45	Text Books	Misc books	Unk				215	Fair	Rm 215 near door	
11/20/2025 10:10	pcwhitney@griffi	48	Text Books	Math books	Unk				215	Fair	Rm 215 near door	
11/20/2025 10:11	amalpica@griffin	13 books	Text Books	McGraw hill and	2009				215	Fair	Inside door 215	
11/20/2025 10:12	pcwhitney@griffi	28	Text Books	Math books	Unk				215	Fair	Rm 215 near door	
11/20/2025 10:15	amalpica@griffin	22 books	Text Books	Read well 2 teac	2009				215	Good	Inside door 215	
11/20/2025 11:04	amalpica@griffin	100	Text Books	Read well spellin	2009				215	Good, Fair	Inside room 215	
11/20/2025 13:33	lmerchant@griffir	Units 1-8 storybo	Text Books	Readwell Kinder	c 2009				106	Good	Readwell K/Units	1-8 storybooks/27-40 books per unit
11/20/2025 14:56	lmerchant@griffir	One box	Text Books	Readwell K/Sopr	c 2009				106	Fair	Misc. Readwell K/Guides	
11/21/2025 12:10	kferra@griffinsch	1	Equipment	Printer	2022	Unknown	Unknown		Unknown	Fair	Kim's Office	
11/21/2025 12:52	knixon@griffinscl	3	Text Books	23r		2e3r	23r	23r	23r	Good		
11/24/2025 14:53	knixon@griffinscl	8	Technolgy MIsc	Epson 475 Short throw projector w/mount and remot			475		MDF	Fair	Boxed and in MDF	
11/24/2025 14:54	knixon@griffinscl	4	Technolgy MIsc	Epson 585 Short throw projector w/mount and remote					MDF	Fair	All boxed in MDF	
11/24/2025 14:58	knixon@griffinscl	11	Technolgy MIsc	Epson 675 Short throw projector w/mount and remot			675		MDF	Fair	Boxed and in MDF	
11/24/2025 15:41	knixon@griffinscl	1	Technolgy MIsc	H P 4014n Laser Printer			4014n		KilnCloset	Fair		
11/24/2025 15:42	knixon@griffinscl	1	Technolgy MIsc	HP Pagewide Pro 477dw					Kiln room	Fair		
11/24/2025 15:42	knixon@griffinscl	1	Technolgy MIsc	Hp Officejet Pro 575dw			575dw		Kiln room	Fair		
2/6/2026 10:06:2	ajones@griffinscl	27	Text Books	All Write, Write S	Copyright 1998				Stage	Fair	Box labeled on s	0-669-45979-8
2/6/2026 10:08:0	ajones@griffinscl	5	Text Books	Journeys Teache	Copyright 2017				Stage	Fair	On stage Box lab	978-0-544-54383-6
2/6/2026 10:10:2	ajones@griffinscl	1	Text Books	Math Connects	Copyright 2009				Stage	Fair	Labeled in box on	978-0-02-105728-3
2/6/2026 10:13:1	ajones@griffinscl	10	Text Books	Decoding Book 1	Read Well Units 1-9				Stage	Fair	Labeled in box on	1-59318-528-6
2/6/2026 10:15:3	ajones@griffinscl	6	Text Books	Decoding Book L	Copyright 2007				Stage	Fair	Labeled in box on	1-59318-529-4
2/6/2026 10:16:4	ajones@griffinscl	10	Text Books	Decoding Book 3	Copyright 2007				Stage	Fair	Labeled in box on	1-59318-530-8
2/6/2026 10:18:5	ajones@griffinscl	7	Text Books	Decoding book 4	Copyright 2007				stage	Fair	Labeled in box on	1-59318-574-x
2/6/2026 10:20:2	ajones@griffinscl	2	Text Books	Activity book 4 R	Copyright 2009				Stage	Fair	Labeled in box on	1-60218-567-0
2/6/2026 10:23:5	ajones@griffinscl	5	Text Books	Journeys Teache	Copyright 2017				Stage	Fair	Labeled in box on	978-0-544-54393-5
2/6/2026 10:25:3	ajones@griffinscl	1	Text Books	Journeys Teache	2017				Stage	Fair	Labeled in box an	978-0-544-54367-6
2/6/2026 10:27:0	ajones@griffinscl	1	Text Books	Literacy and Lan	unknown				stage	Fair	Labeled in box on	978-0-547-86647-5
2/6/2026 10:28:5	ajones@griffinscl	1	Text Books	Journeys Close F	2017				Stage	Fair	Labeled in box on	978-0-544-86006-3
2/6/2026 10:30:4	ajones@griffinscl	1	Text Books	Journeys Standa	unknown				stage	Fair	Labeled in box on	978-0-544-59322-0
2/6/2026 10:32:1	ajones@griffinscl	1	Text Books	Intervention Asse	unknown				stage	Fair	Labeled in box on	978-0-544-59350-3
2/6/2026 10:34:0	ajones@griffinscl	1	Text Books	Journeys Benchr	2005				stage	Fair	Labeled in box an	978-0-547-87159-2
2/6/2026 10:35:3	ajones@griffinscl	1	Text Books	Common core wi	unknown				stage	Fair	Labeled in box on	978-0-547-86576-8
2/6/2026 10:37:2	ajones@griffinscl	2	Text Books	Bridges in Mathe	2007				stage	Fair	Labeled in box on stage	
2/6/2026 10:42:1	ajones@griffinscl	4	Text Books	Number Corner E	2007				stage	Fair	Labeled in box on stage	
2/6/2026 10:44:0	ajones@griffinscl	2	Text Books	All Write Source	1998				stage	Fair	Labeled in box on	0-669-46451-1
2/6/2026 10:45:4	ajones@griffinscl	1	Text Books	Journeys Write ir	unknown				stage	Fair	Labeled in box on	978-0-547-87420-3
2/6/2026 10:47:0	ajones@griffinscl	1	Text Books	Journeys volume	2017				stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 10:48:4	ajones@griffinscl	26	Text Books	Writing Handboo	unknown				stage	Fair	Labeled in box on	978-0-547-86453-2
2/6/2026 10:52:1	ajones@griffinscl	13	Text Books	Time for kids Bio	2005				stage	Fair	Labeled in box on	978-0-06-057611-0
2/6/2026 10:55:1	ajones@griffinscl	49	Text Books	Writing Handbook	HMH Grade 2				stage	Fair	Labeled in box on	978-0-547-86449-5
2/6/2026 10:58:1	ajones@griffinscl	15	Text Books	Journeys HMH G	2017				stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 11:01:4	ajones@griffinscl	1	Other	Number corner components	Bridges grade 1 pocket cards				stage	Fair	On stage	
2/6/2026 11:10:0	ajones@griffinscl	1	Other	Journeys Grab a	unknown				stage	Fair	manufacturer bo	978-0-547-90723-9
2/6/2026 11:11:0	ajones@griffinscl	1	Equipment	Laminator	2019				stage	Poor	on stage	
2/6/2026 11:14:5	ajones@griffinscl	14	Text Books	Open Court Rea	2002				stage	Fair	Labeled in box on	0-07-569242-2
2/6/2026 11:16:1	ajones@griffinscl	12	Text Books	Our World Our H	2009				Stage	Poor	Labeled in box on	1-60218-550-6
2/6/2026 11:20:1	ajones@griffinscl	50	Text Books	Exercise book 4	2009				stage	Fair	Labeled in box on	1-60218-563-8
2/6/2026 11:50:3	ajones@griffinscl	15	Text Books	Journeys Grade	2017				stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 11:52:5	ajones@griffinscl	15	Text Books	Journeys HMH G	2017				stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 11:55:5	ajones@griffinscl	9	Text Books	Journeys readers	unknown				stage	Fair	Labeled in box on	978-0-544-59265-0
2/6/2026 11:58:0	ajones@griffinscl	4	Text Books	All Write	1998				stage	Fair	Labeled in box on	0-669-45979-8
2/6/2026 11:59:5	ajones@griffinscl	1	Text Books	American Heritag	1985				stage	Fair	Labeled in box on	0-395-32944-2
2/6/2026 12:04:3	ajones@griffinscl	9	Text Books	Journeys readers	unknown				stage	Fair	Labeled in box on	978-0-544-59265
2/6/2026 12:05:1	ajones@griffinscl	30	Text Books	Journeys Close r	2017				stage	Fair	Labeled in box on	978-0-544-86946-2
2/6/2026 12:10:1	ajones@griffinscl	6	Text Books	Journeys grade 4	2017				stage	Fair	Labeled in box on	978-0-544-54340-9
2/6/2026 12:11:2	ajones@griffinscl	13	Text Books	Journeys Reader	unknown				stage	Fair	Labeled in box on	978-0-544-59262-9
2/6/2026 12:12:2	ajones@griffinscl	1	Text Books	Math Connects N	unknown				stage	Fair, Poor	Labeled in box on	978-0-02-106024-5
2/6/2026 12:14:1	ajones@griffinscl	12	Text Books	Journeys Grade	2017				Stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 12:16:4	ajones@griffinscl	12	Text Books	Journeys Grade	2017				stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 12:32:5	ajones@griffinscl	2	Other	Journeys Grab a	unknown				stage	Fair	Labeled in box on	978-0-547-90723-9
2/6/2026 12:34:1	ajones@griffinscl	1	Other	Journeys Grab a	unknown				stage	Fair	Labeled in box on	978-0-547-90940-0
2/6/2026 13:09:3	ajones@griffinscl	71	Text Books	Read Well Exerc	2009				stage	Fair	Labeled in box on	978-1-60218-560-9
2/6/2026 13:39:5	ajones@griffinscl	123	Text Books	Read Well Decoc	2007				stage	Fair	Labeled in box on	978-1-59318-526-8
2/6/2026 13:41:5	ajones@griffinscl	24	Text Books	Read Well activit	2014				stage	Fair		978-1-62489-037-6
2/6/2026 13:43:2	ajones@griffinscl	8	Text Books	My activity book	2014				stage	Fair	Labeled in box on	978-1-62489-041-3
2/6/2026 13:52:1	ajones@griffinscl	9	Text Books	Merriam Webste	2000				Stage	Fair	Labeled in box on	0-7894-5238-3
2/6/2026 13:55:2	ajones@griffinscl	5	Text Books	Beginning Dictio	1981				stage	Fair	Beginning Dictio	0-02-195270-1
2/6/2026 13:56:2	ajones@griffinscl	66	Text Books	Read Well Plus S	2009				stage	Fair	Beginning Dictio	1-60218-559-x
2/6/2026 13:59:4	ajones@griffinscl	81	Text Books	Read Well Plus A	2009				Stage	Fair	Labeled in box on	1-60218-558-1
2/6/2026 14:00:4	ajones@griffinscl	29	Text Books	A to Z Mysteries	1997				stage	Fair	Labeled in box on	978-679-88168-1
2/10/2026 11:07:	ajones@griffinscl	47	Text Books	Read Well Exerc	2009				stage	Fair	Labeled in box on	1-60218-560-3
2/10/2026 11:08:	ajones@griffinscl	59	Text Books	Read well exercis	2009				stage	Fair	Labeled in box on	1-60218-561-1
2/10/2026 11:12:	ajones@griffinscl	14	Text Books	Read Well Activit	2009				stage	Fair	Labeled in box on	1-60218-566-2
2/10/2026 11:14:	ajones@griffinscl	18	Text Books	SRA Open Court	1993				stage	Fair	Labeled in box on	0-07-569242-2
2/10/2026 11:19:	ajones@griffinscl	13	Text Books	Read Well my ac	2007				stage	Fair	Labeled in box on	1-59318-531-6
2/10/2026 11:20:	ajones@griffinscl	25	Text Books	Read Well My Ac	2007				Stage	Fair	Labeled in box on	1-59318-532-4
2/10/2026 11:21:	ajones@griffinscl	17	Text Books	Read Well My Ac	2007				stage	Fair	Labeled in box on	1-59318-533-2
2/10/2026 11:22:	ajones@griffinscl	23	Text Books	Read Well My Ac	2007				stage	Fair	Labeled in box on	1-59318-575-8
2/10/2026 11:26:	ajones@griffinscl	38	Text Books	Read Well Alphal	2007				stage	Fair	Labeled in box on	1-59318-482-4

2/10/2026 11:28:	ajones@griffinscl	38	Text Books	Read Well Unit 9	2007				stage	Fair	Labeled in box o	1-59318-332-1		
2/10/2026 11:29:	ajones@griffinscl	23	Text Books	Read Well Friend	2007				stage	Fair	Labeled in box o	1-59318-476-x		
2/10/2026 11:30:	ajones@griffinscl	35	Text Books	Read Well Lesso	2007				stage	Fair	Labeled in box o	1-59318-337-2		
2/10/2026 11:32:	ajones@griffinscl	35	Text Books	Read Well Unit 3	2007				stage	Fair	Labeled in box o	1-59318-338-0		
2/10/2026 11:33:	ajones@griffinscl	37	Text Books	Read Well Units	2007				stage	Fair	Labeled in box o	1-59318-483-2		
2/10/2026 11:36:	ajones@griffinscl	32	Text Books	Read Well Unit 3	2007				stage	Fair	Labeled in box o	1-59318-326-7		
2/10/2026 11:38:	ajones@griffinscl	41	Text Books	Read Well Unit 4	2007				stage	Fair	Labeled in box o	1-59318-327-5		
2/10/2026 11:40:	ajones@griffinscl	39	Text Books	Read Well Unit 5	2007				stage	Fair	Labeled in box o	1-59318-328-3		
2/10/2026 11:42:	ajones@griffinscl	43	Text Books	Read Well Unit 6	2007				stage	Fair	Labeled in box o	1-59318-329-1		
2/10/2026 11:43:	ajones@griffinscl	41	Text Books	Read Well Unit 7	2007				stage	Fair	Labeled in box o	1-59318-330-5		
2/10/2026 11:46:	ajones@griffinscl	26	Text Books	Read Well Units	2007				stage	Fair	Labeled in box o	1-59318-477-8		
2/10/2026 11:48:	ajones@griffinscl	8	Text Books	Read Well Units	2007				Stage	Fair	Labeled in box o	1-59318-336-4		
2/10/2026 11:49:	ajones@griffinscl	17	Text Books	Read Well Units	2007				Stage	Fair	Labeled in box o	1-59318-478-6		
2/10/2026 11:50:	ajones@griffinscl	21	Text Books	Read Well Units	2007				stage	Fair	Labeled in box o	1-59318-479-4		
2/10/2026 11:52:	ajones@griffinscl	30	Text Books	Read Well Units	2007				Stage	Fair	Labeled in box o	1-59318-480-8		
2/10/2026 11:54:	ajones@griffinscl	30	Text Books	Read Well Units	2007				stage	Fair	Labeled in box o	1-59318-481-6		
2/10/2026 11:55:	ajones@griffinscl	43	Text Books	Read Well Unit 1	2007				stage	Fair	Labeled in box o	1-59318-324-0		
2/10/2026 11:57:	ajones@griffinscl	40	Text Books	Read Well Unit 2	2007				Stage	Fair	Labeled in box o	1-59318-325-9		
2/10/2026 11:59:	ajones@griffinscl	79		Read Well Spide	2009				stage	Fair	Labeled in box o	1-60218-554-9		
2/10/2026 12:02:	ajones@griffinscl	57	Text Books	Read Well From	2009				stage	Fair	Labeled in box o	1-60218-552-2		
2/10/2026 12:04:	ajones@griffinscl	4	Text Books	A Jigsaw Jones M	2006				stage	Fair	Labeled in box o	0-439-89624-x		
2/10/2026 12:05:	ajones@griffinscl	6	Text Books	Nate The great S	1997				stage	Fair	Labeled in box o	0-440-41302-8		
2/10/2026 12:07:	ajones@griffinscl	8	Text Books	Magic School Bu	2007				stage	Fair	Labeled in box o	0-545-03016-1		
2/10/2026 12:08:	ajones@griffinscl	44	Text Books	Arthur's Pet Busi	1990				stage	Fair	Labeled in box o	0-316-11863-x		
2/10/2026 12:18:	ajones@griffinscl	11	Text Books	Read Well Decoc	2007				stage	Poor	Labeled in box o	1-59318-529-4		
2/10/2026 12:21:	ajones@griffinscl	76	Text Books	Read Well Decoc	2007				stage	Fair	Labeled in box o	1-59318-530-8		
2/10/2026 12:23:	ajones@griffinscl	72	Text Books	Read Well Decoc	2007				stage	Fair	Labeled in box o	1-59318-574-x		
2/10/2026 12:27:	ajones@griffinscl	28	Text Books	Read Well Activit	2009				stage	Fair	Labeled in box o	1-60218-565-4		
2/10/2026 12:28:	ajones@griffinscl	4	Text Books	Childrens Dictionaty					stage	Fair	Labeled in box o	0-7894-8579-6		
2/10/2026 12:41:	ajones@griffinscl	41	Text Books	Read Well Unit 1	2007				stage	Fair	Labeled in box o	1-59318-333-x		
2/10/2026 12:43:	ajones@griffinscl	38	Text Books	Read Well Units	2007				stage	Fair	Labeled in box o	1-59318-334-8		
2/10/2026 12:45:	ajones@griffinscl	41	Text Books	Read Well Units	2007				stage	Fair	Labeled in box o	1-59318-335-6		
2/10/2026 12:47:	ajones@griffinscl	29	Text Books	Read Well Units	2007				stage	Fair	Labeled in box o	1-59318-336-4		
2/10/2026 12:49:	ajones@griffinscl	53	Text Books	Read Well Communities					stage	Fair	Labeled in box o	1-60218-551-4		
2/10/2026 12:51:	ajones@griffinscl	70	Text Books	Read Well The R	2009				stage	Fair	Labeled in box o	1-60218-557-3		
2/10/2026 12:53:	ajones@griffinscl	68	Text Books	Read Well Scien	2009				stage	Fair	Labeled in box o	1-60218-556-5		
2/10/2026 12:54:	ajones@griffinscl	55		Read Well Young	2009				stage	Fair	Labeled in box o	1-60218-555-7		
2/10/2026 12:58:	ajones@griffinscl	53	Text Books	Time for Kids The	2005				stage	Fair	Labeled in box o	978-0-06-057611-0		
2/10/2026 12:59:	ajones@griffinscl	14		Read Well Our W	2009				stage	Fair	Labeled in box o	1-60218-550-6		
2/10/2026 13:00:	ajones@griffinscl	58	Text Books	Read Well All Ab	2009				stage	Fair	Labeled in box o	1-60218-553-0		
2/10/2026 13:19:	ajones@griffinscl	2	Furniture	Red teachers chairs					stage	Poor	Item on stage			
2/10/2026 13:20:	ajones@griffinscl	1	Furniture	Standing teacher desk Ergotron					stage	Poor	On stage in surplus pile			
2/10/2026 13:21:	ajones@griffinscl	1	Equipment	Referee stand for volleyball					stage	Fair	Surplus pile on stage			
2/10/2026 13:24:	ajones@griffinscl	1	Equipment	Nobles Top Scrubber and pads					stage	Poor	on stage in surplus pile			
2/10/2026 13:26:	ajones@griffinscl	1	Furniture	Black office chair					stage	Fair, Poor	on stage in surplus pile			
2/10/2026 13:29:	ajones@griffinscl	1	Equipment	Magic Chef mini fridge					stage	Fair	on stage in surplus pile			
2/18/2026 11:14:	ajones@griffinscl	1	Technolgy MIsc	Ipad Charging Cart					Shipping contain	Poor	Shipping container, maintenance			
2/18/2026 11:15:	ajones@griffinscl	1		Metal 2 door cabinet					Shipping contain	Poor	Shipping container, maintenance			
2/18/2026 11:16:	ajones@griffinscl	1	Furniture	4 Drawer filing cabinet					Shipping contain	Fair	Shipping container, maintenance			
2/18/2026 11:17:	ajones@griffinscl	1	Furniture	Double sided book shelf (4.5x4x2.3)					Shipping contain	Fair	Shipping container, maintenance			
2/18/2026 11:17:	ajones@griffinscl	1	Furniture	Wood double sided book shelf 5' tall					Shipping contain	Fair	Shipping container, maintenance			
2/18/2026 11:20:	ajones@griffinscl	1	Furniture	Wood table with cubbies					Shipping contain	Fair	Shipping container, maintenance			
2/18/2026 11:20:	ajones@griffinscl	1	Furniture	Wood chest with hinged top lid					Shipping contain	Fair	Shipping container, maintenance			
2/18/2026 11:29:	ajones@griffinscl	2	Furniture	Classroom cubbies with coat hooks					Shipping contain	Fair	Shipping container, maintenance			
2/18/2026 11:30:	ajones@griffinscl	12	Other	Sanitizer dispens	2020				Shipping contain	Fair	Shipping container, maintenance			
2/18/2026 11:31:	ajones@griffinscl	2	Technolgy MIsc	Metal stereo cabinets					Shipping contain	Poor	Shipping container, maintenance			
2/18/2026 11:33:	ajones@griffinscl	8	Other	Foss Science Kits					Shipping contain	Poor				
2/18/2026 11:34:	ajones@griffinscl	1	Equipment	Red Large Vacuum					Maintenance sho	Poor				
2/26/2026 8:58:1	amorgan@griffins	6	Equipment	Long Springs (in	2018	none	none	none	Stage	Good	Stage (has note)	none		

Coversheet

Review of Public Records Requests

Section: III. CONSENT AGENDA
Item: G. Review of Public Records Requests
Purpose: FYI
Submitted by:
Related Material: PUBLIC RECORDS REQUEST LOG - 2025-2026 (3.20.2026).pdf

PUBLIC RECORDS LOG

Date Received	Requester	Original Request	Records Produced	Redacted/Withheld Records	WAC/RCW for Redaction	Date Request Closed	3rd Party Notification	Retention Schedule
Sept. 16, 2026	Joanna Carns, Griffin PTO VP	Zoom recording from most recent board meeting: 9/10/2025	Emailed Zoom Link: School Board Study Session 9.10.2025	No redactions	N/A	Sept. 17, 2025		
Sept. 24, 2025	Maitri Sojourner, Community Member	Pursuant to SB 5004, which became law on July 27, 2025, Griffin School District is to "develop an emergency response system using evolving technology to expedite the response and arrival of law enforcement in the event of a threat or emergency at school." The District is to submit a progress report on its implementation of this emergency response system to The Office of the Superintendent of Public Instruction (OSPI) by October 1, 2025. I hereby request a copy of the progress report on the implementation of this emergency response system as soon as it has been submitted to	https://drive.google.com/file/d/1tf6sD_IIv2I9UW4puPc36U7i8R14vFYr/view?usp=drive_link	We do not have access to the "progress report".	N/A	Sept. 29, 2025		
Sept. 29, 2025	Sherrie Hickam, Griffin Staff, on behalf of the GEA	Zoom recording from board meeting: 9/24/2025	Emailed Zoom Link: School Board Meeting 9.24.2025	No redactions	N/A	Sept. 29, 2025		
January 9, 2026	Sarah Harmon	Copies of current or active executed contrtacts, agreements, amendments, and associated procurement documents between the Griffin School District #324 and Apple. * The names of the contracting parties * The nature and purpose of the contract * The contract start and end dates * The total contract value or cost * Any amendments, extensions, or renewals related to the contract	None - GSD does not have a contract, agreement, amendments, or associated procur3ement documents.	N/A	N/A	January 9, 2026		
January 27, 2026	CT Mills Public Info Access LLC	Full Name Title/Position Work Email Address Work Location (School Name or Central Office)	https://drive.google.com/file/d/1RkttgTQv6qXk8vc-Upd4227SSZwdB96G/view?usp=sharing	No redactions	N/A	January 27, 2026		
February 9, 2026	Chris Miller, Public Info Access LLC	records, policies, schedules, guidelines, or tables that identify: Dollar thresholds requiring approval by school administrators (e.g., principals) Dollar thresholds requiring approval by central office staff or department leadership Dollar thresholds requiring approval by the superintendent or designee Dollar thresholds requiring approval by the Board of Education	-Policy 6114: Gifts or Donations -Policy 6210: Purchasing: Authorization and Control -Policy 6215: Expense Claim Certification and Approval	No redactions	N/A	February 10, 2026		
February 19, 2026	W. Robert Kelly	I'd like to please request a copy of the video of the Griffin School Board meeting that took place on October 25th, 2023.	None	Video was not located.		February 20, 2026		
February 20, 2026	Eden Ding	we request a spreadsheet or equivalent file containing all purchase orders issued between January 1, 2022, and the present.	https://drive.google.com/file/d/1Dbrj4vUpEZBMFDeRXdbZ-zJWyNsSMU2Z/view?usp=sharing	Jan. 1, 2022-Aug. 31, 2022 due to system conversion		February 20, 2026		
February 20, 2026	Gabrielle Faber	Would you please send me the parking lot surveillance footage of the drop-off line where my car was struck yesterday, 2/19/26 about 8:45am?	https://drive.google.com/file/d/1-NHhWiyMgUMYEi-zZEAz9-WtOk1BxOyi/view?usp=drive_link. https://drive.google.com/file/d/17uG9dOnB5KOXANCQpK1rpuRbxJcILm44/view?usp=drive_link	None		Febraury 20, 2026		
February 23, 2026	CT Mills Public Info Access LLC	existing records identifying the employee(s) assigned responsibility for leadership, oversight, coordination, or supervisory authority for the following functional areas at the district or central office level: Curriculum & Instruction / Teaching & Learning OCareer & Technical Education (CTE) and STEM, English Language Learner (ELL), Technology / Information Technology / Computer Science, Library / Media Services, Core Academic Subjects, including:, English Language Arts (ELA), Mathematics, Science, Social Studies. For each functional area listed above, please provide, if reflected in existing records: Full Name Official Title District-Issued Work Email Address	2/23/26: responded. Provided records: Rebekah Keiser, Principal, rkeiser@griffinschool.us	None		Febraury 23, 2026		
March 6, 2026	Rebecca Banh	district's most current policies and procedures around Section 504 complaints	Policies: 2162, 3210, Procedures: 2162P, 3210P	None		March 12, 2026		
March 6, 2026	Kevin Taylor, CompuNet	2025 RFP for Internal Connections, submitted vendor proposals, evaluation materials and scoring summaries, award decision documentation.	2 bid proposals, Bid Evaluation Grid, Award documentaion.	None		March 16, 2026		

Coversheet

Approval of District Calendar 2026-2027

Section: V. OLD BUSINESS
Item: A. Approval of District Calendar 2026-2027
Purpose: Vote
Submitted by:
Related Material: DRAFT 2026-2027 GSD Calendar (3.17.2026).pdf

DRAFT 2026-2027 GSD Calendar *NOT BOARD APPROVED* DRAFT 2026-2027

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*

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

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

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

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

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*

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*

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*

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

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*

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*

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					

11 *School Board Study Session*
25 *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)
**School Board Study Sessions: 6pm, Griffin Library*
**School Board Meetings: 6pm, Griffin Cafeteria*
**Please visit www.griffinschool.us.us for Board updates on Times & Locations*

Coversheet

Health Curriculum Adoption

Section: V. OLD BUSINESS
Item: B. Health Curriculum Adoption
Purpose: Vote
Submitted by:
Related Material: Health Curriculum March 2026.pdf

GRIFFIN SCHOOL DISTRICT #324

6530 33rd Avenue NW, Olympia, Washington 98502
(360) 866-2515
www.griffinschool.us

Formal Recommendation of Superintendent

SUBJECT MATTER	Middle School Health
APPLICABLE REGULATIONS *(LINK: RCW, POLICY, CBA, HANDBOOK ETC.)*	Policy 2020, 2020P
ACCOMPANYING DOCUMENTATION	• G-W Essential Health Skills for Middle School • GRIFFIN SCHOOL - ESSTL HEALTH FOR MS 2...
CONNECTION TO STRATEGIC PLAN	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: Kristen N. Lee	**DATE:** 3/18/26

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

Coversheet

Sports: Pay to Play

Section: V. OLD BUSINESS
Item: C. Sports: Pay to Play
Purpose: Vote
Submitted by:
Related Material: Sports Pay to Play March 2026.pdf

GRIFFIN SCHOOL DISTRICT #324

6530 33rd Avenue NW, Olympia, Washington 98502
(360) 866-2515
www.griffinschool.us

Formal Recommendation of Superintendent

SUBJECT MATTER	• Pay to Play for Sports
APPLICABLE REGULATIONS *(LINK: RCW, POLICY, CBA, HANDBOOK ETC.)*	• In Washington state, a "Pay to Play" structure is legally categorized as a fee for "optional noncredit extracurricular events." Per **RCW 28A.325.010**, school boards have the authority to establish these fees to help defray the costs of athletics, social, or cultural activities. • The district must provide access for students and waive fees to meet the requirements of HB 1660.
ACCOMPANYING DOCUMENTATION *(if applicable)*	Sports fees in surrounding districts:
COUNCIL FROM ATTORNEY OR INSURANCE CO. *(if applicable)*	• N/A
CONNECTION TO STRATEGIC PLAN *(if applicable)*	• Responsible Fiscal & Operational Management

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.

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 one-time annual **$75.00** sports participation fee, 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. The $75 sports fee will be deposited into the general fund to support coaching and transportation costs.

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

GRIFFIN SCHOOL DISTRICT #324

6530 33rd Avenue NW, Olympia, Washington 98502
(360) 866-2515
www.griffinschool.us

The $25 ASB fee will be allocated to the ASB fund to help offset the costs of officials, uniforms, and equipment. This is a line item already defined in the ASB budget.

We propose that this fee remain in place for the 2026-27 through 2027-28 school years. We will re-evaluate the fee at that time to determine if any adjustments are necessary.

RATIONALE

1. Fiscal Sustainability and Program Preservation The cost of middle school athletics - including coaching, officiating, 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 Our $75 annual sports fee is based on a regional analysis of local districts (including Shelton, North Mason, and Olympia), where the standard rate is $50–$60 (per sport). This alignment ensures our programs are priced fairly and remain consistent with local educational standards. We believe this one-time annual fee is an equitable way to support the continued success of our student-athletes.

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: Kirsten M. Kuel	DATE: 3/23/26

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

Coversheet

2108 Learning Assistance Program

Section: VII. POLICY - UPDATES
Item: A. 2108 Learning Assistance Program
Purpose: Vote
Submitted by:
Related Material: 2108 Learning Assistance Program.pdf

Policy: 2108
Section: 2000 - Instruction

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: VII. POLICY - UPDATES
Item: B. 6220 Bid or Request for Proposal Requirements
Purpose: Vote
Submitted by:
Related Material: 6220 Bid or Request for Proposal Requirements.pdf

Policy 6220
Section: 6000 - Management Support

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.400.330Crimes against children - Contractor employees - Termination of contract
- RCW 39.04.155Small works roster contract procedures - Limited public works process Definition
- RCW 39.04.280Competitive 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 Mirco-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: VII. POLICY - UPDATES
Item: C. 6511 Staff Safety
Purpose: Vote
Submitted by:
Related Material: 6511 Staff Safety.pdf

Policy: 6511
Section: 6000 - 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 will be posted in compliance with OSHA and/or 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 & Industry requirements.

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

Legal References:

- Chapter 49.17 RCWWashington Industrial Safety and Health Act

Cross References:

- 5004 - Infection Control Program

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Coversheet

6250 Cellular Phones

Section: VIII. POLICY - REVIEW
Item: A. 6250 Cellular Phones
Purpose: Vote
Submitted by:
Related Material: 6250 Cellular Telephones.pdf

Policy: 6250
Section: 6000 - 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 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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Coversheet

Finance Director's Report

Section: X. DISTRICT REPORTS
Item: A. Finance Director's Report
Purpose: FYI
Submitted by:
Related Material: Feb 2026 Budget Status.pdf
Finance Report March 2026.docx.pdf

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 10

Reporting Month: February **Budget Type:** Revised **Fund Description:** General Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 LOCAL TAXES	2,758,750	113,069.07	1,254,711.96		1,504,038.04	45.48
2000 LOCAL SUPPORT NONTAX	150,800	16,253.70	136,340.98		14,459.02	90.41
3000 STATE - GENERAL PURPOSE	5,941,988	518,077.58	2,818,905.58		3,123,082.42	47.44
4000 STATE - SPECIAL PURPOSE	2,392,521	192,586.85	1,062,874.73		1,329,646.27	44.42
5000 FEDERAL - GENERAL PURPOSE	0	0.00	0.00		0.00	0.00
6000 FEDERAL - SPECIAL PURPOSE	355,302	79,745.03	178,993.39		176,308.61	50.38
7000 REVENUES FR OTH SCH DIST	0	0.00	0.00		0.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	315,000	0.00	0.00		315,000.00	0.00
9000 OTHER FINANCING SOURCES	0	0.00	0.00		0.00	0.00
Total	**11,914,361**	**919,732.23**	**5,451,826.64**		**6,462,534.36**	**45.76**

B. EXPENDITURES						
00 Regular Instruction	7,033,889	512,332.82	3,558,061.05	21,670.03	3,454,157.92	50.89
10 Federal Stimulus	0	0.00	0.00	0.00	0.00	0.00
20 Special Ed Instruction	1,572,437	111,512.42	789,742.32	414,306.00	368,388.68	76.57
30 Voc. Ed Instruction	0	0.00	0.00	0.00	0.00	0.00
40 Skills Center Instruction	0	0.00	0.00	0.00	0.00	0.00
50+60 Compensatory Ed Instruct.	276,498	16,729.15	103,678.90	0.00	172,819.10	37.50
70 Other Instructional Pgms	330,632	2,344.22	13,797.29	0.00	316,834.71	4.17
80 Community Services	1,250	0.00	0.00	0.00	1,250.00	0.00
90 Support Services	3,282,664	272,500.72	1,753,377.55	168,971.40	1,360,315.05	58.56
Total	**12,497,370**	**915,419.33**	**6,218,657.11**	**604,947.43**	**5,673,765.46**	**54.60**

C. OTHER FIN. USES TRANS. OUT (GL 536)	**0**	**0.00**	**0.00**			
D. OTHER FINANCING USES (GL 535)	**0**	**0.00**	**0.00**			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	**(583,009)**	**4,312.90**	**(766,830.47)**		**(183,821.47)**	**31.53**
F. TOTAL BEGINNING FUND BALANCE	**1,220,444**		**1,484,213.16**			
G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			**0.00**			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	**637,435**		**717,382.69**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 10

Reporting Month: February **Budget Type:** Revised **Fund Description:** General Fund

I. ENDING FUND BALANCE ACCOUNTS

G/L 810 Restricted For Other Items	0	150.00
G/L 815 Restric Unequalized Deduct Rev	0	1,393.63
G/L 821 Restrictd for Carryover	0	0.00
G/L 823 Restricted for Carryover of Transition to Kindergarten	0	0.00
G/L 825 Restricted for Skills Center	0	0.00
G/L 828 Restricted for C/O of FS Rev	0	0.00
G/L 830 Restricted for Debt Service	0	0.00
G/L 835 Restrictd For Arbitrage Rebate	0	0.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	0.00
G/L 845 Restricted for Self-Insurance	0	0.00
G/L 850 Restricted for Uninsured Risks	0	0.00
G/L 870 Committed to Other Purposes	0	0.00
G/L 872 Committd to Econmc Stabilizatn	0	0.00
G/L 873 Committed to Depreciation Sub-Fund for Facility Maintenance	0	0.00
G/L 875 Assigned Contingencies	0	0.00
G/L 884 Assigned to Other Cap Projects	0	0.00
G/L 888 Assigned to Other Purposes	150	0.00
G/L 890 Unassigned Fund Balance	(355,181)	(244,165.94)
G/L 891 Unassigned Min Fnd Bal Policy	992,466	960,005.00
Total	**637,435**	**717,382.69**

Differences	**0**	**0.00**

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 20

Reporting Month: February **Budget Type:** Revised **Fund Description:** Capital Projects Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	1,324,282	50,135.77	637,807.89		686,474.11	48.16
2000 Local Support Nontax	47,585	12,386.04	68,877.38		(21,292.38)	144.75
3000 State - General Purpose	0	0.22	200.48		(200.48)	0.00
4000 State - Special Purpose	0	0.00	0.00		0.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
6000 Federal - Special Purpose	0	0.00	0.00		0.00	0.00
7000 Revenues Fr Oth Sch Dist	0	0.00	0.00		0.00	0.00
8000 Other Agencies and Associates	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	**1,371,867**	**62,522.03**	**706,885.75**		**664,981.25**	**51.53**

B. EXPENDITURES						
10 Sites	450,000	0.00	0.00	0.00	450,000.00	0.00
20 Buildings	1,219,500	16,878.59	287,820.56	42,120.14	889,559.30	27.06
30 Equipment	330,500	3,894.85	26,680.07	0.00	303,819.93	8.07
40 Energy	1,000,000	0.00	0.00	0.00	1,000,000.00	0.00
50 Sales & Lease Expenditure	0	0.00	0.00	0.00	0.00	0.00
60 Bond Issuance Expenditure	0	0.00	0.00	0.00	0.00	0.00
90 Debt	0	0.00	0.00	0.00	0.00	0.00
Total	**3,000,000**	**20,773.44**	**314,500.63**	**42,120.14**	**2,643,379.23**	**11.89**

C. OTHER FIN. USES TRANS. OUT (GL 536)	**0**	**0.00**	**0.00**			
D. OTHER FINANCING USES (GL 535)	**0**	**0.00**	**0.00**			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	**(1,628,133)**	**41,748.59**	**392,385.12**		**2,020,518.12**	**(124.**
F. TOTAL BEGINNING FUND BALANCE	**3,966,453**		**3,965,614.02**			
G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			**0.00**			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	**2,338,320**		**4,357,999.14**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance | **Account Codes:** Agency | **Fund Code:** 20

Reporting Month: February | **Budget Type:** Revised | **Fund Description:** Capital Projects Fund

I. ENDING FUND BALANCE ACCOUNTS

G/L 810 Restricted For Other Items	0	0.00
G/L 825 Restricted for Skills Center	0	0.00
G/L 830 Restricted for Debt Service	0	0.00
G/L 835 Restrictd For Arbitrage Rebate	0	0.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	0.00
G/L 850 Restricted for Uninsured Risks	0	0.00
G/L 861 Restricted from Bond Proceeds	0	0.00
G/L 862 Committed from Levy Proceeds	1,820,422	3,319,363.22
G/L 863 Restricted from State Proceeds	183,511	640,709.73
G/L 864 Restricted from Fed Proceeds	0	0.00
G/L 865 Restricted from Other Proceeds	0	0.00
G/L 866 Restrictd from Impact Proceeds	0	0.00
G/L 867 Restricted from Mitigation Fees	6,952	88,489.86
G/L 869 Restricted fr Undistr Proceeds	0	0.00
G/L 870 Committed to Other Purposes	0	0.00
G/L 889 Assigned to Fund Purposes	327,435	309,436.33
G/L 890 Unassigned Fund Balance	0	0.00
Total	**2,338,320**	**4,357,999.14**

Differences	**0**	**0.00**

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 30

Reporting Month: February **Budget Type:** Revised **Fund Description:** Debt Service Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	0	0.00	0.00		0.00	0.00
2000 Local Support Nontax	8,500	1,933.73	11,017.72		(2,517.72)	129.62
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	**8,500**	**1,933.73**	**11,017.72**		**(2,517.72)**	**129.62**

B. EXPENDITURES						
Matured Bond Expenditures	0	0.00	0.00	0.00	0.00	0.00
Interest On Bonds	0	0.00	0.00	0.00	0.00	0.00
Interfund Loan Interest	0	0.00	0.00	0.00	0.00	0.00
Bond Transfer Fees	0	0.00	0.00	0.00	0.00	0.00
Arbitrage Rebate	0	0.00	0.00	0.00	0.00	0.00
Underwriter's Fees	0	0.00	0.00	0.00	0.00	0.00
Total	**0**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

C. OTHER FIN. USES TRANS. OUT (GL 536)	**0**	**0.00**	**0.00**			
D. OTHER FINANCING USES (GL 535)	**0**	**0.00**	**0.00**			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	**8,500**	**1,933.73**	**11,017.72**		**2,517.72**	**29.62**
F. TOTAL BEGINNING FUND BALANCE	**641,146**		**655,715.88**			
G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			**0.00**			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	**649,646**		**666,733.60**			

I. ENDING FUND BALANCE ACCOUNTS			
G/L 810 Restricted for Other Items	0	0.00	
G/L 830 Restricted for Debt Service	649,646	165,720.96	
G/L 835 Restrictd For Arbitrage Rebate	0	0.00	
G/L 870 Committed to Other Purposes	0	0.00	
G/L 889 Assigned to Fund Purposes	0	501,012.64	
G/L 890 Unassigned Fund Balance	0	0.00	
Total	**649,646**	**666,733.60**	

Differences	**0**	**0.00**

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 40

Reporting Month: February **Budget Type:** Revised **Fund Description:** Associated Student Body Fund

A. REVENUES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 General Student Body	9,350	317.31	7,921.15		1,428.85	84.72
2000 Athletics	0	0.00	0.00		0.00	0.00
3000 Classes	1,000	0.00	0.00		1,000.00	0.00
4000 Clubs	5,300	1,335.00	3,488.75		1,811.25	65.83
6000 Private Moneys	1,700	0.00	0.00		1,700.00	0.00
Total	**17,350**	**1,652.31**	**11,409.90**		**5,940.10**	**65.76**
B. EXPENDITURES						
1000 General Student Body	9,800	0.00	792.31	162.45	8,845.24	9.74
2000 Athletics	0	0.00	8,604.96	0.00	(8,604.96)	0.00
3000 Classes	1,000	0.00	0.00	0.00	1,000.00	0.00
4000 Clubs	4,900	0.00	348.51	0.00	4,551.49	7.11
6000 Private Moneys	14,000	0.00	0.00	0.00	14,000.00	0.00
Total	**29,700**	**0.00**	**9,745.78**	**162.45**	**19,791.77**	**33.36**
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	**(12,350)**	**1,652.31**	**1,664.12**		**14,014.12**	**(113.**
D. TOTAL BEGINNING FUND BALANCE	**42,302**		**49,503.94**			
E. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			**0.00**			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)	**29,952**		**51,168.06**			
G. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted for Other Items	50		50.00			
G/L 819 Restricted for Fund Purposes	29,902		51,118.06			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		0.00			
G/L 850 Restricted for Uninsured Risks	0		0.00			
G/L 870 Committed to Other Purposes	0		0.00			
G/L 889 Assigned to Fund Purposes	0		0.00			
G/L 890 Unassigned Fund Balance	0		0.00			
Total	**29,952**		**51,168.06**			
Differences	**0**		**0.00**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 90

Reporting Month: February **Budget Type:** Revised **Fund Description:** Transportation Vehicle Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	0	0.00	0.00		0.00	0.00
2000 Local Nontax	7,500	3,606.76	19,632.27		(12,132.27)	261.76
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
4000 State - Special Purpose	150,831	0.00	0.00		150,831.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
6000 Federal - Special Purpose	0	0.00	0.00		0.00	0.00
8000 Other Agencies and Associates	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	**158,331**	**3,606.76**	**19,632.27**		**138,698.73**	**12.40**
B. 9900 TRANSFERS IN FROM GF	**0**	**0.00**	**0.00**		**0.00**	**0.00**
C. Total REV./OTHER FIN. SOURCES	**158,331**	**3,606.76**	**19,632.27**		**138,698.73**	**12.40**
D. EXPENDITURES						
Type 30 Equipment	750,000	0.00	0.00	0.00	750,000.00	0.00
Type 40 Energy	0	0.00	0.00	0.00	0.00	0.00
Type 60 Bond Levy Issuance	0	0.00	0.00	0.00	0.00	0.00
Type 90 Debt	0	0.00	0.00	0.00	0.00	0.00
Total	**750,000**	**0.00**	**0.00**	**0.00**	**750,000.00**	**0.00**
E. OTHER FIN. USES TRANS. OUT (GL 536)	**0**	**0.00**	**0.00**			
F. OTHER FINANCING USES (GL 535)	**0**	**0.00**	**0.00**			
G. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)	**(591,669)**	**3,606.76**	**19,632.27**		**611,301.27**	**(103.**
H. TOTAL BEGINNING FUND BALANCE	**695,299**		**1,243,901.46**			
I. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			**0.00**			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	**103,630**		**1,263,533.73**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 90

Reporting Month: February **Budget Type:** Revised **Fund Description:** Transportation Vehicle Fund

K. ENDING FUND BALANCE ACCOUNTS

G/L 810 Restricted For Other Items	0	0.00
G/L 819 Restricted for Fund Purposes	103,630	1,263,533.73
G/L 830 Restricted for Debt Service	0	0.00
G/L 835 Restrictd For Arbitrage Rebate	0	0.00
G/L 850 Restricted for Uninsured Risks	0	0.00
G/L 889 Assigned to Fund Purposes	0	0.00
G/L 890 Unassigned Fund Balance	0	0.00
Total	**103,630**	**1,263,533.73**

Differences	**0**	**0.00**

Griffin School District

Finance Director's Report

Board Meeting
March 25, 2026

Budget Status February 2025

General Fund

- Revenue 45.76% of Budget
- Expenditures & Encumbrances 54.607% of Budget
- Noted Items:
  - Fund Balance Information Update – Financial Statement Impact
    - Unassigned Minimum Fund Balance Policy – 8.33% of Revenues as of 8/31/25
    - Restricted for Carryover of Restricted Revenues – State Funds

Capital Projects Fund

- Revenues 51.53% of Budget
- Expenditures 11.89% of Budget
- Noted Items:
  - Committed from Levy Proceeds $3,319,363.22
  - Restricted from State Proceeds $640,709.73
  - Restricted from Mitigation Fees $88,489.86

Debt Service Fund

- Revenues 129.62% of Budget
- Expenditures 0.00% of Budget
- Noted Items:
  - None at this time

Associated Student Body Fund

- Revenues 65.76% of Budget
- Expenditures & Encumbrances 33.36% of Budget
- Noted Items
  - Fundraising Activities

Transportation Vehicle Fund

- Revenues 12.40% of Budget
- Expenditures & Encumbrances 0.00% of Budget
- Noted Items – Bus Purchase

Other Items

- Monitoring Cash Flow
- Capital Projects
- Budget

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