Griffin School District #324

Griffin School Board Meeting

Date and Time

星期三 四月 29, 2026 at 6:00 下午 PDT

Location

Griffin Cafeteria

Join 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.	Science Fair Presentations		Wendy Potkonjak
D.	Restorative Center Presentation		Bonnie Duncan

		Purpose	Presenter
E.	School Board Recognition		

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 - March 25, 2026	Approve Minutes
B.	Approval of Study Session Minutes - April 15, 2026	Approve Minutes
C.	Approval of Payroll & Warrants	Vote
D.	Approval of the Enrollment Report	Vote
E.	Approval of the Personnel Report	Vote
F.	Review of Public Records Requests	FYI
G.	Approval of All Consent Agenda Items	Vote

IV. NEW BUSINESS

A.	Student Representative Process	Discuss
	First reading of Policy & Procedure 1250: Students on Governing Boards.	

V. OLD BUSINESS

A.	Resolution 25-26-03	Vote
	180-Day Waiver: Parent-Teacher Conference Days	

VI. POLICY - NEW

		Purpose	Presenter
A.	3411 Accommodating Students with Seizure Disorders or Epilepsy	Vote	
B.	3419 Self Administration of Asthma and Anaphylaxis	Vote	
C.	3420 Anaphylaxis Prevention and Response	Vote	
D.	3422 Student Sports: Concussion, Head Injury and Sudden Cardiac Arrest	Vote	
E.	3424 Opioid Related Overdose Reversal	Vote	
F.	4129 Family Involvement	Vote	

VII. POLICY - UPDATES

A.	3124 Removal-Release of Student During School Hours	Vote	
B.	3413 Student Immunization and Life Threatening Conditions	Vote	

VIII. POLICY - REVIEW

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.	Executive Session To review the performance of a district employee.	Discuss	
C.	Adjourn Meeting		

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

Coversheet

Approval of Board Meeting Minutes - March 25, 2026

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

APPROVED

Griffin School District #324

Minutes

Griffin School Board Meeting

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

Location
Griffin School Cafeteria

Attend via Zoom

Board Meeting Zoom Link

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

Directors Absent
None

Guests Present
4th Grade Students, Allison Adair, Band Students, Band Students, Erin Hagen, Family members of students, Jennifer Jirsa, Jennifer Palmer, Karen Lett, Kim Ferra, Kirsten Rue, Kyle Nixon, Rebekah Keiser, Sarina Schreck, Tanisha Smith

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 25, 2026 at 6:00 PM.
Tesa Frevert made a motion to Approve the agenda.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

C. School Board Recognition

Superintendent Kirsten Rue introduced Sophie Skillman for formal recognition by the Board. Superintendent Rue highlighted Ms. Skillman’s long-standing commitment to the "No Valentine Left Behind" program, an initiative she founded as a fifth-grade student.

The Superintendent noted that Ms. Skillman, now a high school senior, has continued to serve the Griffin K-8 community for several years, ensuring that every student receives a Valentine’s Day acknowledgment. The Board expressed its appreciation for her sustained leadership and dedication to fostering inclusivity within the district.

Ms. Skillman shared an update regarding her recent community service achievements, noting that she was in the process of finalizing her Girl Scout Gold Award. She highlighted her history of service within the district, which included completing her Silver Award project—a world map mural on the Griffin playground—during her eighth-grade year.

For her Gold Award project, Ms. Skillman partnered with the Panorama Living Facility to address senior isolation. She organized caroling and bingo events, successfully bridging the generational gap by involving local Girl Scouts and other area youth in these activities.

Superintendent Rue commended Ms. Skillman for her exceptional commitment to community service, specifically noting her ability to support both younger students at Griffin and elderly residents within the broader community. The Superintendent praised Ms. Skillman as a "shining example" of the leadership developed through long-term dedication to the Girl Scouts. She concluded by stating that Ms. Skillman’s leadership and compassion embodied the ideal spirit of a Griffin graduate.

D. Band Performance

Jennifer Palmer, Music Specialist and Band Director, introduced a series of student performances, noting the high caliber and dedication of the current music ensemble. She emphasized that students had independently selected their pieces to perform in small groups and solo arrangements.

The following students performed:

Ella (6th Grade, French Horn): Performed a selection from *"Whistle While You Work."* She expressed her appreciation for the process of translating heard music into her own performance.

Rosa (7th Grade, Alto Saxophone) & Ben (7th Grade, French Horn): Performed the *"Irish Washerwoman"* duet. Mrs. Palmer highlighted the unique technical challenges of the French horn and its versatile role in both woodwind and brass arrangements.

Zoe (8th Grade, Trumpet): Performed a solo excerpt from the concert piece *"Convergence."* She noted that the "tight-knit community" and social bonds of the band were her favorite aspects of the program.

Khaleesi (7th Grade, Clarinet) & Lailee (7th Grade, Trumpet): Performed *"Can Stars."* The students highlighted the unique tonal qualities and range of their respective instruments.

Mrs. Palmer concluded the presentation by advocating for the vital role of arts education in schools, noting both the cognitive benefits and the ability of music to unify students from diverse backgrounds.

The final performance featured a duet arrangement by Leland and Nicky, of "Flight of the Bumblebee." Mrs. Palmer noted that while typically a solo piece, the students had dedicated approximately 40 to 60 hours of rehearsal to master the complex technical requirements of the work.

The Board expressed its collective gratitude to the student performers and Mrs. Palmer. Members remarked that student presentations and performances represented the most rewarding aspect of their roles as school board directors.

The Board formally thanked Mrs. Palmer for her years of dedicated service to the music department, attributing the continued excellence and "stellar" reputation of the Griffin music program to her leadership.

E. 4th Graders: Essay Readings

Fourth-grade teachers Jen Jirsa, Sarina Schreck, and Tanisha Smith presented an overview of a recent writing unit. Ms. Schreck explained that students utilized a trial of the Mystery Writing curriculum to develop informative essays focused on Seoul, South Korea.

Several fourth-grade students shared excerpts from their research-based essays, highlighting key cultural and geographical landmarks, including:

-Lotte World and Lotte World Tower: Students described the features of the tallest building in South Korea, as well as the amenities at the theme park, such as the ice skating rink and various food stalls.
-Gocheok Sky Dome: Presentations included details on the interactive elements of attending events at the dome, specifically the use of synchronized light sticks and mobile applications for seating.
-The Lantern Festival: Students highlighted the cultural significance of the festival, describing traditional street foods—such as animal-shaped candy and fish-shaped pastries—and the process of releasing LED lanterns.
-Local Attractions: Additional reports focused on regional activities, including interactions with local wildlife and the various recreational parks available in Seoul.

The teachers noted that the project allowed students to practice descriptive writing and organizational skills while exploring international geography.

Ms. Jirsa provided additional context regarding the writing project, noting that student representatives Ethan, Lexa, Jordan, Milo, and Braylon shared excerpts from their individual five-paragraph essays.

She emphasized the high level of student engagement and the success of the Mystery Writing curriculum in supporting diverse learners. Ms. Jirsa reported that 100% of fourth-grade students, including those with Individualized Education Programs (IEPs) and students in the Life Skills program, successfully completed full five-paragraph essays. She noted that in her extensive tenure at Griffin, she had not previously seen such consistent success across all student demographics in a writing unit.

II. Public Comment

A. Comments from the Public

No comments from the public were made.

III. CONSENT AGENDA

A. Approval of Board Meeting Minutes - February 25, 2026

Julie Osterberg made a motion to approve the minutes from Griffin School Board Meeting on 02-25-26.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

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

Julie Osterberg made a motion to approve the minutes from Griffin School Board Study Session on 03-11-26.
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. Approval of Griffin School District Surplus Inventory

G. Review of Public Records Requests

H. 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. OLD BUSINESS

A. Approval of District Calendar 2026-2027

Superintendent Rue presented the proposed academic calendar, noting that the draft provided in the Board packets aligned with prior study session discussions. She confirmed that the district's Spring and Winter break schedules were coordinated with the Olympia School District's tentative calendar to ensure regional consistency.

Key highlights of the proposed calendar included:
-School Start Date: Classes were scheduled to begin on September 3, following the Labor Day holiday.
-Early Learning: The first day for Preschool and Kindergarten students was set for September 8.
-Board Meeting Schedule: Adjustments were made to the September Board meeting dates as previously discussed by the members.

Superintendent Rue noted that while the Olympia School District had not yet officially adopted its final calendar, preliminary communications indicated the two districts remained in alignment.
Julie Osterberg made a motion to Approve the District Calendar 2026-2027.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

B. Health Curriculum Adoption

Principal Rebekah Keiser provided an update following the initial health curriculum proposal presented two weeks prior. To ensure the inclusion of student perspectives,

Principal Keiser conducted a formal survey of 35 current health students regarding the proposed materials.

Student Survey Results Principal Keiser presented the following data from the student feedback:
-Representation: 94% of students reported seeing themselves or their community represented in the lessons (17% "definitely," 77% "somewhat").
-Clarity: 91.4% of respondents found the essential ideas of the lessons "easy" or "very easy" to understand.
-Confidence in Healthy Choices: 71% of students reported feeling more confident in making healthy choices after reviewing the materials, while 28.6% reported feeling "a little bit" more confident.
-Tone and Relatability: 71% of students felt the tone of the curriculum was appropriate, while 62.9% noted that the stories and examples sometimes reflected issues relevant to their age group.
-Engagement: On a scale of 1 to 5 (boring to exciting), the majority of students rated the materials at a 3, indicating a neutral to positive level of interest.

Principal Keiser shared an infographic summarizing qualitative feedback. Students identified the nutrition and mental health units as highlights of the curriculum. However, they expressed a desire for fewer text-heavy assignments, recommending a shift from reading and answering questions to more hands-on activities, particularly within the nutrition unit.

The Board reviewed the infographic as part of the ongoing evaluation for curriculum adoption.
Julie Osterberg made a motion to Approve the Essential Health Skills Curriculum for Middle School.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

C. Sports: Pay to Play

Assistant Principal and Athletic Director Erin Hagen presented a revised proposal for student athletic fees, incorporating Board feedback to prioritize equity and accessibility. Ms. Hagen noted that last year, 120 out of 200 eligible students participated in at least one sport.

Revised Fee Recommendations The updated proposal transitioned from a per-sport fee to a simplified annual structure:
-Annual Sports Participation Fee: A one-time $75 fee allowing a student to participate in unlimited sports for the academic year.
-ASB Card Fee: An increase to $25 annually.

-Equity Provisions: Fees would be waived for students qualifying for Free and Reduced Lunch, with the district covering those costs.
-Family Cap: The previously discussed family cap was removed, as the $75 annual flat fee per student was deemed sufficiently cost-effective for families.

Ms. Hagen and Superintendent Rue clarified the intended use of the revenue:
-General Fund ($75 fee): Allocated toward coaching stipends and transportation. Superintendent Rue clarified that this revenue would only offset approximately 10% of total coaching stipend costs.
-ASB Fund ($25 fee): Allocated to the general ASB fund to help cover officials, uniforms, and equipment.

The Board discussed the long-term plan for these fees. Ms. Hagen recommended the structure remain in place for the 2026-2027 and 2027-2028 school years, with a formal re-evaluation scheduled after two years to assess the impact on participation and budget offsets.
Emma Rose made a motion to Approve the Pay to Play Proposal.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

V. POLICY - UPDATES

A. 2108 Learning Assistance Program

Julie Osterberg made a motion to Approve the update of 2108 Learning Assistance Program.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

B. 6220 Bid or Request for Proposal Requirements

Emma Rose made a motion to Approve the update of 6220 Bid or Request for Proposal Requirements.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

C. 6511 Staff Safety

Emma Rose made a motion to Approve the update of 6511 Staff Safety.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

VI. POLICY - REVIEW

A. 6250 Cellular Phones

Emma Rose made a motion to Approve the Review of 6250 Cellular Phones.

Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

VII. DISTRICT REPORTS

A. Finance Director's Report

Finance Director Kim Ferra presented the budget status reports through February 2026. She noted a current trend in the General Fund where the district is not meeting its minimum fund balance requirements.

Ms. Ferra explained that February and March are historically low months for the district's cash flow, with recovery typically beginning in the following months. She informed the Board that the finance office is working diligently to develop tools and processes during the upcoming budget cycle to restore the fund balance to required levels. Superintendent Rue and Ms. Ferra will continue to collaborate on this recovery plan.

Surplus Property: Ms. Ferra thanked the Board for the recent approval of surplus equipment. The items will be sent to the Educational Service District (ESD) for a 30-day period to allow other districts the opportunity to acquire the property. She noted that several items are already of interest to neighboring districts.

Healthy Schools Grant: Although the district’s initial application for the Healthy Schools grant was denied, OSPI later notified the district of available supplemental funding. The district was awarded $7,500, which will be used to purchase a new oven for the kitchen. Ms. Ferra noted this upgrade would significantly improve meal preparation efficiency for the kitchen staff.

B. Superintendent's Report

Superintendent Rue provided updates on departmental achievements, new instructional technology, and the district’s fiscal outlook.

Transportation Department Recognition
The Superintendent commended Karen Lett and the transportation department for achieving a perfect score on their recent Washington State Patrol inspection. She noted that this high level of professionalism and safety has been a consistent trend for the department.

Instructional Technology: School AI
Superintendent Rue announced that the district entered into agreements with Homeroom and School AI. She expressed excitement regarding the specific "guardrails" and teacher supports provided by School AI, which are designed to streamline lesson planning and allow educators to focus more on direct student intervention. Early adopter training was scheduled for April 15, with full staff training to follow in August.

Fiscal Update and Enrollment Projections
Superintendent Rue presented a comprehensive fiscal summary, highlighting several areas of concern:
-Transitional Kindergarten (TK) Funding: Statewide funding for TK programs is facing reductions. The Superintendent noted that OSPI has not yet provided clarity on how these cuts will be distributed, creating challenges for staffing and budgetary decisions for the upcoming year.
-Declining Enrollment: Birth rate trends from the pandemic era are beginning to impact kindergarten enrollment. Currently, the district has confirmed 31 kindergarten students for next year, compared to the 56 students in the current cohort. A "Kindergarten Kickoff" event is scheduled for April 30 to bolster registration.
-Cash Flow and Fund Balance: The Superintendent reviewed the district's cash balance as a percentage of expenditures. In January and February 2026, the balance reached 5.7%, which she described as "uncomfortably low." While a spike is expected in April following levy collections, she emphasized the need for a fiscal correction.
-Budgeting Trends: Upon reviewing historical F-195 budget reports dating back to 2013-2014, Superintendent Rue identified a recurring pattern of budgeted expenditures exceeding projected revenue. She stated that the district must transition to a balanced budget where expenditures equal revenue, as the district no longer has sufficient reserves to offset deficits.

Director Tesa Frevert inquired about the district's strategies for advertising kindergarten enrollment to the community, noting that she had primarily seen information on the district app.

Superintendent Rue outlined several ongoing and planned recruitment efforts:
-Regional Networking: Outreach has been expanded beyond traditional local daycares to include facilities throughout the Olympia and Tumwater areas.
-Direct Communication: Emails were sent to current Griffin families.
-Physical Signage: The district planned to place high-visibility signage (similar to election yard signs) at key traffic points, including Steamboat Island Road and the Highway 101 off-ramps.
-Event Rebranding: Superintendent Rue noted that the "Child Find" event yielded lower-than-expected registration (only two families), suggesting that the terminology may not resonate with all parents. Consequently, the district scheduled a "Kindergarten Kickoff" for April 30 to provide a more targeted entry point for families.

Superintendent Rue reiterated that while outreach is a priority, the district must prepare for a likely reduction in class sections due to historically low birth rates and the lack of new residential zoning in the area.

Director Frevert also questioned the current enrollment status for the TK program given the funding uncertainty. Superintendent Rue clarified that the district is currently

maintaining a **waitlist** for TK. Families are being informed that the program's availability is contingent upon pending funding guidance from OSPI. The Superintendent noted that districts statewide are awaiting these same answers to finalize their 2026-2027 planning.

VIII. Closing Items

A. For the Good of the Order

Director Tesa Frevert shared an update regarding the Griffin Archery Program. She announced that 59 students were scheduled to compete in the upcoming state archery tournament.

Director Frevert highlighted the success of the newly established program, noting that the Archery Booster Club—which launched over the summer—successfully raised sufficient funds to cover all tournament entrance fees and provide team shirts for every participating student. Additionally, the Booster Club provided several scholarships to assist families with travel-related expenses, ensuring the tournament remained accessible to all qualified archers.

Director Emma Rose provided an update regarding the upcoming WSSDA (Washington State School Directors' Association) Director Area 5 regional meeting.

Event Details:
Date: April 30, 2026.
Location: Tenino High School, Tenino, WA.
Focus: The meeting will emphasize legislative advocacy and interim work following a challenging legislative session for public education.

Director Rose characterized the recent legislative session as disappointing for public education, specifically noting the lack of support for programs such as Transitional Kindergarten (TK) and various other unfunded mandates. She stressed that WSSDA is shifting its focus toward robust legislative action during the interim period.

Director Rose encouraged other Board members to attend the Tenino meeting, noting that it serves as a vital networking opportunity and a "mini-conference" for directors to collaborate on common regional issues. She informed the Board that she is personally unavailable that evening due to a prior commitment and will send a follow-up email with registration details to ensure Griffin is represented.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:01 PM.

Respectfully Submitted,

Trish Hefton

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

Coversheet

Approval of Study Session Minutes - April 15, 2026

Section:	III. CONSENT AGENDA
Item:	B. Approval of Study Session Minutes - April 15, 2026
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Griffin School Board Study Session on April 15, 2026

APPROVED

Griffin School District #324

Minutes

Griffin School Board Study Session

Date and Time
Wednesday April 15, 2026 at 6:00 PM

Location
Griffin Library

Attend via Zoom

Zoom Link

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

Directors Absent
Julie Osterberg

Guests Present
Allison Adair, Kirsten Rue

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 Apr 15, 2026 at 6:03 PM.

C. Pledge of Allegiance & Land Acknowledgement

D. Approval of Agenda

Emma Rose made a motion to approve the Agenda.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

II. New Business

A. Student Representative Process

Superintendent Kirsten Rue presented a proposal to integrate **Student Representatives** into the Board of Directors, utilizing the existing **ASB Council** as a foundational link. The model focused on vertical alignment between student leadership and district governance, providing representatives with an adult advocate (ASB Advisor) to help navigate complex board topics. Superintendent Rue noted that ASB Advisor Anneka Brown supported the concept.

Director Tesa Frevert raised concerns regarding inclusivity, noting that limiting recruitment to ASB members might exclude qualified students who are not currently in the council. She advocated for a rigorous application process—including faculty recommendations and potentially Board interviews—to give the role appropriate "weight."

Superintendent Rue requested clarification on the Board's capacity to manage such a formal process. Director Emma Rose suggested that while the Board should set the criteria, staff (teachers and advisors) should handle the selection to maintain efficiency and ensure the process is replicable regardless of Board turnover.

Structure and Term Length
The Board discussed the logistics of the role, reaching a general consensus on several points:
-Dual Representation: Director Rose proposed having two representatives to provide a peer support system and ensure consistent coverage.
-Term Duration: Board Chair Trish Hefton and Director Frevert debated term lengths. While a two-year staggered model (7th and 8th grade) or a single semester were discussed, the Board expressed concern that a semester is too short for meaningful learning, while two years may be too burdensome for middle school families.
-Contingency Planning: The process must account for high turnover and transportation dependencies inherent to middle school students.

Meeting Attendance and Participation

To maximize student engagement while minimizing the "non-voting member" frustration mentioned by Chair Hefton, the Board explored a tiered attendance model:
-Study Sessions: Directors Frevert and Rose favored prioritizing attendance at informal work sessions. This environment allows students to participate as peers in discussion without the formality or voting limitations of regular business meetings.
-Regular Meetings: Attendance at formal Board meetings would be optional or focused on ceremonial roles, such as presenting awards, to highlight student involvement to the public.

The Board finalized its initial deliberation regarding the student representative structure, focusing on grade-level eligibility, the link to student government, and the recruitment process.

The Board reached a consensus to prioritize **7th and 8th-grade students** for the representative roles. Superintendent Rue noted that 6th graders are often still transitioning to the academic and social demands of middle school, such as navigating multiple teachers and classes. By focusing on 7th and 8th graders, the district ensures the representatives have settled into the middle school environment and are better prepared for the additional responsibilities of Board service.
Integration with ASB Council

To address the need for both inclusivity and mentorship, Superintendent Rue proposed a compromise regarding the **ASB (Associated Student Body) Council**:
-Open Application: Recruitment will not be exclusive to existing ASB members; any qualified student may apply.
-"Connect, Not Commit": Director Frevert suggested that instead of requiring full ASB membership, student reps should maintain a "connection" to the council. This involves a monthly meeting with the ASB Advisor to report on Board discussions and gather student feedback without overburdening the student's schedule with daily ASB duties.
-Leadership Pipeline: This connection ensures that the Board representatives remain linked to the broader student leadership body and have a platform to share information with their peers.

The Board discussed a multi-faceted recruitment approach to identify a diverse range of candidates:
-Dual-Nomination Model: The process will allow for both **self-nomination** (for students already interested in leadership) and **staff/teacher nomination**.
-Encouraging New Voices: Director Rose emphasized that staff nominations are crucial for identifying students who may possess leadership potential but do not yet see themselves in such a role. This "tap on the shoulder" approach was noted as a successful strategy in neighboring districts to recruit students who might otherwise not apply.

The Board expressed enthusiasm for the "peer" nature of having two representatives, which will allow them to alternate attendance if needed and provide mutual support. Superintendent Rue concluded the discussion by confirming she would integrate these preferences into a formal, concrete proposal.

B. Resolution 25-26-03

Superintendent Kirsten Rue presented **Resolution 25-26-03**, a first reading of the request for a 180-day school year waiver from the Office of Superintendent of Public Instruction (OSPI). This waiver is identical to the one approved the previous year and allows the first two days of the school year to be dedicated to elementary-level **Family Meetings** (formally documented as parent-teacher conferences).

Superintendent Rue provided a summary of the feedback received regarding the implementation of these meetings:
-Parental Feedback: Survey results were approximately **80% positive**.
-Constructive Criticism: About 20% of respondents offered suggestions for improvement or expressed concerns.
-Recommendation: Based on the overwhelmingly positive reception from the community, Superintendent Rue recommended moving forward with the waiver for the upcoming school year.

The resolution will be brought before the Board for final approval at the next scheduled meeting.

III. New Policy

A. 3411 Accommodating Students with Seizure Disorders or Epilepsy

Superintendent Rue provided context for a series of new health-related policies (Items A through E). These policies were introduced following an annual review by the **Educational Service District (ESD)** and the district nurse, Chelsea. The analysis identified several missing policies critical to the district's health and wellness framework, specifically regarding the "help room" and specialized student medical needs.

Policy 3419: Asthma and Inhalers
Director Frevert raised a question regarding the practical application of Policy 3419, specifically how coaches are notified when a student is cleared to self-administer an inhaler during sports.
-Current Process: Superintendent Rue noted that students should have an emergency card and physical on file that includes this information.
-Action Item: The Superintendent will follow up with the district nurse to ensure the communication loop between the health room and coaching staff is "tight" and that emergency cards clearly reflect a student's competency to self-manage their medication.

Policy 3420: Anaphylaxis Prevention and Response
The Board held an in-depth discussion regarding "undesignated epinephrine" (EpiPens)—medication kept on-site for students who do not have a known allergy but experience a first-time anaphylactic event.
-Current Status: The district currently only stocks epinephrine for students with known prescriptions.
-Cost vs. Access: Director Frevert noted the high cost and short shelf-life of EpiPens, questioning if the district's close proximity to the fire department mitigates the need for on-site undesignated stock. Director Rose suggested exploring newer, potentially more affordable alternatives like nasal sprays.
-Liability and Safety: The Superintendent noted that while the district has historically focused on prescribed doses, having a policy for emergency "undesignated" use is considered a critical missing piece of the district's safety manual.

B. 3419 Self Administration of Asthma and Anaphylaxis Medications

C. 3420 Anaphylaxis Prevention and Response

D. 3422 Student Sports: Concussion, Head Injury and Sudden Cardiac Arrest

E. 3424 Opioid Related Overdose Reversal

F. 4129 Family Involvement

Superintendent Rue introduced **Policy 4129**, noting that while it is discretionary, it directly aligns with **Commitment Number 3** of the district's Strategic Plan: *Family and Community Engagement*.

Key Discussion Points:
-Strategic Alignment: The Board expressed appreciation for policy that is proactively informed by the Strategic Plan.
-Core Commitment: The policy formalizes the Board's dedication to fostering strong community relations and providing professional development for staff to enhance family involvement across the district.

IV. Policy Updates

A. Policy 3124 Removal-Release of Student During School Hours

The Superintendent presented updates to **Policy 3124**, which governs the protocols for students leaving campus during the school day.

Key Discussion Points:
-Administrative Flexibility: The primary update adds language allowing the **Superintendent, Principal, or their designee** to manage student releases.

-Operational Necessity: Superintendent Rue highlighted that including "designee" language is a critical administrative safeguard. She noted from past professional experience that the absence of this specific wording can create significant logistical and legal hurdles when the primary administrator is unavailable.

B. 3413 Student Immunization and Life Threatening Conditions

Superintendent Rue introduced updates to **Policy 3413**, noting that these revisions are part of the ongoing effort to align district health policies with current standards. The Board reviewed the specific sections highlighted in the draft, which clarify the requirements for student attendance in relation to immunization status.

Key Discussion Points:
-Compliance Alignment: The updates ensure the district remains in compliance with state law regarding the documentation of immunizations or valid exemptions.
-Health Condition Management: The policy reinforces the requirement that students with life-threatening health conditions must have the necessary medical treatments and plans in place before they can attend school.

V. Superintendent Updates

A. Superintendent Kirsten Rue

Tribal Relations

Superintendent Rue announced the signing of a Memorandum of Understanding (MOU) with the **Squaxin Island Tribe**. This agreement establishes a tribal liaison to work directly at Griffin, a development the Superintendent noted with high enthusiasm for the future of student support and cultural connection.

Kindergarten and Transitional Kindergarten (TK)

Kindergarten Enrollment: The district is currently tracking enrollment numbers sufficient for two sections. A "Kindergarten Roundup" event is scheduled for **April 30**, supported by local signage and a promotional banner on a district bus to increase community awareness.
TK Program Changes: Due to legislative funding changes, the district must reduce its Transitional Kindergarten program to a **single section**. Superintendent Rue noted that while the district will continue to advocate for the expansion of TK at the state level, they must move forward with a reduced capacity for the upcoming year.
Admission Priority: To maintain transparency, the district will utilize a specific priority ranking for the TK waitlist:
-In-district students with disabilities.
-In-district students with financial need.
-In-district students with no prior preschool experience.

-In-district students by date of application.
-Out-of-district students (following the same criteria hierarchy).

District Events and Operations

Senior Luncheon: The annual Senior Luncheon will take place on **May 19**. Superintendent Rue expressed gratitude to the **Foundation** for their continued sponsorship of this event.

Business Manager Recruitment: The application window for the Business Manager position closes this Friday. The district has a strong candidate pool; screening is scheduled for the coming Monday, with formal interviews to follow the week after.

VI. Closing Items

A. For the Good of the Order

Community and Facility Highlights

Director Frevert and Superintendent Rue reflected on a recent visit to the **Squaxin Island Tribe's** newly remodeled education center. They highlighted the high quality of the facility, including the new pool and educational spaces, noting the importance of the continued partnership between the district and the Tribe.

Student Achievement and Extracurriculars

The Board celebrated recent successes within the district's archery program:
-National Qualifications: Several individual archers and the middle school 3D archery team have qualified for the national tournament.
-Booster Club Impact: Superintendent Rue and Director Frevert commended the **Griffin Archery Parents (GAP)** booster club for their highly successful fundraising efforts. Due to exceeding their financial goals, the organization was able to cover all state tournament registration fees for the students.
-Student Support: Beyond fees, the booster club provided t-shirts for all participants (not just state qualifiers), as well as care packages for students and coaches during the state competition.

Community Connections

Chair Trish Gregory shared a personal highlight regarding her son Carter's recent wedding to his fellow Griffin alumna, Amber. She noted that the couple met at Griffin in the seventh grade and that the entire wedding party consisted of former Griffin students. Trish reflected on how this serves as a testament to the profound social connections and lifelong friendships fostered within the district.

South Sound Reading Foundation

Superintendent Rue and Directors shared highlights from the **South Sound Reading Foundation** breakfast held earlier that morning.
-Attendance: The event was attended by Superintendent Rue, along with staff members Erin and Kim.
-Organizational Support: The Superintendent praised the foundation's mission to provide books to every child in Thurston County.
-District Partnership: It was noted that while the foundation has reduced its financial requests of local schools due to current budget climates, the district remains committed to supporting their efforts to promote literacy and provide resources to Griffin students.

B. Executive Session

The Board of Directors recessed into Executive Session at 6:57 **PM** to discuss the **performance of a public employee (Superintendent Evaluation)**.

Board Chair Trish Hefton initially estimated the session would last **30 minutes**. At approximately 7:35 **PM**, the Chair announced a **15-minute extension** to the Executive Session to allow for further discussion. Chair Hefton confirmed that the sole topic of discussion was the performance of the Superintendent and stated that **no formal decisions were made** during the session.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:50 PM.

Respectfully Submitted,
Trish Hefton

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

Coversheet

Approval of Payroll & Warrants

Section: III. CONSENT AGENDA
Item: C. Approval of Payroll & Warrants
Purpose: Vote
Submitted by:
Related Material: GF Payroll Voucher Register Certification April 29, 2026.pdf
GF Accounts Payable Register Certification April 29, 2026.pdf

GRIFFIN SCHOOL DISTRICT NO. 324

General Fund Payroll Voucher Register Certification

Board Date: **April 29, 2026**

Payrments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of **March 31, 2026**, the Board, by a _____ vote, does approve for payment those checks (warrants and direct deposits) included in the following list and further described as follows:

THURSTON COUNTY TREASURER - GF Warrants Outstanding and Direct Deposits
in the total amount of: **$ 763,983.31**

CHECK DATE	CHECK NUMBER FROM	CHECK NUMBER TO	CHECK AMOUNT	
April 30, 2026	75101360	75101361	495.36	Payroll Warrants
April 30, 2026	9000002423	9000002533	389,475.08	Direct Deposit
April 30, 2026	75019264	75019274	149,709.00	Payroll Vendor Warrants
April 30, 2026	202300059	202300060	224,303.87	Payroll Wire Transfers
		Total	$ 763,983.31	

Board Member: _____

Board Member: _____

Board Member: _____

Board Member: _____

Board Member: _____

Secretary: _____

GRIFFIN SCHOOL DISTRICT NO. 324

Accounts Payable Voucher Register Certification

Board Date: **April 29, 2026**

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on this listing which has been made available to the board.

As of APRIL 29, 2026 the Board, by a _____ vote, does approve for payment those checks (warrants) included in the following list and further described as follows:

THURSTON COUNTY TREASURER - Warrants Outstanding
in the total amount of: **$ 114,970.93**

CHECK DATE	CHECK NUMBER FROM	CHECK NUMBER TO	CHECK AMOUNT	FUND DESCRIPTION
April 30, 2026	75019025	75019067	112,688.55	General Fund
April 30, 2026	75040491	75040491	1,950.80	Capital Projects Fund
April 30, 2026	75020950	75020950	331.58	Associated Student Body
			$ 114,970.93	

Board Member: _____

Board Member: _____

Board Member: _____

Board Member: _____

Board Member: _____

Secretary: _____

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 - Apr 26.pdf

ENROLLMENT - April 1, 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	21			
Jenson	21			
Tomlin	20			
	62	*62.00*		
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	**353**	*351.57*		1

Teacher	Head Count	FTE		Overage
SPECIAL EDUCATION - CASE LOADS				
Thompson	30			*3*
St Louis	20			*0*
Hickam	8			*0*
Brown	22			*0*
Hutnik	**7**			
	87			*3*

MIDDLE SCHOOL

SIXTH GRADE (ELA)				
Class 1	22			*0*
Class 2	13			*0*
Class 3	25			*0*
St. Louis	2			*0*
	62	*62.00*		*0*
*** SEVENTH GRADE**				
Class 1	30	*0.15*	*RM*	*0*
Class 2	25			*0*
Class 3	22			*0*
AG	**0**			
	77	*76.85*		*0*
*** EIGHTH GRADE**				
Class 1	18	*0.28*	*MG*	*0*
Class 2	23			
Class 3	19			*0*
St. Louis	1			*0*
	61	*60.72*		*0*
Total MS	**200**	*199.57*		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	**5**	
TK	**29**	
BASIC ED	**553**	*551.14*
TOTAL	**587**	
TOTAL:	**553**	
TOTAL FTE:	**551.14**	

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 April 29, 2026.pdf

Griffin School District
Personnel Report
Prepared by Kim Ferra

Personnel Report

April 29, 2026 School Board Meeting

Employment:

- No Report

Out of Endorsement:

- No Report

Leave of Absence:

- No Report

Extra-Curricular:

- No Report

Resignation/Termination/Provisional:

- Approval of Resignation Hunter Pettit, Custodian, effective March 31, 2026

Retirement:

- No Report

Other:

- No Report

Coversheet

Review of Public Records Requests

Section: III. CONSENT AGENDA
Item: F. Review of Public Records Requests
Purpose: FYI
Submitted by:
Related Material: PUBLIC RECORDS REQUEST LOG - 2025-2026 (4.23.2026).pdf

PUBLIC RECORDS LOG

Date Received	Requester	Original Request	Records Produced	Redacted/Withheld Records	WAC/RCW for Redaction	Date Request Closed
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/1tfGsD_Ily2I9UW4puPc36U7i8R14vFYr/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-Upd427ZSSZwdB96G/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-Wt0k1BxOyi/view?usp=drive_link. https://drive.google.com/file/d/17uG9dOnB5KOXANCQpK1rpuRbxJclLm44/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
April 6, 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/1-OdupYcokmJkaECdBVoSBXijlUcaMTER/view?usp=sharing	None	None	April 6, 2026
April 7, 2026	Elaine Nichols	seeking information on the teaching staff of Griffin School District for the 2025–2026 school year, specifically: Name, Years of service in the district, salary, position, email, phone number	April 30, 2026 - response due			
April 20, 2026	Owen Wang, Evergreen Reporter	Jan. 1, 2026-Present: Policies, Procedures, Records, Accommodations, Communication, Complaints regarding Religious, specifically Ramadan-specific records.	Policy 2340 Policy 3122	None	None	April 23, 2026

Coversheet

Student Representative Process

Section: IV. NEW BUSINESS
Item: A. Student Representative Process
Purpose: Discuss
Submitted by:
Related Material: 1250 Students On Governing Boards.docx.pdf
1250P Students on Governing Boards.docx (1).pdf

Policy: 1250
Section: 1000 - Board of Directors

Students On Governing Boards

The Griffin Board of Directors recognizes the value of student representation on the school board so that student voice and input is included in the board's work. The school district will annually seat two student representatives. Student representatives will communicate with other district students and receive their input and perspectives.

Student representatives on the board are expected to attend all study sessions and alternating board meetings. The student members will contribute to board discussion by providing student insight and perspective, serve as a liaison for the associated student body, and report to students about the work of the board and district activities. Student representatives will not attend executive sessions or hold board offices. Student representatives provide the board with advisory votes on agenda items as follows. Immediately before the board votes on an agenda item, the student board representatives will provide their advisory vote – whether pro, con, or abstain.

Griffin: _____
WSSDA Last Revised: **December 16, 2022**
Classification: **Discretionary**
Prior Revised Dates: **06/01/2011**

Management Resources:

- 2022 - December Issue
- 2011 - June Issue

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Procedure: 1250P
Section: 1000 - Board of Directors

Procedure - Students on Governing Boards

1. **Term of Office**
   Two student representatives will be selected by the Superintendent and one or more members of the Board of Directors in the spring of the year to serve on the Board for the following year. Each student representative will serve a one-year term beginning in July and concluding in June. After the student representatives are selected, they will receive an orientation session provided by the superintendent (or designee) and at least one member of the Board of Directors. They will also receive ongoing support from the district's designated ASB advisor.
2. **Application Process**
   - Students will submit a complete Student Representative Application to the superintendent's office
   - Students must obtain and submit approval signatures from parents and the principal with their application
   - Students must submit two (2) reference letters from Griffin staff members. At least one of those letters must be from a teacher or administrator.
   - Selected applicants will be interviewed by one or more members of the Board, the Superintendent, and the ASB Advisor.
   - The committee will recommend student representatives to the Board of Directors for approval.
3. **Qualifications**
   - The student must be in grade 7 or 8 during their term as student representative.
   - The student's attendance, academic, and behavioral record must be in good standing at Griffin during their term.
   - The student must be willing to convey student opinion to the Board of Directors and report Board deliberations and actions to the student body.
   - If the selected student representative is not a current member of the Griffin ASB Student Council, the student representative will become a member of the ASB Student Council.
4. **Responsibilities**
   - Adhere to all the rules and regulations pertaining to Board members.
   - Attend all study sessions and alternating school board meetings. Since regular study sessions and board meetings occur during the evening hours of a school night, the Board of Directors may grant permission for the student representative to leave a meeting before the conclusion if the student report has been given. Study sessions are held on the second

Wednesday of every month in the Griffin Library; regular board meetings are held every fourth Wednesday of the month in the Griffin Cafeteria. Both meetings begin promptly at 6 pm.
- Attend special meetings if requested, but not Executive Sessions.
- Review the Board of Directors board packet and reading materials prior to all study sessions and Board meetings.
- Provide student perspective on issues that are brought before the School Board. However, student representatives may not make any motions and will not vote on governance decisions, as these responsibilities rest with the elected members of the School Board.
- Provide reports to the Board during the agenda item titled, “Student Representative Board Report.” The reports will include student activities, topics, and concerns which the Griffin ASB Council wishes to share with the Board.

The board may remove a student representative during the term if he/she becomes ineligible or fails to fulfill their responsibilities.

Griffin: _____
WSSDA Last Revised: **December 16, 2022**
Classification: **Discretionary**
Prior Revised Dates: **06/01/2011**

Management Resources:

- 2022 - December Issue
- 2011 - June Issue

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Coversheet

Resolution 25-26-03

Section: V. OLD BUSINESS
Item: A. Resolution 25-26-03
Purpose: Vote
Submitted by:
Related Material:
25-26-03 RESOLUTION 180-Day Waiver - Parent-Teacher Conference Days.pdf

GRIFFIN SCHOOL DISTRICT #324

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

Resolution 25-26-03
180-Day Waiver: Parent-Teacher Conference Days
2026-2027 School Year

WHEREAS, the Griffin School District #324 requires a waiver of the minimum 180-day school year requirement, as established in RCW 28A.150.220, to allow for two (2) full-day parent-teacher conferences; and

WHEREAS, the district believes that full-day conferences will improve communication between teachers, parents, and students, and better support student learning; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Griffin School District requests that the Washington State Board of Education, per RCW 28A.305.140, waive the 180-day school year requirement for the Griffin School District to allow for two (2) full-day parent-teacher conferences during the 2026-2027 school year.

FURTHER BE IT RESOLVED that the district assures that it will comply with the annual average requirement for instructional hours.

ADOPTED this day on the _____of April 2026.

Board Chair: _____

Vice Chair: _____

Director: _____

Director: _____

Director: _____

Secretary to the Board: _____

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

Coversheet

3411 Accommodating Students with Seizure Disorders or Epilepsy

Section:	VI. POLICY - NEW
Item:	A. 3411 Accommodating Students with Seizure Disorders or Epilepsy
Purpose:	Vote
Submitted by:	
Related Material:	3411 Accommodating Students with Seizure Disorders or Epilepsy.pdf

Policy: 3411
Section: 3000 - Students

Accommodating Students with Seizure Disorders or Epilepsy

The district will develop and follow an individual health plan for each student with seizure disorder or epilepsy. Each individual health care plan will include an individual emergency plan element. The health plans will be updated annually, and more frequently as needed.

The board of directors shall designate a professional person licensed under chapter 18.71, 18.57, or 18.79 RCW as it applies to registered nurses and advanced registered nurse practitioners, to consult and coordinate with the student's parents and health care provider, and train and supervise the appropriate school district personnel in proper procedures for care for students with epilepsy or other seizure disorders to ensure a safe, therapeutic learning environment. Training required may also be provided by a national organization that offers training for school nurses for managing students with seizures and seizure training for school personnel.

In addition to adhering to the requirements of each individual health care plan, for the general care of students with seizure disorder or epilepsy, the district will:

A. Acquire necessary parent requests and instructions for treatment;
B. Acquire monitoring and treatment orders from licensed health care providers prescribing within the scope of their licensed authority;
C. Provide sufficient and secure storage for medical equipment and medication provided by the parent;
D. Establish school policy exceptions necessary to accommodate students' needs related to epilepsy or other seizure disorders, as described in the individual health plan;
E. Ensure the development of individual emergency plans;
F. Ensure the possession of legal documents for parent-designated adults to provide care, if needed;
G. Ensure each individual health plan at least annually; and
H. Ensure each student’s individual health care plan will be distributed to appropriate staff based on the student’s needs and the staff member’s contact with the student.

Parents of students with seizure disorders or epilepsy may designate an adult to provide care for their student consistent with the student’s individual health care plan. At parent request, school district employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate.

"Parent-designated adult" means a parent-designated adult who is not licensed under chapter 18.79 and: (A) Volunteers for the designation; (B) receives additional training from a health care professional or expert in care for epilepsy or other seizure disorders selected by the parents;

and (C) provides care for the child consistent with the individual health plan.

A parent-designated adult may be a school district employee. Parent-designated adults who are school employees will file a voluntary, written, current, and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with seizures from the (insert title of appropriate staff member) or from a parent-selected health care professional or appropriate personnel from a national epilepsy organization that offers seizure training and education for school nurses and other school personnel. If a school district employee who is not licensed under chapter 18.79 RCW chooses not to file a letter under this section, the employee may not be subject to any employer reprisal or disciplinary action for refusing to file a letter.

Parent-designated adults who are not school employees are required to show evidence of comparable training and meet school district requirements for volunteers. Parent-designated adults must receive additional training from a parent-selected health care professional or expert in seizure care to provide the care requested by the parent. The (insert appropriate staff member) is not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.

The district, its employees, agents, or parent-designated adults who act in good faith and in substantial compliance with a student's individual health care plan and the instructions of the student's health care provider will not be criminally or civilly liable for services provided under RCW 28A.210.355.

Griffin: _____
WSSDA Adopted: **October 13, 2021**
Classification: **Critical**

Legal References:

- 42 U.S.C. - 12101 et seq. Americans with Disabilities Act
- RCW 28A.210.350 - Students with diabetes or epilepsy or other seizure disorders

Management Resources:

- 2021 - October Issue

Cross References:

- 5630 - Volunteers
- 3416 - Medication at School
- 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973

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Coversheet

3419 Self Administration of Asthma and Anaphylaxis

Section:	VI. POLICY - NEW
Item:	B. 3419 Self Administration of Asthma and Anaphylaxis
Purpose:	Vote
Submitted by:	
Related Material:	3419 Self Administration of Asthma and Anaphylaxis Medications.pdf

Policy: 3419
Section: 3000 - Students

Self-Administration of Asthma and Anaphylaxis Medications

Asthma is an inflammatory disease of the respiratory tract. Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by an allergist/immunologist.

It is the policy of the board of directors that students with asthma or anaphylaxis are afforded the opportunity to self-administer prescribed medications. The student's parent or guardian will submit a written request and other documentation required by the school. The student's prescribing health care provider must provide a written treatment plan.

The student must demonstrate to the school's professional registered nurse that the student is competent to possess and self-administer prescribed medications during school and at school sponsored events.

The superintendent will establish procedures that implement this policy and follow emergency rescue procedures outlined in the most recent edition of *AMES: Asthma Management in Educational Settings*, in cases of suspected asthma and the emergency rescue procedures outlined in the Office of the Superintendent of Public Instruction's *Guidelines for the Care of Students with Anaphylaxis (2009)* in cases of suspected anaphylaxis.

Griffin: _____
WSSDA Last Revised: **August 01, 2012**
Classification: **Critical**
Prior Revised Dates: **08.05; 12.11**

Legal References:

- 42 U.S.C. 280 Public Health Service Act
- 42 U.S.C. 12212 Section 512 Americans with Disabilities Act of 1990
- 34 CFR Part 104 Section 504 of Rehabilitation Act of 1973
- RCW 28A.210.370 Students with Asthma
- RCW 28A.210.380 Anaphylaxis-Policy guidelines-Procedures-Reports

Management Resources:

- 2012 - August Issue
- OSPI, March 2009, Guidelines for the Care of Students with Anaphylaxis
- 2009 - February Issue

Cross References:

- 3420 - Anaphylaxis Prevention and Response
- 3416 - Medication at School
- 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
- 2161 - Special Education and Related Services for Eligible Students

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Coversheet

3420 Anaphylaxis Prevention and Response

Section: VI. POLICY - NEW
Item: C. 3420 Anaphylaxis Prevention and Response
Purpose: Vote
Submitted by:
Related Material: 3420 Anaphylaxis Prevention and Response.pdf

Policy: 3420
Section: 3000 - Students

Anaphylaxis Prevention and Response

Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and may require follow-up care by an allergist/immunologist.

The Griffin School Board of Directors expects school administrators, teachers, and support staff to be informed and aware of life-threatening allergic reactions (anaphylaxis) and how to deal with the resulting medical emergencies. For students, some common life-threatening allergens are peanuts, tree nuts, fish, dairy, bee or other insect stings, latex, and some medications. Affected students require planned care and support during the school day and during school sponsored activities. Additionally, any student could potentially have a life-threatening allergic reaction even without a history of such.

Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. The district will take reasonable measures to avoid allergens for affected students. The district will also train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel. The plan shall be distributed to appropriate staff based on the students' needs and the staffs' level of interaction with the student as determined in the health plan.

Even with the district's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the district will take reasonable precautions to reduce the risk of exposure to allergens for students with history of anaphylaxis.

The superintendent will establish procedures to support this policy and to ensure:

1. Rescue protocol in cases of suspected anaphylaxis will follow OSPI's current Guidelines for the Care of Students with Anaphylaxis
2. A simple and standardized format for emergency care plans is utilized;
3. A protocol is in place to ensure emergency care plans are current and completed and distributed to appropriate staff;
4. Medication orders are clear and unambiguous;
5. Training and documentation is a priority

Griffin: _____
WSSDA Last Revised: **October 30, 2024**
Classification: **Critical**
Prior Revised Dates: **02.09: 12.11; 08.12; 12.13; 08/01/2018**

Legal References:

- WAC 392-380 PUBLIC SCHOOL PUPILS - IMMUNIZATION REQUIREMENT AND LIFE-THREATENING HEALTH CONDITION
- RCW 28A.210.380 Anaphylaxis - Policy guidelines - Procedures - Reports.
- RCW 28A.210.383 Epinephrine and epinephrine autoinjectors (EPI pens) - School supply - Use

Management Resources:

- 2024 - October Issue
- 2018 - August 2018 - August Policy Issue
- 2013 - December Issue
- 2012 - August Issue
- OSPI, March 2009 Guidelines for the Care of Students with Anaphylaxis
- 2009 - February Issue

Cross References:

- 3419 - Self-Administration of Asthma and Anaphylaxis Medications
- 3418 - Response to Student Injury or Illness
- 3416 - Medication at School

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Coversheet

3422 Student Sports: Concussion, Head Injury and Sudden Cardiac Arrest

Section: VI. POLICY - NEW
Item: D. 3422 Student Sports: Concussion, Head Injury and Sudden Cardiac Arrest
Purpose: Vote
Submitted by:
Related Material:
3422 Student Sports Concussion Head Injury and Sudden Cardiac Arrest.pdf

Policy: 3422
Section: 3000 - Students

Student Sports - Concussion, Head Injury and Sudden Cardiac Arrest

Concussion and Head Injury

The Griffin School Board of Directors recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The board acknowledges that the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed.

Therefore, all competitive sport activities in the district will be identified by the administration and all appropriate district staff, coaches and team volunteers will complete training as required in Procedure 3422 to recognize warning signs and symptoms of concussion and head injury. Additionally, all coaches will comply with Washington Interscholastic Activities Association (WIAA) guidelines for the management of concussions and head injuries.

Consistent with Washington law, the district will utilize guidelines developed with the WIAA and other pertinent information to inform and educate coaches, youth athletes, and their parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student participants in competitive sport activities.

Prior to their first use of school facilities, all private nonprofit youth programs must provide a written statement of compliance with this policy in regard to concussion and head injury with proof of insurance as required by RCW 4.24.660.

Sudden Cardiac Arrest

The Board of Directors further recognizes that sudden cardiac arrest is reported to be the leading cause of death in young athletes. The board will work with the WIAA and the University of Washington medicine center for sports cardiology to make available an online pamphlet that provides student athletes, their parents/guardians and coaches with information about sudden cardiac arrest. To this end, the district will maintain a link on its website to the OSPI website where the online pamphlet will be posted.

Annually, prior to participating in an interscholastic athletic activity, students and their parent/guardian must review the online pamphlet and return a signed statement to the school documenting their review. This form may be combined with the annually distributed head injury and concussion information sheet referenced above.

The board will also work with the WIAA and the University of Washington medicine center for sports cardiology to make available an existing online sudden cardiac arrest prevention program for coaches. Every three years, prior to coaching an interscholastic athletic activity, all coaches will complete the online program and provide a certificate of completion to the district.

All coaches, including volunteers, will complete training as required in the district procedure. Additionally, all coaches will comply with Washington Interscholastic Activities Association (WIAA) guidelines for the management of sudden cardiac arrest.

Prior to their first use of school facilities, all private nonprofit youth programs must provide a written statement of compliance with this policy in regard to sudden cardiac arrest with proof of insurance as required by RCW 4.24.660.

Griffin: _____
WSSDA Last Revised: **June 01, 2015**
Classification: **Critical**
Prior Revised Dates: **08.09; 08.14; 12.11**

Legal References:

- RCW 4.24.660 Liability of school districts under contract with youth programs
- Chapter 28A.600 RCW Students

Management Resources:

- 2015 - June Policy Issue
- 2014 - August Issue
- 2009 - August Issue

Cross References:

- 3412 - Automated External Defibrillators
- 3418 - Response to Student Injury or Illness
- 4260 - Use of School Facilities

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Coversheet

3424 Opioid Related Overdose Reversal

Section: VI. POLICY - NEW
Item: E. 3424 Opioid Related Overdose Reversal
Purpose: Vote
Submitted by:
Related Material: 3424 Opioid Related Overdose Reversal.pdf

Policy: 3424
Section: 3000 - Students

Opioid Related Overdose Reversal

The board recognizes that the opioid epidemic is a public health crisis and access to opioid-related overdose reversal medication can be life-saving. To assist a person at risk of experiencing an opioid-related overdose, the district will seek to obtain and maintain at least one set of opioid overdose reversal medication doses in each of its schools.

The district must obtain and maintain opioid overdose reversal medication either through a standing order, prescribed and dispensed according to RCW 69.41.095(5), or through one or more donation sources. The district will seek at least one set of opioid reversal medication doses for each of its schools. However, if the district documents a good faith effort to obtain and maintain opioid overdose reversal medication through a donation source, and is unable to do so, the district is exempt from the obligation to have a set of opioid reversal medication doses for each school. Documentation of good faith effort must be kept on file.

The following personnel may distribute or administer the school-owned opioid overdose reversal medication to respond to symptoms of an opioid-related overdose:

- A school nurse,
- School personnel who become designated trained responders, or
- A health care professional or trained staff person located at a health care clinic on public school property or under contract with the school district.

Training for school personnel to become designated trained responders and distribute or administer opioid overdose reversal medication must meet the requirements for training described in the statute and any rules or guidelines for such training adopted by the Office of Superintendent Public Instruction. The district shall identify at least one member of each school’s personnel to become a designated trained responder who can distribute and administer opioid overdose reversal medication.

Opioid overdose reversal medication may be used on school property, including the school building, playground, and school bus, as well as during field trips or sanctioned excursions away from school property. A school nurse or a designated trained responder may carry an appropriate supply of school-owned opioid overdose reversal medication on in-state field trips and sanctioned in-state excursions.

Individuals who have been directly prescribed opioid overdose reversal medication according to RCW 69.41.095 lawfully possess and administer opioid overdose reversal medication, based on their personal prescription. However, such “self-carrying” individuals and those who obtain opioid overdose reversal medication over-the-counter, must show proof of training as verified by a licensed registered professional nurse employed or contracted by the district or participate in district training as specified in the accompanying procedure.

Administration of the district’s opioid overdose reversal medication will be performed by designated, trained, district personnel as needed. However, “RCW 69.41.095 allows for “any person” (including students) to lawfully possess, store, deliver, distribute, and administer an opioid overdose reversal medication that has been properly prescribed and/or authorized. The board further recognizes that:

- incidences of opioid overdoses are increasing in communities and schools,
- naloxone is highly unlikely to cause harm if administered when not needed,
- students may carry naloxone at school in order to have access to it outside of school, and
- delay in administering naloxone for suspected overdose or delay activating emergency medical services could cause severe harm.

Therefore, neither the district nor its schools will pursue disciplinary action for students or personnel solely for possession or good faith administration of naloxone. Naloxone will not be confiscated from students.

Students who exhibit concern for the risk of overdose for themselves or others shall be counseled on the availability of behavioral health supports and instructed of the district policy and procedure for opioid overdose response, and the importance of summoning adult help and emergency services for any suspected overdose.

If any type of overdose is suspected, including an opioid related overdose, district staff will call 9-1-1 and alert emergency services. The school nurse, designated trained responder, or trained staff person located at a health care clinic on public school property or under contract with the school district will follow the Washington Department of Health steps for administering naloxone for a suspected opioid related overdose.

Griffin: _____
WSSDA Adopted: **February 01, 2020**
Last Revised: **October 30, 2024**
Classification: **Critical**

Legal References:

- Chapter 69.50.315 RCW Drug-related overdose
- Chapter 69.50.315 RCW Health Screening and Requirements
- Chapter 28A.210 RCW Health Screening and Requirements
- RCW 28A.210.390 Opioid overdose reversal medication - Standing order - Administration.

Management Resources:

- 2024 - October Issue
- 2020 - February February Issue
- OSPI, January 2020, Opioid Related Overdose Policy Guidelines and Training in the School Setting

Cross References:

- 3416 - Medication at School
- 3418 - Response to Student Injury or Illness

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Coversheet

4129 Family Involvement

Section: VI. POLICY - NEW
Item: F. 4129 Family Involvement
Purpose: Vote
Submitted by:
Related Material: 4129 Family Involvement.pdf

Policy: 4129
Section: 4000 - Community Relations

Family Involvement

It is the policy of the Griffin Board of Directors to encourage and support family involvement in education at home, in our schools and communities, and in school governance. The board recognizes the diversity of family structures, circumstances, and cultural backgrounds and respects families as important decision makers for their children's education. The Board is committed to the creation and implementation of culturally inclusive and effective school-family partnerships throughout the school district and in each school, and believes these partnerships to be critical to the success of every student. The district's family involvement efforts will be comprehensive and coordinated.

The board recognizes that family involvement in education has a positive effect on student achievement and is an important strategy in reducing achievement gaps. The intent of this policy is to create and maintain a district-wide climate conducive to the involvement of families and to develop and sustain partnerships that support student learning and positive child and youth development in all schools.

The board is committed to professional development opportunities for staff and leadership to enhance understanding of effective family involvement strategies. The board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to school-family partnerships.

In support of the implementation of this policy, a copy will be distributed to all schools, school staff, families, teachers and community members. Further, the district will provide support and guidance to parents and teachers as they plan and implement effective family involvement efforts.

The Griffin Board of Directors support the development, implementation and regular evaluation of family involvement efforts that includes parents and family members at all grade levels in a variety of roles. The district will use the results of the evaluation to enhance school-family partnerships within the district.

The superintendent will develop procedures to implement this policy.

Griffin: _____
WSSDA Last Revised: **December 01, 2011**
Classification: **Discretionary**
Prior Revised Dates: **10.08**

Management Resources:

- Policy News, October 2008 Family Involvement Policy

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Coversheet

3124 Removal-Release of Student During School Hours

Section: VII. POLICY - UPDATES
Item: A. 3124 Removal-Release of Student During School Hours
Purpose: Vote
Submitted by:
Related Material:
3124 Removal Release of Student During School Hours (Griffin 2000) (1).pdf
3124 Removal Release of Student During School Hours .pdf

Policy No. 3124
Students

REMOVAL/RELEASE OF STUDENT DURING SCHOOL HOURS

The board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the superintendent or principal evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The superintendent is directed to establish procedures for the removal of a student during school hours.

Prior to sending a student to his/her home for illness, discipline or a corrective action, the principal shall attempt to reach the student's parent to inform him/her of the school's action and to request that he/she come to the school for the child. If the principal cannot reach the parent, the student shall remain at school until the close of the school day. A student may be released to a law enforcement officer in accordance with the district policy.

Cross Reference:

Board Policy	3418	Emergency Treatment
	4310	Relations with Law Enforcement, Child Protective Agencies and County Health Department

Legal Reference:	RCW	28A.605.010 Removing child from school grounds during school hours-Procedure

Adoption Date: March 15, 2000

Policy: 3124
Section: 3000 - Students

Removal-Release of Student During School Hours

The board recognizes its responsibility for the proper care of students during school hours. Students will not be removed from school grounds, any school building or school function during school hours except by a person authorized according to district procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the superintendent or principal or their designee evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal or their designee. The superintendent is directed to establish procedures for the removal of a student during school hours.

Prior to sending a student to his/her home for illness, discipline or a corrective action, the principal or their designee will attempt to reach the student's parent to inform him/her of the school's action and to request that he/she come to the school for the child. If the principal or designee cannot reach the parent, the student will remain at school until the close of the school day. A student may be released to a law enforcement officer in accordance with the district policy.

Griffin: _____
WSSDA Last Revised: **December 01, 2011**
Griffin Adopted: **March 15, 2000**
Classification: **Critical**

Legal References:

- RCW 28A.605.010 Removing child from school grounds during school hours

Cross References:

- 4310 - District Relationships with Law Enforcement and other Government Agencies
- 4200 - Parent Access and Safe and Orderly Learning Environment
- 3418 - Response to Student Injury or Illness
- 3126 - Child Custody

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Coversheet

3413 Student Immunization and Life Threatening Conditions

Section:	VII. POLICY - UPDATES
Item:	B. 3413 Student Immunization and Life Threatening Conditions
Purpose:	Vote
Submitted by:	
Related Material:	3413 Student Immunization (Griffin 2000) (1).pdf 3413 Student Immunization And Life Threatening Health Conditions.pdf

Policy No. 3413
Students

STUDENT IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles, rubella, mumps, hepatitis B, and tetanus booster. A student satisfies the measles requirement upon a physician's verification that the student has had measles (rubella).

Immediately upon enrollment in the district a certificate of immunization status, distributed by the Washington Department of Health, shall be completed by the student's parent. The certificate shall be made a part of the student's permanent record.

If a student has not received any or all of the required immunizations, he/she shall submit evidence of the initiation of an immunization schedule and be placed in a "conditional admittance" category. He/she may remain in school for one school year provided that there is documentation that the immunization schedule is being maintained. Failure to maintain the schedule or submit documentation shall be sufficient cause to exclude the student from school.

Exemptions from one or more vaccines shall be granted for medical reason upon certification by a physician that there is a medical reason for not administering the vaccine. Exemptions for personal or religious reasons shall be granted upon request of the parent. The permanent file of students with exemptions shall be marked for easy identification should the department of health order that exempted students be excluded from school temporarily during an epidemic.

If proof of immunization or a certificate of exemption is not received upon the student's enrollment in school, the principal shall provide written notice to the parents or guardians informing them of:

A. the immunization requirements;

B. the denial of further attendance by the student;

C. the procedural due process rights; and

D. the immunization services that are available.

Following proper notification, the school shall exclude the student for noncompliance with the immunization laws pursuant to the appeal process procedures for student expulsions. Parents shall have a right to a hearing provided they notify the school within 3 days after receiving the exclusion order from the school principal. If the parent requests a hearing, the parent or guardian and school principal shall be notified in writing of the time and place for the hearing and shall present the case to a hearing officer appointed by the superintendent.

Life-Threatening Health Conditions

Prior to attendance at school, each child with a life-threatening health condition shall present a medication or treatment order addressing the condition. A life-threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan shall be developed.

Students who have a live-threatening condition and no medication or treatment order presented to the school shall be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and pursuant to the following due process requirements:

A. Written notice to the parents, guardians or persons in loco parentis delivered to the parents in person or be certified mail.

B. Notice of the applicable laws, including a copy of the laws and rules

C. The order that the student shall be excluded from school immediately and until a medication or treatment order is presented.

D. Describe the rights of the parents and student to a hearing, the hearing process and explain that the exclusion continues until the medication or treatment plan is presented or the hearing officer determines that the student should no longer be excluded from school.

E. If the parents request a hearing, the district shall schedule one within three school days of receiving the request, unless more time is requested by the parents.

F. The hearing process shall be consistent with the procedures established for disciplinary cases pursuant to Chapter 180-40 WAC.

Cross References: Board Policy 2161 Special Education and Related Services for Eligible students

Legal References:	RCW 28A.210	Health Measures
	Ch. 101, Laws of 2002	Children with Life-Threatening Health Conditions
	WAC 180-38-040 –065	Immunization and Life-Threatening Health Conditions
	246-100-166	Immunization of childcare and school children against certain vaccine-preventable diseases
	392-182	Health records

Adoption Date: March 15, 2000
Revised:

Policy: 3413
Section: 3000 - Students

Student Immunization And Life Threatening Health Conditions

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of having been immunized against diseases as required by 28A.210 RCW and the Washington State Board of Health 246-105 WAC.

Exemptions from Immunization

The district will allow for exemptions from immunization requirements only as allowed for by RCW 28A.210.090 and WAC 246-105-050.

Meningococcal Disease, Human Papilloma Virus Disease and Vaccine Information Distribution

At the beginning of every school year, the district will provide parents/guardians of sixth through eighth grade students information provided by the Washington State Department of Health about meningococcal disease, human papilloma virus (HPV) disease and their vaccines.

The information will include the causes and symptoms of meningococcal disease, human papilloma virus, how the diseases are spread, the places where parents/guardians may obtain additional information and vaccinations for their children, and current recommendations from the United States Centers for Disease Control Prevention regarding the vaccines.

Life-Threatening Health Conditions

Prior to attendance at school, each child with a life-threatening health condition will present a medication and treatment order from a Licensed Healthcare Provider (LHP) addressing the condition. A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication and treatment order, providing authority to a registered nurse, and a nursing care plan are not in place. Following submission of the medication and treatment order, the registered nurse will develop the nursing care plan.

Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the district can do so

consistent with federal requirements for students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the due process requirements in School District Procedure 3413P.

Exclusion from School

The district will exclude students as required in RCW 28A.210.120 from further presence at the school who are out of compliance with the immunization requirements and students with a life-threatening health condition as required in WAC 392-380-045 who do not have a medication or treatment order in place.

The superintendent will adopt procedures necessary to implement this policy.

Griffin: _____
WSSDA Last Revised: **May 29, 2020**
Classification: **Critical**
Prior Revised Dates: **10.02; 06.05; 04.06; 08.07; 08.11; 10.11; 08.12; 08.18**

Legal References:

- Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases
- Chapter 28A.210 RCW - Health - Screening and requirements
- WAC 392-182 - Student - Health records
- WAC 392-380 Public school pupils - Immunization requirement and life-threatening health condition

Management Resources:

- 2020 - May May Issue
- 2018 - August 2018 - August Policy Issue
- 2012 - August Issue
- 2011 - October Issue
- 2011 - August Issue
- Policy News, August 2007 Human Papilloma Virus Disease Notification
- Policy News, April 2006 Chickenpox Immunization Required
- Policy News, June 2005 Distribution of Information on Meningococcal Disease
- Policy News, October 2002 Legislature Addresses Life-Threatening Conditions

Cross References:

- 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
- 2161 - Special Education and Related Services for Eligible Students
- 2100 - Educational Opportunities for Students with a Parent in the Military
- 3241 - Student Discipline
- 3416 - Medication at School
- 3115 - Students Experiencing Homelessness - Enrollment Rights and Services

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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: Finance Report April 2026.docx.pdf
Budget Status March 2026.pdf

Griffin School District

Finance Director's Report

Board Meeting
April 29, 2026

Budget Status March 2026

General Fund

- Revenue 53.44% of Budget
- Expenditures & Encumbrances 60.97% 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 57.39% of Budget
- Expenditures 26.25% of Budget
- Noted Items:
  - Committed from Levy Proceeds $3,334,324.57
  - Restricted from State Proceeds $642,982.79
  - Restricted from Mitigation Fees $88,803.81

Debt Service Fund

- Revenues 155.68% of Budget
- Expenditures 0.00% of Budget
- Noted Items:
  - None at this time

Associated Student Body Fund

- Revenues 67.17% of Budget
- Expenditures & Encumbrances 36.00% of Budget
- Noted Items
  - Fundraising Activities

Transportation Vehicle Fund

- Revenues 15.02% of Budget
- Expenditures & Encumbrances 0.00% of Budget
- Noted Items – Bus Purchase

Other Items

- Monitoring Cash Flow
- Capital Projects
- Budget

Powered by BoardOnTrack

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

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

Reporting Month: March **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	154,147.94	1,408,859.90		1,349,890.10	51.07
2000 LOCAL SUPPORT NONTAX	150,800	25,570.69	161,911.67		(11,111.67)	107.37
3000 STATE - GENERAL PURPOSE	5,941,988	515,991.90	3,334,897.48		2,607,090.52	56.12
4000 STATE - SPECIAL PURPOSE	2,392,521	208,370.64	1,271,245.37		1,121,275.63	53.13
5000 FEDERAL - GENERAL PURPOSE	0	3.64	3.64		(3.64)	0.00
6000 FEDERAL - SPECIAL PURPOSE	355,302	11,371.73	190,365.12		164,936.88	53.58
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**	**915,456.54**	**6,367,283.18**		**5,547,077.82**	**53.44**

B. EXPENDITURES						
00 Regular Instruction	7,033,889	545,003.98	4,103,065.03	8,066.64	2,922,757.33	58.45
10 Federal Stimulus	0	0.00	0.00	0.00	0.00	0.00
20 Special Ed Instruction	1,572,437	130,154.12	919,896.44	374,130.00	278,410.56	82.29
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	35,518.54	139,197.44	0.00	137,300.56	50.34
70 Other Instructional Pgms	330,632	4,106.03	17,903.32	0.00	312,728.68	5.41
80 Community Services	1,250	0.00	0.00	0.00	1,250.00	0.00
90 Support Services	3,282,664	163,540.35	1,916,917.90	140,519.17	1,225,226.93	62.68
Total	**12,497,370**	**878,323.02**	**7,096,980.13**	**522,715.81**	**4,877,674.06**	**60.97**

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. UNUSUAL OR INFREQUENT ITEMS - INFLOWS (GL 968)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
F. UNUSUAL OR INFREQUENT ITEMS – OUTFLOWS (GL 538)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	**(583,009)**	**37,133.52**	**(729,696.95)**		**(146,687.95)**	**25.16**
H. TOTAL BEGINNING FUND BALANCE	**1,220,444**		**1,484,213.16**			
I. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (±)			**0.00**			
J. TOTAL ENDING FUND BALANCE (G + H ± I)	**637,435**		**754,516.21**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

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

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

K. 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)		(207,032.42)			
G/L 891 Unassigned Min Fnd Bal Policy	992,466		960,005.00			
Total	**637,435**		**754,516.21**			

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: March **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	66,075.80	703,883.69		620,398.31	53.15
2000 Local Support Nontax	47,585	14,313.30	83,190.68		(35,605.68)	174.83
3000 State - General Purpose	0	0.00	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**	**80,389.10**	**787,274.85**		**584,592.15**	**57.39**
B. EXPENDITURES						
10 Sites	450,000	0.00	0.00	0.00	450,000.00	0.00
20 Buildings	1,219,500	61,656.71	349,477.27	411,274.44	458,748.29	62.38
30 Equipment	330,500	0.00	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**	**61,656.71**	**376,157.34**	**411,274.44**	**2,212,568.22**	**26.25**
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. UNUSUAL OR INFREQUENT ITEMS - INFLOWS (GL 968)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
F. UNUSUAL OR INFREQUENT ITEMS – OUTFLOWS (GL 538)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	**(1,628,133)**	**18,732.39**	**411,117.51**		**2,039,250.51**	**(125.25)**
H. TOTAL BEGINNING FUND BALANCE	**3,966,453**		**3,965,614.02**			
I. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (±)			**0.00**			
J. TOTAL ENDING FUND BALANCE (G + H ± I)	**2,338,320**		**4,376,731.53**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

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

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

K. 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		3,334,342.57			
G/L 863 Restricted from State Proceeds	183,511		642,982.79			
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		88,803.81			
G/L 868 Restricted from CTE Carryover Resources	0		0.00			
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		310,602.36			
G/L 890 Unassigned Fund Balance	0		0.00			
Total	**2,338,320**		**4,376,731.53**			

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: March **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	2,215.48	13,233.20		(4,733.20)	155.68
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**	**2,215.48**	**13,233.20**		**(4,733.20)**	**155.68**
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. UNUSUAL OR INFREQUENT ITEMS - INFLOWS (GL 968)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
F. UNUSUAL OR INFREQUENT ITEMS – OUTFLOWS (GL 538)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	**8,500**	**2,215.48**	**13,233.20**		**4,733.20**	**55.68**
H. TOTAL BEGINNING FUND BALANCE	**641,146**		**655,715.88**			
I. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (±)			**0.00**			
J. TOTAL ENDING FUND BALANCE (G + H ± I)	**649,646**		**668,949.08**			
K. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted for Other Items	0		0.00			
G/L 830 Restricted for Debt Service	649,646		167,936.44			
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**		**668,949.08**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

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

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

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: March **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	229.05	8,150.20		1,199.80	87.17
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	15.00	3,503.75		1,796.25	66.11
6000 Private Moneys	1,700	0.00	0.00		1,700.00	0.00
Total	**17,350**	**244.05**	**11,653.95**		**5,696.05**	**67.17**
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	785.00	1,133.51	0.00	3,766.49	23.13
6000 Private Moneys	14,000	0.00	0.00	0.00	14,000.00	0.00
Total	**29,700**	**785.00**	**10,530.78**	**162.45**	**19,006.77**	**36.00**
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	**(12,350)**	**(540.95)**	**1,123.17**		**13,473.17**	**(109.09)**
D. UNUSUAL OR INFREQUENT ITEMS - INFLOWS (GL 968)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
E. UNUSUAL OR INFREQUENT ITEMS – OUTFLOWS (GL 538)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
F. NET CHANGE IN FUND BALANCE (C+D-E)	**(12,350)**	**(540.95)**	**1,123.17**		**13,473.17**	**(109.09)**
G. TOTAL BEGINNING FUND BALANCE	**42,302**		**49,503.94**			
H. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (±)			**0.00**			
I. TOTAL ENDING FUND BALANCE (F + G ± H)	**29,952**		**50,627.11**			
J. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted for Other Items	50		50.00			
G/L 819 Restricted for Fund Purposes	29,902		50,577.11			
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**		**50,627.11**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance
Account Codes: Agency
Fund Code: 40
Reporting Month: March
Budget Type: Revised
Fund Description: Associated Student Body Fund

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: March **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	4,156.27	23,788.54		(16,288.54)	317.18
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**	**4,156.27**	**23,788.54**		**134,542.46**	**15.02**
B. 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**
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. UNUSUAL OR INFREQUENT ITEMS - INFLOWS (GL 968)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
F. UNUSUAL OR INFREQUENT ITEMS – OUTFLOWS (GL 538)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	**(591,669)**	**4,156.27**	**23,788.54**		**615,457.54**	**(104.02)**
H. TOTAL BEGINNING FUND BALANCE	**695,299**		**1,243,901.46**			
I. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (±)			**0.00**			
J. TOTAL ENDING FUND BALANCE (G + H ± I)	**103,630**		**1,267,690.00**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

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

Reporting Month: March **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		1,267,690.00			
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**		**1,267,690.00**			
Differences	**0**		**0.00**			