Griffin School District #324

Griffin School Board Meeting

Date and Time

星期三 五月 27, 2026 at 6:00 下午 PDT

Location

Griffin Cafeteria

Attend via Zoom

Board Meeting Zoom Link

Agenda

		Purpose	Presenter
I.	**Opening Items**		
	A. Record Attendance		
	B. Call the Meeting to Order Pledge of Allegiance Approval of Meeting Agenda Land Acknowledgement	Vote	
	C. Middle School Band Performance		
	D. Girl Scout Troop 41785		

		Purpose	Presenter
E.	School Board Recognition		
II.	**Public Comment**		
A.	Comments from the Public Griffin School Board Meeting Public Comment Sign Up (Google Form)	FYI	
III.	**CONSENT AGENDA**		
A.	Approval of Board Meeting Minutes - April 29, 2026	Approve Minutes	
B.	Approval of Study Session Minutes - May 13, 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.	Tiered Fidelity Inventory Presentation (Commitment #2: Welcome & Supportive Learning Environments)	FYI	Erin Hagen
V.	**OLD BUSINESS**		
A.	ASB Student Leadership Club Constitution & Bylaws	Vote	
VI.	**POLICY - NEW**		
A.	1250 Students On Governing Boards	Vote	
B.	2140 Comprehensive School Counseling Program	Vote	

		Purpose	Presenter
VII.	**POLICY - UPDATES**		
A.	5011 Sexual Harassment of District Staff Prohibited	Vote	
B.	6100 Revenues from Local, State & Federal Sources	Vote	
C.	6112 Rental or Lease of District Real Property	Vote	
D.	6500 Risk Management	Vote	
VIII.	**POLICY - REVIEW**		
A.	6120 Investment Funds	Vote	
B.	6216 Reimbursement for Goods & Services: Warrants	Vote	
C.	6513 Workplace Violence Prevention	Vote	
IX.	**POLICY - REMOVAL**		
X.	**DISTRICT REPORTS**		
A.	Finance Director's Report	FYI	Kim Ferra
B.	Superintendent's Report	FYI	Kirsten Rue
XI.	**Closing Items**		
A.	For the Good of the Order	Discuss	
B.	Executive Session	Discuss	
C.	Adjourn Meeting		

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

Coversheet

Approval of Board Meeting Minutes - April 29, 2026

Section: III. CONSENT AGENDA
Item: A. Approval of Board Meeting Minutes - April 29, 2026
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Griffin School Board Meeting on April 29, 2026

APPROVED

Griffin School District #324

Minutes

Griffin School Board Meeting

Date and Time
Wednesday April 29, 2026 at 6:00 PM

Location
Griffin Cafeteria

Join via Zoom

Board Meeting Zoom Link

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

Directors Absent
Blair Baker

Guests Present
Aisha Tanaka (remote), Ali Daugherty, Allison Adair, Amy Morgan, Ashley Herron (remote), Bonnie Duncan, Calla Zambas, Camie McGregor (remote), Frank Ehresmann, Jenna Anderson, Jennifer (remote), Jessica Shattuck, Johanna Dowler, Justine Oestreich, Katie Hardy, Kirsten Rue, Kyle Nixon, Scott Sagerser, Tanisha Smith (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Trish Hefton called a meeting of the board of directors of Griffin School District #324 to order on Wednesday Apr 29, 2026 at 6:00 PM.
Julie Osterberg made a motion to Approve the Agenda.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

C. Restorative Center Presentation

Bonnie Duncan, the Restorative Practices Paraeducator at Griffin School District #324, presented an update on the Restorative Center (RC). She introduced herself as the advisor to the seventh and eighth-grade student advocates and provided a foundational overview of the program's philosophy.

Ms. Duncan explained that restorative practices are rooted in Indigenous culture and focus on resolving community conflicts by recognizing that harm to one individual affects the entire community. She noted that:
-The program shifted away from punitive discipline to address the root causes of conflict.
-The process allowed involved parties to be heard, held accountable, and work collaboratively to repair relationships.
-The program utilized trained seventh and eighth-grade students who served as peer advocates.

Ms. Duncan highlighted the rigorous expectations for these students:
-Code of Conduct: Advocates adhered to a strict code of conduct and served as role models both inside and outside the center.
-Confidentiality: Students were held to high standards regarding the privacy of matters brought to the RC.
-Peer Support: Advocates assisted students in grades 1 through 8 with resolving lower-level conflicts.

Since the Restorative Center opened on January 29, 2026, it recorded 399 student visits. These sessions provided students with the opportunity to reflect or engage in restorative conversations.
Ms. Duncan expressed her strong confidence in the program, noting that advocates were not only gaining lifelong interpersonal skills but were also actively teaching those skills to their peers.

Student advocates Mikey and Leiliana detailed the core functions and ethical standards of the Restorative Center (RC):
-Conflict Resolution: The RC utilized "Reflections" for individual processing and "Restorative Conversations" for group mediation to find collaborative solutions.

-Confidentiality: Advocates maintained strict privacy and a "no-gossip" policy, with exceptions only for threats of harm to self, others, or the school.
-Code of Conduct: The team adhered to principles of honesty, equal respect ("Clean Slate"), and leading by example. They also practiced internal accountability to maintain program integrity.
-Methodology: Advocates facilitated sessions by listening without judgment and using guided questions to help peers repair harm and prevent future conflict.

The presentation concluded with a recognition of the student advocates serving in the 3rd, 4th, and 6th periods.

D. Science Fair Presentations

5th grade teacher Wendy Potkonjak introduced three students who completed outstanding projects for the PTO-sponsored Science Fair. She commended the students for their courage in presenting their scientific findings to the Board and the Superintendent.

Project 1: Plant Hydration and Pigmentation
Presenter: Miss Pernula (Kindergarten)
The student investigated how flowers absorb nutrients and color through their stems using food coloring and water.
-Findings: She observed that hydrangeas remained softer than other flowers during the experiment because their stems were less woody, allowing for better hydration.
-Observation: The student noted that the blue food coloring was particularly effective in transporting visible color through the petals.

Project 2: Magnetic Slime (The "Symbiote")
Presenter: Legend McCarthy (2nd Grade)
Inspired by a similar experiment performed by his older brother, Maverick, the student demonstrated the creation of magnetic slime.
-Process: The "goo" was created by mixing water, baking soda, and a solution containing boric acid.
-Mechanism: By adding iron filings to the mixture, the slime became responsive to strong magnets.
-Conclusion: The student successfully demonstrated how the slime could be manipulated and "woken up" through magnetism.

Project 3: The Tea Leaf Paradox
Presenter: Santiago (Santi) Houston (5th Grade)
Santi presented a sophisticated study on fluid dynamics titled "The Tea Leaf Paradox." He investigated why stirred tea leaves gather in the center of a cup rather than being pushed to the edges by centrifugal force.

-Hypothesis: He hypothesized that at low speeds, secondary flow—a loop-like current moving down the sides and up the center—would push leaves inward. At higher speeds, he predicted centrifugal force would spread them outward.
-Testing: Using both manual stirring and a magnetic stirrer, he confirmed his hypothesis.
-Findings: The experiment showed that heavier leaves at the bottom of the cup were more susceptible to the secondary flow, effectively gathering in the center, while lighter leaves on the surface remained spread out.

The Board and the Superintendent thanked the students for their hard work and impressive technical knowledge. The session concluded with a commemorative photo of the young scientists with the Board members.

II. Public Comment

A. Comments from the Public

TK Teacher Cami McGregor
Mrs. McGregor spoke on behalf of herself and fellow TK teacher Janelle Hutnik, advocated for the preservation of the Transitional Kindergarten program. She described TK as a vital pipeline for district enrollment, citing the following statistics for the upcoming school year:
-Without TK: Only six in-district students were currently slated to enter kindergarten.
-With TK: The program had already secured 18 students moving into kindergarten, with an additional seven out-of-district families expressing interest in continuing at Griffin.

Mrs. McGregor stated that cutting the program would be short-sighted during a period of widespread enrollment challenges. She noted that families seeking TK elsewhere were unlikely to return to the district in later years.

Beyond enrollment, Mrs. McGregor highlighted data showing that TK students enter kindergarten with significantly higher levels of confidence and academic readiness. She concluded by emphasizing the staff's dedication to the program, including their efforts in community outreach and personal advocacy to ensure the school's future growth.

TK Teacher Jenelle Hutnik
Mrs. Hutnik addressed the Board to reinforce the critical role Transitional Kindergarten played in the district’s viability. She noted that while legislative advocacy for TK had faced significant hurdles at the state level, she felt it was imperative to advocate locally for the program’s future. She expressed concern over the potential reduction from two TK classrooms to one, stating that such a cut would negatively impact both staffing and long-term enrollment.

Mrs. Hutnik highlighted a stark shift in enrollment data:
-The district currently maintained three full kindergarten sections.

-Projections for the following year indicated that even with two full TK classes, the district would barely fill two kindergarten sections.
-She emphasized that TK served as a primary "draw" for both in-district and out-of-district families who sought early academic preparation.

She shared that many out-of-district families specifically utilized the TK program as a pathway to remain at Griffin long-term. Ms. Hutnik cautioned that if the district reduced these opportunities, families would seek placement elsewhere and likely would not return.

To demonstrate the program's long-term efficacy, Mrs. Hutnik pointed out that two of the students who presented science fair projects earlier in the meeting were former TK students. She cited this as a "full-circle" example of how early intervention fostered the confidence and academic skills seen in older grades. She concluded by formally requesting that the district maintain full support for two TK classrooms.

5th Grade Teacher & GEA President, Johanna Dowler
Ms. Dowler, speaking as the President of the Griffin Education Association (GEA), expressed deep concern regarding the potential elimination of three teaching positions. She noted that since joining the district in 2002, Griffin had never faced cuts of this magnitude that resulted in teacher displacement.

Ms. Dowler raised questions regarding the transparency of the district's budget projections. She pointed out a significant discrepancy between the previous year's projected ending balance of $20,000 and the actual September balance of approximately $1.5 million.
While acknowledging the challenges of declining enrollment and rising costs, she urged the Board to evaluate administrative overhead. Specifically, she questioned:
-The necessity of maintaining four front-office assistants and a full-time superintendent as student enrollment dropped from 650 to 580.
-The equity of cutting frontline teachers and paraeducators while administrative staffing levels remained unchanged.

Ms. Dowler emphasized that maintaining a robust TK program was the most effective way to address the enrollment crisis. She warned that state regulations might prevent the district from expanding the program in the future if a classroom were cut now.

She suggested that Griffin should capitalize on the closure of TK programs in neighboring Olympia to recruit new families. To assist with district costs, she proposed:
-Spreading tuition costs across non-exempt students to increase affordability.
-Implementing modern payment systems, such as autopay or upfront payment discounts, to ensure consistent revenue.

Ms. Dowler concluded by urging the Board to be proactive and "think outside the box" rather than allowing fear to dictate budgetary decisions. She advocated for a forward-thinking approach to protect the long-term future of the students and the community.

Kindergarten Teacher, Ali Daugherty
Mrs. Daugherty spoke as both a kindergarten teacher and a prospective parent of an incoming TK student. While acknowledging the difficulty of the district's budgetary situation, she urged the Board to consider the varying long-term impacts of specific cuts. She noted that since the implementation of TK at Griffin, she had observed a significant improvement in student outcomes, particularly for those requiring more support.

Drawing on her professional experience, Mrs. Daugherty highlighted several key benefits of the program:
-Acclimation: TK allowed students to build relationships with trusted adults and become familiar with the school environment a year before entering kindergarten.
-Stronger Foundations: Students entered her classroom with better-developed foundational skills, both socially and academically.
-Efficiency of Resources: She argued that TK functioned as a research-backed investment, providing early interventions that reduced the long-term need for special education services and student retentions.

Mrs. Daugherty encouraged the Board to think creatively to preserve the program, emphasizing that early intervention was the most effective way to support students' long-term success. She concluded by reiterating the widespread staff and community support for the program’s continuation.

5th Grade Teacher, Wendy Potkonjak
Mrs. Potkonjak, speaking as a former student, parent, and current teacher within the district, emphasized the long-standing reputation of Griffin School District as a "sought-after" community. She noted that real estate listings frequently highlight the school as a primary selling point for the area. She cautioned the Board that cutting foundational programs like Transitional Kindergarten (TK) would damage this reputation and hinder the district's ability to attract and retain families.

Mrs. Potkonjak raised concerns regarding the loss of in-district students at the upper elementary and middle school levels. She reported that:
-Coordination with 4th-grade staff indicated a projected loss of nearly seven in-district students moving into the 5th and 6th grades next year.
-The district currently lacked an exit survey or formal process to determine why local families were choosing to leave (e.g., relocation, financial reasons, or dissatisfaction).

She urged the Board to investigate the root causes of student attrition to prevent further population loss. Regarding the budget, Mrs. Potkonjak echoed previous sentiments that:

-Equity in Reductions: If cuts were necessary, they should be applied across the board rather than targeting specific grade levels or programs.
-Creative Problem Solving: The district should "think outside the box" to find alternative funding solutions to maintain the programs that make the school a desirable destination for families.

III. CONSENT AGENDA

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

Tesa Frevert made a motion to approve the minutes from Griffin School Board Meeting on 03-25-26.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

B. Approval of Study Session Minutes - April 15, 2026

Tesa Frevert made a motion to approve the minutes from Griffin School Board Study Session on 04-15-26.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

C. Approval of Payroll & Warrants

D. Approval of the Enrollment Report

E. Approval of the Personnel Report

F. Review of Public Records Requests

G. Approval of All Consent Agenda Items

Tesa Frevert made a motion to Approve all Consent Agenda items.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

IV. NEW BUSINESS

A. Student Representative Process

Superintendent Kirsten Rue presented a draft proposal for a new policy and procedure aimed at bringing student representatives onto the School Board beginning in the 2026–2027 school year. She noted that this draft incorporated feedback from the Board's previous study session.

The proposed timeline for the policy is as follows:
-First Reading: Presented during the current meeting for initial review.

-Study Session: To be discussed in detail at the next scheduled study session.
-Potential Adoption: Slated for formal adoption by the end of May 2026.

The Board expressed unanimous support for the proposal, noting that incorporating student voices had been a long-standing goal of the members. They thanked the Superintendent for moving the initiative forward and indicated they would review the draft in preparation for the upcoming study session.

V. OLD BUSINESS

A. Resolution 25-26-03

Superintendent Rue requested Board approval for a formal resolution to be submitted to the Office of Superintendent of Public Instruction (OSPI). The resolution seeks a waiver to allow two days dedicated to Family Connection Meetings to be counted as official school days within the instructional calendar.

The Superintendent noted that the previous year marked the inaugural implementation of these meetings, which yielded the following results:
-Positive Parent Feedback: Families responded well to the initiative, and the district is currently incorporating community suggestions for further improvement.
-Student Success: Staff reported a smoother transition on the first day of school, specifically noting "fewer tears" as students felt more comfortable with their teachers and classrooms prior to the official start.

The Superintendent recommended approval of the resolution to ensure the district can continue this process, which has proven effective in fostering a supportive start to the academic year for students and families.
Tesa Frevert made a motion to Approve Resolution 25-26-03.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

VI. POLICY - NEW

A. 3411 Accommodating Students with Seizure Disorders or Epilepsy

Superintendent Rue introduced agenda items A through E, which consisted of new policies regarding student health and wellness. She explained that these additions were necessary to address gaps in the district's current policy manual and would provide formal guidelines for health room operations and general student well-being.
Julie Osterberg made a motion to Approve Policy 3411.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

B. 3419 Self Administration of Asthma and Anaphylaxis

Emma Rose made a motion to Approve Policy 3419.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

C. 3420 Anaphylaxis Prevention and Response

Tesa Frevert made a motion to Approve Policy 3420.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

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

Emma Rose made a motion to Approve Policy 3422.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

E. 3424 Opioid Related Overdose Reversal

Emma Rose made a motion to Approve Policy 3424.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

F. 4129 Family Involvement

Superintendent Rue presented Policy 4129 (Family Involvement), noting that while the policy is discretionary rather than legally mandated, it directly aligns with the district's Strategic Plan. She emphasized that adopting the policy would formally reinforce the district's commitment to prioritizing family connections and community relations. The Board reviewed the policy as a proactive step to ensure operational consistency with their stated strategic goals.
Emma Rose made a motion to Approve Policy 4129.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

VII. POLICY - UPDATES

A. 3124 Removal-Release of Student During School Hours

Superintendent Rue presented updates to an existing district policy that had not been revised in several years. She noted that the current draft included minor language adjustments to ensure the policy remains current and accurate. These updates were proposed to modernize the policy manual and reflect contemporary terminology.
Julie Osterberg made a motion to Approve Policy 3124.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

B. 3413 Student Immunization and Life Threatening Conditions

Superintendent Rue informed the Board that the Educational Service District (ESD) conducted its annual review of the district's health room operations. The audit focused on analyzing internal processes to ensure high standards of student care. The Superintendent noted that the district's health room Nurse, Chelsea, received excellent performance marks during this evaluation.

As part of the audit, the ESD reviewed the district's health-related policies for legal compliance. Policy 3413 was identified as requiring an update to meet current standards. The Superintendent provided the Board with the following for review:
-Current Version: The existing policy for comparison.
-Proposed Version: The updated draft reflecting the ESD's recommendations for immunization and health condition protocols.
Julie Osterberg made a motion to Approve Policy 3413.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

VIII. DISTRICT REPORTS

A. Finance Director's Report

Finance Director Kim Ferra presented the budget status reports for all district funds, reflecting data through **March 2026**. She noted that the April reports would be finalized following the reconciliation of state apportionment, which is distributed at the end of each month based on OSPI enrollment data.

Budget Development for 2026-2027
Ms. Ferra provided an update on the ongoing budget development process, highlighting several key factors:
-Timeline: Per OSPI regulations, the formal budget must be adopted by **July 1st**. Ms. Ferra noted that while the budget is a legally required document, it remains a fluid plan throughout the fiscal year.
-Priorities: The finance department is focused on maximizing resources to maintain as much district programming and staffing as possible.
-Pending Data: The district is still awaiting final federal funding allocations. Program-specific allocations are currently being finalized.

Revenue and Expenditure Projections
The preliminary budget process involves utilizing the state's revenue projection tool. Ms. Ferra explained that the final proposal will integrate:
-Enrollment Data: Analyzed and projected to determine state funding levels.
-Expenditures: Comprehensive accounting of salaries, benefits, and **MSOCs** (Materials, Supplies, and Operating Costs).
-Fund Balance: Balancing projected revenues against the anticipated beginning fund balance.

Ms. Ferra concluded by stating that the process remains in its preliminary stages as OSPI continues to release updated data. She committed to providing regular updates as the July adoption deadline approaches.

B. Superintendent's Report

Superintendent Rue highlighted a successful community event held earlier that day involving Mrs. Stottlemeyer's class. Local seniors, who serve as pen pals for the students throughout the year, visited the building to meet their student counterparts in person. The Superintendent noted the value of the intergenerational conversations and the positive energy the visitors brought to the school.

Superintendent Rue invited the community to the upcoming **Senior Luncheon** scheduled for **May 19th**. The event will feature:
-Student Performances: Highlights include a performance by the kindergarten classes and a presentation by the school band.
-RSVP Information: Interested residents can find details on the district website or RSVP directly through the district office via Allison.

The Superintendent encouraged everyone to spread the word to local seniors to ensure a strong turnout for this annual community celebration.

IX. Closing Items

A. For the Good of the Order

B. Executive Session

The Board entered Executive Session at **6:56 PM**.

The session was initially anticipated to last 45 minutes; however, the Board subsequently moved to extend the session by an additional 30 minutes.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:28 PM.

Respectfully Submitted,
Trish Hefton

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

Coversheet

Approval of Study Session Minutes - May 13, 2026

Section:	III. CONSENT AGENDA
Item:	B. Approval of Study Session Minutes - May 13, 2026
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Griffin School Board Study Session on May 13, 2026

APPROVED

Griffin School District #324

Minutes

Griffin School Board Study Session

Date and Time
Wednesday May 13, 2026 at 6:00 PM

Location
Griffin Library

Attend via Zoom

Zoom Link

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

Directors Absent
None

Directors who arrived after the meeting opened
Emma Rose

Guests Present
Allison Adair, Amy Morgan (remote), Anneka Brown (remote), Kim Ferra, Kirsten Rue, Rebekah Keiser, Traci Johnson (remote)

I. Opening Items

A.

Record Attendance

B. Call the Meeting to Order

Trish Hefton called a meeting of the board of directors of Griffin School District #324 to order on Wednesday May 13, 2026 at 6:02 PM.

C. Pledge of Allegiance & Land Acknowledgement

D. Approval of Agenda

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

II. New Business

A. ASB Constitution

ASB Constitution Proposal

Superintendent Kirsten Rue introduced a first reading of the revised Student Leadership Club (ASB) Constitution. She highlighted a key update in Article 3, Section 4 regarding the addition of student representatives to the School Board, pending final policy approval in two weeks.

ASB Advisor Anneka Brown explained that the revisions aimed to increase student accountability and momentum. She noted that while 27 students initially joined the club, consistent attendance dropped to 10–15 members. To address this, Mrs. Brown moved meetings to Friday Advisory periods to ensure accessibility while reducing absences caused by students choosing social "flex" time over club obligations.

The Board spoke in favor of the official name change to "Student Leadership Club" and commended the new accountability standards. The revised constitution was slated for formal approval at the next board meeting.

B. District Communication Update

District Communication Update

Executive Assistant Allison Adair provided an update on the district's communication goals, which focused on clarity, consistency, and connection. Key achievements from the past year included:
-Operational Consistency: Establishing rigorous processes for message double-checking and optimal channel use.
-Volume Control: Actively managing the frequency of communications to prevent "information overload" and ensure families remained engaged.

-The Grizzly Gazette: Successfully launching a monthly district-wide newsletter sent on the first school day of each month.
-Community Responsiveness: Prioritizing professional and timely responses to parent and community inquiries, typically within the same business day.

A mid-year survey of district families revealed that email and Facebook remained the most consistent platforms for receiving information. Notably, 70% of respondents felt the current volume of communication was appropriate.

Based on survey feedback and student requests, Ms. Adair announced several upcoming digital initiatives:
-Instagram Launch: A new account was planned for summer 2026 to better reach the student population.
-Video Messaging: The district began exploring the feasibility of video updates.
-Platform Streamlining: In response to parent frustration regarding the variety of apps used by individual teachers, the district planned to work with staff to streamline classroom-level communication.

Ms. Adair detailed three major initiatives for the 2026-2027 school year:
-Parent Communication Team: A new advisory group was being formed to act as the "eyes and ears" of the community. A Google interest form was being distributed to ensure representation from elementary, middle, tribal, and SPED families.
-100th Anniversary Celebration: The "1927 Crew" planning committee—comprising staff, board members, and community representatives—had begun organizing centennial festivities.
-Griffin PAWS Program: Standing for *Partners Aligning With Students*, this new sponsorship model allowed local businesses to support specific clubs or classes (e.g., a $500 sponsorship for the cooking club) in exchange for digital branding and district recognition.

Superintendent Rue commended Ms. Adair for her work in elevating the district's professional image and improving communication systems. The Board noted the impressive volume of work and expressed support for the upcoming engagement projects.

III. New Policy

A. 1250 Students on Governing Boards

Emma Rose arrived at 6:30 PM.
Superintendent Kirsten Rue presented a second reading of Policy 1250, which established the framework for student representatives to serve on the School Board. She emphasized that because Board members would interact with these students regularly, it was essential to understand the underlying procedures.

Key points regarding the selection process included:
-Joint Selection: A designated Board member would collaborate with the Superintendent to review applications and conduct interviews.
-Selection Criteria: The Board discussed whether the role should be tied to a specific office (such as Board Chair or Legislative Representative) or remain open to any member with the capacity and availability to mentor the students. The consensus leaned toward a flexible appointment based on individual member bandwidth.

The Board engaged in a robust discussion regarding whether student representatives should be granted an advisory vote. Superintendent Rue noted that this practice was encouraged by the Washington State School Directors' Association (WSSDA) to ensure student voices were formally recognized.

The Board reached several conclusions regarding this privilege:
-Purpose of the Vote: While student votes would not be legally binding, they would serve as a formal "temperature check" of the student body's perspective. If student representatives voted in opposition to a proposal, it would signal the Board to engage in more robust discussion or provide further clarification.
-Language Adjustments: The Board suggested amending the policy language from "will" to "may" regarding the advisory vote. This change aimed to provide students with the opportunity to weigh in without the pressure of being required to vote on every issue, especially those where they might feel uninformed or intimidated.
-Voting Procedure: To minimize individual intimidation, the Board proposed that student representatives vote as a group—similar to the standard Board procedure—by calling for all in favor and then those opposed.

The Board expressed significant enthusiasm for the initiative, viewing it as a respectful way to integrate student opinions into district policy-making. Superintendent Rue committed to working with the students to help them review complex policies ahead of time so they could provide informed feedback during meetings.

This policy was scheduled for final approval at the next board meeting.

B. 2140 Comprehensive School Counseling Program

Superintendent Kirsten Rue introduced Policy 2140, a new policy concerning the district's school counseling "footprint". She noted that while the district did not previously have this specific policy in place, it was recently identified as a high-priority item in the Washington State School Directors' Association (WSSDA) policy and legal updates.

Key points of the discussion included:
-Professional Value: Superintendent Rue expressed her strong support for the district's counselors and the essential work they perform.
-Staffing Challenges: She acknowledged the ongoing challenge of staffing.

-Program Scope: The Board reviewed the policy language.

The policy was presented to be added to ensure the district remains aligned with current legal recommendations regarding student support services.

IV. Policy Updates

A. 5011 Sexual Harassment of District Staff Prohibited

Superintendent Kirsten Rue presented an update to Policy 5011, which addresses the prohibition of sexual harassment of district staff. She noted that this revision was prompted by updates from the Washington State School Directors' Association (WSSDA) in March.

The primary driver for the update was recent changes in Title IX law. Superintendent Rue explained that the revision was not a major shift in policy but rather the addition of specific language regarding sexual harassment to ensure the district remains in full legal compliance.

B. 6100 Revenues from Local, State & Federal Sources

Superintendent Kirsten Rue introduced an update to Policy 6100, which governs the intake and management of district revenues from local, state, and federal sources. She noted that the existing policy dated back to 1999 and required significant revisions to reflect modern standards.

The primary objectives of the update included:
-Modernization: Bringing the policy's language and procedures into the 21st century as part of a broader effort to update the district's 6000-series financial policies.
-Regulatory Alignment: Addressing the significant shifts in how school revenues have been structured and managed since the policy's original adoption.
-Management Oversight: Outlining the specific processes the district follows to manage and track various revenue streams effectively.

C. 6112 Rental or Lease of District Real Property

Superintendent Kirsten Rue presented updates to Policy 6112, which were part of an ongoing series to modernize district financial policies. The revisions included significant changes to the setup and the addition of specific language highlighted in the draft. The Board reviewed optional sample language regarding an exception for property rented or leased as a personal domicile. Although the district's 41st property is occasionally rented for day use, the Board determined that the domicile exception was not applicable to current operations. The Board reached a consensus to exclude the domicile language to ensure it was clear that district property is not intended for residential use.

D. 6500 Risk Management

Superintendent Kirsten Rue introduced updates to Policy 6500, noting the outlined additional language included in the draft. During the review, it was clarified that because the district is categorized as a second-class district, the language specific to first-class districts would be removed to shorten and simplify the policy. In response to Board inquiries, the Superintendent explained that the distinction between first and second-class districts is based on student population, with first-class districts serving 2,000 or more students. The Board discussed how these classifications affect various administrative deadlines and agreed to proceed with the more concise version of the policy tailored to the district's size.

V. Policy Review

A. 6120 Investment Funds

Superintendent Kirsten Rue transitioned the session to a formal review of Policy 6120, concerning investment funds. This review was part of a larger administrative effort to update and maintain clean copies of district policies, specifically focusing on those that had not been formally revisited by the Board in the last 25 years. The Superintendent clarified that Policy 6120, along with the subsequent two policies on the agenda, were presented for review to ensure the Board remained current on all financial and administrative procedures. The process was described as a standard measure to maintain institutional accuracy and ensure that every governing document has been recently vetted by the active Board.

B. 6216 Reimbursement for Goods & Services: Warrants

C. 6513 Workplace Violence Prevention

VI. Superintendent Updates

A. Superintendent Kirsten Rue

I. Understanding the Five District Funds
Superintendent Kirsten Rue grounded the Board in the reality of school finance, noting that the district operates five distinct budgets with very limited ability to transfer money between them:
-General Fund: The primary area of concern, used for staff salaries, curriculum, and daily operating costs.
-ASB Fund: Student-managed funds for extracurriculars.
-Transportation Vehicle Fund: Restricted for the purchase of school buses.
-Capital Projects Fund: Funds designated by voters for building maintenance and repairs (currently healthy).
-Debt Service Fund: Used for principal and interest payments.

II. Staffing Reductions and Enrollment Realities

Due to a projected decrease of 36 students for the 2026-27 school year, primarily in Kindergarten and Transitional Kindergarten (TK), the Superintendent announced necessary staffing reductions to stabilize the General Fund:
-Certificated & Administrative: Reduction of 2.0 Teacher FTE and 0.2 Assistant Principal.
-Classified Staff: Reduction of 2.0 Paraeducator positions, 1.0 Office Professional, 1.0 Food Service Assistant, and 1.0 Custodial position.
-Operational Changes: All Paraeducators will move from 7-hour to 6.5-hour shifts.
-District Office: The Fiscal Director role will transition to a Business Manager model, resulting in a 27% salary reduction through reallocated duties.

The Superintendent noted that while keeping staff "close to the kids" is the priority, enrollment is currently at a post-COVID low across Washington State, largely due to declining birth rates.

III. The Structural Deficit
The Superintendent highlighted a "structural deficit," where expenditures—driven by state-mandated costs—grow faster than state revenue.
-Salary Gaps: The state provides a flat $80,000 per teacher, but the average Griffin teacher salary is approximately $97,000. The district must use local levy dollars to cover the $17,000 difference per teacher.
-The Levy Lid: While the community is generous, state "levy lids" cap how much the district can collect ($2.50 per student). As enrollment drops, the total levy revenue also drops.
-Unfunded Mandates: Costs for health benefits (SEBB), utilities, insurance, and substitutes (state funding for subs is typically exhausted by mid-October) continue to outpace state funding.

IV. Financial Outlook and Fund Balance
The district's ending fund balance has seen a "precipitous drop," falling from $2.8 million to $1.4 million over the last few years.
-Cash Flow Challenges: The district faces its lowest cash reserves in January, February, and March when state apportionment is at its minimum.
-Binding Conditions: The Superintendent warned that without these current cuts, the district would risk "binding conditions"—a state of financial insolvency where the state takes over district decision-making or forces a merger with a neighboring district.

V. Advocacy and Next Steps
The Board discussed making "levy lid" reform a legislative priority. Superintendent Rue emphasized that the current system prevents taxpayers from paying the full amount they have already voted to approve for their schools. A fiscal update with graphics showing the gap between voter-approved amounts and actual collections is planned for the next meeting to further illustrate this point to the public.

VII. Closing Items

A. For the Good of the Order

I. WSSDA Regional Meeting Takeaways

Board members Osterberg and Frevert shared insights from the recent WSSDA (Washington State School Directors' Association) Director Area 5 regional meeting held in Tenino. Key discussion points included:

-WSSDA Strategic Plan: The association is actively seeking feedback on how they can make the greatest impact. Board members were encouraged to submit feedback on legislative priorities and district needs through the Legislative Representative.

-Legislative Advocacy: A key takeaway was the importance of engaging legislators outside of the active session. The Board discussed inviting legislators to low-pressure events such as promotion ceremonies, celebrations, or monthly study sessions to build relationships and showcase district programs.

-Community Outreach: The meeting sparked a discussion on increasing Board presence at community events. Potential opportunities identified included:

-Neighborhood Association Picnic: This was identified as a major event for direct community engagement.

-Local Groups: Increasing participation or presentations at the Griffin Neighborhood Association, the Grange, and the Lions Club.

-Digital/Market Events: Exploring presence at the "monthly market" sales or Grange events.

II. Collaboration and Regional Networking

The Board discussed the benefits of networking with neighboring districts to share strategies and address common challenges:

-District Networking: There was a noted interest in joining regular meetings held by superintendents and legislative representatives from Olympia, North Thurston, and Tumwater.

-Student Engagement: A member shared an idea from another small district regarding a "tech-free weekend" challenge between neighboring middle schools to foster student relationships across district lines.

III. Celebrations and Upcoming Events

The Board highlighted several upcoming milestones and community recognitions:

-Senior Luncheon: The Griffin School Foundation is hosting a luncheon for seniors (55+) on Tuesday, May 19th at 12:00 PM. Board members were encouraged to attend to connect with community members.

Student Achievement: The Board will recognize a local Girl Scout for her impressive work on a battery recycling project.

-Promotion and Graduation: Griffin 8th Grade Promotion June 11, CHS Graduation June 12

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:37 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: May 2026 Payroll Voucher Register.pdf
May 2026 AP Voucher Register (1).pdf

GRIFFIN SCHOOL DISTRICT NO. 324

General Fund Payroll Voucher Register Certification

Board Date: **May 27, 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 **May 29, 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: **$ 771,522.89**

CHECK DATE	CHECK NUMBER FROM	CHECK NUMBER TO	CHECK AMOUNT	
May 29, 2026	750101362	75101362	99.71	Payroll Warrants
May 29, 2026	9000002534	9000002638	394,375.07	Direct Deposit
May 29, 2026	75019323	75019333	150,451.19	Payroll Vendor Warrants
May 29, 2026	202300061	202300062	226,596.92	Payroll Wire Transfers
		Total	$ 771,522.89	

Board Member: _____

Board Member: _____

Board Member: _____

Board Member: _____

Board Member: _____

Secretary: _____

GRIFFIN SCHOOL DISTRICT NO. 324

Accounts Payable Voucher Register Certification

Board Date: **May 27, 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 MAY 27, 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: **$ 1,044,870.52**

CHECK DATE	CHECK NUMBER FROM	CHECK NUMBER TO	CHECK AMOUNT	FUND DESCRIPTION
May 28, 2026	75019334	75019386	715,073.32	General Fund
May 28, 2026	75019387	75019387	6,000.00	General Fund
May 28, 2026	75040492	75040494	320,170.40	Capital Projects Fund
May 28, 2026	75020951	75020953	3,626.80	Associated Student Body
			$ 1,044,870.52	

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: May 1, 2026 Enrollment Count.xlsx - Google Sheets.pdf

ENROLLMENT - May 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	20			
Daugherty	19			
Conley	18			
	57	*57.00*		***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	21			*0*
	67	*67.00*		*0*
*** FIFTH GRADE**				
Dowler	22	*0.93*	**TR**	*0*
Ehresmann	22			*0*
Potkonjak	22			*0*
	66	*65.07*		*0*
Total Element	**357**	*355.57*		1

Teacher	Head Count	FTE		Overage
SPECIAL EDUCATION - CASE LOADS				
Thompson	28			*3*
St Louis	22			*0*
Hickam	10			*0*
Brown	22			*0*
Hutnik	**6**			
	88			*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	24			*0*
Class 3	20			*0*
AG	**0**			
	74	*73.85*		*0*
*** EIGHTH GRADE**				
Class 1	18	*0.28*	*MG*	*0*
Class 2	23			
Class 3	18			*0*
St. Louis	1			*0*
	60	*59.72*		*0*
Total MS	**196**	*195.57*		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 (1:1(		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 May 2026.docx (1).pdf

Griffin School District

Personnel Report
Prepared by Kim Ferra

Personnel Report

May 27, 2026 School Board Meeting

Employment:

- Approval to hire **Kyler Mower**, Business Manager, effective July 1, 2026

Out of Endorsement:

- No Report

Leave of Absence:

- No Report

Extra-Curricular:

- No Report

Resignation/Termination/Provisional:

- Approval of Reduction in Force **Jessica Shattuck**, Teacher, effective June 12, 2026
- Approval of Reduction in Force **Sarina Schreck**, Teacher, effective June 12, 2026
- Approval of Reduction in Force **Lisa Sutherby**, Food Service, effective June 12, 2026
- Approval of Reduction in Force **Bonnie Duncan**, Paraeducator, effective June 12, 2026
- Approval of Reduction in Force **Andrew Malpica**, Paraeducator, effective June 12, 2026
- Approval of Reduction in Force **Nicole Sprague**, Paraeducator, effective June 12, 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 May 2026.pdf

PUBLIC RECORDS LOG

Date Received	Requester	Original Request	Records Produced	Redacted/Withheld Records	WAC/RCW for Redaction	Date Request Closed	3rd Party Notification	Retention Schedule	Email
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	None	Sept. 17, 2025			joanna.carns@gmail.com
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 OSPI.	https://drive.google.com/file/d/1tf6sD_IIv2I9UW4puPc36U7i8R14vFYr/view?usp=drive_link	We do not have access to the "progress report".	None	Sept. 29, 2025			maitrisojourner@comcast.net
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	None	Sept. 29, 2025			shickam@griffinschoo.us
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	None	January 9, 2026			agent-sh@smartprocure.us
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-Upd42Z7SSZwdB96G/view?usp=sharing	No redactions	None	January 27, 2026			contact@educatorsupportnetwork.org
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	None	February 10, 2026			intake@educatorsupportnetwork.org
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.	None	February 20, 2026			wrobertkelly@gmail.com
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	None	February 20, 2026			edending@thedatabranch.com
February 20, 2026	Gabrielle Faber	Would you please send me the parking lot surveillance footage of the drop-off line where my car was struck yesterday, 2/19/26 about 8:45am?	https://drive.google.com/file/d/1-NHhWiyMgUMYEi-zZEAz9-WtOk1BxOyi/view?usp=drive_link. https://drive.google.com/file/d/17uG9dOnB5KOXANCQpK1rpuRbxJclLm44/view?usp=drive_link	None	None	Febraury 20, 2026			gabe.maddox@gmail.com
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	None	Febraury 23, 2026			contact@educatorsupportnetwork.org
March 6, 2026	Rebecca Banh	district's most current policies and procedures around Section 504 complaints	Policies: 2162, 3210, Procedures: 2162P, 3210P	None	None	March 12, 2026			Rebecca.Banh@teamchild.org
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	None	March 16, 2026			proposals@compunet.biz

PUBLIC RECORDS LOG

Date Received	Requester	Original Request	Records Produced	Redacted/Withheld Records	WAC/RCW for Redaction	Date Request Closed	3rd Party Notification	Retention Schedule	Email
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			contact@educatorsupportnetwork.org
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	Certificated list, title, hire date, salary, work email, school phone number	None	None	April 30, 2026			records@teachersretirementteam.com
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			foia@evergreenreporter.com
April 28, 2026	The Data Branch Research Team	all executed contracts, agreements, purchase orders, and related procurement documents for products or services purchased from any of the following vendors or their authorized resellers, for the period January 1, 2021, to the present:All products from: Primex, American Time, and/or Sapling.	No records found.	None	None	April 29, 2026			denver.curtis@thedatabranch.com
April 30, 2026	The Data Branch Research Team	all executed contracts, agreements, purchase orders, and related procurement documents for products or services purchased from any of the following vendors or their authorized resellers, for the period January 1, 2021, to the present: **All products from:** Blackboard Inc, Finalsite, DMX, Funds for Learning, E-Rate Consulting, N-Able, Raptor Technologies, and/or CSM Consulting	No records found.	None	None	April 30, 2026			mario.kemp@thedatabranch.com
May 14, 2026	The Data Branch Research Team	All products from Absolute Software, Incident IQ, Hazel Health, Brandon Industries, CSM Consulting, and Funds for Learning We are interested in records from 2022 to now that document the financial terms of any engagement with the vendors listed above. Where available, this may include per-unit pricing, subscription or licensing fees, and any implementation or onboarding costs.	No records found.	None	None	May 14, 2026			yesung.pyo@thedatabranch.com
May 15, 2026	Amy Morgan, Teacher	link to this week's School Board meeting	School Board Study Session Vide…	None	None	May 15, 2026			amorgan@griffinschool.us
May 18, 2026	Joanna Carns, Griffin PTO VP	Can you send us the link to the recording of the last study session?	School Board Study Session Vide…	None	None	May 18, 2026			joanna.carns@gmail.com

Coversheet

ASB Student Leadership Club Constitution & Bylaws

Section: V. OLD BUSINESS
Item: A. ASB Student Leadership Club Constitution & Bylaws
Purpose: Vote
Submitted by:
Related Material: ASB Constitution Griffin Middle School - May 27, 2026 (1).pdf

GRIFFIN MIDDLE SCHOOL ASSOCIATED STUDENT BODY (ASB) STUDENT LEADERSHIP CLUB CONSTITUTION & BYLAWS

PREAMBLE

We, the students, for the promotion of good government, good sportsmanship, student activities, and the general welfare of Griffin Middle School, establish the constitution of the Associated Student Body Student Leadership Club.

ARTICLE 1 - PURPOSE

The purpose of this organization shall be to foster a spirit of loyalty among students of Griffin Middle School. It shall also support all forms of student activity, and strive to build a sense of school pride and community at Griffin Middle School.

ARTICLE II - NAME, COLORS, AND MASCOT

Section 1 - Name

The school government shall be known as the Griffin Middle School Associated Student Body Council.

Section 2 - Colors

The official school colors for Griffin Middle School are red, white, and black.

Section 3 - Mascot

The Griffin Middle School mascot will be a grizzly bear.

ARTICLE III - Membership

Section 1 - Student Eligibility

A. Only students registered as full-time or part-time students at Griffin middle school may be in the Associated Student Body (ASB) Student Leadership Club or serve on the ASB student council.
B. All prospective members must complete a short application. Applications shall be reviewed by the ASB Advisor and at least one school administrator.

Section 2- Term of Membership

A. The term of membership is for the present school year only, and all membership must be re-established each school year.

Section 3- Requirements of Membership

A. All members will abide by Griffin School District policies and Washington State laws, regulations, and codes.

B. Members are required to attend all club meetings. Absences may be excused at the discretion of the ASB Advisor. Valid examples of excused absences include, but are not limited to, teacher summons, the need to complete or makeup schoolwork, or illness. Unexcused absences will result in the following:
    a. 1st Unexcused Absence: Verbal warning from ASB Advisor.
    b. 2nd Unexcused Absence: Written warning from ASB Advisor issued to the student and the student's parents or guardians.
    c. 3rd Unexcused Absence: Student will be placed on probation for one month.
    d. 4th Unexcused Absence: The ASB Officers will vote as to whether the student may continue as a ASB and Student Leadership Club member or not.
C. All members are required to volunteer for at least two school related functions per semester.

Section 4 - School Board Student Representatives

A. 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.
B. If the selected student representative is not a current member of the Griffin ASB Student Leadership Club, the student representative will become a member of the ASB Student Leadership Club.
C. Students will 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 Student Leadership Club wished to share with the Board.

ARTICLE IV - Officers

Section 1 - Officers

The officers of the ASB shall be as follows: President, Vice-President, Secretary, and Treasurer. Grade Officers will include one (1) representative from each grade level. Officers and representatives must maintain a minimum of a 2.0 grade point average with no failing (F) grades. In the grading term prior to elections, candidates must have the minimum grade point average or higher. If an officer's grades fall below minimum during a quarter, he/she/they will be placed on probation until the next quarter. At that time, if the grades have not improved to satisfactory levels, the student will be removed from office. A new officer will be appointed by the remaining officers. This appointment must be confirmed by majority vote of the Student Council. The appointee is subject to advisor veto prior to the Student Council confirmation.

Section 2 - President

A. The duty of the president shall be to preside all of the student council meetings.
B. The president must be in the 8th grade.
C. The president must enforce the constitution.
D. The president must be a representative at all ASB school related functions.
E. The president may assign committees to specific tasks.
F. The president will lead the Pledge of Allegiance at school assemblies.

Section 3 - Vice President

A. The Vice President shall fill the office of president in the absence of the president.
B. The Vice President shall be in the 7th grade.
C. The Vice President shall typically chair committees on which he/she/they serve except if the president chairs that committee.

D. The Vice President must be a representative at all school related functions in the absence of the president.

Section 4 - Secretary

A. The secretary shall record the minutes of the student council meetings, prepare a report of each meeting on a bulletin type form, present the report to the Principal, and post the report on the bulletin board in the middle school office.
B. The secretary may be in the 6th, 7th, or 8th grade.
C. The secretary is responsible for recording all motions made by the student council and including those in the minutes of the meeting.
D. The secretary is responsible for recording verbatim any rules added or changed in the constitution.

Section 5 - Treasurer

A. The treasurer shall keep a record of all the student body finances and make up to date reports each month at the student council meetings.
B. The Treasurer shall be in the 6th, 7th, or 8th grade.
C. The treasurer, along with the ASB advisor, will sign authorized vouchers for bills to be given to the Griffin School District Business Manager.

Section 6 - Grade Level Representatives

A. The Grade Level Representative will be responsible for providing input and information from their specific grade level to share at the ASB Student Council meetings.
B. There will be one Grade Level Representative for 6th, 7th, and 8th grade.
C. The Grade Level Representative will be responsible for reviewing the Suggestion Box at each ASB Student Council meeting.

ARTICLE V - Election of Officers

Section 1- Election Timeline

Elections will be held no later than the full fourth (4th) week after the school year begins.

Section 2 - Nominations

Each candidate must be nominated by members of the ASB student leadership club. Nominations will be held on or before the second scheduled ASB meeting.

Section 3- Candidate Review

Each candidate will be reviewed by the ASB advisor to confirm that they meet the minimum grade point average and review the student's behavioral data.

Section 4- Election Meeting

There will be an election meeting by the end of the fourth (4th) full week of school. At the election meeting, each candidate will present a speech (President, Vice President, Secretary, and Treasurer) to the other student members. Grade Level Representatives will not be required to present a speech.

Section 5 - Voting
The candidate who receives the plurality (highest number of votes) will be declared the winner. If two candidates are tied for most votes, the members will do a re-vote to determine the winner. If the re-vote results in another tie, the candidates will co-chair the position.

ARTICLE VI - Legislative Student Council

Section 1- Student Council Members
The Student Council shall consist of the four elected ASB Officers and the class representatives from grades 6, 7, and 8.

Section 2- Student Council Proceedings
All proceedings of the Student Council shall be according to Robert's Rules of Order. The ASB Advisor will be given the ability to limit discussions or debates.

Section 3- Meeting Conduct
The ASB President, presiding officer, or ASB Advisor may remove a Student Council member for disorderly conduct during a meeting. If a student misses 3 or more consecutive Student Council meetings, the ASB Officers will vote as to whether the student may continue on the student council or must be replaced.

Section 4- Quorum
The Student Council meeting must have a quorum (4) of students to present or conduct business.

Section 5- Motions
Motions made at the Student Council meetings must be passed by a majority vote of the members present. Prior motions may be repealed by the same manner.

Section 6- Voting Procedures
All members of the student council shall have one vote. The president shall not vote except to cast the deciding vote or in the case of a tie vote.

ARTICLE VII - Administrative Approval

All Student Council actions must meet the approval of the Griffin Administrator overseeing ASB. The administrator has the right of veto over any motion or appointment.

ARTICLE VIII - Amendments

The constitution may be amended by a 2/3rds majority vote of the Student Council. Any amendment to the constitution is subject to the approval of the Griffin ASB Advisor and the Griffin Administrator overseeing ASB.

ARTICLE IX - Meetings

Meetings of the Student Council shall not be held less than once per month following the election of the ASB Student Council officers. Additional meetings can be scheduled by the ASB Advisor or by a majority decision by the ASB Council.

ARTICLE X- Funds

Prior to the last day of school, the Student Council shall approve the budget for the following school year. Records of funds shall be maintained. The Student Council will comply with all District and state regulations pertaining to revenues, disbursements, and handling of funds.

ARTICLE XI - Recognition

The constitution, when approved by the Griffin School Board of Directors, recognizes the ASB Student Council as a District Student organization.

Griffin School Board of Directors approval on this _____ day of _____, 20_____.

Signatures of Associated Student Body Council:

_____, President

_____, Vice President

_____, Secretary

_____, Treasurer

_____, 6th Grade Representative

_____, 7th Grade Representative

_____, 8th Grade Representative

rev 5/2026

Coversheet

1250 Students On Governing Boards

Section: VI. POLICY - NEW
Item: A. 1250 Students On Governing Boards
Purpose: Vote
Submitted by:
Related Material: 1250 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 may 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 have the opportunity to provide their advisory vote – whether pro, con, or abstain.

Griffin Adopted: _____
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

2140 Comprehensive School Counseling Program

Section:	VI. POLICY - NEW
Item:	B. 2140 Comprehensive School Counseling Program
Purpose:	Vote
Submitted by:	
Related Material:	2140 Comprehensive School Counseling Program.docx.pdf

Policy 2140
Section: 2000 - Instruction

Comprehensive School Counseling Program

The Griffin Board of Directors recognizes that a comprehensive school counseling program based on current national and state standards of best practice is an important part of the district's total program of instruction and support for all students.

The district will create a written plan to develop a comprehensive school counseling program of tiered services in accordance with state laws and regulations, school improvement plans, ethical standards, and district policies and procedures. The district will revise its plan as necessary based on relevant data. The district will also create a transition plan that supports the long-term goal of full implementation of the written plan over time.

A school counselor is a professional educator who holds a valid school counselor certification as defined by the professional educator standards board. School counselors serve a vital role in the comprehensive school counseling program. The school counselor plans, develops, organizes, and leads delivery of a comprehensive school counseling program that focuses on the academic, career, and social-emotional needs of all students, based on the national standards for school counseling programs of the American School Counselor Association and state standards. School counselors align supports with the district's vision, mission, and school improvement goals. In addition to school counselors, all Educational Staff Associate (ESA) staff, in collaboration, serve to support the implementation of a comprehensive, multi-tiered system of student supports.

It is the goal of the Griffin Board of Directors that the district's comprehensive school counseling program will assist every student in acquiring the knowledge, skills, and attitudes needed to become an effective student, responsible citizen, productive worker, and a lifelong learner. To that end, the district will develop and use materials, orientation programs, professional learning, and evidence-based counseling techniques that encourage participation in all available guidance and support opportunities, school programs, and courses of study, including career and vocational technical programs and employment opportunities.

The district will not deny any student the ability to participate in or benefit from its student support system based on sex, race, ethnicity, homelessness, immigration or citizenship status, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal, whether they take place on or off school grounds or are offered as part of the district's online or alternative learning programs.

The board will provide resources to support the foundation, content, and continuous improvement of a comprehensive K-8 school counseling program, consistent with best practices described in state and national models. As feasible within existing resources, all school counseling programs will include the following elements: classroom counseling curriculum, individual student planning, responsive services, and systems support for the counseling program.

Griffin Adopted: _____
WSSDA Last Revised: **December 23, 2025**
Classification: **Important**
Prior Revised Dates: **12.00; 12.08; 12.11; 12.14; 07/01/2019; 03/02/2022**

Legal References:

- RCW 28A.320.280 School counselors, social workers, and psychologists - Priorities
- RCW 28A.320.290 School counselors, social workers, and psychologists - Professional collaboration
- RCW 28A.410.043 School counselor certification
- WAC 392-190-010 Agency filings affecting this section Counseling and guidance services - Course and program enrollment.
- RCW 28A.320.600 - 620

Management Resources:

- 2022 - March Issue
- 2019 - July Policy Issue
- 2014 - December Issue
- 2008 December Issue

Cross References:

- 2170 - Career and Technical Education
- 3112 - Social Emotional Climate
- 3123 - Withdrawal Prior To Graduation
- 3210 - Nondiscrimination

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Coversheet

5011 Sexual Harassment of District Staff Prohibited

Section:	VII. POLICY - UPDATES
Item:	A. 5011 Sexual Harassment of District Staff Prohibited
Purpose:	Vote
Submitted by:	
Related Material:	5011 Sexual Harassment of District Staff Prohibited.docx.pdf

Policy: 5011
Section: 5000 - Personnel

Sexual Harassment of District Staff Prohibited

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions
For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

The term “sexual harassment” is defined by the regulations implementing the federal law Title IX of the Education Amendments Act of 1972 at 34 C.F.R. § 106.30.

Under federal and state law, the term ”sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response
If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial

action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations
Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities
The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities.

A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of sex discrimination and sexual harassment will be referred to the district’s Title IX Coordinator. Reports of discrimination based on sexual orientation, gender expression, gender identity, ethnicity, race, creed, color, national origin, religion, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained guide dog or service animal, honorably discharged veteran or military status, or age, or complaints alleging violations of the Boy Scouts of America Act will be referred to the district’s Civil Rights Compliance Coordinator.

Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training
The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee, and reproduce in each staff, volunteer, and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review
The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers, and parents in the review process.

Griffin Updated: _____
WSSDA Last Revised: **December 2025**
Griffin Revised/Adopted: **February 2025**
Classification: **Critical**
Prior Revised Dates: **10.11; 12.14; 07/01/2015; 06/28/2021; 06/29/2022; 07/31/2024; 01/27/2025; April 16, 2025**

Legal References:
- 20 U.S.C. - 1681-1688
- WAC 392-190-058 Sexual harassment
- RCW 28A.640.020 Regulations, guidelines to eliminate discrimination - cope - Sexual harassment policies
- 34 C.F.R. 106

Management Resources:
- 2025 - April Issue
- 2025 - January Newsletter
- 2022 - June June
- 2021 - June Issue
- 2015 - July Policy Alert
- 2014 - December Issue
- 2010 - October Issue

Cross References:
- 3205 - Sexual Harassment of Students Prohibited
- 3207 - Prohibition of Harassment, Intimidation, and Bullying of Students
- 3210 - Nondiscrimination
- 3211 - Gender-Inclusive Schools
- 3421 - Child Abuse and Neglect
- 5010 - Nondiscrimination and Affirmative Action
- 5012 - Parental, Family, or Marital Status, and Pregnancy or Related Conditions of Staff

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Coversheet

6100 Revenues from Local, State & Federal Sources

Section:	VII. POLICY - UPDATES
Item:	B. 6100 Revenues from Local, State & Federal Sources
Purpose:	Vote
Submitted by:	
Related Material:	6100 Revenues From Local, State and Federal Sources.docx.pdf

Policy: 6100
Section: 6000 - Management Support

Revenues From Local, State and Federal Sources

Revenues from Local Resources
Use of Local Revenues for Enrichment

All local revenues will be used only for documented and demonstrated enrichment of the state's program of basic education.

Local revenues include the following:

- Enrichment levies collected under RCW 84.52.053;
- Local effort assistance funding received under chapter 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, state and federal payments in lieu of taxes, or any local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

Enrichment of the state's program of basic education includes supplementing the following:

- The minimum instructional offerings of RCW 28A.150.220 or 28A.150.260;
- The staffing ratios or program components of RCW 28A.150.260, including providing additional staff for class size reduction beyond class sizes allocated in the prototypical school model and additional staff beyond the staffing ratios allocated in the prototypical school formula;
- The program components of RCW 28A.150.200, 28A.150.220, or 28A.150.260; or
- The program of professional learning as defined by RCW 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.

The district can pay for the following with local revenues:

- Extracurricular activities;
- Extended school days;
- An extended school year;
- Additional course offerings beyond the minimum instructional program established in the state's statutory program of basic education;
- Activities associated with early learning programs;
- Any additional salary costs attributable to the provision or administration of permitted enrichment activities; and

- Additional activities or enhancements that the office of the superintendent of public instruction determines to be documented and demonstrated enrichment and for which the superintendent approves proposed expenditures during the preballot approval process required by RCW 84.52.053 and 28A.505.240.

Enrichment Levies

As necessary, the district will consider requesting voter approval of an enrichment levy. Such a levy will be for an amount permitted by law. The board will solicit advice from staff and community members prior to establishing the amount and purposes of the levy. The levy will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law. OSPI must approve the district's expenditure plan for the enrichment levy before the district can submit the levy to the voters.

Response to Audit Findings on the Use of Local Revenues

As part of the state auditor's regular financial audit, it will review the district's expenditures to ensure they are in compliance with RCW 28A.150.276, the statute that limits the district's use of local revenues to supplementing the state's basic education program.

Within 30 days of receiving the auditor's findings, the board will hold a public hearing to review the findings.

Revenues from State Resources

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or enrichment levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities, and for such other programs as it deems appropriate to assist schools.

If the superintendent or designee identifies an optional state grant and determines that the benefits of accepting the grant outweigh the costs, he or she may provide a report to the board describing the benefits and the costs associated with accepting the grant. After reviewing the report, the board may formally authorize accepting the grant.

Revenues from the Federal Government

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally

funded program, the board will receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs, and new obligations that the program may require. Before authorizing participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The board agrees to comply with all applicable federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- Maintenance of fiscal records that show the receipt and disposition of federal funds;
- Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs that are supported by federal funds;
- Provision for testing to identify target students as well as to measure program results; and
- Provision for staff and parent involvement, program planning, budget development, and program evaluation.

The district agrees to comply with Title I requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

- All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
- Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
- Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and
- Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

The district further assures that a district-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

Federal Impact Funds

Federal impact funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district gives assurance that tribes and parents of Indian children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program, including those educational programs and services to be provided with federal impact funds. Indian students will have the

equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent or designee will establish procedures to assure the involvement of the tribes and parents of Indian students in the development of the basic education program, including the education services to be provided with federal impact funds and the participation of Indian children in the program on an equal basis. The superintendent or designee will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Indian students.

Griffin Updated: _____
WSSDA Last Revised: **July 01, 2019**
Griffin Adopted: **November 17, 1999**
Classification: **Critical**
Prior Revised Dates: **02.06; 12.11; 07.17; 06.18; 03.19**

Legal References:

- RCW 28A.150.230District school directors - responsibilities
- RCW 28A.150.250Annual basic education allocation - Full funding - Withholding of funds for noncompliance
- RCW 28A.300.070Receipt of federal funds for school purposes - Superintendent of public instruction to administer
- RCW 84.52.0531Levies by school districts - Maximum dollar amount for maintenance and operation support - Restrictions - Maximum levy percentage - Levy reduction funds - Rules.
- Chapter 180-16 WACState Support of Public Schools
- Public Law 81-874 Impact Aid

Management Resources:

- 2019 - July Policy Issue
- 2019 - March 2019 - March Policy Issue
- 2018 - June 2018 - June Policy Alert
- 2017 - July Issue

Cross References:

- 6020 - System of Funds and Accounts

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Coversheet

6112 Rental or Lease of District Real Property

Section: VII. POLICY - UPDATES
Item: C. 6112 Rental or Lease of District Real Property
Purpose: Vote
Submitted by:
Related Material: 6112 Rental or Lease of District Real Property.docx.pdf

Policy: 6112
Section: 6000 - Management Support

Rental or Lease of District Real Property

When district real property is not needed, the board has the authority to call for bids to rent or lease any surplus real property. A notice of the intent to rent or lease property will be published in a newspaper of general circulation in the district at least 45 days before the rental or lease takes effect, if the value of the rental or lease is $10,000.00 or more. The district may establish a minimum acceptable bid based upon the fair market value, provided that such minimum bid is non-discriminatory within classes of users.

Such property will be rented or leased for lawful purposes. The rental or lease will be in the best interests of the district and not interfere with the conduct of the district's educational program and related activities. The lease or rental agreement shall permit the recapture of the leased or rented surplus property should such property be needed for school purposes in the future unless proximity to an international airport precludes the possible or appropriate use of the property for a school, or the property is leased or rented for affordable housing purposes.

Proceeds from rental or lease of district property which are in excess of the operational costs incurred for such rental or lease will be deposited in the capital projects fund or debt service fund.

At the option of the board of directors, after evaluating the sufficiency of the school district’s capital projects fund for purposes of meeting demands for new construction and improvements, moneys derived from the lease or rental of real property may be deposited into the district’s general fund to be used exclusively for nonrecurring costs related to operating school facilities, including but not limited to, expenses for maintenance.

Griffin Updated: _____
WSSDA Last Reviewed: **June 29, 2022**
Griffin Adopted: **November 1999**
Classification: **Critical**
Prior Revised Dates: **12.05; 12.11; 10/01/2019; 08/20/2020**

Legal References:

- RCW28A.335.040Surplus school property, rental, lease or use of - Authorized - Limitations
- RCW28A.335.050Surplus school property, rental, lease or use of - Joint use - Compensation - Conditions generally
- RCW28A.335.060Surplus school property, rental lease or use of - Disposition of moneys received from
- RCW28A.335.070Surplus school property, rental, lease or use of - Existing contracts not impaired
- RCW28A.335.080Surplus school property, rental, lease or use of - Community use not impaired
- RCW28A.335.090Conveyance and acquisition of property - Management - Appraisal
- RCW28A.335.130Real property - Sale - Use of proceeds

Management Resources:

- 2022 - June June
- 2020 - August Issue
- 2019 - October Policy Issue

Cross References:

- 4210 - Regulation of Dangerous Weapons on School Premises

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Coversheet

6500 Risk Management

Section: VII. POLICY - UPDATES
Item: D. 6500 Risk Management
Purpose: Vote
Submitted by:
Related Material: 6500 Risk Management.docx.pdf

Policy: 6500
Section: 6000 - Management Support

Risk Management

The board believes the district must identify and measure risks of loss due to the damage or destruction of district property or to claims against the district by others claiming to have been harmed by the action or inaction of the district, its officers, or employees. A risk management program will be implemented to reduce or eliminate risks where possible, to determine the risks the district can afford to assume and to transfer to an insurance company those risks that the district does not wish to assume or cannot economically afford to assume.

Such a program will consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-funding, joint self-insuring, or joint employment of a risk manager. The superintendent may assign the primary responsibility for the administration and supervision of the risk management program to a single person. The district will make available to claimants its standard tort claim form.

The superintendent or designee will establish procedures to implement this policy.

Griffin Updated: _____
WSSDA Last Revised: **August 01, 2018**
Griffin Adopted: **November 1999**
Classification: **Important**
Prior Revised Dates: **04.10; 12.11**

Legal References:

- RCW4.96.020Tortious conduct of local governmental entities and their agents Claims Presentment and filing Contents
- RCW28A.320.060Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
- RCW28A.320.100Actions against officers, employees or agents of school districts and educational service districts Defense, costs, fees Payment of obligation
- RCW28A.330.100(10)Additional powers of board
- RCW28A.400.350Liability, life, health, health care, accident, disability and salary insurance authorized When required Premiums
- RCW28A.400.360Liability insurance for officials and employees authorized
- RCW28A.400.370Mandatory insurance protection for employees
- RCWChapter 48.62 RCWLocal government insurance transactions

Management Resources:

- 2018 - August 2018 - August Policy Issue
- 2010 - April Issue

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Coversheet

6120 Investment Funds

Section: VIII. POLICY - REVIEW
Item: A. 6120 Investment Funds
Purpose: Vote
Submitted by:
Related Material: 6120 Investment of Funds.docx.pdf

Policy: 6120
Section: 6000 - Management Support

Investment of Funds

The superintendent is authorized to direct and authorize the county or state treasurer to invest district moneys which are not needed for current obligations in any district fund. Such investments will be made with the objective of producing the greatest return, consistent with prudent practice.

Griffin Reviewed: _____
WSSDA Last Revised: **December 01, 2011**
Griffin Adopted: **November 17, 1999**
Classification: **Important**

Legal References:

- RCW28A.320.300Investment of funds, including funds received by ESD - Authority - Procedure
- RCW28A.320.320Investment of funds of district - Service fee
- RCW36.29.020Custodian of moneys - Investment of funds not required or immediate expenditures - service fee
- Chapter 43.250 RCWInvestment of local government funds
- Chapter 210-01 WACLocal Government Investment Pool

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Coversheet

6216 Reimbursement for Goods & Services: Warrants

Section:	VIII. POLICY - REVIEW
Item:	B. 6216 Reimbursement for Goods & Services: Warrants
Purpose:	Vote
Submitted by:	
Related Material:	6216 Reimbursement for Goods & Services - Warrants.docx.pdf

Policy: 6216
Section: 6000 - Management Support

Reimbursement for Goods and Services: Warrants

A majority of the members of the board will approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the board.

Expenditures of district moneys will be made on approved vouchers by a warrant signed by the secretary of the board or, in his/her absence, the board *chair/president*.

Warrants to be issued will first be recorded with the county auditor's office and the county treasurer's office showing date, payee, and amount.

Unclaimed or Reissued Warrants
Warrants which have not been redeemed within a period of twelve (12) months or longer will be cancelled by the authority of the board. Such action will take place on or before the end of each calendar year. In the event that a warrant has been lost, a replacement warrant may be issued following acknowledgement of a “stop payment” with the district's depository. A replacement warrant may also be issued to the estate of a deceased staff member upon notice from the court. A replacement warrant may also be issued to a claimant whose warrant has been cancelled because of the time limitation imposed by this policy.

Griffin Review: _____
WSSDA Last Revised: **December 01, 2011**
Griffin Adopted: **November 17, 1999**
Classification: **Critical**

Legal References:

- RCW28A.330.080Payment of Claims - Signing of warrants
- RCW28A.330.090Auditing Committee and Expenditures
- RCW28A.330.230Drawing and issuance of warrants
- RCW39.56.040Cancellation of Municipal Warrants
- Chapter 63.29 RCWUniform Unclaimed Property Act

Cross References:

- 6215 - Expense Claim Certification and Approval

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Coversheet

6513 Workplace Violence Prevention

Section: VIII. POLICY - REVIEW
Item: C. 6513 Workplace Violence Prevention
Purpose: Vote
Submitted by:
Related Material: 6513 Workplace Violence Prevention.docx.pdf

Policy: 6513
Section: 6000 - Management Support

Workplace Violence Prevention

The district does not tolerate violence in the workplace and will work to prevent violent incidents from occurring by implementing a workplace violence prevention program. All employees of the district are responsible for implementing and maintaining the violence prevention program. The workplace violence prevention program establishes and requires adherence to work practices that are designed to make the workplace more secure. It also reinforces the ban on verbal threats or physical actions by employees that create a security hazard for others.

Additionally, the district does not tolerate domestic violence, including harassment of any employee or other person while in the district's buildings or vehicles, while on district property, or while engaged in school or work-related activities. The district is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employees will be penalized or disciplined solely for being a victim of domestic violence. The district will provide appropriate support and assistance to employees who are victims of domestic violence. Any employee who threatens, harasses, or abuses someone in the district or from their workplace using district resources such as work time, district telephones, fax machines, mail, or e-mail will be subject to disciplinary action up to and including discharge. Corrective action or discharge may also be taken against employees who are arrested, convicted, or permanently enjoined as a result of domestic violence when such action is directly related to their position with the district.

Under state law, an employee who is a survivor of domestic violence, sexual assault, sexual abuse, stalking, or harassment may submit documentation to the district allowing the district to exempt their name and other personally identifying information from public disclosure under the Public Records Act, chapter 42.56. RCW.

All violent incidents will be reported and investigated, whether or not a physical injury has occurred. There will be no discrimination against victims of workplace violence. Copies of this policy and support materials will be made readily available to all employees. The superintendent or designee is directed to adopt procedures to implement this policy, including creation of the workplace violence prevention group and procedures for survivors of domestic violence, sexual assault, sexual abuse, stalking or harassment to submit documentation to exempt their name and other personally identifiable information from public disclosure. The workplace violence

prevention group will assess the district's vulnerability to workplace violence, recommend preventive actions and employee training programs, and review the program annually for possible adjustments.

Griffin Reviewed: _____
WSSDA Last Revised: **July 24, 2023**
Griffin Adopted: **2024**
Classification: **Discretionary**
Prior Revised Dates: **02.98; 12/01/2011**

Legal References:

- RCW 42.56.250 Employment and licensing

Management Resources:

- 2023 - July Issue

Cross References:

- 6511 - Staff Safety
- 5281 - Disciplinary Action and Discharge
- 4210 - Regulation of Dangerous Weapons on School Premises
- 4040 - Public Access to District Records

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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: April 2026 Budget Status.pdf
Finance Report May 2026.pdf

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

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

Reporting Month: April **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	1,224,380.46	2,633,240.36		125,509.64	95.45
2000 LOCAL SUPPORT NONTAX	150,800	26,029.91	187,941.58		(37,141.58)	124.63
3000 STATE - GENERAL PURPOSE	5,941,988	567,466.07	3,902,363.55		2,039,624.45	65.67
4000 STATE - SPECIAL PURPOSE	2,392,521	226,736.93	1,497,982.30		894,538.70	62.61
5000 FEDERAL - GENERAL PURPOSE	0	8.19	11.83		(11.83)	0.00
6000 FEDERAL - SPECIAL PURPOSE	355,302	30,554.96	220,920.08		134,381.92	62.18
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**	**2,075,176.52**	**8,442,459.70**		**3,471,901.30**	**70.86**

B. EXPENDITURES						
00 Regular Instruction	7,033,889	513,620.71	4,616,685.74	3,963.22	2,413,240.04	65.69
10 Federal Stimulus	0	0.00	0.00	0.00	0.00	0.00
20 Special Ed Instruction	1,572,437	101,880.29	1,021,776.73	343,287.33	207,372.94	86.81
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	26,709.75	165,907.19	0.00	110,590.81	60.00
70 Other Instructional Pgms	330,632	3,084.60	20,987.92	0.00	309,644.08	6.35
80 Community Services	1,250	0.00	0.00	0.00	1,250.00	0.00
90 Support Services	3,282,664	233,000.74	2,149,918.64	105,429.10	1,027,316.26	68.70
Total	**12,497,370**	**878,296.09**	**7,975,276.22**	**452,679.65**	**4,069,414.13**	**67.44**

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)**	**1,196,880.43**	**467,183.48**		**1,050,192.48**	**(180.13)**
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**		**1,951,396.64**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

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

Reporting Month: April **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)		989,848.01			
G/L 891 Unassigned Min Fnd Bal Policy	992,466		960,005.00			
Total	**637,435**		**1,951,396.64**			

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: April **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	525,476.72	1,229,360.41		94,921.59	92.83
2000 Local Support Nontax	47,585	8,399.54	91,590.22		(44,005.22)	192.48
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**	**533,876.26**	**1,321,151.11**		**50,715.89**	**96.30**
B. EXPENDITURES						
10 Sites	450,000	0.00	0.00	0.00	450,000.00	0.00
20 Buildings	1,219,500	1,950.80	351,428.07	764,264.22	103,807.71	91.49
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**	**1,950.80**	**378,108.14**	**764,264.22**	**1,857,627.64**	**38.08**
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)**	**531,925.46**	**943,042.97**		**2,571,175.97**	**(157.92)**
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**		**4,908,656.99**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

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

Reporting Month: April **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		3,864,065.62			
G/L 863 Restricted from State Proceeds	183,511		644,316.69			
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		88,988.05			
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		311,286.63			
G/L 890 Unassigned Fund Balance	0		0.00			
Total	**2,338,320**		**4,908,656.99**			

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: April **Budget Type:** Revised **Fund Description:** Debt Service Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	0	0.00	0.00		0.00	0.00
2000 Local Support Nontax	8,500	1,293.03	14,526.23		(6,026.23)	170.90
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	**8,500**	**1,293.03**	**14,526.23**		**(6,026.23)**	**170.90**
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**	**1,293.03**	**14,526.23**		**6,026.23**	**70.90**
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**		**670,242.11**			
K. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted for Other Items	0		0.00			
G/L 830 Restricted for Debt Service	649,646		169,229.47			
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**		**670,242.11**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

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

Reporting Month: April **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: April **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	5,464.98	13,615.18		(4,265.18)	145.62
2000 Athletics	0	0.00	0.00		0.00	0.00
3000 Classes	1,000	0.00	0.00		1,000.00	0.00
4000 Clubs	5,300	1,100.00	4,603.75		696.25	86.86
6000 Private Moneys	1,700	0.00	0.00		1,700.00	0.00
Total	**17,350**	**6,564.98**	**18,218.93**		**(868.93)**	**105.01**
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	331.58	1,465.09	0.00	3,434.91	29.90
6000 Private Moneys	14,000	0.00	0.00	0.00	14,000.00	0.00
Total	**29,700**	**331.58**	**10,862.36**	**162.45**	**18,675.19**	**37.12**
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	**(12,350)**	**6,233.40**	**7,356.57**		**19,706.57**	**(159.57)**
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)**	**6,233.40**	**7,356.57**		**19,706.57**	**(159.57)**
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**		**56,860.51**			
J. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted for Other Items	50		50.00			
G/L 819 Restricted for Fund Purposes	29,902		56,810.51			
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**		**56,860.51**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance
Account Codes: Agency
Fund Code: 40
Reporting Month: April
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: April **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	2,434.82	26,223.36		(18,723.36)	349.64
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**	**2,434.82**	**26,223.36**		**132,107.64**	**16.56**
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)**	**2,434.82**	**26,223.36**		**617,892.36**	**(104.43)**
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**		**1,270,124.82**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

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

Reporting Month: April **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		1,270,124.82			
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**		**1,270,124.82**			

Differences **0** **0.00**

Griffin School District

Finance Director's Report

Board Meeting
May 27, 2026

Budget Status April 2026

General Fund

- Revenue 70.86% of Budget
- Expenditures & Encumbrances 67.44% 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 96.3% of Budget
- Expenditures 38.08% of Budget
- Noted Items:
  - Committed from Levy Proceeds $3,864,065.62
  - Restricted from State Proceeds $644,316.69
  - Restricted from Mitigation Fees $88,988.05

Debt Service Fund

- Revenues 170.90% of Budget
- Expenditures 0.00% of Budget
- Noted Items:
  - None at this time

Associated Student Body Fund

- Revenues 105.01% of Budget
- Expenditures & Encumbrances 37.12% of Budget
- Noted Items
  - Fundraising Activities

Transportation Vehicle Fund

- Revenues 16.56% of Budget
- Expenditures & Encumbrances 0.00% of Budget
- Noted Items – Bus Purchase

Other Items

- Monitoring Cash Flow
- Capital Projects
- Budget

Powered by BoardOnTrack

Coversheet

Superintendent's Report

Section: X. DISTRICT REPORTS
Item: B. Superintendent's Report
Purpose: FYI
Submitted by:
Related Material: Superintendent’s Update May 27, 2026.pdf

Superintendent’s Update

May, 2026

Value of the Small, Local School District

The school district tax rate at Griffin is the second lowest in Thurston County

Thurston County School Districts
2025 Total Tax Rates[1]

District	Assessed Value[2] ($)	Bonds ($)	EP&O ($)	Capital ($)	Trans. ($)	Total ($)
Centralia School District No. 401	$ 100,460,700	1.0678	1.4484	-	-	2.5162
Griffin School District No. 324	$ 2,166,523,335	-	1.2016	0.6206	-	1.8222
North Thurston School District No. 003	$ 24,356,691,435	1.5259	2.0020	0.7430	-	4.2708
Olympia School District No. 111	$ 15,521,793,070	1.3115	1.9246	0.9206	-	4.1567
Rainier School District No. 307	$ 1,082,847,289	0.6866	2.4801	0.9940	-	4.1607
Rochester School District No. 401	$ 2,231,863,809	-	2.4124	-	-	2.4124
Tenino School District No. 402	$ 2,012,960,675	-	2.0128	0.8519	-	2.8646
Tumwater School District No. 033	$ 10,349,410,612	1.1704	2.0961	0.6160	-	3.8825
Yelm School District No. 002	$ 5,327,642,196	1.1438	-	-	-	1.1438

(1) 2025 Bond Assessed Value does not include TAV.

(2) Thurston County values only.

5 Different District Budgets: Cannot Transfer Between Them

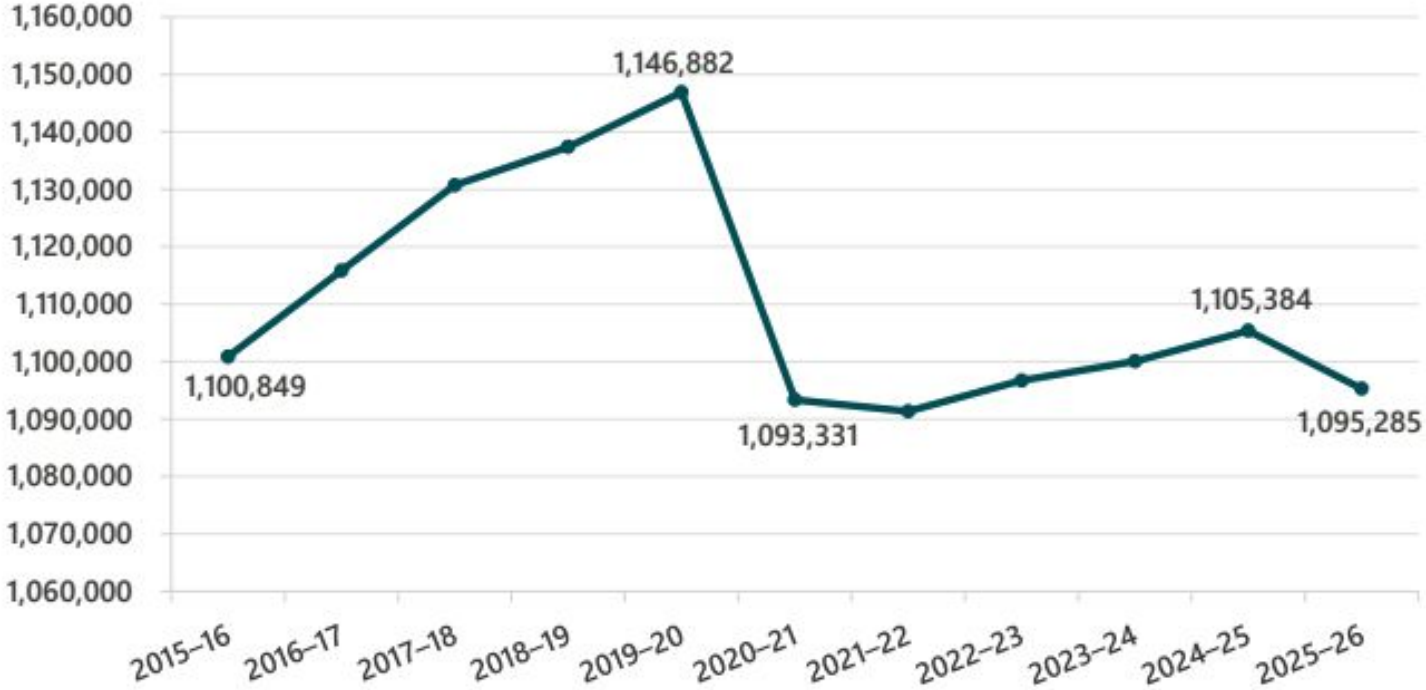
1. **General Fund**
   - Pays for people, curriculum, and MSOC's (Materials, Supplies, Operating Costs)
2. Associated Student Body (ASB)
   - Money raised by the students and for the students
3. Transportation Vehicle Fund
   - Pays for vehicle purchases
4. Capital Projects Fund
   - Pays for technology needs, facilities maintenance and upgrades, and some associated personnel costs
5. Debt Service Fund
   - Bonds: Griffin currently does not have a bond

2026-27 Staffing Reductions & Enrollment Projection

- 2.0 teachers
- .2 assistant principal
- 2.0 paraeducator positions
- All paras from 7 hours to 6.5
- 1.0 office professional
- 1.0 food service assistant
- 1.0 custodial position (also reduced custodial services by 1.0 in 2024-25)
- Shift from Fiscal Director to Business Manager Model
  - Reallocation of some job duties
  - 27% salary reduction
- Shifting several District positions & maintenance position to be funded by Capital Projects

ENROLLMENT PROJECTION (as of May 26, 2026): -40, compared to 2025-26

K–12 Public School Headcount Enrollment Over Time



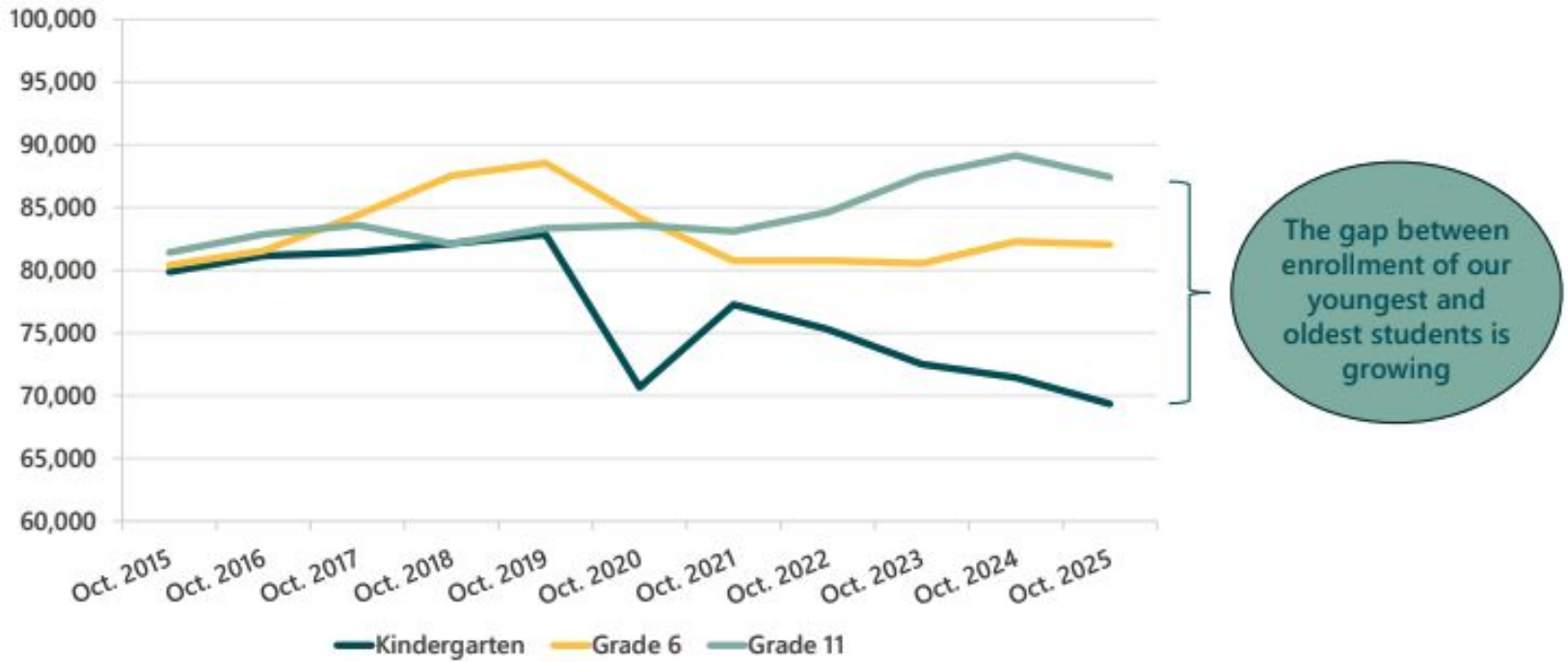
Source: Office of Superintendent of Public Instruction

Washington Office of Superintendent of
PUBLIC INSTRUCTION

2

K–12 Public School Headcount Enrollment by Grade

Only 1st, 6th, and 11th Grades are Shown for the Purpose of Chart Readability



Source: Office of Superintendent of Public Instruction

Washington Office of Superintendent of PUBLIC INSTRUCTION

3

Monthly Cash Flow Since 2019-20

