Griffin School District #324

Griffin School Board Meeting

Date and Time

Wednesday July 22, 2026 at 6:00 PM 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	Vote	
II.	**Public Comment**		
	A. Comments from the Public Griffin School Board Meeting Public Comment Sign Up (Google Form)	FYI	

		Purpose	Presenter
III.	**CONSENT AGENDA**		
A.	Approval of Board Meeting Minutes - June 24, 2026	Approve Minutes	
B.	Approval of Payroll & Warrants	Vote	
C.	Approval of the Enrollment Report No enrollment for July.	FYI	
D.	Approval of the Personnel Report	Vote	
E.	Review of Public Records Requests	FYI	
F.	Approval of All Consent Agenda Items	Vote	
IV.	**NEW BUSINESS**		
A.	Resolution 25-26-04: Adoption of the 2026-27 Budget	Vote	Kyler Mower
V.	**OLD BUSINESS**		
VI.	**POLICY - NEW**		
VII.	**POLICY - UPDATES**		
A.	6530 Insurance	Discuss	
B.	6535 Student Insurance	Vote	
VIII.	**POLICY - REVIEW**		
A.	1820 Board Self-Assessment	Vote	
B.	6540 Responsibility for Privately Owned Property	Vote	
IX.	**POLICY - REMOVAL**		
X.	**DISTRICT REPORTS**		

		Purpose	Presenter
A.	Superintendent's Report	FYI	Kirsten Rue
B.	Business Manager's Report	FYI	Kyler Mower

XI. Closing Items

		Purpose	Presenter
A.	For the Good of the Order	Discuss	
B.	Adjourn Meeting		

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

Coversheet

Approval of Board Meeting Minutes - June 24, 2026

Section:	III. CONSENT AGENDA
Item:	A. Approval of Board Meeting Minutes - June 24, 2026
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Griffin School Board Meeting on June 24, 2026

Griffin School District #324

Minutes

Griffin School Board Meeting

Date and Time
Wednesday June 24, 2026 at 6:00 PM

Location
Griffin Cafeteria

[Attend via Zoom]

[Board Meeting Zoom Link]

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

Directors Absent
None

Guests Present
Karen Lett, Kim Ferra, Kirsten Rue, Kyle Nixon, Kyler Mower, Rebekah Keiser

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I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Julie Osterberg called a meeting of the board of directors of Griffin School District #324 to order on Wednesday Jun 24, 2026 at 6:01 PM.
Blair Baker made a motion to approve the agenda.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

II. Public Comment

A. Comments from the Public

No comments from the public.

III. CONSENT AGENDA

A. Approval of Board Meeting Minutes - May 27, 2026

Blair Baker made a motion to approve the minutes from Griffin School Board Meeting on 05-27-26.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

B. Approval of Study Session Minutes - June 10, 2026

Blair Baker made a motion to approve the minutes from Griffin School Board Study Session on 06-10-26.
Emma Rose 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

Blair Baker made a motion to approve all Consent Agenda items.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

IV. NEW BUSINESS

A. Briefing: What Are Binding Conditions?

1. Overview of OSPI Binding Conditions & Financial Continuum

Superintendent Kirsten Rue presented an overview of the Office of Superintendent of Public Instruction (OSPI) "Binding Conditions" framework, noting that comprehensive information and visual flowcharts are publicly available on the OSPI website.

The presentation highlighted the financial health continuum for Washington State school districts:
- Financial Stability & Autonomy: Historically, Griffin School District has maintained a stable position on this end of the continuum, supported strongly by the local community through levies, bonds, the foundation, and the PTO.
- Financial Stress & Cash Flow Shortfalls: Due to gradual, systemic reductions in monthly cash flow over the last few years, the District has transitioned into this category.
- Low Reserves & Financial Oversight: Districts facing zero-balance fund balances or relying on inter-fund loans must notify the state and work alongside a Financial Oversight Committee, typically via their local Educational Service District (ESD).
- Binding Conditions & Enhanced Financial Oversight: Occurs when a district cannot balance its budget. If a district progresses to enhanced financial oversight, local control over fiscal matters is dissolved, and full financial oversight shifts to the state.

> **Clarification on District Status:** Superintendent Rue explicitly clarified that Griffin School District is **not** in binding conditions. However, the presentation serves to illustrate the District's current trajectory and emphasize the preventative measures required to halt further movement down the fiscal continuum.

2. Griffin School District Financial Reality & Metrics
The District's current fiscal stress is marked by unprecedented dips in its target reserves:
- Target Ending Fund Balance: The District’s policy purposefully targets an **8.33%** ending fund balance to secure payroll and operational costs in the event of state apportionment delays or fiscal shortfalls.
- Current Performance: For 3 of the past 9 months, the District dipped below this target —a trend unprecedented for Griffin in the 21st century. During two specific months, the fund balance fell to **5.7%**.
- Action Plan: The District must increase transparency, enhance strategic planning around its financial reality, and make stringent fiscal decisions to preserve remaining cash flow.

3. Systemic Factors & State Funding Shortfalls
Superintendent Rue noted that financial hardships are affecting historically secure districts across the state (e.g., Bellevue School District) due to a fundamentally flawed state funding model. Contributing systemic challenges include:
- Structural Deficits: The state funding model does not adequately pace with regular district operational costs.
- Programmatic Cuts: The District's Transitional Kindergarten enrollment funding allocations were reduced by 50% this year.

- Inflation Mismatch: Materials, Supplies, and Operating Costs (MSOC) funding continues to fall significantly short of inflation rates.
- Staffing Shortfalls: The state does not fully fund required district staff positions.
- Declining Enrollment: Statewide declining enrollment trends are accelerating the timeline of fiscal strain for many districts.

4. Precedents and the Risk of District Dissolution
The Board reviewed historical and recent case studies of districts entering state intervention:
- Marysville & Prescott: Cited as examples of districts entering binding conditions. Notably, Prescott School District (near Walla Walla) received notification from OSPI in January regarding potential district dissolution.
- Defining Dissolution: Dissolution occurs when a district has no remaining fiscal options and must be consolidated into neighboring school districts. In the past 25 years, Vader School District (approximately 15 years ago) is the only Washington district to fully complete this process.

5. Personnel & Next Steps
The District welcomed **Kyler Mowers** as the new Business Manager. Mowers joins Griffin from the Shelton School District, where he gained direct experience collaborating with financial oversight committees to successfully navigate and resolve fiscal distress.

The administration expressed optimism that Mowers' expertise, combined with proactive fiscal management and targeted state-level advocacy, will successfully stabilize the District's financial trajectory. Community members with further questions were encouraged to review the formal documentation hosted on the OSPI website.

Director Blair Baker inquired about the specific enrollment figures for the Prescott School District and how those metrics compare directly to Griffin School District's student distribution.

Superintendent Rue noted that Prescott's student enrollment is approximately 220 to 230 students. Because Prescott's projected budget would not yield a positive ending fund balance, they were forced to notify OSPI, triggering state intervention. Due to Prescott's small size, the state's intent appears to be absorbing it into the neighboring Walla Walla School District.

Director Tesa Frevert inquired regarding how the implementation of a state Financial Oversight Committee would practically affect Griffin Education Association (GEA) contracts and current district programming.

Business Manager Kyler Mowers provided insight based on his professional experience navigating binding conditions with the Shelton School District:

- Contractual Adherence: A state-mandated oversight committee (typically comprised of representatives from ESD 113 and OSPI) will adhere to existing labor contracts as closely as possible.
- Memorandums of Understanding (MOUs): If severe fiscal adjustments are required, the committee and district may collaborate with labor groups to establish specific MOUs. In Shelton's context, only one such MOU was necessary, allowing the district to adjust terms, stabilize finances, and successfully exit binding conditions without resorting to the drastic measures seen in other districts.

Director Emma Rose expressed concern that without radical structural alterations to the state funding model, entering fiscal distress feels nearly inevitable for many districts over the next few years due to flat or declining enrollment. Director Rose highlighted that while school districts acutely understand this crisis, there appears to be a distinct lack of appetite or engagement from elected state legislators. She requested guidance on how the Board can more effectively engage and advocate at the state level.

Superintendent Rue provided the following strategic recommendations for collective advocacy:
- Small Rural District Consortiums: Associations like WASA and WSSDA are supporting the formation of a consortium for small rural districts. This group aims to educate legislators on the unique value of small districts, emphasizing that they are highly responsive to local voters and are frequently more fiscally accountable—doing more for students with fewer resources. Griffin should explore formal involvement with this group.
- Inter-District Collaboration: The Board must continue creating "collaborative noise" by staying connected with surrounding school boards and participating in local WSSDA regional meetings to amplify their shared legislative message.
- Upcoming Legislative Session: The administration has been advised to anticipate a significantly tougher state fiscal session in the upcoming long legislative session compared to the recent short session, necessitating highly conservative fiscal planning.
- Good Faith Bargaining: Despite external fiscal pressures, the District remains fully committed to bargaining in good faith and showing up supportively for its workforce, including both Griffin Education Association (GEA) and Teamster employees.

Superintendent Rue concluded by highlighting a critical variable that the public often misunderstands regarding Griffin's financial ecosystem:
- Grant Ineligibility: Unlike neighboring districts with higher concentrated poverty levels, Griffin does not qualify for many state and federal stabilization grants, removing a safety net that keeps other districts afloat.
- Resource Optimization: School finance requires a complex "art" of maximizing restricted funds (which are legally tied to specific programs) to safely free up as much flexible, unrestricted general fund revenue as possible.

The administration expressed complete confidence in Business Manager Mowers' ability to manage these fiscal complexities and provide strategic advice moving forward.

B. Superintendent's Report

Superintendent Rue provided an update on the facility maintenance and improvement projects scheduled for the summer session. The administration acknowledged the ongoing efforts of Facilities Director Alex and the maintenance team in addressing deferred maintenance and improving building conditions.

Capital Fund Clarification
Superintendent Rue explicitly emphasized a recurring fiscal distinction for the public:
- Separation of Funds: All facility updates and capital improvements are funded strictly through the **Capital Fund**, which is supported by the voter-approved Capital Levy.
- Zero Impact on General Fund: Capital fund allocations are legally restricted and entirely separate from the District’s **General Fund**. Operational or structural deficits within the General Fund are neither caused by nor can be relieved by these capital improvement projects.

Summer 2026 Scope of Work
The following facility updates are scheduled or currently underway:
- Grades 4–5 Pod Restroom Remodel: Comprehensive renovations are being executed in the staff, boys’, and girls’ restrooms within the 4–5 pod to resolve failing structures and fixtures. The scope includes new plumbing fixtures, updated flooring, and replacement stalls.
- Library Furniture Replacement: Due to structural wear and the compounding deterioration of existing assets, tables and chairs in the library are being replaced. The space will be cleared next week to begin the assembly and installation of new furniture.
- LED Lighting Transition: A comprehensive lighting package will be installed across all remaining campus zones still utilizing fluorescent bulbs. This marks the completion of the District's transition to 100% LED lighting, which lowers the District’s carbon footprint and fulfills state-mandated carbon reduction benchmarks ahead of the **2028** statutory deadline.
- Hallway and Art Room Flooring Installation: Beginning July 6th, contractors will replace old hard-surface flooring in the hallways, art room, and miscellaneous spaces with high-durability, snap-in commercial flooring.
-*Operational Efficiency:* This upgrade eliminates the labor-intensive requirement to wax and polish floors during every winter, spring, and summer break, freeing up full-time maintenance staff hours for other tasks.
- Grounds and Parking Lot Maintenance: The maintenance and grounds staff are currently executing heavy pruning of overgrown landscaping around the parking lot perimeter to significantly improve driver and pedestrian visibility.

Long-Term Capital Grant Application (2027–2029 Biennium)
The District administration is actively collaborating with OSPI and ESD 112 to prepare a **$6 million capital grant application** target-dated for the 2027–2029 biennium. If

awarded, these funds will be designated for large-scale infrastructural improvements, including:
- A comprehensive redesign and repaving of the main campus parking lot.
- A structural modernization and deep remodel of the 4–5 pod, which remains the oldest section of the current school facility.

Director Tesa Frevert inquired regarding the design specifications of the upcoming 4–5 pod restroom remodel. Specifically, she asked if the scope of work includes measures to enhance student privacy, such as installing extended-length stall doors or utilizing hardware designed to eliminate visible gaps when stall doors are closed.

Superintendent Rue noted she would follow up with Facilities Director Alex to verify the exact architectural and hardware specifications regarding student privacy enhancements for the new restroom stalls.

Director Frevert requested clarification regarding the material specifications of the new hallway and art room flooring, asking if the snap-in commercial flooring matches the material previously installed in Mr. Pipkin’s classroom.

Superintendent Rue clarified the material distinctions for the upcoming flooring installations:
- Hallway Flooring Specification: The product selected for the hallways is a high-durability, snap-in commercial planking designed with a faux-hardwood aesthetic. It differs from the textile material previously utilized in Mr. Pipkin's classroom.
- Future Carpet Replacement Strategy: The material in Mr. Pipkin’s classroom—described as a highly durable, easily cleaned synthetic commercial carpet—remains the District standard for future classroom carpet replacements due to its longevity and ease of maintenance.
- Current Scope Clarification: The Superintendent confirmed that no carpet replacement projects are scheduled or funded for the current summer session.

V. OLD BUSINESS

A. Food Service Price Increase 2026-2027

The Board reviewed a proposed price increase for the District’s food service program for the upcoming 2026–2027 school year.

Board Chair Trish Hefton provided the foundational context for the adjustment:
- Regulatory Requirement: The District is legally and contractually required by state/federal guidelines to implement a price correction when the food service program operates at a deficit. Because the program is currently not operating "in the green," a price adjustment is mandatory.
- Adjustment Rate: Finance Director Kim Ferra confirmed that the recommended adjustment is a minimal increase of **$0.10 (10 cents)** per meal.

Blair Baker made a motion to approve the Food Service Price Increase 2026-2027.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

VI. POLICY - UPDATES

A. 3110 Qualification of Attendance & Placement

Emma Rose made a motion to approve Policy 3110 update.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

B. 3421 Child Abuse & Neglect

Emma Rose made a motion to approve Policy 3421 update.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

C. 6530 Insurance

First reading. Board will vote on updates July 22, 2026.

D. 6535 Student Insurance

First reading. Board will vote on updates July 22, 2026.

VII. POLICY - REVIEW

A. 6540 Responsibility for Privately Owned Property

First reading. Board will vote on review July 22, 2026.

VIII. DISTRICT REPORTS

A. Finance Director's Report

Finance Director Kim Ferra presented a synopsis of the budget statuses for all five District funds and provided an update on the ongoing development of the upcoming fiscal year budget.

The business office continues to stringently monitor cash flow across all accounts, with a specific focus on the General Fund's ending balance and miscellaneous operational expenditures. Additionally, Director Ferra noted that while capital projects are moving forward efficiently through the summer, some ongoing project timelines may naturally extend into the beginning of the upcoming school year..

The finance team is currently compiling the comprehensive District budget for the next fiscal year.

- Data Integration: The budget models have been updated to reflect recent staffing adjustments and projected declines in student enrollment.
- Review & Submission Timeline: The draft budget is scheduled for submission to the Educational Service District (ESD) at the beginning of next month for official regulatory review.
- Board Adoption: Following the ESD review process, the final budget will be presented to the Board for formal adoption at next month's meeting.

At the next scheduled meeting, Business Manager Kyler Mower will deliver a comprehensive presentation and distribute supporting materials to walk the Board through each stage of the upcoming budget, detailing projected revenue sources against categorized expenditures. This budget serves as a strategic projection of the District's financial trajectory, establishing a best-estimate baseline that—much like standard household budgeting—requires ongoing monitoring and operational pivots as real-time variables shift. Finally, Director Ferra noted that the financial reports currently under review reflect fully reconciled data through May 2026, with the June fiscal month closing in a few days, maintaining the standard one-month reporting lag required for complete account reconciliation.

IX. Closing Items

A. For the Good of the Order

Director Rose extended congratulations to Director Tesa Frevert on the successful completion and graduation of her master’s degree program the previous week. Director Rose commended the significant dedication and effort required to achieve this milestone, noting that insights shared by Director Frevert throughout her studies had constructively benefited the Board's ongoing work. On behalf of the Board, Director Rose expressed appreciation for Director Frevert’s continued commitment to advanced education.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:50 PM.

Respectfully Submitted,
Trish Hefton

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

Coversheet

Approval of Payroll & Warrants

Section:	III. CONSENT AGENDA
Item:	B. Approval of Payroll & Warrants
Purpose:	Vote
Submitted by:	
Related Material:	July 2026 PR Voucher Register.xls.pdf July 2026 AP Voucher Register.xlsx.pdf

GRIFFIN SCHOOL DISTRICT NO. 324

General Fund Payroll Voucher Register Certification

Board Date: **July 22, 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 **July 22, 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: **$ 790,042.41**

CHECK DATE	CHECK NUMBER FROM	CHECK NUMBER TO	CHECK AMOUNT	
July 31, 2026			-	Payroll Warrants
July 31, 2026	9000002746	9000002843	404,876.95	Direct Deposit
July 31, 2026	75019447	75019457	149,699.16	Payroll Vendor Warrants
July 31, 2026	202300065	202300066	235,466.30	Payroll Wire Transfers
		Total	$ 790,042.41	

Board Member: ______________________________

Board Member: ______________________________

Board Member: ______________________________

Board Member: ______________________________

Board Member: ______________________________

Secretary: ______________________________

GRIFFIN SCHOOL DISTRICT NO. 324

Accounts Payable Voucher Register Certification

Board Date: **July 22, 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 JULY 22, 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: **$ 116,401.49**

CHECK DATE	CHECK NUMBER FROM	CHECK NUMBER TO	CHECK AMOUNT	FUND DESCRIPTION
July 23, 2026	75019458	75019493	83,660.14	General Fund
July 23, 2026	75040497	75040499	32,582.78	Capital Projects Fund
July 23, 2026	75020958	75020958	158.57	Associated Student Body
			$ 116,401.49	

Board Member: ______________________________

Board Member: ______________________________

Board Member: ______________________________

Board Member: ______________________________

Board Member: ______________________________

Secretary: ______________________________

Coversheet

Approval of the Personnel Report

Section:	III. CONSENT AGENDA
Item:	D. Approval of the Personnel Report
Purpose:	Vote
Submitted by:	
Related Material:	Personnel Report July 2026 (1).pdf

GRIFFIN SCHOOL DISTRICT #324

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

Personnel Report

July 22nd, 2026 School Board Meeting
Prepared by Kyler Mower

Employment:

- Approval of Reinstatement, **Sarina Schreck**, Teacher, effective July 14th, 2026

Out of Endorsement:

- No Report

Leave of Absence:

- No Report

Extra-Curricular:

- No Report

Resignation/Termination/Provisional:

- Approval of Resignation, **Anne Zimmerman,** Counselor, effective August 31st, 2026

Retirement:

- No Report

Other:

- No Report

Coversheet

Review of Public Records Requests

Section:	III. CONSENT AGENDA
Item:	E. Review of Public Records Requests
Purpose:	FYI
Submitted by:	
Related Material:	PUBLIC RECORDS REQUEST LOG (7.16.2026).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, 2025	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	None	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	https://drive.google.com/file/d/1tf6sD_Ilv2I9UW4puPc36U7i8R14vFYr/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	None	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.	None	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	None	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-Wt0k1BxOyi/view?usp=drive_link. https://drive.google.com/file/d/17uG9dOnB5KOXANCQpK1rpuRbxJcILm44/view?usp=drive_link	None	None	Febraury 20, 2026			gabe.maddox@gmail.com

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
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
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 Video 5.13.2026.mp4	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 Video 5.13.2026.mp4	None	None	May 18, 2026			joanna.carns@gmail.com
May 28, 2026	Ashley Herron, Teacher	Video of School Board Meeting May 27, 2026	May 27, 2026 School Board Meeting Video.mp4	None	None	May 28, 2026			aherron@griffinschool.us

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
June 1, 2026	The Data Branch Research Team	All products from School Asset Manager, Collaborative Student Transportation, Prismatic Services Inc, Lead Public Schools, buildEd, and Transpar Group. 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	June 3, 2026			michael@databranchusa.com
June 4, 2026	The Data Branch Research Team	All products from CDW-G, AG Parts, K-12 Tech, and Vivacity Tech Our goal is to identify records from 2022 to now that show the pricing arrangements associated with these vendors, such as licensing or subscription terms, per-unit costs, and any implementation or setup fees that may apply. Specifically, we are seeking: Contracts, service agreements, or order forms Purchase orders tied to the listed vendors RFP or solicitation documents Task orders issued against cooperative purchasing agreements	Vivacity PO	None	None	June 8, 2026			evan@databranchus.com
June 5, 2026	Traci Johnson	I would like to request any documents detailing the actions approved to address budget concerns. Is there a written plan that outlines specifics such as PAWS, RIFs, new fees for families, etc? These are just examples of things I'm looking for. What current programs will be cut?In addition, I would like to know the name and position of anyone who lost their job as a result of RIFs and specific reductions to partial FTE (such as a percentage of the Assistant Principal FTE). With regard to such partial reductions, how will they be handled? For example, will Mrs Hagen not work full time or will she fill part of an FTE from another position? One more thing - is there a written plan for distribution of FTE among grade levels, how split grades will work and any other changes to the structure?	Resolution 25-26-02 Reduction in Force, Meeting Minutes 2/25/26 Visual Art Fee, Meeting Minutes 2/25/26 Sports Pay to Play Fee, Meeting Minutes 3/25/26 May Personnel Report	None	None	June 5, 20126			traciden@gmail.com
June 5, 2026	Traci Johnson	Please provide me the links to the most recent school board meeting and study sessions	May 27, 2026 School Board Meeting Video.mp4	None	None	June 5, 20126			traciden@gmail.com
			School Board Study Session Video 5.13.20						
June 8, 2026	The Data Branch Research Team	All products from: Apptegy, Finalsite, ParentSquare, SchoolMessenger, and Blackboard Inc We hope to obtain records from 2022 to now reflecting how these engagements are priced — for example, licensing or subscription structures, per-unit rates, and any associated implementation or setup fees. Records we are looking for include: Contracts, service agreements, order forms Purchase orders relating to the above vendors RFP or solicitation documents Task orders issued against cooperative purchasing agreements	Apptegy PO, Contract	None	None	June 8, 2026			jonas@databranchusa.com

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
June 11, 2026	Joshua Plyler	Pursuant to the Washington Public Records Act, I am requesting copies of any and all records, including emails and other written communications, related to or referencing Toby Plyler and the 2026 Talent Show, specifically concerning any email chain or discussion in which an allegedly inappropriate and inaccurate word was reported during his performance. This request includes, but is not limited to: Emails sent or received by district or school staff Internal communications discussing the incident Text messages or communications via messaging platforms (if applicable) Any attachments associated with such communications Please include records created, sent, or received within the date range of June 1, 2026 through June 11, 2026	Emails June 8, 2026	None	None	June 11, 2026			warriorpoet575@yahoo.com
		Second email from J. Plyler, formally withdrawing the remainder of this request. "this information is more than sufficient"							
June 15, 2026	The Data Branch Research Team	All products from: CDW Government, Xerox, and MGT Impact Solutions (MGT Consulting), as well as College and Career Readiness from Lead Public Schools We are looking for records from 2022 to now that capture the pricing details of any engagement, which may include (where applicable) subscription terms, licensing fees, per-unit costs, and implementation charges. Relevant records may include: Contracts, service agreements, and order forms Purchase orders involving the above vendors RFP or solicitation documents Task orders issued under cooperative purchasing agreements	FOIA Request 3.xlsx - Sheet1.pdf	None	None	June 16, 2026			meredith@databranchus.com
			CDW Government, Inc. POs.pdf						
June 24, 2026	The Data Branch Research Team	All purchasing records from vendors (if existing): Verkada, Triton Sensors, Soter Tech, Motorola, IPVideo Corporation, Vocabulary.com. We are looking for records from 2022 to now that capture the pricing details of any engagement, which may include (where applicable) subscription terms, licensing fees, per-unit costs, and implementation charges. This request covers records such as: Contracts, service agreements, order forms Purchase orders relating to the listed vendors RFP or solicitation documents Task orders issued against cooperative purchasing agreements	No records found.	None	None	June 30, 2026			summer@databranchusa.com
July 6, 2026	The Data Branch Research Team	All products from: Helios Ed/Core, Droplet, Docusign. We are looking for records from 2022 to now that capture the pricing details of any engagement, which may include (where applicable) subscription terms, licensing fees, per-unit costs, and implementation charges. Records we are looking for include: Contracts, service agreements, order forms Purchase orders relating to the above vendors RFP or solicitation documents Task orders issued against cooperative purchasing agreements	No records found.	None	None	July 6, 2026			wyatt@databranchus.com

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
July 6, 2026	The Data Branch Research Team	We are requesting all purchase orders issued between the above date, and the present, reflecting purchasing or procurement activity across all departments, divisions, and offices.	RESPONSE: If you could provide us with the specific list of vendors you are needing purchase order documents for, so that we may be able to locate responsive records. RESPONSE REQ: JULY 13, 2026			July 14, 2026			colleen@databranchusa.com
July 6, 2026	The Data Branch Research Team	All products from: Rapid Identity, Tools4Ever, Classlink, Clever, Learn21, ManageAD, Tenfold Security, CPSI Publishing. We are seeking records from 2022 to now that reflect the pricing structure of any such engagement, including (if available), per-unit costs, subscription or licensing terms, and/or implementation fees. The types of records we are interested in include: Contracts, service agreements, and order forms Purchase orders associated with the above vendors RFP or solicitation documents Task orders issued under cooperative purchasing agreements	Clever PO's	None	None	July 8, 2026			camille@databranchusa.com
July 7, 2026	Steve Valandra, Thurston Co. Family & Juvenile Court	Progress report for sudent. Court-appointed dependency guardian ad litem (DGAL).	A.S. 25-26 End of Year Reprt Card	None	None	July 7, 2026			stevevalandra@yahoo.com, sleness@co.thurston.wa.us
July 10, 2026	The Data Branch Research Team	All products from: Centegix, Raptor Technologies, Singlewire, Boxlight, Quicklert, Vivi, Audio Enhancement, CareHawk, Valcom. We hope to obtain records from 2022 to now reflecting how these engagements are priced — for example, licensing or subscription structures, per-unit rates, and any associated implementation or setup fees. Relevant records may include: Contracts, service agreements, and order forms Purchase orders involving the above vendors RFP or solicitation documents Task orders issued under cooperative purchasing agreements	No records found.	None	None	July 10, 2026			barry.oconnor@thedatabranch.com phoebe@databranchus.com
July 14, 2026	The Data Branch Research Team	All products from: 95 Percent Group, Core Learning Edmentum, , iStation, IXL Learning, Amplify, Curriculum Associates (i-Ready Learning), Imagine Learning. We hope to obtain records from 2022 to now reflecting how these engagements are priced — for example, licensing or subscription structures, per-unit rates, and any associated implementation or setup fees. Records we are looking for include: Contracts, service agreements, order forms Purchase orders relating to the above vendors RFP or solicitation documents Task orders issued against cooperative purchasing agreements	IXL, Curriculum Associates	None	None	July 16, 2026			emily@databranchusa.com

Coversheet

Resolution 25-26-04: Adoption of the 2026-27 Budget

Section:	IV. NEW BUSINESS
Item:	A. Resolution 25-26-04: Adoption of the 2026-27 Budget
Purpose:	Vote
Submitted by:	
Related Material:	25-26-04 RESOLUTION Adoption of the 2026-27 Budget.pdf Griffin 2026-2027 Budget.pptx.pdf

GRIFFIN SCHOOL DISTRICT #324

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

RESOLUTION 25-26-04
ADOPTION OF THE 2026-27 BUDGET

A RESOLUTION of the Board of Directors of Griffin School District No. 324, Thurston County, Washington, fixing and determining fund appropriations; adopting the 2026-27 budget, the four-year budget plan summary and the four-year enrollment projection; approving certain fund transfers; and providing for other related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF GRIFFIN SCHOOL DISTRICT NO. 324, THURSTON COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. Findings and Determinations.
The Board of Directors (the "Board") of Griffin School District No. 324, Thurston County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2026-27 fiscal year and published electronic notice of the same on its website. The 2026-27 budget includes, among other things, a complete financial plan of the District for the ensuing 2026-27 fiscal year and a summary of the four-year budget plan that includes a four-year enrollment projection.

(b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2026-27 budget on or before August 1, 2026. Prior to adoption of the 2026-27 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2026-27 budget, the four-year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).

(c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on July 22nd, 2026, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2026-27 budget.

GRIFFIN SCHOOL DISTRICT #324

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Section 2. Fixing and Determining Fund Appropriations; Adoption of 2026-27 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

(a) The Board hereby fixes and determines the appropriation from each fund contained in the 2026-27 Budget, as follows:

GENERAL FUND	$11,825,280.00
CAPITAL PROJECTS FUND	$3,000,000.00
TRANSPORTATION VEHICLE FUND	$900,000.00
DEBT SERVICE FUND	$0.00
ASSOCIATED STUDENT BODY FUND	$19,700.00

(b) The Board hereby adopts the 2026-27 Budget, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

Section 3. General Authorization and Ratification.

The Secretary to the Board, the Chair of the Board, the District's Business Manager and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

<u>Fund Transfer:</u> The Board approves and authorizes the transfer of $100,000 from the Capital Projects Fund to the General Fund for the purpose of reimbursing the General Fund for costs eligible to be charged to the Capital Projects Fund throughout the school year as applicable.

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Section 4. Certification of General Fund Excess Property Tax Levy; Assessor Authorization.

The Assessor of Thurston County, Washington is authorized and directed, without further Board action, to reduce the General Fund excess property tax levy amount to be extended upon the tax rolls and collected in calendar year 2026 to be consistent with the limitations imposed by RCW 84.52.0531.

ADOPTED by the Board of Directors of Griffin School District No. 324, Thurston County, Washington, at a regular open public meeting thereof, held this 22nd day of July, 2026, the following Directors being present and voting in favor of the resolution.

ADOPTED this day on the 22nd of July 2026.

BOARD CHAIR	
VICE CHAIR	
DIRECTOR	
DIRECTOR	
DIRECTOR	
SECRETARY OF THE BOARD	

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

Budget 2026-2027

Griffin School District No. 324

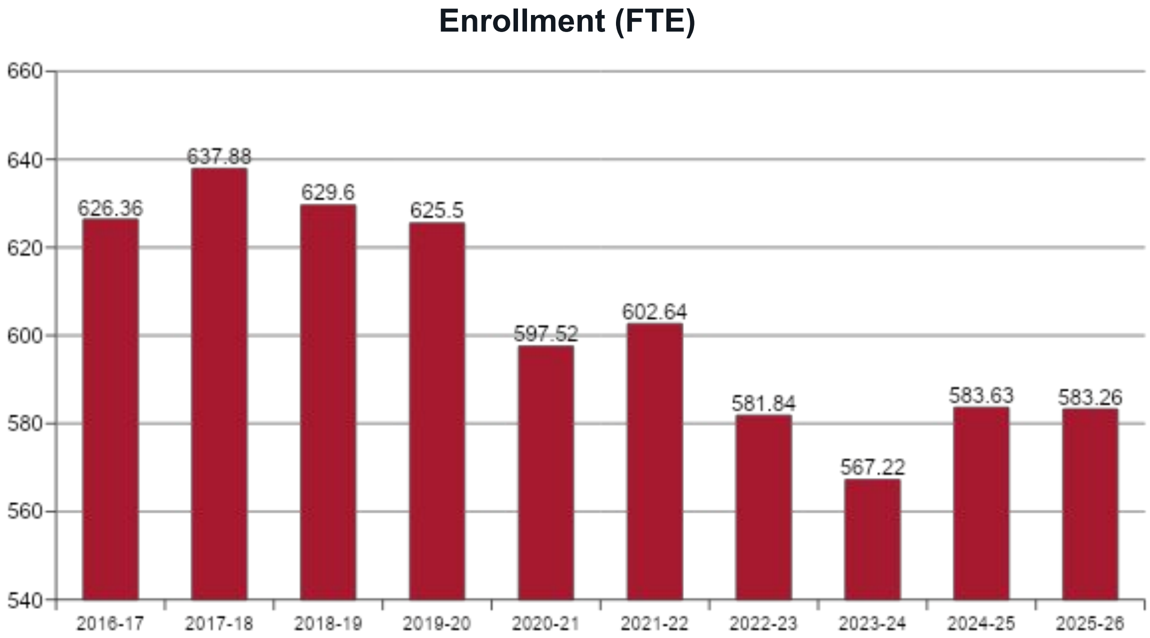
July 22, 2026

FUNDS OPERATED BY THE DISTRICT

General Fund	Serves as the operating fund for the district. It accounts for all financial resources except those required to be accounted for in another fund.
Capital Projects Fund	Used to account for financial resources for capital projects, including technology refresh, remodels and school modernization.
Debt Service Fund	Used for the accumulation of resources for payment of general long-term debt principal, interest and related expenditures. Currently, Griffin SD has no voted or non-voted debt.
Associated Student Body Fund	Used to account for student-generated resources and activities that support student clubs, athletics, recreation, and social purposes.
Transportation Vehicle Fund	Used to account for the state reimbursement for depreciation of transportation equipment and for the purchase and major repair of such equipment.

ENROLLMENT – 10 YEAR HISTORY

Including TK



Key message: declining enrollment reduces state apportionment and creates long-term sustainability pressure.

524.00 FTE

2026-27 Budgeted Enrollment
(504 K–8 + 20 TK)

Enrollment Driver

TK funding capped at 20 FTE
504 FTE reflects K–8 only
Larger class sizes graduating
Reduced enrollments / choice-ins

2026-27 Estimate

Grade 8 graduating: 61
Kindergarten estimate: 40
Projected K–8 change: -21 FTE

2026-2027 BUDGET SUMMARY - ALL FUNDS

	General	ASB	DSF	CPF	TVF
Estimated Beginning Fund Balance	$1,262,757	$56,276	$641,146	$4,630,383	$695,299
Budgeted Revenue	$11,233,177	$14,270	$4,500	$1,354,702	$220,908
Budgeted Expenditures	$11,825,280	$19,700	$0	$3,000,000	$900,000
Transfer Out	$0	$0	$0	$100,000	$0
Change in Fund Balance	($592,102)	($5,430)	$4,500	($1,745,297)	($679,092)
Budgeted Ending Fund Balance	$670,654	$50,846	$645,646	$2,885,085	$16,207

$670,654
General Fund ending balance

$2,885,085
Capital Projects ending balance

2026-2027 GENERAL FUND SUMMARY

Beginning Fund Balance	$1,262,757
Revenues and Other Financing Sources	$11,233,177
Expenditures	($11,825,280)
Transfers Out	$0
Ending Fund Balance	$670,654

504.00
K-8 budgeted FTE

20.00
TK FTE

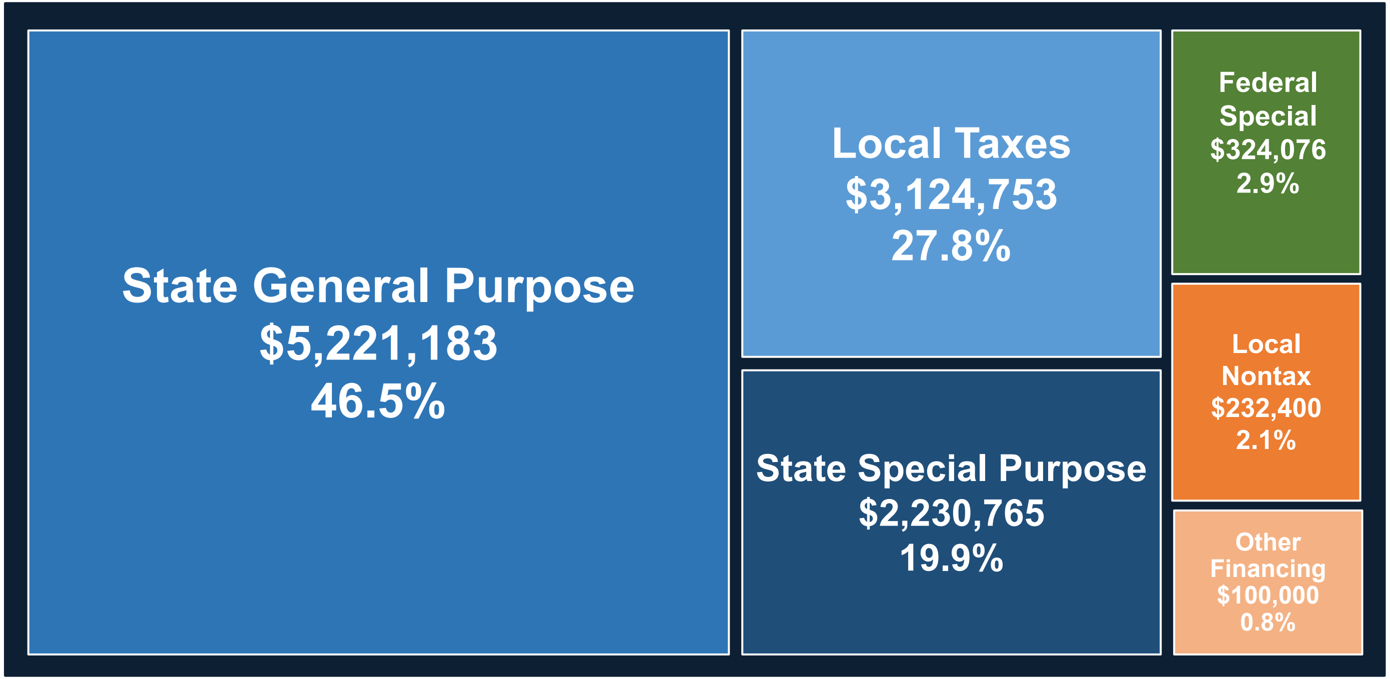
38.600
Certificated FTE

25.457
Classified FTE

Key message: the budget is built around declining enrollment. Lower FTE reduces apportionment and will require continued monitoring of ongoing expenditures with sustainable revenues.

REVENUE

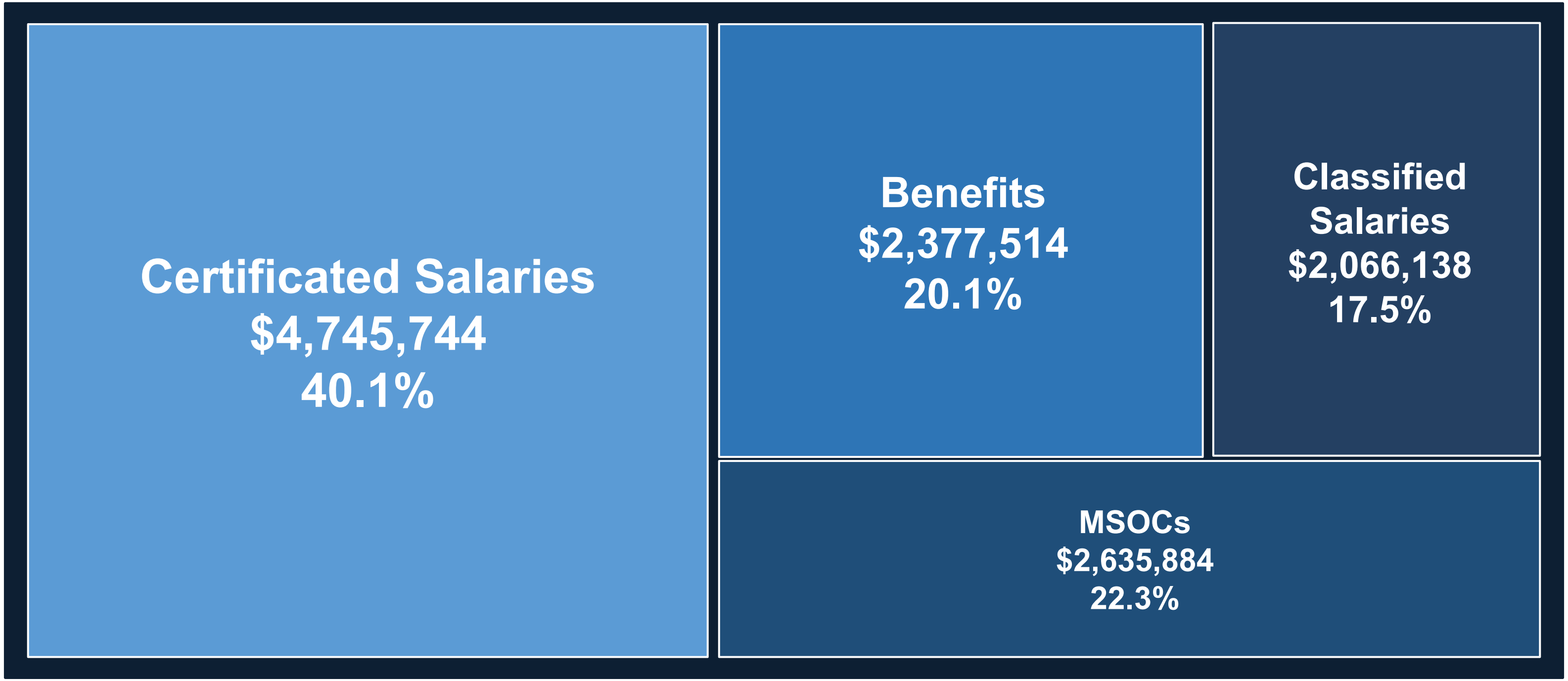
General Fund revenues and other financing sources total $11,233,177.



Local levy and state apportionment make up the largest revenue drivers. Declining enrollment impacts the state apportionment side of the budget.

EXPENDITURES

General Fund expenditures total $11,825,280.



Salaries and benefits represent the majority of General Fund expenditures, making staffing alignment central to long-term sustainability.

BUDGETED MSOC DISCLOSURE

	Total	Program 01 Basic Education	Program 02 ALE	Program 03 Dropout Reengagement	Program 97 Districtwide Support
MSOC State Generated Revenue Projected	**$834,750**				
Supplies	**$116,781**	$73,056	$0	$0	$43,725
Contracted Services	**$1,538,200**	$803,100	$0	$0	$735,100
Travel	**$1,050**	$0	$0	$0	$1,050
Capital	**$0**	$0	$0	$0	$0
Total Budgeted Expenditures	**$1,656,031**				
Difference	**($821,281)**				

Programs shown follow the template emphasis: Basic Education, ALE, Dropout Reengagement, and Districtwide Support.

OTHER FUNDS

Fund	Revenue	Expenditures / Use	Ending Fund Balance	Notes
Capital Projects	$1,354,702	$3,000,000 + $100,000 transfer	$2,885,085	Modernization, tech refresh, remodeling
Debt Service	$4,500	$0	$645,646	Investment earnings; no debt service expenditures budgeted
Transportation Vehicle	$220,908	$900,000	$16,207	Bus purchase planned in Quarter 1, 2027, possibility for more if needed
ASB Fund	$14,270	$19,700	$50,846	General student body, clubs, classes, athletics and private moneys

$2,885,085
Capital Projects ending balance

$16,207
TVF ending balance

$50,846
ASB ending balance

Thank you!

Questions?

Coversheet

6530 Insurance

Section:	VII. POLICY - UPDATES
Item:	A. 6530 Insurance
Purpose:	Discuss
Submitted by:	
Related Material:	6530 Insurance (Griffin 1999).pdf 6530 Insurance (WSSDA 2026).docx.pdf

Policy No. 6530
Management Support

INSURANCE

All insurance programs of the district shall be managed as part of the district's risk management program.

Liability Insurance

The district shall maintain sufficient liability insurance to protect it against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection shall be reviewed annually as part of the district's risk management program.

The board shall hold individual board members, administrators, staff or agents of the district harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of the individual so indemnified was acting within the scope of his/her responsibilities or employment and in compliance with the policies and procedures of the district.

The district shall provide its staff with insurance protection while they are engaged in the maintenance of order and discipline and in the protection of students, other staff and property. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting staff from loss or damage of their personal property incurred while so engaged.

A member of the board of directors or the superintendent is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability shall remain on the district for the tortious conduct of the board members and superintendent. The superintendent shall obtain errors and omissions insurance in the amounts deemed necessary by the board.

Property Damage Insurance

The district shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles.

Staff Insurance

The district shall develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability and medical insurance.

The district may make available liability, life, health, health care, accident, disability or salary protection insurance or any one of or a combination of these types of insurance and may contribute all or part of the cost of such insurance.

Unemployment Insurance

The district shall participate in the state-administered program by the Employment Security Department for fulfilling its unemployment insurance obligation.

The district shall maintain the records required by the Employment Security Department and retain them for not less than four years.

Workers' Compensation

Workers' compensation is an insurance program which covers job-related injuries and occupational diseases. School staff members are covered by a self-insured program administered by the Educational Service District 113, which has been approved by the Washington State Department of Labor and Industries. The staff member is protected in two ways:

1. Medical costs resulting from job injuries are paid
2. Injured employees are paid a partial wage while off work because of a job injury or illness due to on-the-job causes.

When a staff member is injured on the job with a time loss, the district will grant full sick leave for the first three (3) days provided the staff member has accumulated sick leave to cover. For each day covered by workers' compensation the employee may use accumulated sick leave to make up the difference between the workers' compensation payments and the employee's regular salary. In such instances, total pay shall not exceed the staff member's regular pay.

Medical Insurance

Medical plans are offered in the district on a payroll deduction plan. Staff may select from among those plans which are made available by the district's approval. The district shall make a contribution toward approved insurance premiums for each full-time staff member each month in an amount which is determined each year. The district may provide prorated contributions toward premiums for less than full-time staff. In the event of any fully-funded legislative changes for payment of insurance premiums, such funds shall be provided automatically as additional contributions.

When a staff member is on leave and the staff member's accumulated paid leave has been exhausted, the district shall notify the staff member that the medical insurance benefits are exhausted and the premium is due. The district shall accept the premium from the staff member and remit it to the carrier each month during the term of an approved leave of absence.

In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the district will offer continuing health care coverage on a self-pay basis to staff members and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement, death, or loss of coverage eligibility to the dependent. These health benefits will be identical to the coverages offered to full-time staff members. For terminated or reduced-hour staff members, the coverage may last up to 18 months or until they become eligible for other health insurance, whichever is earlier. In the event of the staff member's retirement, divorce, separation or death, or loss of dependent eligibility the coverage may last up to 36 months for the staff member and/or qualified beneficiary.

Cross References:	Board Policy	2151	Interscholastic Activities
		5401	Sick Leave
		6535	Student Insurance
		6540	School District Responsibility for Privately Owned Property
		6500	Risk Management
Legal References:	RCW	28A.320.100	Actions against officers, employees or agents of school districts and educational service districts-- Defense, costs, fees--Payment of obligation
		28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
		28A.335.010	School buildings, maintenance, furnishing and insuring
		28A.400.350	Liability, life, health, healthcare, accident, disability and salary insurance authorized--Premiums
		28A.400.370	Mandatory insurance protection for employees
		41.50.160	Restoration of withdrawn contributions by annual installment

RCW	50.44.030(3)	Insurance pools
	50.44.050	Benefits payable, terms and conditions
	50.20.050	Disqualification for leaving work voluntarily without good cause
	4.24.470	Liability of officials and members of governing body of public agency
	4.96.010	Tortious conduct of political sub-division--Liability for damages

29 U.S.C. A ss1161-1168
Consolidated Omnibus Budget Reconciliation Act

WAC 296-15 Workman's compensation self-insurance

Adoption: November 17, 1999

Policy: 6530

Section: 6000 - Management Support

Insurance

All insurance programs of the district will be managed as part of the district's risk management program.

A. **Liability Insurance**
The district will maintain sufficient liability insurance to protect it against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection will be reviewed annually as part of the district's risk management program.

The board will hold individual board members, administrators, staff or agents of the district harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of the individual so indemnified was acting within the scope of his/her responsibilities or employment and in compliance with the policies and procedures of the district.

The district will provide its staff with insurance protection while they are engaged in the maintenance of order and discipline and in the protection of students, other staff and property. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting staff from loss or damage of their personal property incurred while so engaged.

A member of the board of directors or the superintendent is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability will remain on the district for the tortious conduct of the board members and superintendent. The superintendent will obtain errors and omissions insurance in the amounts deemed necessary by the board.

B. **Property Damage Insurance**
The district will maintain a comprehensive insurance program which will provide adequate coverage, as determined by the board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles.

C. **Staff Insurance**
The district will develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability and medical insurance.

The district may make available medical, dental, vision, liability, life, accident, disability, and salary protection or insurance, direct agreements as defined in chapter 48.150 RCW, or any one of, or a combination of these types of insurance and may contribute all or part of the cost of such insurance to the extent permitted by law.

D. **Unemployment Insurance**
The district will participate in the program lawfully available for fulfilling its unemployment insurance obligation that is most financially and administratively efficient. The unemployment compensation program will be reviewed annually by the board.

Staff eligible under the terms of the unemployment compensation pool agreement with the educational service district will be provided with the unemployment benefits to which they are entitled. Employees that leave work voluntarily will be ineligible to receive unemployment benefits unless they can show good cause for leaving. The district will maintain the records required by the state employment security department and retain them for not less than four years.

E. **Workers' Compensation**
The district is self-insured through the ESD 113 Workers' Compensation Trust to provide industrial insurance benefits to employees who sustain job-related injuries or occupational diseases. This trust has been approved by the Washington State Department of Labor and Industries to administer industrial insurance benefits. Employees of a self-insured business have the same rights and responsibilities as other workers insured through the state of Washington. Employees are protected in two ways:

1. Medical costs resulting from job-related injuries or diseases are paid under the claim; and
2. Injured employees are paid a partial wage replacement while off work due to a job-related injury or disease under the claim when certified off work by their doctor.

When an employee is injured on the job and is unable to perform his or her duties as a result of an on-the-job injury or occupational disease and certified off work by a doctor, the employee may elect to use leave as follows (provided the employer does not elect to keep the employee on full salary through means other than use of accrued leave):

1. Choose unpaid leave, thus receiving only his or her entitled temporary total disability (TTD) benefits, or
2. Elect to use a full day of accumulated leave (sick, annual or other similar benefit) in addition to their entitled TTD benefits, or
3. Elect to use a proportionate share of accumulated leave to make up the difference between the workers' compensation payments and the employee's regular pay at the time of injury.

The district will deal fairly with employees and give equal consideration to their interests regarding industrial insurance benefits.

Medical Insurance

Per state law, the district will offer eligible employees all benefits offered by the School Employees Benefits Board (SEBB), administered by the Washington State Health Care Authority (HCA). The district will pay the employer contributions to the HCA for SEBB insurance coverage for all eligible employees and their dependents as mandated by state laws and the rules promulgated by the HCA. When a staff member is on leave and the staff member's accumulated paid leave has been exhausted, the district will notify the staff member that the medical insurance benefits are exhausted and the premium is due. The district will accept the premium from the staff member and remit it to the carrier each month during the term of an approved leave of absence. In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the district will offer continuing health care coverage on a self-pay basis to staff members and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement, death, or loss of coverage eligibility to the dependent. These health benefits will be identical to the coverages offered to full-time staff members. For terminated or reduced-hour staff members, the coverage may last up to 18 months or until they become eligible for other health insurance, whichever is earlier. In the event of the staff member’s retirement, divorce, separation or death, or loss of dependent eligibility the coverage may last up to 36 months for the staff member and/or qualified beneficiary. The full policy premium plus a 2% administration fee will be paid by the staff member or the beneficiary to the district.

Griffin Updated: ________________
WSSDA Last Revised: **July 24, 2023**
Classification: **Important**
Prior Revised Dates: **04.98; 06.10; 12/01/2011**

Legal References:

- RCW4.24.470Liability of officials and members of governing body of public agency - Definitions
- RCW4.96.010Tortious conduct of local government entities - Liability for damages
- 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.335.010School buildings, maintenance, furnishing and insuring
- RCW28A.400.350Liability, life, health, health care, accident, disability and salary insurance authorized - when required - Premiums
- RCW28A.400.370Mandatory insurance protection for employees
- RCW41.50.160Restoration of withdrawn contributions
- RCW50.20.050Disqualification for leaving work voluntarily without good cause
- RCW50.44.030(3)Political subdivisions, instrumentalities of this state and other state

- RCW50.44.050Benefits payable, terms and conditions - Academic year - defined
- RCW51.32.090Temporary total disability - Partial restoration of earning power - Return to available work - When employer continues wages - Limitations
- 29 U.S.C. 1161-1168Consolidated Omnibus Budget Reconciliation Act
- Chapter 296-15 WACWorker's compensation self-insurance rules and regulations
- Chapter 51.14 RCW Self-Insurers
- Chapter 182-30 WAC Procedures
- Chapter 182-31 WAC Eligible school employees

Management Resources:

- 2023 - July Issue
- 2010 - June Issue

Cross References:

- 6540 - School District's Responsibility for Privately-Owned Property
- 6535 - Student Insurance
- 6500 - Risk Management
- 5401 - Sick Leave
- 2151 - Interscholastic Activities

Coversheet

6535 Student Insurance

Section: VII. POLICY - UPDATES
Item: B. 6535 Student Insurance
Purpose: Vote
Submitted by:
Related Material: 6535 Student Insurance (Griffin 1999).pdf
6535 Student Insurance (WSSDA 2018).pdf

Policy No. 6535
Management Support

STUDENT INSURANCE

Student accident insurance coverage shall be offered in order to keep the insurance premium within the reach of the majority of students. The superintendent is authorized to receive quotations from the various underwriters available and to authorize the best single source of coverage. The district shall distribute application forms and supply the necessary claims information (time of accident, cause of accident) when requested by a student or his/her parent.

To be eligible for consideration an agency and/or underwriting company must provide knowledgeable local representation to follow up problem claims, answer questions concerning coverage and procedures and expedite the entire program from the standpoint of communication among the claimant, doctor or hospital and claims office. The underwriting company, if not located in Washington, must maintain an agent within the state with authority to handle, adjust and process claims so that final claim determination shall be made within the state of Washington.

Legal Reference: RCW 28A.400.350 Liability, life, health, health care, accident, disability and salary insurance authorized--Premiums

Adoption: November 17, 1999

Policy: 6535
Section: 6000 - Management Support

Student Insurance

The district may offer student insurance coverage. The superintendent/designee is authorized to receive quotations from insurance providers and to recommend for board consideration the source or sources of student insurance. Upon approval by the board, the district will distribute student insurance application forms. The District may supply claims information (time of accident, location of accident) when requested by a student or his/her parent.

To be eligible for consideration, insurance providers must provide knowledgeable representatives to process claims, answer questions concerning coverage and procedures, and expedite communication among claimants, doctors, medical providers, and the claims office. All insurance providers must be licensed to do business in the state of Washington.

Griffin Updated: ____________
WSSDA Last Revised: **February 01, 2018**
Classification: **Important**
Prior Revised Dates: **12.11**

Legal References:

- RCW 28A.400.350Liability, life, health, health care, accident, disability and salary insurance authorized - When required - Premiums

Management Resources:

- 2018 - February Policy Issue

Cross References:

- 2151 - Interscholastic Activities

Coversheet

1820 Board Self-Assessment

Section:	VIII. POLICY - REVIEW
Item:	A. 1820 Board Self-Assessment
Purpose:	Vote
Submitted by:	
Related Material:	1820 Board Self-Assessment.pdf

Policy: 1820
Section: 1000 - Board of Directors

Board Self-Assessment

At the conclusion of each year, the board will assess its own performance in terms of generally accepted principles of successful board operations and in relation to its annual goals and objectives and Washington School Board Standards. The board self-assessment will address performance in the key functions of school boards:

A. Board functions of responsible school district governance;
B. Communication of and commitment to high expectations for student learning;
C. Creating conditions district-wide for student and staff success;
D. Holding the district accountable for student learning; and
E. Engagement of the community in education.

The results of the self-assessment will be used in setting goals for the subsequent year.

Cross References:
1822 - Training and Professional Development for Board Members
1810 - Annual Governance Goals and Objectives
1005 - Key Functions of the Board
Management Resources: 2012 - February Issue

Griffin Reviewed: ________________
Griffin Update: **July 24, 2024**
Classification: Encouraged
Revised Dates: 12.98; 02.12

Coversheet

6540 Responsibility for Privately Owned Property

Section: VIII. POLICY - REVIEW
Item: B. 6540 Responsibility for Privately Owned Property
Purpose: Vote
Submitted by:
Related Material:
6540 Responsibility for Privately Owned Property (Griffin 1999).pdf
6540 School Districts Responsibility for Privately Owned Property (WSSDA 2011).pdf

Policy No. 6540
Management Support

SCHOOL DISTRICT'S RESPONSIBILITY FOR PRIVATELY-OWNED PROPERTY

The district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

The district shall not make reimbursement for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines shall apply:

A. Leaving items of obvious value at the school over a weekend or vacation period should be avoided.

B. The district shall not reimburse for loss of money or personal effects.

C. The use of personal equipment for instructional purposes must have the prior approval of the principal or supervisor.

D. The staff member must verify that no personal insurance coverage is applicable to the loss or damage.

E. Claims for loss must be filed within 5 days after the damage or loss. Claimants must attest to a notary public as to the nature of the loss and the value of the item.

F. Proper documentation shall accompany the requisition for reimbursement.

Adoption: November 17, 1999

Policy: 6540
Section: 6000 - Management Support

School District's Responsibility for Privately-Owned Property

The district will not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

The district will not make reimbursement for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines will apply:

A. Leaving items of obvious value at the school over a weekend or vacation period should be avoided;
B. The district will not reimburse for loss of money or personal effects;
C. The use of personal equipment for instructional purposes must have the prior approval of the principal or supervisor;
D. The staff member must verify that no personal insurance coverage is applicable to the loss or damage;
E. Claims for loss must be filed within 5 days after the damage or loss. Claimants must attest to a notary public as to the nature of the loss and the value of the item; and
F. Proper documentation will accompany the requisition for reimbursement.

Griffin Reviewed: ______________
WSSDA Last Revised: **December 01, 2011**
Classification: **Discretionary**

Coversheet

Business Manager's Report

Section: X. DISTRICT REPORTS
Item: B. Business Manager's Report
Purpose: FYI
Submitted by:
Related Material: June 2026 Budget Status Report.pdf
June 2026 Budget Status.docx.pdf
June 2026 Budget Status Presentation.pptx (1).pdf

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 10
Reporting Month: June **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	16,949.67	2,891,267.61		(132,517.61)	104.80
2000 LOCAL SUPPORT NONTAX	150,800	27,863.97	249,544.80		(98,744.80)	165.48
3000 STATE - GENERAL PURPOSE	5,941,988	339,641.30	4,473,290.72		1,468,697.28	75.28
4000 STATE - SPECIAL PURPOSE	2,392,521	131,656.31	1,710,493.90		682,027.10	71.49
5000 FEDERAL - GENERAL PURPOSE	0	0.00	11.83		(11.83)	0.00
6000 FEDERAL - SPECIAL PURPOSE	355,302	38,157.40	320,998.45		34,303.55	90.35
7000 REVENUES FR OTH SCH DIST	0	0.00	335.61		(335.61)	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**	**554,268.65**	**9,645,942.92**		**2,268,418.08**	**80.96**

B. EXPENDITURES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
00 Regular Instruction	7,033,889	542,881.75	6,259,450.50	1,459.18	772,979.32	89.01
10 Federal Stimulus	0	0.00	0.00	0.00	0.00	0.00
20 Special Ed Instruction	1,572,437	126,644.26	1,292,781.84	208,202.00	71,453.16	95.46
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	17,904.09	200,795.80	0.00	75,702.20	72.62
70 Other Instructional Pgms	330,632	2,423.92	25,842.77	0.00	304,789.23	7.82
80 Community Services	1,250	0.00	643.42	0.00	606.58	51.47
90 Support Services	3,282,664	276,317.14	2,651,720.22	84,035.04	546,908.74	83.34
Total	**12,497,370**	**966,171.16**	**10,431,234.55**	**293,696.22**	**1,772,439.23**	**85.82**

	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
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)**	**(411,902.51)**	**(785,291.63)**		**(202,282.63)**	**34.70**
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**		**698,921.53**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 10
Reporting Month: June **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)		(262,627.10)			
G/L 891 Unassigned Min Fnd Bal Policy	992,466		960,005.00			
Total	**637,435**		**698,921.53**			

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: June	**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	7,260.14	1,341,034.85		(16,752.85)	101.27
2000 Local Support Nontax	47,585	17,455.78	121,880.91		(74,295.91)	256.13
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**	**24,715.92**	**1,463,116.24**		**(91,249.24)**	**106.65**

B. EXPENDITURES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
10 Sites	450,000	0.00	0.00	0.00	450,000.00	0.00
20 Buildings	1,219,500	64,980.00	736,578.47	406,464.03	76,457.50	93.73
30 Equipment	330,500	35,089.20	61,769.27	52,155.87	216,574.86	34.47
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**	**100,069.20**	**798,347.74**	**458,619.90**	**1,743,032.36**	**41.90**

	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
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)**	**(75,353.28)**	**664,768.50**		**2,292,901.50**	**(140.83)**
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**		**4,630,382.52**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 20
Reporting Month: June **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	3,578,061.81
G/L 863 Restricted from State Proceeds	183,511	648,973.33
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	89,618.69
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	313,728.69
G/L 890 Unassigned Fund Balance	0	0.00
Total	**2,338,320**	**4,630,382.52**

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: June | **Budget Type:** Revised | **Fund Description:** Debt Service Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	0	0.00	0.00		0.00	0.00
2000 Local Support Nontax	8,500	2,597.88	19,024.87		(10,524.87)	223.82
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	**8,500**	**2,597.88**	**19,024.87**		**(10,524.87)**	**223.82**

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

C. OTHER FIN. USES TRANS. OUT (GL 536)	**0**	**0.00**	**0.00**			
D. OTHER FINANCING USES (GL 535)	**0**	**0.00**	**0.00**			
E. UNUSUAL OR INFREQUENT ITEMS - INFLOWS (GL 968)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
F. UNUSUAL OR INFREQUENT ITEMS – OUTFLOWS (GL 538)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	**8,500**	**2,597.88**	**19,024.87**		**10,524.87**	**123.82**
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**		**674,740.75**			

K. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted for Other Items	0		0.00			
G/L 830 Restricted for Debt Service	649,646		173,728.11			
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**		**674,740.75**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance	**Account Codes:** Agency	**Fund Code:** 30
Reporting Month: June	**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: June	**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	217.60	15,085.16		(5,735.16)	161.34
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	0.00	4,943.75		356.25	93.28
6000 Private Moneys	1,700	10.00	10.00		1,690.00	0.59
Total	**17,350**	**227.60**	**20,038.91**		**(2,688.91)**	**115.50**

B. EXPENDITURES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 General Student Body	9,800	4,662.00	5,454.31	162.45	4,183.24	57.31
2000 Athletics	0	914.50	13,009.96	0.00	(13,009.96)	0.00
3000 Classes	1,000	0.00	0.00	0.00	1,000.00	0.00
4000 Clubs	4,900	90.85	1,692.24	0.00	3,207.76	34.54
6000 Private Moneys	14,000	0.00	0.00	0.00	14,000.00	0.00
Total	**29,700**	**5,667.35**	**20,156.51**	**162.45**	**9,381.04**	**68.41**

	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	**(12,350)**	**(5,439.75)**	**(117.60)**		**12,232.40**	**(99.05)**
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)**	**(5,439.75)**	**(117.60)**		**12,232.40**	**(99.05)**
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**		**49,386.34**			

J. ENDING FUND BALANCE ACCOUNTS	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
G/L 810 Restricted for Other Items	50		50.00			
G/L 819 Restricted for Fund Purposes	29,902		49,336.34			
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**		**49,386.34**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 40
Reporting Month: June **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: June	**Budget Type:** Revised	**Fund Description:** Transportation Vehicle Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	0	0.00	0.00		0.00	0.00
2000 Local Nontax	7,500	4,908.71	34,718.73		(27,218.73)	462.92
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
4000 State - Special Purpose	150,831	0.00	0.00		150,831.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
6000 Federal - Special Purpose	0	0.00	0.00		0.00	0.00
8000 Other Agencies and Associates	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	**158,331**	**4,908.71**	**34,718.73**		**123,612.27**	**21.93**

B. EXPENDITURES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
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**

	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
C. OTHER FIN. USES TRANS. OUT (GL 536)	**0**	**0.00**	**0.00**			
D. OTHER FINANCING USES (GL 535)	**0**	**0.00**	**0.00**			
E. UNUSUAL OR INFREQUENT ITEMS - INFLOWS (GL 968)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
F. UNUSUAL OR INFREQUENT ITEMS – OUTFLOWS (GL 538)	**0**	**0.00**	**0.00**		**0.00**	**0.00**
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	**(591,669)**	**4,908.71**	**34,718.73**		**626,387.73**	**(105.87)**
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**		**1,278,620.19**			

Budget Status Report

2025-2026 **GRIFFIN SCHOOL DISTRICT**

Basis of Accounting: Fund Balance **Account Codes:** Agency **Fund Code:** 90
Reporting Month: June **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		1,278,620.19			
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 889 Assigned to Fund Purposes	0		0.00			
G/L 890 Unassigned Fund Balance	0		0.00			
Total	**103,630**		**1,278,620.19**			
Differences	**0**		**0.00**			

GRIFFIN SCHOOL DISTRICT #324

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

Budget Status June 2026

July 22, 2026 School Board Meeting
Prepared by Kyler Mower

GENERAL FUND
- Revenue 80.96% of Budget
- Expenditures & Encumbrances 85.82% 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 106.65% of Budget
- Expenditures 41.90% of Budget
- Noted Items:
  - Committed from Levy Proceeds $3,657,779.03
  - Restricted from State Proceeds $646,354.97
  - Restricted from Mitigation Fees $89,269.57

DEBT SERVICE FUND
- Revenues 223.82% of Budget
- Expenditures 0.00% of Budget
- Noted Items:
  - None at this time

ASSOCIATED STUDENT BODY FUND
- Revenues 115.50% of Budget
- Expenditures & Encumbrances 68.41% of Budget
- Noted Items:
  - None at this time

TRANSPORTATION VEHICLE FUND
- Revenues 21.93% of Budget
- Expenditures & Encumbrances 0.00% of Budget
- Noted Items:
  - Bus Purchase moved to Quarter 1, 2027

OTHER ITEMS
- Monitoring Cash Flow and Expenditures
- Capital Projects

Griffin School District #324

Monthly Financial Report

Budget Status June 2026

July 22, 2026 School Board Meeting
Prepared by Kyler Mower

$698,922
General Fund Ending Fund Balance
June budget status

80.96%
Revenue Received
General Fund

85.82%
Expended + Encumbered
General Fund

$1,262,757
Projected Ending Balance
Fund balance projection

Monthly flow: enrollment context, revenues, expenditures, and notables.

ENROLLMENT CONTEXT

Enrollment is the primary driver of state apportionment; monthly trend visuals can be added when monthly data is available.

575
Original Budget Enrollment
Projection sheet original budget

580
Current Annual Projection
Current apportionment estimate

+5 FTE
Budget Variance
Current estimate vs. original budget

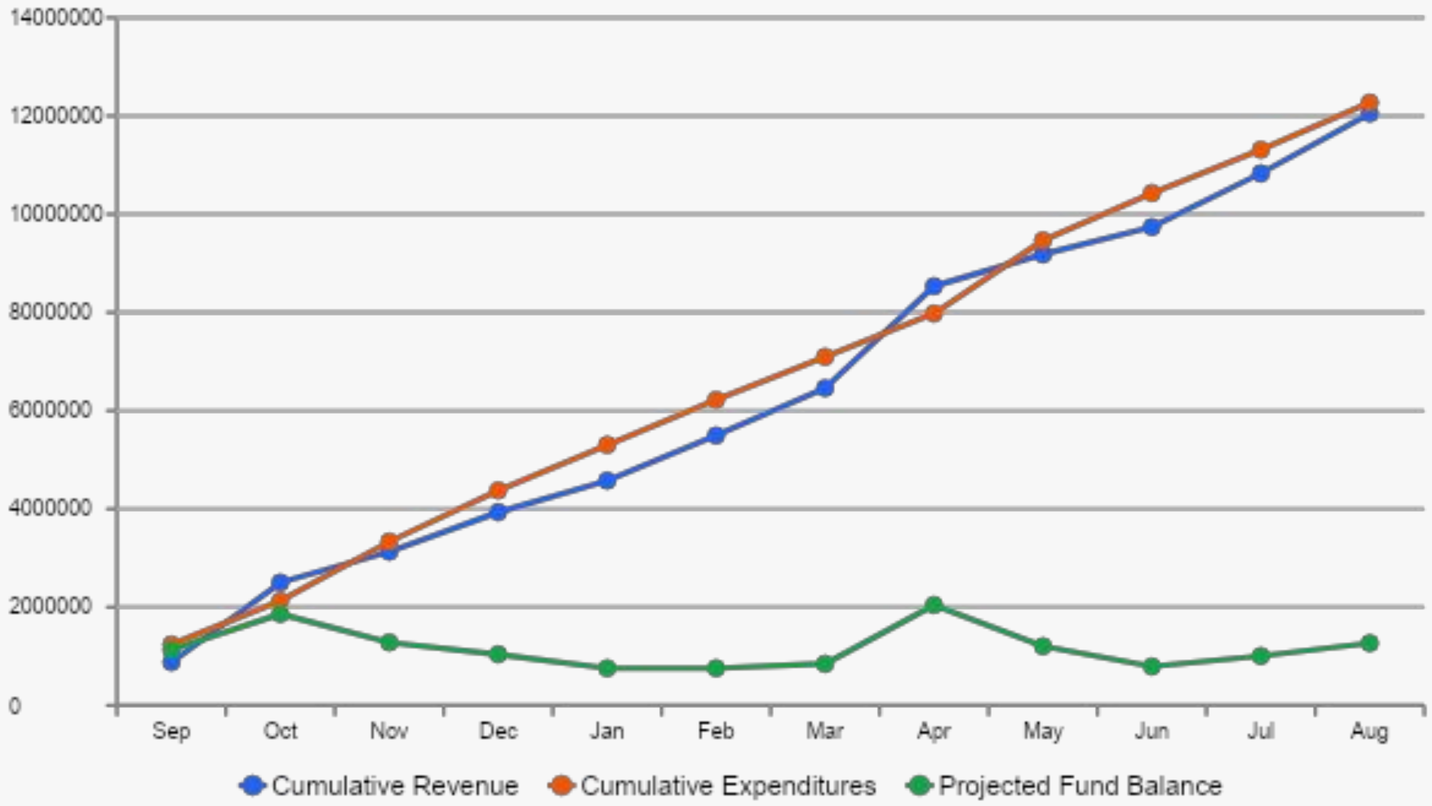
Why it matters

- State apportionment is tied to enrollment and monthly apportionment assumptions.
- A small enrollment change can materially affect revenue projections.
- Beginning next year, this slide can be updated with actual monthly enrollment trends.

Enrollment estimate

GENERAL FUND BALANCE PROJECTION

Fund balance projection sheet - monthly actuals and remaining-year projection.



$1,484,213
Beginning Fund Balance

$12,016,224
Projected Revenues

$12,341,361
Projected Expenditures

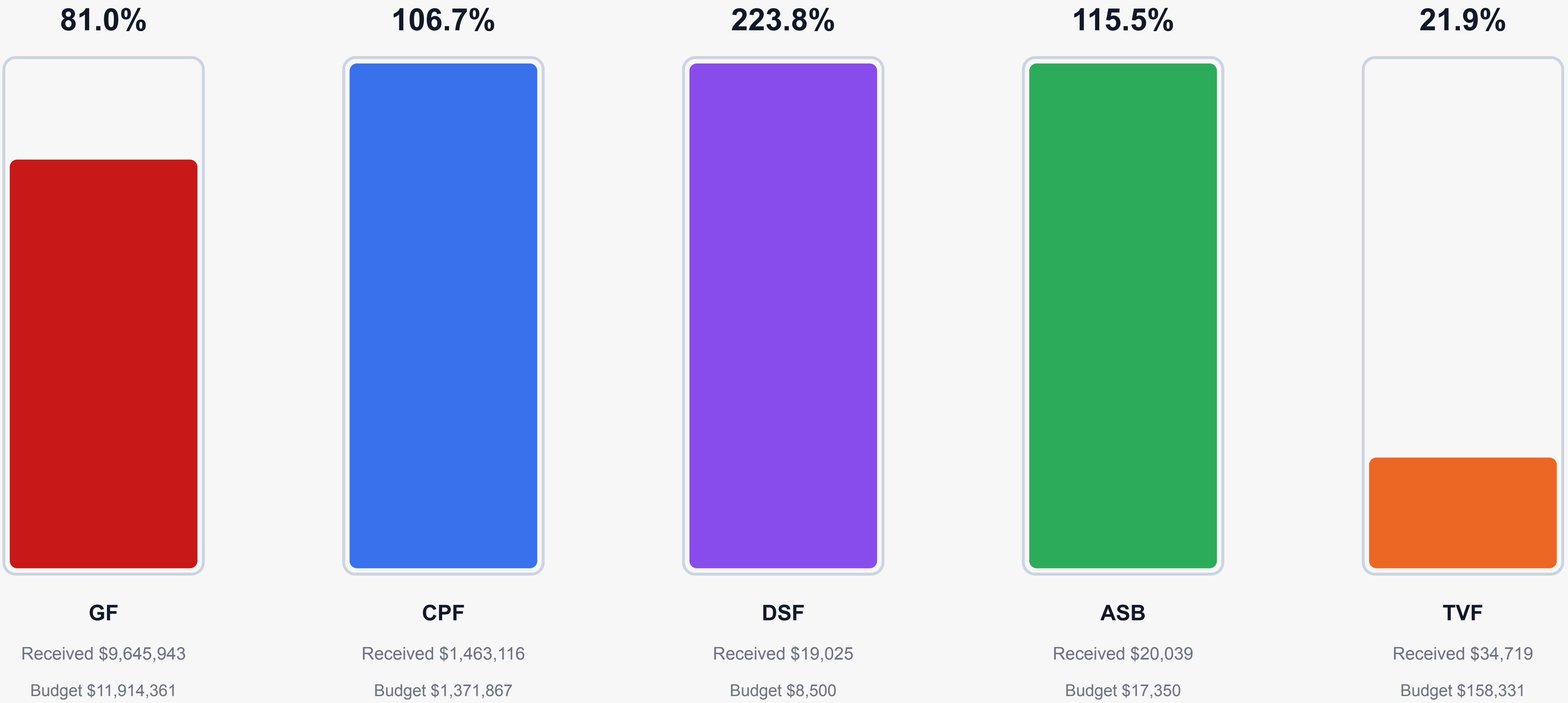
$1,262,757
Projected Ending Balance

$1,000,951
Minimum Fund Balance Policy

Projection indicates the General Fund ending balance remains above the minimum fund balance policy.

REVENUES

Fillable bars show year-to-date revenue received as a percent of revised budget.



General Fund revenue is 80.96% of budget as of June. Local taxes and local nontax collections are above budget, while state apportionment continues through the remaining months.

Capital Projects, Debt Service, and ASB revenues are above budget; Transportation Vehicle revenue is low because state depreciation timing is still pending.

EXPENDITURES BY OBJECT FOR GENERAL FUND

General Fund through June 2026 — expenditures plus MSOC encumbrances compared to revised budget.

$12,497,366	$10,431,235	$293,696	85.8%
Revised Budget	YTD Expenditures	Encumbrances	Budget Used

Object	Budget / Used	Fillable Progress		Remaining
Object 2 — Certificated Salaries	$4,787,696 / $3,987,826		83.1%	$808,870
Object 3 — Classified Salaries	$2,267,928 / $1,829,934		80.7%	$437,994
Object 4 — Benefits / Payroll Taxes	$2,437,568 / $1,995,740		81.9%	$441,828
Object 5 — Supplies / Materials	$327,474 / $306,536		93.6%	$33,780
Object 7 — Purchased Services	$2,666,599 / $2,597,819		97.4%	$339,021
Object 8 — Travel	$10,100 / $5,463		54.1%	$4,637

Object 9 — Capital Outlay: no revised budget; $10,613 encumbered as of June.

Objects 0/1 are debit/credit transfers and are excluded from the progress bars.

Key takeaway: payroll-related costs are tracking around 81–83% of budget, while purchased services and supplies are nearly fully used when encumbrances are included.

NOTABLES

Items to monitor through year-end and into the next budget cycle.

General Fund

- Revenue: 80.96% of budget
- Expenditures + encumbrances: 85.82%
- Minimum fund balance policy: 8.33% of revenues

Capital Projects

- Revenue: 106.65% of budget
- Expenditures: 41.90%
- Modernization, technology refresh, remodeling projects

ASB / Debt Service

- ASB revenue: 115.50%; expenditures + encumbrances: 68.41%
- Debt Service revenue: 223.82%; expenditures: 0.00%
- No notable debt service items at this time

Transportation Vehicle

- Revenue: 21.93% of budget
- Expenditures: 0.00%
- Bus purchase moved to Quarter 1, 2027

Other items: continue monitoring cash flow, expenditures, and capital projects through fiscal year-end and into next year.