APPROVED

Griffin School District #324

Minutes

Griffin School Board Meeting

Date and Time
Wednesday August 27, 2025 at 6:00 PM

Location
Griffin School District #324
6530 33rd Avenue NW
Olympia, WA 98502

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

Directors Absent
Julie Osterberg

Guests Present
Allison Adair, Barb Conroy, Karen Lett, Kim Ferra, Kirsten Rue, Sherrie Hickam (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Trish Hefton called a meeting of the board of directors of Griffin School District #324 to order on Wednesday Aug 27, 2025 at 6:00 PM.
Trish Hefton made a motion to Approve Agenda.

Emma Rose seconded the motion.
The board **VOTED** unanimously to approve the motion.
Director Gregory read the Land Acknowledgement.
Public Comment
There were no public comments.

Tesa Frevert made a motion to Approve Consent Agenda Items.
Blair Baker seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. POLICY - UPDATES

A. Policy 6114, Gifts or Donations

Superintendent Rue discussed Policy 6114 was a part of the July Board meeting. "Gifts to Staff" was re-worked to allow families to show thanks with a small gift towards staff members, but also wanted to balance that with concerns with equity. Superintendent Rue read through the proposed language.

Director Gregory asked if there were any questions or discussion on the revised language.

Director Rose wanted to discuss the verbiage "significant monetary value" noting that it sounded vague. Superintendent Rue plans to discuss with staff that gifts in excess of $50 would be considered "significant monetary value", and would be inappropriate to accept, and she plans to let the staff know about this guideline. Director Rose asked for clarification on: “handwritten notes and small class gifts”. Superintendent Rue clarified it as a gift from the class to the teacher. Director Rose proposed removing the word "class" gift out. The Board agreed removing the word “class” would be clearer. Superintendent Rue asked if the board would consider adopting this policy with that word changed.
Emma Rose made a motion to approve Policy 6114 with removal of the word “class” in association with “gift.
Tesa Frevert seconded the motion.
*with amendment of removing "class" from Gifts to Staff #2 under limits.
The board **VOTED** unanimously to approve the motion.

B. Policy 2151, Interscholastic Activities

Superintendent Rue explained that the Interscholastic Activities Policy was outdated. It had referenced Griffin being a part of WIAA, which the district is no longer a part of. Superintendent Rue had asked Principal Hagen to go through this policy and provided notes to recommended changes:

In section G: 1, 2, and 3 were added and reworked them a little bit. The district is adding to the forms when signing up for sports. Parents will add digital signatures for assumption of risks. Accident Insurance Responsibility will have an additional form sent out as well. This will cover Griffin in getting the correct forms back from parents.

Director Gregory noted: Section C on old policy was omitted and asked Superintendent Rue to speak to that.

Superintendent Rue explained this was a practice that was not happening. The district has set up a more robust process and screening process. Principal Hagen looked at the WSSDA model and suggested updates accordingly. She also consulted OSD policy as well.

Director Rose noted there was a typo after E and F (extra period). Section H - was removed regarding the signage to be posted about the use of steroids. She assumed this was referring to a controlled substance and that it is in a different policy now.

Director Baker suggested this may have been removed because it was WIAA policy specific and now we are no longer members of WIAA.

Director Gregory pointed out that it was specifically about a sign being posted in order to enforce that rule.

Director Frevert asked what the current practice for hiring coaches is.
Superintendent Rue has worked on hiring practices for the district. This had not been adapted to coaches quite yet. Administration needs to request an application, provide a screening process, and conduct interviews. Superintendent Rue wants to ensure all candidates are given a fair opportunity to apply. If the Hiring Manager already knows a candidate, they need to remove themselves as the Hiring Manager and let one of the other members of the Administration team step in as the Hiring Manager.

Director Frevert asked about section B - "properly trained and qualified", and who gets to decide that and how is that verified?

Superintendent Rue explained it’s a similar process as hiring a staff member. An application must be completed, they will be screened to identify who is most qualified.

Director Frevert asked if there is a policy that coaches have to have a background check processed? Superintendent Rue stated that yes, we run a background and fingerprint process, and Kim Ferra confirmed that the district pays for those background check fees.

Director Rose asked if the district has been doing the Student Athletic Interest survey every 3 years?

Superintendent Rue acknowledged that it is unclear. Principal Hagen is overseeing Athletics and is going to present at the October meeting and discuss surveying students further. And Director Rose proposed that if we don't plan to do it, maybe it shouldn't be in there?
Superintendent Rue proposed that the board can vote or have more discussion on this in a study session and ask further questions for Principal Hagen.

Director Rose: Moved to Approve Policy 2151.
Director Baker: Seconded.
Director Frevert explained she was not comfortable voting at this time without more information.
Director Rose: Motion to Rescind.

III. DISTRICT REPORTS

A. Finance Director's Report

Finance Director Ferra presented the Budget Status through July. The district has one more Apportionment allocation at the end of August. Last month the budget extension was approved. The district is tracking well in all the funds. The district is spending down the General Fund and has implemented plans for the school year.

B. Superintendent's Report

Tribal Outreach meeting dates have been set, and members of the Squaxin Island Tribe are invited to attend. The goal is to proactively reach out and connect with the tribe. A sign up sheet was passed around to Board Members to sign up to attend meetings, with no more than two attending at one time.

At each Study Session and Board Meeting moving forward, the District will provide the Strategic Plan to each Board Member in a folder, so that they have it available in front of them at meetings.

The Professional Development days for staff were just completed, focusing on Restorative Practices. We had 8-10 staff members previously trained, and they helped to deliver the presentation and training to the rest of the staff. Each staff member received a Restorative Practices card of notes that they can keep on their lanyard, and we will have posters also printed for classrooms. The Transportation Department had 2 days of Professional Development as well.

The WSSDA conference will be in November and is a great opportunity for the Board Members to learn together. The conference will be in Western Washington this year and asked the Board Members to let her know if they can attend. Director Rose wanted to acknowledge being conscientious of the use of public funds, and Superintendent Rue explained the conference has been budgeted for.

The Facilities Committee is comprised of Directors Osterberg and Baker. Superintendent Rue would like to set up a meeting prior to the September Board Meeting with them.

Reminder about the Griffin School Foundation Auction on September 20th.

The Squaxin Island Tribe Auction is on September 27th.

Board Members personally pay for attending the Auction.

IV. Closing Items

A. For the Good of the Order

Director Rose noted the opportunity to attend the General Assembly for WSSDA, and she will plan on attending. It will be held the morning of September 20th. Directory Gregory will try and attend as well.

Director Gregory likes the format of the agenda, printed policies and appreciated the attention to detail. Director Baker appreciates receiving the agenda far in advance to prepare.

B. Executive Session

There was no Executive Session held at the meeting.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:40 PM.

Respectfully Submitted,
Trish Hefton

Documents used during the meeting

None

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