APPROVED

Griffin School District #324

Minutes

Griffin School Board Study Session

Date and Time
Wednesday September 10, 2025 at 6:00 PM

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

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

Directors Absent
Julie Osterberg

Directors who arrived after the meeting opened
Tesa Frevert

Guests Present
Allison Adair, Erin Hagen, Kim Ferra, Kirsten Rue

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Trish Hefton called a meeting to order on Wednesday Sep 10, 2025 at 6:01 PM.
Tesa Frevert arrived at 6:04 PM.
Blair Baker made a motion to Approve Study Session Agenda.
Emma Rose seconded the motion.
Request to adjustment to agenda
Policy 6212
Purchasing User Card Agreement
The team **VOTED** to approve the motion.

C. Land Acknowledgement

Land Acknowledgement read by Director Gregory

II. Board Member Committee Updates

A. Personnel, Policy, Budget, Facilities & Legislative

Personnel Committee:
The Superintendent expressed a desire to meet with the Personnel Committee prior to the October School Board Meeting. Director Rose looked forward to the meeting and reviewing any adjustments that needed to be made.
Budget Committee:
Director Frevert stated that a monthly meeting needed to be scheduled with Finance Director Ferra.
Policy Committee:
Superintendent Rue expressed the desire to review policies in advance to be prepared for discussion and Board review. Director Gregory acknowledged that there was a substantial list of policies to review as a result of the recent audit.
Facilities Committee:
Director Baker stated that a meeting was upcoming and that updates would be provided soon.
Superintendent Rue reported that the District's new boilers had been installed and noted that Facility Supervisor Alex Jones would provide additional updates in the future.
Legislative Committee
Director Rose stated that the WSSDA General Assembly was approaching, during which members would vote on new amendments. The Legislative Committee is scheduled to meet to review proposals from the Legislature. Director Rose noted that there were several significant topics for consideration, including funding for TK.

Superintendent Rue suggested that, in the future, the committee share information with the community to help communicate public education needs.

III. Overview of Griffin Athletic Program

A.

Presentation by Assistant Principal Erin Hagen

Griffin Athletics Overview Presentation 2025-2026

Principal Hagen provided an overview of the sports offered at Griffin and the seasons in which they were held:

Fall 1: Boys Soccer, Girls Volleyball, Co-Ed Cross Country
Fall 2: Girls Basketball
Winter 1: Boys Volleyball
Winter 2: Boys Basketball, Girls Soccer
Spring: Co-Ed Track

Principal Hagen noted that Boys Soccer was opened to 6th graders this year due to low numbers. Participation in 8th grade Girls Volleyball had increased, while Cross Country participation had declined slightly, which was attributed to students trying other sports.

Policy updates were also shared. Middle schools in the area chose not to participate in WIAA; therefore, Griffin adjusted its policy to reflect that it is not a member but will continue to follow WIAA rules and regulations. Additionally, “Assumption of Risk” and “Medical Insurance” agreements were added to athletic registration forms.

Regarding coaching, Principal Hagen developed job descriptions and responsibilities. Coaches were required to be trained in First Aid. Per GEA requirements, coaching positions were first posted internally before being offered through the ESD 113 Red Rover hiring system. Evaluations would be conducted at the end of each season to determine if a coach would be rehired. Principal Hagen also met with the CHS Athletic Director to learn more about evaluation processes.

Director Rose asked if current coaches would be offered their positions before reapplying. Superintendent Rue explained that following a positive evaluation, coaches would be offered the position for the next season and would not be required to reapply annually.

Principal Hagen reported that an Interest Survey, required by OSPI every three years, had last been administered approximately two years ago, though she would confirm the date. She noted that Boys Wrestling had been offered in the past but was not popular; it had since been replaced by Boys Volleyball in the winter. Archery had been added as an ASB intramural activity supported by its Booster Club.

Director Rose inquired about transportation for athletics. Superintendent Rue reported that she had been researching the issue, consulting with the District’s attorney and working with Clear Risk to draft procedures. The concern centered on situations where athletes needed a ride after games and guardians did not arrive. Procedures were being developed for coaches to follow. If not finalized by the end of the week, transportation would be fully provided, with adjustments to be made for the next season once proper procedures were in place.

The Transportation Supervisor informed Superintendent Rue that many routes transported only coaches back to the school, without student riders. Superintendent Rue stated she was mindful of MSOCS costs and was exploring options to save on transportation expenses. She planned to provide a final recommendation by the end of the week to ensure Griffin had a clear plan, particularly for situations when an athlete did not have a ride.

Director Frevert expressed concern that lack of transportation could create a barrier to student participation. Superintendent Rue emphasized that if an athlete required a ride, the District would provide a bus. She noted that the furthest distances Griffin traveled for athletics were Washington Middle School and Reeves Middle School.

IV. Policy Review

A. 2151: Athletics

Superintendent Rue explained that this item had been presented at the previous Board meeting and would be brought forward for a vote at the next meeting. She noted that there had been additional questions at the last meeting and expressed hope that Principal Hagen’s presentation had addressed them.

B. 3141: Nonresident Students

Superintendent Rue explained that the policy under review concerned the Choice Transfer process, which had not been updated since 2018. She noted that the rules and laws governing the process had since changed and highlighted key elements of the proposed policy.

The proposed policy stated that the Superintendent was to create an application form. Beginning with the 2024–2025 school year, districts had the option to participate in the Standard Choice Transfer System through EDS (Education Data System), which allowed families to apply for transfers electronically. Griffin opted to utilize this system.

The District’s standards for accepting or rejecting applicants remained largely consistent with prior practice. Parameters for denial included lack of class capacity, absence of appropriate educational services, significant financial hardship to the District, or a documented history of violent or disruptive behavior. The District could not discriminate beyond these parameters. Superintendent Rue noted that Special Education caseloads were nearing capacity and explained that once capacity was reached, the District could not accept additional transfers in that area, as doing so would result in overload pay for teachers and negatively impact the budget.She added that the District was continuing to refine its processes and procedures for notifying families, with a commitment to ongoing improvement.

Director Rose emphasized the importance of the District communicating Choice Transfer application deadlines, as had been done in the past year. Superintendent Rue acknowledged that applications submitted in the first round of the process had the best chance of acceptance.

Director Gregory highlighted the addition of language regarding acceptance of employees' children as choice transfers.

Director Frevert inquired whether the word "must" should be changed to "may" in reference to the Choice Transfer Portal, or whether that paragraph was necessary. Superintendent Rue agreed that "may" was the appropriate wording, noting that participation was not required, although most districts in the state chose to participate.

C. 6210: Purchasing Authorization and Control

Superintendent Rue noted that the policy had last been adopted in 1999 and that fiscal items had since changed. She read the proposed policy, explaining that the requisition threshold had increased to $25,000.

She provided an example, stating that if the school experienced a major leak in the gym ceiling, payment for repairs would need to be made immediately. In such a case, the Superintendent would not need Board approval, as the expenditure would be necessary to protect the health and safety of students and staff.

Finance Director Kim Ferra clarified that the term *Capital Outlay* referred to large purchases, such as a vehicle. She explained that the District could not purchase a large-ticket item without Board approval unless the purchase was required to protect the health and safety of students and staff.

D. 6215: Expense Claim Certification and Approval

Superintendent Rue noted that this policy was last approved in 1999. She explained that the threshold amount had been changed from $10,000 to $5,000. She emphasized that such situations should occur infrequently and that the District should not be providing advance payments for goods or services. The Auditor had flagged this as an item for the District to review, recommending tighter financial controls.

It was further clarified that the term *bond* referred to being "bonded and insured," not to a school bond.

E. 6212: Charge Cards

Superintendent Rue noted that this policy was last revised in 2011. The previous policy set the credit card limit at $1,000.

She explained that Griffin currently had five district credit cards, all tied to the same account, with a collective credit limit of $25,000. The policy did not specify a limit. Superintendent Rue asked the Board to discuss whether a procedure should be developed or if the limit should be included in the policy. Finance Director Ferra added that many goods and services no longer accept checks or purchase orders, and WASBO had notified districts that they no longer acknowledge receipt of a check.

Director Rose asked if there was a risk in not including the amount in the policy. Superintendent Rue responded that policy governs the District, and if the amount were not included in policy, she would recommend writing a procedure instead. She concluded that it would be best to specify the limit in policy.

Director Frevert asked if Griffin currently had a procedure in place. Superintendent Rue stated that no formal procedure existed, but a supporting document outlining procedure had been added to the agenda. This document required staff checking out a credit card to sign a User Agreement. She and Finance Director Ferra would draft a formal procedure and bring it to the next Board meeting for approval alongside Policy 6212. Since WSSDA did not have a current procedure, she used a User Agreement from a similar district as a model.
Director Baker asked whether Griffin approached the credit limit in a typical month. Finance Director Ferra responded that generally it did not, though on occasion the balance could rise significantly.

Superintendent Rue emphasized that staff must complete a requisition, which required approval from both the Principal and the Superintendent prior to checking out a credit card. Finance Director Ferra added that vouchers were paid once per month following Board approval at the regular Board meeting. At times, large maintenance purchases required use of a credit card.

Director Gregory asked if $25,000 was the appropriate limit or if a higher limit might be necessary. Finance Director Ferra replied that the Auditor would likely prefer a lower limit. Superintendent Rue acknowledged that the current collective limit was $25,000.

Director Frevert asked if additional signatures should be required. Superintendent Rue explained that signature approvals were already part of the requisition process. The User Agreement would only apply when a staff member checked out a card. She clarified that no staff carried cards on an ongoing basis. When use was required, she checked a card out from the Business Office Assistant, Noelle Sloan, who unlocked the safe and provided the card—for example, when the Superintendent traveled for a conference.

Finance Director Ferra confirmed that all cards were securely locked and not checked out overnight, except in cases involving travel.

Director Rose expressed appreciation for the careful safeguards the District had in place regarding credit card use.

V. Policy Yearly Review

A. 1630: Evaluation of the Superintendent

Superintendent Rue reminded the Board that it was responsible for evaluating the Superintendent each year.

VI. Proposed Goals for the Superintendent for 2025-2026

A. 2026-26 Goals

Superintendent Goals for 2025–2026
Superintendent Rue presented her goals for the 2025–2026 school year. The three goal areas were aligned with Griffin's School Improvement Plan and reflected themes discussed during the WSSDA-facilitated Study Session in August. The Superintendent's goals document was shared with the Board: 2025-2026.

Goal 1: Increase Student Voice. Superintendent Rue planned to improve student perception data and emphasized her desire to see these measures rise. She noted she was open to presenting the goals in a different format if the Board preferred.

Goal 2: Community Engagement. She acknowledged this was a key theme identified during the August Study Session.

Goal 3: Board Knowledge of District Operations. She planned to strengthen collaboration with the Board regarding long-range facilities and fiscal planning.

The Board took time to review the goals. Director Gregory appreciated their strategic nature. Superintendent Rue noted that the Strategic Plan development process had provided valuable input for shaping the goals. Director Rose commended the thoroughness and alignment with the Strategic Plan. Superintendent Rue added that she believed this year was an opportune time to focus on student culture and climate.

Director Frevert suggested posting the goals on the district's website. The Board members expressed their appreciation for the thoroughness and organization of the goals.
Director Gregory asked if Superintendent Rue had any personal goals outside of the Strategic Plan. She explained that she always sought to align her personal and district goals. She noted that fiscal management was an important area in which she wanted to deepen her knowledge. She also expressed interest in understanding the role of artificial intelligence in education and how it might shape the future of the district. Additionally, she shared her excitement about advancing student voice initiatives.

Director Rose observed that the goals were ambitious and asked how the Superintendent planned to manage unforeseen demands on her time. Superintendent Rue responded that she relied on her team to help execute the goals. She noted that bargaining in the spring would require significant time and acknowledged that some goals might need to roll into the following year. She stated that the mid-year review would provide a good opportunity to reassess progress and emphasized her confidence in her team and the enthusiasm of the staff.

Director Rose reflected that last year's goals focused on systems and stabilizing relationships, and she believed there was now a strong foundation for deeper work. Director Blair added that the community would appreciate seeing the goals and being able to follow progress.

Superintendent Rue confirmed that, following Board approval at the next meeting, the goals would be posted on the district's website as the approved Superintendent Goals for 2025–2026. Director Gregory supported this plan, noting that it would encourage community engagement.

VII. Closing Items

A. For the Good of the Order

Board Member Reports

Director Frevert shared that her middle school son was excited about the new elective courses offered at Griffin. She also noted that her daughter, who graduated from Griffin last year, had observed differences in Griffin students' success in high school and felt that Griffin was doing a good job.

Director Blair reported that her high school sons expressed that they missed many aspects of their time at Griffin.

Director Rose noted that Washington State testing results had recently been released, showing improvement statewide. Superintendent Rue stated that the Principals would present Griffin's results at the next meeting.

Director Gregory announced that the South Sound Reading Foundation would hold its annual "Books by the Bay" event on September 19.

Director Rose shared that Capital High School would host a "Rise and Shine" event with the Olympia Education Foundation on October 23 to support emergency funds, grants, and other initiatives. She confirmed she would be attending.

Director Frevert reported that the Squaxin Island Gala was approaching and that two additional guests were needed to complete their table. She noted that Board members had personally purchased their own tickets.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:29 PM.

Respectfully Submitted,
Trish Hefton

Documents used during the meeting

- Current Policy 2151 Interscholastic Activities.pdf
- Proposed Policy 2151 Interscholastic Activities.pdf
- Current Policy 3141 Nonresident Students.pdf
- Proposed Policy 3141 Nonresident Students.pdf
- Current Policy 6210 Purchasing Authorization and Control.pdf
- Proposed Policy 6210 Purchasing Authorization and Control.pdf
- Current Policy 6215 Voucher Certificaiton.pdf
- Proposed Policy 6215 Expense Claim Certification and Approval.pdf
- Current Policy 6212 Charge Cards.pdf
- Proposed Policy 6212 Charge Cards.pdf
- Policy 1630 Evaluation of the Superintendent.pdf
- Superintendent Rue's 2025-26 Goals.pdf

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