APPROVED

Griffin School District #324

Minutes

Griffin School Board Meeting

Date and Time
Wednesday October 22, 2025 at 6:00 PM

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

Board Meeting Zoom Link

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

Directors Absent
Emma Rose

Guests Present
Allison Adair, Angela Bowman (remote), Ashley Robertson, Heather Zuchowski, Jagger Sapp, Jennie Anderson, Joanna Carns, Karen Lett, Kim Ferra, Kirsten Rue, Megan Pennington, Sherrie Hickam (remote), Tammy Questi, Teri Weaver

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 Oct 22, 2025 at 6:03 PM.
Blair Baker made a motion to Approve Agenda.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.
Director Frevert read the Land Acknowledgement

C. Board Recognition of Students, Staff or Community Members

Superintendent Rue presented certificates to individuals representing two organizations:

-Griffin PTO: Recognized for the upcoming Fall Festival this weekend, and many other fundraisers and event throughout the school year.
-Griffin School Foundation: Acknowledged for recently holding their biennial Auction, which successfully raised over **$200,000**.

Superintendent Rue thanked the members for the many volunteer hours they dedicate to Griffin through various projects and fundraisers.

II. Public Comment

A. Comments from the Public

There were no registered speakers.

III. CONSENT AGENDA

A. Approval of All Consent Agenda Items

Trish Hefton made a motion to Approve All Consent Agenda Items.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

B. Approval of Board Meeting Minutes - September 24, 2025

Trish Hefton made a motion to approve the minutes from Griffin School Board Meeting on 09-24-25.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

C. Approval of Study Session Minutes - October 8, 2025

Director Osterberg requested an edit to the Study Session Minutes from October 8, 2025:
2025-26 School Improvement Plan Presentation
"Principal Keiser reported that Griffin was notified that it was a 'school in improvement' in the Spring of ***2024***."

Trish Hefton made a motion to approve the minutes from Griffin School Board Study Session on 10-08-25.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

D. Approval of Warrants & Payroll

E. Approval of the Enrollment Report

F. Approval of the Personnel Report

IV. NEW BUSINESS

A. Resolution 25-26-01: Certification of 2026 Excess Property Taxes

Trish Hefton made a motion to Approve Resolution 25-26-01.
Blair Baker seconded the motion.
Superintendent Rue asked **Finance Director Ferra** to explain the Resolution.

Ms. Ferra stated that this was a notification from the County Treasurer's office about uncollected property taxes, giving the district the option to increase capacity for levy collection. She noted that it would appear on voter property tax statements as an additional tax assessment. Ms. Ferra recommended against pursuing the **$800** listed, stating it was more fair and equitable to collect only the levies due going forward rather than assess property owners for that small amount. Superintendent Rue expressed her support for this recommendation.
The board **VOTED** to approve the motion.

B. Student Discipline Systems

Assistant Principal Erin Hagen presented a Student Discipline, 2025-2026 Snapshot.

She reported that she had attended a three-hour Steven's Clay Training on emergency student discipline and had subsequently presented this information to staff. She reviewed the emergency rules issued by OSPI, which are now fully in effect, noting that they help streamline the process compared to the "old rules."

Discipline actions are defined as either:
- Non-Disciplinary Corrective Action
- Disciplinary Corrective Action

Assistant Principal Hagen presented the Student Discipline Flow-chart, which she created with Principal Keiser and Superintendent Rue. She reported that Griffin Staff were trained to utilize the flow-chart, and must show they have attempted listed strategies before moving to the next step. If a teacher utilizes all tools, they may call for backup via "Cub

Patrol" (Elementary) or "Grizzly Patrol" (Middle School). The responders include Administration, a Counselor, or trained staff member Bonnie Duncan. Assistant Principal Hagen stressed that if all tools have been utilized, only the teacher may issue a classroom removal, and they must demonstrate that the behavior poses a danger to the student or others, or is causing a significant disruption to learning.

Superintendent Rue clarified that a long-term suspension can be a combination of short-term suspensions. Assistant Principal Hagen noted that a student in K-4 cannot be long-term suspended for more than 10 days, unless a firearm is involved. The ultimate goal, Superintendent Rue noted, is to keep students learning at school.

Assistant Principal Hagen then overviewed Discipline Systems & Procedure examples, noting the flow-chart is organized by Teacher Managed behavior and Office Managed behavior.

Director Frevert asked if the term "Hate Violence" included "Hate Speech." Assistant Principal Hagen confirmed that it did, and explained that it could also fall under the category of Discriminatory Harassment.

Director Hefton asked if, at the point a teacher calls for Cub or Grizzly Patrol, the situation could be returned to the teacher. Assistant Principal Hagen confirmed that it could, especially regarding classroom exclusion, as the teacher must show they attempted and listed all interventions.

Assistant Principal Hagen explained the call response plan utilizes color codes:

-Red: Rush to respond (may be a safety risk)
-Orange: Teacher needs help when someone is available
-Yellow: Teacher needs support when someone is available (may be a restorative conversation)

Principal Keiser reported that the front office is tracking the Cub and Grizzly Patrol calls, with the busiest times generally between 11 a.m. and 1 p.m.

Assistant Principal Hagen mentioned upcoming training for Student Advocates in the Restorative Center, who can help facilitate Restorative Conversations when appropriate.

She then reviewed the Required Steps/Procedures for Exclusion:
-A formal initial hearing must take place before imposing a suspension.
-Individual circumstances and the nature of the behavioral violation must be considered to determine the level and length of exclusion warranted.
-After deciding on the discipline, an attempt to notify the student's parents must be made as soon as reasonably possible, but before the written notice is sent.

-The Principal must send the written notice within one school business day of the informal initial hearing.

Following a suspension, an informal conference is held within three school business days if a request is received, following specific guidelines. An Appeal may be processed via a written or oral appeal to the Superintendent, allowing for School Board Review, following specific guidelines.
Assistant Principal Hagen commented that she refers to a useful handbook from Stevens Clay daily to ensure proper guidelines are followed, and that Griffin utilizes specific forms created by Stevens Clay for consistency.

Director Hefton inquired if the exclusion of firearms included weapons that might not be real firearms. Assistant Principal Hagen stated that an airsoft gun or a fake gun does not qualify as a firearm. Superintendent Rue further explained the legal differences in the definition of a "gun" versus a "firearm," noting that a firearm mandates a one-year expulsion.

Assistant Principal Hagen concluded by stating the District consistently utilizes the flowcharts, checklists, and forms, and remains in compliance with District Policy 3241 and Procedure 3241P.

Director Osterberg asked why the presentation was titled "Emergency." Superintendent Rue explained that OSPI received substantial feedback regarding Policy 3241, recognized the need for revisions, and consequently initiated the emergency rules.

V. OLD BUSINESS

A. Approval of Consolidated School Improvement Plan 2025-2026

Trish Hefton made a motion to Approval of Consolidated School Improement Plan 2025-2026.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

VI. POLICY - NEW

A. 6217 Electronic Funds Transfer (EFT)

Tesa Frevert made a motion to Policy 6217 Electronic Funds Transfer.
Trish Hefton seconded the motion.
The board **VOTED** to approve the motion.

B. 6550 Capitalization Threshold for Leases & Subscription-Based Information Technology Arrangements (SBITAs)

Tesa Frevert made a motion to Approve Policy 6550.
Blair Baker seconded the motion.
Superintendent Rue stated the proposal was made by Finance Director Kim Ferra.

Ms. Ferra explained that this is a reporting mechanism (not a spending procedure) for contracted SBITAs. She noted that after researching small districts, the proposed increase from $30,000 to $50,000 was based on Griffin's larger enrollment compared to the smaller districts evaluated. She stated the increase provides a buffer against rising costs and saves the district from addressing the threshold every year.

Director Frevert motioned to approve this policy with the edit:
$50,000.

Director Baker seconded.
The board **VOTED** to approve the motion.

VII. POLICY - UPDATES

A. 3241 Student Discipline

Trish Hefton made a motion to Policy 3241.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

VIII. POLICY - REMOVAL

A. 6119 Uncollected Non-Tax Revenue

Tesa Frevert made a motion to Remove Policy 6119.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

IX. DISTRICT REPORTS

A. Finance Director's Report

Finance Director Ferra reported that she was in the process of "closing the books" for the past fiscal year, with the final report due next week to OSPI and the ESD.

She explained that the encumbrance column of the General Fund Budget Status does not include Payroll costs, and projected expenditures are therefore based only on budgeted amounts *excluding* Payroll. She stated she will monitor this column closely to get a more accurate picture of the General Fund Budget and determine if a budget extension is needed at year-end. She noted that an extension was processed last year but ultimately was not utilized.

Ms. Ferra noted that the September report did not show a beginning fund balance due to the year-end closing process.

She reported that while legislation is increasing Special Education funding, it is decreasing safety-net funding, leaving the district unclear on the final amount it will receive. Ms. Ferra will provide a debrief report once the books are closed.

B. Superintendent's Report

Superintendent Rue gave various updates:

-Board OnTrack: The updated version of the Board Meeting documentation. She asked the Board Directors to log in and RSVP through the portal.

-Grizzly Compass Crew: She recently held the first meeting for this group, which includes two 4th–8th graders from each class and advisory. After an ice-breaker, a brainstorming and feedback process was conducted. The results included:
-More Spirit Weeks.
-More food options (The Grizzly Grill and ASB will work together).
-More hands-on activities (which connects to Commitment #1 in the Strategic Plan).
-More outside seating (ASB is planning fundraising for this).

-She may be out on Jury Duty next week.

-The Fall Festival is this Saturday.

-Griffin is hosting the Town Hall Meeting for the TCSO next Wednesday at 6 p.m. in the Cafeteria.

-She recently met with the Personnel Committee and plans to meet with the Policy and Budget Committees within the next two months.

X. Closing Items

A. For the Good of the Order

Director Frevert announced that the **Monster Mash dance** for Middle School is this Friday from 6–8 p.m.

Director Blair expressed happiness that the **Community Recognition** piece is now part of the regular meetings.

Superintendent Rue stated that each Director should have received an email regarding sessions of highest interest for the upcoming **WSSDA conference**. She personally plans to attend fiscal-related sessions. Director Frevert asked if Directors should plan based on

their committee service for the coming year. Director Osterberg suggested this be discussed at the next Study Session.

The Board Directors will attend the Annual **WSSDA Conference November 20-22, 2025**. This will be posted and recorded as a School Board Meeting.

B. Executive Session

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:06 PM.

Respectfully Submitted,
Julie Osterberg

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