APPROVED

Griffin School District #324

Minutes

Griffin School Board Study Session

Date and Time
Wednesday November 5, 2025 at 6:00 PM

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

Zoom Link

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

Directors Absent
None

Directors who arrived after the meeting opened
Trish Hefton

Guests Present
Allison Adair, Kirsten Rue, Rebekah Keiser

I. Opening Items

A. Record Attendance

Trish Hefton arrived at 6:06 PM.

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 Nov 5, 2025 at 6:01 PM.

C. Pledge of Allegiance & Land Acknowledgement

D. Approval of Agenda

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

II. Board Member Committee Updates

A. Personnel

Director Rose had a good meeting with Superintendent Rue and thanked her for the meeting.

B. Policy

No updates.

C. Budget

Directors Baker and Frevert plan to meet with the Finance Department the Tuesday prior to the regular board meeting to "spot-audit" warrants each month.

D. Facilities

No updates.

E. Legislative

Director **Rose stated** WSSDA **had not updated** the policy priorities yet. She **said** she **would like** to have a meeting with Superintendent **Rue** in December to go over the list of policies when WSSDA **released** them.

F. Committee Interests for Next Year

Director **Osterberg stated** that it **was** time to think about what committee each Director **would like** to be on this next year.

Each Director **was given** a sheet in their folder to provide feedback for the Board Chair. Superintendent **Rue explained** they **could decide** upon the committees at the December Study Session.

Director **Frevert asked** if they **should explore** committees that they **had not been** on yet.

Director **Hefton stated** it **could go** either way. If you **had** momentum on a current committee you **could stay** or if you **would like** to shift to a new committee that **was** okay too.

Superintendent **Rue explained** they **might get** some more information at the upcoming WSSDA conference.

Director **Rose stated** she **would like** to know more about the Policy committee. Superintendent **Rue explained** that the district **needed** about 3 weeks ahead of approval for policy review, and she **needed** to evaluate the appropriate timeline for the Policy committee.

Director **Hefton stated** that in the past, the Griffin School Board **had historically not had** a Policy committee. She **noted** it **was** a time commitment to review policies.

Superintendent **Rue explained** that WSSDA **sends** out news and updates throughout the year. **Provided** the policy manual **was** up to date, these updates **could be made** throughout the year. Griffin **needed** to continue to update their current policy manual. She **suggested** the policy committee review the 6000 series and identify what **needed** to be updated.

Director **Baker asked** what the full scope of the Personnel committee **was**. Director **Rose explained** this **revolved** around hiring. Director **Frevert stated** she and Director **Rose put** systems in place that **could be replicated**. Superintendent **Rue stated** that WSSDA just **updated** the Superintendent Evaluation. Director **Frevert** and Director **Rose said** they have learned a lot being on this committee.

Director **Osterberg commented** that it **would be** nice to have a returning member on each committee, but **acknowledged** that **might not be** possible. Director **Rose stated** that they **needed** to keep in mind working with different people on committees as well. Director **Osterberg noted** it **was** important to review the timeline of each committee and to take into account the timing of commitments throughout the year.

III. New Business

A. Special Education Foundation

Principal Keiser presented the Special Education Foundations that was also presented to the Griffin Staff.

Additional handouts were given:

Overview of Procedural Safeguards
Usability, Accessibility, and Accommodations Guidelines

Griffin **is** a part of the Special Education Co-op through the ESD 113. The district **has** a direct contact that **comes** to Griffin once a week. The Co-op **provides** a School Psychologist, Occupational Therapist, Physical Therapist, Speech Language Pathologist, Audiologist, Vision Specialist, BCBA Support and an RBT.

Principal **Keiser explained** the best environment for a student **is referred** to as the LRE (Least Restrictive Environment). Superintendent **Rue stated** the law **requires** the least amount of intervention as possible. Griffin **cannot take** a student that **has** challenges and **remove** them fully from core education.

Principal **Keiser explained** the transition from 5th to 6th grade **has** challenges, and the SpEd teacher Mr. St. Louis **helps** with this transition and **provides** direct instruction if needed. She **is** a part of the IEP (Individual Education Program) meetings and **helps** identify processes for looking ahead to the transitional years.

There **are** two paths to go down for identifying a Special Education Timeline. A parent **can ask** for a referral or a teacher **can ask** for a referral. The evaluation process then **begins** to determine if an IEP **is needed**. There **are** also eligibility guidelines that **are followed**. If an IEP **needs** to be put in place for a student there **are** guidelines and protocols that the team **follows**. Principal **Keiser is** at all of these IEP meetings and **is** the note taker as the case manager **leads** the team meeting, and the school psychologist **provides** evaluations as well. There **are** IEP considerations that **entail** data collection and progress monitoring. There **are** procedural safeguards **given** to families at each meeting. Principal **Keiser also presented** an example of a service matrix.

Next she **explained** the difference between accommodations and modifications. Accommodations **maintain** the same learning content and standards, but **HOW** the student **learns** or **is tested is modified**. Modifications **change**, or **reduce** the learning content or standards by **WHAT** a student **is taught** or **expected** to learn.

Director **Frevert asked** what the difference **is** between a 504 plan and an IEP. **The response was:** 504 Plans **provide** Accommodations to ensure a student with a disability **has** equal access to the learning environment and curriculum as their non-disabled peers. A student **may not qualify** for special education IEP, but **needs** accommodations. It **is reviewed** every year. It **does not have** specially designed instruction. The process of getting a 504 plan **is not** as in-depth as the IEP process, and there **is** a matrix that **is followed**.

Director **Rose asked** about the transition with moving on to high school. Principal **Keiser explained** there **are** meetings that **happen** with OSD. But if a student **transfers** mid-year, the IEP **goes** with them.

IV. New Policy

A. Policy 3425 Accommodating Students with Adrenal Insufficiency

Superintendent **Rue stated** this **was** a new policy **deemed** critical by WSSDA. Adrenal insufficiency **is** a rare condition, but the district **needs** to have a policy in place to provide an individual health plan that **is designed** to the specific student.

Director **Rose was curious** how this policy **came** to be. Director **Frevert suspected** this **might be related** to those **needing** a feeding tube and the school **needing** to be able to accommodate that.

If needed, Superintendent **Rue explained** there would be a parent-designated adult that **has been trained**. Director **Baker asked** if this **would be** a Griffin employee, and Superintendent **Rue stated** that it **could be**. The district **is expected** to take extreme care and follow the specific health plans. She **stated** she **would look** into the WSSDA news in how this **came about**, by the next Board Meeting.

V. Policy Updates

A. 1111 Oath of Office

Superintendent **Rue stated** she **would like** to make everyone aware that the Legislature **updated** the wording of the Oath of Office. Griffin **is required** to file the oath with the Thurston County Auditor.

Director **Frevert noted** that the new policy **does not state as in the current policy**: *promote the interests of education.* Director **Rose commented** that the statement **is** vague and **wondered** what this **meant** exactly.

B. Policy & Procedure 2020 Course Design Selections & Adoption of Instructional Materials

Superintendent **Rue explained** there **were** legal changes that **came** out of the latest Legislative session. It **asks** that the school board also **adopts** this procedure pertaining to the policy. She **noted** expectations around involving parent involvement, and shifts in this procedure. Citizen access to core materials and processes for submitting a complaint. It **defines** where different types of materials **are established** and who **gets** to establish each. She **asked** they **walk through** them and **identify** any questions. She **stated** she **would send** the Board the news updates from WSSDA prior to the Board Meeting.

Director **Frevert asked** about Supplemental instructional materials—she **felt** it **seemed** fairly vague on what teachers **can freely use** versus what **requires** approval. Superintendent **Rue stated** that supplemental materials **are** at the discretion of the

teachers. Director **Frevert asked** how the district **ensures** they **are using** core materials and **not** just entirely supplemental materials. She **also asked** how the focus **is kept** on core materials, and if there **is** much movement for having supplemental materials. Superintendent **Rue stated** most of the staff she **has worked** with over the years **have used** good judgment, with a few exceptions. She **said** it **was** important that they **consult** with the principal as well. Parents **have** opt-out pieces that the district **has** to honor. Teachers **are** to be up front with families about what supplemental material they **are using**.

Director **Rose asked** if they **are required** to get approval from parents. Superintendent **Rue stated** the district **has** to trust their staff to some extent to make those decisions as they **have** guidelines but also freedom to utilize current resources that **are** relevant. Director **Frevert brought up** the topic of consistency, especially in the elementary, to make sure one 4th grade class **wasn't getting** too much supplemental materials whereas the other 4th grade class **might not be having** the same material, so she **asked** how consistency **was** being maintained with students.

Superintendent **Rue explained** it **was** important to be clear on the core curriculum and what **were** the supplemental materials and outline them. Griffin **will need** to utilize these procedures and they **will be used** as Griffin **needs** to approve health curriculum in the future. The Curriculum page on the district website **has been updated** with the core curriculum.

Director **Rose noted** the "appeals process" in the procedure, **stating** it **didn't look** like it ever **made** it to the board. Superintendent **Rue noted** that Principal **Keiser will be leading** this process.
Director **Rose asked** that at the end of the Policy, the word "Excluding" **be changed** to "Excusing". This **was noted** and **will be changed** for the vote at the next board meeting.

C. Policy 4000 Public Information Program

Superintendent **Rue noted** this **was marked** as "Important" from WSSDA and to be updated. She **commented** on the updates regarding staff communication to the public, public health information, collection of disciplinary data, and a district annual report. In regards to the district annual report, she **was not sure** if OSPI **had** a plan for what that **would look** like exactly. Griffin **reports** on a regular basis.

Director **Rose stated** this **looked** like a "big lift" and more formal for a small district. She **wondered** if this **could be modified** into a reasonable format for Griffin. Superintendent **Rue stated** she **would do** research into similar sized districts to see what they **were doing**.

Director **Rose had** a concern about the "Collection of Disciplinary Data" and that it **was not** restrictive enough about the information. She **proposed** adding "Any identifiable information".

Superintendent **Rue also noted** that WSSDA no longer **had** a policy 4000, but a 4001, and the district **needed** to retire 4000 and adopt 4001.

D. Policy 5000 Recruitment and Selection of Staff

Superintendent **Rue noted** there **were not** major updates in this policy. The language **was updated** as well. Director **Frevert appreciated** the more "legal" tone to the update.

E. Policy 6020 System of Funds and Accounts

Superintendent **Rue explained** that the most recent review from the Auditor **noted** the district **needed** to include a Cash Receipting document. Finance Director **Ferra did** some research on similar districts.

Superintendent **Rue asked** if this language **would be** more appropriate in a procedure instead of the actual policy. Director **Rose agreed** that it **seemed** to fit more as a procedure. Director **Frevert noted** if it **was** a procedure it **had** the flexibility to be adjusted as needed. Director **Hefton noted** it **was** a fraud prevention piece. Superintendent **Rue confirmed** that she **would add** a line regarding a fraud prevention piece in the policy. Director **Rose proposed adding:** "maintains best practices procedures as outlined in the procedure."

VI. Policy Review

A. Policy 3416 Medication at School

It **is required** for review. Superintendent **Rue commented** that the district **was** lucky to have a full-time registered nurse. She **said** the nurse **is** thorough and diligent about making sure that students **are taken** care of with medication and the procedures **are** in place. Nurse **Chelsea Madison does** a great job and thoroughly **documents** everything.

VII. Superintendent Updates

A. Superintendent Kirsten Rue

The WSSDA Annual Conference **was coming up** and she **included** a list for review of the sessions offered as well as a digital copy that she **had shared** with the board. She **planned** to focus on budget related topics.

B. Student Representatives to the School Board: Update

This **was** on her set of goals for this year. From her perspective, she **felt** the district **needed** to increase student voice, and **was taking** steps to do that here at Griffin through

the Grizzly Compass Crew and the ASB club where students **get** to have a say in how their school **operates**. She **said** the district **was starting** to train student advocates the following week and they **would gain** leadership skills. She **stated** that in the second semester she **would work** with the board on how to identify a process to implement for the following school year.

C. School Board Learning Walks: Proposed Timeline

She **stated** she **intended** to get started on this in the second semester with two Directors at a time attending classrooms. She **said** she **would begin** setting dates and **had** ideas on how this **would look**.

Superintendent **Rue spent** the past few days serving as a juror on a criminal case. She **wanted** to thank the Leadership team while she **was away**. She **expressed** gratitude that everything **went** smoothly while she **was** out of the office.

VIII. Closing Items

A. For the Good of the Order

Director Osterberg wanted to discuss the travel to WSSDA on 11/20/2025,

Reminder that the next board meeting is on a Tuesday. 11/18/2025.

We are working with OSD to have a joint study session in January here at Griffin.

Director Frevert noted we need to have a joint meeting with the Squaxin Tribe.

Director Baker reached out to Steamboat Customs regarding board sweatshirts for the conference. She will proceed with ordering. These will be paid for personally by the board directors.

Director Frevert noted there was a great band concert last week.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:06 PM.

Respectfully Submitted,
Julie Osterberg

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