APPROVED

Griffin School District #324

Minutes

Griffin School Board Meeting

Date and Time
Tuesday November 18, 2025 at 6:00 PM

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

Board Meeting Zoom Link

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

Directors Absent
None

Directors who arrived after the meeting opened
Blair Baker

Guests Present
Adam Oestreich, Allison Adair, Anneka Brown, Annie Links, Calla Zambas, Jamie Anderson (remote), Julie Zambas (remote), Kirsten Rue, McIssac (remote), Natalie Dean, Sadie Tilson (remote), Sherrie Hickam (remote)

I. Opening Items

A. Record Attendance

Blair Baker arrived at 6:15 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 Tuesday Nov 18, 2025 at 6:02 PM.
Julie Osterberg made a motion to Approval of Agenda.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

C. Board Recognition of Students & Staff

Bands students gave performances and shared what band and music means to them.

Superintendent Rue recognized Jennifer Palmer for her exceptional leadership, artistic vision, and coordination of numerous events.

Superintendent Rue recognized Calla Zambas, a dedicated paraeducator, for her positive energy and support of TK students. Ms. Zambas' swift actions were invaluable when she saved a student's life during a choking incident earlier in the school year.

II. Public Comment

A. Comments from the Public

No comments were received from the public.

III. CONSENT AGENDA

A. Approval of Board Meeting Minutes - October 22, 2025

Emma Rose made a motion to approve the minutes from Griffin School Board Meeting on 10-22-25.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

B. Approval of Study Session Minutes - November 5, 2025

Emma Rose made a motion to approve the minutes from Griffin School Board Study Session on 11-05-25.
Julie Osterberg seconded the motion.
The board **VOTED** to approve the motion.

C. Approval of Warrants & Payroll

D.

Approval of the Enrollment Report

E. Approval of the Personnel Report

F. Approval of All Consent Agenda Items

Emma Rose made a motion to Approve Consent Agenda.
Julie Osterberg seconded the motion.
Director Frevert abstained due to a conflict of interest.
The board **VOTED** to approve the motion.

IV. NEW BUSINESS

A. Griffin School ASB - Update & Board Approval

ASB Advisor Anneka Brown introduced the ASB officers.

The ASB officers presented a slideshow outlining their projects, events, and fundraising efforts. They clarified that, this year, ASB officers were elected by club members rather than the entire middle school student body.

The officers reported that they incorporated student feedback from the Grizzly Compass Crew into their projects, including scheduling more spirit weeks. ASB hosted its first spirit week in late October, successfully bringing students and staff together. They plan to host more spirit weeks with clear and simple themes to encourage broader participation.

The ASB club recently hosted the Monster Mash Dance, raising $1,419. They plan to host another dance in January or February. Currently, they are conducting a wreath and blanket fundraiser, with proceeds earmarked for athletics and outdoor seating.

In February, the American Heart Association will provide an all-school assembly, and ASB members will learn CPR and subsequently teach elementary students.

Based on feedback from the Grizzly Compass Crew, students requested more diverse food options at breakfast and lunch. ASB members are working with the Child Nutrition Supervisor to research options from *thelunchbox.org* and *healthyschoolrecipes.com*.

The Board reviewed the amendment to the ASB Constitution, which formally states that ASB officers will be elected solely by ASB club members.
Emma Rose made a motion to Amendment to the ASB Constitution.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

V. POLICY - NEW

A.

3425 Accommodating Students with Adrenal Insufficiency

Superintendent Rue confirmed this policy was reviewed at the November 5th Study Session.
Emma Rose made a motion to Approve Policy 3425.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

VI. POLICY - UPDATES

A. 1111 Oath of Office

Superintendent Rue explained that a change in law necessitated an update to the wording of the Oath of Office taken by newly and re-elected board members. The revised language requires board members to swear to support the constitutions of the United States and the State of Washington.
Tesa Frevert made a motion to Approve Policy 1111.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

B. 2020 & 2020P Course Design Selection and Adoption of Instructional Materials

The policy was updated due to new state laws tied to a recent court case; the new laws address the right of students to be excused from certain curriculum content.
Superintendent Rue explained that the State of Washington also intends for board directors to adopt the corresponding procedure.

Blair Baker made a motion to Approve Policy 2020 and 2020P.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

C. 4001 Public Information Program

Superintendent Rue noted that edits were made based on feedback from the November 5th Study Session. However, after the agenda was distributed, she discovered legal information pertaining to the **Annual District Report**. She requested further review of the policy to adjust the wording accordingly.
Blair Baker made a motion to discuss this Policy further at the next Study Session.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

D. 5000 Recruitment and Selection of Staff

Emma Rose made a motion to Approve Policy 5000.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

E.

6020 Systems of Funds and Accounts

Superintendent Rue explained that adjustments were made based on Study Session feedback, including the addition of the Cash Receipting portion to the procedure. An addition was made to the end of the policy to reference the procedure.
Tesa Frevert made a motion to Approve Policy 6020.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

VII. POLICY - REMOVAL

A. 4000 Public Information Program

Due to the postponement of approving Policy 4000, the Board acknowledged they will postpone the removal of Policy 4001 until the next board meeting.
Tesa Frevert made a motion to postpone the removal of Policy 4000.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

VIII. DISTRICT REPORTS

A. Finance Director's Report

The Finance Director explained that the Budget Status Report included the year-end close data. She and the Superintendent will diligently monitor budget trends and district spending.

In the variance between the budget and actuals, actual revenue came in higher than expected, and actual expenditures came in less than projected, by $674,000. The District ended the year with a fund balance of $1,484,000, which was higher than projected. The Finance Director stated that although the fund balance was strong, they would remain conservative.

The District received $2.7 million in local EP&O Levy funds. These funds covered non-high school fees paid to Olympia, Tumwater, and North Thurston Public Schools, as well as substitute costs, supplemental contracts, extracurricular activities, and staffing allocations. The Director has a detailed report on how Levy dollars were spent.

The District did not fall below the minimum General Fund balance of 8.33%, which closed at $955,347.11.

In summary, at year-end close, Griffin finished with a higher fund balance, more revenue, and less expenditure than anticipated.

Director Rose asked if this trend was sustainable. The Finance Director explained that since the District is no longer encumbering payroll, a more traditional trend is expected moving forward.

Transportation Vehicle Fund (TVF) Review

The Finance Director and Transportation Supervisor Karen Lett reviewed the process for maintaining the Transportation Vehicle Fund (TVF).

Karen Lett provided an in-depth review of the history and condition report of the Griffin buses. Fleet information is updated annually, or as needed due to unforeseen circumstances. The Griffin fleet comprises 12 buses: 9 transit buses (6 used daily, 3 spares) and 3 small Type A buses (2 used daily, 1 for field trips/spare). She presented a spreadsheet detailing the inventory history, remaining depreciation years, and which of the 11 buses are currently receiving depreciation reimbursement into the TVF.

The bus replacement schedule was created in 2005-2006 to establish a self-sustaining system, which took nearly 10 years to build up the TVF. The spreadsheet shows historical data, current condition, projected replacement year, and the final year for receiving depreciation reimbursement.

The Finance Director noted the TVF has a healthy balance of $1.2 million and is consistently building. She noted that large buses cost around $200,000 to $250,000, and small buses around $150,000, often requiring the purchase of additional, "district-supported items" not covered by the state quote.

Director Osterberg inquired about the $30,000 listed in column 9. Ms. Lett clarified this was revenue generated from the sale of a bus last year.

Superintendent Rue shared that she consulted with the South Bend School District Superintendent, who has a background as a Finance Director. The consultant reviewed Griffin's TVF numbers and complimented the work of the Finance Director and Transportation Supervisor, stating the team clearly learned how to maximize apportionment received. She thanked them for their collaborative work in putting the bus fleet on a healthy fiscal track.

Karen Lett commented on the process, thanking the OSPI liaison for being an excellent teacher, and thanked the school board for supporting Transportation and the public.

B. Superintendent's Report

Superintendent Rue stated her goal this year is to schedule meetings with board committees. Allison will coordinate calendars the month prior to the meetings. These one-hour meetings will allow for a deeper dive into the committee's work.

IX. Closing Items

A. For the Good of the Order

Director Osterberg announced that the Board would be attending the WSSDA conference from Thursday to Saturday of that week.

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 7:10 PM.

Respectfully Submitted,
Julie Osterberg

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