APPROVED

Griffin School District #324

Minutes

Griffin School Board Meeting

Date and Time
Wednesday October 21, 2026 at 6:00 PM

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

Board Meeting Zoom Link

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

Directors Absent
Trish Hefton

Guests Present
Aisha Tanaka, Alex Jones, Allison Adair, Erin Hagen, Karen Lett, Kayleen Evans, Kirsten Rue, Kyle Nixon, Kyler Mower, Rebekah Kaiser, Traci Johnson (remote)

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 21, 2026 at 6:04 PM.
Emma Rose made a motion to approve the amended Agenda to add a third resolution under New Business regarding the "Social Media Addiction Legal Services Contract.".
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

C. Board Recognition

Facilities Director Alex Jones was recognized for his two-and-a-half years of exceptional service and leadership. The Board commended his execution of major facility upgrades, including a new boiler system, updated flooring, LED lighting modernizations, and drinking water safety projects. Mr. Jones was also congratulated on his selection to the prestigious 2026-2027 School Air Quality Fellowship cohort with the Center for Green Schools at the U.S. Green Building Council. The Superintendent read a public comment of appreciation from staff member Jenelle Hutnik, praising his creative, outside-the-box thinking and dedication to securing facility grants.

II. PUBLIC COMMENT

A. Comments from the Public

The Board opened the floor for community comments. No members of the public signed up online or were present in the room for public comment.

III. CONSENT AGENDA

A. Approval of Board Meeting Minutes - September 23, 2026

Emma Rose made a motion to approve the minutes from Griffin School Board Meeting on 09-23-26.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

B. Approval of Board Study Session Minutes - October 7, 2026

Emma Rose made a motion to approve the minutes from Griffin School Board Study Session on 10-07-26.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

C. Approval of Special Study Session Minutes - October 12, 2026

Emma Rose made a motion to approve the minutes from Study Session on 10-12-26.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

D.

Approval of Payroll & Warrants

E. Approval of the Enrollment Report

F. Approval of the Personnel Report

G. Review of Public Records Requests

H. Review of Surplus Items

I. Approval of All Consent Agenda Items

Emma Rose made a motion to approve all items on the Consent Agenda.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

IV. NEW BUSINESS

A. Facility Updates

Facilities Director Alex Jones presented a comprehensive facilities and capital projects portfolio update, detailing approximately $1 million in expenditures for infrastructure renewal, safety improvements, and learning space modernization. This funding was made possible by local capital levy dollars.

- **Water Quality (PFAS):** The old storage tank was removed. A new potable holding tank and PFAS treatment system (two-stage filtration and UV) were installed in a newly constructed building. Testing confirms no PFAS is entering the school.
- **Safety & Access:** A Verkada electronic access control system was installed on main front and rear exterior doors, allowing remote, real-time lockdown and access management.
- **Modernization:**
  - Completed restroom modernization in the 4-5 pod.
  - Updated library and classroom furniture via Omnia and KCDA cooperative contracts.
  - Replaced three water heaters and installed kitchen equipment upgrades (oven, prep tools, booster heater), partially funded by a grant.
- **Energy Efficiency & Cost Savings:**
  - Propane usage is down 34% following the recent boiler installation.
  - A full-campus LED lighting upgrade (76 fixtures, 250 LEDs) is complete.
  - The maintenance team saved approximately $15,000 by completing parking lot restriping, classroom cabinet installations, and front office reception modifications in-house.
  - Groundbreaking is imminent for a new air-to-water heat pump.

- **USGBC Indoor Air Quality Fellowship:** As one of 54 fellows nationwide, Mr. Jones will develop a district Indoor Air Quality (IAQ) management plan (including wildfire smoke protocols) and install CO2 sensors, positioning Griffin ahead of upcoming state IAQ mandates. The fellowship offers potential access to $30,000 in mini-grants.
- **Operations:** The district is launching *Helix Intel*, a digital asset management and work order system, moving away from paper requests and ensuring long-term tracking of preventative maintenance.

B. Strategic Plan Report

Educators Kayleen Evans and Aisha Tanaka reported on Strategic Plan Outcome 2B: Delivering on positive relationships with every student.

Middle School

- **Advisory Practices:** Staff utilize weekly Monday morning communications to parents and students. "Monday Circles" are used to build peer-to-peer and teacher-student relationships through non-academic check-ins.
- **Core Flex:** Held on Thursdays and Fridays, this time is utilized for academic intervention, allowing teachers to identify struggling students and provide one-on-one academic and emotional support.
- **Curriculum Recommendation:** The middle school team requested flexibility to replace the "Second Step" curriculum in 7th and 8th grades with more career-based and high-school transition programming.
- **Addressing Barriers:** The team suggested surveying families to identify and remove barriers to extracurricular participation (such as cost and transportation).

Elementary

- Elementary "Morning Circles" are successfully tying personal connections to academic content.
- The K-8 model was highlighted as a unique asset, allowing elementary teachers to maintain relationships with former students as they transition through middle school.
- Mrs. Evans shared a creative relationship-building project: a traveling journal featuring "Mini Mrs. Evans" that goes home with a different student each weekend, fostering deep connections with students' families.

Board Q&A:

The Board inquired on how the Family Connection Meetings have been going since their implementation two years ago.

Mrs. Evans noted these initial meetings are highly effective, providing critical student insights early on. The former "open house" style did not allow for these connections. She hopes these meetings will stay a part of the plan moving forward.

The board also inquired about the cell phone ban and how that is going for Middle School.
Mrs. Tanaka reported the ban is going exceptionally well. Students are actively engaging face-to-face during free time. Assistant Principal Erin Hagen reported only six cell phone violations since the beginning of the school year.

The Board suggested exploring more formal cross-grade connections, such as buddy or sibling programs, to further leverage the K-8 model.

Superintendent Rue noted that the district is working to track quantitative data (e.g., parent/family involvement at conferences) year-over-year to measure ongoing progress on Outcome 2B.

C. Griffin School District Resolution 26-27-01

Business Manager Kyler Mower presented a resolution to transition the district's credit card services from Bank of America to Bank of Montreal (BMO). The transition is recommended by the Washington Association of School Business Officials (WASBO) because BMO directly integrates with Skyward, streamlining purchasing workflows and offering cash rebate options.
Tesa Frevert made a motion to approve Resolution 26-27-01.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

D. Griffin School District Resolution 26-27-02

Mr. Mower presented a resolution allowing the district to collect the full levy amount approved by voters in 2024 (up to $3.9 million). Currently, state formulas cap the district's collection at approximately $3.2 million based on an initial budgeted enrollment of 504. Because current enrollment is higher, this resolution ensures the district can legally collect funds above the $3.2 million cap if state formulas permit.
Emma Rose made a motion to approve Resolution 26-27-02.
Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

E. Griffin School District Resolution 26-27-03

Superintendent Rue presented a contract to join a class-action lawsuit represented by David Grossman and Associates against social media companies regarding the addictive nature of their platforms and the resulting resource/mental health impacts on schools.

The agreement operates on a contingency fee basis with no out-of-pocket costs to the district if the case is lost. The district's legal counsel vetted the contract.
Emma Rose made a motion to approve Resolution 26-27-03.
Blair Baker seconded the motion.
The board **VOTED** to approve the motion.

V. OLD BUSINESS

A. Review of Superintendent & Board Operating Agreements Sections I-IV

The Board discussed the phased review of the Superintendent and Board Operating Agreements. Board Vice Chair Julie Osterberg provided initial feedback on Sections 1 through 4, noting several areas requiring updates:

- Mission language needs updating to align with the 2024 Strategic Plan.
- References to a "Legislative Committee" should be changed to "Legislative Representative."
- Meeting protocols regarding the Pledge of Allegiance and Land Acknowledgement need adjustment based on prior tribal advisement.
- The meeting location should be updated from the Library to the Cafeteria. The Superintendent noted these edits will be tracked and highlighted for further review at the upcoming study session, where the remainder of the document will also be reviewed.

VI. POLICY UPDATES - CONSENT AGENDA

A. 1630 Evaluation of the Superintendent

B. 2022 Electronic Resources & Internet Safety

C. 2125 Sexual Health Education

D. 2150 Co-Curricular Program

E. 2161 Special Education and Related Services for Eligible Students

F. 2162 Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973

G. 2230 Transition to Kindergarten Program

H. Approval of all Policy Updates

It was noted that all policies presented underwent a comprehensive first reading and deliberation during a prior study session, allowing the Board to vote on them in batches.
Emma Rose made a motion to approve the batch of policy updates.

Tesa Frevert seconded the motion.
The board **VOTED** to approve the motion.

VII. POLICY REVIEW - CONSENT AGENDA

A. 2145 Suicide Prevention

Tesa Frevert made a motion to approve the policy review.
Emma Rose seconded the motion.
The board **VOTED** to approve the motion.

VIII. DISTRICT REPORTS

A. Superintendent's Report

Student Representatives: Two new student representatives, Asher Strumski and Grace Nixon, will join the Board starting at the next study session. A "Student Representative Report" will be added to future agendas.

Centennial Celebration: The Superintendent reminded the Board that Griffin's 100th Anniversary celebration is scheduled for April 30th.

Long-Range Facility Planning Committee: Facilities Director Alex Jones is forming a planning committee to meet 2-3 times this year to prioritize future facility projects. The Board will determine up to two members to serve on this committee.

B. Business Manager's Report

Mr. Mower presented the September financial report (the 2025-2026 year-end report will be presented next month).

- **Fund Balance:** The General Fund ending balance for September was $688,000, which is below the district's minimum fund balance policy. The district is closely monitoring cash flow and implementing cost-saving measures (e.g., paying the annual insurance bill over two months rather than a single lump sum).
- **Encumbrances:** For the first time, the district has encumbered payroll for the entire year to improve expense projections.
- **Enrollment Trends:** Current general education enrollment (excluding TK) is 532, down from a three-year average of roughly 555. Further drops are anticipated next year as a large 8th-grade class (70-71 students) promotes out.
- **Cash Flow Projections:** Cash flow is expected to be tightest from December through March. Major revenue spikes occur in October and April (tax collections), while significant expenditure spikes occur in November and May (mandatory non-high payments to OSD) and June (stipends/leave cash-outs).

- **Expenditures:** Support services are already over 90% encumbered. The business office is tracking cost savings strictly.

IX. Closing Items

A. For the Good of the Order

The Board reiterated appreciation for Facilities Director Alex Jones for keeping maintenance projects in-house to save district funds.

Board Director Emma Rose shared updates from the Legislative Advocacy Network regarding WSSDA priorities and requested time on the next study session agenda to discuss post-election legislative advocacy strategies.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:20 PM.

Respectfully Submitted,
Julie Osterberg

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