

GRIFFIN SCHOOL DISTRICT #324

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Board of Directors' Regular Meeting Minutes

Wednesday, July 26, 2023, - 4:00 p.m. – In-Person & Via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/82019838018> - Meeting ID: 820 1983 8018

Chair Teuteberg called the meeting to order at 4:02 p.m. The flag salute followed.

Present

- Board: Dan Teuteberg, Brad Ridgeway, Trish Gregory, Julie Osterberg, and Emma Rose
- Leadership: Telisa Reed, Kim Ferra, Kelli Anderson, Kyle Nixon, Karen Lett, PK Koehler, Erin Hagen, and Rebekah Keiser.
- Staff: Tanisha Smith, Amy Morgan, Jennifer Tomlin, Cathy Thome, Allison Barker, Anne Zimmerman, Shawnee Chanley, Katie Hardy and Camie McGregor.
- Members of the Public: John Bash, Matt Dorcy, Michelle O'Dell, Tesa Frevert, Blair Baker, Carrie Norbeck, and Jeff Broom. Please note, there were several other community members in attendance via zoom that may not have signed in.

Agenda

- Approval of the Meeting Agenda: Director Rose moved to approve the agenda as presented, seconded by Director Osterberg, the motion carried. Chair Teuteberg noted that the board would like to remove item 2.1, the GEA Contract for 2023-24 from the consent agenda and discuss that as a separate agenda item. Director Osterberg moved to remove item 2.1 from the consent agenda. Seconded by Director Rose, the motion passed four to zero. Item 2.1 will be removed from the consent agenda and discussed as a separate item.
- School Board Land Acknowledgement: Director Osterberg read the land acknowledgement.

Tab 1 Communications - INFORMATIONAL

- 1.1 School Board Planning Calendar, 2023-24 – Discussion: No comments were made.

Tab 2 Consent Agenda – ACTION: Director Gregory moved to approve the consent agenda as amended, seconded by Director Rose, the motion passed four to zero. The consent agenda was approved as follows:

- 2.2 Approval of Resolution 22-23-06, Certification of Manual Signature
- 2.3 Approval of Resolution 22-23-07, Designation of District Agent
- 2.4 Approval of Resolution 22-23-08, Authorization of Warrant Signature
- 2.5 Approval of Resolution 22-23-09, Authorization to Invest
- 2.6 Approval of Resolution 22-23-10, Authorization of Facsimile Signature
- 2.7 Approval of Resolution 22-23-11, Authorization of Student Release/Acceptance
- 2.8 Approval of Resolution 22-23-12, Designation of Auditing Officers
- 2.9 Approval of the July 2023, Surplus
- 2.10 Approval of the June Budget Status
- 2.11 Approval of the Donation Report
- 2.12 Approval of the Warrants and Payroll
- 2.13 Approval of Enrollment
- 2.14 Approval of the Personnel Report

2.1 Griffin Education Association (GEA) Contract for 2023-2024: Chair Teuteberg noted that after talking with to Telisa Reed yesterday and talking to the Board members today, the board feels that it is in the best interest of both the board and the GEA to table the discussion of the GEA contract at this time, and give both parties more time to dialogue it together, and see where some of the differences are at this time. The board really pushed hard for a contract to be in place before Greg Woods left in July and before the interim superintendent was to start. This may not have been the best step. Maybe it would have been better to have Mrs. Reed involved but we didn't know what that process was, and nothing was lined up. Telisa Reed shared that she was able to meet with the GEA president and they made good ground. The contract approval will happen she just doesn't want to commit to an August 30th date.

Chair Teuteberg added that he didn't want to see us rush through a contract but doesn't want to negate the efforts that have been made ahead of time on the contract. It's an opportunity for current leadership to be at the table and involved in the discussions. Director Gregory shared with Telisa Reed that she is sorry for her recent loss. She also noted that it makes sense to her to hold off on the contract approval and allow some input from the interim superintendent. She feels this is really important. Director Ridgeway also shared that he is in agreement with holding off on the contract approval. He believes that this exercise with Telisa Reed and the GEA is a great opportunity to understand each other's interests and come to solutions cooperatively. This is an opportunity for Telisa Reed, and he is looking forward to the success of the process. Director Rose moved to table the GEA contract for 2023-24 until more discussion can be had by both parties about the differences. Seconded by Director Osterberg, the motion passed four to zero.

PUBLIC HEARING Chair Teuteberg recessed the regular meeting at 4:16 p.m. into the public hearing on the budget for the 2023-24 school year.

➤ 2023-2024 School Year Budget: Finance Director Kim Ferra presented information about next year's budget. She reported that this budget has been presented to the ESD and to OSPI for review and final approval. With that we proposed a resolution for approval of fixing and adopting the budget for next school year. The board gives the authority to spend up. She shared that the budget is based on enrollment and shared a history of enrollment numbers over the last six years. The budget is based on 585 for the 2023-24 school year. Budgets are based off the prototypal funding model which drives the staffing allocation. We do receive transportation funding (from the state) and some funding for special purposes and categorical programs (i.e., high cap and ELL, etc.). We also receive other revenue sources including local taxes, local nontax (child nutrition, grants, donations, etc.) federal grants and we reserve a fund balance that is unassigned. Transitional Kindergarten is considered a federal program. Mrs. Ferra shared revenue by source, noting that 24% of the revenue source is local levy dollars. 1% is local nontax (PTO grants, Foundation grants, etc.). 16% of that is the state special purpose fund which is our transportation funding and funding for staff that are nationally board certified. Highly Capable and LAP programs are also in this category. The state general purpose at 51% which is our apportionment based on enrollment. 3% of the revenue source is from other entities. This is a placeholder for specific expenditures going out but not for spending unless there is specific revenue coming in. The general fund pays for several specific items including the non-high fee, teacher allocations, extracurricular (cispus, science trips, etc.), professional development, tuition reimbursement, curriculum adoption, supplies and materials and insurance and utilities. Staffing projections that went into building the staffing model for this budget are reflective of four administrators, 37 teachers, 4 classified leadership and 23.15 FTE for classified staff members. She shared the expenditures by object. The larger portion of expenditures is certificated and classified salaries and benefits. What is left goes out to capital outlay, travel, purchased services and supplies and materials.

Mrs. Ferra shared the allocation information from the state for MSOCS, materials supplies and operating costs. The 1.3 million for MSCOS is a projection only. The general fund also reflects a minimum fund balance of 8.33% (board policy). This is one month of expenditures earmarked for a reserve. The restricted and committed fund balances are things that include the imprest account and compensated absences (cash out process for employees close to retirement). There is also an assigned contingency which is held aside for a specific purpose. The general fund summary is as follows; the beginning fund balance is \$2,310,205. This account reflects a revenue of \$10,756,164, expenditures of \$11,234,277 and an ending fund balance of \$1,832,092. Keeping the capacity of the 8.33% reserve.

Capital projects fund reflects Griffin's security, technology, and capital improvements as well as a portion of Olympia School District's (CHS) technology and capital improvements. The capital projects fund summary is as follows; the beginning fund balance is \$2,468,543. This account reflects a revenue of \$751,918, expenditures of \$2,080,500 with an ending fund balance of \$1,139,961. The revenues are so high because we did not get billed from OSD last year. Mrs. Ferra is expecting to pay a double bill this year. The revenue reflects \$750,000 Levy reflecting some interest as well.

The debt service fund is held for general obligation bonds. Our last bond was in 2020. No new voted debt at this time. Community outreach will be needed before going out for another bond. The debt service fund summary is as follows, \$615,939 beginning fund balance with \$7,200 in revenue and an ending fund balance of \$623,139.

ASB funds are driven by student activity. The ASB plans fundraisers and not all planned activities (i.e., dances, etc.) take place throughout the year as planned. She works closely with the student representatives and Erin Hagen to plan the ASB budget with them and the budget is ultimately student approved. The ASB fund summary is as follows, beginning fund balance of \$58,556, with revenues coming in at \$20,945, expenditures at \$21,705 and an ending fund balance of \$57,796.

The transportation vehicle fund receives a portion of depreciation funds from OSPI for the lifespan of each bus. This fund has a significant amount of expenditures that are used to purchase new buses as needed. Griffin has a strong fleet of buses. The transportation Fund summary is as follows, beginning fund \$591,175, with revenues projected at \$174,850, expenditures coming in at \$600,000 reflecting an ending fund balance of \$166,025. Mrs. Ferra shared the budget timeline that districts are required to follow. Griffin is a class two district and must submit a budget for review by July 7th and hold a public hearing in the month of July. Legal notices are posted, and a resolution is also adopted as part of the budget approval process. August 1st is the final date for adopting a budget. Discussion ensued about the new superintendent and the budget planning process. Enrollment projections are the main factor in the budgeting process. Griffin cannot exceed expenditures or must file a budget extension. Concerned that the interim sup hasn't had any input in the budget. OSPI is lenient on the date. Mrs. Reed would like some time to review the budget in correlation with the teachers' contract so that she can assess a more accurate picture.

Director Ridgeway shared that he sees a continued trendline of pending fund balance less than the starting fund balance and expenditures growing and revenues declining. He hopes to find solutions to this but does not have the expertise and knowledge of budgeting nuances. Local levy is important this next year. He would like greater inclusion for Telisa Reed in the budgeting process and feels a few more days would be beneficial. Would like to consider the teachers' contract as well since it was not approved. Is it possible to get an extension from OSPI. Director Rose thanked Kim Ferra for her presentation, noting that she was still trying to wrap her head around all the details. Specifically, the staffing piece. Salaries and benefits are a big portion of the budget and does include all staff. The contract not being approved may affect the budget. Director Gregory shared that the tools are the budget and the contract and feels that the timeline is off with a new superintendent. Agrees with asking for an extension so that the superintendent can have more time to review the budget. Discussion ensued about the logistics of the budget, the planning process and asking for an extension. Once the budget is approved, the district can stay within the parameters of the budget while still planning for expenditures, etc. in certain areas. Discussion ensued on scheduling a tentative special meeting on July 31st and Mrs. Reed will request a budget extension. Director Rose moved to table the budget approval until July 31st. Seconded by Director Osterberg, the motion passed unanimously.

Chair Teuteberg reconvened the regular meeting at 5:04 p.m.

Tab 4 District Reports - INFORMATIONAL

4.1 Superintendent's Report: Interim Superintendent, Telisa Reed gave the Board an update about District Activities. Mrs. Reed thanked Chair Teuteberg and invited people to contact her to schedule one-to-one meetings with her. She has hit the ground running but is not moving anything unless it's unethical or just impossible. She did find that there was not much clarity between jobs (who does what, what is whose job, etc.). There is not a clear delineation between district office staff and school building staff. There is immediate access to district office staff. It is not like this in other districts because the district office is in a separate building. She has separated district office staff from building level staff and put district office staff in offices. She also changed the summer hours for staff working during the summer. Most buildings are not open during the summer and school office staff don't return until mid-August. She did close the building to the public because DO staff do not have the capacity or access to the right software to be able to help people that come in for school business. Signs have been put up and the information has been communicated to the public. She also changed the office hours so that staff are now working 4/10's and the office is closed on Fridays. There is some flexibility with the summer shifts. There is also a summer program going on in the building this year as well. The building has also been closed to school year staff. The custodians use chemicals, and equipment which is staged all around the building so it's not safe for staff to come into the building. Teachers can come back the week before school begins. Our website is being redesigned. Kelli Anderson and Kyle Nixon have been working all summer on this project. She thanked them for their work on the new website. It will be launched soon. She has also been auditing current contracts for the district, working through invoices, making sure the contracts associated with them are current and fiscally responsible for our district. Some contracts reflect automatic renewals that we may not be aware of. She is also reviewing current job

descriptions to make sure staff are within their scope of work. She attended the state incoming superintendent conference in Tacoma. It was fun and she met Chris Woods. She was able to get a firm grasp of what the work looks like and the things that other small districts have done with budget, instruction and curriculum. She will be meeting with the small school's consortium every two weeks. A level of consistency for students. Director Gregory invited her to share a little bit about herself. Mrs. Reed shared that she is a real person. She grew up in South Carolina, born in Georgia and raised by her grandparents. She is the great niece of Rosa Parks and has a lot of civil rights experiences which has developed her into a servant leader. She is here for the kids. She has 4 children, her oldest is 21 and in the military. And she has 3 girls. She is planning to enroll two of her younger children at Griffin. She considers Washington home. She spent 8 years at Joint Base Lewis McCord before being stationed in Colorado. She has worked in Tacoma, Puyallup and Kent school districts. Very familiar with Washington state. She believes teachers are experts in their work and will rarely make a singular decision. She is here to guide and support staff. She is focused on systems in place and building the capacity of the team to serve and to make sure the district is financially sustainable. She thanked the board for the warm welcome and thanked John Bash for doing the search process. It was an excellent search process. The board welcomed Mrs. Reed and noted they appreciate the flexibility as we transition into new leadership.

Tab 5 Old Business - DISCUSSION/ACTION

5.1 Diversity/Equity/Inclusion Policies: Board members continued their discussion about educational equity, diversity and inclusion at Griffin. Chair Teuteberg noted that a few years ago the equity team did some work on a document. Staff, community and the board served on the equity committee. The work is not completed. The document came out of a process and is to be used to frame the priorities at Griffin and inclusion. The board was in consensus about giving the new sup a chance to review the document before developing any policies in this area. The equity document is a living document and can be reviewed and revised at any time. Mrs. Reed shared that after reviewing the documents, she sees a group of people that wanted to do the right thing for the right reasons. Rather than focusing on equity, she would like to change the focus to access and opportunity. Equity is clearly making sure that kids have what they need so they can access post-secondary opportunities. She would like to review what other districts have done. She would like staff to define what equity means for Griffin.

Public Comment - INFORMATIONAL

➤ Michelle O'Dell: She welcomed Superintendent Reed. She shared a history of her past with Griffin including special education information and her family's experience in the special education program. (She also shared information about signs that use to be purchased via the Foundation Auction as a fundraiser item.)

Chair Teuteberg recessed the meeting at 5:23 p.m. for a short break. Chair Teuteberg reconvened the meeting 5:30 PM.

Tab 6 New Business - DISCUSSION/ACTION

6.3 Superintendent Search Process Update: Board Members reviewed the Interim Superintendent Search Stakeholder Input Report developed by John Bash and HYA. Mr. Bash congratulated Telisa Reed for being chosen as the interim superintendent. They also discussed the final steps in the interim superintendent search process. Board Members participated in an ice breaker activity with John Bash. They discussed getting to know the team, they debriefed the search process and discussed what was learned. Board Members also discussed a possible Superintendent's entry plan, and best practices for board/superintendent, communication process (including community engagement). The board participated in a "hopes and dreams" activity and discussed goal setting for the upcoming year.

Chair Teuteberg recessed the meeting at 7:03 p.m. for a break before the Executive Session. Chair Teuteberg reconvened the regular meeting at 7:07 p.m. At 7:07 p.m. Chair Teuteberg recessed the meeting into executive session to discuss litigation, and the GEA contract. He anticipated the session to last approximately forty-five minutes with no decisions made. At 7:42 Chair Teuteberg reconvened the regular meeting. No decisions were made.

Executive Session & Adjournment

No further business coming before the board, Chair Teuteberg adjourned the meeting at 7:43 p.m.

Signatures

Board Chair:



Vice Chair: 

Director: 

Director: _____

Director: _____

ATTEST  Secretary to the Board