Griffin School District #324
Board of Directors: Brenna English, Neil Falkenburg, David Elliott, Baird Miller, and Teresa Scott

*Determine District Direction *Establish Policy *Approve Budget *Approve Personnel

Board Support:
Kelli Anderson

Compliance/Public Relations Coordinator: Kelli Anderson

Compliance & Affirmative Action, Safety/Worker's Compensation, Policy & Procedure Development & Planning, School Board & Leadership Support, Human Resources, Emergency Preparedness, Public Relations, etc.

District Leadership Team
Superintendent Advisory Committees
Griffin School Foundation
Griffin PTO

Superintendent:
Donald L. Brannam PhD.

*** District Leadership Team**
*** Policy Recommendations**
*** Strategic Planning/Guiding Principles**
*** Community Partnerships**
*** Capital Projects**

*** Board Development**
*** Employee and Community Relations**
*** Leadership and Supervision**
*** Patron Tours**
*** Budget Planning**

*Assist in developing policy and administering district procedures
*Key Communicators *Engaging the Community Committees
(Learning Improvement Team, Budget/Finance Committee, Safe Schools, School Health Advisory, Safety Committee, Technology Think Tank)

K-8 Assistant Principal
Doug Anderson
(Student Management)

Primary Responsibilities and Programs
*Section 504 Officer
*ASB
*Athletics (Title IX)
*Extra-Curricular Activities
*Outdoor Education (CISPUS)
*Safe/Drug Free Schools /Title IV
*Truancy
*Weapons Reporting
*Suspensions/Expulsions
*Alternative Education (HEP)

6-8 Principal Secretary
Jolene Cetak

*Assists w/MS Student Mgmt.
*Student Records
*Attendance
*ASB
*Athletics
*Parent Communications
*Facilities Use

HEP Home Education Partnershap Program
Marilyn Walther

Program Development, Implementation and Compliance with State RCWs and WAC for Alternative Programs

K-8 Principal
Greg Woods
(Curriculum & Instruction)

Primary Responsibilities and Programs
*Special Education
*Grants Administrator (Title I, LAP, Title II, Title V, Highly Capable, SpEd, etc.)
*School Volunteers
*Curriculum & State Assessments
*Staff Development
*Learning Improvement Team

Shared Duties
*PTO *School Improvement Process *Instructional Leadership, *Supervision & Evaluation of staff *Student Welfare *Student Programs *Parent/Community Relations *Facilities Care and Upkeep *Management and Communications *Site-based Decision Making, *Lunch Room Staffing and Supervision

Kathy Adams	Sean Finn	Geri Moore	Bob Schiefer
Brenda Akers	Bill Harbour	Stacey Nelson	Sue Schumacher
Regine Aleksunas	Randy Hargrave	Tammy Phillips	Eric Temple
James Alviar	Patrick Harvey	Heather Pierson	Cathy Thome
Denise Best	Lynne Holz	Shaundi Robarge	Leslie van Roggen
Lori Buma	Jennifer Jirsa	Jennifer Sagerser	Heide Wilkerson
Janet Craig	Jeanne Jones	Scott Sagerser	Chris Wolfe
Johanna Dowler	Ivy Kardes	Emily Schall	Linda Wozniak
Elizabeth Enfield			

Paraeducators

Laurie Brown	Ellie Newman
Kate Erickson	Barbara Ramsdell
Linda Fischer	Jan Skillman
Megan Guritz	Mary Kay Thale
Tina Johnson	Jane Uglick
Dalene Mingus	Jackie Wrye

Cindy Harbin, School Nurse

K-5 Principal Secretary
Tammy Permann

*Assists w/Elem. Student Mgmt.
*Student Records
*Attendance
*Parent Communications
*Skyward Food Service
*General Fund Receipting

SpEd Coordinator
Camille Curry
SpEd Secretary
Jackie Wrye
(Maintains IEP On-line, Medicaid Reimbursement, etc.)
Contracted Support Service Specialists:
SLP: Anne Brown
Vision: WA State School for the Blind
PT: Renee Tedder
PT Asst.: Louisa Schulte
Psychologist: Rebecca Bolles

Business Manager
Melody Simmons

District Fiscal Management and Accounting
1. Develops and monitors the annual budget
2. Reports fiscal projections to the School Board
3. Analyzes, evaluates, and reports the District's financial status in each budget account
4. Recommends current, mid-range, and long-range fiscal planning
5. District accounting functions
6. Monitors state, federal and misc. grants.
7. Provides information on account balances and projections
8. Insurance
9. Personnel & Payroll Functions
10. Accounts Recievable

Title 1/LAP Coordination & Assesment Coordination
Rebekah Keiser

* Coordinates the District's Title 1/LAP Services
* Assessment Coordinator (administers state required assessments)

Business Office Assistant
Marti Witcraft

1. Coordinates substitutes for K-8 instructional staff
2. District-wide Purchasing
3. Staff travel authorizing
4. Accounts Payable
5. Banking and deposits
6. Registrar/Student Enrollment and SPI Reporting
7. District Mail (USPS/Staff)
8. Secretary support
9. IRS 1099 reports and Department of Revenue Use Tax
10. Tracks District Fixed Assets, works w/Director of Facilities & Technology Coord.
11. Inter-district transfers

Director, Facilities, Maintenance & Operations
Zina Losey

Custodial, Maintenance & Grounds
1. Maintenance
2. Custodial (including lunch room cleaning)
3. Grounds
4. Security of Facilities and Equipment Use
5. Liason for Community Support
6. Water Systems, Utilities/Energy Conservation
7. New Construction & Capital Projects
8. School Operations (State and County Inspections)
9. Risk Management

Child Nutrition Services
1. School Nutrition Program (NSLP Requirements, Cleaning Student Helpers, etc.)

Maintenance
Lyndon Rumsey
Custodial
Susie Combs
Doug King
George Ohnemus
Robert Leone

Food Service
Inga Olson
Jeff Gregory
Lia Pettit (Sub)

Director, Transportation
Karen Lett

1. Transportation of Students
2. Maintenance and Repair of Buses
3. Staff Training

Authorized Trainers:
Melody Byrd
Karin Steere
Ken Ogden

Mechanic
Ken Ogden
Drivers
Claire Gleason
Jayne Mervau
Bernie McAuley
Lori Lett
Jeff Gregory
Roy Friis
Lou Gruessing
Jim Charles
Melody Byrd
Holly Clary
Wayne Whidden
Megan Guritz
Karin Steere
Robert Leone
Don Ferrari

Technology Support: Pat Passmore

*Staff Training *Webmaster *K-20 Network *MIS *Tech Repair *ESD 113 Contract *E-Rate *Telephones *Radios *Technology Plan *Skyward (Student Data Management)

Contracts, Agreements and Coops:
-Griffin Education Association
-Teamsters International
-Olympia School District Special Ed. Coop.
-ESD 113-Fiscal, Instructional, Counseling,
-Worker's Compensation
-Unemployment Coop.
-Personnel Cooperative
-United Insurance (Canfield)

Griffin School District #324

Organizational Chart of Responsibilities

2009-10 School Year