# Pullman School District

## Regular Board Meeting

**Date and Time**

Wednesday January 22, 2025 at 6:30 PM PST

**Location**

Paul R. Sturm Community/Board Room
Pullman High School
510 NW Greyhound Way
Pullman, WA 99163

**Agenda**

**I. Opening Items**

**A.** Record Attendance

**B.** Call the Meeting to Order

*President will call the meeting to order.*

**C.** Flag Salute

*Pledge of Allegiance*

**D.** Land Acknowledgement Statement

*Pullman Public Schools reside on the homelands of the Nimiipuu (Nez Perce) people. We express our deepest respect for and gratitude towards the original and current stewards of this land. We*

*acknowledge our role in building mutual respect and connections to support current and future generations.*

**E.** Approval of Agenda

*The board or superintendent will revise the agenda if needed at this time; and approve by motion*

## II. Reports, Correspondence & Program

Board members and the superintendent will give informational reports at this time.

**A.** PHS ASB Report

**B.** Board Reports

**C.** Superintendent's Report

**D.** Program Reports

- **Kamiak Elementary School Showcase** *presented by Evan Hecker, Kamiak Elementary Principal*

**E.** Equity Update

## III. Public Comment

*The public comment section of the agenda provides an opportunity for individuals or members of a group to address the board on educational issues. If you intend to provide public comment this evening, you may register to speak using the sign-in sheet located near the boardroom entrance. To ensure fairness and provide for an orderly meeting, we respectfully require that individuals speak only once for a maximum of three minutes and may not transfer their speaking time to others. Please be attentive as your name will be called in the order it is listed on the sign-in sheet. To assist board members in review and consideration of your comments, we appreciate your providing a written copy of your remarks along with your email or mailing address on the sign-in sheet. When addressing the board, please approach the microphone and state your name before presenting your comments. The board will listen and may offer clarification, if needed. However, the board will not engage in a discussion at this time. Depending on the nature of the topic, the board may decide to schedule it as a discussion item for a future meeting. We kindly request that all comments remain civil and respectful, and we remind you to consider the impact of your words and know that you bear personal responsibility for their content. We caution you to avoid certain statements that may infringe upon the rights of others under various laws, including those protecting privacy or prohibiting defamation. Providing public comment demonstrates your feelings of engagement and participation in the decision-making process in our community. We thank you in advance for your public comment.*

## IV. Consent Agenda

*To expedite business at a board meeting, the board approves the use of a consent agenda, which includes items considered to be routine in nature. Any item, which appears on the consent agenda, may be removed from the consent agenda by a member of the board and voted on separately. The remaining items will be voted on by a single motion.*

**A.** Minutes

Approve minutes for Regular Board Meeting on January 8, 2025

**B.** Personnel Report

**C.** Warrants

*Expense claims audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.*

**D.** Student Transfer Requests

**E.** Budget Status Report

**F.** ASB Fundraiser

**G.** Overnight Field Trip Requests

**H.** Consent Agenda Approval

## V. Action Items

*Action items have previously been discussed by the board. The board will now take action, by motion.*

**A.** Psychology Text Adoption

Presenter: Roberta Kramer, Assistant Superintendent

**B.** Board Communication Plan

Presenter: Board of Directors

**C.** 3141 Nonresident Students

Presenter: Bob Maxwell, Superintendent

**D.** 5270 Resolution of Staff Complaints

Presenter: Bob Maxwell, Superintendent

**E.** Policy Governance-Based Superintendent Evaluation Proposal - 1630 Superintendent Evaluation

Presenter: Nathan Roberts, Board President

**F.** Policy Revision: 1630 Superintendent Evaluation

Presenter: Arron Carter, Board Director

## VI. Discussion Items

*Discussion items are presented to the board for discussion. If they need action they will be brought back at the next meeting.*

**A.** 1630 Model Superintendent Evaluation Process

Presenter: Bob Maxwell, Superintendent

## VII. Informational Items

*Informational Items do not require action or discussion by the board. The items are included in the agenda for the board to review, and may be moved to the discussion items section of the board agenda by any board member. Informational Items may include board procedure updates and non-substantive policy updates.*

**A.** Administrative Requirements Update

**B.** Expense Claim Audit - Community Update Board Schedule

**C.** Board Calendar

**D.** Current Enrollment

For 2024-2025 School Year
Budgeted FTE: 2560
Current FTE: 2613.40
Current Year Average FTE: 2610.23

**E.** Procedures

**F.** Non-Substantive Policy Updates

**G.** The Pullman Promise: Priorities, Goals, Success Indicators

## VIII. Executive or Closed Session

*The board recesses into an executive or closed session by motion, stating how long it will last and if action will be taken. Following the executive or closed session the board president convenes the regular meeting.*

**A.** Superintendent Evaluation

**B.** Personnel

## IX. Closing Items

**A.** Adjourn Meeting

*The president will adjourn the meeting.*

# Coversheet

## Superintendent's Report

**Section:** II. Reports, Correspondence & Program
**Item:** C. Superintendent's Report
**Purpose:** FYI
**Submitted by:**
**Related Material:** WASA Legislative Update - Regular Board Meeting.pdf

# Big Three Update

- Special Education:
  - Rep. Gerry Pollet (46)—HB 1310
  - Sen. Lisa Wellman (41)—SB 5307
  - Sen. Jamie Pedersen (43)—SB 5263

- MSOC:
  - Rep. April Berg (44)—HB 1338
  - Sen. T’wina Nobles (28)—SB 5192

- Pupil Transportation:
  - Sen. Lisa Wellman (41)—SB 5187

# Big Three—Special Education

## SB 5307/HB 1310—OSPI Request

- **Multipliers**:
  - Ages 3-5: 1.2 to 1.6381
  - Tier 1 (more than 80%): 1.12 to 1.5289
  - Tier 2 (less than 80%): 1.06 to 1.447
- **Safety Net**:
  - Threshold:
    - 2.3 x avg FTE expenditure to 1.5
  - Distribute awards quarterly
- **OSPI duties**:
  - Review disproportionate data; provide technical assistance
  - PD for Inclusionary Practices
  - Common template for IEPs

# Big Three—Special Education

## SB 5263

- **Multipliers**:
  - Ages 3-5: 1.2 to 1.6381
  - Merge Tier 1 & Tier 2: 1.12/1.06 to 1.5289
- **Safety Net**:
  - Threshold:
    - 2.3 x avg FTE expenditure to 1.5
- **Enrollment Cap:**
  - Eliminate the 16% cap

# Big Three—MSOC

## SB 5192

- **MSOC Categories**:
  - 8 MSOC categories merged into lump sum
  - Total K-12 and 9-12 “bonus” increase by 10 percent

- **MSOC calculations:**
  - Enrollment—district’s prior three years’ total annual avg FTE enrollment
  - Inflation—IPD (previous calendar year)

- **Reporting:**
  - Annual report to OSPI, using current categories

- **CTE MSOC allocations:**
  - Determined in Budget

# Big Three—MSOC

## HB 1338

- **MSOC Categories**:
  - 8 current MSOC categories maintained
  - Each category (and totals) for K-12 and 9-12 "bonus" increase by 23 percent; annual IPD adjustment
- **Regular Rebase:** every four years, beginning 2029-20 SY
- **Small School MSOC:**
  - Minimum allocation of $16,870.44 per CIS above school prototypes
- **CTE/Skills Center allocations:**
  - Skills Center class sizes funded from 19.00 students to 16.67 students
  - CTE funding outlined in bill: $1799.57—Exploratory CTE for grade 7-12 and Preparatory CTE for grade 9-12 in high school; $2159.48—Preparatory CTE for grade 11-12 in Skills Centers

# Big Three—Pupil Transportation

## SB 5187

- **OSPI Analysis**:
  - School district transportation costs/allocations, following 2026-27 SY
  - Due June 1, 2028; must address mileage, ridership, and costs for each district disaggregated by student categories: "Special passengers" and Skills Center students

- **OSPI Model:**
  - Must develop a transparent, predictable, and comprehensive student transportation funding model that addresses the diverse needs of students and the unique characteristics of school districts
  - Must include mechanisms to address the unique transportation challenges faced by high population density urban school districts and rural, geographically large districts that have a relatively low number of schools in proportion to the geographic size of the school district

- **McKinney-Vento:**
  - Provides $400 per student for students that require special transportation due to the requirements of the McKinney-Vento Homeless Assistance Act

# House Bill 1356—Levies, LEA, et al

## LEVY LID

- Current cap: $2.50/$1,000AV or $2,500 per pupil
- Inflationary adjustment: $3,247.33 per pupil (2025)

## HB 1356

- CY 2026: $500 “inflation enhancement” added
- CY 2027-20: 3.33 percentage points added to inflation
- CY 2031: per pupil limit set at: $5,035 (increased by inflation 2032 and beyond)

# House Bill 1356—Levies, LEA, et al

## LOCAL EFFORT ASSISTANCE

- "State LEA Threshold": $1,550 per pupil
- Inflationary adjustment: $2,023.18 per pupil (2025)

## HB 1356

- CY 2026: $200 "inflation enhancement" added
- CY 2027: $300 "inflation enhancement" added

(NOTE: Charter Schools would also be eligible for LEA)

# House Bill 1356—Levies, LEA, et al

## SPECIAL EDUCATION

- **Current 16.0% enrollment cap eliminated**

## SUBSTITUTE COSTS

- **Certificated Instructional Staff**
  - Increase current 4 days to 5 funded days per CIS unit
  - Increase daily rate from $151.86 to $200 (adjusted by inflation beginning in 2027-28 SY)

- **Classified Staff**
  - Substitute costs based on 2 funded days per CLS unit
  - Daily rate for CLS would be $150 (adjusted by inflation beginning in 2027-28 SY)

EQUITY WASA
LEADERSHIP | TRUST | ADVOCACY

# Coversheet

## Program Reports

**Section:** II. Reports, Correspondence & Program
**Item:** D. Program Reports
**Purpose:** FYI
**Submitted by:**
**Related Material:** KES School Showcase Presentation.pdf

# Culture Float Parade

**3rd Grade with Mrs. Opgenorth, Mrs. Heitman, and Mrs. Blehm**

Our third grade classroom is a community of students who come from a variety of different cultures and backgrounds. Through this project, we learn what culture is, how each of us is unique, and celebrate how we are different in our Culture Float Parade.

# Why a parade?

- Communities around the world hold parades to celebrate culture.
- We begin learning about various parades starting with the Lentil Festival and the Macy's Thanksgiving Day parades.
- We study floats and learn that they often "tell a story" about a culture.
















Symbols

Traditional clothing

Traditions

Flags and maps of the country where their families are from

Students interview a family member to learn about various things that make up their unique culture and design a float to incorporate what they have learned.

Special foods

Words in Native language

Colors unique to their culture

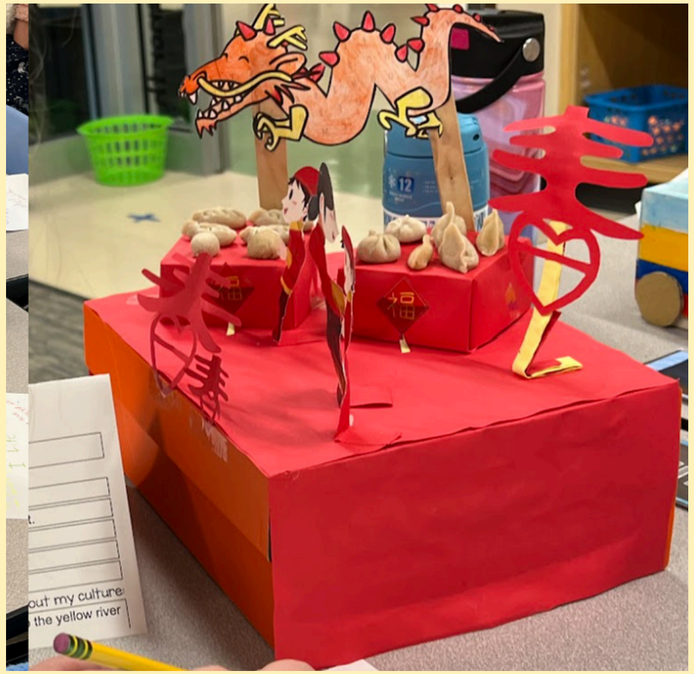
Art










Students write about what they have learned. The project is extended for students to research topics of interest related to their background.

# 3rd Annual Float Night KES Elementary

We come together on the float night to participate in a real parade down our halls and host a question and answer session for students to share their floats with other families. We learn a lot about ourselves and each other while meeting essential standards in reading, speaking, listening, and writing.



# Coversheet

## Minutes

**Section:** IV. Consent Agenda
**Item:** A. Minutes
**Purpose:** Approve Minutes
**Submitted by:**
**Related Material:** Minutes for Regular Board Meeting on January 8, 2025

APPROVED

# Pullman School District

# Minutes

## Regular Board Meeting

"Ensuring Learning While Challenging and Supporting Each Student Achieve Full Potential"

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**Date and Time**
Wednesday January 8, 2025 at 6:30 PM

**Location**
Paul R. Sturm Community/Board Room
Pullman High School
510 NW Greyhound Way
Pullman, WA 99163

**Directors Present**
Amanda Tanner, Arron Carter, Craig Nelson, Lisa Waananen Jones, Nathan Roberts

**Directors Absent**
*None*

**Guests Present**
Bob Maxwell, Courtney Hodge, Diane Hodge, Juston Pollestad, Roberta Kramer

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

Nathan Roberts called a meeting of the board of directors of Pullman School District to order on Wednesday Jan 8, 2025 at 6:30 PM.

### C. Flag Salute

### D. Land Acknowledgement Statement

### E. Approval of Agenda

Arron Carter made a motion to Approve the agenda as amended.
Amanda Tanner seconded the motion.
The board **VOTED** unanimously to approve the motion.

## II. Reports, Correspondence & Program

### A. PHS ASB Report

PHS student representative provided the following update for PHS ASB:

- Clash of the Combine Event Update:
  - PHS Greyhounds won and raised over $500 in combination with Moscow to donate to Alternatives to Violence on the Palouse (ATVP). Received donations for Coin Drive and Spirit Packs, and also received community donations for spirit packs.
- TOLO Dance - Scheduled for Feb. 8th - Theme: "Out of this World"
- End of Semester coming up.

### B. Board Reports

- Craig Nelson: Encourage constituents to reach out to board members and noted that board member contact information is posted on the website.
- Lisa Waananen Jones: No report.
- Arron Carter: Attended the LMS staff meeting as the LMS Liaison, where there was productive conversation and sharing of student successes. Conducted a quick poll on the LMS cell phone policy, with most staff reporting that students are adjusting well and teachers find the policy helpful. Discussed ongoing concerns about managing Chromebook usage, with teachers expressing stress over monitoring their use. An update from the IT Department is awaited before determining next steps. Generative AI was another topic of interest, with staff expressing enthusiasm for training and exploring strategies to engage students using these tools effectively. Work is underway to provide training for staff on an available program they can use with students.
  - *Dr. Maxwell noted staff are working on providing training at an upcoming professional learning day.*

- Amanda Tanner: Attended SES PTO meeting where the focus was on preparing for DARE Graduation for all 5th grade students on January 28th. PTO is planning for spring events and spring clubs.
- Nathan Roberts: No report.

## C. Superintendent's Report

- Recognized January as School Board Appreciation Month.
- Started budget & legislative update presentations to PSD staff during staff meetings.
- Attended Annual Legislative Conference on January 11-12, 2025 in Seattle, WA. Working on advocating for our district along with all schools in Washington State.

## D. Program Reports

- **Franklin Elementary School Showcase - Presenter: Kathi Keefer, Franklin Elementary Principal**
  - Sarah Davis and Ann Lee, CORE+ teachers at Franklin Elementary, highlighted their participation in year-long LETRS (Language Essentials for Teachers of Reading and Spelling) training which identifies reading comprehension as the product of word recognition and oral language comprehension, both essential for literacy that has be a shared with Franklin staff and will be a professional development training for district staff at an upcoming Professional Learning Day. Professional development in November included 13 educators who are now transitioning to explicit phonics instruction in whole-group and small-group settings. Data shows significant growth in student fluency across grade levels. Moving forward, the focus will shift to phonological awareness and the 44 phonemes of the English language to further enhance instruction and student outcomes.
  - Presentation Link: Franklin Elementary School Showcase Presentation.pdf
- **Report: Technology Services - Presenter: Tyler Craigie, Information & Instructional Technology Supervisor**
  - Supervisor Craigie presented an overview of the 90-Day Plan, highlighting key success factors in their role as the new Information & Instructional Technology Supervisor. The plan focuses on ensuring a smooth integration into the team and delivering impactful results quickly. Supervisor Craigie discussed strategies for knowledge sharing within the department, mentioning the use of shared OneNote in the past and exploring more fluid, online options to enhance accessibility for the team. When asked about the district's biggest strengths and weaknesses, Supervisor Craigie identified the IT crew's deep knowledge of systems and their security-minded approach as key strengths. However, disorganized spaces, incomplete resource inventories, and insufficient documentation were noted as areas for improvement. Director Roberts addressed support desk ticket management, with Supervisor Craigie

sharing that a quick-win initiative involved automatically assigning tickets to the technician responsible for each building, improving ownership and efficiency. Efforts to optimize the support desk process and maintain availability are ongoing.

### E. Equity Update

Director Nelson provided an update on the Diversity, Equity, Inclusion & Belonging (DEIB) Task Force, noting that the group has held three meetings and elected a chairperson. The task force is interested in gathering feedback through surveys and has discussed deploying its own survey to collect insights. Director Nelson highlighted that the task force is not hearing many of the complaints that initially led to its formation and raised the question of how to better understand issues that are not being reported through official channels. The CEE Survey was mentioned as a potential resource, as it includes many equity-related questions that could provide valuable feedback for the committee. The task force is scheduled to meet again on January 14, 2025. Director Roberts added that the CORE community group expressed interest in serving as an unofficial channel for feedback, suggesting it could serve as a bridge for addressing unreported concerns.

## III. Public Comment

### A. Public Comment Speakers

No public comment.

## IV. Consent Agenda

### A. Consent Agenda Approval (Items IV. B-H)

Amanda Tanner made a motion to Approve the consent agenda.
Arron Carter seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. Minutes

### C. Personnel Report

### D. Personal/Professional Services Contract Report

### E. Warrants

*Expense claims audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.*

### F. Student Transfer Requests

### G.

**Budget Status Report**

**H. Overnight Field Trip Request**

## V. Action Items

**A. 3205 Sex Discrimination and Sex-Based Harassment of Students Prohibited**

Arron Carter made a motion to Approve Policy Policy 3205 Sex Discrimination & Sex-Based Harassment of Students Prohibited.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

**B. 3241 Student Discipline**

It was noted that Dr. Maxwell and Dr. Kramer met with building principals to review the changes.
Arron Carter made a motion to Approve the revisions to Policy 3241 Student Discipline.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

**C. 3420 Anaphylaxis Prevention and Response**

Craig Nelson made a motion to Approve the revisions to Policy 3420 Anaphylaxis Prevention and Response.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

**D. 3424 Opioid Related Overdose Reversal**

Craig Nelson made a motion to Approve the revisions to Policy 3424 Opioid-Related Overdose Reversal.
Arron Carter seconded the motion.
The board **VOTED** unanimously to approve the motion.

**E. 5011 Sex Discrimination and Sex-Based Harassment of District Staff Prohibited**

Arron Carter made a motion to Approve Policy 5011 Sex Discrimination & Sex-Based Harassment of District Staff Prohibited.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

**F. 6550 Capital Threshold for Leases and Subscription-Based Information Technology Arrangements**

Lisa Waananen Jones made a motion to Approve Policy 6550, Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements (SBITAs).
Craig Nelson seconded the motion.

The board **VOTED** unanimously to approve the motion.

### G. 6600 Transportation

A question from the last meeting was what is defined as an infant. 0-12 months is the definition of an infant, but the district is flexible to work with families to meet their needs. An additional question was who would provide the car seat, the district would provide the car seat as we do now for our Birth-3 program
Lisa Waananen Jones made a motion to Approve Policy 6600 Transportation.
Arron Carter seconded the motion.
The board **VOTED** unanimously to approve the motion.

### H. 6801 Capital Assets/Theft-Sensitive Assets

Arron Carter made a motion to Approve Policy 6801 Capital Assets Theft Sensitive Assets.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

## VI. Discussion Items

### A. Psychology Text Adoption

Pullman High School offers Psychology as a dual credit college in the high school course. The text for this course is outdated. To align the course with University of Washington standards, the text reviewed was the latest edition of the text we had adopted in the past. The text, Psychology in Your Life W.W. Norton and Company (2022), is recommended to the board for approval. This text was approved by the Curriculum Advisory Committee on December 9, 2024 and was made available for public review on December 17 and 18, 2024. The screening of the text has also been completed.

Director Carter asked how the information about the public review of the materials was disseminated and Dr. Kramer shared that the information about the review was disseminated by the Pullman High School Principal to Pullman High School families.

### B. Board Communication Plan

During the December 4, 2024, Board Work Session, the Board discussed developing a communication plan to enhance internal and external communication. Director Tanner reviewed the draft plan, emphasizing communication, community engagement, and student voice, and highlighted the importance of aligning on the definition of "engagement." The Board noted the tentatively planned March 2025 listening session, suggesting it include a brief budget presentation to provide context for attendees.

The Board discussed the expense of the CEE Survey, with members expressing interest in exploring alternative, cost-effective ways to gather feedback, including deploying district-led

or DEIB Task Force surveys. The Board also emphasized maintaining open communication opportunities, such as one-on-one meetings with the superintendent, and agreed to incorporate these meetings into the communication plan.

Additional suggestions included board members attending PTA/PTO/Booster meetings and providing a Fall and Spring report to enhance community engagement and to also consider adding board updates in the superintendent's monthly newsletter. The Board also expressed interest in exploring a casual, publicly accessible work dinner following sessions or meetings to foster informal dialogue.

### C. 1101F Board Operating Protocols - Annual Review

Annually, the Board reviews and agrees upon Board Operating Protocols (1101F). No action necessary. Board review and discussion only. The document is available to be signed unless action is taken.

### D. 3141 Nonresident Students

The Pullman School District is revising Policy 3141, **"**Non-Resident Students,**"** to align with WSSDA's model policy and legal recommendations. Key updates include adding a Revocation of Acceptance section allowing mid-year revocations and introducing a Choice Student Contract to clarify behavioral expectations. These changes will take effect next school year, and the district will notify non-resident families in advance.

The Board discussed ensuring the policy equally applies to resident and non-resident students and addressed concerns about part-time employees' children. While RCW/WAC does not specify part-time staff, the district allows all employees to choice in their children, and the Board suggested explicitly encouraging part-time staff to apply.

The revisions aim to enhance accountability and inclusivity while maintaining fairness. Revocations will be handled administratively, and additional data on part-time employee choice-ins will be reviewed at the next meeting.

### E. 5270 Resolution of Staff Complaints

Revisions presented are to align Pullman School District's Policy 5270, "Resolution of Staff Complaints," with the Washington State School Directors' Association (WSSDA) current model policy language. This update ensures compliance with best practices, legal standards, and a consistent framework for resolving staff complaints effectively and equitably.

### F. Policy Governance-Based Superintendent Evaluation Proposal - 1630 Superintendent Evaluation

The Board has been reviewing WSSDA's superintendent evaluation processes and has tentatively agreed to pilot a new policy-based evaluation approach, reflected in a proposed

policy revision. This updated process aligns the superintendent's performance with Board policies, the district's strategic plan, and established guidelines. It emphasizes ongoing monitoring through internal reports, external assessments, and direct Board inspections, culminating in biannual and formal annual reviews. These reviews aim to provide constructive feedback, assess compliance, and set future goals and performance standards. It was noted that the strategic plan could serve as the foundation for the monitored items.

The next step is to determine whether the Board wishes to see the revised policy again before finalizing its direction. Initial interest in piloting the policy-based process was expressed. Director Roberts clarified that transitioning to this model would require rewriting policies to include clear objectives, aligning the superintendent's accountability with progress toward strategic objectives. A work session and the Board Retreat could be used to further define this approach. The two evaluation options—standards-based (currently used) and policy-based—were discussed, with the latter being a less common but potentially beneficial model.

Director Waananen Jones raised concerns about understanding compliance expectations and suggested exploring a hybrid approach. Director Roberts noted that while combining the models might not be feasible due to the pilot's focus on the policy-based framework, adjustments could be revisited after implementation. Director Tanner emphasized the importance of ensuring the evaluation process remains consistent mid-year and suggested multiple work sessions to refine the model. Director Nelson highlighted the novelty of the policy-based approach and noted its limited use. Director Roberts provided an overview of the current standards-based process, emphasizing that the Board's feedback on both models is essential before moving forward. The WSSDA Leadership Group will review the proposed process, and the Board will revisit this topic to refine the pilot and address concerns.

## G. Policy Revision: 1630 Superintendent Evaluation

The Board discussed suggested revisions to the superintendent evaluation policy and procedure, emphasizing the addition of a third performance review annually: informal reviews by October 31 and January 31, and a formal evaluation by June 15. The formal evaluation would encompass an expanded review of the eight state superintendent standards, with informal reviews providing opportunities for earlier adjustments and ongoing feedback. Director Carter proposed integrating more of the standards-based evaluation elements into the procedure, including a rubric to synthesize individual feedback into a single evaluation coordinated by the Board President. The process would also include a superintendent self-evaluation. The revisions aim to enhance accountability, foster ongoing feedback, and streamline the evaluation process to ensure it remains a constructive and effective tool for Board-superintendent collaboration.

Discussion Points:

- Director Carter noted the importance of conducting three conferences annually. Director Tanner expressed interest in clarifying expectations for informal versus formal reviews, ensuring discussions are productive and structured.
- Director Waananen Jones suggested incorporating formative assessments into the process. Director Roberts raised concerns about the workload for Board members, emphasizing the need to formalize accountability for all parties.
- Standards-Based vs. Policy-Based Models: The Board debated the feasibility of evaluating all eight state standards annually versus identifying specific standards for intensive review. The board acknowledged the multifaceted nature of the superintendent's role, favoring comprehensive evaluations that align with the teacher evaluation model. Director Carter proposed that during the Board Retreat, board members and the superintendent mutually determine which standards or themes to prioritize for evaluation.
- Director Waananen Jones and Director Tanner questioned whether the evaluation serves primarily as an internal accountability measure for the public or a tool for communication between the Board and Dr. Maxwell. Both emphasized minimizing the superintendent's time spent preparing artifacts to ensure a balanced approach.
- Director Carter highlighted the importance of assessing not only the superintendent's output but also the effectiveness of their performance, with the rubric offering justification for scores in each focus area.
- Director Roberts clarified that the superintendent's evaluation cannot serve as a legal basis for termination but may inform contract renewals or extensions. Director Carter agreed to remove language regarding termination, as it is not applicable.

**Next Steps:**
The Board expressed interest in continuing with the current standards-based model, incorporating revisions proposed by Director Carter, and exploring the policy-based governance model. Director Roberts noted that both approaches would be presented at the next meeting for further discussion. The Board will refine the revisions and determine what course of action to move forward with.

## VII. Informational Items

### A. Administrative Requirements Update

### B. Expense Claim Audit - Community Update Board Schedule

### C. Board Calendar

### D. Current Enrollment

### E. Procedures

- 3205P1 Sex Discrimination and Sex-Based Harassment of Students Prohibited - Grievance
- 3205P2 Sex Discrimination and Sex-Based Harassment of Students Prohibited - Implementation
- 3211P Gender-Inclusive Schools
- 4130P Title I Part A Parent and Family Engagement
- 4311P School Safety and Security Services Program
- 5011P Sex Discrimination and Sex-Based Harassment of District Staff Prohibited
- 5270P Resolution of Staff Complaints

**F. Non-Substantive Policy Updates**

- 4130 Title I Part A Parent and Family Engagement

**G. The Pullman Promise: Priorities, Goals, Success Indicators**

## VIII. Executive or Closed Session

**A. Superintendent Evaluation**

**B. Personnel**

**C. Executive Session: N. Roberts announced there will be an Executive Session to discuss the Superintendent Evaluation and the performance of a public employee that will end at 9:12pm**

*The board meeting reconvened into an open session at 9:12pm, and the chair announced that the executive session end time would be extended 10 minutes before returning to executive session.*

## IX. Closing Items

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:22 PM.

Respectfully Submitted,
Bob Maxwell

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**Documents used during the meeting**

- Information Technology Services Program Report.pdf
- December 11, 2024 Board Meeting Minutes.pdf

- Board Report - 1.8.2025 Personnel.pdf
- Board Report - Contracts 1.8.2025.pdf
- Payroll Warrant Authorization Form_December 2024.pdf
- CK Summaries 1.8.25.pdf
- Addtl CK Summary 1.8.25.pdf
- 2025 01.08 Regular Board Meeting - Student Transfer Requests.pdf
- November 2024 Budget Status Report.pdf
- Overnight Field Trip Request - LMS Science Bowl JAN 31-FEB 1 25.pdf
- Overnight Field Trip Request - PHS Golf - MAR 2024.pdf
- 3205 Sex Discrimination and Harassment of Students 12.11.24.pdf
- 3241 Student Discipline 12.11.24.pdf
- ES 3420 Anaphylaxis Prevention and Response 12.11.24.pdf
- 3420 Anaphylaxis Prevention and Response 12.11.24.pdf
- ES 3424 Opioid-Related Overdose Reversal 12.11.24.pdf
- 3424 Opioid Related Overdose Reversal 12.11.24.pdf
- 5011 Sex Discrimination-Harassment of Dist Staff 12.11.24.pdf
- 6550 Cap Threshold-Leases-SBITA 12.11.24.pdf
- 6600 Transportation 12.11.24.pdf
- 6801 Capital Assets-Theft Sensitive 12.11.24.pdf
- Board of Directors Communication Plan 2024-2025 DRAFT.pdf
- 1101F Operating Principles-Board Protocol 2.14.24.pdf
- 3141 Nonresident Students 1.8.25.pdf
- 5270 Resolution of Staff Complaints 1.8.25.pdf
- ES Policy Governance-Based Supt Eval Proposal 1630 1.8.25.pdf
- 1630 Governance-Based Superintendent Eval DRAFT 1.8.25.pdf
- 1630 APPENDIX BOARD MONITORING-SUPT PERFORMANCE SCHEDULE.pdf
- ES Policy Revision 1630 Supt Evaluation 1.8.25.pdf
- 1630 Superintendent Eval 1.8.25 - Policy Revision.pdf
- 1630P Superintendent Eval NEW - Policy Revision.pdf
- January Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2024-2025 Board Meeting Content Calendar 11.8.24.pdf
- 3205P1 Sex Discrimination and Harassment of Students Prohibited 1.8.25.pdf
- 3205P2 Sex Discrimination and Harassment of Students Prohibited 1.8.25.pdf
- 3211P Gender-Inclusive Schools 1.8.25.pdf

- 4130P Title I Part A Parent-Family Engagement 1.8.25.pdf
- 4311P School Safety-Security Srvcs Prog 1.8.25.pdf
- 5011P Sex Discrimination-Harassment of Dist Staff 1.8.25.pdf
- 5270P Resolution of Staff Complaints 1.8.25.pdf
- 4130 Title I Part A Parent-Family Engagement 1.8.25.pdf
- The Pullman Promise.pdf

# Coversheet

## Personnel Report

**Section:** IV. Consent Agenda
**Item:** B. Personnel Report
**Purpose:** FYI
**Submitted by:**
**Related Material:** Board Report - 1.22.2025 Personnel.pdf

# MEMORANDUM

TO: Board of Directors

FROM: Bob Maxwell, Superintendent
Dagny Myers, Human Resources Director

DATE: January 22, 2025

SUBJECT: **Personnel Report**

*Employment with the District will be conditional upon the district's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges in accordance with Washington State law and conditional upon receipt of a Sexual Misconduct Disclosure Form from prior Washington State employer(s), where employment was in a school setting, indicating that no sexual misconduct materials were found in the records of such employer(s) pursuant to RCW 28A.400 and WAC 180-87-080.*

**I recommend the Board of Directors accept the following:**

**Certified:** **Samantha Schertenleib,** assistant principal at Pullman High School, resignation effective June 30, 2025

**Classified:** **Madelyn Champagne** as transportation clerk

**I recommend the Board of Directors approve the following supplemental/stipend payments:**

**Adrian Benitez,** head girls track coach at Lincoln Middle School, resignation

**Amy Caessens** as assistant activities manager at Lincoln Middle School

**Haylee Fishback** as head softball coach at Pullman High School

**Jaron Hodge** as assistant girls basketball coach at Lincoln Middle School

**For Your Information:**

**Taylor Ault,** first grade teacher at Kamiak Elementary School, has received approval to take one and a half days of unpaid leave in January

**Emily Sheppard,** core+ paraeducator at Jefferson Elementary School, has received approval to take two days of unpaid leave in February

**Laura Silflow,** assistant cook/cashier at Lincoln Middle School, has received approval to take two days of unpaid leave in January

# Coversheet

## Warrants

**Section:** IV. Consent Agenda
**Item:** C. Warrants
**Purpose:** FYI
**Submitted by:**
**Related Material:** CK Summaries 1.22.25.pdf

3apckp07.p PULLMAN SCHOOL DISTRICT NO. 12:34 PM 01/13/25
05.24.10.00.00-010021 Check Summary PAGE: 1

Comp Tax

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of January 22, 2025, the board, by a _____ vote, approves payments, totaling $743.34. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:
Wire Transfer Payments 202400034 through 202400036, totaling $743.34

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 202400034 | Department Of Revenue | 01/13/2025 | 387.50 |
| 202400035 | Department Of Revenue | 01/13/2025 | 131.51 |
| 202400036 | Department Of Revenue | 01/13/2025 | 224.33 |
| 3 | Wire Transfer Check(s) For a Total of | | 743.34 |

| | | | |
|---|---|---|---|
| 0 | Manual | Checks For a Total of | 0.00 |
| 3 | Wire Transfer | Checks For a Total of | 743.34 |
| 0 | ACH | Checks For a Total of | 0.00 |
| 0 | Computer | Checks For a Total of | 0.00 |
| Total For 3 | Manual, Wire Tran, ACH & Computer Checks | | 743.34 |
| Less 0 | Voided | Checks For a Total of | 0.00 |
| | | Net Amount | 743.34 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|---|---|---|---|---|---|
| 10 | General Fund | 131.51 | 0.00 | 0.00 | 131.51 |
| 40 | Associated Stude | 611.83 | 0.00 | 0.00 | 611.83 |

3apckp07.p PULLMAN SCHOOL DISTRICT #267 1:14 PM 01/13/25
05.24.10.00.00-010021 Check Summary PAGE: 1

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of January 22, 2025, the board, by a _____ vote, approves payments, totaling $8,250.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735490 through 26735490, totaling $8,250.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 26735490 | Pullman Education Foundation | 01/14/2025 | 8,250.00 |
| 1 | Computer Check(s) For a Total of | | 8,250.00 |

| | | | | |
|---|---|---|---|---|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 1 | Computer | Checks For a Total of | 8,250.00 |
| Total For | 1 | Manual, Wire Tran, ACH & Computer Checks | | 8,250.00 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 8,250.00 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|---|---|---|---|---|---|
| 10 | General Fund | 0.00 | 8,250.00 | 0.00 | 8,250.00 |

3apckp07.p Pullman School District 2:44 PM 01/14/25
05.24.10.00.00-010021 Check Summary PAGE: 1

Ap_LMSASB

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of January 22, 2025, the board, by a _____ vote, approves payments, totaling $158.04. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735491 through 26735492, totaling $158.04

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 26735491 | Kovanda, Rachel Cathy | 01/23/2025 | 62.50 |
| 26735492 | Pullman School District | 01/23/2025 | 95.54 |

2 Computer Check(s) For a Total of 158.04

| | | | | |
|---|---|---|---|---|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 2 | Computer | Checks For a Total of | 158.04 |
| Total For | 2 | Manual, Wire Tran, ACH & Computer Checks | | 158.04 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 158.04 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|---|---|---|---|---|---|
| 40 | Associated Stude | 0.00 | 0.00 | 158.04 | 158.04 |

3apckp07.p PULLMAN SCHOOL DISTRICT #267 3:29 PM 01/14/25
05.24.10.00.00-010021 Check Summary PAGE: 1

AP- PHS ASB

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of January 22, 2025, the board, by a _____ vote, approves payments, totaling $4,041.98. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735493 through 26735502, totaling $4,041.98

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 26735493 | Area II WADECA | 01/23/2025 | 948.00 |
| 26735494 | DECA Inc. | 01/23/2025 | 20.00 |
| 26735495 | Pullman Disposal | 01/23/2025 | 150.00 |
| 26735496 | Pullman School Dist - Revolvin | 01/23/2025 | 500.00 |
| 26735497 | Russell Sign Company | 01/23/2025 | 19.98 |
| 26735498 | Syg Nursery And Landscaping | 01/23/2025 | 1,199.85 |
| 26735499 | University High Wrestling | 01/23/2025 | 375.00 |
| 26735500 | US Foods, Inc. | 01/23/2025 | 159.04 |
| 26735501 | Veristone Brands LLC | 01/23/2025 | 370.11 |
| 26735502 | Washington Science Olympiad | 01/23/2025 | 300.00 |

10 Computer Check(s) For a Total of 4,041.98

| | | | | |
|---|---|---|---|---|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 10 | Computer | Checks For a Total of | 4,041.98 |
| Total For | 10 | Manual, Wire Tran, ACH & Computer Checks | | 4,041.98 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 4,041.98 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|---|---|---|---|---|---|
| 40 | Associated Stude | 370.11 | 0.00 | 3,671.87 | 4,041.98 |

3apckp07.p Pullman School District 10:35 AM 01/16/25
05.24.10.00.00-010021 Check Summary PAGE: 1

GF REIM ACH

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of January 22, 2025, the board, by a _____ vote, approves payments, totaling $62.32. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 242500094 through 242500095, totaling $62.32

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 242500094 | Lee, Ann Marie | 01/23/2025 | 19.32 |
| 242500095 | Maxwell, Robert L | 01/23/2025 | 43.00 |

2 ACH Check(s) For a Total of 62.32

| | | | | |
|---|---|---|---|---|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 2 | ACH | Checks For a Total of | 62.32 |
| | 0 | Computer | Checks For a Total of | 0.00 |
| Total For | 2 | Manual, Wire Tran, ACH & Computer Checks | | 62.32 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 62.32 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|---|---|---|---|---|---|
| 10 | General Fund | 0.00 | 0.00 | 62.32 | 62.32 |

GF ASB

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of January 22, 2025, the board, by a _____ vote, approves payments, totaling $3,839.73. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 242500096 through 242500097, totaling $3,839.73

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 242500096 | H & H Business Systems | 01/23/2025 | 3,556.70 |
| 242500097 | IML Security Supply | 01/23/2025 | 283.03 |

2 ACH Check(s) For a Total of 3,839.73

| | | | | |
|---|---|---|---|---|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 2 | ACH | Checks For a Total of | 3,839.73 |
| | 0 | Computer | Checks For a Total of | 0.00 |
| Total For | 2 | Manual, Wire Tran, ACH & Computer Checks | | 3,839.73 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 3,839.73 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|---|---|---|---|---|---|
| 10 | General Fund | 0.00 | 0.00 | 3,839.73 | 3,839.73 |

3apckp07.p PULLMAN SCHOOL DISTRICT #267 11:10 AM 01/16/25
05.24.10.00.00-010021 Check Summary PAGE: 1

CAP

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of January 22, 2025, the board, by a _____ vote, approves payments, totaling $1,875.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735503 through 26735503, totaling $1,875.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 26735503 | Structured Communications Syst | 01/23/2025 | 1,875.00 |
| 1 | Computer Check(s) For a Total of | | 1,875.00 |

| | | | | |
|---|---|---|---|---|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 1 | Computer | Checks For a Total of | 1,875.00 |
| Total For | 1 | Manual, Wire Tran, ACH & Computer Checks | | 1,875.00 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 1,875.00 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|---|---|---|---|---|---|
| 20 | Capital Projects | 0.00 | 0.00 | 1,875.00 | 1,875.00 |

3apckp07.p PULLMAN SCHOOL DISTRICT #267 11:28 AM 01/16/25
05.24.10.00.00-010021 Check Summary PAGE: 1

GF REIM

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of January 22, 2025, the board, by a _____ vote, approves payments, totaling $325.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735504 through 26735504, totaling $325.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 26735504 | Prewett, William C | 01/23/2025 | 325.00 |
| 1 | Computer Check(s) For a Total of | | 325.00 |

| | | | | |
|---|---|---|---|---|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 1 | Computer | Checks For a Total of | 325.00 |
| Total For | 1 | Manual, Wire Tran, ACH & Computer Checks | | 325.00 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 325.00 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|---|---|---|---|---|---|
| 10 | General Fund | 0.00 | 0.00 | 325.00 | 325.00 |

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of January 22, 2025, the board, by a _____ vote, approves payments, totaling $160,546.44. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735505 through 26735544, totaling $160,546.44

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 26735505 | American Arbitration Associati | 01/23/2025 | 200.00 |
| 26735506 | Avista Utilities | 01/23/2025 | 109,388.20 |
| 26735507 | Broker Builder Solutions | 01/23/2025 | 3,746.60 |
| 26735508 | Brookes Publishing Co | 01/23/2025 | 917.04 |
| 26735509 | Ccooper Services | 01/23/2025 | 570.00 |
| 26735510 | Center For Educational Effecti | 01/23/2025 | 4,922.66 |
| 26735511 | Charlies Produce | 01/23/2025 | 274.95 |
| 26735512 | Consolidated Electric | 01/23/2025 | 83.97 |
| 26735513 | Cravens Coffee | 01/23/2025 | 302.88 |
| 26735514 | Culligan Water LLC | 01/23/2025 | 469.38 |
| 26735515 | Ferguson Enterprises Inc | 01/23/2025 | 82.76 |
| 26735516 | First Step Internet | 01/23/2025 | 105.00 |
| 26735517 | Four Star Supply Co., Inc | 01/23/2025 | 165.46 |
| 26735518 | HD Supply Facilities Maint | 01/23/2025 | 75.01 |
| 26735519 | HD SUPPLY | 01/23/2025 | 3,151.27 |
| 26735520 | Hill, Paul | 01/23/2025 | 835.00 |
| 26735521 | Kimbrel Consulting Services LL | 01/23/2025 | 500.00 |
| 26735522 | King County Director's Assoc | 01/23/2025 | 485.10 |
| 26735523 | Kovanda, Rachel Cathy | 01/23/2025 | 125.00 |
| 26735524 | Kuhl Auto Parts, LLC | 01/23/2025 | 21.99 |
| 26735525 | Leader Services | 01/23/2025 | 315.00 |
| 26735526 | Level 3 Communications,LLC | 01/23/2025 | 378.49 |
| 26735527 | Lionbridge Technologies Inc. | 01/23/2025 | 62.73 |
| 26735528 | LKJ Pizza LLC | 01/23/2025 | 1,756.57 |
| 26735529 | Math Learning Center | 01/23/2025 | 75.60 |
| 26735530 | Minert & Associates, Inc. | 01/23/2025 | 718.00 |
| 26735531 | Moscow-Pullman Bldg. Supply | 01/23/2025 | 883.06 |
| 26735532 | Northwest Auto Parts | 01/23/2025 | 9.17 |
| 26735533 | OFFICE DEPOT | 01/23/2025 | 388.88 |
| 26735534 | Otis Elevator Co | 01/23/2025 | 337.33 |
| 26735535 | Palouse Locksmith | 01/23/2025 | 25.92 |
| 26735536 | Peterson, Colton James | 01/23/2025 | 476.01 |
| 26735537 | Sportzcast | 01/23/2025 | 2,300.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 26735538 | Terres, Anissa | 01/23/2025 | 3.35 |
| 26735539 | TK Elevator Corporation | 01/23/2025 | 1,467.06 |
| 26735540 | True Measure Collaborative | 01/23/2025 | 2,500.00 |
| 26735541 | US Foods, Inc. | 01/23/2025 | 14,496.08 |
| 26735542 | Walter E Nelson Co | 01/23/2025 | 3,067.42 |
| 26735543 | Whitman County Health Dept | 01/23/2025 | 1,200.00 |
| 26735544 | WIAA | 01/23/2025 | 3,663.50 |
| 40 | Computer Check(s) For a Total of | | 160,546.44 |

| | | | | |
|---|---|---|---|---|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 40 | Computer | Checks For a Total of | 160,546.44 |
| Total For | 40 | Manual, Wire Tran, ACH & Computer Checks | | 160,546.44 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 160,546.44 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|---|---|---|---|---|---|
| 10 | General Fund | 445.26 | 0.00 | 160,101.18 | 160,546.44 |

# Coversheet

## Student Transfer Requests

**Section:** IV. Consent Agenda
**Item:** D. Student Transfer Requests
**Purpose:** FYI
**Submitted by:**
**Related Material:** 2025 01.22 Regular Board Meeting - Student Transfer Requests.pdf

# SCHOOL BOARD MEETING
## STUDENT TRANSFER REQUESTS

January 22, 2025

## TRANSFER REQUESTS 2024-2025

**Released to PSD**

- No requests at this time

**Released from PSD**

- T. Druffel, Grade 6, Released to Spokane Virtual Academy in the Spokane School District – renewal
- L. Turner, Grade 10, Released to Discover Virtual School in the Clarkston School District – new
- T. Taylor, Grade 6, Released to Leonard M Jennings Elementary in the Colfax School District – new
- Av. Taylor, Grade 2, Released to Leonard M Jennings Elementary in the Colfax School District – new
- As. Taylor, Grade 4, Released to Leonard M Jennings Elementary in the Colfax School District – new
- N. Moran, Grade 2, Released to Washington Connections Academy in the Mary M Knight School District – renewal
- E. Diaz Rodriguez, Grade 8, Released to Insight School of Washington in the Quillayute Valley School District – new

**Rescinded (Revoked)**

- M. Stately, Grade 10, Rescinded from Washington Virtual Academy in the Omak School District

# Coversheet

## Budget Status Report

**Section:** IV. Consent Agenda
**Item:** E. Budget Status Report
**Purpose:**
**Submitted by:**
**Related Material:** Budget Status Report - December 2024.pdf

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of December, 2024

| A. REVENUES/OTHER FIN. SOURCES | ANNUAL BUDGET | ACTUAL FOR MONTH | ACTUAL FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
|---|---|---|---|---|---|---|
| 1000 Local Taxes | 5,817,000 | 30,141.90 | 2,121,323.81 | | 3,695,676.19 | 36.47 |
| 2000 Local Support Non Tax | 873,850 | 35,751.64 | 389,564.40 | | 484,285.60 | 44.58 |
| 3000 State Revenue-General Purpose | 26,969,312 | 2,398,101.34 | 8,426,135.49 | | 18,543,176.51 | 31.24 |
| 4000 State Revenue-Special Purpose | 6,957,089 | 594,833.88 | 2,037,403.55 | | 4,919,685.45 | 29.29 |
| 5000 Federal Revenue-General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 6000 Federal Revenue-Special Purpose | 2,208,724 | 117,516.71 | 386,128.80 | | 1,822,595.20 | 17.48 |
| 7000 Other School Districts | 24,000 | .00 | .00 | | 24,000.00 | 0.00 |
| 8000 Other Entities | 515,500 | .00 | .00 | | 515,500.00 | 0.00 |
| 9000 Other Financing Sources | 0 | .00 | .00 | | .00 | 0.00 |
| Total REVENUES/OTHER FIN. SOURCES | 43,365,475 | 3,176,345.47 | 13,360,556.05 | | 30,004,918.95 | 30.81 |
| B. EXPENDITURES | | | | | | |
| 00 Regular Instruction | 23,963,593 | 1,816,104.60 | 7,998,448.24 | 13,961,045.72 | 2,004,099.04 | 91.64 |
| 10 Federal Stimulus | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 20 Special Ed Instruction | 5,312,563 | 447,953.46 | 1,807,264.67 | 3,495,152.36 | 10,145.97 | 99.81 |
| 30 Vocational Ed Instruction | 1,619,215 | 150,364.83 | 563,079.47 | 920,654.52 | 135,481.01 | 91.63 |
| 40 Skills Center Instruction | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 50+60 Compensatory Education Instruction | 2,176,761 | 155,230.88 | 632,031.57 | 1,160,247.77 | 384,481.66 | 82.34 |
| 70 Other Instruction Programs | 752,390 | 6,072.84 | 30,238.04 | 45,738.07 | 676,413.89 | 10.10 |
| 80 Community Services | 39,000 | .00 | .00 | 0.00 | 39,000.00 | 0.00 |
| 90 Support Services | 10,904,431 | 895,638.61 | 4,228,209.96 | 5,719,333.53 | 956,887.51 | 91.22 |
| Total EXPENDITURES | 44,767,953 | 3,471,365.22 | 15,259,271.95 | 25,302,171.97 | 4,206,509.08 | 90.60 |
| C. OTHER FIN. USES TRANS. OUT (GL 536) | 0 | .00 | .00 | | | |
| D. OTHER FINANCING USES (GL 535) | 0 | .00 | .00 | | | |
| E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D) | 1,402,478- | 295,019.75- | 1,898,715.90- | | 496,237.90- | 35.38 |
| F. TOTAL BEGINNING FUND BALANCE | 3,467,707 | | 4,242,571.87 | | | |
| G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-) | XXXXXXXXX | | .00 | | | |
| H. TOTAL ENDING FUND BALANCE (E+F + OR - G) | 2,065,229 | | 2,343,855.97 | | | |

I. ENDING FUND BALANCE ACCOUNTS:

| | | | |
|---|---|---|---|
| G/L 810 | Restricted For Other Items | 0 | .00 |
| G/L 815 | Restricted for Unequalized Dedu | 0 | .00 |
| G/L 821 | Restricted for Carryover of Res | 0 | 37,926.49 |
| G/L 823 | Restricted for Carryover of Tra | 0 | .00 |
| G/L 825 | Restricted for Skills Center | 0 | .00 |
| G/L 828 | Restricted for C/O of FS Rev | 0 | .00 |
| G/L 830 | Restricted for Debt Service | 0 | .00 |
| G/L 835 | Restrictd For Arbitrage Rebate | 0 | .00 |
| G/L 840 | Nonspnd FB - Invent/Prepd Itms | 3,311 | 7,550.18 |
| G/L 845 | Restricted for Self Insurance | 0 | .00 |
| G/L 850 | Restricted for Uninsured Risks | 0 | .00 |
| G/L 870 | Committed to Other Purposes | 0 | .00 |
| G/L 872 | Commitd to Min Fnd Bal Policy | 0 | .00 |
| G/L 873 | Committed to Depreciation Sub-F | 0 | .00 |
| G/L 875 | Assigned Contingencies | 0 | .00 |
| G/L 884 | Assigned to Other Cap Projects | 0 | .00 |
| G/L 888 | Assigned to Other Purposes | 0 | .00 |
| G/L 890 | Unassigned Fund Balance | 1,288,179- | 926,445.56- |
| G/L 891 | Unassigned Min Fnd Bal Policy | 3,350,097 | 3,224,824.86 |
| | TOTAL | 2,065,229 | 2,343,855.97 |

| 3wa6amswa12.p 18-4 | PULLMAN SCHOOL DISTRICT #267 | 01/10/25 | Page:1 |
|---|---|---|---|
| 05.24.10.00.01 | 2024-2025 Budget Status Report | | 8:25 AM |

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of December, 2024

| A. REVENUES/OTHER FIN. SOURCES | ANNUAL BUDGET | ACTUAL FOR MONTH | ACTUAL FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
|---|---|---|---|---|---|---|
| 1000 Local Taxes | 255,000 | 1,137.41 | 80,043.37 | | 174,956.63 | 31.39 |
| 2000 Local Support Non-Tax | 114,800 | 9,887.17 | 46,802.58 | | 67,997.42 | 40.77 |
| 3000 State Revenue-General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 4000 State Revenue-Special Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 5000 Federal Revenue-General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 6000 Federal Revenue-Special Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 7000 Other School Districts | 0 | .00 | .00 | | .00 | 0.00 |
| 8000 Other Entities | 0 | .00 | .00 | | .00 | 0.00 |
| 9000 Other Financing Sources | 0 | .00 | .00 | | .00 | 0.00 |
| Total REVENUES/OTHER FIN. SOURCES | 369,800 | 11,024.58 | 126,845.95 | | 242,954.05 | 34.30 |
| B. EXPENDITURES | | | | | | |
| 10 Sites | 0 | .00 | 12,000.00 | 0.00 | 12,000.00- | 0.00 |
| 20 Buildings | 2,138,800 | .00 | 13,644.12 | 0.00 | 2,125,155.88 | 0.64 |
| 30 Equipment | 255,686 | 622.58 | 41,069.95 | 5,134.27 | 209,481.78 | 18.07 |
| 40 Energy | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 50 Sales & Lease Expenditure | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 60 Bond Issuance Expenditure | 4,500 | .00 | .00 | 0.00 | 4,500.00 | 0.00 |
| 90 Debt | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| Total EXPENDITURES | 2,398,986 | 622.58 | 66,714.07 | 5,134.27 | 2,327,137.66 | 2.99 |
| C. OTHER FIN. USES TRANS. OUT (GL 536) | 0 | .00 | .00 | | | |
| D. OTHER FINANCING USES (GL 535) | 0 | .00 | .00 | | | |
| E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D) | 2,029,186- | 10,402.00 | 60,131.88 | | 2,089,317.88 | 102.96- |
| F. TOTAL BEGINNING FUND BALANCE | 2,479,149 | | 2,564,458.65 | | | |
| G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-) | XXXXXXXXX | | .00 | | | |
| H. TOTAL ENDING FUND BALANCE (E+F + OR - G) | 449,963 | | 2,624,590.53 | | | |

I. ENDING FUND BALANCE ACCOUNTS:

| | | |
|---|---|---|
| G/L 810 Restricted For Other Items | 0 | .00 |
| G/L 825 Restricted for Skills Center | 0 | .00 |
| G/L 830 Restricted for Debt Service | 0 | .00 |
| G/L 835 Restrictd For Arbitrage Rebate | 0 | .00 |
| G/L 840 Nonspnd FB - Invent/Prepd Itms | 0 | .00 |
| G/L 850 Restricted for Uninsured Risks | 0 | .00 |
| G/L 861 Restricted from Bond Proceeds | 35,830 | 1,702,953.54 |
| G/L 862 Committed from Levy Proceeds | 255,000- | 10,368.13- |
| G/L 863 Restricted from State Proceeds | 0 | .00 |
| G/L 864 Restricted From Federal Proceed | 0 | .00 |
| G/L 865 Restricted from Other Proceeds | 0 | .00 |
| G/L 866 Restricted from Impact Proceeds | 0 | .00 |
| G/L 867 Restricted from Mitigation Fee | 0 | .00 |
| G/L 869 Restricted from Undistributed P | 0 | .00 |
| G/L 870 Committed to Other Purposes | 0 | .00 |
| G/L 889 Assigned to Fund Purposes | 669,133 | 932,005.12 |
| G/L 890 Unassigned Fund Balance | 0 | .00 |
| TOTAL | 449,963 | 2,624,590.53 |

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of December, 2024

| | ANNUAL | ACTUAL | ACTUAL | | | |
|---|---|---|---|---|---|---|
| A. REVENUES/OTHER FIN. SOURCES | BUDGET | FOR MONTH | FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
| 1000 Local Taxes | 7,119,300 | 41,779.27 | 2,942,779.96 | | 4,176,520.04 | 41.34 |
| 2000 Local support Non-Tax | 85,000 | 1,159.21 | 47,692.71 | | 37,307.29 | 56.11 |
| 3000 State Revenue-General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 5000 Federal Revenue-General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 9000 Other Financing Sources | 0 | .00 | .00 | | .00 | 0.00 |
| Total REVENUES/OTHER FIN. SOURCES | 7,204,300 | 42,938.48 | 2,990,472.67 | | 4,213,827.33 | 41.51 |
| B. EXPENDITURES | | | | | | |
| Matured Bond Expenditures | 4,680,000 | 4,680,000.00 | 4,680,000.00 | 0.00 | .00 | 100.00 |
| Interest on Bonds | 2,560,116 | 1,336,607.68 | 1,336,607.68 | 0.00 | 1,223,508.32 | 52.21 |
| Interfund Loan Interest | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| Bond Transfer Fees | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| Arbitrage Rebate | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| Underwriter's Fees | 10,000 | .00 | 1,400.00 | 0.00 | 8,600.00 | 14.00 |
| Total EXPENDITURES | 7,250,116 | 6,016,607.68 | 6,018,007.68 | 0.00 | 1,232,108.32 | 83.01 |
| C. OTHER FIN. USES TRANS. OUT (GL 536) | 0 | .00 | .00 | | | |
| D. OTHER FINANCING USES (GL 535) | 0 | .00 | .00 | | | |
| E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D) | 45,816- | 5,973,669.20- | 3,027,535.01- | | 2,981,719.01- | > 1000 |
| F. TOTAL BEGINNING FUND BALANCE | 3,984,549 | | 3,811,793.58 | | | |
| G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-) | XXXXXXXXX | | .00 | | | |
| H. TOTAL ENDING FUND BALANCE (E+F + OR - G) | 3,938,733 | | 784,258.57 | | | |
| I. ENDING FUND BALANCE ACCOUNTS: | | | | | | |
| G/L 810 Restricted for Other Items | 0 | | .00 | | | |
| G/L 830 Restricted for Debt Service | 3,938,733 | | 784,258.57 | | | |
| G/L 835 Restrictd For Arbitrage Rebate | 0 | | .00 | | | |
| G/L 870 Committed to Other Purposes | 0 | | .00 | | | |
| G/L 889 Assigned to Fund Purposes | 0 | | .00 | | | |
| G/L 890 Unassigned Fund Balance | 0 | | .00 | | | |
| TOTAL | 3,938,733 | | 784,258.57 | | | |

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of December, 2024

| | ANNUAL BUDGET | ACTUAL FOR MONTH | ACTUAL FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
|---|---|---|---|---|---|---|
| A. REVENUES | | | | | | |
| 1000 General Student Body | 236,105 | 4,952.41 | 81,577.20 | | 154,527.80 | 34.55 |
| 2000 Athletics | 153,970 | 7,710.92 | 73,095.74 | | 80,874.26 | 47.47 |
| 3000 Classes | 13,400 | .00 | .00 | | 13,400.00 | 0.00 |
| 4000 Clubs | 125,900 | 993.25 | 75,964.25 | | 49,935.75 | 60.34 |
| 6000 Private Moneys | 7,000 | 3,402.48 | 3,522.48 | | 3,477.52 | 50.32 |
| Total REVENUES | 536,375 | 17,059.06 | 234,159.67 | | 302,215.33 | 43.66 |
| B. EXPENDITURES | | | | | | |
| 1000 General Student Body | 258,725 | 4,551.82 | 17,941.67 | 10,546.98 | 230,236.35 | 11.01 |
| 2000 Athletics | 233,307 | 15,671.25 | 53,300.33 | 26,040.12 | 153,966.55 | 34.01 |
| 3000 Classes | 13,640 | 280.71 | 280.71 | 0.00 | 13,359.29 | 2.06 |
| 4000 Clubs | 209,055 | 9,296.51 | 65,219.81 | 14,463.46 | 129,371.73 | 38.12 |
| 6000 Private Moneys | 7,000 | .00 | .00 | 0.00 | 7,000.00 | 0.00 |
| Total EXPENDITURES | 721,727 | 29,800.29 | 136,742.52 | 51,050.56 | 533,933.92 | 26.02 |
| C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B) | 185,352- | 12,741.23- | 97,417.15 | | 282,769.15 | 152.56- |
| D. TOTAL BEGINNING FUND BALANCE | 543,116 | | 525,766.31 | | | |
| E. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-) | XXXXXXXXX | | .00 | | | |
| F. TOTAL ENDING FUND BALANCE C+D + OR - E) | 357,764 | | 623,183.46 | | | |
| G. ENDING FUND BALANCE ACCOUNTS: | | | | | | |
| G/L 810 Restricted for Other Items | 0 | | .00 | | | |
| G/L 819 Restricted for Fund Purposes | 357,764 | | 623,183.46 | | | |
| G/L 840 Nonspnd FB - Invent/Prepd Itms | 0 | | .00 | | | |
| G/L 850 Restricted for Uninsured Risks | 0 | | .00 | | | |
| G/L 870 Committed to Other Purposes | 0 | | .00 | | | |
| G/L 889 Assigned to Fund Purposes | 0 | | .00 | | | |
| G/L 890 Unassigned Fund Balance | 0 | | .00 | | | |
| TOTAL | 357,764 | | 623,183.46 | | | |

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of December, 2024

| A. REVENUES/OTHER FIN. SOURCES | ANNUAL BUDGET | ACTUAL FOR MONTH | ACTUAL FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
|---|---|---|---|---|---|---|
| 1000 Local Taxes | 0 | .00 | .00 | | .00 | 0.00 |
| 2000 Local Support Non Tax | 21,000 | 2,510.29 | 9,884.27 | | 11,115.73 | 47.07 |
| 3000 State Revenue-General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 4000 State Revenue-Special Purpose | 553,391 | .00 | .00 | | 553,391.00 | 0.00 |
| 5000 Federal Revenue-General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 6000 Federal, Special Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 8000 Other Entities | 0 | .00 | .00 | | .00 | 0.00 |
| 9000 Other Financiing Sources | 0 | .00 | .00 | | .00 | 0.00 |
| A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS) | 574,391 | 2,510.29 | 9,884.27 | | 564,506.73 | 1.72 |
| B. 9900 TRANSFERS IN FROM GF | 0 | .00 | .00 | | .00 | 0.00 |
| C. Total REV./OTHER FIN. SOURCES | 574,391 | 2,510.29 | 9,884.27 | | 564,506.73 | 1.72 |
| D. EXPENDITURES | | | | | | |
| Type 30 Equipment | 686,000 | .00 | .00 | 160,916.00 | 525,084.00 | 23.46 |
| Type 40 Energy | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| Type 60 Bond/Levy Issuance and/or Electi | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| Type 90 Debt | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| Total EXPENDITURES | 686,000 | .00 | .00 | 160,916.00 | 525,084.00 | 23.46 |
| E. OTHER FIN. USES TRANS. OUT (GL 536) | 0 | .00 | .00 | | | |
| F. OTHER FINANCING USES (GL 535) | 0 | .00 | .00 | | | |
| G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F) | 111,609- | 2,510.29 | 9,884.27 | | 121,493.27 | 108.86- |
| H. TOTAL BEGINNING FUND BALANCE | 644,526 | | 651,880.55 | | | |
| I. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-) | XXXXXXXXX | | .00 | | | |
| J. TOTAL ENDING FUND BALANCE (G+H + OR - I) | 532,917 | | 661,764.82 | | | |

K. ENDING FUND BALANCE ACCOUNTS:

| | | |
|---|---|---|
| G/L 810 Restricted For Other Items | 0 | .00 |
| G/L 819 Restricted for Fund Purposes | 532,917 | 661,764.82 |
| G/L 830 Restricted for Debt Service | 0 | .00 |
| G/L 835 Restrictd For Arbitrage Rebate | 0 | .00 |
| G/L 850 Restricted for Uninsured Risks | 0 | .00 |
| G/L 889 Assigned to Fund Purposes | 0 | .00 |
| G/L 890 Unassigned Fund Balance | 0 | .00 |
| TOTAL | 532,917 | 661,764.82 |

# Coversheet

## ASB Fundraiser

**Section:** IV. Consent Agenda
**Item:** F. ASB Fundraiser
**Purpose:**
**Submitted by:**
**Related Material:** Fundraiser Activity Form- PHS Key Club 1.13.25.pdf
ASB Fundraiser - PHS ASB TOLO 1.22.25.pdf

# Fundraising/Activity Form

☐ ASB ☒ ASB Charitable ☐ General Fund

**A. Proposal: Pre-Approval of Fundraiser** *(at least TWO weeks prior to fundraiser)*

School: PHS Group Name: Key Club Account #: 4010

Proposed Fundraising Activity: Sell Faux roses at lunches + basketball game.

Intended Use of Proceeds: All proceeds will go to SEAD Initiative

Estimated Revenues:$ 150 Estimated

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: *0, roses left from last year

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☒ No ☐
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 2/13/2025 End: 2/14/2025

Team/Club Leader (student): Audrey Tan *(Signature & Date)* ASB Bookkeeper (staff): 1/13/25 *(Signature & Date)*

Coach/Club Advisor (staff): Kristen Cox-Sitton *(Signature & Date)* Principal's *Pre-Approval*: Debbie Crabtree 1-13-25 *(Signature & Date)*

Student Leadership(student): Ava Bann *(Signature & Date)* Activity Coordinator: 1/13/25 *(Signature & Date)*

**B. Steps Following Approval:** ***Request must be approved BEFORE event can take place.***

1. Order all needed materials or supplies with a Purchase Order through the Bookkeeper.
2. If needed, complete a Contract with vendor after obtaining Purchase Order approval.
3. Request a cash-box from the ASB Bookkeeper *(if needed)*.
4. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for goods being sold.
5. Obtain appropriate record keeping forms from ASB Bookkeeper *(all forms must accompany money)*.
6. Turn all money **INTACT** into ASB Bookkeeper for deposit. **Do not take expenses from money collected.**

**C. Accounting Summary of Fundraiser (Reconciliation)**

1. Estimated Revenue *(from section A above)*: $ 3/Rose
2. Total Actual Revenue Received (amount you should have collected based on actual sales) $ 150
3. Total Cost of Goods Sold *(your cost for items sold)* $ 0
4. Other Expenses*(decorations, supplies, etc.)* $
5. Total Expenditures $ *(line 3 plus line 4)*
6. Net Profit *(loss)* $ *(line 2 less line 5)*

**D. Final Approval of Reconciliation**

I hereby certify that the above accounting information is complete and accurate:

Team/Club Leader (student): *(Signature & Date)* ASB Bookkeeper (staff): *(Signature & Date)*

Coach/Club Advisor (staff): *(Signature & Date)* Principal: *(Signature & Date)*

Activity Coordinator: *(Signature & Date)*

Once Completed: Copies to the following: ASB Bookkeeper and ASB group/activity



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# Fundraising/Activity Form

☒ ASB ☐ ASB Charitable ☐ General Fund

**A. Proposal: Pre-Approval of Fundraiser** (*at least TWO weeks prior to fundraiser*) 3005

School: PHS Group Name: Sophomore Class Account #: 006

Proposed Fundraising Activity: PHS Tolo

Intended Use of Proceeds: To gain money for grade activities.

Estimated Revenues:$ 2000 Estimated 1000

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 1000

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☒
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 1/27/25 End: 2/8/25

Team/Club Leader (student): [signature] 1/16/25 ASB Bookkeeper (staff): [signature] 1/16/25
*(Signature & Date)* *(Signature & Date)*

Coach/Club Advisor (staff): [signature] 1/16/25 Principal's ***Pre-Approval***: [signature] 1/16/25
*(Signature & Date)* *(Signature & Date)*

Student Leadership(student): [signature] 1/16/25 Activity Coordinator: [signature] 1/16/25
*(Signature & Date)* *(Signature & Date)*

**B. Steps Following Approval:** ***Request must be approved BEFORE event can take place.***

1. Order all needed materials or supplies with a Purchase Order through the Bookkeeper.
2. If needed, complete a Contract with vendor after obtaining Purchase Order approval.
3. Request a cash-box from the ASB Bookkeeper *(if needed)*.
4. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for goods being sold.
5. Obtain appropriate record keeping forms from ASB Bookkeeper *(all forms must accompany money)*.
6. Turn all money **INTACT** into ASB Bookkeeper for deposit. **Do not take expenses from money collected**.

**C. Accounting Summary of Fundraiser (Reconciliation)**

1. Estimated Revenue *(from section A above)*: $ ----------
2. Total Actual Revenue Received (amount you should have collected based on actual sales) $ _____
3. Total Cost of Goods Sold *(your cost for items sold)* $ _____
4. Other Expenses*(decorations, supplies, etc.)* $ _____
5. Total Expenditures _____ $ _____ *(line 3 plus line 4)*
6. Net Profit *(loss)* $ _____ *(line 2 less line 5)*

**D. Final Approval of Reconciliation**

I hereby certify that the above accounting information is complete and accurate:

Team/Club Leader (student): _____ ASB Bookkeeper (staff): _____
*(Signature & Date)* *(Signature & Date)*

Coach/Club Advisor (staff): _____ Principal: _____
*(Signature & Date)* *(Signature & Date)*

Activity Coordinator: _____
*(Signature & Date)*

Once Completed: Copies to the following: ASB Bookkeeper and ASB group/activity

# Coversheet

## Overnight Field Trip Requests

**Section:** IV. Consent Agenda
**Item:** G. Overnight Field Trip Requests
**Purpose:**
**Submitted by:**
**Related Material:** Overnight Field Trip Request - PHS DECA Bellevue FEB-MAR 2025.pdf
Overnight Field Trip Request - PHS Golf Walla Walla MAR 2025.pdf
Overnight Field Trip Request - PHS FCCLA Spokane MAR 2025.pdf

# Pullman School District Form 2320F



**Overnight Field Trip Request**

**Teacher/Group Requesting:** PHS DECA

Please fill in the following information as part of the approval process and submit to the superintendent's office:

1. Number of students involved: Up to 55
2. Purpose of trip: State DECA
3. Destination: Bellevue, WA

   Is this a result of competition: ☒ Yes ☐ No
4. Housing (Motel, Private Houses, etc.):

   Hotels
5. Number of chaperones: Up to 5

   Names of chaperones:
   Melissa Mayer, and TBD (WA DECA 1:10 rule)
6. Cost and method of payment (including any cost to students):

   ☒ ASB ☐ Principal ☐ Fund Raiser ☒ Other DECA Funds, Boosters

   Cost to student: $~160 Total Cost: $~14,000
7. Date(s) and time of departure and return: Leave morning of 2/28

   Return on 3/1
8. Insurance implications: n/a
9. Method of transportation:

   ☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles

   ☐ Other (i.e. airplane, train, etc.)

Signature of Advisor/Coach: Melissa Mayer

Signature of Building Principal: Debbie Crabtree

Signature of Superintendent:

Board Action: Date:

# Pullman School District Form 2320F



**Overnight Field Trip Request**

**Teacher/Group Requesting:** **PHS Girls & Boys Golf**

Please fill in the following information as part of the approval process and submit to the superintendent's office:

1. Number of students involved: 10, 5 each team
2. Purpose of trip: Golf Invitational Tournament
3. Destination: Walla Walla

   Is this a result of competition: ☐ Yes ☒ No
4. Housing (Motel, Private Houses, etc.):

   Hotel: La Quinta Inn & Suites by Wyndham, Walla Walla
5. Number of chaperones: 2

   Names of chaperones:
   John Willy

   Eric Martin
6. Cost and method of payment (including any cost to students):

   ☒ ASB ☐ Principal ☐ Fund Raiser ☐ Other

   Cost to student: $150 Total Cost: $1500
7. Date(s) and time of departure and return:

   3/10/~~24~~25, 6:30am - 3/11/~~24~~25, 6:00pm
8. Insurance implications: NA
9. Method of transportation:

   ☐ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles

   ☒ Other (i.e. airplane, train, etc.) 2 school vans

Signature of Advisor/Coach:

Signature of Building Principal: Debbie Crabtree

Signature of Superintendent:

Board Action: Date:

# Pullman School District Form 2320F



**Overnight Field Trip Request**

**Teacher/Group Requesting:** Bogle / Bickelhaupt FCCLA

Please fill in the following information as part of the approval process and submit to the superintendent's office:

1. Number of students involved: 24
2. Purpose of trip: FCCLA (state competition)
3. Destination: Spokane, WA

   Is this a result of competition: ☒ Yes ☐ No
4. Housing (Motel, Private Houses, etc.):

   Double Tree Hotel
5. Number of chaperones: 2

   Names of chaperones:

   Alfaira Bogle

   Jill Bickelhaupt
6. Cost and method of payment (including any cost to students):

   ☐ ASB ☐ Principal ☒ Fund Raiser ☐ Other _____

   Cost to student: $ 230.00 Total Cost: $ _____
7. Date(s) and time of departure and return: 3/4/25 - 3/7/25

   4pm (Tues) 3pm (Fri)
8. Insurance implications: _____
9. Method of transportation:

   ☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles

   ☐ Other (i.e. airplane, train, etc.) _____

Signature of Advisor/Coach: A Bogle

Signature of Building Principal: Debbie Crabbe

Signature of Superintendent: Robert Maxwell

Board Action: _____ Date: _____

# Coversheet

## Psychology Text Adoption

**Section:** V. Action Items
**Item:** A. Psychology Text Adoption
**Purpose:** Vote
**Submitted by:**
**Related Material:** ES Psychology Text Adoption 1.8.25.pdf

*To Ensure Learning While Challenging and Supporting Each Student to Achieve Full Potential*

**Pullman School District No. 267 ● 240 SE Dexter ● Pullman, WA 99163 ● (509) 332-3581**

# *Psychology Text Adoption*

**Executive Summary**

**January 8, 2025**

***Roberta Kramer***

*Assistant Superintendent*

**Background:**

Pullman High School offers Psychology as a dual credit college in the high school course. The text for this course is outdated. To align the course with University of Washington standards, the text reviewed was the latest edition of the text we had adopted in the past. The text, Psychology in Your Life W.W. Norton and Company (2022), is recommended to the board for approval. This text was approved by the Curriculum Advisory Committee on December 9, 2024 and was made available for public review on December 17 and 18, 2024.

**Recommended Board Action:**

Approval of the Psychology text, Psychology in Your Life.

**Motion to Approve**

I move that we approve Psychology in Your Life, for use in the Psychology class at Pullman High School.

❑ Approved ❑ Not Approved

**Date:** _____

**Board Secretary Signature:** _____

# Coversheet

## Board Communication Plan

**Section:** V. Action Items
**Item:** B. Board Communication Plan
**Purpose:** Vote
**Submitted by:**
**Related Material:** ES Board Communication Plan.pdf
Board of Directors Communication Plan 2024-2025.pdf

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**Pullman School District No. 267 ● 240 SE Dexter ● Pullman, WA 99163 ● (509) 332-3581**

# *School Board Directors Communication Plan*

**Executive Summary**

**December 23, 2024**

***By Bob Maxwell***

*Superintendent*

**Background:**

During the December 4, 2024 Board Work Session, which included a presentation on Communication Strategies for School Leaders. The board of directors discussed developing a communication plan to enhance internal and external communication within the district.

This communication plan is designed to address identified potential gaps and opportunities in district communication. By implementing these strategies, the Pullman School District can build stronger relationships with stakeholders, increase transparency, and support the district's goals more effectively.

**Recommended Board Action:**

I recommend approval of the Board Communication Plan.

**Motion to Approve**

I move to approve the Board Communication Plan as presented.

❑ Approved ❑ Not Approved

**Date:** _____

**Board Secretary Signature:** _____

*June - December* **2024**

# Board of Directors Communication Plan

| June | September | October | November | December |
|---|---|---|---|---|
| | | | **Finance Committee Meeting** | |
| **End of Year Staff BBQ & Presentation** "Why are we in a Budget Bind?" | **Community Update Article** *"Curious About School Funding?"* | **State of the District Presentations** PTA/PTO/Booster Clubs | **Supt. Newsletter** *"Addressing Funding Crisis in Public Education"* | **Superintendent Op. Ed.** Spokesman Review |
| | **Joint Meeting with Superintendent, Board, & Eastern WA Legislators** | **Staff Meeting Presentations** *"School Funding Dilemma"* | | **Joint Communication to Staff from Supt. and Board** |
| | **Supt. Newsletter** Statewide Core Issues - WA School Funding | | | |
| | | **Board Program Report** Elem. School Improvement Plans | **Board Program Report** Classified Employee Award Year-End Finance Report Secondary SIP Plans WSSDA Conference | |

- **Board Liaison:**
  - Provides Spring PTA-PTO-Booster Club Report
- **Board President with a Board Member & Superintendent Weekly Meeting**
  - Wednesdays, 4:30pm-5:30pm
- **Staff Weekly Report** - 3:00pm, Thursdays
- **Family Weekly Report** - 4:00pm, Fridays
- **Superintendent Monthly Newsletter**
  - *Board of Directors Information Section, submit 2 business days before the last business day of the month*

*January - May* **2025**

# Board of Directors Communication Plan

| January | February | March | April | May |
|---|---|---|---|---|
| **Finance Committee Meeting** | **Finance Committee Meeting** | **Finance Committee Meeting** | **Finance Committee Meeting** | **Finance Committee Meeting** |
| **Community Update Article**<br>Nathan Roberts | **Community Update Article**<br>Arron Carter | **Community Update Article**<br>Amanda Tanner | **Community Update Article**<br>District - Juston Pollestad | **Community Update Article**<br>Nathan Roberts |
| **Staff Meeting Presentations**<br>*Supt & Board Member* | **Joint Communication to Staff from Supt. and Board** | **Board Listening Session**<br>Topic: School Finances/Budget | | **Joint Communication to Staff from Supt. and Board** |
| **Chamber of Commerce Presentation**<br>*State of the District/Aquatic Center* | **Presentation to ASB & Student Ambassadors** | **Spring Board Dinner (March or April)** | | **Communication about School/District Website Change** |
| **Legislative Conference**<br>*Superintendent* | **Enrollment for Next School Year Opens** | **Communication about School/District Website Change** | **Budget & Post Legislative Session Update**<br>PTA/PTO/Booster Clubs | |
| **Budget & Legislative Update Presentation**<br>PTA/PTO/Booster Clubs | | **Survey** | **Staff Meeting Presentations**<br>Post Legislative Session & Budget Impacts Update | |
| **Board Program Report**<br>Board Operating Protocols<br>Supt. Evaluation | **Board Program Report**<br>Board Goals & Strategic Plan<br>Supt. Contract Renewal<br>Board Financial Disclosures | **Board Program Report**<br>National Board Cert. Teachers | **Board Program Report**<br>Dedicated Teacher/Team Award | **Board Program Report**<br>Review Board Calendar<br>Filing Open Board Positions |

- **Board Liaison:**
  - Provides Spring PTA-PTO-Booster Club Report
- **Board President with a Board Member & Supt. Weekly Meeting**
  - **Weekly:** Wednesdays, 4:30pm-5:30pm
- **Staff Weekly Report** - 3:00pm, Thursdays
- **Family Weekly Report** - 4:00pm, Fridays
- **Supt. Monthly Newsletter w/Board Feature**
  - *Board of Directors Information Section, submit 2 business days before the last business day of the month*

*June - October* **2025**

# Board of Directors Communication Plan

| June | July | August | September | Oct |
|---|---|---|---|---|
| **Finance Committee Meeting** | | | | |
| **Community Update Article**<br>Amanda Tanner<br>**District Cover Page* | **Community Update Article**<br>Craig Nelson | **Community Update Article**<br>Arron Carter | **Community Update Article**<br>TBD<br>**District Cover Page* | **Community Update Article**<br>TBD |
| **EOY Staff Presentation**<br>Budget Impacts Update | **Annual School Board Retreat**<br>*with Finance Update* | | | **Board Listening Session** |
| **Reminder Communication about School/District Website Change** | **New District ParentSquare Website Launches July 1** | | **Fall Board Dinner (September or October)** | |
| **Reminder: Enrollment for Next School Year** | | | | |
| **Board Program Report**<br>Summary of SIP Progress<br>Supt EOY Evaluation | **Board Program Report**<br>Board Committee Rep. Assigned<br>Budget: Presentation | **Board Program Report**<br>Affirmative Action<br>Budget: Public Hearing | **Board Program Report**<br>Program Compliance | **Board Program Report**<br>Elem. School Improvement Plans |

- **Board Liaison:**
  - Provides Spring PTA-PTO-Booster Club Report
- **Board President with a Board Member & Supt. Weekly Meeting**
  - **Weekly:** Wednesdays, 4:30pm-5:30pm
- **Staff Weekly Report** - 3:00pm, Thursdays
- **Family Weekly Report** - 4:00pm, Fridays
- **Supt. Monthly Newsletter w/Board Feature**
  - *Board of Directors Information Section, submit 2 business days before the last business day of the month*

# Coversheet

## 3141 Nonresident Students

**Section:** V. Action Items
**Item:** C. 3141 Nonresident Students
**Purpose:** Vote
**Submitted by:**
**Related Material:** ES 3141 Nonresident Students 1.8.25.pdf
3141 Nonresident Students 1.22.25.pdf

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**Pullman School District No. 267 ● 240 SE Dexter ● Pullman, WA 99163 ● (509) 332-3581**

# *3141 Non-Resident Students*

**Executive Summary**

**January 8, 2025**

***By Bob Maxwell***

*Superintendent*

**Background:**

To align Pullman School District's Policy 3141 "Non-Resident Students," with the Washington State School Directors' Association (WSSDA)'s current model policy language and update language per legal counsels recommendation. In addition, 3141F Out-of-District Transfer Form has been updated to include a Choice Student Contract as a new section to the form.

**Recommended Board Action:**

I recommend approval of Policy 3141.

**Motion to Approve**

I move to approve Policy 3141 as presented.

❑ Approved ❑ Not Approved

**Date:** _____

**Board Secretary Signature:** _____

# Pullman School District Board Policy 3141



**STUDENTS**

## Non-Resident Students

The Pullman School District Board of Directors annually will inform parents of the inter-district enrollment options and parental involvement opportunities. Information on inter-district acceptance policies will be provided to nonresidents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form. The district will not charge any transfer fees or tuition costs for enrolling eligible nonresident students.

Consistent with Chapter 28A.225 RCW, any prospective student who resides outside the district may apply to attend a school in the district or may file the parental declaration of intent to provide home-based instruction and enroll for ancillary services. All applications for nonresident attendance or home-based instruction will be considered on an equal basis.

A parent (or guardian) will apply for admission on behalf of ~~his or her~~their child by completing the Annual Request for Release and Application for Nonresident Admission (Form 3141F) located on the district website. The superintendent will develop an application form which contains information including, but not limited to, the current legal residence of the child and the school district in which ~~he or she is~~they are currently enrolled or receiving home-based instruction, basis for requesting release from the resident district and the specific building and grade level (elementary), course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

The district must use the Standard Choice Transfer System in the Education Data System (EDS) to process those requests for student transfer enrollment into online or alternative learning experience programs or schools.

A student who resides in a district that does not operate a secondary program will be permitted to enroll in secondary schools in this district in accordance with state law and regulation relating to the financial responsibility of the resident district.

### I. Standards for accepting or rejecting an application

~~1.0~~ The ~~Superintendent~~ superintendent or the superintendent's designee will accept or reject an application for nonresident admission based upon the following standards:

~~1.1~~ A. Whether acceptance of a nonresident student would result in the district experiencing ~~significant~~ a financial hardship, which may include, but is not limited to, consider of:

~~("financial hardship" does not include routine programmatic costs associated with serving additional disabled or non-disabled students);~~

~~1.2~~ 1. Whether ~~in~~ the grade level or class at the building in which the student desires to be enrolled has the capacity or space for additional students; and/or

2. Whether appropriate educational programs or services are available to improve the student's condition as stated in ~~requesting~~ the release from ~~his or her~~their district of residence;

~~1.3~~ B. Whether the student's disciplinary records indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes).

~~1.4~~ C. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district's policy for readmission of expelled students; and

~~1.5~~ D. Whether enrollment of a nonresident student would conflict with a district innovation academy cooperative under RCW 28A.340.080.

~~1.6~~ E. Whether the student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

**II. Admission or denial: Notice of decision and appeal of decision**

The superintendent or the superintendent's designee, in a timely manner will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application. If the student is to be admitted, the superintendent or the superintendent's designee will notify the resident district and make necessary arrangements for the transfer of student records.

When a student is accepted, the student and the parent or guardian must sign the Pullman School District Choice Student Contract in Section III of Form 3141F Annual Request for Release and Application for Nonresident Admission. The contract sets out the standards for continued acceptance in the district.

Acceptance is for one year only.

If the application is denied, the superintendent or superintendent's designee will notify the parent or guardian within 45 days from receipt of the parent's application. The notification will include ~~of~~ the reason(s) for denial and inform the parent or guardian of their right to appeal the district's denial decision to the Superintendent of Public Instruction or his or her designee as detailed in RCW 28A.225.230.

~~The parent or guardian may appeal the denial to the district's superintendent or designee. Within five business days of receipt of the parent's appeal submission, the superintendent or designee will provide the parent with a written notification of the final appeal decision to either grant or deny the student's admittance into the district.~~

**III. Revocation of Acceptance**

A student's acceptance may be revoked at any time if the student fails to meet the standards described in the Choice Student Contract. Additionally, the district may revoke the student's acceptance if the student's application materials include false, inaccurate, or incomplete information.

Once the district decides to revoke the student's acceptance, it will provide written notice of the revocation to the resident school district and the student's parent or guardian. The notice of revocation will specify the reason for revoking acceptance and notify the student's parent or guardian of the right to appeal. The same appeal procedures that apply to denials of applications apply to decisions to revoke acceptance.

The resident school district becomes responsible for the nonresident student's education once it receives written notice of the revocation.

**IV. Children of full-time employees**

1. Pursuant to RCW 28A.225.225, a nonresident student who is the child of a full or part-time certificated or classified employee will be permitted to enroll:
    a. At the school to which the employee is assigned.
    b. At a school forming the district's kindergarten through twelfth grade continuum which includes the school to which the employee is assigned; or
    c. At a school in the district that provides early intervention services pursuant to RCW 28A.155.065 and/or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.

2. The district may reject the application of a student who is the child of a full or part-time employee if:
    a. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior or gang membership; or

b. The student has been expelled or suspended from a public school for more than ten consecutive days (however, the district's policies for allowing readmission of expelled or suspended students and the required reengagement procedures under this rule must apply uniformly to both resident and nonresident applicants seeking admission, pursuant to RCW 28A.225.225(2)(b)); or
c. Enrollment of the nonresident child would displace a child who is a resident of the district. (however, if a nonresident student is the child of a full or part-time employee and has been enrolled under Section 1 above, the student must be permitted to remain enrolled in the school or in the district's kindergarten through twelfth-grade continuum); or
d. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

~~3. If a nonresident student is the child of a full or part-time employee and has been enrolled under Section 1 above, the student must be permitted to remain enrolled at the same school or in the district's kindergarten through twelfth grade continuum until:~~
~~a. The student completes their schooling; or~~
~~b. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.~~

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**Cross Reference:**
Board Policy 3120 Enrollment ~~and Attendance Records~~

**Legal References:**
RCW 28A.225.220 Adults, children from other districts, agreements for attending school --Tuition
RCW 28A.225.225 Applications from ~~school employees' children,~~ nonresident students, or students receiving home-based instruction to attend district school — School employees' children -- Acceptance and rejection standards — Notification.
RCW 28A.225.240 Apportionment of credit
RCW 28A.225.290 Enrollment options information booklet
RCW 28A.225.300 Enrollment options information to parents
WAC 392-137 Finance--Nonresident attendance

**Management Resources:**
*Policy News*, September 1999 School safety bills impact policy
*Policy News*, June 2003 Enrolling children of School Employees
2015 - October Policy Issue
2018 – December Policy Issue

**Classification**: Essential

**Adoption Date:** June 19, 1990
**Revised:** March 25, 1992
**Revised:** July 14, 1993
**Revised:** July 10, 1996
**Revised:** May 12, 1999
**Revised:** August 23, 2000
**Revised:** November 12, 2014
Revised: November 8, 2017
Revised: January 23, 2019

# Coversheet

## 5270 Resolution of Staff Complaints

**Section:** V. Action Items
**Item:** D. 5270 Resolution of Staff Complaints
**Purpose:** Vote
**Submitted by:**
**Related Material:** ES 5270 Resolution of Staff Complaints 1.8.25.pdf
5270 Resolution of Staff Complaints 1.8.25.pdf

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**Pullman School District No. 267 ● 240 SE Dexter ● Pullman, WA 99163 ● (509) 332-3581**

# *Resolution of Staff Complaints Policy 5270*

**Executive Summary**

**December 23, 2024**

***By Bob Maxwell***

*Superintendent*

**Background:**

To align Pullman School District's Policy 5270, "Resolution of Staff Complaints," with the Washington State School Directors' Association (WSSDA)'s current model policy language. This update ensures compliance with best practices, legal standards, and a consistent framework for resolving staff complaints effectively and equitably.

**Recommended Board Action:**

I recommend approval of Policy 5270.

**Motion to Approve**

I move to approve Policy 5270 as presented.

❑ Approved ❑ Not Approved

**Date:** _____

**Board Secretary Signature:** _____

# Pullman School District Board Policy 5270



**PERSONNEL**

**Resolution of Staff Complaints**

The Pullman School District Board of Directors recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among staff, to reduce potential areas of grievances and to establish and maintain recognized two-way channels of communication ~~among and~~ between supervisory personnel and staff.

~~The board will expedite the process for all concerned parties.~~ Staff ~~are~~ may ~~urged to~~ use the administrative procedures ~~whenever they feel that a district action has~~to allege a violation of existing district policies and procedures that has directly aggrieved them. The procedures are established to ~~secure~~ provide a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

~~A complaint may be a claim by a staff member based upon alleged violation, misinterpretation or a misapplication of existing district policies or administrative procedures.~~

~~All documents, communications and records dealing with the processing of a grievance shall be maintained in a separate file and shall not be kept in the personnel file of the aggrieved.~~

A complaint shall mean a written claim by a staff member that alleges a violation of existing district policies or procedures that has directly aggrieved them.

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**Management Resources**

Policy and Legal News – October 2015

**Adoption Date: March 24, 2010**

# Coversheet

## Policy Governance-Based Superintendent Evaluation Proposal - 1630 Superintendent Evaluation

**Section:** V. Action Items
**Item:** E. Policy Governance-Based Superintendent Evaluation Proposal - 1630 Superintendent Evaluation
**Purpose:** Vote
**Submitted by:**
**Related Material:**
ES Policy Governance-Based Supt Eval Proposal 1630 1.8.25.pdf
1630 Governance-Based Superintendent Eval DRAFT 1.8.25.pdf
1630 APPENDIX BOARD MONITORING-SUPT PERFORMANCE SCHEDULE.pdf

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**Pullman School District No. 267 ● 240 SE Dexter ● Pullman, WA 99163 ● (509) 332-3581**

# *Policy Governance-Based Superintendent Evaluation Proposal - 1630*

**Executive Summary**

**January 8, 2025**

***Nathan Roberts***

*Board President*

**Background:**

The Board has been reviewing WSSDA's superintendent evaluation processes and has tentatively agreed to pilot a new approach outlined by WSSDA and reflected in this policy revision. This updated process emphasizes aligning the superintendent's performance with Board policies, as envisioned in the strategic plan and within established policy guidelines. It incorporates ongoing monitoring through internal reports, external assessments, and direct Board inspections, culminating in biannual and formal annual reviews. These reviews aim to provide constructive feedback, assess compliance, and inform future goals and performance standards.

**Recommended Board Action:**

**Motion to Approve**

❑ Approved ❑ Not Approved

**Date:** _____

**Board Secretary Signature:** _____

# Pullman School District Board Policy 1630



**BOARD OF DIRECTORS**

## Evaluation of the Superintendent

~~The superintendent will have the opportunity for confidential conferences with the Board on at least two occasions during each school year, for the purpose of aiding the superintendent in their performance. The Board may discuss with the superintendent their performance at any time during the year when the Board deems it necessary.~~

~~The Board shall conduct performance reviews of the superintendent in executive session no later than January 31 and June 15 of each contract year. The superintendent will be evaluated on the mutually agreed upon standard(s) contained in the Washington Standards-Based Superintendent Evaluation (WSBSE) and/or selected goal(s) identified to implement the district's strategic plan/Pullman Promise.~~

~~The June evaluation will be held in executive session and will be an informal discussion with the superintendent regarding their performance and goals. The Board President will summarize input provided by each board member and provide a final signed evaluation to the superintendent after the executive session.~~

~~At either the January performance review or the June evaluation, the superintendent may add at their discretion any information that will enable the Board to more thoroughly evaluate the performance of the superintendent.~~

**I. Background:**

The Superintendent performance assessment should be conducted on an ongoing basis with regular feedback between the Board and the Superintendent. Progress on "organizational results" should be reported on and be evident throughout the academic year. The superintendent will have the opportunity for confidential conferences with the board biannually for the purpose of aiding the superintendent in their performance. There should be no surprises at the biannual performance review meetings.

**II. Policy:**

Systematic monitoring of the Superintendent's job performance will be measured against the expected Superintendent job outputs including:

1. Organizational accomplishment of Board Policies. The Policies criteria relate to the short and long-term results which the superintendent is expected to achieve. The Superintendent's reasonable interpretation of policies should include the most important short-term results/milestones for the year. The outcomes in the interpretation should not be exclusively short-term; they should also include key milestone results in a longer-term strategic journey.
2. Organizational operation within the risk boundaries established in the Board's *Executive Limitations* policies.

Monitoring of the Superintendent's job performance will be solely against these expected job outcomes.

Accordingly:

Monitoring will be used to demonstrate the degree to which Board policies are being met. Information that does not contribute directly to this purpose is not considered monitoring data.

The Board will acquire monitoring data on the Superintendent's performance, i.e. on achievement of policies and Executive Limitations policies by one or more of three methods:

a. By **internal report**, in which the Superintendent provides performance data on the Board stated policy criteria demonstrating achievement of/compliance with Board policy such that a majority of the Board believes that a reasonable interpretation of the policy has been achieved.

b. By **external report**, in which an external, impartial third party selected by the Board assesses compliance with Board policies. Such reports must assess executive performance only against policies of the Board, not those of the external party, unless the Board has previously indicated that party's opinion to be the standard.

c. By **direct Board inspection**, in which the Board directly assesses compliance with the appropriate policy criteria. This can be completed by a Board Member, a Board Committee, or the Board as a whole. This is a Board inspection of documents, activities or circumstances directly by the Board which allows a prudent person test of policy compliance. Such an inspection is only undertaken at the instruction of the Board, and with the Superintendent's knowledge.

In every case, the standard for compliance shall be whether the Superintendent has reasonably interpreted and achieved the Board policy being monitored. The Board will make the final decision as to whether a Superintendent interpretation is reasonable and whether the evidence demonstrates achievement of/compliance with the policy. The Chair will gather individual Board member input regarding each Board member's analysis of the reasonableness of the interpretation and the rationale for why the Board member believes the evidence shows or does not show policy achievement /compliance. The Board Chair will draft an overall Board response document for Board consideration/approval. The Board will then provide the Superintendent a Monitoring Response Document outlining the Board's assessment of performance on that specific Board policy topic.

All policies that instruct the Superintendent will be monitored on schedule according to a frequency and by a method chosen by the Board. The Board may monitor any policy at any time by any method, but ordinarily will depend upon the schedule and method outlined in Appendix 1.

In conjunction with the conclusion of the Board's annual planning cycle (July), each January, and June the Board will conduct a formal annual evaluation of the performance of Superintendent. This formal evaluation will be conducted by cumulating the regular monitoring data provided throughout the year. A written summary evaluation document will be prepared by the Board Chair, compiling the content of ongoing Board decisions outlined in the Board response documents and the related Board motions regarding acceptance or non-acceptance of Monitoring Reports. This summary will identify performance trends evidenced by the data. The Superintendent will review the document with the Board in Executive Session, if necessary. The report will be signed by the Superintendent and the Board Chair. The evaluation document will consist of:

a. Findings generated during the year from monitoring the Board's policies and *Executive Limitations*.
b. Conclusions as to whether each achievement/compliance has been achieved (or whether reasonable progress has been made toward its achievement) and whether the Superintendent has operated within the boundaries established in Executive Limitation policies.

As part of the annual board retreat, the Board and superintendent will mutually identify the standard(s) and/or develop particular goals, and/or policies and executive limitations for the superintendent for the upcoming school year. ~~Adjusting resources for the purpose of closing achievement gaps among students and measuring the effectiveness of such strategies is a standing superintendent performance goal.~~

The Board on the basis of the evaluation may renew or extend the superintendent's contract for periods up to three years, and may award a performance bonus for successful completion of adopted goals/achievement(s) compliance.

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**Adoption Date:** January 9, 1991
**Editorial Revision:** December 9, 1998
**Revised:** January 2004
**Revised**: August 25, 2021

# Pullman School District Board Appendix 1 1630

## BOARD MONITORING OF SUPERINTENDENT PERFORMANCE SCHEDULE

| Mandatory Policy Title | Method | Frequency |
|---|---|---|
| Annual Review: 1101F Board Operating Protocols | | Annually |
| Executive Session: 1630 Superintendent Evaluation | | Biannually |
| Social Media Policy 4309/P | | Annually |
| Annual Review: Graduation Policy 2410/P | | Annually |
| Annual WIAA Enrollment Resolution | | Annually |
| **Executive Limitations** | | |
| **Human Resources Related Policies** | | |
| Collective Bargaining Agreements | Internal Report | Annually |
| District Choice Report | Internal Report | Annually |
| Human Resources Report | Internal Report | Annually |
| CEE Data Review (every five years) | External Report | Every 2-5 years |
| Certificated Staffing | Internal Report | Annually |
| **Student Related Policies** | | |
| Professional Learning Communities Updates | Internal Report | At least biannually |
| School Improvement Plans | Internal Report | At least biannually |
| Alternative Learning Experiences | Internal Report | Annually |
| Program Compliance | Internal Report | Annually |
| Highly Capable Services Report | Internal Report | Annually |
| CTE Program/Perkins Grant Approval | Internal Report | Annually |
| Assessment Results | Internal Report | Annually |
| LMS/PHS Course Approvals for Next School Year | Internal Report | Annually |
| LMS/PHS Course Guides for Next School Year | Internal Report | Annually |
| **Financial and Asset Protections** | | |
| Uncollected Non-Tax Revenue | Internal Report | Annually |
| Risk Management Program | Internal Report | Annually |
| Application for Basic Education Allocation | Internal Report | Annually |
| Year-End Finance Report | Internal Report | Annually |
| Inventory Loss/Write-Off | Internal Report | Annually |
| Enrollment Projections | Internal Report | Annually |
| LMS/PHS Fee Schedules for Next School Year | Internal Report | Annually |
| Maintenance/Facilities/Asset Preservation Program | Internal Report | Annually |
| School Meal Prices | Internal Report | Annually |
| Food Service Bid Awards | External Report | (as needed) |
| Dairy Bid | External Report | (as needed) |
| Fuel Bid Awards | External Report | (as needed) |
| Approve: ASB Fundraisers and Clubs | Internal Report | Annually |
| Preschool RFP | External Report | (as needed) |
| **Communication, Support, and Compliance** | | |
| PTA/PTO/Boosters | Internal Report | At least biannually |
| PSD Family & Student Handbook for Next School Year | Internal Report | Annually |
| LMS/PHS Athletics & Activities Handbook for Next School Year | Internal Report | Annually |
| School Showcases | Internal Report | At least biannually |
| LMS & PHS Student Ambassadors | Internal Report | At least biannually |
| **Reports** | | |
| Curriculum Adoption Update, Cycle & Development | Internal Report | Annually |
| Special Education Services Update | Internal Report | Annually |

# Pullman School District Board Appendix 1 1630

| | | |
|---|---|---|
| Transportation Services | Internal Report | Annually |
| Technology Services | Internal Report | Annually |
| Nutrition Services Program Update | Internal Report | Annually |
| Visual/Performing Arts | Internal Report | Annually |
| Summer Athletic & Activities Program | Internal Report | Annually |
| Sustainability Committee | Internal Report | Annually |
| Community Engagement Board and Attendance | Internal Report | Annually |
| Wellness & Workforce Mental Health Committee | Internal Report | Every Two Years |
| LMS and PHS Athletics and Activities, Title IX | Internal Report | Annually |
| ELD Program | Internal Report | Annually |
| Summer School | Internal Report | Annually |
| Safety | Internal Report | Annually |

# Coversheet

## Policy Revision: 1630 Superintendent Evaluation

| | |
|---|---|
| **Section:** | V. Action Items |
| **Item:** | F. Policy Revision: 1630 Superintendent Evaluation |
| **Purpose:** | Vote |
| **Submitted by:** | |
| **Related Material:** | ES Policy Revision 1630 Supt Evaluation 1.8.25.pdf<br>1630 Superintendent Eval 1.22.25 - Policy Revision.pdf<br>1630P Superintendent Eval NEW - Policy Revision 1.22.25.pdf |

*To Ensure Learning While Challenging and Supporting Each Student to Achieve Full Potential*

**Pullman School District No. 267 ● 240 SE Dexter ● Pullman, WA 99163 ● (509) 332-3581**

# *Policy Revision - 1630 Superintendent Evaluation*

**Executive Summary**

**January 8, 2025**

***Arron Carter***

*Board Director*

**Background:**

Suggested revisions to the superintendent evaluation policy and procedure to conduct three performance reviews of the superintendent annually: two informal reviews by October 31 and January 31, and a formal evaluation by June 15, based on an expanded annual review of all state standards.

**Recommended Board Action:**

**Motion to Approve**

❑ Approved ❑ Not Approved

**Date:** _____

**Board Secretary Signature:** _____

# Pullman School District Board Policy 1630



**BOARD OF DIRECTORS**

## Evaluation of the Superintendent

The superintendent will have the opportunity for confidential conferences with the Board on no less than ~~at least~~ three ~~two~~ occasions during each school year, for the purpose of aiding the superintendent in their performance. The Board may discuss with the superintendent their performance at any time during the year when the Board deems it necessary.

The Board shall conduct three standards-based performance reviews with~~of~~ the superintendent in executive session~~.~~. Two informal conferences will be completed no later than October 31 and January 31, and a formal evaluation to be completed prior to June 15 of each contract year. The superintendent will be evaluated on the mutually agreed upon standard(s) contained in the Washington Standards-Based Superintendent Evaluation (WSBSE) and~~/or~~ selected goal(s) identified to implement the district's strategic plan/Pullman Promise.

The June evaluation will be held in executive session and will be a ~~n in~~formal discussion with the superintendent regarding their performance and goals. The Board President will summarize input provided by each board member and provide a final signed evaluation to the superintendent after the executive session.

At either the October or January performance review or the June evaluation, the superintendent may add at their discretion any information that will enable the Board to more thoroughly evaluate the performance of the superintendent.

As part of the annual board retreat, the Board and superintendent will mutually identify the standard(s) and~~/or~~ develop particular themes/goals for the superintendent for the upcoming school year. Adjusting resources for the purpose of closing achievement gaps among students and measuring the effectiveness of such strategies is a standing superintendent performance goal.

The Board on the basis of the evaluation may renew or extend the superintendent's contract for periods up to three years, and may award a performance bonus for successful completion of adopted goals.

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**Adoption Date:** January 9, 1991
**Editorial Revision:** December 9, 1998
**Revised:** January 2004
**Revised**: August 25, 2021

# Pullman School District Board Policy 1630P



## BOARD OF DIRECTORS

### Evaluation of the Superintendent

### I. Criteria

As part of the annual board retreat, the Board and superintendent will mutually identify the standard(s) for evaluation and develop particular themes/goals for the superintendent for the upcoming school year. The criteria for the standards-based evaluation of the superintendent shall be based on the Washington Standards-Based Superintendent Evaluation which included the following:

- Standard 1—Mission, Vision, and Core Values
- Standard 2—Equity and Cultural Responsiveness
- Standard 3—Curriculum, Instruction, and Assessment
- Standard 4—Community of Care and Support for Students
- Standard 5—Professional Capacity of School Personnel
- Standard 6—Meaningful Engagement of Families and Community
- Standard 7—Operations and Management
- Standard 8—Collaboration with the Board

Themes and goals for each identified standard shall be established for the basis of the performance reviews. Additional performance goals to implement the district's strategic plan/Pullman Promise can be mutually agreed upon by the Board and the superintendent at this time.

### II. Objectives

The annual evaluation of the superintendent shall be scheduled for June of each year. Informal performance reviews will be conducted in October and January of each year. It is anticipated that a substantial portion of the evaluative criteria shall consist of performance objectives set forth at the annual School Board retreat.

The Board recognizes that a tension exists between giving the superintendent feedback that represents a unified Board opinion and exposing the superintendent to the range of opinions on the board without diluting or confusing that unified opinion. Different Boards and different superintendents may feel comfortable with differing techniques to address this issue.

One technique, listed here as an example only and not as any sort of expectation or requirement, would be:

- Any score in the lowest or highest category given by any board member requires an explanatory comment;
- Those comments would be included on the evaluation summary that is given to the superintendent by the Board President or designee;

- The Board President or designee has freedom to summarize the overall opinion of the Board for any category as well. The intention here would be to permit the Board President to develop a good synthesis of Board opinion, but also expose the superintendent directly to those opinions that were on either end of the performance spectrum.

III. Timeline

An informal performance review will be held before October 31 to evaluate progress. The Board may discuss areas of proficiency and/or areas where adjustment and improvement are needed. The superintendent may discuss areas of success or areas where setbacks have been encountered. A 360° review of the superintendent may also be requested after the October performance review if additional input is desired before the January performance review.

For the January performance review, the Board and superintendent would likely need to adhere to the following schedule to ensure the evaluation conference occurs in January.

A. Before winter break:
   1. Superintendent provides the Board with data sufficient to enable them to evaluate performance of the established standards and goals.
   2. Copies of then-existing evaluation forms are distributed to each Board member and to the superintendent.

B. Before January 5: Board members return their evaluations, and superintendent returns a self-evaluation on the same type of form to the Board President.

C. January 5-15: Board President aggregates reviews, creates a composite that also shows the superintendent's score for themself in each category, and prepares a draft of aggregated/summarized comments to accompany review. The Board President can get help from whichever board members they choose for this work.

D. Before January 31: Executive Session for Board to review comments of other Board members, self-evaluation of superintendent, draft aggregated/summarized comments prepared by Board President, and discuss whether any modifications should be made.

E. Before February 1: Board meets with superintendent to review aggregated, composite evaluation document, compare it with superintendent's self-evaluation, review composite comments, discuss areas where perceptions differ, and agree on a plan for focus going forward. Parties may want to have a second meeting to facilitate coming up with the best possible follow-up plan.

F. February 15: Executive Session to discuss superintendent's performance, including results of meeting with superintendent and the Board. At this time, it

will be determined if the intention of the Board is to terminate, renew, or extend the superintendent's contract for periods of up to three years.

The June evaluation will be held in executive session and will be a formal discussion with the superintendent regarding their performance and goals. The review schedule can be similar to the one previously described for the January review if deemed necessary. The superintendent shall provide the Board with data sufficient for them to evaluate performance of the established standards and goals two weeks prior to the executive session. The Board President will summarize input provided by each board member during the executive session and a draft evaluation shall be reviewed by each Board member. After approval of the draft, a final signed evaluation will be provided to the superintendent by the Board President.

# Coversheet

## 1630 Model Superintendent Evaluation Process

| | |
|---|---|
| **Section:** | VI. Discussion Items |
| **Item:** | A. 1630 Model Superintendent Evaluation Process |
| **Purpose:** | Discuss |
| **Submitted by:** | |
| **Related Material:** | ES 1630 Model Superintendent Evaluation Process Option 1.22.25.pdf<br>Model Superintendent Evaluation Process.pdf |

*To Ensure Learning While Challenging and Supporting Each Student to Achieve Full Potential*

**Pullman School District No. 267 ● 240 SE Dexter ● Pullman, WA 99163 ● (509) 332-3581**

# *1630 Model Superintendent Evaluation Process Option*

**Executive Summary**

**January 22, 2025**

***By: Bob Maxwell***

*Superintendent*

**Background:**

In response to the Standards-Based Superintendent Evaluation, presented is another proposed option for board review and feedback.

**Recommended Board Action:**

**Motion to Approve**

❑ Approved ❑ Not Approved

**Date:** _____

**Board Secretary Signature:** _____

# Model Superintendent Evaluation Process

**On or Before September 1st:**

The Board and Superintendent shall mutually identify three (3) ***"Standards of Focus"*** from the Washington Standards-Based Superintendent Evaluation, that will require the Superintendent's additional attention during the upcoming school year.

**Standards:**

- **Standard 1—Mission, Vision, and Core Values**
- **Standard 2—Equity and Cultural Responsiveness**
- **Standard 3—Curriculum, Instruction, and Assessment**
- **Standard 4—Community of Care and Support for Students**
- **Standard 5—Professional Capacity of School Personnel**
- **Standard 6—Meaningful Engagement of Families and Community**
- **Standard 7—Operations and Management**
- **Standard 8—Collaboration with the Board**

For each of these three (3) ***"Standards of Focus"***, the Board and Superintendent shall mutually identify goals and objectives, aligned to the District's strategic plan, to be used for the purpose of evaluation.

**On or before January 31st:**

The Superintendent shall formally report to the Board efforts and progress made toward that year's ***"Standards of Focus"***. This report may include data, written or oral reports, samples of work products, or any other materials deemed necessary by the Superintendent.

**On or before May 15th:**

The Superintendent shall provide an update to the Board on final progress made toward that year's ***"Standards of Focus"***. This update may include data, written or oral reports, samples of work products, or any other materials deemed necessary by the Superintendent.

# Model Superintendent Evaluation Process

**On or before June 15th:**

The Board shall provide the Superintendent a formal evaluation to include:

- A list of commendations outlining the Superintendent's areas of strength.
- A score of *"Unsatisfactory", "Basic", "Proficient",* or *"Distinguished"*, along with a detailed narrative for each of the ***"Standards of Focus"***.
- A score of *"Unsatisfactory", "Basic", "Proficient",* or *"Distinguished"* for each of the other standards from the Washington Standards-Based Superintendent Evaluation, that were not selected as a ***"Standards of Focus"***. For this section, a narrative is only necessary if the score is *"Unsatisfactory"* or *"Basic"*.
- A list of areas of focus for the next school year, that can be utilized in selecting the ***"Standards of Focus"*** for the following school year.

# Coversheet

## Administrative Requirements Update

**Section:** VII. Informational Items
**Item:** A. Administrative Requirements Update
**Purpose:** FYI
**Submitted by:**
**Related Material:** January Administrative Requirements Update.pdf

**Pullman School District**
**240 SE Dexter St.**
**Pullman, WA 99163**

# Monthly Administrative Requirements

## January:

- ☐ ELD Program Report to Board (Roberta Kramer)
  - *Person(s) Responsible: Assistant Superintendent*
- ☐ Technology Services Program Report to Board
  - *Person(s) Responsible: Technology Supervisor*
- ☐ Plan joint meeting with PPD
  - *Person(s) Responsible: Executive Director of Operations*
- ☐ Audit Preparation
  - *Person(s) Responsible: Administrative Staff*
- ☐ Repositories Notification
  - *Person(s) Responsible: Finance Director*
- ☐ Begin preparing budget for next school year
  - *Person(s) Responsible: Finance Director, Superintendent & Principals*
- ☐ SIRS Report
  - *Person(s) Responsible: Human Resources Manager*
- ☐ Prepare Family and Student Handbooks for Next School Year (Elementary/Secondary Principals prepare and finalize addendums)
  - *Person(s) Responsible: Superintendent's Office & Principals*
- ☐ January 16 or Preceding Friday – Temperance and Good Citizenship Day:
  - *RCW 28A.230.150 states that on Jan 16 of each year or the preceding Friday when the 16th falls on a non-school day, each public school will observe Temperance and Good Citizenship Day. The original language of the 1923 Washington State law included specific language regarding education of the effects of alcohol and drug use; however this language was removed when the law was revised in 1969. While many interpret "temperance" to mean prohibition, as defined above, instruction on "temperance" may include information about prohibition, but it is not a specific requirement of the law. The 2013 Leg. added the expectation that Temperance and Good Citizenship Day include opportunities in our schools for eligible students to register to vote at school. Many districts recognize this day by discussing temperance in connection with good citizenship, specifically addressing self-restraint. This idea of self-restraint is closely tied with many of the activities associated with Martin Luther King, Jr. Day. For example, a district may choose to discuss the accomplishments of peaceful, nonviolent protests in the civil rights movement of the 1960s. With the 2013 addition, schools will be encouraged to support eligible students to register to vote.*

## February:

- ☐ Yearly OSHA Report (Joe, Diane)
  - *Person(s) Responsible: Executive Director of Operations & Finance Director*
- ☐ Prepare Parent and Student Handbooks for Next School Year (Elementary/Secondary Principals prepare and finalize addendums)
  - *Person(s) Responsible: Superintendent's Office & Principals*
- ☐ Nutrition Services Program Report to Board
  - *Person(s) Responsible: Executive Director of Operations & Nutrition Services Supervisor*
- ☐ Course Approvals for Next School Year
  - *Person(s) Responsible: Secondary Principals*

# Coversheet

## Expense Claim Audit - Community Update Board Schedule

**Section:** VII. Informational Items
**Item:** B. Expense Claim Audit - Community Update Board Schedule
**Purpose:** FYI
**Submitted by:**
**Related Material:** Expense Claim Audit Comm Update Schedule.pdf

# BOARD DIRECTOR SCHEDULES

## Expense Claim Audit Schedule

| Month | Reviewer |
|---|---|
| August 2024 | Amanda Tanner |
| September | Lisa Waananen Jones |
| October | Craig Nelson |
| November | Nathan Roberts |
| December | Arron Carter |
| January 2025 | Amanda Tanner |
| February | Lisa Waananen Jones |
| March | Craig Nelson |
| April | Nathan Roberts |
| May | Arron Carter |
| June | Amanda Tanner |
| July | Lisa Waananen Jones |

## Community Update Board Report Schedule

| Month | Submitter | Deadline |
|---|---|---|
| September 2024 | District – Bob | Need by end of July |
| October | Nathan Roberts | Need by end of August |
| November | Lisa Waananen Jones | Need by end of September |
| December | Craig Nelson | Need by end of October |
| January 2025 | District – Roberta | Need by end of November |
| February | Arron Carter | Need by end of December |
| March | Amanda Tanner | Need by end of January |
| April | District – Juston | Need by end of February |
| May | Nathan Roberts | Need by end of March |
| June | Amanda Tanner | Need by end of April |
| July | Craig Nelson | Need by end of May |
| August | Arron Carter | Need by end of June |

**Please provide article from principal or staff member (please, not too "school-specific) about 500 words and photos if applicable.*

# Coversheet

## Board Calendar

**Section:** VII. Informational Items
**Item:** C. Board Calendar
**Purpose:** FYI
**Submitted by:**
**Related Material:** 2024-2025 Board Meeting Schedule 1.16.25.pdf
2024-2025 Board Meeting Content Calendar 11.8.24.pdf

# 2024-2025 SCHOOL BOARD MEETING SCHEDULE

Regular Meetings start at 6:30 p.m. in the Pullman High School Board Room
Work Sessions start at 4:30pm at the designated location
*Revised: November 8, 2024*

August 7 – Work Session/Committee, 4:30pm - 6:00pm at District Office
**August 14 – Regular Board Meeting**
**August 28– Regular Board Meeting**
September 4 - Work Session/Committees, ~~4:30pm~~ 4:00pm- 6:00pm at Kamiak Elementary
**September 11 – Regular Board Meeting**
**September 25 – Regular Board Meeting**
October 2- Work Session/Committees, 4:30pm - 6:00pm at Franklin Elementary
**October 9 – Regular Board Meeting**
October 16 – Community Listening Session (5:30pm-6:30pm) & Work Session (6:30pm-7:30pm) at Lincoln Middle School
**October 23 – Regular Board Meeting**
November 6 – Work Session/Committees, 4:30pm-6:00pm at Lincoln Middle School
**November 13 – Regular Board Meeting**
**November 21-23, 2024 Annual WSSDA Conference**
December 4 – Work Session, 5:00pm-6:30pm at District Office
**December 11 – Regular Board Meeting**
**January 8 – Regular Board Meeting**
**January 22 – Regular Board Meeting**
February 5 - Work Session/Committees, 4:30pm – 6:00pm at Jefferson Elementary School
**February 12 – Regular Board Meeting**
**February 26 – Regular Board Meeting**
March 5 – Work Session/Committees, 4:30pm-6:00pm at Sunnyside Elementary
**March 12 – Regular Board Meeting**
March 19 – Community Listening Session (5:30pm-6:30pm) & Work Session (6:30pm-7:30pm) at Lincoln Middle School
**March 26 – Regular Board Meeting**
April 2 – Work Session/Committees, 4:30pm-6:00pm at District Office *(Tentative)*
**April 16 – Regular Board Meeting (***this meeting is scheduled for the 3rd Wednesday of the month due to the scheduling of Spring Break.***)**
**April 30 – Regular Board Meeting (***this meeting is scheduled for the 5th Wednesday of the month due to the scheduling of Spring Break.***)**
May 7 - Work Session/Committees, 4:30pm – 6:00p.m. at District Office
**May 14 – Regular Board Meeting**
**May 28 – Regular Board Meeting**
June 4 - Work Session/Committees, 4:30pm – 6:00pm at District Office
**June 11 – Regular Board Meeting**
**June 25 – Regular Board Meeting**
**July 9 –** *(Regular Board Meeting - Tentative for possible budget considerations)*
**July 23 – Regular Board Meeting**

**October – Education Showcase with Local Legislators, Date and Time TBA**
**Fall WSSDA Regional Meeting – Date TBA**
**Joint Meeting with Pullman City Council – Date TBA**
**Spring WSSDA Regional Meeting – Date TBA**

***People with disabilities may contact Courtney Hodge in the Superintendent's office (509.332.3581| chodge@psd267.org) so that arrangements can be made for meeting attendance or participation.***

**PULLMAN SCHOOL DISTRICT**

# 2024-2025 BOARD OF DIRECTORS MEETING CALENDAR

**Regular Meetings start at 6:30 p.m. in the Pullman High School Board Room**
**Work Sessions start at 4:30pm at the designated location**

Additional meetings may be scheduled as needed in accordance with the Open Public Meetings Act.

*Meeting Content Subject to Change*

## August 7 - Work Session at District Office
- Board of Distinction Application

## August 14 – Regular Board Meeting
- 2024-2025 Assessment Plan
- Budget Hearing
- Adopt School District Budget

## August 28 – Regular Board Meeting
- Employee Agreements
- Grant Program Notification
- Report: Annual Affirmative Action Plan

## September – Superintendent/Board attends staff and PTA/PTO/Booster Meetings

## September 4 – Work Session at Kamiak Elementary
- School Showcase: Kamiak Elementary
- 2024-2025 Board Professional Development Plan
- Professional Learning Communities (PLC) Update and/or Board Training

## September 11 – Regular Board Meeting
- School Showcase: Sunnyside Elementary
- Report: Summer School
- Report: ALE
- Report: Program Compliance
- Uncollected Non-Tax Revenue

## September 25 – Regular Board Meeting
- Report: Highly Capable Services Report

## September – WSSDA Legislative Assembly

## October 2 – Work Session at Franklin Elementary
- School Showcase: Franklin Elementary
- Elementary Principals Present 2024-2025 School Improvement Plans

## October 9 – Regular Board Meeting
- School Showcase: Jefferson Elementary
- Application for Basic Education Allocation
- Report: District Choice Report
- Report: Risk Management Program

## October 23 – Regular Board Meeting
- Report: LMS & PHS Student Ambassadors
- Report: Curriculum Adoption Update, Cycle & Development
- Report: Sustainability Committee Update
- Review Classified Employee Award Nominations

## November 6– Work Session at Lincoln Middle School
- School Showcase: Lincoln Middle School
- Secondary Principals Present 2024-2025 School Improvement Plans
- Professional Learning Communities (PLC) Board Training

## November 13 – Regular Board Meeting
- School Showcase: Sunnyside Elementary
- Approve: 2024-2025 School Improvement Plans
- Present Classified Employee Award
- Report: Year-End Finance Report
- Report: Special Education Services Update

## November 21-23, 2024 – Annual WSSDA Conference

## December 4 – Work Session at District Office
- Communication Strategies for School Leaders Workshop with J. Marie

## December 11 – Regular Board Meeting
- School Showcase: Jefferson Elementary
- Report: Inventory Loss/Write-Off
- Report: Transportation Services
- Report: Human Resources Report
- Report: CTE Program/Perkins Grant Approval
- Report: Assessment Results *(subject to change)*
- Elect Board President and VP (*biennial*)
- Oath of Office for New or Re-Elected Board Members (*as needed*)

## January 8 – Regular Board Meeting
- School Showcase: Franklin Elementary
- Report: Technology Services
- Annual Review: 1101F Board Operating Protocols

## January 22 – Regular Board Meeting
- School Showcase: Kamiak Elementary
- Executive Session: Superintendent Evaluation

## February – WSSDA Legislative Conference

## February 5– Work Session at Jefferson Elementary
- School Showcase: Jefferson Elementary
- Board Goals & Strategic Plan Review
- WSSDA Conference Reflections
- Board Policy and/or Professional Development Workshop

## February 12 – Regular Board Meeting
- School Showcase: Lincoln Middle School
- Report: Scratch Cooking/Nutrition Services Program Update

## February 26 – Regular Board Meeting

- Executive Session: Superintendent Contract Renewal – *Due March 1st*
- Board Financial Disclosures Due End of the Month (*Reminder*)
- Enrollment Projections

## March 5 – Work Session at Sunnyside Elementary

- School Showcase: Sunnyside Elementary
- Board Policy and/or Professional Development Workshop
- Alternative Learning Experiences Update

## March 12 – Regular Board Meeting

- School Showcase: Pullman High School
- Report: Visual/Performing Arts
- Annual Review: Social Media Policy 4309/P
- LMS/PHS Fee Schedules for Next School Year
- LMS/PHS Course Approvals for Next School Year

## March 26 – Regular Board Meeting

- School Showcase: Kamiak Elementary
- Recognize National Board-Certified Teachers
- Report: Maintenance/Facilities/Asset Preservation Program
- Reports: Administrative Intern Projects
- Report: Curriculum Adoption Update

## April 2 – Work Session at District Office *(Tentative)*

- Board Policy and/or Professional Development Workshop

## April 16 – Regular Board Meeting

**Please note, this meeting is scheduled for the 3rd Wednesday of the month due to the scheduling of Spring Break.*

- Review Dedicated Teacher/Teaching Team Award Nominations
- LMS/PHS Course Guides for Next School Year
- Discussion: Summer Athletic & Activities Program
- PSD Family & Student Handbook for Next School Year
- LMS/PHS Athletics & Activities Handbook for Next School Year

## April 30 – Regular Board Meeting

**Please note, this meeting is scheduled for the 5th Wednesday of the month due to the scheduling of Spring Break.*

- School Showcase: Franklin Elementary School
- Review Dedicated Teacher/Teaching Team Award Nominations
- Approve: Summer Athletic & Activities Program
- Report: Sustainability Committee

## May 7 – Work Session at District Office

- CEE Data Review (*every five years*)
- Board Self-Assessment Review Workshop

## May 14 – Regular Board Meeting

- Certificated Staffing
- Curriculum Adoptions *(as needed)*
- Annual WIAA Enrollment Resolution
- Present Dedicated Teacher/Teaching Team Award
- Review Annual Board Meeting Calendar
- Filing Period for Open School Board Positions (*as needed*)
- Preschool RFP *(as needed)*

## May 28 – Regular Board Meeting

- School Showcase: LMS & PHS Student Ambassadors
- Annual Review: Graduation Policy 2410/P

## June 4 – Work Session at District Office

- School Improvement Plans – Elementary & Secondary Principals Present Summary of 2023-2024 Progress

## June 11 – Regular Board Meeting

- Executive Session: Superintendent End-of-Year Evaluation
- Report: Safety
- Report: Summer School
- Report: ELD Program
- Report: Special Education Services Update

## June 25 – Regular Board Meeting

- Report: Professional Learning Communities (PLC) Summary
- Report: LMS and PHS Athletics and Activities, Title IX *(every three years, next report 2026)*
- Report: Wellness & Workforce Mental Health Committee
- Approve: ASB Fundraisers and Clubs
- Classified Staffing

## July – School Board Advance

- Board members send their Committee/Rep interests to the Board President for upcoming school year
- Board President Appoints Committee/Rep Roles

## July 9 – Regular Board Meeting *(Tentative)*

## July 23 – Regular Board Meeting

- Grants
- Report: Community Engagement Board and Attendance
- School Meal Prices
- Food Service Bid Awards *(as needed)*
- Dairy Bid *(as needed)*
- Fuel Bid Awards *(as needed)*
- Budget Presentation

*Approved: May 22, 2024*
*Updated: June 13, 2024*
*Updated: November 8, 2024*

# Coversheet

## Procedures

**Section:** VII. Informational Items
**Item:** E. Procedures
**Purpose:** FYI
**Submitted by:**
**Related Material:** 3141F Out-of-District Transfer Form 1.22.25.pdf
4309P Guidelines District Social Media Accounts 1.22.25.pdf

**Pullman Public Schools**
**Annual Request for Release and Application**
**for Nonresident Admission (Form 3141F)**

*All requests for out-of-district transfers must be coordinated with both the resident district and the nonresident district in which the student seeks admission. All nonresident admission requests need to be first approved by the resident superintendent.*

☐ **New Request** ☐ **Renewal**

**Pullman Public School Procedures:** In accordance with Policy 3141, the superintendent, prior to the start of the school year, shall provide all applicants with written notification of the approval or denial of the application for non-resident admission.

***NOTE: Non-resident admission applications received after June 30th will not be considered until after the first day of school.***

## Section 1: Student Information

Date: _____/_____/_____ Student Name: _____ Grade: _____ Birth Date: _____/_____/_____
*MM DD YYYY* *Legal Name (First, Last)* *of transfer year requesting*

**Primary Residence:**

Street: _____

City: _____ State: _____ Zip: _____

Primary Phone Number (_____)_____

**Mailing Address *(if different)***

Street: _____

City: _____ State: _____ Zip: _____

Secondary Phone (_____)_____

Last School Attended: _____ ☐ Same as Request ☐ Never Been Enrolled

Academic School Year for which transfer is requested: _____ - _____ Expected Start Date: ____/____/_____
*School Year* *School Year* *MM DD YYYY*

**School to which student is requesting to be transferred into:**

***Transferring IN to Pullman School District:***

1st Choice: ☐ Jefferson ☐ Franklin ☐ Kamiak ☐ Sunnyside ☐ LMS ☐ PHS

2nd Choice: ☐ Jefferson ☐ Franklin ☐ Kamiak ☐ Sunnyside

***Transferring OUT of Pullman School District:*** School: _____ District: _____

Is there another child in the family for whom transfer is being requested? ☐ Yes ☐ No
*If yes, please fill out this form (Form 3141F) for each child*

Has your student ever been enrolled in a special program? ☐ Yes ☐ No

If yes, please specify: ☐ Title I ☐ LAP ☐ ELL ☐ Special Education

Signature of Non-Resident Assistant Superintendent: _____

## Reason for Request

- ☐ Student's residence has changed
- ☐ Student's financial condition would likely be improved
- ☐ Student's educational condition would likely be improved
- ☐ Student's safety concerns would likely be improved
- ☐ Student's health condition would likely be improved
- ☐ Attendance in the nonresident district is more accessible to childcare
- ☐ To enroll in an online school/program
- ☐ Attendance in the nonresident district is more accessible to the parent/guardian's residence
- ☐ There is a special hardship or detrimental condition impacting the student or family
- ☐ To enroll in an alternative school/program
- ☐ Parent/guardian is an employee of the requested school district
- ☐ To enroll in a school with academic options not offered in this district
- ☐ To enroll in a school with extracurricular options not offered in this district.
- ☐ To enroll in an online school/program

| | |
|---|---|
| Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership? | ☐ Yes ☐ No |
| Has this student been expelled or suspended for more than 10 consecutive days? | ☐ Yes ☐ No |
| Has the student repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations? | ☐ Yes ☐ No |
| Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years? | ☐ Yes ☐ No |
| Is this student under a court order to attend school or is a truancy petition in the process of being filed? | ☐ Yes ☐ No |

## Section II: Notices and Acknowledgements

**Notices:**

- The transfer request is not complete until the resident school district has submitted the request to the nonresident school district, and it has been accepted. The student remains the responsibility of the resident school district until the effective start date at the nonresident school.
- The parent/guardian will be notified by email (or postal mail if an email is not provided) of acceptance and the effective start date or rejection.
- If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision.
- Under the Choice Law, the nonresident school district becomes responsible for all matters related to the education of the student (basic education, special education, home/hospital services, truancy, CEDARS reporting, administration of state educational assessments, etc.) for the duration of the approved transfer period. Legal Reference: RCW 28A.225.220 through 230.

**Acknowledgements:**

- I certify that the information provided is accurate and complete.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the nonresident school district's policy, and rescindment (revoking) of this transfer may occur in accordance with the conditions listed in the nonresident school district's policy.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that requests are approved for one school year only, and it is my responsibility to complete a new form at the beginning of each school year.
- I understand that should my student move and no longer be a resident of the district, the transfer expires and I must submit a new request to the new resident school district.
- In addition to the foregoing, any out-of-district transfer must be in compliance with all other district policies including those relating to student attendance, academic standards and class size. Failure to accurately disclose all requested information could cause denial of request.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the students when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parent/Guardian Signature_____ Date_____/_____/_____

*(student may sign if 18 years or older at the time of this request)*

Parent Name (Printed):_____ Parent Email: _____@_____

***Please return signed and completed forms to:*** Pullman Public Schools, 240 SE Dexter Street, Pullman, WA 99163
Fax: 509-336-7202
Email: enrollment@psd267.org

**Section III: Choice Student Contract**
***(Please note the completion of this section is required starting with the 2025-2026 school year)***

I understand my choice status is ONLY for the current school year that I am applying for. My acceptance will end on the last day of the current school year, and **I must renew my application each school year.**

I understand that I am responsible for my attendance, behavior, and academic progress in school. I will work with the staff to ensure that I am working to the best of my ability and challenging myself academically and as a person. I will accept the consequences of my mistakes and learn from them.

I will be a positive addition to the district and use my time here to help prepare myself for college and career readiness after graduation.

My presence and the relationships I build will positively contribute to the overall school culture.

I understand that I am a choice student in the district and that my acceptance as a choice student may be revoked based on one of the following circumstances:

- My continued acceptance would result in the district experiencing significant financial hardship.
- My continued acceptance would cause my grade level or class to exceed capacity.
- The appropriate education programs or services are no longer available.
- I engage in violent or disruptive behavior that violates district policy and procedure.
- I am expelled or suspended for more than ten consecutive days.
- My acceptance would conflict with an innovation academy cooperative under RCW 28A.340.080.
- I repeatedly fail to comply with requirements for participation in an online school program, such as failing to participate in weekly direct contact with the teacher or monthly progress evaluation.

Student Signature: _____

Parent/Guardian Signature: _____

Administrator Signature: _____

**Section ~~III~~IV: Certification of Admission by Nonresident District**

☐ Space is available in the grade level or classes at the building in which the student desires to be enrolled;

☐ Appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his/her district of residence; and the student's attendance in the district is not likely to create a risk to the health or safety of other students or staff.

This approval is for the _____-_____ school year only. Applications for nonresident admissions will need to be approved on a yearly basis.

Approved by Principal _____ Date:_____/_____/_____
*Signature of nonresident principal (as needed)*

Approved by Superintendent _____ Date:_____/_____/_____
*Signature of nonresident superintendent*

☐ Your request for admission has been denied for the following reason(s): _____

_____

Denied by Principal _____ Date:_____/_____/_____
*Signature of nonresident principal (as needed)*

Denied by Superintendent _____ Date:_____/_____/_____
*Signature of nonresident superintendent*

**Section ~~I~~V: Action of Resident School District**

☐ Request for release meets district criteria. It shall be the responsibility of the parent to provide transportation to and from school.

This release is for the _____-_____ school year only. Applications for nonresident admissions will need to be approved on a yearly basis.

Approved by Superintendent: _____ Date:_____/_____/_____

*Signature of resident superintendent*

☐ Your request for admission has been denied for the following reason(s): _____

Denied by Superintendent: _____ Date:_____/_____/_____

*Signature of resident superintendent*

In the event that either the application for admission to the nonresident district or the request for release from your district is denied, you may request the board of directors of the respective districts to review that decision. You must give at least five school business days noticed prior to the next regular meeting in order to have a hearing before the board.

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***For Internal Use:***

Released by Resident District in EDS? ☐ Yes ☐ No

Enrollment Start Date: _____/_____/_____ Enrollment End Date: _____/_____/_____

SSID: _____

**Updated: June 12, 2024**

# Pullman School District Administrative Procedure 4309P



**COMMUNITY RELATIONS**

## Guidelines for District Social Media Accounts

Pullman School District requires approval of all district-associated social media accounts (see form 4309F).

Please note:

A. All content published on the district's social media sites is considered public record and can be requested as part of the Public Records Act (RCW 42.56).

B. Irresponsible social media use can risk legal action against Pullman School District.

C. Use of any social media network and postings, displays, or communications on any social media network must comply with all state and federal laws.

D. Staff are required to adhere to the standards outlined in Policy 5253 Maintaining Professional Staff/Student Boundaries and its procedures. Public social networking sites are not the place to conduct school business with students or parents.

District social media accounts are expected to follow district standards, as outlined in this procedure and in form 4309F.

Only social media accounts approved by the district may use the district's name, the name of any of its schools or departments, its mascots or team names, or otherwise present words or images that purport to identify the social media account with the Pullman School District, its schools, departments, activities, or programs.

The district will own and a designee will regularly maintain and monitor any district-level accounts on social media sites. Social media is not intended to be used for policy decisions or items of legal and fiscal significance that have not been previously released to the public. Posting content via social media does not constitute giving official notice to the district, and all such inquiries should be directed to the appropriate program.

The district's use of social media is intended to promote the district's mission, goals, and specific learning objectives of a course of study. While the district may choose to allow user-generated content on its social media sites, by doing so the district does not intend to create an open public forum for speech. Nor does the district express approval or support for the views expressed by third-parties that appear on its social media sites.

~~The district reserves the right to remove inappropriate comments posted on social media it has created or owns and remove comments that are not relevant to the topic of the specific forum.~~

~~Examples of inappropriate comments may include but are not limited to comments that:~~

~~A. Contain obscene language or sexual content;~~

~~B. Threaten or defame any person or organization;~~

~~C. Violate the legal ownership interest of another party;~~

~~D. Support or oppose political candidates or ballot propositions;~~

~~E. Promote illegal activity;~~

~~F. Promote commercial services or products;~~

~~G. Is not topically related to the particular posting; or~~

~~H. Contain content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, and/or status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.~~

~~The district will not, however, remove otherwise permissible comments based on viewpoint.~~

~~The district will post notice on its social media sites indicating the circumstances under which user-generated content will be removed.~~ The district will also post, where feasible, notice on its social media sites alerting users that all content related to district business on the site is a public record, subject to retention and disclosure. Social media content shall be preserved in accord with the applicable retention schedule, and in a format that preserves the integrity of the original record and is easily accessible. This policy applies to third-party hosted and internal social media tools that the district chooses to utilize. This includes social media tools that are hosted on district servers or networks, which are not accessible by the public.

**Guidelines for Staff**

**I. Staff are allowed to set up social media accounts for schools, programs and departments.**

These accounts must be pre-approved by the school principal and district, and staff must agree to the page/account owner requirements. Please refer to the Social Media Account Registration Form (4309F) for guidelines and procedures.

**II. Setting up a social media account for your school, program or department:**

A. To receive approval and establish a social media account for a school, program, or department, please return a completed *Social Media Account Registration Form* (4309F) to the district office.
B. Many staff have Twitter accounts staff use that do not represent their school or program, but do represent them or their classrooms. If an account meets at least one of the following criteria, it must also be registered with the district.
    1. The account is connected to a Pullman School District email address.
    2. The account's primary purpose is to promote the classroom, school, or district.

~~C. Please note: District Remind.com accounts are registered and monitored separately, by the Information Technology Services department.~~

**III. Requirements for staff use of all district-associated social media platforms:**

A. **Check the Photo/Media Opt-Out List:** Families who do not want their student's photo or video published are required to notify their student's school office. School secretaries are required to track this information and have it readily available to district staff. Staff are personally responsible for checking the photo/media opt-out list before posting any photo or video on social media. *Please note: The photo opt-out list is reset at the start of every school year. The list can be updated at any point in the year. It is important to review the list before posting any photos or videos on an approved school, program or department social media account.*

B. **Get Permission.** Staff should check with colleagues before posting their photographs and/or video images. Additionally, students, parents, and colleagues should not be cited or referenced without their approval. It is acceptable to discuss general details about projects, lessons, or events as long as the information provided does not make it easy for someone to identify the individual or violate any privacy law.

## IV. Guidelines for staff use of all district-associated social media platforms:

A. **Share information.** Schools are encouraged to provide the district office with content for the district's social media pages. Staff in central office departments should also work with the district office to incorporate specific messages into district-managed social media tools.

B. **Be professional.** Staff are responsible for exercising good judgment when posting.

C. **Be transparent.** Staff members that are posting about their work on a district-affiliated site should use their real name and identify their employment relationship with the district. If staff members publish to a site outside the district's network, they should use a disclaimer to state in clear terms that the views expressed are their own and do not reflect the views of Pullman School District.

## V. Disciplinary Action

Violation of any of the requirements or guidelines explained in the Social Media Policy and Procedures by district employees could be cause for disciplinary action up to and including termination of employment.

Staff are required to adhere to the standards outlined in Policy 5253 Maintaining Professional Staff/Student Boundaries and its procedures. Public social networking sites are not the place to conduct school business with students or parents.

Pullman School District reserves the right to change this and other policies at any time, and without prior notice. Please contact the district office by phone at 509.332.3581 or by email at info@psd267.org with any questions.

**Adopted Date**: March 25, 2020

**Revised**: February 24, 2021
**Revised**: January 11, 2023

# Coversheet

## Non-Substantive Policy Updates

**Section:** VII. Informational Items
**Item:** F. Non-Substantive Policy Updates
**Purpose:** FYI
**Submitted by:**
**Related Material:** 5400 Personnel Leaves 1.22.25.pdf

**PERSONNEL**

**Personnel Leaves**

The Pullman School District Board of Directors recognizes that, upon the recommendation of the superintendent and in accordance with the law and district policy, staff may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement provides otherwise:

A. **Leave at Full Pay Unless Stated Otherwise**. Leaves will be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also will be specifically stated.

B. **Leaves in Units of Full or Half Days**. Leaves may be granted in units of half or full days only.

C. **Return from Leaves**. At the end of any leave shorter than 20 days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position.

   Except as may otherwise be specifically provided by law or district policy, a staff member will be entitled to a position in the district subject to the availability of a position for which the staff member is qualified after leaves of longer duration.

D. **Prior Notice of Application**. Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.

E. **Flexibility in Granting Leaves**. The superintendent, with approval of the board, may grant leaves to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy, in unusual or exceptional circumstances.

F. **Leaves Prorated for Part-Time Staff**. Part-time staff will be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves will be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.

G. **Noncumulative**. Leaves will be noncumulative from year to year unless otherwise stated.

**Unpaid Leaves**

Upon employee request, the superintendent or designee has discretion to consider providing unpaid leave to employees in certain circumstances., ~~including but not limited to, employees who refuse to provide proof of vaccination or refusal to obtain a medical or religious accommodation.~~ The option to provide unpaid leave does not obligate the district to do so or in any way limit or prevent the district from pursuing other responses.

**Cross References:**

| | |
|---|---|
| Board Policy, 5401 | Sick Leave |
| Board Policy, 5403 | Emergency and Discretionary Leaves |
| Board Policy, 5404 | Family, Medical, and Maternity Leave |
| Board Policy, 5406 | Leave Sharing |
| Board Policy, 5407 | Military Leave |
| Board Policy, 5410 | Holidays |
| ~~Board Policy, 5411~~ | ~~Staff Vacations~~ |

**Legal References:**

RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers

AGO 1980 No. 22 Limitation on compensated leave for school district employees

**Adoption Date: September 26, 2012**
**Revised Date: November 10, 2021**

# Coversheet

## The Pullman Promise: Priorities, Goals, Success Indicators

**Section:** VII. Informational Items
**Item:** G. The Pullman Promise: Priorities, Goals, Success Indicators
**Purpose:** FYI
**Submitted by:**
**Related Material:** The Pullman Promise.pdf

# The Pullman Promise:

**The Pullman Public School District commits to these priorities and the six Cultural Beliefs that serve as the foundation of our educational excellence.**

## Mutual Respect

Inclusive culture in which we value each individual and celebrate our community's diversity



## Build Together

- We honor our students' futures
- We cultivate authentic, collaborative relationships based on shared purpose



## Shared Decisions

Data and feedback inform decisions about best practices, professional development, and student support programs



## Cultivate Trust

- We communicate transparently
- We assure fiscal responsibility now and for the future



## Take Action

- We are accountable through measurable goals
- We commit to constructive feedback and continuous improvement



## Students First

We Provide:

- A consistently welcoming, healthy, safe environment
- Personalized learning for the growth and individual success of each student
- Supportive relationships with each student

