



Pullman School District

Regular Board Meeting

Date and Time

Wednesday February 26, 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. Equity & Belonging 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 - February 12, 2025 Regular Board Meeting

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. ASB Fundraiser

F. Donation Received

G. Budget Status Report

H. Overnight Field Trip Request

V. Action Items

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

A. Superintendent Contract Renewal

Presenters: Nathan Roberts, Board President

B. 3205 Sexual Harassment of Students Prohibited

Presenter: Roberta Kramer, Assistant Superintendent

C. 3210 Nondiscrimination

Presenter: Roberta Kramer, Assistant Superintendent

D. 6225 Use of Electronic Signatures NEW

Presenter: Bob Maxwell, Superintendent

E. Resolution 24-25:07 4040R Public Access to District Records

Presenter: Bob Maxwell, Superintendent

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. 1630/1630P Superintendent Evaluation

Presenter: Nathan Roberts, Board President & Arron Carter, Board Director

B. Pullman School District Artificial Intelligence (AI) Guidelines - DRAFT

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 & Communication Plan

D. Current Enrollment

For 2024-2025 School Year

Budgeted FTE: 2560

Current FTE: 2588.61

Current Year Average FTE: 2606.62

E. 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. Personnel

B. Discuss with legal counsel litigation or potential litigation per RCW 42.30.110(1)(i)

IX. Closing Items

A. Adjourn Meeting

The president will adjourn the meeting.

Coversheet

Minutes - February 12, 2025 Regular Board Meeting

Section: IV. Consent Agenda
Item: A. Minutes - February 12, 2025 Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on February 12, 2025



Pullman School District

Minutes

Regular Board Meeting

Date and Time

Wednesday February 12, 2025 at 6:30 PM

Location

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

Directors Present

Arron Carter, Craig Nelson, Lisa Waananen Jones, Nathan Roberts

Directors Absent

Amanda Tanner

Guests Present

Bob Maxwell, Courtney Hodge, Diane Hodge, Juston Pollestad, Roberta Kramer

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 Feb 12, 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.

Lisa Waananen Jones 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:

- TOLO Update - Sold 252 tickets
- Next event: Prom will take place in May 2025
- Event forms filled out and turned in for a table to gather suggestions from student body for possible changes to graduation attire policies. Meeting with school board member on February 26 to discuss this topic. Lunchroom table date is to be determined.

B. Board Reports

- **Craig Nelson:** No report.
- **Lisa Waananen Jones:** Jefferson PTA is organizing upcoming spring events and preparing for the new "Kids Invite Someone Special" Valentine's-themed event, where students can bring a special guest to school to enjoy donuts and activities.
- **Arron Carter:** The Finance Committee met last week to continue discussions on finances and the budget. Revenue has increased due to adjustments in enrollment and special education, while utility costs have also risen. Continuing to prepare for the upcoming Listening Session and providing legislative updates to staff and to PTA/PTO/Booster clubs. At the next meeting, will begin looking at the results of staff intent to return forms to start determining necessary personnel steps.
- **Nathan Roberts:** Attended KES and PHS staff and parent group meetings to present the state of the district and keep stakeholders informed. Provided an update on the Board Communication Plan, which includes a presentation to ASB student group along with efforts to enhance joint communication with staff and the community regarding fiscal concerns. Executive Director of Operations, Juston Pollestad, will write the next Community Update article. Planning to attend a meeting to explore a flexible survey tool to utilize during the listening session.

C. Superintendent's Report

- **Calendar Committee Update** – Justin Pollestad, Executive Director of Operations, provided an update on the committee’s first meeting, including committee membership, background, calendar parameters, and discussions on inclement weather days. In response to a question about aligning PSD and WSU spring breaks, he noted that the later start date for PSD pushes K-12 spring break later, but alignment remains a discussion point.
- **Finance Committee Update** – Reminder that the budget listening session will be held on March 19th. The committee continues to review the budget status report and cash flow summary monthly.
- **Parent Resource Partnership** – The next session, focused on Data-Informed Decision Making, will take place on March 5th at the District Office for families with students who benefit from IEPs/504s.
- **AI Task Force Update** – The task force is progressing quickly, with a goal to present a draft for board review at the February 26th meeting.
- **Legislative Update** – An overview of the legislative session was provided, highlighting bills related to special education, transportation, and MSOC (Materials, Supplies, and Operating Costs). Staff have actively provided written testimony on these bills.
 - **Special Education Funding Discussion** – *There is currently a cap on special education funding, with proposed bills seeking to increase the multiplier for funding. While transportation-related costs are being addressed, there are no current bills regarding additional funding for students with 504 plans.*

D. Program Reports

- **Lincoln Middle School Showcase**
 - **Presenter:** Cameron Grow, Lincoln Middle School Principal
 - **Guests:** Yelonda Wilke & Brian Green, SOCA Advisors
 - **Summary:** Students from the **Students of Color Alliance (SOCA)** provided an overview of the club’s purpose and activities.
 - **Discussion:**
 - **Meeting Frequency:** The club meets 1-2 days per week after school at LMS.
 - There is currently one male participant. Students expressed that having more male members would help ensure representation of all voices. Advisor Green noted that scheduling conflicts with athletics have impacted male participation. To address this, the club introduced a lunchtime meeting option, which allowed more student-athletes to attend. Efforts to increase participation are ongoing.
- **Report: Scratch Cooking/Nutrition Services Program**
 - **Presenter:** Jessie Campbell, Nutrition Services Supervisor

- **Summary:** An update on the scratch cooking program highlighted current menu offerings, ongoing grant-supported developments, and efforts to enhance culturally relevant meal options. To gather community feedback, a Nutrition Services Open House will be held for families to share input in person. Additionally, the program is partnering with local organizations to launch a community education series in March, funded through grants. Staff training and new kitchen equipment purchases are also in progress, aiming to expand plant-based scratch cooking options and improve meal quality.
- **Free Meals Update:**
 - **Franklin Elementary** will qualify for free meals next year under HB 1238, with renewal required annually.
 - **Kamiak (KES) and Jefferson (JES) Elementary Schools** will continue to receive free meals since those schools are on a four-year cycle.
- **Chromebook Update**
 - **Presenter:** Tyler Craigie, Information Services Supervisor
 - **Summary:**
 - A project proposal was presented to manage Chromebooks and reduce distractions through the implementation of a program called Linewize. This is to address the current challenges with device oversight and to ensure Chromebooks remain an asset and not a distraction. The Classwize portal provides educators with glanceable control over student screens, enabling them to keep students on task and offer immediate feedback. It also includes a parental dashboard for parents to monitor activity and filtering. The proposal included a cost analysis, projected timeline, and keys to success, such as gathering feedback from a pilot program, in-person training, obtaining parent buy-in, and ensuring unified communication. During the discussion, there were questions about the software's extendability to third-party devices, and it was clarified that if a personal device is connected to the network, the software will automatically apply. Additionally, parents can obtain a license to use the software on offsite devices. The flexibility of the software and the control it provides parents was appreciated. In terms of competition, it was noted that there are diverse options, but based on feedback, product demos, and usability, this solution was found to be cost-competitive and a good fit for the district's needs. Suggestions were made to consider involving middle school classes in the pilot to gather initial feedback across different grade levels. The original discussion around Chromebooks use started as a policy discussion but has now evolved into the implementation of a tool that meets the district's needs.

E.

Equity & Belonging Update

To stay informed and manage the volume of executive orders and policy changes, a new tab titled "Safe & Welcoming Schools" has been added to the district website. This will list recent updates related to executive orders and federal policy changes, along with resources for the public to stay informed. Regarding Policy 3211 Gender-Inclusive Schools, feedback has been received via emails and during the most recent state Zoom meeting, it was confirmed that the content in the policy and procedure is still aligned with state law and no changes will be made as directed by the state. A bulletin update on the Parent's Bill of Rights is expected. The Diversity, Equity, and Inclusion (DEIB) Task Force will meet on February 13, 2025 to discuss a survey designed to gather feedback on the district's DEIB efforts.

III. Public Comment

A. Public Comment Speakers

Speaker: Gabriel Wofford

Topic: Provided comment on gender dysphoria and outlined the negative impacts of policy 3211 on students. Asked for the end of the enforcement and repeal of Policy 3211.

Speaker: John Cassleman

Topic: Provided comment on the incidents of racism within the district and the district's response to those incidents. Thanked the board for the creation of the DEIB task force but requested that the board create additional channels to make this communication public to demonstrate evidence of progress.

IV. Consent Agenda

A. Minutes - January 22, 2025 Regular Board Meeting

Arron Carter made a motion to to approve the minutes as part of the consent agenda from Regular Board Meeting on 01-22-25.

Lisa Waananen Jones seconded the motion.

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

B. Minutes - Minutes of the February 5, 2025 Board Work Session

Arron Carter made a motion to to approve the minutes as part of the consent agenda from Board Work Session on 02-05-25.

Lisa Waananen Jones seconded the motion.

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

C. Personnel Report

D. Personal/Professional Services Contracts

E.

Warrants

F. Student Transfer Requests

G. ASB Fundraiser

H. Out-of-State Travel Requests

I. Additional Task: Diversity, Equity, Inclusion, & Belonging Task Force

J. Consent Agenda Approval (Items IV. A-I).

Arron Carter made a motion to approve the consent agenda.

Lisa Waananen Jones seconded the motion.

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

V. Discussion Items

A. Superintendent Contract Renewal

Presenter: Board of Directors

The renewal and extension of the Superintendent's contract through 2028 was discussed. N. Roberts provided an overview of the contract process, noting the March 1st deadline for the board's decision. It was clarified that this discussion is not part of the superintendent's evaluation process, as that occurs in January, June, and July, but the contract renewal was included as a discussion item at the request from other board members.

Key points discussed:

- The contract can be renegotiated with mutually agreed-upon language.
- The contract can be renegotiated before the end of the year, but it would apply to the next contract.
- C. Nelson expressed concern over the concept of mutual consent in the contract and suggested allowing the current contract to run out and then creating a new one, questioning if it might be time for new leadership.
- N. Roberts clarified that not renewing the contract would communicate the board no longer wants the superintendent, but doesn't personally share that view. He recommended adjusting the contract before it expires, as letting it expire would send a different message.
- C. Nelson noted the contract wasn't agreed upon by the current board, but N. Roberts pointed out it was agreed upon by the previous board, but suggested that any contract adjustments take place as soon as possible for the next year.

- C. Nelson emphasized the importance of the public knowing the board's stance on issues.

In response to a question by L. Waananen Jones about conducting a market analysis for salary comparisons with similar-sized districts, Director Hodge mentioned that an analysis had been conducted, and provided a hardcopy for the board. L.. Waananen Jones shared that through a quick review it seemed the district was well positioned but suggested it would be helpful to make the salary comparison public for community consumption. N. Roberts noted the board could also conduct their own research or request the information.

B. 3210 Nondiscrimination

Policy 3210 Nondiscrimination was highlighted in the WSSDA December 2024 Policy & Legal News. Policy 3210 has been aligned with the most recent WSSDA sample policy.

Per the WSSDA Policy News the policy has been revised to reflect the following changes:

- Policy 3210 now includes language about a school district's obligation to adopt the model student handbook language required by RCW 28A.300.286.
- Policy 3210 now describes discriminatory harassment and how a school district should respond to potential discriminatory harassment. Outlines what constitutes a hostile environment.

This is part of the district's current practice.

C. 3205 Sexual Harassment of Students Prohibited

Policy 3205 Sexual Harassment of Students Prohibited has been revised to align with the most recent WSSDA model sample policy highlighted in the January 2025 WSSDA Newsletter. This revision comes as a result of the rollback of Title IX legislation. To comply with current law, all school districts have been instructed to revert to their prior 2020 Title IX policies and procedures that were in effect until the start of the current school year.

D. 6225 Use of Electronic Signatures NEW

As part of the transition from EduPortal to BoardOnTrack, we have the opportunity to streamline our processes for managing board meeting minutes and other board documents that require signatures by adopting the use of electronic signatures. Currently, our practice involves printing board meeting minutes, obtaining physical signatures, and storing hard copies in the archive room until the end of their retention schedule.

Washington State law does not explicitly require school board meeting minutes to be printed and signed. However, minutes must be approved and maintained as official records, which we have traditionally done through physical signatures. Under the Uniform

Electronic Transactions Act (RCW 1.80), electronic signatures are legally valid in Washington, provided the integrity and authenticity of the records are maintained. This includes board meeting minutes, which are among the record types permissible for e-signatures.

WSSDA adopted a policy (Policy 6225) addressing the use of electronic signatures, which was introduced in 2020. This policy allows for the use of electronic signatures for board documents, including meeting minutes. The adoption of electronic signatures will not only reduce paper waste but will also make document management and public record access more efficient.

A. Carter asked what the extent of the program is? Dr. Maxwell noted that this program relates specifically to Board documents. Other documents, have their own restrictions and limitations. There was agreement in seeing the implementation of e-signing for other documents as well.

E. Resolution 24-25:07 4040R Public Access to District Records

RCW 42.56.070(3) requires agencies subject to the Public Records Act to maintain an index of certain types of records listed in that subsection. However, subsection (4) states that agencies are not required to maintain such an index if doing so would be unduly burdensome. In that case, the agency must: (a) issue and publish a formal order specifying the reason why and the extent to which compliance would be unduly burdensome or interfere with agency operations; and (b) make available for public inspection and copying all indexes maintained for agency use.

This resolution meets this requirement.

VI. Informational Items

A. Administrative Requirements Update

B. Expense Claim Audit - Community Update Board Schedule

C. Board Calendar & Communication Plan

D. Current Enrollment

For 2024-2025 School Year
Budgeted FTE: 2560
Current FTE: 2588.61
Current Year Average FTE: 2606.62

E. Procedures

- 3141F Out-of-District Transfer Form

- 3205P Sexual Harassment of Students Prohibited
- 3205P2 Sex Discrimination and Sex-Based Harassment Prohibited - Implementation Procedure - DELETE
- 3210 Nondiscrimination
- 3211P Gender-Inclusive Schools

F. The Pullman Promise: Priorities, Goals, Success Indicators

VII. Executive or Closed Session

- A. Executive Session: N. Roberts announced there will be an Executive Session to discuss personnel and to discuss with legal counsel litigation or potential litigation per RCW 42.30.110(1)(i) that will end at 8:30pm**

The board meeting reconvened into an open session at 8:30pm, and the chair announced that the executive session end time would be extended 15 minutes before returning to executive session.

VIII. 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 8:45 PM.

Respectfully Submitted,
Nathan Roberts

Documents used during the meeting

- Calendar Committee Update.pdf
- Board Report - 2.12.2025 Personnel.pdf
- Board Report - Contracts 2.12.2025.pdf
- Payroll Warrant Authorization Form_January2025.pdf
- CK Summaries 2.12.25.pdf
- 2025 02.12 Regular Board Meeting - Student Transfer Requests.pdf
- ASB Fundraiser - PHS Olympiad Chipotle Fundraiser 2.12.25.pdf
- ASB Fundraiser - PHS Baseball 2.12.25.pdf
- MEMO Request for Out-of-State Travel 2.12.25.pdf
- MEMO DEIB Task Force 2.12.25.pdf
- Board Report - 2.12.2025 Personnel (2).pdf

- ES 3210 Nondiscrimination 2.12.25.pdf
- 3210 Nondiscrimination 2.12.25.pdf
- ES 3205 Sexual Harassment of Students Prohibited 2.12.25.pdf
- 3205 Sex Harassment of Students Prohibited 2.12.25.pdf
- ES 6225 Use of Electronic Signatures 2.12.25.pdf
- 6225 Use of Electronic Signature 2.12.25.pdf
- ES Resolution 24-25-07 4040R Public Access to District Records.pdf
- Resolution 24-25-07 4040R Public Access to School District Records.pdf
- February Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- Board of Directors Communication Plan 2024-2025_1.22.25.pdf
- 2024-2025 Board Meeting Content Calendar 11.8.24.pdf
- 3141F Out-of-District Transfer Form 2.12.25.pdf
- 3205P Sexual Harassment of Students Prohibited 2.12.25.pdf
- 3205P2 Sex Disc-Harassment Students - Implement DELETE 2.12.25.pdf
- 3210P Non-Discrimination 2.12.25.pdf
- 3211P Gender-Inclusive Schools 2.12.25.pdf
- The Pullman Promise.pdf

Coversheet

Personnel Report

Section: IV. Consent Agenda
Item: B. Personnel Report
Purpose: FYI
Submitted by:
Related Material: Board Report - 2.26.2025 Personnel.pdf

MEMORANDUM

TO: Board of Directors

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

DATE: February 26, 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:

Classified: **Peter Dragonchuk**, special education paraeducator at Pullman High School, resignation effective February 28, 2025

Micheal Howard, regular route bus driver, separation from employment within second 90-day probationary period

Allison Jones, office support paraeducator at Kamiak Elementary, request for a leave of absence beginning August 27, 2025, through November 21, 2025

Emily Sheppard, core+ paraeducator at Jefferson Elementary School, resignation effective February 21, 2025

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

Jill Cournyer, assistant track coach at Lincoln Middle School, resignation

Mary Marsh as assistant track coach at Pullman High School for the 2024-2025 school year only

Tim Schotzko, support assistant boys soccer coach at Pullman High School, resignation

Kim Turner as assistant softball coach at Pullman High School

For Your Information:

Lynda Hamilton, head secretary at Kamiak Elementary School, has received approval to take eight days of unpaid leave

Coversheet

Warrants

Section: IV. Consent Agenda
Item: C. Warrants
Purpose: FYI
Submitted by:
Related Material: CK Summaries 2.26.25.pdf
Payroll Warrant Authorization Form_February 2025.pdf

GF

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 February 26, 2025, the board, by a _____ vote, approves payments, totaling \$222,042.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735667 through 26735701, totaling \$222,042.69

| | |
|--------------------|--------------------|
| Secretary _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|------------------------------|------------|--------------|
| 26735667 | Annies Frozen Yogurt Inc | 02/27/2025 | 84.00 |
| 26735668 | Avista Utilities | 02/27/2025 | 116,613.38 |
| 26735669 | Bryson Sales & Service | 02/27/2025 | 11.99 |
| 26735670 | Charlies Produce | 02/27/2025 | 353.70 |
| 26735671 | Coleman Oil Company LLC | 02/27/2025 | 24,339.01 |
| 26735672 | Community Child Care Center | 02/27/2025 | 3,196.33 |
| 26735673 | Continental Athletic Supply | 02/27/2025 | 10,478.85 |
| 26735674 | Daktronics Inc | 02/27/2025 | 113.41 |
| 26735675 | Envoy Plan Services, Inc. | 02/27/2025 | 17.50 |
| 26735676 | First Step Internet | 02/27/2025 | 105.00 |
| 26735677 | Four Star Supply Co., Inc | 02/27/2025 | 214.37 |
| 26735678 | Game One | 02/27/2025 | 3,116.08 |
| 26735679 | Golden Waffles | 02/27/2025 | 455.00 |
| 26735680 | HD SUPPLY | 02/27/2025 | 1,254.94 |
| 26735681 | Huddle Up Care Inc | 02/27/2025 | 5,775.00 |
| 26735682 | Kuhl Auto Parts, LLC | 02/27/2025 | 263.22 |
| 26735683 | Leader Services | 02/27/2025 | 497.00 |
| 26735684 | Level 3 Communications, LLC | 02/27/2025 | 390.67 |
| 26735685 | Lincoln Middle School | 02/27/2025 | 30.00 |
| 26735686 | Lionbridge Technologies Inc. | 02/27/2025 | 21.93 |
| 26735687 | LKJ Pizza LLC | 02/27/2025 | 1,810.04 |
| 26735688 | Moscow-Pullman Bldg. Supply | 02/27/2025 | 337.07 |
| 26735689 | NEWESD 101 | 02/27/2025 | 5,721.60 |
| 26735690 | Northwest Auto Parts | 02/27/2025 | 26.65 |
| 26735691 | OFFICE DEPOT | 02/27/2025 | 243.56 |
| 26735692 | OSPI - Child Nutrition Svcs | 02/27/2025 | 6,309.13 |
| 26735693 | Pullman Regional Hospital | 02/27/2025 | 2,300.00 |
| 26735694 | Riverside Insights | 02/27/2025 | 1,554.91 |
| 26735695 | RWC Group | 02/27/2025 | 950.66 |
| 26735696 | Stevens - Clay PS | 02/27/2025 | 12,169.90 |
| 26735697 | TinyMobileRobots US LLC | 02/27/2025 | 226.80 |
| 26735698 | Unity School Bus Parts | 02/27/2025 | 263.29 |
| 26735699 | US Foods, Inc. | 02/27/2025 | 19,002.11 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 26735700 | Whitman County Landfill | 02/27/2025 | 68.09 |
| 26735701 | Yellow Barn Occupational Thera | 02/27/2025 | 3,727.50 |
| 35 | Computer | Check(s) For a Total of | 222,042.69 |

| | | | | |
|-----------|----|-----------------------------------|-----------------------|------------|
| | 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 |
| | 35 | Computer | Checks For a Total of | 222,042.69 |
| Total For | 35 | Manual, Wire Tran, ACH & Computer | Checks | 222,042.69 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 222,042.69 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|------|--------------|---------------|---------|------------|------------|
| 10 | General Fund | -27.79 | 0.00 | 222,070.48 | 222,042.69 |

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 February 26, 2025, the board, by a _____ vote, approves payments, totaling \$333.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26735662 through 26735666, totaling \$333.89

| | |
|--------------------|--------------------|
| Secretary _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|-------------------------|-------------------------|--------------|
| 26735662 | Bromley, Daniel Patrick | 02/27/2025 | 28.35 |
| 26735663 | Keithley, Brian L | 02/27/2025 | 136.00 |
| 26735664 | Lopez, Autumn M | 02/27/2025 | 34.02 |
| 26735665 | Manis, Kristina | 02/27/2025 | 27.72 |
| 26735666 | Talbot, Edie Anne | 02/27/2025 | 107.80 |
| 5 | Computer | Check(s) For a Total of | 333.89 |

| | | | | |
|-----------|---|-----------------------------------|-----------------------|--------|
| | 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 |
| | 5 | Computer | Checks For a Total of | 333.89 |
| Total For | 5 | Manual, Wire Tran, ACH & Computer | Checks | 333.89 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 333.89 |

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 | 333.89 | 333.89 |

GF 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 February 26, 2025, the board, by a _____ vote, approves payments, totaling \$2,377.49. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 242500113 through 242500113, totaling \$2,377.49

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------|-------------------------|--------------|
| 242500113 | Ries, Isaac Edward | 02/27/2025 | 2,377.49 |
| 1 | ACH | Check(s) For a Total of | 2,377.49 |

| | | | | |
|-----------|---|-----------------------------------|-----------------------|----------|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 1 | ACH | Checks For a Total of | 2,377.49 |
| | 0 | Computer | Checks For a Total of | 0.00 |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks | 2,377.49 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 2,377.49 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|------|--------------|---------------|---------|---------|----------|
| 10 | General Fund | 2,377.49 | 0.00 | 0.00 | 2,377.49 |

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 February 26, 2025, the board, by a _____ vote, approves payments, totaling \$17,142.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants: Warrant Numbers 26735653 through 26735661, totaling \$17,142.92

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 26735653 | Game One | 02/27/2025 | 434.70 |
| 26735654 | Gear Up Sports | 02/27/2025 | 7,549.14 |
| 26735655 | Lowery, James Michael | 02/27/2025 | 249.90 |
| 26735656 | Neill's Flowers LLC | 02/27/2025 | 118.80 |
| 26735657 | Pullman School District | 02/27/2025 | 6,000.00 |
| 26735658 | Pullman School Dist - Revolvin | 02/27/2025 | 1,295.00 |
| 26735659 | StaySharp Events | 02/27/2025 | 850.00 |
| 26735660 | US Foods, Inc. | 02/27/2025 | 79.88 |
| 26735661 | Washington Officials Associati | 02/27/2025 | 565.50 |
| 9 | Computer | Check(s) For a Total of | 17,142.92 |

| | | | | |
|-----------|---|-----------------------------------|-----------------------|-----------|
| | 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 |
| | 9 | Computer | Checks For a Total of | 17,142.92 |
| Total For | 9 | Manual, Wire Tran, ACH & Computer | Checks | 17,142.92 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 17,142.92 |

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 | 17,142.92 | 17,142.92 |

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 February 26, 2025, the board, by a _____ vote, approves payments, totaling \$658.51. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 202400042 through 202400045, totaling \$658.51

| | |
|--------------------|--------------------|
| Secretary _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|-----------------------|------------|--------------|
| 202400042 | Department Of Revenue | 02/12/2025 | 41.36 |
| 202400043 | Department Of Revenue | 02/12/2025 | 0.07 |
| 202400044 | Department Of Revenue | 02/12/2025 | 459.21 |
| 202400045 | Department Of Revenue | 02/12/2025 | 157.87 |

| | | |
|---|---------------------------------------|--------|
| 4 | Wire Transfer Check(s) For a Total of | 658.51 |
|---|---------------------------------------|--------|

| | | | | |
|-----------|---|-----------------------------------|-----------------------|--------|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 4 | Wire Transfer | Checks For a Total of | 658.51 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 0 | Computer | Checks For a Total of | 0.00 |
| Total For | 4 | Manual, Wire Tran, ACH & Computer | Checks | 658.51 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 658.51 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|------|------------------|---------------|---------|---------|--------|
| 10 | General Fund | 199.23 | 0.00 | 0.00 | 199.23 |
| 40 | Associated Stude | 459.28 | 0.00 | 0.00 | 459.28 |



Payroll Office
Pullman School District No. 267
240 SE Dexter St
Pullman WA 99163
Phone: 509.334.9395
Fax: 509.334.0375

PAYROLL WARRANT AUTHORIZATION

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers [26735702](#) to [26735729](#) inclusive, with payroll amounting to [\\$3,137,144.02](#) issued [02/28/2025](#) on the account of the General Fund.

Said warrants have been signed by the Secretary of the Board of Directors by order of said Board.

Secretary

President of Board of Directors

Coversheet

Student Transfer Requests

Section: IV. Consent Agenda
Item: D. Student Transfer Requests
Purpose: FYI
Submitted by:
Related Material: 2025 02.26 Regular Board Meeting - Student Transfer Requests.pdf

SCHOOL BOARD MEETING

STUDENT TRANSFER REQUESTS



February 26, 2025

TRANSFER REQUESTS 2024-2025

Released to PSD

- A. Russell, Grade 10, Released from Colfax School District – New

Released from PSD

- E. Cooper, Grade 10, Released to Washington Connections Academy in the Goldendale School District (new)
- I. Stately, Grade 8, Released to Washington Connections Academy in the Goldendale School District (renewal)
- M. Lecoq, Grade 11, Released to Washington Connections Academy in the Goldendale School District (new)
- J. Logue, Grade 9, Released to Washington Connections Academy in the Goldendale School District (new)
- M. Stately, Grade 10, Released to Washington Connections Academy in the Goldendale School District (renewal)
- J. Crear, Grade 2, Released to Insight School of Washington in the Quillayute Valley School District (new)
- A. Powers, Grade 10, Released to Columbia Virtual Academy in the Kettle Falls School District (new)

Rescinded (Revoked)

- R. Nave, Grade 8, Rescinded from Washington Connections Academy in the Mary M. Knight School District

TRANSFER REQUESTS 2025-2026

Released to PSD

- R. Sykes, Grade 12, Released from Palouse School District (renewal)
- J. Armstrong, Grade 12, Released from Colfax School District (renewal)

Coversheet

ASB Fundraiser

Section: IV. Consent Agenda

Item: E. ASB Fundraiser

Purpose:

Submitted by:

Related Material:

ASB Fundraiser - LMS Cryptid-GSA Club - Letter Writing 2.26.25.pdf

ASB Fundraiser - LMS Cryptid-GSA Club 2.26.25.pdf

ASB Fundraiser - PHS DECA - Chipotle Fundraiser 2.26.25.pdf

ASB Fundraiser - PHS DECA - Panda Express Fundraiser 2.26.25.pdf



Fundraising/Activity Form

ASB ASB Charitable General Fund

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

School: Lincoln Middle School Group Name: Cryptid/GSA Club Account #: 4079

Proposed Fundraising Activity: write letters to potential sponsors seeking donations

Intended Use of Proceeds: purchase research equipment

Estimated Revenues: \$ \$1000 Estimated 1025 - 25 = \$1000

Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit: 1025 - 25 = \$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: 3/01/25 End: 4/30/25

Team/Club Leader (student): [Signature] 2/21/25 SB Bookkeeper (staff): [Signature] 2/21/25
(Signature & Date) (Signature & Date)

Coach/Club Advisor (staff): [Signature] 2/21/25 Principal's Pre-Approval: [Signature] 2/21/25
(Signature & Date) (Signature & Date)

Student Leadership (student): [Signature] 2/21/25 Activity Coordinator: [Signature] 2/21/25
(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 | \$ | _____ |
| | | <small>(line 3 plus line 4)</small> |
| 6. Net Profit (loss) | \$ | _____ |
| | | <small>(line 2 less line 5)</small> |

D. Final Approval of Reconciliation

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

Team/Club Leader (student): [Signature] 2/21/25 ASB Bookkeeper (staff): [Signature] 2/21/25
(Signature & Date) (Signature & Date)

Coach/Club Advisor (staff): [Signature] 2/21/25 Principal: [Signature] 2/21/25
(Signature & Date) (Signature & Date)

Activity Coordinator: [Signature] 2/21/25
(Signature & Date)

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



Fundraising/Activity Form

ASB ASB Charitable General Fund

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

School: Lincoln Middle School Group Name: Cryptid/GSA Club Account #: 4079

Proposed Fundraising Activity: Sell pre packaged items at afterschool events

Intended Use of Proceeds: purchase research equipment

Estimated Revenues: \$ \$200 Estimated 250 - 50 = \$200

Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit: 250 - 50 = \$200

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: 3/01/25 End: 5/30/25

Team/Club Leader (student): [Signature] 2/21/25 ASB Bookkeeper (staff): [Signature] 2/21/25

Coach/Club Advisor (staff): [Signature] 2/21/25 Principal's Pre-Approval: [Signature] 2/21/25

Student Leadership (student): [Signature] 2/21/25 Activity Coordinator: [Signature] 2/21/25

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): [Signature] 2/21/25 ASB Bookkeeper (staff): [Signature] 2/21/25

Coach/Club Advisor (staff): [Signature] 2/21/25 Principal: [Signature] 2/21/25

Activity Coordinator: [Signature] 2/21/25

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



Fundraising/Activity Form

ASB ASB Charitable General Fund

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

| | | |
|---|--|---|
| School: <u>Pullman High School</u> | Group Name: <u>Pullman High School DECA</u> | Account #: <u>4034</u> |
| Proposed Fundraising Activity: <u>Chipotle Fundrasier</u> | | |
| Intended Use of Proceeds: <u>Covering some costs associated with the International Career Development Confe</u> | | |
| Estimated Revenues:\$ <u>\$100-\$200</u> | Estimated | <u>No Expenses (\$0)</u> |
| Expenses: \$ Estimated Revenues-Estimated Expenses=Estimated Profit: | | <u>\$100-\$200</u> |
| Will the fundraiser be held for the benefit of an organization outside the district? | | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| If yes, please attach a copy of the name, address and phone number of the organization. | | |
| Dates of the Fundraiser: | Start: <u>April 2, 2025</u> | End: <u>April 2, 2025</u> |
| Team/Club Leader (student): <u>Max Turneure 2/5/25</u> | ASB Bookkeeper (staff): _____ <small>(Signature & Date)</small> | |
| Coach/Club Advisor (staff): <u><i>[Signature]</i> 2/13/25</u> | Principal's Pre-Approval: <u><i>[Signature]</i> 2-18-25</u> <small>(Signature & Date)</small> | |
| Student Leadership(student): <u><i>[Signature]</i> 2/24/25</u> | Activity Coordinator: <u><i>[Signature]</i> 2/15/25</u> <small>(Signature & Date)</small> | |

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 | | \$ _____ <small>(line 3 plus line 4)</small> |
| 6. Net Profit (loss) | | \$ _____ <small>(line 2 less line 5)</small> |

D. Final Approval of Reconciliation

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

| | |
|---|---------------------------------------|
| Team/Club Leader (student): <u>Max Turneure</u> | ASB Bookkeeper (staff): _____ |
| <small>(Signature & Date)</small> | <small>(Signature & Date)</small> |
| Coach/Club Advisor (staff): _____ | Principal: _____ |
| <small>(Signature & Date)</small> | <small>(Signature & Date)</small> |
| Activity Coordinator: _____ | |
| <small>(Signature & Date)</small> | |

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



Fundraising/Activity Form

ASB ASB Charitable General Fund

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

| | | | | | |
|---|---|----------------------------|---------------------------------------|----------------------------|---|
| School: | <u>Pullman High School</u> | Group Name: | <u>Pullman High School DECA</u> | Account #: | <u>4034</u> |
| Proposed Fundraising Activity: | <u>Panda Express Fundrasier</u> | | | | |
| Intended Use of Proceeds: | <u>Covering some costs associated with the International Career Development Confe</u> | | | | |
| Estimated Revenues:\$ | <u>\$100-\$200</u> | Estimated | <u>No Expenses (\$0)</u> | | |
| Expenses: \$ Estimated Revenues-Estimated Expenses=Estimated Profit: | <u>\$100-\$200</u> | | | | |
| Will the fundraiser be held for the benefit of an organization outside the district? | | | | | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| If yes, please attach a copy of the name, address and phone number of the organization. | | | | | |
| Dates of the Fundraiser: | Start: | <u>Est. March 26, 2025</u> | End: | <u>Est. March 26, 2025</u> | |
| Team/Club Leader (student): | <u>Max Turneure 2/9/25</u> | ASB Bookkeeper (staff): | | | |
| | <small>(Signature & Date)</small> | | <small>(Signature & Date)</small> | | |
| Coach/Club Advisor (staff): | <u>[Signature] 2/13/25</u> | Principal's Pre-Approval: | <u>Debbie Crabtree 2-18-25</u> | | |
| | <small>(Signature & Date)</small> | | <small>(Signature & Date)</small> | | |
| Student Leadership(student): | <u>[Signature] 2/24/25</u> | Activity Coordinator: | <u>[Signature] 2/13/25</u> | | |
| | <small>(Signature & Date)</small> | | <small>(Signature & Date)</small> | | |

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 | \$ | _____ |
| | | | <small>(line 3 plus line 4)</small> |
| 6. | Net Profit (loss) | \$ | _____ |
| | | | <small>(line 2 less line 5)</small> |

D. Final Approval of Reconciliation

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

| | |
|---|---------------------------------------|
| Team/Club Leader (student): <u>Max Turneure</u> | ASB Bookkeeper (staff): _____ |
| <small>(Signature & Date)</small> | <small>(Signature & Date)</small> |
| Coach/Club Advisor (staff): _____ | Principal: _____ |
| <small>(Signature & Date)</small> | <small>(Signature & Date)</small> |
| Activity Coordinator: _____ | |
| <small>(Signature & Date)</small> | |

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

Coversheet

Donation Received

Section: IV. Consent Agenda
Item: F. Donation Received
Purpose:
Submitted by:
Related Material: MEMO PHS Boosters Donation Received 2.26.25.pdf



PULLMAN PUBLIC SCHOOLS

240 SE Dexter St, Pullman, WA 99163 • Phone 509.332.3581 • Fax 509.336.7202
Ensuring learning while challenging and supporting each student to achieve full potential

MEMO

To: Pullman School District Board of Directors

From: Diane Hodge
Finance Director
Pullman School District

Date: February 26, 2025

Re: **Donation**
Pullman Education Foundation

DONATION RECEIVED:

- **Donation Amount:** \$24,576.18
- **Donor:** Pullman High School Booster
- **Description:** Donation for the purchase of a new Pole Vault Pit for the PHS Track team.

Coversheet

Budget Status Report

Section: IV. Consent Agenda
Item: G. Budget Status Report
Purpose:
Submitted by:
Related Material: Budget Status Report_January 2025.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 January, 2025

| | ANNUAL BUDGET | ACTUAL FOR MONTH | ACTUAL FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
|--|-------------------|---------------------|----------------------|----------------------|----------------------|--------------|
| A. REVENUES/OTHER FIN. SOURCES | | | | | | |
| 1000 Local Taxes | 5,817,000 | 6,690.37 | 2,128,014.18 | | 3,688,985.82 | 36.58 |
| 2000 Local Support Non Tax | 873,850 | 46,709.47 | 436,273.87 | | 437,576.13 | 49.93 |
| 3000 State Revenue-General Purpose | 26,969,312 | 2,481,689.19 | 10,907,824.68 | | 16,061,487.32 | 40.45 |
| 4000 State Revenue-Special Purpose | 6,957,089 | 734,374.70 | 2,771,778.25 | | 4,185,310.75 | 39.84 |
| 5000 Federal Revenue-General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 6000 Federal Revenue-Special Purpose | 2,208,724 | 316,806.49 | 702,935.29 | | 1,505,788.71 | 31.83 |
| 7000 Other School Districts | 24,000 | 171.85 | 171.85 | | 23,828.15 | 0.72 |
| 8000 Other Entities | 515,500 | .00 | .00 | | 515,500.00 | 0.00 |
| 9000 Other Financing Sources | 0 | 1,047.90 | 1,047.90 | | 1,047.90- | 0.00 |
| Total REVENUES/OTHER FIN. SOURCES | 43,365,475 | 3,587,489.97 | 16,948,046.02 | | 26,417,428.98 | 39.08 |
| B. EXPENDITURES | | | | | | |
| 00 Regular Instruction | 23,333,606 | 1,854,015.58 | 9,852,463.82 | 12,170,109.56 | 1,311,032.62 | 94.38 |
| 10 Federal Stimulus | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 20 Special Ed Instruction | 5,785,328 | 461,815.19 | 2,269,079.86 | 3,057,672.84 | 458,575.30 | 92.07 |
| 30 Vocational Ed Instruction | 1,751,067 | 135,392.20 | 698,471.67 | 798,625.88 | 253,969.45 | 85.50 |
| 40 Skills Center Instruction | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 50+60 Compensatory Education Instruction | 2,195,423 | 157,224.23 | 789,255.80 | 1,012,677.77 | 393,489.43 | 82.08 |
| 70 Other Instruction Programs | 752,390 | 5,717.48 | 35,955.52 | 40,037.26 | 676,397.22 | 10.10 |
| 80 Community Services | 39,000 | 1,414.43 | 1,414.43 | 0.00 | 37,585.57 | 3.63 |
| 90 Support Services | 10,911,139 | 789,496.91 | 5,017,706.87 | 5,028,557.75 | 864,874.38 | 92.07 |
| Total EXPENDITURES | 44,767,953 | 3,405,076.02 | 18,664,347.97 | 22,107,681.06 | 3,995,923.97 | 91.07 |
| 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- | 182,413.95 | 1,716,301.95- | | 313,823.95- | 22.38 |
| F. TOTAL BEGINNING FUND BALANCE | | | | | | |
| | 3,467,707 | | 4,242,571.87 | | | |
| G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-) | | | | | | |
| | XXXXXXXXXX | | .00 | | | |
| H. TOTAL ENDING FUND BALANCE (E+F + OR - G) | | | | | | |
| | 2,065,229 | | 2,526,269.92 | | | |

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- | 744,031.61- |
| G/L 891 Unassigned Min Fnd Bal Policy | 3,350,097 | 3,224,824.86 |
| <u>TOTAL</u> | 2,065,229 | 2,526,269.92 |

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 January, 2025

| | ANNUAL BUDGET | ACTUAL FOR MONTH | ACTUAL FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
|---|------------------|---------------------|--------------------|--------------|--------------|---------|
| A. REVENUES/OTHER FIN. SOURCES | | | | | | |
| 1000 Local Taxes | 255,000 | 271.30 | 80,314.67 | | 174,685.33 | 31.50 |
| 2000 Local Support Non-Tax | 114,800 | 9,481.40 | 56,283.98 | | 58,516.02 | 49.03 |
| 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 |
| <u>Total REVENUES/OTHER FIN. SOURCES</u> | 369,800 | 9,752.70 | 136,598.65 | | 233,201.35 | 36.94 |
| 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 | 4,546.52 | 45,616.47 | 5,169.18 | 204,900.35 | 19.86 |
| 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 |
| <u>Total EXPENDITURES</u> | 2,398,986 | 4,546.52 | 71,260.59 | 5,169.18 | 2,322,556.23 | 3.19 |
| 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- | 5,206.18 | 65,338.06 | | 2,094,524.06 | 103.22- |
| 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 | | 2,629,796.71 | | | |

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 Restricted 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- | 14,914.65- |
| 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 | 941,757.82 |
| G/L 890 Unassigned Fund Balance | 0 | .00 |
| <u>TOTAL</u> | 449,963 | 2,629,796.71 |

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 January, 2025

| | ANNUAL BUDGET | ACTUAL FOR MONTH | ACTUAL FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
|--|------------------|---------------------|----------------------|--------------|----------------------|------------------|
| A. REVENUES/OTHER FIN. SOURCES | | | | | | |
| 1000 Local Taxes | 7,119,300 | 8,721.30 | 2,951,501.26 | | 4,167,798.74 | 41.46 |
| 2000 Local support Non-Tax | 85,000 | 2,751.99 | 50,444.70 | | 34,555.30 | 59.35 |
| 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 | 11,473.29 | 3,001,945.96 | | 4,202,354.04 | 41.67 |
| B. EXPENDITURES | | | | | | |
| Matured Bond Expenditures | 4,680,000 | .00 | 4,680,000.00 | 0.00 | .00 | 100.00 |
| Interest on Bonds | 2,560,116 | .00 | 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 | .00 | 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- | 11,473.29 | 3,016,061.72- | | 2,970,245.72- | > 1000 |
| F. TOTAL BEGINNING FUND BALANCE | 3,984,549 | | 3,811,793.58 | | | |
| G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-) | XXXXXXXX | | .00 | | | |
| H. TOTAL ENDING FUND BALANCE (E+F + OR - G) | 3,938,733 | | 795,731.86 | | | |
| I. ENDING FUND BALANCE ACCOUNTS: | | | | | | |
| G/L 810 Restricted for Other Items | 0 | | .00 | | | |
| G/L 830 Restricted for Debt Service | 3,938,733 | | 795,731.86 | | | |
| 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 | | 795,731.86 | | | |

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 January, 2025

| | ANNUAL BUDGET | ACTUAL FOR MONTH | ACTUAL FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
|---|------------------|---------------------|--------------------|--------------|------------|---------|
| A. REVENUES | | | | | | |
| 1000 General Student Body | 236,105 | 6,207.91 | 87,785.11 | | 148,319.89 | 37.18 |
| 2000 Athletics | 153,970 | 28,330.04 | 101,425.78 | | 52,544.22 | 65.87 |
| 3000 Classes | 13,400 | 60.00 | 60.00 | | 13,340.00 | 0.45 |
| 4000 Clubs | 125,900 | 1,880.60 | 77,844.85 | | 48,055.15 | 61.83 |
| 6000 Private Moneys | 7,000 | .00 | 3,522.48 | | 3,477.52 | 50.32 |
| <u>Total REVENUES</u> | 536,375 | 36,478.55 | 270,638.22 | | 265,736.78 | 50.46 |
| B. EXPENDITURES | | | | | | |
| 1000 General Student Body | 258,725 | 2,166.13 | 20,107.80 | 11,238.12 | 227,379.08 | 12.12 |
| 2000 Athletics | 233,307 | 10,318.88 | 63,619.21 | 31,258.47 | 138,429.32 | 40.67 |
| 3000 Classes | 13,640 | .00 | 280.71 | 1,474.58 | 11,884.71 | 12.87 |
| 4000 Clubs | 209,055 | 11,260.75 | 76,480.56 | 13,774.15 | 118,800.29 | 43.17 |
| 6000 Private Moneys | 7,000 | .00 | .00 | 0.00 | 7,000.00 | 0.00 |
| <u>Total EXPENDITURES</u> | 721,727 | 23,745.76 | 160,488.28 | 57,745.32 | 503,493.40 | 30.24 |
| C. EXCESS OF REVENUES | | | | | | |
| <u>OVER (UNDER) EXPENDITURES (A-B)</u> | 185,352- | 12,732.79 | 110,149.94 | | 295,501.94 | 159.43- |
| D. TOTAL BEGINNING FUND BALANCE | | | | | | |
| | 543,116 | | 525,766.31 | | | |
| E. GLS 896, 897, 898 ACCOUNTING | | | | | | |
| <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u> | XXXXXXXXXX | | .00 | | | |
| F. TOTAL ENDING FUND BALANCE | | | | | | |
| <u>C+D + OR - E)</u> | 357,764 | | 635,916.25 | | | |
| G. ENDING FUND BALANCE ACCOUNTS: | | | | | | |
| G/L 810 Restricted for Other Items | 0 | | .00 | | | |
| G/L 819 Restricted for Fund Purposes | 357,764 | | 635,916.25 | | | |
| 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 | | | |
| <u>TOTAL</u> | 357,764 | | 635,916.25 | | | |

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 January, 2025

| | ANNUAL BUDGET | ACTUAL FOR MONTH | ACTUAL FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
|---|------------------|---------------------|--------------------|-------------------|-------------------|--------------|
| A. REVENUES/OTHER FIN. SOURCES | | | | | | |
| 1000 Local Taxes | 0 | .00 | .00 | | .00 | 0.00 |
| 2000 Local Support Non Tax | 21,000 | 4,732.19 | 14,616.46 | | 6,383.54 | 69.60 |
| 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 | 4,732.19 | 14,616.46 | | 559,774.54 | 2.54 |
| B. 9900 TRANSFERS IN FROM GF | | | | | | |
| | 0 | .00 | .00 | | .00 | 0.00 |
| C. Total REV./OTHER FIN. SOURCES | 574,391 | 4,732.19 | 14,616.46 | | 559,774.54 | 2.54 |
| 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- | 4,732.19 | 14,616.46 | | 126,225.46 | 113.10- |
| 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 | | 666,497.01 | | | |

K. ENDING FUND BALANCE ACCOUNTS:

| | | |
|---|--------------------|-----------------------|
| G/L 810 Restricted For Other Items | 0 | .00 |
| G/L 819 Restricted for Fund Purposes | 532,917 | 666,497.01 |
| G/L 830 Restricted for Debt Service | 0 | .00 |
| G/L 835 Restricted 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 |
| <u>TOTAL</u> | 532,917 | 666,497.01 |

Coversheet

Overnight Field Trip Request

Section: IV. Consent Agenda
Item: H. Overnight Field Trip Request
Purpose:
Submitted by:
Related Material: Overnight Field Trip Request - LMS Sci Olympiad_APR 2025.pdf

Pullman School District Form

2320F

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Overnight Field Trip Request

Teacher/Group Requesting: LMS Science Olympiad

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

1. Number of students involved: Potentially 30

2. Purpose of trip: Compete at State Science Olympiad

3. Destination: Ellensburg, WA

Is this a result of competition: Yes No

4. Housing (Motel, Private Houses, etc.):
Hotel - TravelLodge

5. Number of chaperones: 2

Names of chaperones:
Roseanne August & Roz Strong

Other parents will be travelling as well.

6. Cost and method of payment (including any cost to students):
 ASB Principal Fund Raiser Other _____

Cost to student: \$ 75 Total Cost: \$ _____

7. Date(s) and time of departure and return: depart Friday April 11 10 AM
return Saturday after competition - about 10 PM

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: Marla Haugen

Signature of Building Principal: Callie Johnson

Signature of Superintendent: Robert Wenzel

Board Action: _____ Date: _____

Coversheet

Superintendent Contract Renewal

Section: V. Action Items
Item: A. Superintendent Contract Renewal
Purpose: Discuss
Submitted by:
Related Material: Board Report - 2.12.2025 Personnel (2).pdf

MEMORANDUM

TO: Board of Directors

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

DATE: February 12, 2024

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:

Renewal and extension of the Superintendent's contract through 2028

Coversheet

3205 Sexual Harassment of Students Prohibited

Section: V. Action Items
Item: B. 3205 Sexual Harassment of Students Prohibited
Purpose: Discuss
Submitted by:
Related Material: ES 3205 Sexual Harassment of Students Prohibited 2.12.25.pdf
3205 Sex Harassment of Students Prohibited 2.12.25.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

3205 Sexual Harassment of Students Prohibited

Executive Summary

February 12, 2025

Roberta Kramer

Assistant Superintendent

Background:

Policy 3205 Sexual Harassment of Students Prohibited has been revised to align with the most recent WSSDA model sample policy highlighted in the January 2025 WSSDA Newsletter. This revision comes as a result of the rollback of Title IX legislation. To comply with current law, all school districts have been instructed to revert to their prior 2020 Title IX policies and procedures that were in effect until the start of the current school year.

Recommended Board Action:

Approve revision to Policy 3205 Sexual Harassment of Students Prohibited.

Motion to Approve

I move to approve the revisions to Policy 3205 Sexual Harassment of Students Prohibited.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____

STUDENTS**Sex Discrimination and Sex-Based Sexual Harassment of Students Prohibited**

The Pullman School District Board of Directors is committed to a positive and productive education free from discrimination, including sexual harassment. ~~The district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Federal and State laws.~~ This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

~~The district has jurisdiction over complaints of sex discrimination, including sex-based harassment, pursuant to the Federal law Title IX of the Education Amendments of 1972 (Title IX) and Washington State laws, including Chapter 28A.640 RCW and Chapter 392.190 WAC.~~

~~This policy is developed to meet the district's obligations under Title IX and aligned with Washington State laws and regulations that define sex discrimination. Sex discrimination that does not fall under this policy may be addressed under other district policies and procedures.~~

~~The district prohibits sex discrimination of students by other students, employees, or third parties involved in school district activities. The district also prohibits sex discrimination in the policies, procedures, and practices of the district's program and activities, including but not limited to counseling and guidance services, recreational and athletics activities, and access to course offerings.~~

~~For purposes of this policy, "sex discrimination" includes discrimination on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, and gender expression. Sex-based harassment is a form of sex discrimination and is prohibited by this policy.~~

I. Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

~~"Sex-based harassment" means sexual harassment and other harassment on the basis of sex stereotypes, sex characteristics, sexual orientation, gender identity, gender expression, pregnancy or related conditions, and marital status.~~

The term "sexual harassment" ~~includes the following, which Title IX defines at 34 C.F.R. § 106.2~~ may include:

- "Quid pro quo harassment," acts of sexual violence
- "Hostile environment harassment," and unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- Specific offenses of sexual assault, dating violence, domestic violence, or stalking unwelcome sexual advances;
- Unwelcome requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

~~The term “sexual harassment” is also prohibited under state law as defined at WAC 392-190-056 and includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:~~

- ~~a.—Submission to that conduct or communication is condition of obtaining an education or~~
- ~~b.—A factor in decisions affecting that individual’s education; or~~
- ~~c.—The conduct or communication has the purpose or effect of substantially interfering with an individual’s educational performance or of creating an intimidating, hostile, or offensive educational environment.~~

~~Harassment based on sexual orientation, gender expression, or gender identity is also prohibited under Washington state law.~~

~~For the purpose of these definitions, sex-based harassment may include conduct or communication that involves adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.~~

~~The district will address all sex-based harassment in its program and activities, even when some conduct alleged to be contributing to a hostile environment occurs outside of its program or activities.~~

~~The district has also developed other specific, related policies for students to comply with its obligations under State and Federal laws, including nondiscrimination (Policy 3210), gender-inclusive schools (Policy 3211), and district employees (Policy 5011) to comply with its obligations under State and Federal laws, including Title IX, and to create inclusive and welcoming school communities.~~

II. Investigation and Response

~~The Superintendent will develop and implement procedures for receiving, investigating, and resolving complaints or reports of sex discrimination and will include reasonable and prompt timelines and delineate roles and responsibilities for such. The procedure can be found at 3205P.1.~~

If the district knows, or reasonably should know, that ~~sex discrimination~~sexual harassment has ~~occurred~~created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that ~~sex-based~~sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the ~~sex-based~~sexual harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects. The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging ~~sex discrimination~~sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint alleging ~~sex discrimination~~sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services ~~as required by law~~. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does

Pullman School District Board Policy

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not relieve the district of its independent obligation to investigate and resolve ~~sex-based~~sexual harassment.

Engaging in ~~sex-based~~sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in ~~sex-based~~ sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

III. Retaliation and False Allegations

~~Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited. It is a violation of this policy to engage in retaliation, as defined under Federal and State laws and the Superintendent's procedure, including retaliation by a student against another student,~~ and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of ~~sex discrimination~~sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline ~~as discussed in the Superintendent's procedure. However, no party, witness, or others participating in the district's grievance process will be disciplined based solely on a determination of whether sex discrimination occurred under the Superintendent's procedure.~~

IV. Staff Responsibilities ~~and Training~~

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff a procedure that identifies the roles, responsibilities under this policy, and training requirements of the Title IX Coordinator and other district employees.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

V. Notice and Training

The superintendent will ~~also~~ develop materials to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of ~~sex-based~~sexual harassment. ~~The procedures can be found at 3205P-2.~~

At a minimum ~~sexual,~~ the district's website will include a statement that the district prohibits sex discrimination and sex-based harassment recognition and prevention in any education program or activity that it operates, as required by Title IX and the elements of this policy will be included in staff, student, and regular volunteer orientation. other laws, and employment. It will also state that questions about Title IX, how to locate the district's policy and grievance procedure, and how to

Pullman School District Board Policy

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~~report sex discrimination or make a complaint may be directed to the District’s Title IX Coordinator. The Title IX Coordinator’s contact information will also be provided, including their name or title, office address, email address, and telephone number.~~

This policy and the procedure, which includes the complaint process, will be ~~conspicuously~~ posted in each district building in a place ~~accessible~~ available to staff, students, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted ~~throughout in~~ each school building, provided to each employee and reproduced in each student, staff, volunteer, and parent handbook. Such notices will identify the district’s Title IX coordinator and provide contact information, including the coordinator’s email address.

~~Additionally, sex-based harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientations.~~

~~V.~~ VI. Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

Cross References:

| | |
|--------------------------------------|--|
| Board Policy, 3207/P | Prohibition of Harassment, Intimidation, and Bullying of Students |
| Board Policy, 3210/P | Nondiscrimination |
| Board Policy, 3211/P | Gender-Inclusive Schools |
| Board Policy, 3241/P | Student Discipline |
| Board Policy, 5010/P | Nondiscrimination and Affirmative Action |
| Board Policy, 5011/P | Sex Discrimination and Sex-Based Harassment of District Staff Prohibited |

Legal Reference:

| | |
|--|--|
| RCW 49.60 | Washington Law Against Discrimination |
| 20. U.S.C. 1681-1688 | |
| WAC 392-190-058 | Sexual Harassment |
| RCW 28A.640.020 | Regulations, guidelines to eliminate discrimination – Scope – Sexual harassment policies |
| 2024 Title IX Regulations at 34 | C.F.R. 106 – 106 et seq. |
| WAC 162-32-040 | Harassment |

Management Resources

- Policy & Legal News, August 2024
- Policy & Legal News, August 2020
- Policy alert, July 2015
- Policy & Legal News, December 2014
- Policy & Legal News, October 2010

Classification: Essential

Adoption Date: December 11, 2019

Revised Date: September 9, 2020

Revised Date: January 8, 2025

Coversheet

3210 Nondiscrimination

Section: V. Action Items
Item: C. 3210 Nondiscrimination
Purpose: Discuss
Submitted by:
Related Material: ES 3210 Nondiscrimination 2.12.25.pdf
3210 Nondiscrimination 2.12.25.pdf



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3210 Nondiscrimination

Executive Summary

February 12, 2025

Roberta Kramer

Assistant Superintendent

Background:

Policy 3210 Nondiscrimination was highlighted in the WSSDA December 2024 Policy & Legal News. Policy 3210 has been aligned with the most recent WSSDA sample policy.

Per the WSSDA Policy News the policy has been revised to reflect the following changes:

- Policy 3210 now includes language about a school district’s obligation to adopt the model student handbook language required by RCW 28A.300.286.
- Policy 3210 now describes discriminatory harassment and how a school district should respond to potential discriminatory harassment.

Recommended Board Action:

Approval to revise Policy 3210 Nondiscrimination as presented.

Motion to Approve

I move to approve the revisions to Policy 3210 Nondiscrimination as presented.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____

STUDENTS

Non-Discrimination

The Pullman School District Board of Directors and the Pullman School District are committed to complying with anti-discrimination laws.

I. Definition

“Protected status” is short for the phrase “sex, race, creed, religion, Pullman School District Board of Directors and the Pullman School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression, gender or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.”

II. Nondiscrimination Statement

–The district will adopt a nondiscrimination statement that must include the following:

1. Notice that the district may not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal.

provide

2. The name or title, office address, and telephone number of the employee designated as the compliance officer under this policy, the Section 504 Coordinator, and the Title IX Coordinator.

3. Notice that the district provides equal access to school facilities to the Boy Scouts of America and any all other designated youth groupgroups listed in Title 36 of the United States Code as a patriotic society.

The district will include this statement in written announcements, notices, recruitment materials, employment application forms, and other publications made available to all students, parents, or employees.

–District programs

The district may combine the statement described above with the notice described in Policy 3205.

III. Model Student Handbook Language

The district will adopt the model student handbook language described in RCW 28A.300.286 and include the language in any student, parent, employee, and volunteer handbook it or its schools publish and on its and its schools’ websites.

IV. Discriminatory Harassment

Students have a right to be free from discriminatorysexual harassment. The district violates that right if the following conditions are met: Auxiliary aids and services will be provided upon request to individuals with disabilities.–

The alleged conduct

1. Conduct against any student that is based on a student's protected status.
2. The alleged conduct creates a hostile environment. A hostile environment is created if one of the alleged conduct categories listed above that is sufficiently severe, persistent, or pervasive that it limits as to limit or denies deny the student's ability to participate in or benefit from the district's course offerings, including any educational programming or any activity. A hostile environment could impact a student's life in many ways. Physical illness, anxiety about going to school, or a decline in grades or attendance could signal a hostile environment.
3. After receiving notice of the alleged conduct, the district fails to take prompt and appropriate action to investigate it or fails to will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects as appropriate. The district has notice of discriminatory harassment if a reasonable employee knew or, in the exercise of reasonable care, should have known about the harassment. Employees may have notice of discriminatory harassment if they receive an oral report from a student, parent, or other individual; receive a written complaint; witness harassing conduct; or become aware of harassment by members of the community or the media.

~~The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.~~

~~The~~

Harassing conduct may include verbal acts and name-calling, graphic and written statements, or other conduct that may be physically threatening, harmful, or humiliating.

When the district receives notice of potential discriminatory harassment, it will take prompt and appropriate action to investigate and, as applicable, take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects. Examples of the steps the district might take include imposing discipline, separating individuals, developing a safety plan, offering counseling, and providing additional training and instruction. These steps will not penalize the student who was harassed.

V. Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will annually publish a notice of the complaint procedure in a way that is reasonably calculated to inform all students, students' parents, and employees of it. The district will provide the notice /guardians (in a language each parent that they can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those

~~with limited English proficiency), and employees of the district’s discrimination complaint procedure.~~

~~The district will not adopt any policy, procedure, or practice that would limit a person’s right to file a complaint under the complaint procedure.~~

~~VI. **Compliance Officer**~~

~~The superintendent will designate an employee who is responsible for monitoring and coordinating the district’s compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.~~

~~The a staff member to serve as the compliance officer is for this policy. The compliance officer will be responsible for ensuring that all investigating any discrimination complaints filed under the complaint procedure are promptly investigated and resolved. communicated to the district.~~

~~VII. **Training**~~

~~The district will train all provide training to administrators, and certificated personnel, and classroom personnel regarding their responsibilities under this policy and chapter 392-190 WAC. The training will aim to raise awareness of and eliminate bias and discrimination based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal.~~

~~VIII. **Retaliation Prohibited**~~

~~The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under the protected classes identified in this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.~~

~~Any person who retaliates will be subject to appropriate discipline.~~

Cross-References:

| | |
|------------------------------|--|
| Board Policies: | |
| Board Policy 4217 | Effective Communication |
| Board Policy 2020 | Curriculum Development and Adoption of Instructional Materials |
| Board Policy 2030 | Service Animals in Schools |
| Board Policy 2140 | Guidance and Counseling |
| Board Policy 2150 | Co-Curricular Programs |
| Board Policy 2151 | Interscholastic Activities |
| Board Policy 3205 | Sexual Harassment of Students Prohibited |
| Board Policy 3207 | Prohibition of Harassment, Intimidation, and Bullying of Students |
| Board Policy 4260 | Use of School Facilities |
| Board Policy 3211 | Gender-Inclusive Schools |

Legal References:

| | |
|--------------------------------|--|
| RCW 28A.300.286 | Discrimination, harassment, intimidation, and bullying – Policies and complaint procedures – Posting of model student handbook language |
| Chapter 392-190 WAC | WAC Equal Educational Opportunity – Unlawful discrimination prohibited |
| RCW 28A.640 | Sexual Equality |

Pullman School District Board Policy

3210

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| | |
|-------------------------------------|--|
| RCW 28A.642 | Discrimination prohibition |
| RCW 49.60 | Discrimination – Human Rights Commission |
| WAC 392-190-020 | Training – Staff responsibilities – Bias awareness |
| WAC 392-190-060 | Compliance – School district designation of responsible employee – Notification |
| WAC 392-190-060 | Compliance – School District designation of responsible employee – notification |
| WAC 180-400-215 | Student rights |
| 20 U.S.C. § 7905 | Boy Scouts of America Equal Access Act |
| 42 U.S.C 12101-12213 | Americans with Disabilities Act |
| 20 U.S.C. 1681-1688 | Title IX of the Education Amendments of 1972 |
| 42 U.S.C. 2000d, et seq. | Title VI of the Civil Rights Act of 1964 |
| 34 CFR Part 100 | Nondiscrimination Under Programs Receiving Federal Assistance Through the Department of Education |
| | Effectuation of Title VI of the Civil Rights Act of 1964 |
| 34 CFR 104 | Nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance |
| 34 CFR Part 106 | Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance |

Management Resources:

- [Policy News, December 2024](#)
- Policy News, March 2016
- Policy News, December 2014
- Policy News, April 2013
- Policy News, December 2012
- Policy News, June 2011
- Policy News, August 2007

- Adoption date:** March 9, 1994
- Revised:** June 18, 1996
- Revised:** April 12, 2000
- Revised:** April 14, 2010
- Revised:** August 8, 2012
- Revised:** March 25, 2015
- Revised:** November 8, 2017
- Revised:** November 13, 2019

Coversheet

6225 Use of Electronic Signatures NEW

Section: V. Action Items
Item: D. 6225 Use of Electronic Signatures NEW
Purpose: Discuss
Submitted by:
Related Material: ES 6225 Use of Electronic Signatures 2.12.25.pdf
6225 Use of Electronic Signature 2.12.25.pdf



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6225 Use of Electronic Signatures

Executive Summary

February 12, 2025

Bob Maxwell

Superintendent

Background:

As part of the transition from EduPortal to BoardOnTrack, we have the opportunity to streamline our processes for managing board meeting minutes and other board documents that require signatures by adopting the use of electronic signatures. Currently, our practice involves printing board meeting minutes, obtaining physical signatures, and storing hard copies in the archive room until the end of their retention schedule.

Washington State law does not explicitly require school board meeting minutes to be printed and signed. However, minutes must be approved and maintained as official records, which we have traditionally done through physical signatures. Under the Uniform Electronic Transactions Act (RCW 1.80), electronic signatures are legally valid in Washington, provided the integrity and authenticity of the records are maintained. This includes board meeting minutes, which are among the record types permissible for e-signatures.

WSSDA adopted a policy (Policy 6225) addressing the use of electronic signatures, which was introduced in 2020. This policy allows for the use of electronic signatures for board documents, including meeting minutes. The adoption of electronic signatures will not only reduce paper waste but will also make document management and public record access more efficient.

Recommended Board Action:

Adopt Policy 6225 Use of Electronic Signatures

Motion to Approve

I move to approve the adoption of Policy 6225 Use of Electronic Signatures.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy

6225

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MANAGEMENT SUPPORT

Use of Electronic Signature

I. Purpose:

To establish an electronic signature policy for the Pullman School District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District's use of the current electronic signature provider Board On Track as the approved method for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platform.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

II. Scope, Manner, and Format of Use

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of the Board On Track electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following District records: minutes of school board meetings, Resolutions adopted by the Pullman School Board, claim vouchers approved by the Board, and any and all contracts and agreements to which the District is a party.

Electronic signatures shall not be used on District records requiring execution by a third party.

The Board may modify, rescind, or replace this policy at any time.

Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

Pullman School District Board Policy

6225

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This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Legal References

15 U.S.C. Ch. 96 — Electronic Signatures in Global and National Commerce Act

Management Resources

Policy and Legal News – May 2020

Classification: Discretionary

Adoption Date:

Coversheet

Resolution 24-25:07 4040R Public Access to District Records

Section: V. Action Items
Item: E. Resolution 24-25:07 4040R Public Access to District Records
Purpose: Discuss
Submitted by:
Related Material: ES Resolution 24-25-07 4040R Public Access to District Records.pdf
Resolution 24-25-07 4040R Public Access to School District Records.pdf



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Resolution 24-25:07 4040R Public Access to District Records

Executive Summary

February 12, 2025

Bob Maxwell

Superintendent

Background:

RCW 42.56.070(3) requires agencies subject to the Public Records Act to maintain an index of certain types of records listed in that subsection. However, subsection (4) states that agencies are not required to maintain such an index if doing so would be unduly burdensome. In that case, the agency must: (a) issue and publish a formal order specifying the reason why and the extent to which compliance would be unduly burdensome or interfere with agency operations; and (b) make available for public inspection and copying all indexes maintained for agency use.

This resolution meets this requirement.

Recommended Board Action:

Approve Resolution 24-25:07 4040R Public Access to District Records.

Motion to Approve

I move to approve Resolution 24-25:07 4040R Public Access to District Records.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____



Resolution – 4040R

Public Access to School District Records

BOARD RESOLUTION No. 24-25: 07

WHEREAS, the Pullman School Board (“Board”) is committed to providing the public full access to records concerning the administration and operations of the District in compliance with Chapter 42.56, RCW, otherwise known as the Washington Public Records Act; and

WHEREAS the Board recognizes that the district continuously generates a tremendous volume and diversity of records; and

WHEREAS attempting to maintain a current index of all the district’s records would be impracticable, unduly burdensome and ultimately interfere with the operational work of the district;

NOW, THEREFORE BE IT RESOLVED, that the Pullman School District will not maintain a current index of its records and that a copy of this resolution will be made available upon request.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board’s approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

Adopted and approved this 26 day of February, 2025

By: _____
Board President or Designee

Attest: _____
Superintendent

Coversheet

1630/1630P Superintendent Evaluation

Section: VI. Discussion Items
Item: A. 1630/1630P Superintendent Evaluation
Purpose: Discuss
Submitted by:
Related Material: ES 1630 Superintendent Evaluation Policy Revision 2.26.25.pdf
1630 Superintendent Eval 2.26.25.pdf
1630P Superintendent Eval 2.26.25.pdf



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Policy Revision - 1630 Superintendent Evaluation

Executive Summary

February 26, 2025

Nathan Roberts & Arron Carter

Board Director

Background:

The Board is continuing to refine the superintendent evaluation process to meet the needs of the district. Suggested revisions to the superintendent evaluation policy are presented for consideration.

Recommended Board Action:

Motion to Approve

Approved

Not Approved

Date: _____

Board Secretary Signature: _____

BOARD OF DIRECTORS

Evaluation of the Superintendent

The ~~board shall hold a minimum of two superintendent will have the opportunity for confidential~~ conferences with the ~~superintendent 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 each year to review performance and provide board input, known herein as the January Evaluation Review and June Formal Evaluation. Additional confidential performance discussions may occur as needed.~~

~~The board shall conduct these confidential executive session conferences to review the superintendent's performance by no later than January 31 and June 15 of each contract year. Evaluations shall The superintendent will be basedevaluated on the mutually agreed upon standards outlinedstandard(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 as well as those June evaluation will be held in executive session and will be an informal discussion with the superintendent regarding their performance and goals agreed upon by the board superintendent team and/or outlined in the strategic plan.~~

- ~~**January Evaluation Review:** The board will evaluate progress toward established strategic goals and assigned standards during this review. As part of the evaluation review, the Superintendent shall formally report to the board efforts and progress made toward that year's goals and standards. This report may include data, written or oral reports, samples of work products, or any other materials deemed necessary by the Superintendent.~~
- ~~**June Formal Evaluation:** The formal evaluation requires board members to score each standard or goal as "Unsatisfactory," "Basic," "Proficient," or "Distinguished." Board members must identify evidence and explanation for any standards or goals scored below Proficient. The Board President will summarize input provided by each board member input and provide it with a final signed evaluation to the superintendent by June 15 after the executive session.~~

July Board Retreat: During the

~~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.~~

- ~~As part of the annual board retreat in July, the boardBoard and superintendent team will reviewmutually identify the standards with the themesstandard(s) and/or develop particular goals outlined in the district's strategic plan, the "Pullman Promise," to decide on areas of focus for the comingsuperintendent for the upcoming school year. Adjusting resources to closefor the purpose of closing achievement gaps among students and assessingmeasuring the effectiveness of the strategic plan through the Goals and Success Indicators outlined in the "Pullman Promise" are ongoing performance metrics.such strategies is a standing superintendent performance goal.~~

Based

Pullman School District Board Policy

1630

Page 2 of 2

~~The Board~~ on the ~~basis of the~~ evaluation results, the board may renew or extend the superintendent's contract for ~~periods~~ up to three years according to the process outlined in Section 10 of the superintendent contract, and may award a performance bonus for meeting established successful completion of adopted goals.

Adoption Date: January 9, 1991

Editorial Revision: December 9, 1998

Revised: January 2004

Revised: August 25, 2021

BOARD OF DIRECTORS

Evaluation of the Superintendent

I. January Evaluation Review and June Formal Evaluation Process

The board conducts the January Evaluation Review over two consecutive executive sessions during the months of January and the June Formal Evaluation during an executive session at the last meeting in May and first meeting in June. The January reviews shall be completed in time to allow board members recent information to inform the annual Superintendent contract extension vote in February. The June Formal Evaluation reviews shall be completed in time to allow the board chair to write and submit a formal evaluation to the superintendent.

II. Standards for Evaluation

The board and superintendent team shall conduct a summative review of all standards once every fifth year in conjunction with a comprehensive review of the strategic plan. During the interim the board shall evaluate the following standards on a 4-year cycle between the summative reviews to ensure all standards are covered twice every five years. All standards apply every year; the table outlines the areas of focus for superintendent evidence. The board may move the order based on need during the July Retreat, so long as all are covered over the interim four years.

| <u>Standard (Subsection) Evaluated</u> | <u>Number of Subsections Evaluated</u> | <u>Yearly Cycle</u> |
|--|--|-------------------------|
| <u>8 (A-F) and 3 (A-D)</u> | <u>10</u> | <u>Year 1</u> |
| <u>1 (A-E) and 4 (A-E)</u> | <u>10</u> | <u>Year 2</u> |
| <u>2 (A-D) and 6 (A-F)</u> | <u>10</u> | <u>Year 3</u> |
| <u>5 (A-F) and 7 (A-E)</u> | <u>11</u> | <u>Year 4</u> |
| <u>All 8</u> | <u>All 41</u> | <u>Year 5</u> |

III. Progress Monitoring and Evidence

The board monitors evidence of the Superintendent’s efforts continuously throughout the year according to the Appendix I: *Board Monitoring of Superintendent Performance Schedule*, which contains a schedule for the presentation and evidence of all actives.

The Pullman Promise defines the Strategic Plan, Priorities, Goals, and Success Indicator measurements and serves to define the primary mission of the Superintendent.

IV. Board Member Formal Evaluation Scoring and Process

In June board members score each standard and/or strategic metric identified in the July retreat based on the four categories, *Unsatisfactory, Basic, Proficient, or Distinguished*. The board shall submit their scores to the chair by June 1st to be included on the signed evaluation.

The Board President shall provide a form to the board in May that outlines the current standards and goals under discussion, the strategic plan, and provides a place for generalized comments of

Pullman School District Board Procedure

1630P

Page 2 of 2

performance, all to reflect each board members input on the final formal evaluation of the superintendent.

Adopted:

Coversheet

Pullman School District Artificial Intelligence (AI) Guidelines - DRAFT

Section: VI. Discussion Items
Item: B. Pullman School District Artificial Intelligence (AI) Guidelines - DRAFT
Purpose: Discuss
Submitted by:
Related Material: ES PSD DRAFT AI Guidelines 2.26.25.pdf
Pullman Public Schools AI Guidelines_DRAFT.pdf



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Pullman School District Draft Artificial Intelligence (AI) Guidelines

Executive Summary

February 26, 2025

By: Bob Maxwell

Superintendent

Background:

The Pullman School District AI Task Force is proactively developing guidelines for the responsible and effective use of Artificial Intelligence (AI) in education. These guidelines aim to ensure that AI enhances learning, supports educators, and aligns with district values while maintaining student privacy, equity, and academic integrity.

Key Objectives:

1. Enhance Teaching & Learning: AI should be leveraged to support personalized learning, streamline administrative tasks, and provide data-driven insights to improve student outcomes.
2. Ensure Ethical Use & Equity: AI tools must be used responsibly, ensuring accessibility for all students while avoiding biases and unintended consequences.
3. Protect Student Data & Privacy: AI applications must comply with all data protection regulations, safeguarding sensitive student and staff information.
4. Support Educators & Staff: Professional development will be provided to help teachers integrate AI effectively while maintaining human-centered instruction.
5. Maintain Academic Integrity: AI-generated content should be used ethically, with clear guidelines for students and staff on appropriate use in coursework and assessments.

The guidelines provide a framework for evaluating AI tools, defining acceptable use cases, and setting procedures for ongoing monitoring and refinement. These principles will guide the district as AI technologies continue to evolve, ensuring they are used to enhance—not replace—human decision-making in education.

Recommended Board Action:

Move to approve the Artificial Intelligence (AI) Guidelines

Motion to Approve

I move approval of the Pullman School District Artificial Intelligence (AI) Guidelines.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____

Pullman Public Schools Artificial Intelligence (AI) Guidelines

Guidelines Adopted: _____



Document last updated on: [Date]

01

Vision and Guidelines for the Use of AI

Artificial Intelligence (AI) offers powerful potential to improve productivity, enhance learning outcomes, personalize instruction, and foster creativity in Pullman Public Schools. Our commitment as a district is to thoughtfully integrate AI technologies, ensuring they align with educational goals and uphold ethical standards. We aim to collaborate with our Technology Advisory Committee and other key stakeholders to evaluate AI advancements and determine their suitability within our educational setting. The following guidelines reflect our current approach to AI use in Pullman Public Schools.

02

Guidelines for AI Use

Professional Productivity

Teachers and staff are encouraged to use AI tools to improve productivity. However, they should remain vigilant about privacy concerns, especially regarding personally identifiable information. At this time, Microsoft Co-Pilot and Google Gemini are recommended for district staff as they offer data protection through enterprise accounts.

Access to AI

Prioritizing student, staff, and community data and privacy while managing potential cyber-security risks.

For middle school students: Teachers may model the use of standalone AI applications in classrooms without requiring students to create individual accounts.

For high school students: Teachers may allow these students to create AI tool accounts, provided parental permission is obtained and the tool has been approved by the Instructional Materials Committee.

Requesting New AI Tools

Staff interested in using new AI technologies should submit requests using the **Technology Request Form** to ensure tools are appropriately vetted for classroom and administrative use.

AI Selection Criteria:

- Alignment with instructional goals
- Responsible use of data and up-to-date security measures
- User friendliness for all
- Long-term positioning within the educational technology landscape

Ethics and Responsibility

All AI users must follow high standards of ethical conduct (be responsible, fair, and equitable, acknowledging bias in both humans and the synthetic outputs of GenAI). This includes respecting human dignity, privacy, and intellectual property rights. AI users are encouraged to evaluate AI tools' accuracy and limitations critically and to seek human feedback when needed.

Pedagogical Integration

AI should support instructional goals and enhance student learning experiences, not replace human instruction. Teachers should focus on student-centered approaches and foster a collaborative learning environment where students actively engage with AI as a supplementary resource.

Student-Centered Learning

AI tools should empower students, allowing them to take ownership of their learning and contribute to collaborative projects. Educators are encouraged to use AI as a means to foster agency and curiosity in students.

Supplemental Role of AI

AI should complement human instruction and enhance learning. Teachers remain integral to facilitating meaningful interactions and tailoring support to students' individual needs.

Data Privacy

Protecting student data is of utmost importance. Staff must follow district policies on data collection, storage, and usage when using AI tools, prioritizing student privacy.

Training and Support

Pullman Public Schools will offer comprehensive training on AI use in educational settings, focusing on ethical considerations and effective implementation. This includes professional development opportunities, workshops, and access to resources.

03 Conclusion

Our approach to AI in education is rooted in ethics and student-centered learning. By fostering a culture of responsible and innovative AI use, we aim to improve educational outcomes and prepare students for success in a digital world.

04 Artificial Intelligence Resources

Resource Overview

[OSPI Human-Centered AI Guidance, Edition 2](#)

This guidance emphasizes human involvement in AI processes, inspired by the Tukwila School District's AI policies.

How Chatbots and Large Language Models Work

This resource provides foundational knowledge on AI models, designed to educate students on AI's technical aspects.



Student Artificial Intelligence Code of Conduct

This Code of Conduct aims to guide students in using AI responsibly and ethically in their academic work. Teachers may use AI permissibility levels to clarify when AI use is recommended, permitted, or restricted. Misuse of generative AI tools may be considered academic misconduct.

Student Responsibilities

- **Responsible Use:** Use AI ethically, without cheating or plagiarizing, and only for approved school-related work.
- **Understanding AI's Limitations:** Recognize that AI is a tool, not a replacement for critical thinking or creativity.
- **Mitigating AI Bias:** Acknowledge AI's potential biases and seek to minimize them,
- **Data Privacy:** Avoid sharing personal information with AI tools,
- **Source Verification:** Verify AI-generated information through SIFT research skills,
- **Attribution:** Properly cite AI tools when used in work.
- **Seeking Guidance:** When uncertain, consult teachers for guidance on AI use.

AI Permissibility Levels

- **AI Recommended:** Encouraged for enhancing the assignment; cite any AI-generated content.
- **AI Permitted:** Optional; students may use AI if they find it beneficial and must cite any AI-derived content.
- **AI Restricted:** Use of AI is not allowed; work must reflect individual knowledge and skills.

By following these guidelines, Pullman Public Schools will promote safe, ethical, and effective AI use in education, supporting both staff productivity and student learning.

Coversheet

Administrative Requirements Update

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



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

Monthly Administrative Requirements

February:

- Yearly OSHA Report
 - *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*
- Fee Schedules & Course Approvals for Next School Year
 - *Person(s) Responsible: Secondary Principals*

March:

- Review of Photography Services
 - *Person(s) Responsible: Executive Director of Operations & Finance Director*
- Requests for Sabbatical leave need to be submitted to Supt.
- Seniority List
 - *Person(s) Responsible: Human Resources Manager*
- Highly Qualified Personnel Report
 - *Person(s) Responsible: Human Resources Manager*
- Principals submit Dedicated Teacher/Team Award nominations to Superintendent Office
- Job share requests to Superintendent
- Return from job share requests to Superintendent
- Review policy 2410, Graduation Requirements
 - *Person(s) Responsible: Superintendent & Asst. Superintendent*
- Parent and Student Handbooks for Next School Year – *Due second board meeting in March* (Principals: Elementary/Secondary – Finalize Addendums - Send to Supt Office for board packet)
 - *Person(s) Responsible: Superintendent's Office & 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 & Communication Plan

Section: VII. Informational Items
Item: C. Board Calendar & Communication Plan
Purpose: FYI
Submitted by:
Related Material: 2024-2025 Board Meeting Content Calendar 11.8.24.pdf
Board of Directors Communication Plan 2024-2025_1.22.25.pdf



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*



Board of Directors Communication Plan

January

Finance Committee Meeting

February

Finance Committee Meeting

March

Finance Committee Meeting

April

Finance Committee Meeting

May

Finance Committee Meeting

Community Update Article

Nathan Roberts

Community Update Article

Arron Carter

Community Update Article

Amanda Tanner

Community Update Article

District - Juston Pollestad

Community Update Article

Nathan Roberts

Staff Meeting Presentations

Supt & Board Member

Joint Communication to Staff from Supt. and Board

Board Listening Session

Topic: School Finances/Budget

Joint Communication to Staff from Supt. and Board

Chamber of Commerce Presentation

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

Superintendent

Enrollment for Next School Year Opens

Communication about School/District Website Change

Budget & Post Legislative Session Update

PTA/PTO/Booster Clubs

Budget & Legislative Update Presentation

PTA/PTO/Booster Clubs

Survey

Staff Meeting Presentations

Post Legislative Session & Budget Impacts Update

Board Program Report

Board Operating Protocols
Supt. Evaluation

Board Program Report

Board Goals & Strategic Plan
Supt. Contract Renewal
Board Financial Disclosures

Board Program Report

National Board Cert. Teachers

Board Program Report

Dedicated Teacher/Team Award

Board Program Report

Review Board Calendar
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



Board of Directors Communication Plan

| June | July | August | September | Oct |
|---|--|---|---|---|
| Finance Committee Meeting | | | | |
| Community Update Article Amanda Tanner <i>*District Cover Page</i> | Community Update Article Craig Nelson | Community Update Article Arron Carter | Community Update Article TBD <i>*District Cover Page</i> | Community Update Article TBD |
| EOY Staff Presentation Budget Impacts Update | Annual School Board Retreat <i>with Finance Update</i> | | | 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 Summary of SIP Progress Supt EOY Evaluation | Board Program Report Board Committee Rep. Assigned Budget: Presentation | Board Program Report Affirmative Action Budget: Public Hearing | Board Program Report Program Compliance | Board Program Report 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

The Pullman Promise: Priorities, Goals, Success Indicators

Section: VII. Informational Items
Item: E. 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.

