



# Pullman School District

## Regular Board Meeting

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### Date and Time

Wednesday April 30, 2025 at 6:30 PM PDT

### Location

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

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### 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**

- Presentation of 2025 Dedicated Teaching Team Award
- Board Communication Plan Update

**C. Superintendent's Report**

- Fiscal Update presented by Roberta Kramer, Assistant Superintendent & Diane Hodge, Finance Director

**D. A Community of Belonging - Update**

- [Diversity, Equity, Inclusion & Belonging Task Force Update](#) presented by Stephany RunningHawk Johnson, Task Force Chair & Cheyenne Webber, Task Force Co-Chair

**E. Program Reports**

- Franklin Elementary Showcase by Kathi Keefer, Franklin Elementary Principal
- Report: [Digital Citizenship](#) by Kristen Coke-Sutton, District Librarian
- Report: [Sustainability Committee Update - Zen Solar Presentation](#) by Juston Pollestad, Executive Director of Operations

**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 - April 16, 2025 Regular Board Meeting

**B.** Personnel Report

**C.** Professional/Personal Services Contracts

**D.** 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.*

**E.** Student Transfer Requests

**F.** ASB Fundraiser

#### **V. Action Items**

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

**A.** 2025 Summer Athletic and Activities Programs

Presenter: Juston Pollestad, Executive Director of Operations

## **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. 2026-2027, 2027-2028, and 2028-2029 Academic Calendars**

Presenter: Juston Pollestad, Executive Director of Operations

### **B. Resolution 24-25:08 180-Day School Year Waiver for Family-Teacher Conference Days**

Presenter: Roberta Kramer, Assistant Superintendent

### **C. Resolution 24-25:09 Sale of Surplus Real Property (Pullman Aquatic Center)**

Presenter: Juston Pollestad, Executive Director of Operations

## **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: 2576.71

Current Year Average FTE: 2600.31

### **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: Review the performance of a public employee; informal meeting under RCW 28A.405.230

**IX. Action Item**

- A. Transfer of an Administrator to a Teaching Position

**X. 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. Negotiations

**XI. Closing Items**

- A. Adjourn Meeting

*The president will adjourn the meeting.*

# Coversheet

## Board Reports

<b>Section:</b>	II. Reports, Correspondence & Program
<b>Item:</b>	B. Board Reports
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	2025 Dedicated Teaching Team Award.png Board of Directors Communication Plan 2024-2025_1.22.25.pdf



*Meghan McKeirnan*



*Isayah Quitugua*



*Emily Poston*

# KAMIAK ELEMENTARY

## *5th Grade Team*



DEDICATED  
TEACHING TEAM  
RECOGNITION  
AWARD



# 2025

January - May **2025**



# 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

June - October **2025**



# Board of Directors Communication Plan

June

**Finance Committee Meeting**

July

August

September

Oct

**Community Update Article**

Amanda Tanner

*\*District Cover Page*

**Community Update Article**

Craig Nelson

**Community Update Article**

Arron Carter

**Community Update Article**

TBD

*\*District Cover Page*

**Community Update Article**

TBD

**EOY Staff Presentation**

Budget Impacts Update

**Annual School Board Retreat**

*with Finance Update*

**Board Listening Session**

**Reminder Communication  
about School/District Website  
Change**

**New District ParentSquare  
Website Launches July 1**

**Fall Board Dinner (September or October)**

**Reminder: Enrollment for Next  
School Year**

**Board Program Report**

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

## Minutes - April 16, 2025 Regular Board Meeting

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	A. Minutes - April 16, 2025 Regular Board Meeting
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Regular Board Meeting on April 16, 2025



DRAFT



## Pullman School District

# Minutes

## Regular Board Meeting

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### Date and Time

Wednesday April 16, 2025 at 6:30 PM

### Location

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

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### Directors Present

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

### Directors Absent

*None*

### Guests Present

Bob Maxwell, Courtney Hodge, Diane Hodge, Juston Pollestad

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Nathan Roberts called a meeting of the board of directors of Pullman School District to order on Wednesday Apr 16, 2025 at 6:30 PM.

**C. Flag Salute**

**D. Land Acknowledgement Statement**

**E. Approval of Agenda**

Amanda Tanner made a motion to approve the agenda.

Arron Carter seconded the motion.

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

**II. Reports, Correspondence & Program**

**A. PHS ASB Report**

The PHS ASB student representative provided an update on recent ASB activities:

- Executive elections are taking place on April 18.
- 3rd Annual Multicultural Night will take place on April 18.
- 2025 Art Festival is underway showcasing artwork by PHS students.
- Filming senior music video and preparing the senior choir for graduation.
- Received 100 public comments about graduation regalia.

**B. Board Reports**

- **Craig Nelson:** DECA Update – Melissa Mayer will be accompanying students to the National DECA Conference next week in Orlando, Florida. The Board recognized the PHS students who qualified to compete at the national level, having first earned top honors at the state competition.
  - *Dr. Maxwell noted that DECA students helped at Cabaret and raised money for that trip.*
- **Lisa Waananen Jones:** No report.
- **Arron Carter:** No report.
- **Amanda Tanner:** Pullman High School Fundraiser – Pullman High School, in partnership with the Boosters, will host Pullman High's Got Talent at 7:00 p.m. Tickets are \$5, and proceeds will support student clubs and activities.
- **Nathan Roberts:**
  - The Board discussed the upcoming WSSDA Regional Meeting in May, which overlaps with a scheduled Board Work Session. The consensus was to maintain the current work session schedule and not attend the regional meeting.
  - The District continues to work collaboratively with the City of Pullman on several initiatives. City transportation will be holding a public forum on route placement, and Executive Director Pollestad will attend to provide input on behalf of the district. A joint meeting with the City of Pullman is being planned for June 17, during the regularly scheduled City Council meeting.



While there are no formal agenda items, the intent is to use this meeting to build relationships, identify shared areas of interest, establish collaborative communication channels, and explore opportunities for community partnership. The DEIB Task Force is also developing ideas to support and strengthen these partnerships. Board members were encouraged to send any additional suggestions for potential agenda items to Director Roberts. The goal is to hold joint meetings 1–2 times per year, with the next one tentatively planned for October. Once the June meeting is confirmed by the City, an invitation will be sent to Board members.

### C. Superintendent's Report

Superintendent presented updates on the following:

- **Pullman High School Pathway Update:** A temporary access path to Pullman High School (PHS) via Robert Road has been prepared. Pullman High School will communicate with students and families that the old path should not be used and that the temporary access route must be followed. Developers have requested that students do not remove the temporary barrier and remain on the designated route. A permanent gravel pathway has been negotiated with the developer. The new path will follow the district's property line and include additional grading, removal of topsoil across the site, seeding, and stabilization. The pathway will be four feet wide. A photo was shared with the Board for orientation. A licensing agreement is scheduled to be signed on April 17, after which construction of the permanent path will begin.
- **Pullman Aquatic Center:** The latest discussions and planning efforts regarding the Pullman Aquatic Center were shared with the Board. In order to move forward with a potential sale, the Board would need to declare the property surplus. A photo reference was provided showing the area under consideration, which includes approximately 2.5 acres encompassing the Aquatic Center, the adjacent parking lot, and the access road to the rear of the property. The playground will not be affected. It was confirmed that the playground is located on school district property. The district is considering only the space within the defined boundary of the Aquatic Center area. There are multiple pathways that provide access to the playground, and the district is committed to keeping those access points open. A title report has been ordered to verify ownership details. An appraisal of the building and property will be needed. If the Board moves forward, the property must be declared surplus and then it can be advertised for sale. Continued meetings and planning efforts are underway, with another update expected after next week's meeting. The anticipated timeline to complete this process is by July 2025. Funds from the sale are governed by an RCW which allows the use of funds for purposes such as paying off bonds or other capital projects as determined by the Board. There is no set timeline for spending the funds, and they will accrue interest until used.

- **Legislative & Finance Committee:** Provided a report on recent legislative developments and financial planning activities. Emphasis was placed on monitoring state-level budget decisions and their potential impacts on district funding and operations. Provided an update on changes to the funding multiplier for students over the age of five, as well as a potential increase in Materials, Supplies, and Operating Costs (MSOCs). While the district is expected to see an increase of approximately \$100 per student, the actual need is closer to \$400 per student to adequately address rising costs such as utilities and insurance. Advocacy for reimbursement for transporting students using alternative vehicles that do not require a CDL license is underway. This change, if approved, would significantly help address the ongoing bus driver shortage and offer a more economical transportation solution for the district.
- **Enterprise Fleet Management Program:** Reviewed a proposal from Enterprise Fleet Management outlining potential cost savings, safety upgrades, and long-term planning advantages and cost savings of leasing versus owning district vehicles. The presentation included data on vehicle usage, replacement cycles, and financial models to support decision-making. The district is most interested in acquisition and vehicle resale portion of the program. Next step is for Enterprise to do an analysis of our current fleet and they will return with potential cost savings, if any. At this point just exploring this as an option. Will bring back in 2-4 weeks.

#### **D. Program Reports**

##### **District Budget Priorities Input Review**

**Presenter: Bob Maxwell, Superintendent & Nathan Roberts, Board President**

An overview was provided of the recent listening session and community input survey designed to identify priorities for the district's budget decision-making process. The input gathered reflects the values and priorities of the community.

Dr. Maxwell reviewed each section of the survey summary, highlighting the ranked priorities as identified by the 318 participants. The district is taking a multi-year approach to addressing budget needs, using the input to guide both immediate and long-term planning. Director Roberts emphasized that this document will serve as a key reference in future planning efforts.

#### **E. A Community of Belonging - Update**

- C. Nelson shared that the DEIB Task Force is scheduled to meet on April 17. The group will be reviewing items to bring forward to the Board for consideration.
- Dr. Maxwell noted he has been monitoring recent federal executive orders related to equity and programming. A document requiring signatures from states is circulating, and he emphasized the importance of taking time to ensure alignment with state laws and that the district's actions are deliberate and compliant.

- N. Roberts informed the Board that the co-chairs of the DEIB Task Force have been invited to provide an update on the group's direction, ideas for community engagement, and upcoming focus areas at the next board meeting.

### III. Public Comment

#### A. Speakers:

No public comment.

### IV. Consent Agenda

#### A. Minutes - March 26, 2025 Regular Board Meeting

Amanda Tanner made a motion to approve the minutes as part of the consent agenda approval from Regular Board Meeting on 03-26-25.

Craig Nelson seconded the motion.

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

#### B. Personnel Report

#### C. Warrants

#### D. Student Transfer Requests

#### E. Overnight Field Trip Requests

#### F. ASB Fundraisers

#### G. Budget Status Report

#### H. Out-of-State Travel Request

#### I. Consent Agenda Approval

Amanda Tanner made a motion to approve the consent agenda (Item IV. A-H).

Craig Nelson seconded the motion.

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

### V. Action Items

#### A. Pullman School District Artificial Intelligence (AI) Guidelines

##### Presenter: Bob Maxwell, Superintendent

The AI Guidelines were previously presented and discussed at a Regular Board meeting. Feedback from that discussion has been incorporated into the revised document. Looking ahead to the 2025–26 school year, the district is considering the development of guiding

principles, as well as the potential for formal policy and procedures related to AI use. Additional training opportunities are planned for summer 2025 to help inform future decisions. Since the last presentation, there have been no additional questions. Arron Carter made a motion to Pullman School District Artificial Intelligence Guidelines. Amanda Tanner seconded the motion. The board **VOTED** unanimously to approve the motion.

## VI. Discussion Items

### A. 2025 Summer Athletic and Activities Programs

**Presenter: Juston Pollestad, Executive Director of Operations**

The Board, at the end of the school year, approves activities that will take place over the summer. Travel for summer activities is not provided by the district. In addition, notification of activities is a requirement of United Schools Insurance Program so that our insurance administrator is aware of summer activities.

## VII. Executive or Closed Session

### A. Executive Session: N. Roberts announced there will be an Executive Session to discuss personnel and negotiations that will end at 7:50pm

*The board meeting reconvened into an open session at 7:50pm, and the chair announced that the executive session end time would be extended 15 minutes before returning to executive session.*

*The board meeting reconvened into an open session at 8:05pm, and the chair announced that the executive session end time would be extended 10 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 8:15 PM.

Respectfully Submitted,  
Nathan Roberts

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## Documents used during the meeting

- Board Report - 4.16.2025 Personnel.pdf
- CK Summaries 4.16.25.pdf

- 2025 04.16 Regular Board Meeting - Student Transfer Requests.pdf
- Overnight Field Trip Request - PHS FCCLA Nationals JULY 2025.pdf
- Overnight Field Trip Request - PHS FFA\_APR 2025.pdf
- ASB Fundraiser - PHS ASB\_Prom 4.16.25.pdf
- ASB Fundraiser Request - PHS FCCLA\_Butter Braids 4.16.25.pdf
- Budget Status Report\_March 2025.pdf
- Out of State Travel Request - Jefferson Elementary\_Des Moines, Iowa.pdf
- ES PSD AI Guidelines 4.16.25.pdf
- PSD Artificial Intelligence (AI) Guidelines 4.16.25.pdf
- ES 2025 Summer Athletic and Activities Program 4.16.25.pdf
- 2025\_Summer Insurance Forms\_LMS.pdf
- 2025\_Summer Insurance Forms\_PHS.pdf
- April 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 3.27.25.pdf
- The Pullman Promise.pdf
- 2025-2026 Pullman High School Course Guide\_Rev 4.16.25.pdf

# Coversheet

## Personnel Report

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	B. Personnel Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Report - 4.30.2025 Personnel.pdf

# MEMORANDUM

TO: Board of Directors

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

DATE: April 30, 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:** **Tayler Sarson**, third grade teacher at Jefferson Elementary School, resignation effective at the completion of the 2024-2025 school year

**Katie Wexler**, .6 FTE health/fitness teacher at Pullman High School, request for a leave of absence beginning August 27, 2025, through January 23, 2026

**Classified:** **Austin Gratzner**, building paraeducator at Sunnyside Elementary School currently on a leave of absence, resignation effective immediately

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

**Jillian Cournyer** as assistant volleyball coach at Pullman High School

## **For Your Information:**

**Grace Cassinelli**, special education paraeducator at Sunnyside Elementary School, has received approval to take one day of unpaid leave in June

# Coversheet

## Professional/Personal Services Contracts

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	C. Professional/Personal Services Contracts
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Report - Contracts 4.30.2025.pdf



# MEMORANDUM

TO: Board of Directors

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

DATE: April 30, 2025

SUBJECT: **Professional/Personal Services Contract 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 approve the following Professional/Personal Services Contracts:**

**Van Orenstein** to provide music accompaniment for the Lincoln Middle School choirs, April 1, 2025, through June 15, 2025, \$25.00 per hour.

# Coversheet

## Warrants

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	D. Warrants
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	CK Summaries 4.30.25.pdf Payroll Warrant Authorization Form_April_2025.pdf

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 April 30, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,173.64. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736041 through 26736044, totaling \$1,173.64

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736041	Cisneros, Blanca	05/01/2025	118.00
26736042	Henrichs, Jason A	05/01/2025	903.20
26736043	Manis, Kristina	05/01/2025	27.44
26736044	Silcox, Karen Leone	05/01/2025	125.00

4	Computer	Check(s) For a Total of	1,173.64
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	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
	4	Computer	Checks For a Total of	1,173.64
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	1,173.64
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,173.64

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	1,173.64	1,173.64

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 April 30, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$184,894.08. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736005 through 26736040, totaling \$184,894.08

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736005	All Fabrications & Supply LLC	05/01/2025	43.87
26736006	Avista Utilities	05/01/2025	102,913.59
26736007	Brookes Publishing Co	05/01/2025	81.47
26736008	Charlies Produce	05/01/2025	488.95
26736009	City Of Pullman	05/01/2025	7,974.62
26736010	College Hill Custom Threads	05/01/2025	1,731.25
26736011	Community Child Care Center	05/01/2025	3,196.33
26736012	Consolidated Electric	05/01/2025	335.23
26736013	Employment Security Dept	05/01/2025	5,238.72
26736014	Envoy Plan Services, Inc.	05/01/2025	17.50
26736015	Fast Signs	05/01/2025	1,040.70
26736016	Four Star Supply Co., Inc	05/01/2025	237.85
26736017	HD Supply Facilities Maint	05/01/2025	4,557.68
26736018	HD SUPPLY	05/01/2025	3,391.64
26736019	Huddle Up Care Inc	05/01/2025	5,775.00
26736020	King County Director's Assoc	05/01/2025	3,232.57
26736021	Kings Thrones & Pumping Servic	05/01/2025	892.00
26736022	Kuhl Auto Parts, LLC	05/01/2025	638.62
26736023	Leader Services	05/01/2025	866.60
26736024	Les Schwab	05/01/2025	26.98
26736025	Level 3 Communications, LLC	05/01/2025	394.07
26736026	LKJ Pizza LLC	05/01/2025	2,624.34
26736027	Math Learning Center	05/01/2025	77.76
26736028	Moscow-Pullman Bldg. Supply	05/01/2025	324.82
26736029	New J, LLC	05/01/2025	379.39
26736030	Northwest Auto Parts	05/01/2025	9.45
26736031	OFFICE DEPOT	05/01/2025	183.23
26736032	Pioneer Manufacturing Co	05/01/2025	228.16
26736033	Pullman Regional Hospital	05/01/2025	2,300.00
26736034	State Auditor's Office	05/01/2025	625.95
26736035	Stevens - Clay PS	05/01/2025	18,308.10
26736036	US Foods, Inc.	05/01/2025	10,806.53
26736037	WA ST Center for Childhood Dea	05/01/2025	225.00

Check Nbr	Vendor Name	Check Date	Check Amount
26736038	Walter E Nelson Co	05/01/2025	2,978.79
26736039	WSIPC	05/01/2025	319.82
26736040	Yellow Barn Occupational Thera	05/01/2025	2,427.50
36	Computer	Check(s) For a Total of	184,894.08

	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
	36	Computer	Checks For a Total of	184,894.08
Total For	36	Manual, Wire Tran, ACH & Computer	Checks	184,894.08
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	184,894.08

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-27.37	0.00	184,921.45	184,894.08



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 April 30, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,413.03. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26735970 through 26735973, totaling \$4,413.03

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

Check Nbr	Vendor Name	Check Date	Check Amount
26735970	BSN Sports	05/01/2025	2,056.32
26735971	City of Pullman Police	05/01/2025	247.77
26735972	Hudl	05/01/2025	1,510.93
26735973	US Foods, Inc.	05/01/2025	598.01

4	Computer	Check(s) For a Total of	4,413.03
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	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
	4	Computer	Checks For a Total of	4,413.03
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	4,413.03
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,413.03

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	4,413.03	4,413.03

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 April 30, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$75.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26735969 through 26735969, totaling \$75.00

Secretary _____	Board Member _____		
Board Member _____	Board Member _____		
Board Member _____	Board Member _____		
Check Nbr	Vendor Name	Check Date	Check Amount
26735969	Collins, Brodie	05/01/2025	75.00
1	Computer	Check(s) For a Total of	75.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	75.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	75.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	75.00

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	75.00	75.00

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

As of April 30, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,130.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:  
Wire Transfer Payments 202400058 through 202400062, totaling \$3,130.92

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

Check Nbr	Vendor Name	Check Date	Check Amount
202400058	Department Of Revenue	04/11/2025	562.40
202400059	Department Of Revenue	04/11/2025	2,008.69
202400060	Department Of Revenue	04/11/2025	322.30
202400061	Department Of Revenue	04/11/2025	228.47
202400062	Department Of Revenue	04/11/2025	9.06

5	Wire Transfer Check(s) For a Total of	3,130.92
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	0	Manual	Checks For a Total of	0.00
	5	Wire Transfer	Checks For a Total of	3,130.92
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	3,130.92
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,130.92

F U N D   S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	2,330.99	0.00	0.00	2,330.99
20	Capital Projects	9.06	0.00	0.00	9.06
40	Associated Stude	790.87	0.00	0.00	790.87



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

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## **PAYROLL WARRANT AUTHORIZATION**

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers [26735974](#) to [26736004](#) inclusive, with payroll amounting to [\\$3,095,453.55](#) issued [04/30/2025](#) 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.

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Secretary

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President of Board of Directors

# Coversheet

## Student Transfer Requests

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	E. Student Transfer Requests
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	2025 04.30 Regular Board Meeting - Student Transfer Requests.pdf



# SCHOOL BOARD MEETING

## STUDENT TRANSFER REQUESTS



April 30, 2025

### TRANSFER REQUESTS 2024-2025

#### Released to PSD

- No new requests at this time

#### Released from PSD

- No new requests at this time

#### Rescinded Transfers

- I. Stately, Grade 8, Rescinded from Washington Connections Academy in the Goldendale School District

### TRANSFER REQUESTS 2025-2026

#### Released to PSD

- 

#### Released from PSD

- N. Blaire, Grade 9, Released to Insight School of Washington in the Quillayute Valley School District
- M. Marston, Grade 12, Released to Insight School of Washington in the Quillayute Valley School District
- R. Suarez, Grade 8, Released to Insight School of Washington in the Quillayute Valley School District



# Coversheet

## ASB Fundraiser

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	F. ASB Fundraiser
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ASB Fundraiser - PHS FCCLA_Business Sponsorships 4.30.25.pdf ASB Fundraiser - PHS Football 4.30.25.pdf



# Fundraising/Activity Form

REC'D APR 23 2025

☒ ASB ☐ ASB Charitable ☐ General Fund

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

School: <u>PHS</u>	Group Name: <u>ECCLA</u>	Account #: <u>4083</u>
Proposed Fundraising Activity: <u>business sponsorships</u>		
Intended Use of Proceeds: <u>pay registration for nationals</u>		
Estimated Revenues: \$ <u>1000.00</u>	Estimated <u>\$</u>	
Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit: <u>1000.00</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>4/20/25</u> End: <u>6/1/25</u>		
Team/Club Leader (student): <u>[Signature]</u> <u>4/16/25</u> (Signature & Date)		ASB Bookkeeper (staff): <u>[Signature]</u> <u>4/18/25</u> (Signature & Date)
Coach/Club Advisor (staff): <u>[Signature]</u> <u>4/16/25</u> (Signature & Date)		Principal's Pre-Approval: <u>[Signature]</u> <u>4/18/25</u> (Signature & Date)
Student Leadership (student): <u>[Signature]</u> <u>4/16/25</u> (Signature & Date)		Activity Coordinator: <u>[Signature]</u> <u>4/18/25</u> (Signature & Date)

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

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

## C. Accounting Summary of Fundraiser (Reconciliation)

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

## D. Final Approval of Reconciliation

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

Team/Club Leader (student): _____ (Signature & Date)	ASB Bookkeeper (staff): _____ (Signature & Date)
Coach/Club Advisor (staff): _____ (Signature & Date)	Principal: _____ (Signature & Date)
Activity Coordinator: _____ (Signature & Date)	

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





# 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>Football</u>	Account #: <u>2027</u>
Proposed Fundraising Activity: <u>Sell Fall season/temporary fence banners(6'x4' 13oz mat. vinyl grometed)</u>		
Intended Use of Proceeds: <u>purchase new football pads &amp; other team equipment</u>		
Estimated Revenues:\$ <u>\$500/banner: \$10,000</u>	Estimated	<u>\$144 per banner to make: \$2880</u>
Expenses: \$ Estimated Revenues-Estimated Expenses=Estimated Profit:		<u>\$7120</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>6/2/25</u>	End: <u>12/10/25</u>
Team/Club Leader (student): <u>Isaac M...</u>	ASB Bookkeeper (staff): <u>Ji J...</u>	
<small>(Signature &amp; Date)</small>	<small>(Signature &amp; Date)</small>	
Coach/Club Advisor (staff): <u>[Signature]</u>	Principal's Pre-Approval: <u>Debbie C...</u>	
<small>(Signature &amp; Date)</small>	<small>(Signature &amp; Date)</small>	
Student Leadership(student): <u>[Signature]</u>	Activity Coordinator: <u>W...</u>	
<small>(Signature &amp; Date)</small>	<small>(Signature &amp; 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): _____	ASB Bookkeeper (staff): _____
<small>(Signature &amp; Date)</small>	<small>(Signature &amp; Date)</small>
Coach/Club Advisor (staff): _____	Principal: _____
<small>(Signature &amp; Date)</small>	<small>(Signature &amp; Date)</small>
Activity Coordinator: _____	
<small>(Signature &amp; Date)</small>	

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

# Coversheet

## 2025 Summer Athletic and Activities Programs

**Section:** V. Action Items  
**Item:** A. 2025 Summer Athletic and Activities Programs  
**Purpose:**  
**Submitted by:**  
**Related Material:** ES 2025 Summer Athletic and Activities Program 4.16.25.pdf  
2025\_Summer Insurance Forms\_LMS.pdf  
2025\_Summer Insurance Forms\_PHS.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

## ***2025 Summer Athletic and Activities Programs***

**Executive Summary**

**April 16, 2025**

***By: Juston Pollestad***

*Executive Director of Operations*

### **Background:**

The Board, at the end of the school year, approves activities that will take place over the summer. In addition, notification of activities is a requirement of United Schools Insurance Program so that our insurance administrator is aware of summer activities.

### **Recommended Board Action:**

Approve 2025 summer activities.

### **Motion to Approve**

I move that the board approves the 2025 summer activities as presented.

☐ Approved

☐ Not Approved

Date: \_\_\_\_\_

Board Secretary Signature: \_\_\_\_\_

## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

**School District Name** Pullman School District

**Contact Person** ~~Cameron Grow~~ Josh Bray **Phone Number** 509-334-3411

**Name of Activity** Boys Basketball **Date of Activity** 6/1/2025-7/31/2025

**Type of Activity** Summer League Basketball

**Describe the Activity**

Skills development, scrimmages.

**School Facilities or Other Locations to be Used** Main Gym, Aux Gym

**Grade Levels to be Served** 6-8

**Activity Supervisor** Josh Bray

**Supervisor's Credentials and Any Other Appropriate Background Information**

Current 8th grade Boys basketball coach, and oversee the boy's program.

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)** \_\_\_\_\_

*Amy Caessen*

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to [asheneman@chooseclear.com](mailto:asheneman@chooseclear.com) by May 15, 2025.

Please keep original versions of this document for your records.

## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

**School District Name** Pullman School District

**Contact Person** Amy Caessens

**Phone Number** 425-346-2196

**Name of Activity** Summer Co-Ed Volleyball

**Date of Activity** June 2 - July 1, 2025, 3pm - 5pm

**Type of Activity** Volleyball

**Describe the Activity**

Athletes will receive instruction for the first hour and play intramural games during the second hour.

**School Facilities or Other Locations to be Used** Lincoln Middle School, Main Gym

**Grade Levels to be Served** Current 6th - 8th graders

**Activity Supervisor** Amy Caessens

**Supervisor's Credentials and Any Other Appropriate Background Information**

Current Lincoln Middle School Coach for Volleyball.  
First/Aid CPR Card.  
Physical Education Teacher.

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)** \_\_\_\_\_



Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to [asheneman@chooseclear.com](mailto:asheneman@chooseclear.com) by May 15, 2025.

Please keep original versions of this document for your records.



## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

**School District Name** Pullman school district

**Contact Person** Ryan Hodge

**Phone Number** 509-330-0335

**Name of Activity** Football summer camp

**Date of Activity** June 2 2025 - June 13th 2025

**Type of Activity** Summer middle school football camp at LMS

**Describe the Activity**

This camp will give the kids a head start going into next season knowing the new offensive and defensive systems for a small stretch in the summer so when fall comes around the focus can be on more fundamental aspect of football such as tackling leaning blocking schemes and others that will get them prepared for games it also give this upcoming seventh grade class a good introduction into true middle school football and what the are going to see when the season comes around

**School Facilities or Other Locations to be Used** Lincoln Middle School Pullman football field

**Grade Levels to be Served** Upcoming 2025-26 7th and 8th grade classes

**Activity Supervisor** Ryan Hodge

**Supervisor's Credentials and Any Other Appropriate Background Information**

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☐ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)** \_\_\_\_\_

*Angie Caessens*  
3-10-25

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to [asheneman@chooseclear.com](mailto:asheneman@chooseclear.com) by May 15, 2025.

Please keep original versions of this document for your records.



## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School District  
 Contact Person Marla Haugen Phone Number 509-432-6252  
 Name of Activity Spartan Sprouts Date of Activity All Summer  
 Type of Activity Garden Club

### Describe the Activity

We will be maintaining our garden outside the Science Classroom of Lincoln Middle School

School Facilities or Other Locations to be Used LMS Garden Space  
 Grade Levels to be Served 6-8  
 Activity Supervisor Marla Haugen

### Supervisor's Credentials and Any Other Appropriate Background Information

I am the advisor for Spartan Sprouts

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No


Are coaches and athletics directors trained in required concussion awareness guidelines? ☐ Yes ☐ No

Does the school have Student Accident Insurance? ☐ Yes ☐ No

*none needed*

Please check mark all the following forms you will require from students prior to participation:

- ☐ Proof of Student Accident Coverage or Family Medical Plan
- ☐ Parent/Guardian Permission
- ☐ Emergency Medical Release
- ☐ Inherent Dangers of Activity Acknowledgement/Warning
- ☐ Medical Exam and/or Current Physical
- ☐ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

Administrator and/or Athletic Director Signature(s) 

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to [asheneman@choosclear.com](mailto:asheneman@choosclear.com) by May 15, 2025.

Please keep original versions of this document for your records.

2024-2025

## Program Check off Sheet

	Inventory	Title IX	Summer I.
Girls Soccer			X
Volleyball			X
Cross Country			X
Girls Swimming-Boys			X
Cheerleading			X
Football			X
Boys Basketball			X
Girls Basketball			X
Wrestling			X
Boys Swimming-Girls			X
Dance			—
Girls Bowling			—
Boys Soccer			—
Softball			X
Baseball			—
Girls Tennis-Boys			X
Boys Tennis-Girls			X
Boys Golf			—
Girls Golf			—
Girls Track			X
Boys Track			X
ASB		NO	X
FCCLA		NO	X
FFA		NO	X
Key Club		NO	X
Science Olympiad		NO	X
Music	NO	NO	X
Yearbook		NO	X
Weights		NO	No 2025

## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School  
 Contact Person Katie Evermann Phone Number \_\_\_\_\_  
 Name of Activity Girls Soccer Date of Activity June 2 - July 31  
 Type of Activity Greyhound Kick Around 8/16/25  
 Describe the Activity

Fundamental practice  
 Team practice or scrimmage and or WSU camp  
 8/16/25 - March in lentil festival

School Facilities or Other Locations to be Used PHS fields  
 Grade Levels to be Served 9-12  
 Activity Supervisor K. Evermann

Supervisor's Credentials and Any Other Appropriate Background Information

WIAA & Pullman coaches

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

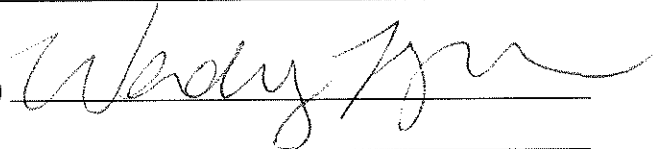
Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law information
- ☐ Other Forms (Please List) \_\_\_\_\_

Administrator and/or Athletic Director Signature(s) \_\_\_\_\_



Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to [asheneman@chooseclear.com](mailto:asheneman@chooseclear.com) by May 15, 2025.

Please keep original versions of this document for your records.

## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

**School District Name** Pullman

**Contact Person** Megan McNannay

**Phone Number** 208-699-0101

**Name of Activity** Volleyball

**Date of Activity** June-July 2025, 8/16/25

**Type of Activity** Open gyms, summer league, team camp

**Describe the Activity**

Practices, matches, team camp for fundamental development  
8/16/25 - March in Centra Festival

**School Facilities or Other Locations to be Used** PHS gym

**Grade Levels to be Served** 9-12

**Activity Supervisor** Megan McNannay

**Supervisor's Credentials and Any Other Appropriate Background Information**

I WJAA Centra Festival (coach)

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)** Wadey [Signature]

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to [asheneman@choosclear.com](mailto:asheneman@choosclear.com) by May 15, 2025.

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**SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS**

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Pullman School District  
 Contact Person Allix Rotatz-lee Phone Number 208-301-2398  
 Name of Activity Cross Country Date of Activity 6/2/25 - 7/31/25, 8/16/25  
 Type of Activity Practice / Lentil Parade

**Describe the Activity**

Practice / Lentil Parade march - 8/16/25

School Facilities or Other Locations to be Used PHS Campus

Grade Levels to be Served 9-12

Activity Supervisor Allix Rotatz-lee

**Supervisor's Credentials and Any Other Appropriate Background Information**

WIAA & PSD approved Coaches

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

Administrator and/or Athletic Director Signature(s) Wendy [Signature]

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**School District Name** Pullman School District

**Contact Person** Jacob Hogg

**Phone Number** 503-360-8722

**Name of Activity** Swimming - Girls & Boys

**Date of Activity** 7/1-7/31

8/16/25

**Type of Activity** Swim practice

**Describe the Activity**

We will be putting on a swim clinic this summer at the Pullman Aquatic Center if there is availability.

8/16/25 march in Centa Festival

**School Facilities or Other Locations to be Used** Pullman Aquatic Center

**Grade Levels to be Served** 9-12

**Activity Supervisor** Jacob Hogg

**Supervisor's Credentials and Any Other Appropriate Background Information**

Current Swim Coach. ASCA level 3 high school swim instructor.

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)** Jacob Hogg

Digitally signed by Jacob Hogg  
Date: 2025.03.13 08:45:49 -07'00'

*Jacob Hogg* 3/14/25

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## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

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**School District Name** Pullman School District

**Contact Person** Willy

**Phone Number** 5099812889

**Name of Activity** Cheer

**Date of Activity** 6/10-7/31, 8/16/25

**Type of Activity** Cheerleading practice

**Describe the Activity**

Dancing and performing and preparing for the upcoming seasons

**School Facilities or Other Locations to be Used** Aux Gym, Mat Room, Main Gym, Commons, Football Field

**Grade Levels to be Served** 9-12

**Activity Supervisor** Willy/Bogle

**Supervisor's Credentials and Any Other Appropriate Background Information**

Certified teachers and coaches; stunt certified.

8/16/25 - march in Lenth Festival

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

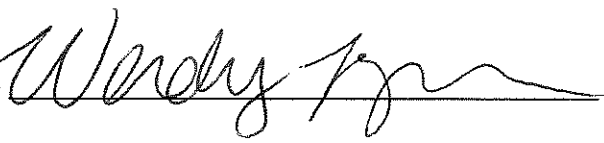
**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
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- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)**



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**School District Name** Pullman

**Contact Person** Kevin Agnew

**Phone Number** 206-954-0659

**Name of Activity** Football

**Date of Activity** 6/3/25-7/31/25, 8/16/25

**Type of Activity** Football, Summer Weights, Conditioning

**Describe the Activity**

Spring Football Practice, Weight Training and Conditioning/Speed Development

8/16/25 - March in Cental Festival

**School Facilities or Other Locations to be Used** Football Field, Weight Room, Gym

**Grade Levels to be Served** 8-12

**Activity Supervisor** Kevin Agnew

**Supervisor's Credentials and Any Other Appropriate Background Information**

Head Football Coach & assistants, WIAA + PSD Approval

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

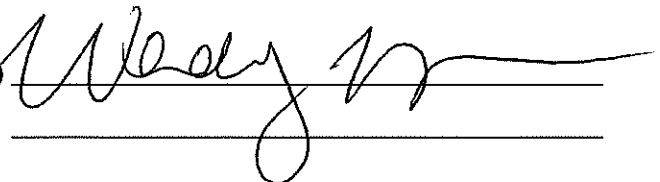
**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)**



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**School District Name** Pullman School Dist  
**Contact Person** Craig Brantner **Phone Number** 509-834-1551  
**Name of Activity** Boys Basketball **Date of Activity** 8-2/7-31-2025, 8/16/25  
**Type of Activity** Basketball practice, fundamentals, Conditioning, Weight Lifting  
**Describe the Activity**

Practice  
 Fundamentals  
 Conditioning  
 Weight Lifting

8/16/25 march in Luntz Festival

**School Facilities or Other Locations to be Used** Gym, Weight Room, Fitness Room  
**Grade Levels to be Served** 9-12  
**Activity Supervisor** Craig Brantner Head Coach  
**Supervisor's Credentials and Any Other Appropriate Background Information**

Craig Brantner Coach      Jack Wells Coach  
 Travis Brown Coach      Mike Grise Coach  
 Rick Smith Coach  
 Mark Imter Coach

**Is at least one coach/supervisor first aid and CPR trained?** ☐ Yes ☐ No

**Emergency Response Plan in Place?** ☐ Yes ☐ No

**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☐ Yes ☐ No

**Does the school have Student Accident Insurance?** ☐ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)**

Wendy [Signature] 3/14/25

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School District Name Pullman  
 Contact Person Angela Barbour Phone Number 479 595 9411  
 Name of Activity Basketball Date of Activity 6-2-25 to 7-31-25, 8/16/25  
 Type of Activity Basketball Practice

### Describe the Activity

Basketball practices to prepare for  
 Summer leagues + Tournaments.

8/16/25 March in Centil Festival

School Facilities or Other Locations to be Used PHS Main + Annex Gyms

Grade Levels to be Served 9-12

Activity Supervisor Angela Barbour

### Supervisor's Credentials and Any Other Appropriate Background Information

Head Basketball Coach

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
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Administrator and/or Athletic Director Signature(s) Wendy Jones

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**SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS**

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School District Name Pullman School District  
 Contact Person Colton Peterson Phone Number 360-536-0060  
 Name of Activity PHS Wrestling Date of Activity 6/2 - 7/31/25, 8/16/25  
 Type of Activity Practices

**Describe the Activity**

Practices to develop fundamental wrestling skills  
 8/16/25 March in the Centennial Festival

School Facilities or Other Locations to be Used PHS Mat room  
 Grade Levels to be Served 9-12  
 Activity Supervisor Colton Peterson

**Supervisor's Credentials and Any Other Appropriate Background Information**

WIAA & PSD Certified Coach

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
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Administrator and/or Athletic Director Signature(s) 

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School District Name PULLMAN SCHOOL DISTRICT

Contact Person HAYLEE FISHBACK Phone Number 208-227-4019

Name of Activity PHS SOFTBALL Date of Activity JUNE, JULY, 2025, 8/16/25

Type of Activity SOFTBALL

**Describe the Activity**

STUDENTS WILL PRACTICE SOFTBALL SKILLS  
8/16/25 March in Lentin Festival

School Facilities or Other Locations to be Used PHS SOFTBALL FIELDS

Grade Levels to be Served 9-12th

Activity Supervisor HAYLEE FISHBACK

**Supervisor's Credentials and Any Other Appropriate Background Information**

HEAD SOFTBALL COACH FOR PHS  
PE. TEACHER IN PSD

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

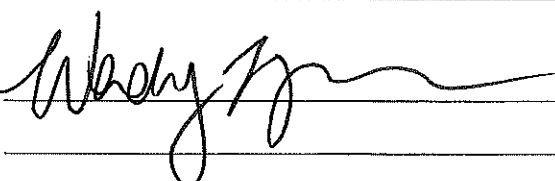
Emergency Response Plan in Place? ☒ Yes ☐ No

Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
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Administrator and/or Athletic Director Signature(s) 

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**School District Name** Pullman School District 267

**Contact Person** Cody Wendt

**Phone Number** 208-301-1658

**Name of Activity** Tennis Girls & Boys

**Date of Activity** Mondays June through July 31/25, 8/16/25

**Type of Activity** Practice

**Describe the Activity**

We hold Monday afternoon/evening Pullman Greyhound tennis practices for current and incoming athletes.

8/16/25 - March in lentil Festival

**School Facilities or Other Locations to be Used** Tennis courts

**Grade Levels to be Served** 9-12

**Activity Supervisor** Dan Vollmer, Cody Wendt

**Supervisor's Credentials and Any Other Appropriate Background Information**

Head coaches of Pullman girls' and boys' tennis

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)** 

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School District Name Pullman School District  
 Contact Person Allix Ratzlee & Robby Flaws Phone Number 208-301-2398  
 Name of Activity PHS Track & Field Date of Activity 6/2/25 - 7/31/25, 8/16/25  
 Type of Activity Practices & team March

**Describe the Activity**

Fundamental practices, 8/16/25 team march in  
 Lenti Festival - & Coaching after 7/31/25

School Facilities or Other Locations to be Used PHS Track & Field  
 Grade Levels to be Served 9-12  
 Activity Supervisor Allix Ratzlee & Robby Flaws  
 Supervisor's Credentials and Any Other Appropriate Background Information

WIAA & PSD approved Coaches

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
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- ☐ Other Forms (Please List) \_\_\_\_\_

Administrator and/or Athletic Director Signature(s) Wesley Ryan

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**School District Name** Pullman School District

**Contact Person** Willy

**Phone Number** 5099812889

**Name of Activity** ASB

**Date of Activity** 6/10-8/31

**Type of Activity** ASB Meeting and Prep

**Describe the Activity**

Meeting to plan student government events for the upcoming school year.

**School Facilities or Other Locations to be Used** U213; Main Gym; Aux Gym; Commons.

**Grade Levels to be Served** 9-12

**Activity Supervisor** Willy

**Supervisor's Credentials and Any Other Appropriate Background Information**

Certified teacher

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

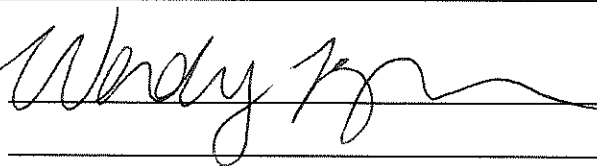
**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☐ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
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**School District Name** Pullman School District

**Contact Person** Jill Bickelhaupt/Altaira Bogle

**Phone Number** 509-520-4976

**Name of Activity** FCCLA National Leadership Conf.

**Date of Activity** June 2025 - July 2025

**Type of Activity** FCCLA National Competitions and Leadership Workshops

**Describe the Activity**

Students will attend the FCCLA National Leadership Conference to present their project that have qualified for the national competition. They will also attend leadership workshops.

**School Facilities or Other Locations to be Used** None

**Grade Levels to be Served** Grades 9 - 12

**Activity Supervisor** Jill Bickelhaupt/Altaira Bogle

**Supervisor's Credentials and Any Other Appropriate Background Information**

We are both teachers and advisors.

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

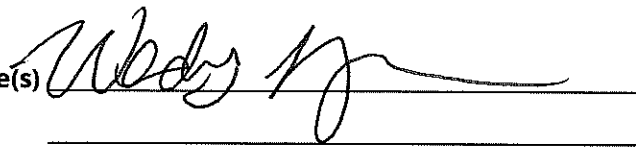
**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

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- ☒ Parent/Guardian Permission
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**Administrator and/or Athletic Director Signature(s)**



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**School District Name** Pullman School District

**Contact Person** Robert Matthews

**Phone Number** 509-860-4616

**Name of Activity** FFA Officer training & CDE prep

**Date of Activity** 6/16/25, 8/8 & 8/11/25

**Type of Activity** FFA preparation

**Describe the Activity**

We will be working as an officer team to prepare for the next school year. Also, we work with our competition teams to prepare for activities such as Livestock judging at our Palouse Empire fair.

**School Facilities or Other Locations to be Used** PHS Ag Room

**Grade Levels to be Served** 10-12

**Activity Supervisor** Robert Matthews

**Supervisor's Credentials and Any Other Appropriate Background Information**

22 years of teaching and FFA advising.

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☐ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☐ Emergency Medical Release
- ☐ Inherent Dangers of Activity Acknowledgment/Waiver
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- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature** Wendy Johnson

3/24/25

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## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

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**School District Name** Pullman School District

**Contact Person** Kristen Coke-Sutton

**Phone Number** 805-252-7026

**Name of Activity** Key Club Summer Meetings

**Date of Activity** June 2025-August 2025

**Type of Activity** Key Club Meetings & Service Event

**Describe the Activity**

Key Club officers and advisor will attend one Kiwanis meeting (date TBD) at Gladish. We will also help Kiwanis at PHS with their Stuff the Bus fundraiser (date TBD). Additionally the officers and advisor will meet at PHS over the summer to plan the upcoming Key Club year.

**School Facilities or Other Locations to be Used** PHS Library

**Grade Levels to be Served** 9-12

**Activity Supervisor** Kristen Coke-Sutton

**Supervisor's Credentials and Any Other Appropriate Background Information**

I am the Pullman School District librarian & Key Club advisor.

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

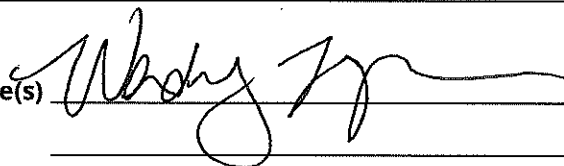
**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☐ Yes ☒ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☐ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☐ Medical Exam and/or Current Physical
- ☐ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)** \_\_\_\_\_



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**School District Name** Pullman School District

**Contact Person** Marla Haugen

**Phone Number** 509-432-6252

**Name of Activity** Science Olympiad

**Date of Activity** 6/13/25 – 8/26/25

**Type of Activity** Academic Club

**Describe the Activity**

Working to organize the upcoming year and planning activities.

**School Facilities or Other Locations to be Used** Lincoln Middle School Room 505

**Grade Levels to be Served** 9-12

**Activity Supervisor** Marla Haugen

**Supervisor's Credentials and Any Other Appropriate Background Information**

Middle and High School Sci Oly team coach for 6 years.

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

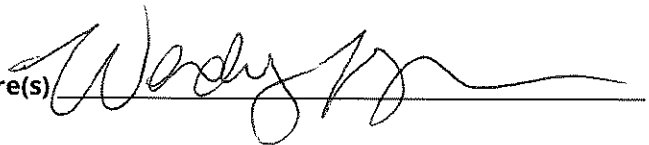
**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☐ Yes ☒ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☐ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☐ Inherent Dangers of Activity Acknowledgement/Warning
- ☐ Medical Exam and/or Current Physical
- ☐ Required Lystedt Law Information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)**



**Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to [asheneman@chooseclear.com](mailto:asheneman@chooseclear.com) by May 15, 2025.**

Please keep original versions of this document for your records.

## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

**School District Name** Pullman School District

**Contact Person** Andrew Mielke

**Phone Number** 509.332.1551

**Name of Activity** PHS Band + LMS Band

**Date of Activity** 8/14/25, 8/15/25, 8/16/25

**Type of Activity** Marching Band

**Describe the Activity**

The Pullman High School Band will join with the Lincoln Middle School Band in marching in Pullman's Lentil Parade. We will practice the week before at LMS, and then march in the parade. No transportation provided by the school district.

**School Facilities or Other Locations to be Used** LMS Band Room and Track

**Grade Levels to be Served** 6-12

**Activity Supervisor** Andrew Mielke + Joe Covill

**Supervisor's Credentials and Any Other Appropriate Background Information**

Mr. Mielke and Mr. Covill are both certificated teachers.

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

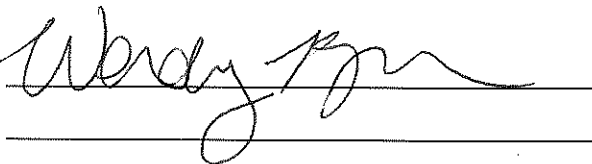
**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☒ Yes ☐ No

**Does the school have Student Accident Insurance?** ☒ Yes ☐ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☐ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☐ Inherent Dangers of Activity Acknowledgement/Warning
- ☐ Medical Exam and/or Current Physical
- ☐ Required Lystedt Law information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)** \_\_\_\_\_



**Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to [asheneman@chooseclear.com](mailto:asheneman@chooseclear.com) by May 15, 2025.**

Please keep original versions of this document for your records.

## SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

**School District Name** Pullman School District

**Contact Person** Melissa Mayer

**Phone Number** 5094326256

**Name of Activity** Yearbook

**Date of Activity** 7/29-8/1

**Type of Activity** Yearbook Camp

**Describe the Activity**

Yearbook Camp at Gonzaga put on by Varsity Yearbook. Will be in a variety of classes, designing next year's yearbook, etc.

**School Facilities or Other Locations to be Used** n/a

**Grade Levels to be Served** 11th&12th graders

**Activity Supervisor** Melissa Mayer

**Supervisor's Credentials and Any Other Appropriate Background Information**

Yearbook Advisor

**Is at least one coach/supervisor first aid and CPR trained?** ☒ Yes ☐ No

**Emergency Response Plan in Place?** ☒ Yes ☐ No

**Are coaches and athletics directors trained in required concussion awareness guidelines?** ☐ Yes ☒ No

**Does the school have Student Accident Insurance?** ☐ Yes ☒ No

**Please check mark all the following forms you will require from students prior to participation:**

- ☐ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☐ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☐ Medical Exam and/or Current Physical
- ☐ Required Lystedt Law information
- ☐ Other Forms (Please List) \_\_\_\_\_

**Administrator and/or Athletic Director Signature(s)** \_\_\_\_\_

*Melissa Mayer* 3/24/25

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to [asheneman@chooseclear.com](mailto:asheneman@chooseclear.com) by May 15, 2025.

Please keep original versions of this document for your records.

# Coversheet

## 2026-2027, 2027-2028, and 2028-2029 Academic Calendars

<b>Section:</b>	VI. Discussion Items
<b>Item:</b>	A. 2026-2027, 2027-2028, and 2028-2029 Academic Calendars
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ES Academic Calendars 4.30.25.pdf ACADEMIC CALENDAR FINAL - OPTION A.pdf ACADEMIC CALENDAR FINAL - OPTION B.pdf ACADEMIC CALENDAR FINAL - OPTION C.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

***2026-2027, 2027-2028, and 2028-2029 Academic Calendars***

**Executive Summary**

**April 30, 2025**

***By: Bob Maxwell***

*Superintendent*

**Background:**

According to school board policy and procedure 2220, the board of directors will take action to approve the school calendars on or before June 1. The calendar committee proposed three different calendar options for the 2026-2027, 2027-2028, and 2028-2029 school years, which are available on our district website.

The Pullman Education Association and the Pullman Paraprofessional Association voted on the proposed draft options. The results of the voting on the calendar draft options are as follows:

Pullman Education Association (PEA):

- 1st Choice: Option A
- 2nd Choice: Option B
- 3rd Choice: Option C

Pullman Paraprofessional Association (PPA):

- 1st Choice: Option B
- 2nd Choice: Option A
- 3rd Choice: Option C

**Recommended Board Action:**

Approve the selected 2026-2027, 2027-2028, and 2028-2029 academic calendars as presented.

**Motion to Approve**

I move approval of the 2026-2027, 2027-2028, and 2028-2029 academic calendars as presented.

☐ Approved

☐ Not Approved

**Date:** \_\_\_\_\_

**Board Secretary Signature:** \_\_\_\_\_



## Academic Calendar Draft – Option A

As a new approach for our community, this year's calendar options are presented as a three-year package to provide greater consistency and predictability for families and staff. Voting on a multi-year calendar allows the district to align breaks, support long-term planning, and maintain a stable schedule across school years.

Following the vote, the calendar option with the most votes will be presented to the Board for consideration and approval.

**Based on the discussions from the feedback review, the committee adjusted Calendar Option 1, which is now presented as Calendar Option A, to align more similarly to our current academic calendar structure.**

### Calendar Committee Rationale Option A (2026-27, 2027-28 & 2028-29):

- School starts on the last Wednesday of August.
- Winter Break is two full weeks.
- A professional learning day has been placed in March to provide a break for secondary students (grades 6-12).
- The spring break schedule aligns with the Greater Spokane League (GSL), allowing our high school to avoid holding athletic competitions during the break.
- Snow make up days take place the week following the last day of school.

***Please Note:*** The late-start Monday schedule for Professional Learning Communities (PLC) collaboration time was not part of the Calendar Committee's decision-making process. The committee's focus was only on the overall academic calendar structure.





# Calendar Option A

## 2026-2027 ACADEMIC CALENDAR

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

August 4				
MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	★ 26	27	28
★ 31				

September 21				
MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 21				
MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 15				
MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 14				
MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 19				
MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 18				
MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 22				
MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 17				
MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 20				
MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 9				
MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	★ 11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Legend				
Late-Start Monday				
Professional Development Day				
First/Last Day of School				★
Early Dismissal				
Conference Days				
Holidays/School Breaks				

Aug 19-20	Professional Development (Teachers)	Jan 25	Pullman High School Second Semester Starts
Aug 24-25	Professional Development (Teachers/Paras)	Feb 12	No School - Professional Development (Teachers)
Aug 26	First Day of School (Grades 1-12)	Feb 15	No School - Presidents' Day
Aug 26-28	Kindergarten Conferences	Mar 17	Early Dismissal (K-5) - Parent/Teacher Conference
Aug 31	First Day of Kindergarten/Preschool	Mar 18-19	No School (K-5/Preschool) - Parent-Teacher Conf.
Sep 7	No School - Labor Day	Mar 22	No School - Professional Development
Oct 9	No School - Professional Development (Teachers)	Apr 5-9	No School - Spring Break
Oct 21	Early Dismissal (K-8) Parent-Teacher Conf.	TBD	Last Day of PSD Preschool
Oct 22-23	No School (K-8/Preschool) Parent/Teacher Conf.	May 31	No School - Memorial Day
Nov 11	No School - Veterans' Day	Jun 5	Pullman High School Graduation
Nov 23-27	No School - Thanksgiving Break	Jun 11	Last Day of School (Early Dismissal 10:50/11:05)
Dec 21-Jan 1	No School - Winter Break	Jun 14-15	Snow Makeup Days
Jan 18	No School - Martin Luther King, Jr. Day		

### Early Dismissal Times



11:50 am  
12:00 pm  
12:05 pm

Franklin, Jefferson  
LMS, PHS  
Kamiak, Sunnyside

### Late-Start Mondays



8:50 am  
9:00 am  
9:05 am

Franklin, Jefferson  
LMS, PHS  
Kamiak, Sunnyside



# Calendar Option A

## 2027-2028 ACADEMIC CALENDAR

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

August 5				
MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	★ 25	26	27
★ 30	31			

September 21				
MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 20				
MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 16				
MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 13				
MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 20				
MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 19				
MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

March 22				
MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 15				
MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 22				
MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 7				
MO	TU	WE	TH	FR
			1	2
5	6	7	8	★ 9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Legend				
Late-Start Monday				
Professional Development Day				
First/Last Day of School				★
Early Dismissal				
Conference Days				
Holidays/School Breaks				

Aug 18-19	Professional Development (Teachers)	Jan 24	Pullman High School Second Semester Starts
Aug 23-24	Professional Development (Teachers/Paras)	Feb 18	No School - Professional Development (Teachers)
Aug 25	First Day of School (Grades 1-12)	Feb 21	No School - Presidents' Day
Aug 25-27	Kindergarten Conferences	Mar 15	Early Dismissal (K-5) - Parent/Teacher Conference
Aug 30	First Day of Kindergarten/Preschool	Mar 16-17	No School (K-5/Preschool) - Parent-Teacher Conf.
Sep 6	No School - Labor Day	Mar 20	No School - Professional Development (Teachers)
Oct 8	No School - Professional Development (Teachers)	Apr 3-7	No School - Spring Break
Oct 20	Early Dismissal (K-8) Parent-Teacher Conf.	TBD	Last Day of PSD Preschool
Oct 21-22	No School (K-8/Preschool) Parent/Teacher Conf.	May 29	No School - Memorial Day
Nov 11	No School - Veterans' Day	Jun 3	Pullman High School Graduation
Nov 22-26	No School - Thanksgiving Break	Jun 9	Last Day of School
Dec 20-31	No School - Winter Break	June 12-13	Snow Makeup Days
Jan 17	No School - Martin Luther King, Jr. Day		

### Early Dismissal Times



11:50 am Franklin, Jefferson  
12:00 pm LMS, PHS  
12:05 pm Kamiak, Sunnyside

### Late-Start Mondays



8:50 am Franklin, Jefferson  
9:00 am LMS, PHS  
9:05 am Kamiak, Sunnyside



# Calendar Option A

## 2028-2029 ACADEMIC CALENDAR

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

August 2					September 20					October 21												
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR								
	1	2	3	4					1	2	3	4	5	6								
7	8	9	10	11	4	★ 5	6	7	8	9	10	11	12	13								
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20								
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27								
28	29	★ 30	31		25	26	27	28	29	30	31											
November 16					December 16					January 17												
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR								
		1	2	3					1	1	2	3	4	5								
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12								
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19								
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26								
27	28	29	30		25	26	27	28	29	29	30	31										
February 18					March 21					April 16												
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR								
			1	2				1	2	2	3	4	5	6								
5	6	7	8	9	5	6	7	8	9	9	10	11	12	13								
12	13	14	15	16	12	13	14	15	16	16	17	18	19	20								
19	20	21	22	23	19	20	21	22	23	23	24	25	26	27								
26	27	28			26	27	28	29	30	30												
May 22					June 11					Legend												
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR													
	1	2	3	4					1	Late-Start Monday												
7	8	9	10	11	4	5	6	7	8	Professional Development Day												
14	15	16	17	18	11	12	13	14	★ 15	First/Last Day of School												
21	22	23	24	25	18	19	20	21	22	Early Dismissal												
28	29	30	31		25	26	27	28	29	Conference Days												
										Holidays/School Breaks												
Aug 23-24	Professional Development (Teachers)				Feb 16	No School - Professional Development (Teachers)																
Aug 28-29	Professional Development (Teachers/Paras)				Feb 19	No School - Presidents' Day																
Aug 30	First Day of School (Grades 1-12)				Mar 14	Early Dismissal (K-5) - Parent/Teacher Conference																
Aug 30-Sep 1	Kindergarten Conferences				Mar 15-16	No School (K-5/Preschool) - Parent-Teacher Conference																
Sep 4	No School - Labor Day				Mar 19	No School - Professional Development (Teachers)																
Sep 5	First Day of Kindergarten/Preschool				Apr 2-6	No School - Spring Break																
Oct 13	No School - Professional Development (Teachers)				TBD	Last Day of PSD Preschool																
Oct 25	Early Dismissal (K-8) Parent-Teacher Conference				May 28	No School - Memorial Day																
Oct 26-27	No School (K-8/Preschool) Parent/Teacher Conference				June 9	Pullman High School Graduation																
Nov 10	No School - Veterans' Day (observed)				June 15	Last Day of School																
Nov 20-24	No School - Thanksgiving Break				June 18	Snow Makeup Day																
Dec 25-Jan 5	No School - Winter Break				June 19	No School - Juneteenth																
Jan 15	No School - Martin Luther King, Jr. Day				June 20	Snow Makeup Day																
Jan 22	Pullman High School Second Semester Starts																					



## Academic Calendar Draft – Option B

As a new approach for our community, this year's calendar options are presented as a three-year package to provide greater consistency and predictability for families and staff. Voting on a multi-year calendar allows the district to align breaks, support long-term planning, and maintain a stable schedule across school years.

Following the vote, the calendar option with the most votes will be presented to the Board for consideration and approval.

*Please note that this calendar draft has a start date that is not the last Wednesday of August which will require additional Board approval, as it deviates from the District's current Board policy.*

**Based on the discussions from the feedback review, the committee adjusted Calendar Option 3 which is now presented as Calendar Option B. This option deviates slightly from our current academic calendar structure.**

### Calendar Committee Rationale (2026-2027 & 2027-2028):

- The August Professional Learning Days take place the week before the first day of school.
- The calendar proposes starting school on Monday (Kindergarten starts on Thursday) the second to last week of August. This allows for the school year to end on a Wednesday for the 2026-2027 and 2027-2028 school years, with inclement weather makeup days placed within the same week.
- A professional learning day has been placed in March to provide a break for secondary students (grades 6-12).
- The spring break schedule aligns with the Greater Spokane League (GSL), allowing our high school to avoid holding athletic competitions during the break.

### Calendar Committee Rationale (2028-2029):

- The August Professional Learning Days take place the week before the first day of school.
- Due to the way the calendar falls, this calendar option proposes starting school on Monday (Kindergarten starts on Thursday) the second to last week of August and allows for an additional day off at Winter Break and an additional day off in May to make a 4-day weekend. This school year ends on a Friday, with inclement weather makeup days taking place the week after the last day of school.
- A professional learning day has been placed in March to provide a break for secondary students (grades 6-12).
- The spring break schedule aligns with the Greater Spokane League (GSL), allowing our high school to avoid holding athletic competitions during the break.

**Please Note:** The late-start Monday schedule for Professional Learning Communities (PLC) collaboration time was not part of the Calendar Committee's decision-making process. The committee's focus was only on the overall academic calendar structure.



# Calendar Option B

## 2026-2027 ACADEMIC CALENDAR

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

August 6				
MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
★ 24	25	26	★ 27	28
31				

September 21				
MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 21				
MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 15				
MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 14				
MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 19				
MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 18				
MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 22				
MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 17				
MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 20				
MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 7				
MO	TU	WE	TH	FR
	1	2	3	4
7	8	★ 9	❄ 10	❄ 11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Legend				
Late-Start Monday				
Professional Development Day				
First/Last Day of School				★
Early Dismissal				
Conference Days				
Holidays/School Breaks				

Aug 17-18	Professional Development (Teachers)	Jan 25	Pullman High School Second Semester Starts
Aug 19-20	Professional Development (Teachers/Paras)	Feb 12	No School - Professional Development (Teachers)
Aug 24	First Day of School (Grades 1-12)	Feb 15	No School - Presidents' Day
Aug 24-26	Kindergarten Conferences	Mar 17	Early Dismissal (K-5) - Parent/Teacher Conference
Aug 27	First Day of Kindergarten/Preschool	Mar 18-19	No School (K-5/Preschool) - Parent-Teacher Conf.
Sep 7	No School - Labor Day	Mar 22	No School - Professional Development
Oct 9	No School - Professional Development (Teachers)	Apr 5-9	No School - Spring Break
Oct 21	Early Dismissal (K-8) Parent-Teacher Conf.	TBD	Last Day of PSD Preschool
Oct 22-23	No School (K-8/Preschool) Parent/Teacher Conf.	May 31	No School - Memorial Day
Nov 11	No School - Veterans' Day	Jun 5	Pullman High School Graduation
Nov 23-27	No School - Thanksgiving Break	Jun 9	Last Day of School (Early Dismissal 10:50/11:05)
Dec 21-Jan 1	No School - Winter Break	Jun 10-11	Snow Makeup Days
Jan 18	No School - Martin Luther King, Jr. Day		

### Early Dismissal Times



11:50 am  
12:00 pm  
12:05 pm

Franklin, Jefferson  
LMS, PHS  
Kamiak, Sunnyside

### Late-Start Mondays



8:50 am  
9:00 am  
9:05 am

Franklin, Jefferson  
LMS, PHS  
Kamiak, Sunnyside



# Calendar Option B

## 2027-2028 ACADEMIC CALENDAR

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

August 7					September 21					October 20				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
★ 23	24	25	★ 26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29
November 16					December 13					January 20				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27	28	29	30	31	31				
February 19					March 22					April 15				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
	1	2	3	4			1	2	3	3	4	5	6	7
7	8	9	10	11	6	7	8	9	10	10	11	12	13	14
14	15	16	17	18	13	14	15	16	17	17	18	19	20	21
21	22	23	24	25	20	21	22	23	24	24	25	26	27	28
28	29				27	28	29	30	31					
May 22					June 5					Legend				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR					
1	2	3	4	5				1	2	Late-Start Monday				
8	9	10	11	12	5	6	★ 7	8	9	Professional Development Day				
15	16	17	18	19	12	13	14	15	16	First/Last Day of School				
22	23	24	25	26	19	20	21	22	23	Early Dismissal				
29	30	31			26	27	28	29	30	Conference Days				
										Holidays/School Breaks				
Aug 16-17 Professional Development (Teachers) Aug 18-19 Professional Development (Teachers/Paras) Aug 23 First Day of School (Grades 1-12) Aug 23-25 Kindergarten Conferences Aug 26 First Day of Kindergarten/Preschool Sep 6 No School - Labor Day Oct 8 No School - Professional Development (Teachers) Oct 20 Early Dismissal (K-8) Parent-Teacher Conf. Oct 21-22 No School (K-8/Preschool) Parent/Teacher Conf. Nov 11 No School - Veterans' Day Nov 22-26 No School - Thanksgiving Break Dec 20-31 No School - Winter Break Jan 17 No School - Martin Luther King, Jr. Day					Jan 24 Pullman High School Second Semester Starts Feb 18 No School - Professional Development (Teachers) Feb 21 No School - Presidents' Day Mar 15 Early Dismissal (K-5) - Parent/Teacher Conferences Mar 16-17 No School (K-5/Preschool) - Parent-Teacher Conf. Mar 20 No School - Professional Development (Teachers) Apr 3-7 No School - Spring Break TBD Last Day of PSD Preschool May 29 No School - Memorial Day Jun 3 Pullman High School Graduation Jun 7 Last Day of School June 8-9 Snow Makeup Days									
<b>Early Dismissal Times</b>  11:50 am Franklin, Jefferson 12:00 pm LMS, PHS 12:05 pm Kamiak, Sunnyside					<b>Late-Start Mondays</b>  8:50 am Franklin, Jefferson 9:00 am LMS, PHS 9:05 am Kamiak, Sunnyside									



# Calendar Option B

## 2028-2029 ACADEMIC CALENDAR

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

August 9					September 20					October 21				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
★ 21	22	23	★ 24	25	18	19	20	21	22	23	24	25	26	27
28	29	30	31		25	26	27	28	29	30	31			
November 16					December 15					January 17				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30	31		
February 18					March 21					April 16				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
			1	2				1	2	2	3	4	5	6
5	6	7	8	9	5	6	7	8	9	9	10	11	12	13
12	13	14	15	16	12	13	14	15	16	16	17	18	19	20
19	20	21	22	23	19	20	21	22	23	23	24	25	26	27
26	27	28			26	27	28	29	30	30				
May 21					June 6					Legend				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR					
	1	2	3	4					1	Late-Start Monday				
7	8	9	10	11	4	5	6	7	★ 8	Professional Development Day				
14	15	16	17	18	11	12	13	14	15	First/Last Day of School				
21	22	23	24	25	18	19	20	21	22	Early Dismissal				
28	29	30	31		25	26	27	28	29	Conference Days				
										Holidays/School Breaks				
Aug 14-15 Professional Development (Teachers)					Jan 22 Pullman High School Second Semester Starts									
Aug 16-17 Professional Development (Teachers/Paras)					Feb 16 No School - Professional Development (Teachers)									
Aug 21 First Day of School (Grades 1-12)					Feb 19 No School - Presidents' Day									
Aug 21-23 Kindergarten Conferences					Mar 14 Early Dismissal (K-5) - Parent/Teacher Conference									
Aug 24 First Day of Kindergarten/Preschool					Mar 15-16 No School (K-5/Preschool) - Parent-Teacher Conf.									
Sep 4 No School - Labor Day					Mar 19 No School - Professional Development (Teachers)									
Oct 13 No School - Professional Development (Teachers)					Apr 2-6 No School - Spring Break									
Oct 25 Early Dismissal (K-8) Parent-Teacher Conf.					TBD Last Day of PSD Preschool									
Oct 26-27 No School (K-8/Preschool) Parent/Teacher Conf.					May 25 No School									
Nov 10 No School - Veterans' Day (observed)					May 28 No School - Memorial Day									
Nov 20-24 No School - Thanksgiving Break					June 2 Pullman High School Graduation									
Dec 22-Jan 5 No School - Winter Break					June 8 Last Day of School									
Jan 15 No School - Martin Luther King, Jr. Day					June 11-12 Snow Makeup Days									
Early Dismissal Times					Late-Start Mondays									
														
11:50 am Franklin, Jefferson					8:50 am Franklin, Jefferson									
12:00 pm LMS, PHS					9:00 am LMS, PHS									
12:05 pm Kamiak, Sunnyside					9:05 am Kamiak, Sunnyside									





## Academic Calendar Draft – Option C

As a new approach for our community, this year's calendar options are presented as a three-year package to provide greater consistency and predictability for families and staff. Voting on a multi-year calendar allows the district to align breaks, support long-term planning, and maintain a stable schedule across school years.

Following the vote, the calendar option with the most votes will be presented to the Board for consideration and approval.

*Please note that this calendar draft has a start date that is not the last Wednesday of August which will require additional Board approval, as it deviates from the District's current Board policy.*

**Based on the discussions from the feedback review, the committee made no adjustments to Calendar Option 2, which is now presented as Calendar Option C.**

This proposed calendar option suggests an earlier school start, creating more evenly distributed breaks throughout the year to support student learning and help alleviate teacher burnout.

### Calendar Committee Rationale (2026-2027 & 2027-2028):

- The calendar proposes starting school on the second to last Wednesday of August (Kindergarten starts on Monday) which still allows for the school year to end on a Thursday.
  - 1-week break after 6 weeks of instruction (late September)
  - (2) Additional break days after K-5 Spring Conferences in March to align with WSU's spring break
  - **2026-2027 ONLY** – To accommodate Juneteenth, observed on the preceding Friday when it falls on a Saturday, two inclement weather makeup days are scheduled in May.
  - **2027-2028 ONLY** - One inclement weather makeup day in May and one in June. Additional No School day in May.
- During these extended break times, the Boys and Girls Club plans to offer programs to support families with childcare needs.
- The spring break schedule aligns with the Greater Spokane League (GSL), allowing our high school to avoid holding athletic competitions during the break.

### Calendar Committee Rationale (2028-2029):

- The calendar proposes starting school on the third Wednesday of August (Kindergarten starts on Monday) and school ends on a Friday, with one inclement weather makeup day in May and one in June.
- The proposed calendar option suggests an earlier school start, creating more evenly distributed breaks throughout the year to support student learning and help alleviate teacher burnout.
  - 1-week break after 6 weeks of instruction (late September)
  - (2) Additional break days after K-5 Spring Conferences in March to align with WSU's spring break
  - Put (1) inclement weather day the Friday before Memorial Day weekend
  - (2) Additional days at Winter Break
- During these extended break times, the Boys and Girls Club plans to offer programs to support families with childcare needs.
- The spring break schedule aligns with the Greater Spokane League (GSL), allowing our high school to avoid holding athletic competitions during the break.

**Please Note:** The late-start Monday schedule for Professional Learning Communities (PLC) collaboration time was not part of the Calendar Committee's decision-making process. The committee's focus was only on the overall academic calendar structure.



# Calendar Option C

## 2026-2027 ACADEMIC CALENDAR

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

August 9					September 18					October 19				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
31					28	29	30			26	27	28	29	30

November 15					December 14					January 18				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
2	3	4	5	6		1	2	3	4					1
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
30					28	29	30	31		25	26	27	28	29

February 18					March 21					April 17				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
1	2	3	4	5	1	2	3	4	5				1	2
8	9	10	11	12	8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	15	16	17	18	19	12	13	14	15	16
22	23	24	25	26	22	23	24	25	26	19	20	21	22	23
					29	30	31			26	27	28	29	30

May 18					June 13					Legend				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR					
3	4	5	6	7		1	2	3	4	Late-Start Monday				
10	11	12	13	14	7	8	9	10	11	Professional Development Day				
17	18	19	20	21	14	15	16	17	18	First/Last Day of School				
24	25	26	27	28	21	22	23	24	25	Early Dismissal				
31					28	29	30			Conference Days				
										Holidays/School Breaks				

Aug 12-13	Professional Development (Teachers)	Jan 25	PHS 2nd Semester Begins
Aug 17-18	Professional Development (Teachers/Paras)	Feb 12	No School - Professional Development (Teachers)
Aug 19	First Day of School (Grades 1-12)	Feb 15	No School - Presidents' Day
Aug 19-21	Kindergarten Conferences	Mar 10	Early Dismissal (K-5) - Parent-Teacher Conf.
Aug 24	First Day of Kindergarten/Preschool	Mar 11-12	No School (K-5) - Parent-Teacher Conferences
Sep 7	No School - Labor Day	Mar 15-16	No School - All Students
Sep 28-Oct 2	No School - Fall Break (All students)	Apr 5-9	No School - Spring Break
Oct 16	No School - Professional Development (Teachers)	TBD	Last Day of PSD Preschool
Oct 28	Early Dismissal (K-8) - Parent-Teacher Conferences	May 7	Snow Makeup Day
Oct 29-30	No School (K-8/Preschool) - Parent-Teacher Conferences	May 28	Snow Makeup Day
Nov 11	No School - Veterans' Day	May 31	No School - Memorial Day
Nov 23-27	No School - Thanksgiving Break	Jun 12	PHS Graduation
Dec 21-Jan 1	No School - Winter Break	Jun 17	Last Day of School (Early Dismissal 10:50/11/11:05)
Jan 15	No School - Professional Development	Jun 18	Juneteenth (Observed)
Jan 18	No School - Martin Luther King Day		

### Early Dismissal Times



11:50 am  
12:00 pm  
12:05 pm

Franklin, Jefferson  
LMS, PHS  
Kamiak, Sunnyside

### Late-Start Mondays



8:50 am  
9:00 am  
9:05 am

Franklin, Jefferson  
LMS, PHS  
Kamiak, Sunnyside



# Calendar Option C

## 2027-2028 ACADEMIC CALENDAR

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

August 10				
MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	★ 18	19	20
★ 23	24	25	26	27
30	31			

September 17				
MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 19				
MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 16				
MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 13				
MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 19				
MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 19				
MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

March 21				
MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 15				
MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 20				
MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 11				
MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	★ 15	16
19	20	21	22	23
26	27	28	29	30

Legend				
Late-Start Monday				
Professional Development Day				
First/Last Day of School				★
Early Dismissal				
Conference Days				
Holidays/School Breaks				

Aug 11-12	Professional Development (Teachers)	Jan 24	PHS 2nd Semester Begins
Aug 16-17	Professional Development (Teachers/Paras)	Feb 18	No School - Professional Development (Teachers)
Aug 18	First Day of School (Grades 1-12)	Feb 21	No School - Presidents' Day
Aug 18-20	Kindergarten Conferences	Mar 8	Early Dismissal (K-5) - Parent-Teacher Conf.
Aug 23	First Day of Kindergarten/Preschool	Mar 9-10	No School (K-5) - Parent-Teacher Conferences
Sep 6	No School - Labor Day	Mar 13-14	No School - All Students
Sep 27-Oct 1	No School - Fall Break (All students)	Apr 3-7	No School - Spring Break
Oct 15	No School - Professional Development (Teachers)	TBD	Last Day of PSD Preschool
Oct 27	Early Dismissal (K-8) - Parent-Teacher Conferences	May 5	No School Day (All Students)
Oct 28-29	No School (K-8/Preschool) - Parent-Teacher Conferences	May 26	Snow Makeup Day
Nov 11	No School - Veterans' Day	May 29	No School - Memorial Day
Nov 22-26	No School - Thanksgiving Break	Jun 10	PHS Graduation
Dec 20-31	No School - Winter Break	Jun 15	Last Day of School (Early Dismissal 10:50/11/11:05)
Jan 14	No School - Professional Development (Teachers)	Jun 16	Snow Makeup Day
Jan 17	No School - Martin Luther King Day		



11:50 am Franklin, Jefferson  
12:00 pm LMS, PHS  
12:05 pm Kamiak, Sunnyside



8:50 am Franklin, Jefferson  
9:00 am LMS, PHS  
9:05 am Kamiak, Sunnyside



# Calendar Option C

## 2028-2029 ACADEMIC CALENDAR

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

August 12					September 15					October 21				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
28	29	30	31		25	26	27	28	29	30	31			

November 16					December 13					January 17				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30	31		
February 18					March 20					April 16				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
			1	2				1	2	2	3	4	5	6
5	6	7	8	9	5	6	7	8	9	9	10	11	12	13
12	13	14	15	16	12	13	14	15	16	16	17	18	19	20
19	20	21	22	23	19	20	21	22	23	23	24	25	26	27
26	27	28			26	27	28	29	30	30				
May 21					June 11					Legend				
MO	TU	WE	TH	FR	MO	TU	WE	TH	FR					
	1	2	3	4					1	Late-Start Monday				
7	8	9	10	11	4	5	6	7	8	Professional Development Day				
14	15	16	17	18	11	12	13	14	15	First/Last Day of School				
21	22	23	24	25	18	19	20	21	22	Early Dismissal				
28	29	30	31		25	26	27	28	29	Conference Days				
										Holidays/School Breaks				

Aug 9-10	Professional Development (Teachers)	Jan 15	No School - Martin Luther King Day
Aug 14-15	Professional Development (Teachers/Paras)	Jan 22	PHS 2nd Semester Begins
Aug 16	First Day of School (Grades 1-12)	Feb 16	No School - Professional Development (Teachers)
Aug 16-18	Kindergarten Conferences	Feb 19	No School - Presidents' Day
Aug 21	First Day of Kindergarten/Preschool	Mar 7	Early Dismissal (K-5) - Parent-Teacher Conf.
Sep 4	No School - Labor Day	Mar 8-9	No School (K-5) - Parent-Teacher Conferences
Sep 25-29	No School - Fall Break (All students)	Mar 12-13	No School - All Students
Oct 13	No School - Professional Development (Teachers)	Apr 2-6	No School - Spring Break
Oct 25	Early Dismissal (K-8) - Parent-Teacher Conferences	TBD	Last Day of PSD Preschool
Oct 26-27	No School (K-8/Preschool) - Parent-Teacher Conferences	May 25	Snow Makeup Day
Nov 10	No School - Veterans' Day (Observed)	May 28	No School - Memorial Day
Nov 20-24	No School - Thanksgiving Break	Jun 9	PHS Graduation
Dec 8	No School - Professional Development (Teachers)	Jun 15	Last Day of School (Early Dismissal 10:50/11/11:05)
Dec 21-Jan 5	No School - Winter Break	Jun 18	Snow Makeup Day

Early Dismissal Times		Late-Start Mondays	
	11:50 am 12:00 pm 12:05 pm		8:50 am 9:00 am 9:05 am
	Franklin, Jefferson LMS, PHS Kamiak, Sunnyside		Franklin, Jefferson LMS, PHS Kamiak, Sunnyside

## Coversheet

### Resolution 24-25:08 180-Day School Year Waiver for Family-Teacher Conference Days

**Section:** VI. Discussion Items  
**Item:** B. Resolution 24-25:08 180-Day School Year Waiver for Family-Teacher Conference Days  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
ES Resolution 24-25-08 180-Day Waiver - Family Teacher Conferences 4.30.25 FINAL.pdf  
Resolution 24-25.08 180-Day Waiver - Conference Days 4.30.25.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

***Resolution for a State Waiver for Family-Teacher Conferences***

**Executive Summary**

**April 30, 2025**

***By Roberta Kramer***

*Assistant Superintendent*

**Background:**

This resolution is required as part of the OSPI 180-Day School Year Waiver application renewal process to continue the district's Family-Teacher conference model structure that is currently in place. Over the past several years this structure has been in place, and this waiver was applied to the 2022–2023, 2023–2024, and 2024–2025 school years. We are seeking approval to continue this successful format for the next three academic calendar years (2025-2026, 2026-2027, and 2027-2028). The use of full days for family-teacher conferences provides greater scheduling flexibility and allows for more in-depth conversations between families and teachers.

**Recommended Board Action:**

Approval of a Resolution for the purpose of making a request to OSPI for Parent-Teacher Conference Waiver Days.

**Motion to Approve**

I move that we approve Resolution 24-25:08 requesting permission from OSPI to grant a 180-Day School Year Waiver for Family-Teacher Conferences.

☐ Approved

☐ Not Approved

**Date:** \_\_\_\_\_

**Board Secretary Signature:** \_\_\_\_\_

**Pullman School District No. 267  
Pullman, WA 99163**

## **Resolution 24-25: 08**

### ***180-Day School Year Waiver for Family-Teacher Conference Days***

**WHEREAS**, the Pullman School District requests a waiver per WAC 180-18-040, from the 180-day requirement for the school calendar years 2025-2026, 2026-2027, and 2027-2028.

**WHEREAS**, Pullman School District is requesting four (4) full days for family-teacher conferences based on preferences from families and staff as outlined in the waiver plan, rather than partial days for family-teacher conferences;

**WHEREAS**, Pullman School District will meet the minimum instructional hours requirement of RCW 28A.150.220(2), by offering a district-wide average of at least 1,000 instructional hours in grades 1-8 and a district-wide average of at least 1,080 instructional hours in grades 9-12, - or a district-wide average of 1,027 hours in grades 1-12, under the waiver plan;

**THEREFORE BE IT RESOLVED** that the Board of Directors of Pullman School District intends to not only comply with all State Board of Education requirements, conditions, and requests as set forth in WAC 180-18-050, but also staff, families, and the community desires for family-teacher conferences that are planned by and scheduled by the district for the purpose of discussing students' educational needs or progress be performed in a full day format and requests a four (4) day waiver from the 180-day school calendar.

Approved by the Board of Directors of Pullman School District, Whitman County, Washington, in a meeting thereof held on the 14<sup>th</sup> day of May, 2025.

*Signed this \_\_\_ day of \_\_\_, 2025*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Directors  
Pullman School District No. 267  
Whitman County, Pullman, Washington

Attest: \_\_\_\_\_  
Dr. Robert Maxwell, Secretary



## Coversheet

### Resolution 24-25:09 Sale of Surplus Real Property (Pullman Aquatic Center)

<b>Section:</b>	VI. Discussion Items
<b>Item:</b>	C. Resolution 24-25:09 Sale of Surplus Real Property (Pullman Aquatic Center)
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ES Resolution 24-25-09 Surplus Real Property 4.30.25.pdf Resolution 24-25.09 Surplus Real Property.pdf



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***Resolution 24-25:09 Sale of Surplus Real Property***

**Executive Summary**

**April 30, 2025**

**By: Juston Pollestad**

*Executive Director of Operations*

**Background:**

The 2.3-acre property that includes the Pullman Aquatic Center has been owned by the Pullman School District since 1970.

District Policy 6882 outlines the process to dispose of real property that is not necessary for school purposes.

Following board approval, the 2.30 acres of land along with the Pullman Aquatic Center will be made available for sale under the process outlined in 6882 and will approve the direction to administration to proceed with the publishing of the district's desire and proposal to sell the above described real property.

**Recommended Board Action:**

Approve the Pullman School District to declare as surplus real property and sell the 2.3-acre parcel, which includes the Pullman Aquatic Center, as outlined in Policy 6882 and proceed with the publishing of the district's desire and proposal to sell the above described real property in accordance with RCW 28A.335.120

**Motion to Approve**

I move that the Board approve by Resolution 24-25:09 declaring as surplus real property the 2.3-acre parcel, which includes the Pullman Aquatic Center, and approve the direction to administration to publish a notice in a newspaper of general circulation in the District of the Board's desire and proposal to sell the above described real property in accordance with RCW 28A.335.120.

☐ Approved

☐ Not Approved

**Date:** \_\_\_\_\_

**Board Secretary Signature:** \_\_\_\_\_

**PULLMAN SCHOOL DISTRICT NO. 267  
BOARD RESOLUTION NO. 24-25:09**

**RESOLUTION FOR THE SALE OF SURPLUS REAL PROPERTY**

**(PULLMAN AQUATIC CENTER)**

**WHEREAS**, Pullman School District No. 267, Whitman County, Washington (“District”), is a public school district duly organized and existing under and by virtue of the Constitution and laws of the State of Washington;

**WHEREAS**, the Board of Directors of the District (“Board”) has declared that the following described real property located in Whitman County is no longer required for school district purposes and is surplus:

An approximately 2.3-acre parcel situated on the southeast portion of the real property identified by the following abbreviated legal description:

PULLMAN N1/2 31-15-45 TRACT A 4 AC IN S1/2 ON 30 ADJ SCHOOL 8-02/51989 638052

Whitman County Assessor Parcel No.: 8-1500-00-00-00-0001

(the “Property”);

**WHEREAS**, a general depiction of the approximately 2.3-acre parcel is attached hereto and incorporated by this reference; and

**WHEREAS**, the Board desires and intends to sell its interest in the Property, commonly known as the Pullman Aquatic Center, located at 500 NW Greyhound Way, Pullman, Washington, 99163, to Schweitzer Engineering Laboratories, Inc.

**NOW, THEREFORE**, be it resolved by the Board of Directors of Pullman School District No. 267 as follows:

1. That the District administration is hereby directed to publish a notice of the Board’s desire and proposal to sell the Property per RCW 28A.335.120.
2. The Board hereby selects Gem Valley Appraisal to conduct a market value appraisal of the Property.

**RESOLUTION** adopted this 14<sup>th</sup> day of May, 2025.

**BOARD OF DIRECTORS:**

\_\_\_\_\_  
Nathan Roberts, Board President

\_\_\_\_\_  
Lisa Waananen Jones, Board Member

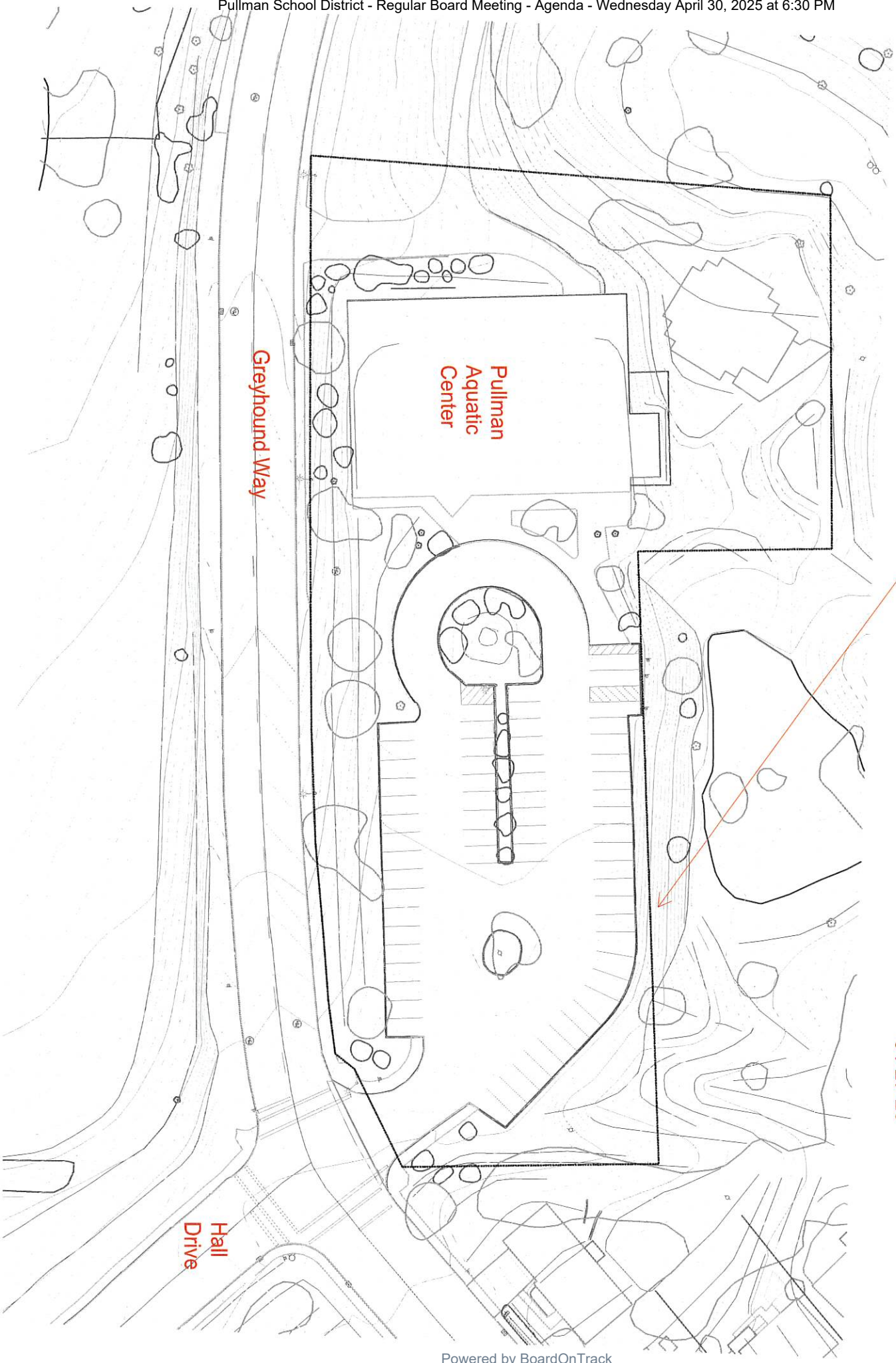
\_\_\_\_\_  
Amanda Tanner, Board Vice-President

\_\_\_\_\_  
Craig Nelson, Board Member

\_\_\_\_\_  
Arron Carter, Board Member

ATTEST:

\_\_\_\_\_  
Dr. Bob Maxwell, Board Secretary



approximately 2.3 acre  
parcel, of unplatted  
school district land

**Pullman Aquatic Center**  
Preliminary Site Plan  
Unverified, approximate layout  
04-27-25

# Coversheet

## Administrative Requirements Update

<b>Section:</b>	VII. Informational Items
<b>Item:</b>	A. Administrative Requirements Update
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	April Administrative Requirements Update.pdf



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

## Monthly Administrative Requirements

### April

- ☐ Grades 6-12 Course Offering Report
  - *Person(s) Responsible: Asst. Superintendent & Principals*
- ☐ SBAC Testing
- ☐ FTE Enrollment Projection
  - *Person(s) Responsible: Finance Director*
- ☐ Position Exchange Requests to Superintendent
- ☐ Plan to Leave from Leave of Absence to Superintendent
- ☐ Budget Development (Fiscal Office + Supervisors)
  - *Person(s) Responsible: Finance Office & Supervisors*
- ☐ ASB Budgets to Finance Director
  - *Person(s) Responsible: Secondary Principals*
- ☐ Facilities Projects Wish Lists to Executive Director of Operations
- ☐ Review & Revise Policy 2410 Graduation Requirements as needed
- ☐ Submit to Executive Director of Operations Summer Athletic Programs for Board
  - *Person(s) Responsible: Principals*
- ☐ CBA Report Due April 1 to Instructional Programs
  - *Person(s) Responsible: Asst. Superintendent*
- ☐ Summer Athletic Programs to Board
  - *Person(s) Responsible: Executive Director of Operations*
- ☐ Prepare School District Collection and Submission Requirements Related to School Safety and Security Staff
  - *Person(s) Responsible: Superintendent's Office*

### May

- ☐ Affirmative Action Report
  - *Person(s) Responsible: Assistant Superintendent & HR Manager*
- ☐ Curriculum Adoption
  - *Person(s) Responsible: Assistant Superintendent*
- ☐ Certificated Evaluations
- ☐ Leave of Absence Requests to Supt
- ☐ Inventory Audit
  - *Person(s) Responsible: Executive Director of Operations*
- ☐ RIF Process, *if needed*
- ☐ Reasonable Assurance Notices
  - *Person(s) Responsible: HR Manager*
- ☐ Notification of Employment Status
  - *Person(s) Responsible: Superintendent, HR Manager, & Principals*
- ☐ Submit School District Collection and Submission Requirements Related to School Safety and Security Staff
  - *Person(s) Responsible: Superintendent's Office*

# Coversheet

## Expense Claim Audit - Community Update Board Schedule

<b>Section:</b>	VII. Informational Items
<b>Item:</b>	B. Expense Claim Audit - Community Update Board Schedule
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	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

<b>Section:</b>	VII. Informational Items
<b>Item:</b>	C. Board Calendar & Communication Plan
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	2024-2025 Board Meeting Content Calendar 3.27.25.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 (*Canceled*)

- ~~Board Policy and/or Professional Development Workshop~~

### April 16 – Regular Board Meeting

*\*Please note, this meeting is scheduled for the 3<sup>rd</sup> 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 5<sup>th</sup> 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  
Updated: March 27, 2025*



January - May **2025**



# 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

June - October **2025**



# Board of Directors Communication Plan

June

**Finance Committee Meeting**

July

August

September

Oct

**Community Update Article**

Amanda Tanner

*\*District Cover Page*

**Community Update Article**

Craig Nelson

**Community Update Article**

Arron Carter

**Community Update Article**

TBD

*\*District Cover Page*

**Community Update Article**

TBD

**EOY Staff Presentation**

Budget Impacts Update

**Annual School Board Retreat**

*with Finance Update*

**Board Listening Session**

**Reminder Communication  
about School/District Website  
Change**

**New District ParentSquare  
Website Launches July 1**

**Fall Board Dinner (September or October)**

**Reminder: Enrollment for Next  
School Year**

**Board Program Report**

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

<b>Section:</b>	VII. Informational Items
<b>Item:</b>	E. The Pullman Promise: Priorities, Goals, Success Indicators
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	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.

