



# Pullman School District

## Regular Board Meeting

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### Date and Time

Wednesday June 11, 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**

**C. Superintendent's Report**

**D. Program Reports**

- Report: Safety by Juston Pollestad, Executive Director of Operations
- Report: Summer School by Roberta Kramer, Assistant Superintendent
- Report: English Language Development (ELD) Program by Roberta Kramer, Assistant Superintendent

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

**III. Public Comment**

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

*may infringe upon the rights of others under various laws, including those protecting privacy or prohibiting defamation. Providing public comment demonstrates your feelings of engagement and participation in the decision-making process in our community. We thank you in advance for your public comment.*

#### **IV. Consent Agenda**

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

**A.** Minutes - May 28, 2025 Regular Board Meeting

**B.** Personnel Report

**C.** Warrants

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

**D.** Student Transfer Requests

**E.** ASB Fundraisers

**F.** Records Destruction Log

**G.** Overnight Field Trip Requests

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

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

**A.** Resolution 24-25:10 Declaration of Surplus Bus

Presenter: Juston Pollestad, Executive Director of Operations

**B.** Pioneer Center Room Lease

Presenter: Juston Pollestad, Executive Director of Operations

#### **VI. No Discussion Items**

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

## **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

### **2025-2026 Board Meeting Schedule & Content Calendar Update:**

*The MAP and SBA testing windows will be ongoing through early June. Proceeding with the current June work session date, principals would only have preliminary data for some students, limiting their ability to provide a comprehensive and accurate picture of student performance. Pushing the session to the third week of June would enable principals to present complete and finalized data for both assessments.*

- D.** Current Enrollment  
For 2024-2025 School Year  
Budgeted FTE: 2560  
Current FTE: 2572.22  
Current Year Average FTE: 2595.56
- E.** The Pullman Promise: Priorities, Goals, Success Indicators
- F.** Procedures

## **VIII. Executive or Closed Session**

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

- A.** Personnel
- B.** Negotiations



**C.** Superintendent End-of-Year Evaluation

**D.** Discuss with legal counsel potential litigation RCW 42.30.110(1)(i)

**IX. Closing Items**

**A.** Adjourn Meeting

*The president will adjourn the meeting.*

# Coversheet

## Minutes - May 28, 2025 Regular Board Meeting

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	A. Minutes - May 28, 2025 Regular Board Meeting
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Regular Board Meeting on May 28, 2025

DRAFT



## Pullman School District

# Minutes

## Regular Board Meeting

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### Date and Time

Wednesday May 28, 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, Nathan Roberts

### Directors Absent

Lisa Waananen Jones

### Guests Present

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

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Nathan Roberts called a meeting of the board of directors of Pullman School District to order on Wednesday May 28, 2025 at 6:30 PM.

**C. Flag Salute**

**D. Land Acknowledgement Statement**

**E. Approval of Agenda**

Changes to the agenda"

- LMS Student Ambassadors will not be presenting during the meeting, but have been rescheduled to present on June 11.

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:

- ASB Equity officers have been determined.
- Current and next year's executive team met Principal Fleurry to review goals for next year.
- Final event of the year is Prom and tickets are on sale until Friday.
- ASB is hosting field day/night for students.
- Next week, senior send off of current officers to celebrate their work.
- Graduation is coming up on June 7.
- Advisor Willy was able to get a grant for students to attend an ASB leadership camp this summer.

**B. Board Reports**

- Craig Nelson: Reviewed senior photos on Main Street.
- Arron Carter: Noted last week's report of LMS promoting Kindness via a Kindness Week with a Multicultural event planned in the coming weeks.
- Amanda Tanner: No report.
- Nathan Roberts:
  - An update was provided on the upcoming joint City Council/School Board meeting. If agenda topics cannot be finalized, the meeting will be cancelled. Monthly updates have been included in the district newsletter, and the board is encouraged to develop a plan to assign communication tasks. The idea of rotating content for the Board Bulletin will be explored to support ongoing informational outreach.

**C.**

## Superintendent's Report

- Noted that the 2025-2026 Kindergarten Open House is Thursday, May 29th from 4:30pm-6:00pm at PSD Elementary Schools.
- Executive Director of Operations Juston Pollestad shared details about the Summer Meal Program. Grab & Go snacks and lunches will be available at Kamiak Elementary and Reaney Park. The program is open to all children ages 1–18 with no prior registration required.
- Finance Director Diane Hodge presented a financial update, noting the district is on track to end the year with a balanced budget and an 8.5% ending fund balance, which meets board policy. Director Hodge also provided an overview of the Assistant Superintendent role, while Dr. Maxwell shared a breakdown of administrative FTE from the 2023–2024 through 2025–2026 school years. The report emphasized that in districts without an Assistant Superintendent, Director-level positions are often used to manage school needs. Comparisons with similar districts were shared, along with a note that the TBD administrator position could be reallocated to a certificated or classified role, depending on needs and hiring outcomes—particularly in connection to the open principal positions at FES/KES. The board discussed the May 15 staffing deadline, after which positions are generally confirmed. Board members reflected on PSD's administrative history and evolving needs. Director Nelson noted PSD previously operated with multiple directors rather than an Assistant Superintendent, and questioned whether the role remains essential. Dr. Maxwell responded that educational and operational demands have grown more complex, with increasing mandates and requirements for certificated leadership. Director Hodge added that the role is partially funded through special education—not solely through basic education funds and also noted PSD's administrative staffing overage is lower than many comparable districts.

## D. Program Reports

- **Pullman High School Student Ambassadors by Debbie Crabtree, Pullman High School Principal & Student Ambassadors**
  - The Pullman High School Student Ambassadors presented their current initiatives and goals for the upcoming year. They highlighted their collaboration with the Environmental Club on sustainability efforts, including composting and reducing metal utensil waste, with composting efforts supported by the FFA's greenhouse and compost bin. They also previewed a planned student-run podcast for the 2025–26 school year, with episodes focused on introducing the ambassador program, discussing mental health, and exploring academic growth and soft skills. Additionally, they outlined a student survey they are designing to assess inclusion and gather feedback to inform future initiatives. Their 30-, 60-, and 90-day plans include launching the survey, creating a podcast, engaging with ASB and LMS ambassadors,

building social media presence, and preparing for a DEI panel to increase community connections. They will present survey results at a future board meeting. Director Roberts noted the potential for collaboration between the ambassadors and the DEI Task Force to further community engagement efforts.

• **Reducing Restraint & Eliminating Isolation (RREI) Project Update** by

**Dominick Ventresco, Assistant Director of Special Services & Kamiak Elementary Developmental Learning Center Staff (Lexi Brantner, Kaitlyn Cornish, and Raya Hotchkiss)**

- An update was provided on the Special Education RREI Project, part of a statewide OSPI initiative to promote inclusionary practices. Pullman School District was selected as a pilot site for the 2024–2025 school year and received \$70,000 in funding. Led by Natalie Dobbins, the project included staff workshops, professional development with True Measure Collaborative, and the addition of 90 minutes per week of paid structured debrief time outside of their contract hours. Kamiak DLC staff shared some of their experiences with the debriefs which included some examples of how they used that time to problem solve as a team. These debriefs focused on student escalation incidents, classroom programming, and implementation of action steps. A focus group of 20 staff members across three buildings participated. The results were significant, with a 91% reduction in district-wide incidents and an 88% reduction at Kamiak Elementary School compared to the previous year.

• **Linewize and Chromebook Update by Tyler Craigie, Technology Supervisor**

- Tyler Craigie, Technology Supervisor, provided an update on current initiatives and proposed policy changes. At Lincoln Middle School, high Chromebook repair and replacement costs prompted a recommendation to transition from 1:1 student devices to classroom-based Chromecarts. This change aims to reduce device damage and student distraction while ensuring technology use remains instructional. The Chromebook Protection Plan will remain in place and will still be able to offer low cost surplus devices for students who qualify. The department also proposed changes to the district's YouTube access policy due to concerns about unregulated content, the platform's addictive algorithm (especially via YouTube Shorts), and the negative effects of excessive screen time. They recommended using upgraded web filtering to block YouTube by default, while giving teachers more control to deploy necessary videos via Classwize. Additionally, the Linewize web filter update is scheduled for deployment on July 1, aligned with a firewall upgrade. While feedback has generally been positive, some configuration issues remain on Windows devices. Board members asked about continued device access. Supervisor Craigie confirmed that middle school students could check out Chromebooks as needed for homework and projects. In high school, students will still be issued 1:1 Chromebooks for grades 9–12. The new model for LMS will

assign Chromecarts to teachers as classroom sets, removing the burden of responsibility from individual students. Homework-related device use at LMS is reduced which supports the transition away from the 1:1 program.. Digital resources will remain accessible, and copy reduction is still a goal. Despite the CPP, Supervisor Craigie noted that it has not fully offset repair costs at the middle school level.

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

No update.

### **III. Public Comment**

#### **A. Speakers**

##### **Speaker: Marie Wallace**

Topic: A community member expressed concern about the current student demographics at Jefferson Elementary School, stating that existing attendance boundaries have resulted in a high-poverty population that presents ongoing challenges for staff and may be unsustainable. The speaker urged the district to consider redrawing boundaries or reallocating resources to better support students, particularly those in special education, and to ensure equitable access to education across all schools in alignment with the Pullman Promise.

##### **Speaker: Allison Harris**

Topic: A parent shared concerns about the current district culture under administrative leadership, citing instances where staff have reportedly left or feared retaliation due to how certain situations were handled. The speaker noted a perceived lack of value and voice among community members and staff, referencing public support for reconsidering decisions related to athletic director positions. Specific concern was raised about the recommendation to fill the Assistant Superintendent position, suggesting it may conflict with budget constraints and recent staffing reductions. The speaker urged the board to reconsider the hire and conduct further research into the necessity of the role.

##### **Speaker: Haylee Fishback**

Topic: Speaker teaches and coaches in the district and shared concerns about the hiring process for the Assistant Principal/Athletic Director position, noting it did not follow the same public posting procedures as other principal positions. The speaker emphasized that the AD position is funded through the local levy and highlighted strong community support for retaining the role. They questioned the inclusion of Jacob Gion on the consent agenda for administrative rehire and noted that retaining him may be more costly than retaining Wendy Kruger. The speaker also questioned why his name did not appear on the transfer list and called for greater transparency if the board proceeds with the contract renewal.

**Speaker: Anthony Haynes**

Topic: A community member expressed concern over the lack of open and transparent discussion regarding the decision to reconsider retaining the Athletic Director. They expressed disappointment with the process, highlighting that important decisions are being made without adequate public dialogue. The speaker praised the recommended hire as exceptional but called for improved tone and accessibility in board meetings. They emphasized that these issues reflect a serious cultural challenge within the district.

**Speaker: Wendy Kruger**

Topic: Speaker thanked those who attended the April 30 meeting in support of retaining the Athletic Director position, as well as Board Director Carter and Board Director Nelson for their support. Speaker acknowledged the words of Board Director Waananen Jones and Board Director Roberts, but described those remarks as feeling hollow. Speaker expressed disappointment that board member Director Tanner did not attend virtually. The speaker alleged violations of policy 1101F and provided examples. Speaker called for three specific actions: 1) remove contract renewals for staff without assigned positions, 2) withdraw the recommendation to hire an Assistant Superintendent to allow for a public discussion on whether the role is necessary or could be absorbed by existing administrators, and 3) conduct a staff survey to assess morale.

**Speaker: Melissa Barnes**

Topic: A representative from the Montessori School of Pullman discussed efforts to explore incorporating their early childhood education program at the Pullman School District Office. They requested the board and district's support, highlighting a need for more early childhood opportunities and expressing a desire to see the Montessori school thrive within Pullman School District facilities.

**IV. Consent Agenda**

**A. Minutes - May 14, 2025 Regular Board Meeting**

Amanda Tanner made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 05-14-25.

Arron Carter seconded the motion.

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

**B. Personnel Report**

*Item removed from consent agenda for discussion.*

**C. Contract Addendum for Superintendent Salary Reduction**

**D. Warrants**

**E. Student Transfer Requests**



**F. Budget Status Report - April**

**G. ASB Fundraisers**

**H. Consent Agenda Approval**

Director Nelson requested removal of the Personnel Report.

Arron Carter made a motion to approve the amended consent agenda (Item IV. A, C-G) , with the exception of Item IV. B. which was removed for separate discussion.

Amanda Tanner seconded the motion.

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

**V. Public Hearing: Proposed Sale of Surplus Real Property (Pullman Aquatic Center)**

**A. The board recessed into a public hearing at 7:48pm to listen to public comment on the Proposed Sale of Surplus Real Property commonly known as the Pullman Aquatic and Fitness Center to Schweitzer Engineering Laboratories (SEL).**

**Speaker: Eric Newman, SEL**

Topic: The Vice President of Business at Schweitzer Engineering Laboratories (SEL) provided background on the construction and community value of the Pullman Aquatic Center. They noted that the facility requires updates and shared SEL's offer to purchase the building and invest in necessary upgrades. The speaker highlighted benefits to both Pullman School District and the City of Pullman, emphasizing that the center would remain accessible to the community and continue to support popular programs, including ongoing use by the swim team.

**Speaker: Brandon Kruger**

Topic: Speaker acknowledged SEL as a valued community partner but raised concerns about the encumbrance on the property and the potential burden this could place on the district. They questioned how much of the sale funds would need to be allocated to address the encumbrance and whether ongoing maintenance—such as for a new path—would fall to the district. The speaker expressed concern about the district taking on additional responsibilities while needing to create and manage new spaces. They suggested that SEL could lease the facility and manage it directly to avoid these issues. The comment cautioned against prioritizing a short-term financial gain without fully understanding long-term implications.

**Speaker: Francesca Corchran**

Topic: Speaker expressed support for SEL's purchase of the Pullman Aquatic and Fitness Center, emphasizing the importance of retaining the pool as a valuable community resource. They highlighted that the facility serves a broad range of users, including older adults and individuals with disabilities, who benefit greatly from its accessibility and programs.

**Speaker: Elizabeth Campbell**

Topic: Speaker emphasized the importance of retaining the Pullman Aquatic and Fitness Center as a vital resource, noting that neighboring Moscow no longer has a pool, leading many residents to use Pullman's facility. They stressed that losing the pool would negatively impact both communities, especially for youth swim lessons and water safety programs. While uncertain about the best path forward, the speaker expressed appreciation for SEL's financial contribution to help maintain the pool for community use.

**B. At 8:00pm the board resumed the regular board meeting.**

**VI. Action Item: Consent Agenda Item IV. B Personnel Report**

**A. Personnel Report**

Certified:

- Eugene Baldeck, psychologist/counselor at Pullman High School, transfer to psychologist/counselor at Lincoln Middle School beginning the 2025-2026 school year
- Evan Hecker, principal at Kamiak Elementary School, transfer to assistant principal at Pullman High School effective July 1, 2025
- Madeline Hunt, second grade teacher at Kamiak Elementary School, resignation effective at the completion of the 2024-2025 school year
- Kathi Keefer, principal at Franklin Elementary School, resignation effective at the completion of the 2024-2025 contract year
- Ryan Mulvey as assistant superintendent effective July 1, 2025
- Samantha Schertenleib as fifth grade teacher at Jefferson Elementary School beginning the 2025-2026 school year

Classified:

- Cameron Bock, core+ paraeducator at Jefferson Elementary School, resignation effective at the completion of the 2024-2025 school year
- Lester Erwin, maintenance technician, retirement effective June 30, 2025
- Shannon Maryott, core+ paraeducator at Jefferson Elementary School, resignation effective at the completion of the 2024-2025 school year

Supplemental/stipend payments:

- Angie Barbour, fall sports game manager and spring sports game manager at Pullman High School, resignation
- Amy Caessens, winter sports game manager at Pullman High School, resignation
- Kobe Clouthier, assistant track coach at Pullman High School, resignation

Director Nelson raised concerns about unresolved TBD positions and the limited discussion surrounding the proposed assistant superintendent role. Dr. Maxwell responded that not approving the position could lead to staff departures and missed opportunities, highlighting its importance for student and staff growth amid statewide administrative challenges.

Director Tanner questioned the timing of delaying approval, given the ongoing two-year search and the presence of a strong candidate. Director Nelson expressed concern over the lack of open public discussion and suggested reconsidering the need for the position, noting that some districts operate without an assistant superintendent and emphasizing fairness to the candidate should the position be eliminated in the future.

Dr. Maxwell noted that no board member had formally requested a pause in the hiring process and emphasized that many similar districts maintain an assistant superintendent or equivalent director roles, which are critical to managing Pullman's operational complexity and growth. Finance Director Hodge supported this view, citing district performance data and noting administrative understaffing compared to similar-sized districts.

Director Roberts provided data indicating Pullman is not as overfunded as peer districts, suggesting efficient resource allocation.

Director Tanner recalled earlier discussions exploring alternative staffing options, which were found unlikely to provide significant cost savings. Tanner affirmed the interview team's recommendation to hire an assistant superintendent and urged respect for their efforts.

Director Nelson reminded the board that the superintendent makes hiring recommendations, and this was the first formal vote on the position. Director Tanner noted that personnel matters are appropriately handled through the superintendent rather than in open board meetings.

Concerns were raised about the status of the TBD administrative position. Director Roberts clarified that it is not a district office appointment and would become a classified role if not filled administratively.

Several directors emphasized the importance of following board communication protocols and maintaining transparency. The discussion reflected varying perspectives on staffing needs, transparency, timing, and how best to support district leadership and operations.

Amanda Tanner made a motion to approve the personnel report.

Arron Carter seconded the motion.

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

**Roll Call**

Craig Nelson	No
Nathan Roberts	Aye
Amanda Tanner	Aye
Lisa Waananen Jones	Absent
Arron Carter	Aye

**VII. Action Items**

**A. 2025-2026 Board Meeting Schedule**

**Presenter: Nathan Roberts, Board President**

This item was presented at the last board meeting. The Fall and Spring Community Listening Sessions were added to the schedule as To Be Determined (TBD) as requested.

Arron Carter made a motion to approve the 2025-2026 Board Meeting Schedule as presented.

Craig Nelson seconded the motion.

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

**B. 2025-2026 Pullman Public Schools Student and Family Handbook**

**Presenter: Bob Maxwell, Superintendent**

This item was presented at the last board meeting. The only revision that has been made since it was last presented was the addition of the PSD Artificial Intelligence (AI) Guidelines.

Craig Nelson made a motion to approve the 2025-2026 Pullman Public Schools Student and Family Handbook.

Arron Carter seconded the motion.

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

**C. 2025-2026 Lincoln Middle School/Pullman High School Athletics & Activities Handbook**

**Presenter: Bob Maxwell, Superintendent**

This item was presented at the last board meeting. There have been no questions since it was last presented.

Arron Carter made a motion to approve the 2025-2026 Lincoln Middle School/Pullman High School Athletics & Activities Handbook.

Craig Nelson seconded the motion.

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

**VIII. Discussion Items**

**A. Resolution 24-25:10 Declaration of Surplus Bus**

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

Bus #21, a 2004 International CE (VIN: 4DRBRABN94B64485), is no longer operational and will be replaced with a new electric bus purchased with support from a grant by the Washington State Department of Ecology, aimed at removing older diesel buses from service. The grant stipulates that the bus cannot be sold as surplus but must be destroyed to ensure the engine and chassis are permanently taken out of use. Director Tanner inquired about the district's capacity to transport students given the current limitations of electric bus range due to the district's location. Executive Director Pollestad responded that the long-term plan is to continue adding electric buses as technology improves, with increased mileage capabilities and potential solar power support. However, the district does not plan to fully transition to electric immediately and will retain some diesel buses during the transition. When asked by Director Nelson, Executive Director Pollestad confirmed the bus to be destroyed is a 2004 model. Director Carter asked about the disposal of the bus, and Executive Director Pollestad explained it will be taken to the valley and sent to scrap.

**B. Pioneer Center Room Lease**

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

Pullman School District has been engaged in ongoing discussions with the Montessori School of Pullman regarding the potential use of the Pioneer Center as a future site for Montessori operations. Representatives from the Montessori School have conducted multiple tours of the facility to evaluate its suitability for their educational programs and operational needs. These visits have helped both parties identify potential adjustments or improvements that may be necessary should a lease agreement be established.

The District and the Montessori School are now entering the next phase of discussions, focusing on developing a formal lease agreement that would outline the terms, responsibilities, and expectations for both parties concerning the use of the Pioneer Center. This proposed partnership offers an opportunity to support diverse educational models in Pullman while promoting effective and sustainable use of district-owned property. Further details and a draft lease will be prepared as collaboration continues.

During the discussion, Director Tanner inquired about the amount of space being considered. Executive Director Pollestad responded that the lease would likely include three classrooms, the gymnasium, stage, office space, storage areas, and restroom access. Director Tanner also asked if the Pioneer Center was the Montessori School's preferred location, to which Executive Director Pollestad confirmed that with the city's assistance, the Pioneer Center was found to be a better fit, offering adequate space and a playground.

Director Roberts expressed support for the idea, noting that while Gladish has some issues, providing this space would benefit both Pullman's children and the district by making use of otherwise unused space. Director Carter asked about any necessary

upgrades and whether those costs would fall to the district. Executive Director Pollestad explained that discussions are ongoing, with some minor upgrades anticipated. Dr. Maxwell noted the Montessori School understands that they would need to contribute financially toward needed improvements.

## **IX. Informational Items**

### **A. Administrative Requirements Update**

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

### **C. Board Calendar & Communication Plan**

### **D. Current Enrollment**

For 2024-2025 School Year

Budgeted FTE: 2560

Current FTE: 2580.88

Current Year Average FTE: 2598.15

### **E. The Pullman Promise: Priorities, Goals, Success Indicators**

### **F. Procedures**

- 6801P Capital Assets/Theft-Sensitive Assets

## **X. Executive or Closed Session**

### **A. Personnel and Negotiations**

N. Roberts announced there will be an Executive Session to discuss personnel and negotiations that will end at 8:46pm.

## **XI. 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 8:46 PM.

Respectfully Submitted,  
Nathan Roberts

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## **Documents used during the meeting**

- Board Report - 5.28.2025 Personnel.pdf
- Board Report -CERT list 25.26.pdf
- Board Report - 5.28.2025 Personnel (2).pdf
- CK Summaries 5.28.25.pdf
- 2025 05.28 Regular Board Meeting - Student Transfer Requests.pdf
- Budget Status Report\_April 2025.pdf
- ASB Fundraiser - PHS FFA Plant Sale 5.28.25.pdf
- ASB Fundraiser - PHS Cheer - Mini Cheer Camp 5.28.25.pdf
- ES 2025-26 Board Meeting Schedule 5.14.25.pdf
- 2025-2026 Board Meeting Schedule.pdf
- 2025-2026 Board Meeting Content Calendar .pdf
- ES 2025-2026 Family and Student Handbook 5.28.25.pdf
- 2025-2026 PSD Family and Student Handbook 5.28.25.pdf
- ES 2025-2026 LMS-PHS Athletics and Activities Handbook 5.14.25.pdf
- 2025-26 LMS-PHS Athletics & Activities Handbook 5.14.25.pdf
- ES Resolution 24-25-10 Surplus Bus 5.28.25.pdf
- Resolution 24-25-10 Declaration of Surplus Bus 5.28.25.pdf
- ES Pioneer Center Room Lease 5.28.25.pdf
- May Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2024-2025 Board Meeting Content Calendar 3.27.25.pdf
- Board of Directors Communication Plan 2024-2025\_1.22.25.pdf
- The Pullman Promise.pdf
- 6801P Capital Assets Theft Sensitive Assets 5.28.25.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 - 6.11.2025 Personnel.pdf Board Report - Classified Rehire List 25-26.doc.pdf Board Report - 6.11.2025 Personnel - Addendum.pdf



# MEMORANDUM

TO: Board of Directors

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

DATE: June 11, 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:** **Destiny Barker**, special education teacher at Kamiak Elementary School, transfer to elementary music teacher beginning the 2025-2026 school year

**Jacqueline Carlson**, math teacher at Pullman High School, resignation effective at the completion of the 2024-2025 school year

**Olivia Craine**, 1.0 FTE science teacher at Pullman High School, request for a reduction to .8 FTE effective the beginning of the 2025-2026 school year

**Raeiah Currier**, English teacher at Pullman High School, out of endorsement area assignment to teach one period of drawing for the 2025-2026 school year only

**Annella DePaulo** as 1.0 FTE third grade teacher at Franklin Elementary School beginning the 2025-2026 school year

**Rebecca Funkhouser** as 1.0 FTE kindergarten teacher at Jefferson Elementary School beginning the 2025-2026 school year

**Denae Himes** as 1.0 FTE second grade teacher at Kamiak Elementary School beginning the 2025-2026 school year

**Chelsea King** as 1.0 FTE second grade teacher at Jefferson Elementary School beginning the 2025-2026 school year

**Stephanie Newman**, first grade teacher at Sunnyside Elementary School, transfer to physical education teacher at Sunnyside Elementary School beginning the 2025-2026 school year

**Kassidy Oloff**, second grade teacher at Kamiak Elementary School, request for a leave of absence beginning approximately September 15, 2025, through February 27, 2026

**Jessica Paopao** as 1.0 FTE fourth grade teacher at Jefferson Elementary School beginning the 2025-2026 school year

**Madison Perkins** as 1.0 FTE third grade teacher at Kamiak Elementary School for the 2025-2026 school year only

**Victoria Schoenfelder**, fourth grade teacher at Kamiak Elementary School, resignation effective at the completion of the 2024-2025 school year

**Classified:** **Grace Cassinelli**, special education paraeducator at Sunnyside Elementary, resignation effective at the completion of the 2024-2025 school year

**Madelyn Champagne**, transportation clerk, resignation effective June 13, 2025

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

**Kim Pedersen**, drama club advisor at Lincoln Middle School, resignation

**Zach Thummel**, assistant football coach at Lincoln Middle School, resignation

**Kim Turner**, assistant volleyball coach at Lincoln Middle School, transfer to head volleyball coach at Lincoln Middle School

**For Your Information:**

**Barb Travis**, core+ paraeducator at Kamiak Elementary School, request for 2.5 hours of unpaid leave during non-student time in June was approved

# I recommend to the Board of Directors that the following classified staff be rehired for the 2025-2026 school year:

## **CUSTODIANS:**

Tatiana Aleksandrova  
Dan Barbosa  
John Barry  
James Dobson  
Risa Holgin  
Cooper Jaquish  
Troy Kietel  
Steven Loret  
Adam McPherson  
Thurman Murchison  
Kent Nelson  
Isak Pickel  
Jody Pomponio  
Mikhail Pulinksii  
Eric Robins  
Keith Russell  
Rolos Salamjohn  
Firuza Sattorova  
Jennifer Smith  
Andrew Yorke

## **TRANSPORTATION:**

Pat Allan  
David Cheslek  
Blanca Cisneros  
Cortney Cook  
Margaret Donelick  
Greg Hartung  
Jason Henrichs  
Steve Koberstein  
Duane Peppel  
William Prewett  
Pamela Roundy  
Tyler Sams  
Karen Silcox  
Phillip Taylor  
Bryce Walley  
Richard Wesson

## **MAINTENANCE:**

Michael Bessey  
Gary Boone  
Justin Erwin  
Jeff Jones  
Gwen Nowack  
William Powell  
Kevin Tate  
Ernest Yaggi

## **NUTRITION SERVICES:**

Jessie Campbell  
Nicole Drumm  
Burcu Gunasti  
Esther Hart  
Laura Manning  
Carrie SaintPierre  
Christian Sanchez  
Laura Silflow  
Anissa Terres  
Delaney Vallely-Barret  
Xin Wang  
Trina Warner  
Suzanne Wickard

## **CENTRAL OFFICE:**

Berenisse Bencomo  
Zena El Chabib  
Jennifer Hamilton  
Courtney Hodge  
Diane Hodge  
Tauna Johnson  
Dagny Myers  
Paula Perron-Bates  
Rachel Sater  
Lisa Spence

## **IT DEPARTMENT:**

Tyler Craigie  
Ryan Dunlap  
Alexander Gordon  
Kameron Haramoto  
Matt Heiszler

## **SCHOOL SECRETARIES:**

Sarah Boyer  
Kelly Crossno  
Amber Deeds  
Michelle Dunlap  
Lynda Hamilton  
Jamie John  
LeAnne Kendall  
Colet Lowery  
Christa Sanford  
Edie Talbot

## **LMS OFFICE STAFF:**

Robin McDougle

## **NURSE:**

Angie Bevan  
Anna Burt  
Michelle Hyatt  
Sheri Wadsworth  
Janel Wright

## **PARAEDUCATORS:**

Martha Aguila Santana  
Salina Aigner  
Brian Anderson  
Alexa Beckett  
Daisy Bencomo Rascon  
Claudia Bishop-Haynes  
Nicholas Branham  
Megan Brannan  
Laura Carman  
Julia Chavez  
Mei Clark  
Katelyn Cornish  
Roger Crawford  
Katie Dailey  
Keri Dockstader  
Kathy Dodson  
Jackie Farrand  
Rosemary Fleener  
Ujwala Ganjyal  
Angela Gibson  
Arianna Glick-Olmstead  
Whittney Graham  
Michael Graise  
Nathan Hascall  
Cosette Hauck  
Robin Hevly  
Viktoria Hotchkiss  
Nicole Jewell  
Allison Jones  
Katie Kendrick  
Olivia Luzitano  
Rosana Magoia  
Michelle Mitchell  
Reem Nasralla  
Wyn Richards  
Lacey Robbins  
TyAnne Roberts  
Mia Seshiki  
Tammy Storey  
Eve Strongoni  
Chisato Taylor  
Barb Travis  
Emma Trayte  
Rachael Vickoren  
Gloria Wheatley  
Yelonda Wilke  
Kathryn Williams  
Jodi Winchell

## **CLASSIFIED STAFF ON ASSIGNMENTS THAT WILL BE COMPLETED AT THE END OF THE 2024-2025 SCHOOL YEAR:**

Kayla Thomas

# MEMORANDUM

TO: Board of Directors

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

DATE: June 11, 2025

SUBJECT: **Personnel Report - ADDENDUM**

*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:** **Keri Dockstader** as special education teacher at Pullman High School beginning the 2025-2026 school year

**Jacob Gion**, interim assistant principal at Pullman High School, transfer to assistant elementary principal at Jefferson Elementary School and Kamiak Elementary School effective July 1, 2025

**Ellen Kellie**, kindergarten teacher at Franklin Elementary School, resignation effective at the completion of the 2024-2025 school year

**Elizabeth Pavlik** as elementary principal at Franklin Elementary School effective July 1, 2025

**Cheyenne Webber** as elementary principal at Kamiak Elementary School effective July 1, 2025

## **Classified:**

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

**For Your Information:**

# Coversheet

## Warrants

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	C. Warrants
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Payroll Warrant Authorization Form_May 2025.pdf CK Summaries 6.11.25.pdf



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 [26736161](#) to [26736190](#) inclusive, with payroll amounting to [\\$3,106,314.44](#) issued [05/30/2025](#) 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

Ap Lms AsB 6.12.25

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 June 11, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$50.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736191 through 26736191, totaling \$50.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736191	Kovanda, Rachel Cathy	06/12/2025	50.00
1	Computer	Check(s) For a Total of	50.00

	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	50.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	50.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	50.00

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	50.00	50.00



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 June 11, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$15,060.60. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736192 through 26736202, totaling \$15,060.60

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736192	Daydreamin' Graphics	06/12/2025	3,377.27
26736193	Electric Photoland	06/12/2025	1,471.50
26736194	Flour Power Bakery	06/12/2025	150.00
26736195	GSL-Greater Spokane League	06/12/2025	1,300.00
26736196	JGS Graphics	06/12/2025	762.30
26736197	Northwest Engraving Services L	06/12/2025	719.82
26736198	Pullman School Dist - Revolvin	06/12/2025	2,065.00
26736199	Sign Solutions	06/12/2025	75.00
26736200	StaySharp Events	06/12/2025	850.00
26736201	Varsity Yearbook	06/12/2025	3,789.71
26736202	Williams, Gina	06/12/2025	500.00

11	Computer	Check(s) For a Total of	15,060.60
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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
	11	Computer	Checks For a Total of	15,060.60
Total For	11	Manual, Wire Tran, ACH & Computer	Checks	15,060.60
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,060.60

F U N D   S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-9.38	65.00	15,004.98	15,060.60

GF REIM

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

As of June 11, 2025, the board, by a \_\_\_\_\_ vote, . . . . .

Approves payments, totaling \$1,408.68. The payments are further identified in the document.

Total by payment Type for Cash Account, County Treasurer Warrants:

Warrant Numbers 26736203 through 26736210, totaling \$1,408.68

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736203	Bromley, Daniel Patrick	06/12/2025	34.02
26736204	Gordon, Kelci Joy	06/12/2025	177.00
26736205	Medina-Cole, Tatym P	06/12/2025	198.00
26736206	Peppel, Duane A	06/12/2025	236.00
26736207	Rudd, Stephanie Marie	06/12/2025	198.00
26736208	Talbot, Edie Anne	06/12/2025	102.20
26736209	Vollmer, Daniel J	06/12/2025	250.46
26736210	Willy, John David	06/12/2025	213.00
8	Computer	Check(s) For a Total of	1,408.68

GF REIM

Check Nbr	Vendor Name	Check Date	Check Amount
26736203	Bromley, Daniel Patrick	06/12/2025	34.02
26736204	Gordon, Kelci Joy	06/12/2025	177.00
26736205	Medina-Cole, Tatym P	06/12/2025	198.00
26736206	Peppel, Duane A	06/12/2025	236.00
26736207	Rudd, Stephanie Marie	06/12/2025	198.00
26736208	Talbot, Edie Anne	06/12/2025	102.20
26736209	Vollmer, Daniel J	06/12/2025	250.46
26736210	Willy, John David	06/12/2025	213.00
8	Computer	Check(s) For a Total of	1,408.68

	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
	8	Computer	Checks For a Total of	1,408.68
Total For	8	Manual, Wire Tran, ACH & Computer	Checks	1,408.68
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,408.68

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	1,408.68	1,408.68



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 June 11, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$574.58. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 242500175 through 242500179, totaling \$574.58

Secretary \_\_\_\_\_

Board Member \_\_\_\_\_

Board Member \_\_\_\_\_

Board Member \_\_\_\_\_

Board Member \_\_\_\_\_

Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
242500175	Claassen, Katelyn Jamie	06/12/2025	29.75
242500176	Dehle, Nikkita A	06/12/2025	198.00
242500177	El Chabib, Zena	06/12/2025	12.18
242500178	John, Jamie Elizabeth	06/12/2025	41.65
242500179	Winningham, Kelsey Elizabeth A	06/12/2025	293.00

5
ACH
Check(s) For a Total of
574.58

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	5	ACH	Checks For a Total of	574.58
	0	Computer	Checks For a Total of	0.00
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	574.58
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	574.58

F U N D   S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	574.58	574.58

GF ACH

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

As of June 11, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,848.83. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:

ACH Numbers 242500180 through 242500185, totaling \$7,848.83

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500180	H & H Business Systems	06/12/2025	5,819.71
242500181	Haramoto, Kameron	06/12/2025	50.00
242500182	Heiszler, Matthew David	06/12/2025	50.00
242500183	Maxwell, Robert L	06/12/2025	475.00
242500184	US Linen and Uniform	06/12/2025	1,344.12
242500185	Ventresco, Dominick Richard	06/12/2025	110.00

6	ACH	Check(s) For a Total of	7,848.83
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	6	ACH	Checks For a Total of	7,848.83
	0	Computer	Checks For a Total of	0.00
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	7,848.83
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		7,848.83

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	7,848.83	7,848.83

GF

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

As of June 11, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$105,177.09. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736211 through 26736250, totaling \$105,177.09

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736211	Aske, Danielle	06/12/2025	88.73
26736212	Bright Line Pavement Marking L	06/12/2025	707.85
26736213	Broughton, Alexandra D	06/12/2025	2,900.00
26736214	Ccooper Services	06/12/2025	855.00
26736215	Chem-Rite	06/12/2025	1,399.68
26736216	City of Pullman Water	06/12/2025	8,450.95
26736217	Coleman Oil Company LLC	06/12/2025	8,106.71
26736218	College Hill Custom Threads	06/12/2025	246.24
26736219	College Board	06/12/2025	23,020.00
26736220	Community Child Care Center	06/12/2025	3,346.33
26736221	Consolidated Electric	06/12/2025	555.77
26736222	DCT Controls Inc	06/12/2025	692.15
26736223	Dunlap, Ryan D	06/12/2025	50.00
26736224	First Step Internet	06/12/2025	105.00
26736225	Four Star Supply Co., Inc	06/12/2025	118.96
26736226	Gordon, Alexander J	06/12/2025	50.00
26736227	HD SUPPLY	06/12/2025	701.60
26736228	Herff Jones	06/12/2025	2,411.87
26736229	Heritage Wheel & Tire	06/12/2025	1,618.81
26736230	Hobart Service	06/12/2025	350.46
26736231	Huddle Up Care Inc	06/12/2025	5,775.00
26736232	J & H Printing Inc.	06/12/2025	101.25
26736233	King County Director's Assoc	06/12/2025	3,755.94
26736234	Kramer, Roberta Jo	06/12/2025	150.00
26736235	Kuhl Auto Parts, LLC	06/12/2025	54.01
26736236	LINC Foods	06/12/2025	1,145.48
26736237	Mobility Concepts	06/12/2025	1,754.73
26736238	Moscow-Pullman Bldg. Supply	06/12/2025	152.84
26736239	Moscow-Pullman Daily News	06/12/2025	96.20
26736240	Otis Elevator Co	06/12/2025	337.64
26736241	Pollestad, Juston B	06/12/2025	150.00
26736242	Project Lead the Way	06/12/2025	318.06
26736243	Pullman Disposal	06/12/2025	7,200.71

Check Nbr	Vendor Name	Check Date	Check Amount
26736244	Pullman School Dist - Revolvin	06/12/2025	269.35
26736245	Refrigeration Supplies Distrib	06/12/2025	1,374.41
26736246	Solution Tree	06/12/2025	3,845.00
26736247	The Library Store Inc	06/12/2025	498.56
26736248	US Foods, Inc.	06/12/2025	18,209.47
26736249	Walter E Nelson Co	06/12/2025	3,132.33
26736250	You Science	06/12/2025	1,080.00
40	Computer	Check(s) For a Total of	105,177.09

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	40	Computer	Checks For a Total of	105,177.09
Total For	40	Manual, Wire Tran, ACH & Computer Checks		105,177.09
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		105,177.09

F U N D   S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-3.09	269.35	104,910.83	105,177.09

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 June 11, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$13,155.28. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 242500173 through 242500173, totaling \$13,155.28

Secretary	_____	Board Member	_____
Board Member	_____	Board Member	_____
Board Member	_____	Board Member	_____
Check Nbr	Vendor Name	Check Date	Check Amount
242500173	BMO Corporate Mastercard	06/10/2025	13,155.28
1	ACH	Check(s) For a Total of	13,155.28

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	13,155.28
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	13,155.28
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	13,155.28

F U N D   S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-134.33	0.00	13,289.61	13,155.28

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 June 11, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,728.16. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 242500172 through 242500172, totaling \$1,728.16

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500172	BMO Corporate Mastercard	06/10/2025	1,728.16
1	ACH	Check(s) For a Total of	1,728.16

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	1,728.16
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,728.16
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,728.16

## FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-0.01	0.00	1,728.17	1,728.16



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 June 11, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$40,999.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 242500174 through 242500174, totaling \$40,999.89

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500174	BMO Corporate Mastercard	06/10/2025	40,999.89
1	ACH	Check(s) For a Total of	40,999.89

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	40,999.89
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	40,999.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	40,999.89

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-48.92	0.00	41,048.81	40,999.89

# Coversheet

## Student Transfer Requests

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	D. Student Transfer Requests
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	2025 06.11 Regular Board Meeting - Student Transfer Requests.pdf



# SCHOOL BOARD REPORT

## Student Transfer Requests

**June 11, 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

- S. Augenstein, Grade 10, Rescinded from Washington Connections Academy in the Goldendale School District

### Transfer Requests 2025-2026

#### Released to PSD

- S. Hill, Grade 6, Released from Colton School District – Renewal
- C. Fluegel, Grade 8, Released from Palouse School District – Renewal

#### Released from PSD

- E. Cooper, Grade 11, Released to Washington Connections Academy in the Goldendale School District – Renewal
- M. Hardin, Grade 10, Released to Insight School of Washington in the Quillayute Valley School District – Renewal
- S. Motley, Grade 1, Released to Leonard M. Jennings Elementary in the Colfax School District – Renewal
- M. Motley, Grade 2, Released to Leonard M. Jennings Elementary in the Colfax School District – Renewal

# Coversheet

## ASB Fundraisers

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	E. ASB Fundraisers
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ASB Fundraiser - PHS Drama Fall Play 6.11.25.pdf ASB Fundraiser - PHS Spirit Club 6.11.25.pdf



# Fundraising/Activity Form

REC'D MAY 28 2025

☒ ASB ☐ ASB Charitable ☐ General Fund

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

School: <u>Pullman High</u>	Group Name: <u>Drama Club</u>	Account #: <u>4020</u>
Proposed Fundraising Activity: <u>Fall Play</u>		
Intended Use of Proceeds: <u>Fund Future shows + upgrades</u>		
Estimated Revenues: \$ <u>8,000</u>	Estimated <u>5,500</u>	
Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit: <u>\$2,500</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>11/6/25</u> End: <u>11/15/25</u>		
Team/Club Leader (student): <u>[Signature]</u> (Signature & Date)	ASB Bookkeeper (staff): <u>[Signature]</u> (Signature & Date)	
Coach/Club Advisor (staff): <u>[Signature]</u> (Signature & Date)	Principal's Pre-Approval: <u>Debbie Crabtree</u> (Signature & Date)	
Student Leadership (student): <u>[Signature]</u> 5/29/25 (Signature & Date)	Activity Coordinator: <u>Debbie Crabtree</u> 5-27-25 (Signature & Date)	

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

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

## C. Accounting Summary of Fundraiser (Reconciliation)

1. Estimated Revenue (from section A above):	\$ _____
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

REC'D JUN 05 2025

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

School:	<u>PHS</u>	Group Name:	<u>Spirit Club</u>	Account #:	<u>4005</u>
Proposed Fundraising Activity:	<u>Homecoming Dance</u>				
Intended Use of Proceeds:	<u>Spirit Activities &amp; Spirit Items</u>				
Estimated Revenues:	<u>\$ 4,000.</u>	Estimated Expenses:	<u>\$ 2,000.00</u>		
Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit:	<u>\$ 2,000.</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:	<u>10/18/25</u>	Start:	<u>8:00 pm</u>	End:	<u>10:00 pm</u>
Team/Club Leader (student):	<u>[Signature] 5/27/25</u>	ASB Bookkeeper (staff):	<u>[Signature] 6/2/25</u>		
(Signature & Date)		(Signature & Date)			
Coach/Club Advisor (staff):	<u>[Signature] 5/27/25</u>	Principal's Pre-Approval:	<u>[Signature] 4/2/25</u>		
(Signature & Date)		(Signature & Date)			
Student Leadership (student):	<u>[Signature] 5/28/25</u>	Activity Coordinator:	<u>[Signature] 4/2/25</u>		
(Signature & Date)		(Signature & Date)			

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

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

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

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

**D. Final Approval of Reconciliation**

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

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

# Coversheet

## Records Destruction Log

**Section:** IV. Consent Agenda  
**Item:** F. Records Destruction Log  
**Purpose:**  
**Submitted by:**  
**Related Material:** Records Destruction Log - JES 6.11.25.pdf



Pullman School District - Regular Board Meeting - Agenda - Wednesday June 11, 2025 at 6:30 PM  
**6570F: Pullman School District Records Destruction Log**

The purpose of this form is to document compliance and reasonable accountability by verifying that specific public records have met current, approved minimum retention periods before being destroyed pursuant to RCW 40.14.070, WAC 434-610-070, and WAC 434-640-010, -020, and -030. Please fill out this form when destroying all public records whose minimum retention is *other than* "Retain until no longer needed for agency business then destroy" (such as records covered in the "Records with Minimal Retention Value" section of the Local Government Common Records Retention Schedule (CORE)).

Legal Disposition Authority (taken from Records Retention Schedule)				Agency Records			
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period	Description (Box/item numbers, volume, etc.)	Dates Covered	Date Minimum Retention Met	Method(s) of Destruction (See examples, below*)
Student Discipline-Financed	SDSI-05F-08 Rev. 3	3 years	3 yrs	(2) Files	June 2015 Apr 2015	yes	Shredding

\*Examples of methods of destruction: electronic deletion, in-house OR outside contractor shredding, secure recycling, other (describe)

**Statement:** The public records listed above have met their minimum retention period(s), are not subject to ongoing or reasonably anticipated litigation or public records requests, are not needed for audit or other agency business, and shall be destroyed.

The individual responsible for inventorying the listed records must sign below prior to the Records Manager's approval:

Employee Signature: Kelly Crossno Printed Name: Kelly Crossno Division: Jefferson  
 Records Manager Signature: Kelly Crossno Printed Name: Kelly Crossno

The retention and disposition action for this Public Records Destruction Log is "Retain for the life of the agency" pursuant to CORE series GS50-09-06.

# Coversheet

## Overnight Field Trip Requests

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	G. Overnight Field Trip Requests
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Overnight Field Trip Request - PHS National FFA Convention 6.11.25.pdf Overnight Field Trip Request - PHS Yearbook Camp 6.11.25.pdf Overnight Field Trip Request - PHS FCCLA July 2025 6.11.25.pdf

## Pullman School District Form

2320F

Page 1 of 1

**Overnight Field Trip Request**Teacher/Group Requesting: Robert Matthews/FFA

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

1. Number of students involved: 102. Purpose of trip: National FFA Convention3. Destination: Indianapolis, IndianaIs this a result of competition: ☒ Yes ☐ No4. Housing (Motel, Private Houses, etc.):  
Hotel5. Number of chaperones: 1 other staff, 5 moms of students attending.

Names of chaperones:

Tanner Ferry, Kailub Whitman, Misty Brady, Shawna Blankenship, Angela Gibson, Kacie Matthe

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other FFA Alumni and ChapterCost to student: \$ 0 Total Cost: \$ 1,500 per student7. Date(s) and time of departure and return: 10/26/25, returning 11/1/25.Time TBD after flights are purchased

8. Insurance implications: \_\_\_\_\_

9. Method of transportation:

☐ School Bus ☐ Charter Bus ☐ Private Vehicles ☒ Rental Vehicles☒ Other (i.e. airplane, train, etc.) airplaneSignature of Advisor/Coach: [Signature]Signature of Building Principal: [Signature]Signature of Superintendent: [Signature]

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

# Pullman School District Form

**2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Yearbook

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

1. Number of students involved: Up to 42. Purpose of trip: Yearbook Camp3. Destination: Spokane, WAIs this a result of competition: ☐ Yes ☒ No

4. Housing (Motel, Private Houses, etc.):

Staying in the Gonzaga residence halls5. Number of chaperones: 1

Names of chaperones:

Melissa Mayer

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other 325/personCost to student: \$ 0 Total Cost: \$ 7. Date(s) and time of departure and return: 7/30-8/18. Insurance implications: n/a

9. Method of transportation:

☐ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles☒ Other (i.e. airplane, train, etc.) CTE SuburbanSignature of Advisor/Coach: Melissa MayerSignature of Building Principal: Debbie CrabtreeSignature of Superintendent: Adrian WilliamsBoard Action:  Date:



## Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip RequestTeacher/Group Requesting: FULLA

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

1. Number of students involved: 52. Purpose of trip: national conference3. Destination: Orlando, FLIs this a result of competition: ☒ Yes ☐ No

4. Housing (Motel, Private Houses, etc.):

Doubletree by Marriott5. Number of chaperones: 2

Names of chaperones:

Alfaira Bogle  
Jill Gickelhaupt

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

☐ ASB ☐ Principal ☒ Fund Raiser ☐ Other \_\_\_\_\_Cost to student: \$ 300.00 Total Cost: \$ 1200.00

7. Date(s) and time of departure and return: \_\_\_\_\_

7/4/25 1pm - 7/10/25 11pm

8. Insurance implications: \_\_\_\_\_

9. Method of transportation:

☐ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles☒ Other (i.e. airplane, train, etc.) planeSignature of Advisor/Coach: BogleSignature of Building Principal: Debbie CrabtreeSignature of Superintendent: Deaf Hummer

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

# Coversheet

## Resolution 24-25:10 Declaration of Surplus Bus

<b>Section:</b>	V. Action Items
<b>Item:</b>	A. Resolution 24-25:10 Declaration of Surplus Bus
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ES Resolution 24-25-10 Surplus Bus 5.28.25.pdf Resolution 24-25-10 Declaration of Surplus Bus 5.28.25.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

***Surplus Bus Inventory***

**Executive Summary**

**May 28, 2025**

***By: Juston Pollestad***

*Executive Director of Operations*

**Background:**

Bus #21 (2004 International CE, VIN: 4DRBRABN94B64485) is no longer operational and is being replaced with a new electric bus that are being purchase with the help of a grant from the Washington State Department of Ecology to remove older diesel buses from service. The grant stipulates that this bus cannot be sold as surplus, but must be destroyed to assure that the engine and chassis is taken out of service.

**Recommended Board Action:**

Approve the Pullman School District declaration of bus #21 as surplus and follow the school bus disposition reporting process as outlined by OSPI.

**Motion to Approve**

I move that the Board approve by Resolution 24-25:10, declaring bus #21 as surplus and allow the district to proceed with disposal of this bus as salvage.

☐ Approved

☐ Not Approved

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

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

Pullman School District No. 267  
Pullman, WA 99163

# Resolution 24-25: 10

## Declaration of Surplus Bus

**Whereas**, in the course of time, transportation vehicles in the school district becomes obsolete through normal use and attrition; and

**Whereas**, specific items of equipment have been identified as used beyond useful life; and

**Whereas**, by State law, school districts may declare obsolete vehicles as surplus and dispose of the vehicle by following the procedure that is used for all surplus items.

**Now, Therefore, Be It Resolved** that the following equipment be declared surplus.

PSD bus #21 2004 International CE passenger bus (VIN: 4DRBRABN94B64485)

*Signed this 11<sup>th</sup> day of June, 2025*

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

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

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



# Coversheet

## Pioneer Center Room Lease

<b>Section:</b>	V. Action Items
<b>Item:</b>	B. Pioneer Center Room Lease
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ES Pioneer Center Room Lease 5.28.25.pdf



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***Pioneer Center Room Lease***

**Executive Summary**

**May 28 2025**

***By: Juston Pollestad***

*Executive Director of Operations*

**Background:**

Pullman School District has been engaged in ongoing discussions with the Montessori School of Pullman regarding the potential use of the Pioneer Center as a future site for Montessori operations.

As part of this exploration, representatives from the Montessori School of Pullman have conducted multiple tours of the Pioneer Center to assess the facility's suitability for their educational programs and operational needs. These tours have allowed both parties to begin identifying any potential adjustments or improvements that may be needed should the facility be leased.

Currently, the District and Montessori School of Pullman are entering the next phase of discussions, focused on the development of a formal lease agreement. The intent of this agreement would be to define the terms, responsibilities, and expectations for both parties regarding the use of the Pioneer Center.

This proposed partnership represents an opportunity to support educational models in Pullman while ensuring effective and sustainable use of district-owned property. Further details and a draft lease will be developed as both organizations continue their collaboration.

**Recommended Board Action:**

Approve the Pullman School District to develop a lease agreement with the Montessori School of Pullman for use of Pioneer Center.

**Motion to Approve**

I move that the Board approves Pullman School District to create a lease agreement with Montessori School of Pullman that will be presented to the board at a future meeting.

☐ Approved

☐ Not Approved

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

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

# 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>	June Administrative Requirements Update.pdf



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

## Monthly Administrative Requirements

### June

- ☐ Classified Evaluations
  - *Person(s) Responsible: Supervisors*
- ☐ Federal Sped Suspension & Expulsion Report
  - *Person(s) Responsible: Asst. Superintendent, Asst. Director of Special Services & Principals*
- ☐ 1799 Drivers' Status Report
  - *Person(s) Responsible: Exec. Director of Operations & Transportation Supervisor*
- ☐ Evals of Classified Supervisors
  - *Person(s) Responsible: Exec. Director of Operations*
- ☐ Inventory of District Property
  - *Person(s) Responsible: Exec. Director of Operations*
- ☐ Annual Review of Safety Equipment
  - *Person(s) Responsible: Exec. Director of Operations & Maintenance Supervisor*
- ☐ Annual Inventory of Chemicals
  - *Person(s) Responsible: Exec. Director of Operations & Maintenance Supervisor*
- ☐ End of Year Processes
  - *Person(s) Responsible: All Staff*
- ☐ Annual Weapons Report
  - *Person(s) Responsible: Principals & Program Manager – State & Federal Programs*
- ☐ Perkins Voc & Tech Ed Application
  - *Person(s) Responsible: CTE Director*
- ☐ F218 Final Report for Voc Ed Program
  - *Person(s) Responsible: CTE Director*
- ☐ Title IX (Principals, Roberta)
  - *Person(s) Responsible: Asst. Superintendent & Principals*
- ☐ School Improvement Plan Year-End Report to Board
  - *Person(s) Responsible: Principals*
- ☐ Administrator Evaluations – Assistant Principal & Activity Director
  - *Person(s) Responsible: Superintendent, Asst. Superintendent & Principals*
- ☐ Sexual Harassment Reports
  - *Person(s) Responsible: Principals*
- ☐ Suspension & Expulsion Report
  - *Person(s) Responsible: Superintendent's Office, Skyward & CEDARS*
- ☐ Title Year End Report
  - *Person(s) Responsible: Asst. Superintendent*
- ☐ Credits and Clock Hours for Certificated Staff (enter info for possible move on salary schedule)
  - *Person(s) Responsible: Human Resources Manager*
- ☐ Submit IDEA & IDEA Preschool Budget – Due July 1

- *Person(s) Responsible: Assistant Director of Special Services & Program Manager – State & Federal Programs*
- ☐ Budget Preparation – last board meeting in June for first presentation
  - *Person(s) Responsible: Finance Director*

## **July**

- ☐ Grant Application Proposals
  - Person(s) Responsible: Asst. Superintendent*
    - Title III – State Transitional Bilingual
    - Hi Cap - State
    - Title IIA & IID
    - Title 1 – Federal
    - LAP – State
    - Title V – Innovative Program – Federal
    - Title IV – Safe & Drug Free Schools – Federal
    - TAP – Teachers Assistance Program - State
- ☐ Year End Reports + Report to Board
  - Person(s) Responsible: Asst. Superintendent*
    - Title I
    - LAP
    - Hi Cap
    - Bilingual, Form 1051E
- ☐ Special Education End of Year Reports – Due July 15
  - Person(s) Responsible: Asst. Director of Special Services & Program Manager – State & Federal Programs*
    - COSF
    - Initial Evaluation Timeline Report
    - Transition from Part C to Part B Report
- ☐ ASB Clubs and Fundraisers to board for approval
  - *Person(s) Responsible: Exec. Director of Operations & Principals*
- ☐ Organize joint meeting with PPD (Joe)
  - *Person(s) Responsible: Exec. Director of Operations*
- ☐ Credit and clock hours for certified staff (Dagny)
  - *Person(s) Responsible: Human Resources Manager*
- ☐ Submit Federal Special Ed iGrant– Due July 1
  - *Person(s) Responsible: Asst. Director of Special Services & Program Manager – State & Federal Programs*
- ☐ Budget Hearing & Adoption (Diane)
  - *Person(s) Responsible: Finance Director*

# 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>	Board of Directors Communication Plan 2024-2025_1.22.25.pdf 2025-2026 Board Meeting Schedule REV 6.9.25.pdf 2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf



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*



## 2025-2026 SCHOOL BOARD MEETING SCHEDULE

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

*Approved: May 28, 2025*

*Revised: June 9, 2025*

August 6 – Work Session/Committee, 4:30pm - 6:00pm at District Office

**August 13 – Regular Board Meeting**

**August 27– Regular Board Meeting**

September 3 - Work Session/Committees, 4:30pm - 6:00pm at Kamiak Elementary

**September 10 – Regular Board Meeting**

**September 24 – Regular Board Meeting**

October 1- Work Session/Committees, 4:30pm - 6:00pm at Franklin Elementary

**October 8 – Regular Board Meeting**

**October 22 – Regular Board Meeting**

November 5 – Work Session/Committees, 4:30pm-6:00pm at Lincoln Middle School

**November 12 – Regular Board Meeting**

**November 20-22, 2025 Annual WSSDA Conference**

December 3 – Work Session, 4:30pm-6:00pm at District Office

**December 10 – Regular Board Meeting**

**January 14 – Regular Board Meeting**

**January 28 – Regular Board Meeting**

February 4 - Work Session/Committees, 4:30pm – 6:00pm at Jefferson Elementary School

**February 11 – Regular Board Meeting**

**February 25 – Regular Board Meeting**

March 4 – Work Session/Committees, 4:30pm-6:00pm at Sunnyside Elementary

**March 11 – Regular Board Meeting**

**March 25 – Regular Board Meeting**

April 1 – Work Session/Committees, 4:30pm-6:00pm at District Office *(Tentative)*

**April 15 – Regular Board Meeting** *(this meeting is scheduled for the 3<sup>rd</sup> Wednesday of the month due to the scheduling of Spring Break.)*

**April 29 – Regular Board Meeting** *(this meeting is scheduled for the 5<sup>th</sup> Wednesday of the month due to the scheduling of Spring Break.)*

May 6 - Work Session/Committees, 4:30pm – 6:00p.m. at District Office

**May 13 – Regular Board Meeting**

**May 27 – Regular Board Meeting**

**June 10 – Regular Board Meeting**

June 17 - Work Session/Committees, 4:30pm – 6:00pm at District Office

**June 24 – Regular Board Meeting**

**July 8 – (Regular Board Meeting - Tentative for possible budget considerations)**

**July 22 – Regular Board Meeting**

October – Education Showcase with Local Legislators, Date and Time, TBA

Fall WSSDA Regional Meeting – Date and Time, TBA

Fall Community Listening Session hosted by PSD Board of Directors – Date and Time, TBA

Joint Meeting with Pullman City Council – Date and Time, TBA

Spring WSSDA Regional Meeting – Date and Time, TBA

Spring Community Listening Session hosted by PSD Board of Directors – Date and Time, TBA

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

**PULLMAN SCHOOL DISTRICT****2025-2026 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 6 - Work Session at District Office**

- Board of Distinction Application

**August 13 - Regular Board Meeting**

- 2025-2026 Assessment Plan
- Budget Hearing
- Adopt School District Budget

**August 27 - Regular Board Meeting**

- Employee Agreements
- Grant Program Notification
- Report: Annual Affirmative Action Plan

**September - Superintendent/Board attends staff and PTA/PTO/Booster Meetings****September 3 - Work Session at Sunnyside Elementary**

- School Showcase: Sunnyside Elementary
- 2025-2026 Board Professional Development Plan
- Professional Learning Communities (PLC) Update and/or Board Training

**September 10 - Regular Board Meeting**

- School Showcase: Franklin Elementary
- Report: Summer School
- Report: ALE
- Report: Program Compliance
- Uncollected Non-Tax Revenue
- Inventory Loss/Write-Off Approval

**September 24 - Regular Board Meeting**

- Report: Highly Capable Services Report

**September - WSSDA Legislative Assembly****October 1 - Work Session at Jefferson Elementary**

- School Showcase: Jefferson Elementary
- Elementary Principals Present 2025-2026 School Improvement Plans

**October 8 - Regular Board Meeting**

- School Showcase: Kamiak Elementary
- Application for Basic Education Allocation
- Report: District Choice Report
- Report: Risk Management Program

**October 22 - Regular Board Meeting**

- Report: Curriculum Adoption Update, Cycle & Development
- Report: Sustainability Committee Update
- Review Classified Employee Award Nominations

**November 5- Work Session at Pullman High School**

- School Showcase: Pullman High School
- Secondary Principals Present 2025-2026 School Improvement Plans
- Professional Learning Communities (PLC) Board Training

**November 12 - Regular Board Meeting**

- School Showcase: Sunnyside Elementary
- Approve: 2025-2026 School Improvement Plans
- Present Classified Employee Award
- Report: Year-End Finance Report
- Report: Special Education Services Update
- Report: LMS & PHS Student Ambassadors

**November 20-22, 2025 - Annual WSSDA Conference****December 3 - Work Session at District Office**

- Board Goals & Strategic Plan Review
- WSSDA Conference Reflections

**December 10 - Regular Board Meeting**

- School Showcase: Franklin Elementary
- 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 14 - Regular Board Meeting**

- School Showcase: Jefferson Elementary
- Report: Technology Services
- Annual Review: 1101F Board Operating Protocols

**January 28 - Regular Board Meeting**

- School Showcase: Lincoln Middle School
- Executive Session: Superintendent Evaluation

**February - WSSDA Legislative Conference****February 4- Work Session at Kamiak Elementary**

- School Showcase: Kamiak Elementary
- Board Policy and/or Professional Development Workshop

**February 11 - Regular Board Meeting**

- School Showcase: Sunnyside Elementary
- Report: Scratch Cooking/Nutrition Services Program Update

### February 25 – Regular Board Meeting

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

### March 4 – Work Session at Franklin Elementary

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

### March 11 – 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 25 – Regular Board Meeting

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

### April 1 – Work Session at District Office (*Tentative*)

- Board Policy and/or Professional Development Workshop

### April 15 – 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 29 – 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: Kamiak Elementary School
- Review Dedicated Teacher/Teaching Team Award Nominations
- Approve: Summer Athletic & Activities Program
- Report: Sustainability Committee

### May 6 – Work Session at District Office

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

### May 13 – 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 27 – Regular Board Meeting

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

### June 10 – Regular Board Meeting

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

### June 17 – Work Session at District Office

- School Improvement Plans – Elementary & Secondary Principals Present Summary of 2025-2026 Progress

### June 24 – 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 8 – Regular Board Meeting (*Tentative*)

### July 22 – 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 28, 2025  
Revised: June 9, 2025

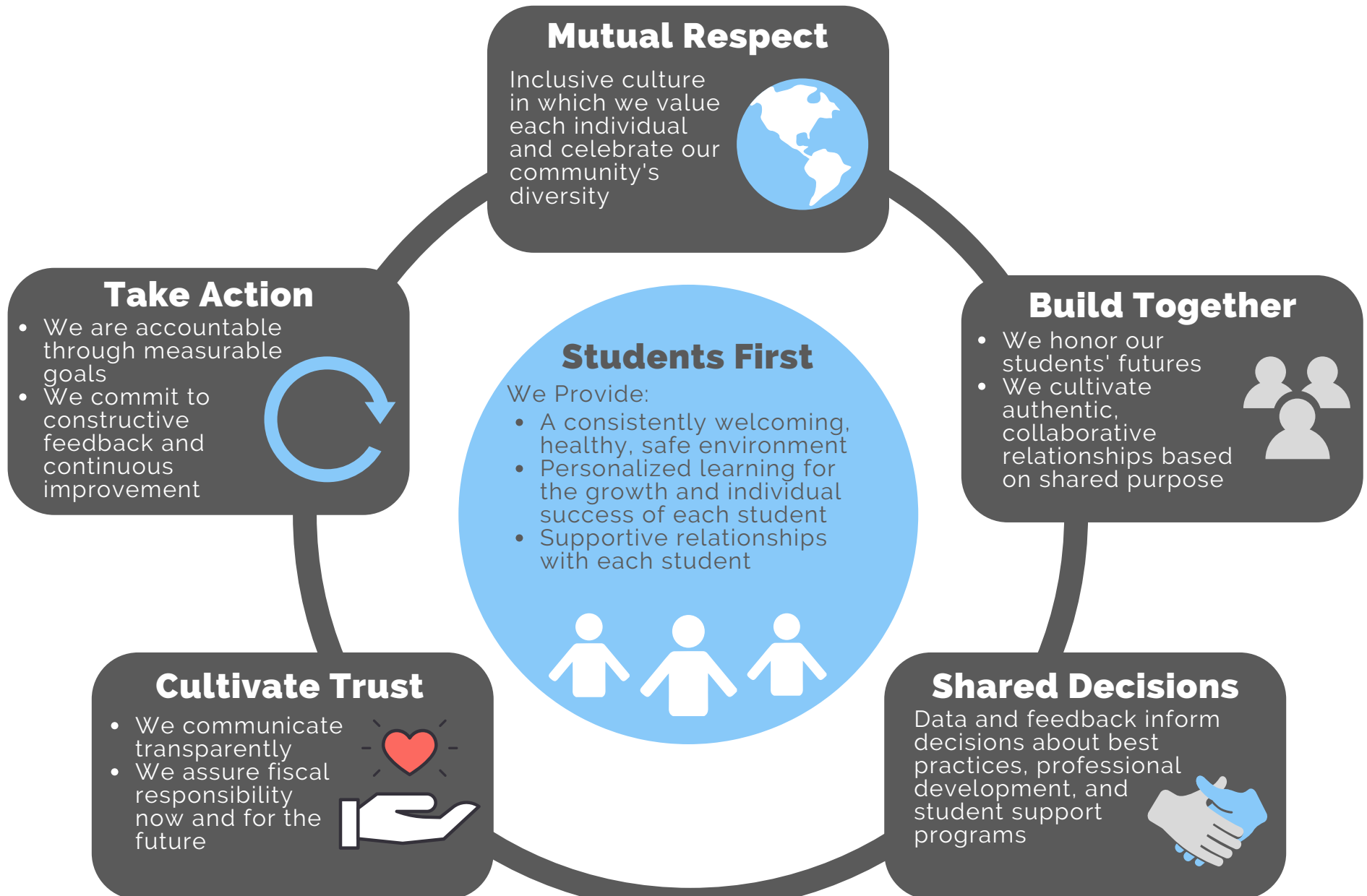
# Coversheet

## 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.





# Coversheet

## Procedures

**Section:** VII. Informational Items  
**Item:** F. Procedures  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2190P Highly Capable Program 6.11.25.pdf



# Pullman School District Administrative Procedure

2190P

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## INSTRUCTION

### Highly Capable Program

#### I. Definition

Highly capable students are students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. Highly capable students exhibit outstanding abilities within their general intellectual aptitude, specific academic abilities, and/or creative productivities within a specific domain. These students are present both in the general populace and within all protected classes. Students who are highly capable may possess, but are not limited to, these learning characteristics:

- Capacity to learn with unusual depth of understanding, to retain what has been learned, and to transfer learning to new situations;
- Capacity and willingness to deal with increasing levels of abstraction and complexity earlier than other peers;
- Creative ability to make unusual connections among ideas and concepts;
- Ability to learn quickly in their area(s) of intellectual strength; and
- Capacity for intense concentration and/or focus.

#### II. Highly Capable Program (HCP) Advisory Committee

##### A. Membership

The assistant superintendent serves as the chairperson for this committee. The committee also consists of a highly capable parent representative, a principal, a school psychologist, an elementary highly capable teacher, a secondary highly capable teacher, a general education teacher, the district highly capable program coordinator, and any additional members that the assistant superintendent determines to be necessary.

##### B. Duties

Develop, monitor, implement, and evaluate the district's Highly Capable Program plan. Ensure compliance with state laws and administrative codes governing the Highly Capable Program. Make recommendations, as needed, to the district Policy Committee and school board regarding changes to the district policy and procedure.

#### III. Highly Capable Selection Committee

##### A. Membership

The assistant superintendent serves as the chairperson for this Multidisciplinary Selection Committee (MSC). The committee also consists of a building administrator, a school psychologist from each school, a teacher with highly capable teaching experience or training, and a general education teacher (WAC 392-170-070), as well as the district highly capable program coordinator and any additional district staff members that the assistant superintendent determines to be necessary.

##### B. Duties

Determine which students in the district are the most highly capable and will benefit the most from Highly Capable Program services. Along with the Highly Capable Program Advisory Committee, make recommendations, as needed, to the district Policy Committee and school board regarding changes to the district's procedure and criteria for the selection of the most highly capable students.

#### IV. Highly Capable Student Identification Procedures

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## A. Referral

The district will conduct universal screenings at two elementary grade levels to find students who may qualify for potential highly capable program placement. Referrals must be available for all grade levels not being universally screened, and may be submitted by teachers, other staff, parents/guardians, students, and members of the community.

## B. Screening

The district will select a grade level to implement universal screening procedures for each student. Universal screening must occur once in or before second grade, and again in or before leaving elementary, either fifth or sixth grade. The purpose of universal screening is to include students who traditionally are not referred for highly capable programs and services. Students discovered during universal screening may need further assessment to determine whether the student is eligible for placement in a program for highly capable students. The district will consider at least two student data points during universal screening, which may include previously administered objective standardized, classroom-based performance, cognitive, or achievement assessments, or research-based behavior ratings scales.

## C. Assessment

The district will obtain written or electronic parental permission prior to conducting additional assessments to determine eligibility for participation in its Highly Capable Program (HCP).

District practices for identifying the most highly capable students must prioritize equitable identification of low-income students.

The district will assess students identified for further consideration through the universal screening process using multiple objective criteria, from a wide variety of sources and data, intended to reveal each student's unique needs and capabilities.

The district must have identification procedures for their highly capable programs that are clearly stated and implemented by the district using the following criteria:

1. Districts must use multiple objective criteria to identify students who are determined to need services. Multiple pathways for qualifications must be available and no single criterion may disqualify a student from identification;
2. The district must base highly capable selection decisions on consideration of criteria benchmarked on local norms, but the district will not use local norms as a more restrictive criterion than national norms at the same percentile.
3. The district will not use subjective measures, such as teacher recommendations or report card grades to screen out a student from assessment or to disqualify a student from identification. However, the district may use these data points alongside other criteria during selection to support identification; and
4. To the extent practicable, the district must give screening and assessments in the native language of the student. If native language screening and assessments are not available, the district must use a nonverbal screening and assessment.

The district will record test results in the student's cumulative file.

Any screenings or additional assessments will be conducted within the school day and at the school the student attends. On a case-by-case basis and with the consent of the parent or guardian, the district

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may offer student screenings or additional assessment opportunities during the summer, outside of school hours, or at an alternative site.

## D. Selection

The Multidisciplinary Selection Committee composed of a district administrator, psychologist, or another individual who can interpret cognitive and achievement test results, and a teacher will review data that has been collected for each of the referred students. The Multidisciplinary Selection Committee is composed of: a special teacher (however, if a special teacher is not available, a classroom teacher shall be appointed); a psychologist or other qualified practitioner with the training to interpret cognitive and achievement test results; a certified coordinator or administrator with the responsibility for the supervision of the district's highly capable program; and additional professionals if any, that the district deems desirable.

The Multidisciplinary Selection Committee will evaluate the results of the universal screening, any further individual student assessment, and any available district data and make the selection based on:

1. A preponderance of evidence from the profile data demonstrating that a student requires accelerated learning and enhanced instruction ; and
2. Evidence of clear need for highly capable services.

A single assessment score or indicator will not prevent a student's selection for the HCP; however, individual pieces of evidence, if strong enough, can indicate that the student would benefit from these services. If properly validated tests are not available, the professional judgment of the qualified district personnel shall determine eligibility of the student based upon evidence of cognitive and/or academic achievement.

The district will:

1. Notify parents of the students selected. Parents will receive a full explanation of the procedures for identification, an explanation of the process to exit a student from the program, the information on the district's program, and the options that are available to identified students.
2. Obtain parental permission to place identified students in the program before any special services and programs are provided to the student.

## E. Process for Appeal

Parents/legal guardians ~~may have the right to~~ appeal the Multidisciplinary Selection Committee's placement decision. Individuals appealing the selection committee's decision must submit a ~~completed appeals form or a~~ letter requesting review of the ~~selection/~~placement decision. ~~The appeal must be submitted to the assistant superintendent within 10 calendar days of the placement decision notification.~~ The written request must include reasons for the appeal and, to support reconsideration, provide additional evidence of significantly advanced cognitive or academic levels and/or outstanding intellectual, academic, or creative abilities.

~~Parents/legal guardians must submit the appeal request and supporting evidence to the assistant superintendent within ten school days of the Multidisciplinary Selection Committee's decision notification.~~ The district's Multidisciplinary Selection Committee will review the student's file, assessment profile data, and additional evidence provided in the request for appeal. ~~The Multidisciplinary Selection Committee will decide and notify parent/legal guardian in writing within 10 school days after receipt of the appeal. The decision of the MSC is final.~~

# Pullman School District Administrative Procedure

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The decision of the Multidisciplinary Selection Committee may include:

1. Upholding the original decision of the Multidisciplinary Selection Committee ~~or~~;
2. Reversing the decision of the Multidisciplinary Selection Committee.~~;~~

~~The Multidisciplinary Selection Committee will make a decision within 10 school days after receipt of written request for reconsideration, and will notify the parent/legal guardian of the decision in writing. The decision of the Multidisciplinary Selection Committee is the final decision.~~

## F. Exit Process

Upon the request of a teacher or a highly capable program administrator, the district may initiate the exit process for students who no longer demonstrate a need for highly capable program services. The Multidisciplinary Selection Committee will convene a meeting and invite the parent/guardian to review the student's profile to determine if the student qualifies for program services based on assessment data and selection criteria. The Multidisciplinary Selection Committee may request additional evidence of student capabilities. If the committee determines that the student no longer qualifies for highly capable program services, it may be recommended that the student be exited from the program. The district will notify the parent/legal guardian in writing of the committee's decision and of the appeal's process.

A parent/legal guardian may request to withdraw the student from the program. A meeting will be convened by the highly capable program coordinator/director with the parent/guardian to discuss the request. If the parent/legal guardian desires to withdraw the student from the program, the district will exit the student from the program. The Multidisciplinary Selection Committee will determine if identification procedures are necessary for students wishing to reenter the program in the future.

## V. Program Design

The district will make available a variety of appropriate program services to students who participate in the program. Once services are started, the district will provide a continuum of services to identified students in grades K-12. The district will keep on file a description of the educational programs provided for identified students. The district reviews services periodically during conference weeks for each student to ensure that the services are appropriate.

The district will offer highly capable students the following programs:

Kindergarten	1 <sup>st</sup> – 8 <sup>th</sup> Grade	9 <sup>th</sup> - 12 <sup>th</sup> Grade
Differentiated Instruction	Cluster Grouping	<p>Students can self-select any of the following service options:</p> <ul style="list-style-type: none"> <li>• Subject-based Acceleration</li> <li>• Honors Option (<i>See Course Catalog</i>)</li> <li>• Advanced Placement Courses (<i>See Course Catalog</i>)</li> <li>• College in the High School (<i>See Course Catalog</i>)</li> <li>• Running Start Program (<i>Participating colleges and universities, 11<sup>th</sup> and 12<sup>th</sup> grade students only</i>)</li> </ul>
Advanced Level Mathematics: Above grade level mathematics classes are offered to students who meet eligibility criteria for the specific class		

## VI. Reporting

Identified students will be assigned the appropriate CEDARS Gifted value(s) in the district's student information system for the end-of-year reporting activities. The assistant superintendent or designee will

# Pullman School District Administrative Procedure

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provide the end-of-the-year report to the Office of Superintendent of Public Instruction (OSPI) that includes:

1. Number of students served by grade level (K-12);
2. Student demographic information;
3. Data to determine if students who are highly capable met the goals set and if the programs provided met the academic needs of these students;
4. Number and content of professional development activities provided for special teachers and general education staff;
5. Program evaluation data and, if needed, program changes that will be made based upon this information.

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**Approved:** April 1992

Revised: October 2008

Revised: April 28, 2010

Revised: July 23, 2014

Revised: June 8, 2016

Revised: March 8, 2017

Revised: August 9, 2017

Revised: April 25, 2018

Revised: November 28, 2018

Revised: December 6, 2019

Revised: December 11, 2019

Revised: February 22, 2023

Revised: March 22, 2023

Revised: October 25, 2023

Revised: February 14, 2024