



Pullman School District

Regular Board Meeting

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

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

- Lincoln Middle School Student Ambassadors
- Report: Safety by Juston Pollestad, Executive Director of Operations
- Report: Summer School by Roberta Kramer, Assistant Superintendent
- Report: 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
- D.** Current Enrollment
 - *Will be updated on Monday, June 9.***
 - For 2024-2025 School Year
 - Budgeted FTE: 2560
 - Current FTE:
 - Current Year Average FTE:
- E.** The Pullman Promise: Priorities, Goals, Success Indicators

VIII. Executive or Closed Session

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

- A.** Personnel
- B.** Negotiations
- C.** Superintendent End-of-Year Evaluation

IX. Closing Items

- A.** Adjourn Meeting

The president will adjourn the meeting.

Coversheet

Minutes - May 28, 2025 Regular Board Meeting

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

DRAFT



Pullman School District

Minutes

Regular Board Meeting

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

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

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
Arron Carter	Aye
Lisa Waananen Jones	Absent

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. 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

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

Section:	IV. Consent Agenda
Item:	B. Personnel Report
Purpose:	FYI
Submitted by:	
Related Material:	Board Report - 6.11.2025 Personnel.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

Coversheet

Warrants

Section:	IV. Consent Agenda
Item:	C. Warrants
Purpose:	FYI
Submitted by:	
Related Material:	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

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.

Secretary

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

	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 _____

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

FUND SUMMARY

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

FUND SUMMARY

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

F U N D S U M M A R Y

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

Coversheet

Student Transfer Requests

Section:	IV. Consent Agenda
Item:	D. Student Transfer Requests
Purpose:	FYI
Submitted by:	
Related Material:	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

Section:	IV. Consent Agenda
Item:	E. ASB Fundraisers
Purpose:	
Submitted by:	
Related Material:	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> <u>5/29/25</u> (Signature & Date)	Activity Coordinator: <u>Debbie Crabtree</u> <u>5-27-25</u> (Signature & Date)	

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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



Fundraising/Activity Form

☒ ASB ☐ ASB Charitable ☐ General Fund

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 & 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>Betty Klover 5/27/25</u>	Principal's Pre-Approval:	<u>Debbie Crabtree 6/2/25</u>		
(Signature & Date)		(Signature & Date)			
Student Leadership (student):	<u>[Signature] 5/28/25</u>	Activity Coordinator:	<u>Debbie Crabtree 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- Funded	SDSI- 65F-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

Section:	IV. Consent Agenda
Item:	G. Overnight Field Trip Requests
Purpose:	
Submitted by:	
Related Material:	Overnight Field Trip Request - PHS National FFA Convention 6.11.25.pdf Overnight Field Trip Request - PHS Yearbook Camp 6.11.25.pdf

Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip RequestTeacher/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 ☐ No

4. 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 M. [Signature]

Board Action: _____ Date: _____

Coversheet

Resolution 24-25:10 Declaration of Surplus Bus

Section:	V. Action Items
Item:	A. Resolution 24-25:10 Declaration of Surplus Bus
Purpose:	
Submitted by:	
Related Material:	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 11th day of June, 2025

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

Attest: _____
Dr. Robert Maxwell, Secretary

Coversheet

Pioneer Center Room Lease

Section:	V. Action Items
Item:	B. Pioneer Center Room Lease
Purpose:	
Submitted by:	
Related Material:	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

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

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



BOARD DIRECTOR SCHEDULES

Expense Claim Audit Schedule

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

Community Update Board Report Schedule

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

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

Coversheet

Board Calendar & Communication Plan

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

Coversheet

The Pullman Promise: Priorities, Goals, Success Indicators

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

The Pullman Promise:

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

