Pullman School District

Regular Board Meeting

Date and Time

Wednesday August 27, 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. A Community of Belonging - Update

- Nez Perce Tribe Grant Award to Pullman Public Schools

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 - August 13, 2025 Regular Board Meeting

B. Personnel Report

C. Professional/Personal Services Contracts

D. Warrants

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

E. Student Transfer Requests

F. ASB Fundraisers

G. Budget Status Report

H. Lease Agreement

The Montessori School of Pullman and Pullman School District No. 267

V. Action Items

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

A. Resolution 24-25:12 Cancellation of Outstanding Warrants

Presenter: Diane Hodge, Finance Director

B. 2025-2026 Minimum Basic Ed Compliance Report

Presenter: Bob Maxwell, Superintendent

C. 2020 Course Design, Selection, and Adoption of Instructional Materials

Presenter: Ryan Mulvey, Assistant Superintendent

D. 2021 Library Information and Technology Programs

Presenter: Ryan Mulvey, Assistant Superintendent

E. 1101F2 Board Communication Protocols

Presenter: Nathan Roberts, Board President

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. 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. Negotiations

IX. Closing Items

A. Adjourn Meeting

The president will adjourn the meeting.

Coversheet

Minutes - August 13, 2025 Regular Board Meeting

Section:	IV. Consent Agenda
Item:	A. Minutes - August 13, 2025 Regular Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on August 13, 2025

DRAFT

Pullman School District

Minutes

Regular Board Meeting

Date and Time
Wednesday August 13, 2025 at 6:30 PM

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

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

Directors Absent
Amanda Tanner

Guests Present
Bob Maxwell, Courtney Hodge, Diane Hodge, Juston Pollestad, Ryan Mulvey

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 Aug 13, 2025 at 6:30 PM.

C. Flag Salute

D. Land Acknowledgement Statement

E. Approval of Agenda

Lisa Waananen Jones 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. Board Reports

- Craig Nelson: Reported attending the PHS Kick Off event, noting it was well organized and included support from several community groups..
- Lisa Waananen Jones: Reported attending the community “Stuff the Bus” kickoff event through Kiwanis, noting strong representation from building administrators, district leadership, and community partners. She also highlighted the success of the summer meal program, which serves all youth ages 1–18, including many not enrolled in the district, making it a valuable first connection with the schools.
- Arron Carter: Reported that Lincoln Middle School launched the year with Spartan Start Up and expressed appreciation for the staff’s efforts in preparing for students’ return.
- Nathan Roberts: No report.

B. Superintendent's Report

Appreciation was expressed for board members’ attendance at district and community activities. Staff recognitions included Melissa Mayer, PHS CTE Teacher & Advisor, named Washington ACTE Teacher of the Year, and Jill Bickelhaupt, PHS CTE Teacher, Director, & Advisor, named 2025 FACSE Outstanding Administrator of the Year. Administrators and staff attended Professional Learning Communities training in Spokane, with leftover credits extending participation opportunities. Appreciation was shared for Pullman Regional Hospital’s Fifth Quarter Rally fundraiser supporting high school athletic training programs. A reminder was given about the Lentil Festival on August 16, where PSD and the Pullman Education Foundation will host booths, with donations benefiting education. An update was also provided on headcount enrollment for the 2025–26 school year.

C. A Community of Belonging - Update

- Received news that the Nez Perce Tribe has awarded the district a $9,500 grant which will involve Since Time Immemorial (STI) training for our staff at the October professional learning day, as well as incorporating STI into the district's 5th grade

outdoor education experience. The district is working to continue to increase the partnership with the Nez Perce Tribe.

III. Public Comment

A. Speakers

No speakers.

IV. Consent Agenda

A. Minutes - July 23, 2025 Regular Board Meeting

Arron Carter made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 07-23-25.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Minutes - August 6, 2025 Board Work Session

Arron Carter made a motion to approve the minutes as part of the consent agenda from Board Work Session on 08-06-25.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Personnel Report

D. Professional/Personal Services Contracts

E. Warrants

F. Student Transfer Requests

G. Overnight Field Trip Request

H. Records Destruction Logs

I. ASB Fundraisers

J. Consent Agenda Approval

Arron Carter made a motion to approve the consent agenda (Items IV. A-I).
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Public Hearing: 2025-2026 Budget

A.

Public Hearing

The board recessed into a public hearing at 6:41pm to listen to public comment on the 2025-2026 Budget.

There was no comment.

At 6:42pm the board resumed the regular board meeting.

VI. Action Items

A. Pullman School District - ZEN Solar Power Purchase Agreements

Presenter: Juston Pollestad, Executive Director of Operations
At the previous meeting, the Board discussed ZEN Solar's Power Purchase Agreement (PPA) proposals for Pullman School District. Following that discussion, the Director Pollestad provided responses to the board via email from David Funk to the questions raised by the Board. ZEN Solar has proposed the installation of solar panels at four district facilities: Pullman High School (PHS), Lincoln Middle School (LMS), Kamiak Elementary School (KES), and the Transportation Facility.

UPDATE: ZEN just finished work at Harrington School District. Their project is up and running.
Arron Carter made a motion to approve the ZEN Solar Power Purchase Agreements.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 2025-2026 Budget Presentation

Presenter: Diane Hodge, Finance Director
Director Hodge recommended the approval of the 2025-2026 budget for the five funds and the four-year budget plan summary with the four-year enrollment projection as presented.
Lisa Waananen Jones made a motion to approve the 2025–2026 fiscal year budgets as presented in Resolution 25-26:01.
Arron Carter seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. 2025-2026 State and Federal Grants Approval

Presenter: Ryan Mulvey, Assistant Superintendent
The item was previously presented with no questions received since. An adjustment was noted with the release of federal Title program funds. The board discussed how and when updates on allocations could be provided, posting information online for community access, and including finalized amounts as an informational item. It was noted that

allocations may shift as state amounts are finalized and enrollment impacts funding. A November update will be provided to review the amounts at that time.
Arron Carter made a motion to approve the 2025-2026 State and Federal Grants.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 2025-2026 School Meal Prices

Presenter: Juston Pollestad, Executive Director of Operations
This item was presented at the last board meeting and no questions have been received since it was last presented. The amount of required price increases is determined by The Paid Lunch Equity (PLE) tool. PLE is used to determine the weighted average paid lunch price. This tool determines the new paid lunch price. For the 2025-2026 school year this difference or “paid lunch equity” with a 10 cents cap is $3.61. It was noted that Franklin, Jefferson and Kamiak will have free meals this year.
Arron Carter made a motion to approve the 2025-2026 school meal prices.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 2025-2026 Clubs and Fundraisers

Presenter: Juston Pollestad, Executive Director of Operations
This item was presented at the last board meeting and no questions have been received since it was last presented.
Arron Carter made a motion to approve the 2025-2026 clubs and fundraisers.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Prime Vendor Contract Renewal

Presenter: Juston Pollestad, Executive Director of Operations
Following a question at the last meeting regarding cost savings, Director Pollestad reported that while exact savings are difficult to quantify, the agreement provides both financial benefits and improved meal quality with efficient deliveries. Pullman School District participates in an inter-local agreement with Spokane Public Schools, receiving the same negotiated food prices. US Foods has agreed to renew as the prime vendor for grocery, bread, dairy, and produce for the 2025–26 school year, and continuation of the partnership is recommended.
Arron Carter made a motion to approve the renewal of the yearly Prime Vendor Contract with US Foods for the school year 2025-2026.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Annual Organizational Meeting

The board reviewed the process for creating committees, which may be formed by majority vote and are limited to two members. Board President Nathan Roberts appointed directors to serve on committees for the 2025–26 school year. It was clarified that the Communications Committee has not convened since 2019 but remains available to meet if needed.
Arron Carter made a motion to approve the Annual Organizational Meeting.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Discussion Items

A. Resolution 24-25:12 Cancellation of Outstanding Warrants

Presenter: Diane Hodge, Finance Director
The Washington State Department of Revenue requires us to send unclaimed property in the form of warrants issued from accounts payable and payroll that have been outstanding for at least one year. An effort has been made to contact the recipients of the unclaimed warrants on 3.27.24, 4.29.24, and 5.31.24. Per RCW 39.56.040, we are required to send the balance of unclaimed property to the Washington State Department of Revenue, where the payees will be able to recover their property.

B. 2025-2026 Minimum Basic Ed Compliance Report

Presenter: Bob Maxwell, Superintendent
The district is in compliance with the Basic Education Act, offering a district-wide average of 1,027 instructional hours for grades 1–12, 180 school days, and PHS meeting all state graduation requirements. Discussion included the recent LMS time change with clarification that the change did result in an increase of about 20 instructional hours from last year, and the differences in hours across schools due to bell schedules and conference days.

C. 2020 Course Design, Selection, and Adoption of Instructional Materials

Presenter: Ryan Mulvey, Assistant Superintendent
Policy 2020 Course Design, Selection, and Adoption of Instructional Materials was highlighted in the WSSDA April 2025 Policy & Legal News. Policy 2020 has been aligned with the most recent WSSDA sample policy.

Revisions reflect compliance with two engrossed substitute bills:
-ESB 5462: Promoting inclusive learning standards and instructional materials in public schools
-ESHB 2231: Modifying requirements for public school instructional and supplemental instructional materials

Assistant Superintendent noted the major revisions outlined in the policy.

D.

2021 Library Information and Technology Programs

Presenter: Ryan Mulvey, Assistant Superintendent
Policy 2021 Library Information and Technology Programs was highlighted in the WSSDA April 2025 Policy & Legal News. Policy 2021 has been aligned with the most recent WSSDA sample policy.

Revisions reflect compliance with two engrossed substitute bills:
-ESB 5462: Promoting inclusive learning standards and instructional materials in public schools
-ESHB 2231: Modifying requirements for public school instructional and supplemental instructional materials

Assistant Superintendent noted the major revisions outlined in the policy which includes the addition of instruction around digital citizenship for students.

E. 1101F2 Board Communication Protocols

Presenter: Board of Directors
This item came out from a board discussion at the Annual Board Retreat and it was also discussed at the August Board Work Session. The Pullman School District Board of Directors recognizes the importance of clear, consistent, and transparent communication to build trust and strengthen relationships with staff, families, students, and the broader community. To support this goal, the board is working to formalize internal and external communication protocols that align with Open Public Meetings Act (OPMA) requirements, existing board policies and procedures, and best practices for governance. These protocols aim to clarify communication roles and responsibilities within the board.

The board discussed potential liaision roles with different community groups for which a board member would be assigned as a liaision to allow more opportunity to be more responsive and delegate as a board.

Director Roberts addressed Director Waananen Jones' question about having a communication officer, noting that board don't generally have a communication officer because that role is a staffed position in the district.

LWJ: This document does a good job of addressing diverse communication channels while also recognizing the roles of district staff. The liaision role could be helpful to expand not only for organizations but also topics (i.e. Pullman Aquatic Center) which would allows board members to expand their expertise on topics facing our community.

NR: Asked the board to send a list of civic organizations to be included in the liaision table to be inputted and added to the table.

LWJ: As invitations come up, can we add later?

NR: Yes, can bring back as an informational item. Will look at adding language around directing board members to be assigned "topics" as they come up in the community.

AC: Would it be good to add if a concern is brought about from a community member regarding a board member, might need to be included.

**NOTE TO SELF, ARRON'S QUESTION MIGHT ALREADY BE IN POLICY.

VIII. Informational Items

A. Administrative Requirements Update

B. Expense Claim Audit - Community Update Board Schedule

C. Non-Substantive Policy Updates

- 1111 Oath of Office
- 3143 Notif. Dissemination Student Offenses
- 3210 Nondiscrimination
- 4260 Use of School Facilities

D. Procedures

- 2020P Course Design, Selection, and Adoption of Inst. Materials
- 2024P Online Learning
- 2161P Spec Education-Related Srvcs
- 2161F Referral Form for Special Education

E. Board Calendar & Communication Plan

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

IX. Executive or Closed Session

A. Executive Session

N. Roberts announced there will be an Executive Session to discuss negotiations and personnel that will end at 7:35pm.

The board meeting reconvened into an open session at 7:35pm, and the chair announced that the executive session end time would be extended 5 minutes before returning to executive session.

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 7:40 PM.

Respectfully Submitted,
Nathan Roberts

Documents used during the meeting

- Board Report - 8.13.2025 Personnel.pdf
- Unrepresented Classified Employee Wage Schedule 2025-2026.pdf
- Board Report - Contracts 8.13.2025.pdf
- Payroll Warrant Authorization Form_July 2025.pdf
- CK Summaries 8.13.25.pdf
- 2025 08.13 Regular Board Meeting - Student Transfer Requests.pdf
- Overnight Field Trip Request - PHS Cross Country SEP 2025.pdf
- Records Destruction Log - Nutrition Services 8.13.25.pdf
- ASB Fundraiser - LMS ASB 8.13.25.pdf
- ASB Fundraiser - LMS Science Olympiad 8.13.25.pdf
- ASB Fundraiser - PHS Football 8.13.25.pdf
- ES ZEN Solar Power Purchase Agreement 7.23.25.pdf
- ZEN Power Purchase Agreement_Pullman SD_Pullman HS.pdf
- ZEN Power Purchase Agreement_Pullman SD_Lincoln MS.pdf
- ZEN Power Purchase Agreement_Pullman SD_Bus Depot.pdf
- ZEN Power Purchase Agreement_Pullman SD_Kamiak ES.pdf
- 2025-26 Budget Executive Summary.pdf
- 2025-26 Board Budget Resolution.pdf
- 2025-26 Pullman FINAL OSPI Budget.pdf
- PSD Grant Matrix 2025-26.pdf
- ES 2025-26 State and Federal Grants Approval 7.23.25.pdf
- ES 2025-26 Meal Prices.pdf
- ES Clubs and Fundraisers 7.23.25.pdf
- PSD Clubs and Fundraisers 25-26.pdf
- ES Prime Vendor Contract Renewal 7.23.25.pdf

- Interlocal Agreement - PullmanSD and SpokaneSD.pdf
- Representatives and Committee Appointment 2025-26.pdf
- Cancellation of Oustanding Warrants.pdf
- Resolution 24-25.12 Cancellation of Outstanding Warrants.pdf
- Exec Summary Minimum Basic Ed Compliance Report 8.13.25.pdf
- 2025-26 Minimum Basic Education Requirement Collection.pdf
- ES 2020 Course Design-Selection-Adoption Inst Materials 8.13.25.pdf
- 2020 Course Design, Selection, and Adoption of Inst. Materials 8.13.25.pdf
- ES 2021 Library Information and Tech Programs 8.13.25.pdf
- 2021 Library Information and Technology Programs 8.13.25.pdf
- ES 1101F2 Board Communication Protocols 8.13.25.pdf
- 1101F2 Board Communication Protocols DRAFT 8.13.25.pdf
- August Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 1111 Oath of Office 8.13.25.pdf
- 3143 Notif. Dissemination Student Offenses 8.13.25.pdf
- 3210 Nondiscrimination 8.13.25.pdf
- 4260 Use of School Facilities 8.13.25.pdf
- 2020P Course Design, Selection, and Adoption of Inst. Materials 8.13.25.pdf
- 2024P Online Learning 8.13.25.pdf
- 2161P Spec Education-Related Srvcs 8.13.25.pdf
- 2161F Referral Form for Special Education 8.13.25.pdf
- 2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf
- Board of Directors Communication Plan 2025.pdf
- The Pullman Promise.pdf

Coversheet

Personnel Report

Section: IV. Consent Agenda
Item: B. Personnel Report
Purpose: FYI
Submitted by:
Related Material:
Board Report - 8.27.2025 Personnel.pdf
ESP 2025-2026.pdf
Paraeducator Wage Schedule 2025-2026.pdf
Certificated Salary Schedule 2025-2026.pdf
Custodian Wage Schedule 2025-2026.pdf
Exempt Supv Salary Schedule 2025-2026 (Updated 8.27.25).pdf
Unrepresented Classified Employee Wage Schedule 2025-2026 (Updated 8.27.25).pdf

MEMORANDUM

TO: Board of Directors

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

DATE: August 27, 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: **Kelli Cox** as .8 FTE counselor at Sunnyside Elementary School beginning the 2025-2026 school year

Emily Halpern as 1.0 FTE kindergarten teacher at Sunnyside Elementary School for the 2025-2026 school year only

Whitney Lux as 1.0 FTE fourth grade teacher at Jefferson Elementary School beginning the 2025-2026 school year

Angela Nelson as 1.0 FTE math/English language development teacher at Lincoln Middle School beginning the 2025-2026 school year

Jessica Paopao, originally hired as a 1.0 FTE fourth grade teacher at Jefferson Elementary School beginning the 2025-2026 school year, transfer to 1.0 FTE English language development teacher at Jefferson Elementary School

Hailee Speir at .8 FTE English teacher at Pullman High School beginning the 2025-2026 school year

Classified: **Jackie Farrand,** preschool special education paraeducator, transfer to special education paraeducator at Jefferson Elementary School beginning the 2025-2026 school year

Ethan Goss as core+ paraeducator at Jefferson Elementary School beginning the 2025-2026 school year

Kameron Haramoto, computer technician I, reclassification of position to computer technician II effective September 1, 2025

Caroline (Risa) Holgin, lead I itinerant custodian, transfer to lead I custodian at Lincoln Middle School

Riley Huddleston as special education paraeducator at Lincoln Middle School beginning the 2025-2026 school year

Nicole Jewell, special education paraeducator at Lincoln Middle School, resignation effective at the completion of the 2024-2025 school year

Emi Karino-Evans as special education paraeducator at Sunnyside Elementary School beginning the 2025-2026 school year

Hailey Muench as special education paraeducator at Lincoln Middle School for the 2025-2026 school year only

Jody Pomponio, lead I custodian at Pullman High School, transfer to lead I custodian/facilities support

Chisato Taylor, English language development paraeducator at Sunnyside Elementary School and Kamiak Elementary School, resignation effective at the completion of the 2024-2025 school year

Anissa Terres, head cook at Kamiak Elementary School, transfer to head cook at Lincoln Middle School beginning the 2025-2026 school year

Brookelyn Thomas, originally hired as a special education paraeducator at Pullman High School beginning the 2025-2026 school year, transfer to core+ paraeducator at Jefferson Elementary School

I recommend the Board of Directors approve the following salary/wage schedules for the 2025-2026 school year (see attached):

- Certificated Salary Schedule
- Custodian Wage Schedule
- Paraeducator Wage Schedule
- Pullman Educational Support Personnel (ESP) Wage Schedule

I recommend the Board of Directors approve the following change to the Exempt Supervisor Wage Schedule (see attached):

- Update the salary range of the Administrative Assistant to the Superintendent position to align with that of the IT Systems Administrator. Both positions were previously on the same salary schedule before the IT Systems Administrator became a represented position. This update maintains consistency between the two roles.

I recommend the Board of Directors approve the following change to the Unrepresented Classified Employee Wage Schedule (see attached):

- Update the salary range of the Instructional Programs Clerk position to align with that of the Office Assistant/Clerk. Both positions were previously on the same salary schedule before the Office Assistant/Clerk became a represented position. This update maintains consistency between the two roles.

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

Angel Acosta, head wrestling coach at Lincoln Middle School, transfer to head wrestling coach at Pullman High School

Joshua Cheslek as assistant football coach at Lincoln Middle School

Russell Fitts as assistant cross country coach at Lincoln Middle School

Mary Marsh as fall sports game manager at Pullman High School

For Your Information:

Pullman Educational Support Personnel (ESP)
2025-2026 Wage Schedule

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Computer Technician 1	$30.08	$31.29	$32.54	$33.84	$35.19
Computer Technician 2	$34.80	$36.19	$37.64	$39.14	$40.71
IT Systems Administrator	$89,562/yr	$93,145/yr	$96,871/yr	$100,746/yr	$104,775/yr
Office Assistant/Clerk	$28.98	$30.14	$31.34	$32.60	$33.90
Fiscal Technician	$31.52	$32.78	$34.09	$35.45	$36.87
Accounting Specialist	$34.80	$36.19	$37.64	$39.14	$40.71
Program Manager - State & Federal Programs	$34.80	$36.19	$37.64	$39.14	$40.71

PENDING BOARD APPROVAL

Paraeducator
2025-2026 Wage Schedule

Position	Step 1	Step 2	Step 3	Step 4
General Paraeducator	$23.30	$24.47	$25.69	$26.97
Special Education Paraeducator	$24.30	$25.47	$26.69	$27.97
Library Paraeducator	$26.90	$28.24	$29.65	$31.13
ALE Technician	$28.28	$29.70	$31.18	$32.74
Certified Occupational Therapy Assistant	$40.24	$42.25	$44.37	$46.58

PENDING BOARD APPROVAL

2025-2026
Pullman School District
Certificated Salary Schedule

Years of Service	BA	BA+15	BA+30	BA+45	BA+90	MA	MA+45	MA+90 or Ph.D.
0	$56,701	$58,232	$59,819	$61,409	$66,512	$67,979	$73,082	$76,372
1	$57,464	$59,017	$60,624	$62,284	$67,440	$68,735	$73,891	$77,158
2	$58,191	$59,759	$61,383	$63,171	$68,312	$69,496	$74,637	$77,940
3	$58,941	$60,523	$62,165	$64,010	$69,141	$70,217	$75,345	$78,729
4	$59,675	$61,328	$62,979	$64,888	$70,049	$70,973	$76,135	$79,543
5	$60,435	$62,095	$63,762	$65,778	$70,920	$71,741	$76,886	$80,361
6	$61,215	$62,839	$64,563	$66,679	$71,796	$72,529	$77,647	$81,139
7	$62,586	$64,234	$65,981	$68,212	$73,406	$74,004	$79,196	$82,788
8	$64,593	$66,331	$68,119	$70,535	$75,798	$76,325	$81,590	$85,311
9	$64,593	$68,503	$70,380	$72,882	$78,269	$78,671	$84,061	$87,910
10	$64,593	$68,503	$72,667	$75,350	$80,808	$81,141	$86,601	$90,576
11	$64,593	$68,503	$72,667	$77,891	$83,468	$83,682	$89,260	$93,315
12	$64,593	$68,503	$72,667	$80,350	$86,198	$86,322	$91,989	$96,169
13	$64,593	$68,503	$72,667	$80,350	$88,996	$89,055	$94,786	$99,088
14	$64,593	$68,503	$72,667	$80,350	$91,806	$91,868	$97,781	$102,121
15	$64,593	$68,503	$72,667	$80,350	$94,195	$94,256	$100,323	$104,777
16	$64,593	$68,503	$72,667	$80,350	$96,078	$96,140	$102,329	$106,871

PENDING BOARD APPROVAL

APPENDIX A

Pullman School District No. 267
Pullman Education Support Personnel
(Custodians)

2025-2026 Wage Schedule

Position	Step 1 (Year 1)	Step 2 (Year 2)	Step 3 (Year 3)	Step 4 (Year 4)
Custodian/Itinerant Custodian: Clean and finish designated area, minor repairs, and assist lead custodian (see job description)				
Hourly	**$22.81**	**$23.95**	**$25.14**	**$26.40**
Lead I Custodian: Clean and finish designated area, minor repairs, direct custodial shift crew, take direction from lead II custodian (see job description)				
Hourly	**$24.16**	**$25.37**	**$26.64**	**$27.97**
Lead II Custodian: Clean and finish designated area, minor repairs, direct custodial shift crew, take direction from Principal (see job description)				
Hourly	**$24.79**	**$26.03**	**$27.34**	**$28.70**

Substitute: Hourly Sub Rate = Custodian, Step 1 (Effective April 1, 2014)

PENDING BOARD APPROVAL

Exempt Supervisor
2025-2026 Wage Schedule

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Transportation Supervisor	$80,206	$82,612	$85,091	$87,644	$90,273
Maintenance Supervisor	$80,206	$82,612	$85,091	$87,644	$90,273
Nutrition Services Supervisor	$87,955	$90,594	$93,312	$96,111	$98,994
Admin Assistant to the Superintendent	$89,562	$93,145	$96,871	$100,746	$104,775
Lead District Nurse	$96,962	$99,871	$102,867	$105,953	$109,132
Human Resources Director	$117,797	$121,331	$124,971	$128,720	$132,582
Information & Instructional Tech Supervisor	$117,797	$121,331	$124,971	$128,720	$132,582
Finance Director	$158,405	$163,157	$168,051	$173,093	$178,286

PENDING BOARD APPROVAL

Unrepresented Classified Employee
Wage Schedule
2025-2026

Transportation	Step 1	Step 2	Step 3	Step 4	Step 5
Bus Driver	27.49	28.59	29.73	30.92	32.16
Vehicle Technician	30.08	31.29	32.54	33.84	35.19
Assistant Transportation & Vehicle Technician Supervisor	33.13	34.45	35.83	37.26	38.76
Diesel/Equipment Mechanic	34.80	36.19	37.64	39.14	40.71
Transportation Clerk	22.19	23.08	24.00	24.96	25.96

Food Services	Step 1	Step 2	Step 3	Step 4	Step 5
Food Service Worker	18.44	19.18	19.94	20.74	21.57
Assistant Cook/Cashier	20.35	21.16	22.01	22.89	23.80
Elementary Head Cook	21.38	22.24	23.13	24.05	25.01
Secondary Head Cook	23.59	24.53	25.51	26.53	27.59

District Office Staff	Step 1	Step 2	Step 3	Step 4	Step 5
Instructional Programs Clerk	28.98	30.14	31.34	32.60	33.90
Payroll/HR Technician	34.80	36.19	37.64	39.14	40.71

LMS Office Staff	Step 1	Step 2	Step 3	Step 4	Step 5
Attendance Technician	25.98	27.02	28.10	29.23	30.40

PHS Office Staff	Step 1	Step 2	Step 3	Step 4	Step 5
Attendance/Discipline Technician	25.98	27.02	28.10	29.23	30.40

Maintenance	Step 1	Step 2	Step 3	Step 4	Step 5
Maintenance Technician	30.08	31.29	32.54	33.84	35.19

Special Services	Step 1	Step 2	Step 3	Step 4	Step 5
Nurse	34.80	36.19	37.64	39.14	40.71
School-Based Mental Health Therapist	39.18	40.74	42.37	44.07	45.83

PENDING BOARD APPROVAL

Coversheet

Professional/Personal Services Contracts

Section: IV. Consent Agenda
Item: C. Professional/Personal Services Contracts
Purpose:
Submitted by:
Related Material: Board Report - Contracts 8.27.2025.pdf

MEMORANDUM

TO: Board of Directors

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

DATE August 27, 2025

SUBJECT: **Professional/Personal Services Contract Report**

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

I recommend the Board of Directors approve the following Professional/Personal Services Contracts:

Foster and Flourish Pediatric Therapy to attend child find screenings and birth-3 transition meetings, and assist the District with the assessment revision process, August 27, 2025, through June 30, 2026, $97.38 per hour for up to 15 hours per month plus travel reimbursement of $50 per day.

Coversheet

Warrants

Section: IV. Consent Agenda
Item: D. Warrants
Purpose: FYI
Submitted by:
Related Material: CK Summaries 8.27.25.pdf

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

As of August 27, 2025, the board, by a _____ vote, approves payments, totaling $270,089.58. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736491 through 26736513, totaling $270,089.58

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736491	9 to 5 Computer Supply Dist	08/28/2025	3,196.00
26736492	Amend Music Center	08/28/2025	685.15
26736493	Avista Utilities	08/28/2025	76,935.49
26736494	City Of Pullman	08/28/2025	10,072.05
26736495	Community Colleges Of Spokane	08/28/2025	140,061.63
26736496	Consolidated Electric	08/28/2025	696.28
26736497	Dept Of Retirement Systems	08/28/2025	1,851.12
26736498	Four Star Supply Co., Inc	08/28/2025	207.25
26736499	Inland North Waste	08/28/2025	131.00
26736500	J & H Printing Inc.	08/28/2025	56.70
26736501	King County Director's Assoc	08/28/2025	615.26
26736502	Kuhl Auto Parts, LLC	08/28/2025	168.00
26736503	Leader Services	08/28/2025	5.60
26736504	Level 3 Communications,LLC	08/28/2025	329.64
26736505	Lionbridge Technologies Inc.	08/28/2025	16.32
26736506	Math Learning Center	08/28/2025	349.92
26736507	Moscow-Pullman Bldg. Supply	08/28/2025	110.73
26736508	Mr. Windshield	08/28/2025	685.56
26736509	OFFICE DEPOT	08/28/2025	499.05
26736510	Pullman School Dist - Revolvin	08/28/2025	95.90
26736511	Riverside Insights	08/28/2025	4,950.00
26736512	Stevens - Clay PS	08/28/2025	26,849.00
26736513	US Foods, Inc.	08/28/2025	1,521.93

23 Computer Check(s) For a Total of 270,089.58

	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
	23	Computer	Checks For a Total of	270,089.58
Total For	23	Manual, Wire Tran, ACH & Computer Checks		270,089.58
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	270,089.58

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-262.89	10.90	270,341.57	270,089.58

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 August 27, 2025, the board, by a _____ vote, approves payments, totaling $1,688.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736487 through 26736490, totaling $1,688.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736487	Bickelhaupt, Jill Danielle	08/28/2025	144.00
26736488	Campbell, Jessie Louise	08/28/2025	438.00
26736489	Henrichs, Jason A	08/28/2025	998.00
26736490	Mayer, Melissa Ann	08/28/2025	108.00

4 Computer Check(s) For a Total of 1,688.00

	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
	4	Computer	Checks For a Total of	1,688.00
Total For	4	Manual, Wire Tran, ACH & Computer Checks		1,688.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,688.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	1,688.00	1,688.00

CF REISM

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 August 27, 2025, the board, by a _____ vote, approves payments, totaling $475.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736484 through 26736486, totaling $475.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736484	Henrichs, Jason A	08/28/2025	85.00
26736485	Koberstein, Stephen F	08/28/2025	200.00
26736486	Webber, Cheyenne Monique	08/28/2025	190.00

3 Computer Check(s) For a Total of 475.00

	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
	3	Computer	Checks For a Total of	475.00
Total For	3	Manual, Wire Tran, ACH & Computer Checks		475.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	475.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	475.00	475.00

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 August 27, 2025, the board, by a _____ vote, approves payments, totaling $51,711.62. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736481 through 26736483, totaling $51,711.62

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736481	9 to 5 Computer Supply Dist	08/28/2025	28,095.50
26736482	Carpet Mill, LLC	08/28/2025	22,861.12
26736483	SynTier Engineering, Inc	08/28/2025	755.00
3	Computer Check(s) For a Total of		51,711.62

	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
	3	Computer	Checks For a Total of	51,711.62
Total For	3	Manual, Wire Tran, ACH & Computer Checks		51,711.62
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	51,711.62

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	-2,247.64	0.00	53,959.26	51,711.62

Check Summary

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 August 27, 2025, the board, by a _____ vote, approves payments, totaling $350.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736480 through 26736480, totaling $350.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736480	US Bank	08/28/2025	350.00
1	Computer Check(s) For a Total of		350.00

	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	350.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		350.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	350.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
30	Debt Service Fun	0.00	0.00	350.00	350.00

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 August 27, 2025, the board, by a _____ vote, approves payments, totaling $13,040.93. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 242500218 through 242500220, totaling $13,040.93

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500218	Center for the Collaborative C	08/28/2025	4,064.93
242500219	ESD 112	08/28/2025	1,200.00
242500220	H & H Business Systems	08/28/2025	7,776.00
3	ACH	Check(s) For a Total of	13,040.93

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
3	ACH	Checks For a Total of	13,040.93
0	Computer	Checks For a Total of	0.00
Total For 3	Manual, Wire Tran, ACH & Computer Checks		13,040.93
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	13,040.93

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	13,040.93	13,040.93

3apckp07.p PULLMAN SCHOOL DISTRICT 12:03 PM 08/21/25
05.25.06.00.00-010021 Check Summary PAGE: 1

Ap-pHS AsB

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

As of August 27, 2025, the board, by a _____ vote, approves payments, totaling $495.54. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736479 through 26736479, totaling $495.54

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736479	City of Pullman Police	08/28/2025	495.54
1	Computer Check(s) For a Total of		495.54

	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	495.54
Total For	1	Manual, Wire Tran, ACH & Computer Checks		495.54
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	495.54

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	495.54	495.54

Ap_LMS AsB 8.28.25

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 August 27, 2025, the board, by a _____ vote, approves payments, totaling $2,232.28. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736478 through 26736478, totaling $2,232.28

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736478	Pullman School District	08/28/2025	2,232.28
1	Computer Check(s) For a Total of		2,232.28

	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	2,232.28
Total For	1	Manual, Wire Tran, ACH & Computer Checks		2,232.28
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,232.28

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	2,232.28	2,232.28

3apckp07.p Pullman School District No 267 8:10 AM 08/19/25
05.25.06.00.00-010021 Check Summary PAGE: 1

Comp Tax

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

As of August 28, 2025, the board, by a _____ vote, approves payments, totaling $1,063.64. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:
Wire Transfer Payments 202400094 through 202400098, totaling $1,063.64

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
202400094	Department Of Revenue	08/19/2025	232.47
202400095	Department Of Revenue	08/19/2025	630.00
202400096	Department Of Revenue	08/19/2025	111.58
202400097	Department Of Revenue	08/19/2025	7.18
202400098	Department Of Revenue	08/19/2025	82.41
5	Wire Transfer Check(s) For a Total of		1,063.64

	0	Manual	Checks For a Total of	0.00
	5	Wire Transfer	Checks For a Total of	1,063.64
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	5	Manual, Wire Tran, ACH & Computer Checks		1,063.64
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,063.64

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	344.05	0.00	0.00	344.05
20	Capital Projects	7.18	0.00	0.00	7.18
40	Associated Stude	712.41	0.00	0.00	712.41

Coversheet

Student Transfer Requests

Section: IV. Consent Agenda
Item: E. Student Transfer Requests
Purpose: FYI
Submitted by:
Related Material: 2025 08.27 Regular Board Meeting - Student Transfer Requests.pdf

SCHOOL BOARD REPORT
Student Transfer Requests
August 27, 2025

Transfer Requests 2025-2026

Released to PSD

- K. Kroll, Grade 12, Released from Colfax School District – New
- A. Liguori, Grade 9, Released from Colton School District – New
- X. Marriott, Grade 8, Released from Colfax School District – Renewal
- M. Guerrero, Grade 8, Released from Colton School District – Renewal

Released from PSD

- J. Chapman, Grade 11, Released to Washington Digital Academy in the South Bend School District – Renewal
- E. Padilla, Grade K, Released to Washington Digital Academy in the South Bend School District – New
- Ja. Patnode, Grade 11, Released to Washington Digital Academy in the South Bend School District – Renewal
- Ju. Patnode, Grade 9, Released to Washington Digital Academy in the South Bend School District – New
- J. Davis, Grade 3, Released to Leonard M Jennings Elementary in the Colfax School District – Renewal
- I. Davis, Grade 1, Released to Leonard M Jennings Elementary in the Colfax School District – Renewal
- N. Davis, Grade 7, Released to Colfax High School in the Colfax School District – Renewal
- E. Bonner, Grade 3, Released to Virtual Preparatory Academy of Washington in the Starbuck School District – New
- T. Anderson, Grade 2, Released to Leonard M Jennings Elementary in the Colfax School District – Renewal
- G. Anderson, Grade 3, Released to Leonard M Jennings Elementary in the Colfax School District – Renewal
- C. Flathers-Muldowney, Grade 11, Released to Washington Digital Academy in the South Bend School District – New
- L. Haney, Grade 10, Released to Virtual Preparatory Academy of Washington in the Starbuck School District – Renewal

Coversheet

ASB Fundraisers

Section: IV. Consent Agenda
Item: F. ASB Fundraisers
Purpose:
Submitted by:
Related Material: ASB Fundraiser - PHS FCCLA - Funky Socks 8.27.25.pdf
ASB Fundraiser - PHS FCCLA - Shoe Drive 8.27.25.pdf
ASB Fundraiser - PHS FCCLA - Butter Braids 8.27.25.pdf
ASB Fundraiser - PHS Football - Digital Cards_Donations 8.27.25.pdf

Fundraising/Activity Form

REC'D AUG 21 2025

☐ ASB ☐ ASB Charitable ☐ General Fund

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

School: PHS Group Name: FCCLA Account #: 4033

Proposed Fundraising Activity: Funky Socks

Intended Use of Proceeds: pay for state fees

Estimated Revenues:$ 2000 Estimated $1000

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

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☒

If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: Oct 20, 2025 End: Nov 14, 2025

Team/Club Leader (student): [signature] 8/20/25 *(Signature & Date)* ASB Bookkeeper (staff): [signature] *(Signature & Date)*

Coach/Club Advisor (staff): [signature] 8/20/25 *(Signature & Date)* Principal's *Pre-Approval*: Debbie Crabtree 8/21 *(Signature & Date)*

Student Leadership(student): [signature] 8-19-25 *(Signature & Date)* Activity Coordinator: [signature] *(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

REC'D AUG 21 2025

Fundraising/Activity Form

☐ ASB ☐ ASB Charitable ☐ General Fund

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

School: PHS Group Name: FCCLA Account #: 4033

Proposed Fundraising Activity: Shoe Drive

Intended Use of Proceeds: pay for nationals fees

Estimated Revenues:$ 1000 Estimated 500

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 500

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☒

If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 4/1/26 End: 4/30/26

Team/Club Leader (student): Jillian White 8/20/25 *(Signature & Date)* ASB Bookkeeper (staff): *(Signature & Date)*

Coach/Club Advisor (staff): *(Signature & Date)* Principal's *Pre-Approval*: Debbie Crabtree 8/21/25 *(Signature & Date)*

Student Leadership(student): *(Signature & Date)* Activity Coordinator: *(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

REC'D AUG 21 2025

Fundraising/Activity Form

☐ ASB ☐ ASB Charitable ☐ General Fund

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

School: PHS Group Name: FCCLA Account #: 4033

Proposed Fundraising Activity: Butter Braids

Intended Use of Proceeds: pay for state fees

Estimated Revenues:$ 5000 Estimated $2500

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: $2500

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☒

If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: Jan 20, 2026 End: Feb 13, 2026

Team/Club Leader (student): Lillian White 8/20/25 (Signature & Date) ASB Bookkeeper (staff): (Signature & Date)

Coach/Club Advisor (staff): 8/20/25 (Signature & Date) Principal's *Pre-Approval*: Debbie Gabbert 8/21/25 (Signature & Date)

Student Leadership(student): (Signature & Date) Activity Coordinator: (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

Smash Fundraising EIN: 33-1518501 Dravin McGaughy 360-470-2960

Fundraising/Activity Form

REC'D AUG 21 2025

☒ ASB ☐ ASB Charitable ☐ General Fund

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

School: Pullman Group Name: Football Account #: 2027

Proposed Fundraising Activity: Digital Greyhound Cards/Donations

Intended Use of Proceeds: Practice Jerseys, Tackling Pads, Wt. Room Equipment, Clock for Practice Field

Estimated Revenues: $ $28,000 Estimated

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: $28,000-$7500 = $20,500

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

Dates of the Fundraiser: Start: 9/6/25 End: 9/21/25

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

Coach/Club Advisor (staff): *(Signature & Date)* Principal's ***Pre-Approval***: *(Signature & Date)*

Student Leadership(student): Marian Ossler *(Signature & Date)* Activity Coordinator: *(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

Coversheet

Budget Status Report

Section: IV. Consent Agenda
Item: G. Budget Status Report
Purpose:
Submitted by:
Related Material: Budget Status Report_July 2025.pdf

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of July, 2025

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	5,817,000	76,689.47	5,712,668.97		104,331.03	98.21
2000 Local Support Non Tax	873,850	12,786.96	700,507.89		173,342.11	80.16
3000 State Revenue-General Purpose	26,969,312	3,545,224.30	24,432,224.02		2,537,087.98	90.59
4000 State Revenue-Special Purpose	6,957,089	1,035,191.15	6,792,466.95		164,622.05	97.63
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	2,208,724	190,474.04	1,893,257.07		315,466.93	85.72
7000 Other School Districts	24,000	.00	171.85		23,828.15	0.72
8000 Other Entities	515,500	.00	.00		515,500.00	0.00
9000 Other Financing Sources	0	.00	1,047.90		1,047.90-	0.00
Total REVENUES/OTHER FIN. SOURCES	43,365,475	4,860,365.92	39,532,344.65		3,833,130.35	91.16
B. EXPENDITURES						
00 Regular Instruction	23,325,811	2,075,365.19	21,626,179.34	1,885,663.29	186,031.63-	100.80
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,820,588	399,295.02	5,006,965.92	424,342.60	389,279.48	93.31
30 Vocational Ed Instruction	1,713,549	143,809.63	1,557,001.38	137,751.50	18,796.12	98.90
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Education Instruction	2,190,598	270,356.05	1,911,977.14	130,825.31	147,795.55	93.25
70 Other Instruction Programs	767,433	7,332.97	82,757.63	6,031.38	678,643.99	11.57
80 Community Services	39,000	6,180.16	7,594.59	0.00	31,405.41	19.47
90 Support Services	10,910,978	594,501.47	9,871,523.45	1,163,889.32	124,434.77-	101.14
Total EXPENDITURES	44,767,957	3,496,840.49	40,063,999.45	3,748,503.40	955,454.15	97.87
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	1,402,482-	1,363,525.43	531,654.80-		870,827.20	62.09-
F. TOTAL BEGINNING FUND BALANCE	3,467,707		4,242,571.87			
G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	2,065,225		3,710,917.07			

I. ENDING FUND BALANCE ACCOUNTS:		
G/L 810 Restricted for Other Items	0	.00
G/L 815 Restricted for Unequalized Dedu	0	.00
G/L 821 Restricted for Carryover of Res	0	37,926.49
G/L 823 Restricted for Carryover of Tra	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted for Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	3,311	7,550.18
G/L 845 Restricted for Self Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Commitd to Min Fnd Bal Policy	0	.00
G/L 873 Committed to Depreciation Sub-F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,288,183-	440,615.54
G/L 891 Unassigned Min Fnd Bal Policy	3,350,097	3,224,824.86
TOTAL	2,065,225	3,710,917.07

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of July, 2025

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	255,000	3,462.42	249,689.60		5,310.40	97.92
2000 Local Support Non-Tax	114,800	10,161.83	113,765.64		1,034.36	99.10
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	0	.00	.00		.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	0	.00	.00		.00	0.00
7000 Other School Districts	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	369,800	13,624.25	363,455.24		6,344.76	98.28
B. EXPENDITURES						
10 Sites	0	8,086.55	23,464.55	2,724.80	26,189.35-	0.00
20 Buildings	2,138,800	.00	13,644.12	26,086.26	2,099,069.62	1.86
30 Equipment	255,686	.00	119,152.66	99,000.08	37,533.26	85.32
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	4,500	.00	.00	0.00	4,500.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	2,398,986	8,086.55	156,261.33	127,811.14	2,114,913.53	11.84
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	2,029,186-	5,537.70	207,193.91		2,236,379.91	110.21-
F. TOTAL BEGINNING FUND BALANCE	2,479,149		2,564,458.65			
G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	449,963		2,771,652.56			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810	Restricted For Other Items	0	.00
G/L 825	Restricted for Skills Center	0	.00
G/L 830	Restricted for Debt Service	0	.00
G/L 835	Restrictd For Arbitrage Rebate	0	.00
G/L 840	Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850	Restricted for Uninsured Risks	0	.00
G/L 861	Restricted from Bond Proceeds	35,830	1,695,875.54
G/L 862	Committed from Levy Proceeds	255,000-	88,450.84-
G/L 863	Restricted from State Proceeds	0	.00
G/L 864	Restricted From Federal Proceed	0	.00
G/L 865	Restricted from Other Proceeds	0	.00
G/L 866	Restricted from Impact Proceeds	0	.00
G/L 867	Restricted from Mitigation Fee	0	.00
G/L 869	Restricted from Undistributed P	0	.00
G/L 870	Committed to Other Purposes	0	.00
G/L 889	Assigned to Fund Purposes	669,133	1,164,227.86
G/L 890	Unassigned Fund Balance	0	.00
TOTAL		449,963	2,771,652.56

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of July, 2025

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	7,119,300	90,191.07	7,009,474.96		109,825.04	98.46
2000 Local support Non-Tax	85,000	13,139.65	100,129.40		15,129.40-	117.80
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	7,204,300	103,330.72	7,109,604.36		94,695.64	98.69
B. EXPENDITURES						
Matured Bond Expenditures	4,680,000	.00	4,680,000.00	0.00	.00	100.00
Interest on Bonds	2,560,116	.00	2,560,115.36	0.00	.64	100.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	10,000	.00	1,400.00	0.00	8,600.00	14.00
Total EXPENDITURES	7,250,116	.00	7,241,515.36	0.00	8,600.64	99.88
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)	45,816-	103,330.72	131,911.00-		86,095.00-	187.91
F. TOTAL BEGINNING FUND BALANCE	3,984,549		3,811,793.58			
G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,938,733		3,679,882.58			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,938,733		3,679,882.58			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	3,938,733		3,679,882.58			

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of July, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	236,105	2,088.54	128,143.57		107,961.43	54.27
2000 Athletics	153,970	.00	145,651.41		8,318.59	94.60
3000 Classes	13,400	.00	23,121.70		9,721.70-	172.55
4000 Clubs	125,900	384.00	180,323.63		54,423.63-	143.23
6000 Private Moneys	7,000	.00	3,769.48		3,230.52	53.85
Total REVENUES	536,375	2,472.54	481,009.79		55,365.21	89.68
B. EXPENDITURES						
1000 General Student Body	258,725	2,632.72	37,063.54	3,915.95	217,745.51	15.84
2000 Athletics	233,307	13,466.59	184,290.65	253.34	48,763.01	79.10
3000 Classes	13,640	4,758.50	13,397.94	1,062.00	819.94-	106.01
4000 Clubs	209,055	10,722.44	186,928.26	895.06	21,231.68	89.84
6000 Private Moneys	7,000	.00	2,571.13	0.00	4,428.87	36.73
Total EXPENDITURES	721,727	31,580.25	424,251.52	6,126.35	291,349.13	59.63
C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)	185,352-	29,107.71-	56,758.27		242,110.27	130.62-
D. TOTAL BEGINNING FUND BALANCE	543,116		525,766.31			
E. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE C+D + OR - E)	357,764		582,524.58			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	357,764		582,524.58			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	357,764		582,524.58			

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of July, 2025

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Non Tax	21,000	1,852.20	26,253.06		5,253.06-	125.01
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	553,391	160,916.00	160,916.00		392,475.00	29.08
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financiing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	574,391	162,768.20	187,169.06		387,221.94	32.59
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	574,391	162,768.20	187,169.06		387,221.94	32.59
D. EXPENDITURES						
Type 30 Equipment	686,000	.00	160,916.00	194,128.18	330,955.82	51.76
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond/Levy Issuance and/or Electi	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	686,000	.00	160,916.00	194,128.18	330,955.82	51.76
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	111,609-	162,768.20	26,253.06		137,862.06	123.52-
H. TOTAL BEGINNING FUND BALANCE	644,526		651,880.55			
I. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	532,917		678,133.61			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	532,917	678,133.61
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
TOTAL	532,917	678,133.61

Coversheet

Lease Agreement

Section: IV. Consent Agenda
Item: H. Lease Agreement
Purpose:
Submitted by:
Related Material: Lease Agreement_Montessori School of Pullman-PSD.pdf

LEASE AGREEMENT

THIS LEASE AGREEMENT is entered into this 19th day of August, 2025, by and between The Montessori School of Pullman, a Washington state non-profit corporation, whose address is 240 SE Dexter Street, Suite 200, Pullman, Washington 99163 ("LESSEE"), and Pullman School District No. 267, a Washington state municipal corporation, whose address is 240 SE Dexter Street, Pullman, Washington 99163 ("LESSOR"), jointly referred to as "Parties."

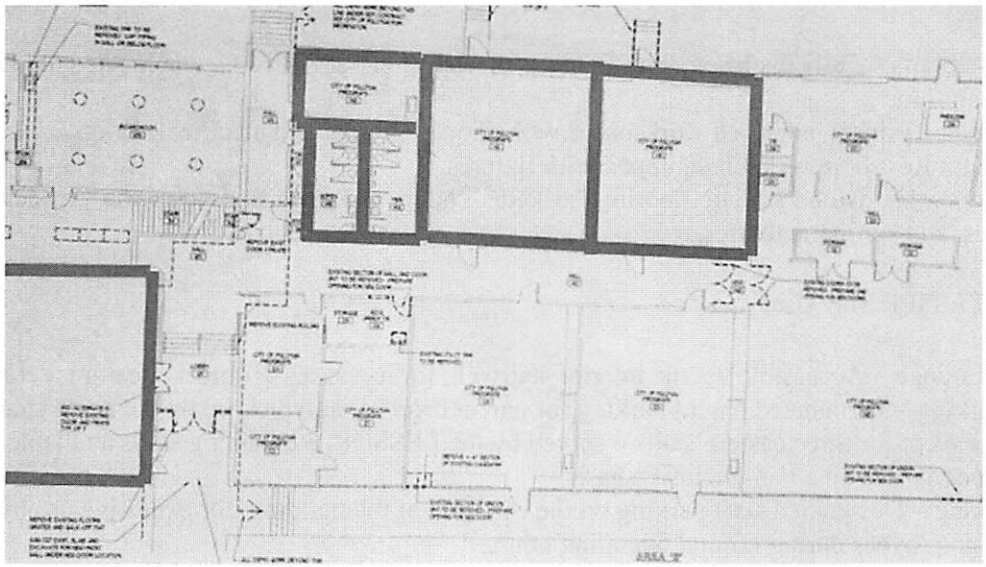
WHEREAS, LESSOR desires to lease to LESSEE and LESSEE desires to lease from LESSOR the property described herein on the terms and conditions set forth below.

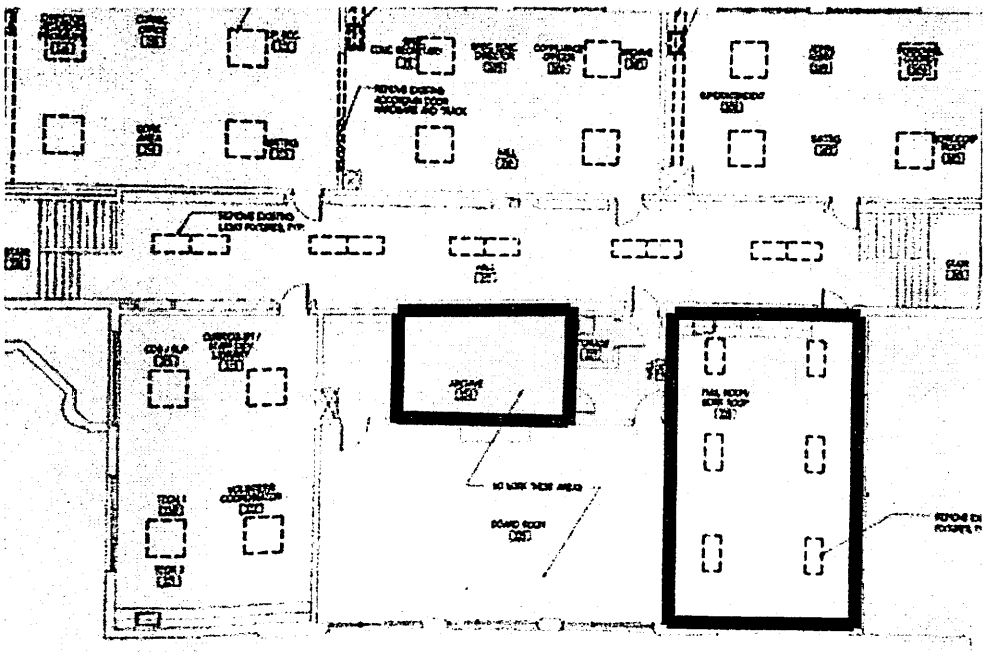
NOW, THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. PREMISES: LESSOR hereby leases to LESSEE, and LESSEE hereby leases from LESSOR, approximately 4,500 square feet of the facility, as depicted below, located at 240 SE Dexter St Pullman, WA 99163, and legally described as follows:

MCKENZIES 2ND ADD W 50' OF N 200' OF E 70.4' OF LOT 1

Whitman County Assessor Parcel No.: 1-1135-00-75-02-0000





("Premises")

The Premises include:

1. Two Classrooms – Fully enclosed, with lighting, electrical outlets, HVAC, and located next to each other on the main floor.
2. Two Offices – Private, enclosed workspaces with doors, lighting, and electrical outlets.
3. Two Student Restrooms – Each equipped with fixtures.
4. Gymnasium – Hardwood athletic flooring, basketball hoop, and open floor space for physical education, assemblies, and similar activities.

Additional Areas LESSEE May Use:

1. Upstairs Lounge – Accessible via the interior stairwell, for use as a staff break area or meeting area.
2. Parent Parking – Designated parent parking for parent drop-off and pick-up on the north side of the building, except for three eastern stalls reserved by the LESSOR. Remaining stalls available for LESSEE'S parents and visitors on a non-exclusive basis.
3. Staff Parking – Designated staff parking on the east side of the building, for exclusive use by LESSOR and LESSEE employees during normal operating hours.

2. TERM: The term of this lease shall be for one (1) year and shall commence on August 20, 2025, at 12:00 a.m., and terminate on August 20, 2026, at 12:00 a.m., unless terminated earlier as set forth herein. This lease may be renewed for successive one (1) year periods upon mutual written agreement by the Parties.

3. RENT: In consideration of the LESSEE'S covenants and obligations herein, including, but not limited to, LESSEE'S maintenance and repair obligations in Section 10, LESSEE shall pay rent to LESSOR a monthly rent payment of $5,700 on or before the 1st of each month, commencing September 1, 2025. All rent and any other sums to be paid by LESSEE to LESSOR pursuant to this lease shall be paid without deduction or offset, prior to notice or demand, at LESSOR'S address designated herein.

4. RECAPTURE: LESSOR shall be entitled to recapture the Premises and terminate this lease should LESSOR determine that the Premises are needed for any school purposes. LESSEE shall have one hundred eighty (180) calendar days' after receiving written notice from LESSOR of LESSOR'S intent to exercise this recapture right, to vacate the Premises. LESSEE shall not be entitled to any payment or reimbursement for the termination of this lease.

5. CONDITION: LESSEE acknowledges that it has completely examined the Premises, including inspection for obvious and latent conditions, and it has found the Premises are in all respects suitable for the permitted uses described herein. LESSEE acknowledges that LESSOR has made no representations whatsoever as to the suitability of the Premises for LESSEE'S intended, foreseeable, and permitted uses, and LESSOR has no obligation to make any additions or improvements thereto and expressly disclaims any warranty that the Premises are suitable for the permitted uses. It is expressly understood by the Parties that the Premises are leased on an "AS IS" basis.

6. USE:

6.1 LESSEE shall use the Premises for school purposes and no others without the prior written consent of LESSOR: All use of the Premises by the LESSEE must conform to all applicable laws, rules, regulations, and zoning ordinances of any public authority affecting the Premises and the use thereof. In the event LESSEE'S use is not used for the above purposes then the LESSOR, at LESSOR'S sole option, shall be entitled to terminate this lease.

6.2 LESSEE shall be responsible for closely supervising the activities of any person, including but not limited to, its employees, agents, contractors, representatives, participants, volunteers, servants, members, invitees, licensees, or guests, with responsible adults always during LESSEE'S use of LESSOR property. LESSEE expressly understands, agrees, and acknowledges that LESSOR shall have no obligation whatsoever to supervise the activities of any person, including but not limited to, LESSEE'S employees, agents, contractors, representatives, participants, volunteers, servants, members, invitees, licensees, or guests, who are in or upon LESSOR facilities or property in connection with the use authorized by this lease.

6.3 LESSEE understands and assumes the specific risks of its activities concerning using the LESSOR'S property. By entering this lease, LESSEE voluntarily acknowledges and assumes the specific risks of its activities and hereby releases, discharges, and holds harmless the LESSOR from all liability arising from its activities concerning the use of the LESSOR'S property.

6.4 Title and ownership of all personal property located on the Premises by LESSEE shall be vested in LESSEE and shall be removed from the Premises upon the expiration or earlier termination of this lease.

7. LIMITATIONS:

In connection with the use of the Premises, LESSEE shall:

7.1 Conform to all applicable laws, rules, regulations, and zoning ordinances of any public authority affecting the Premises and the use thereof and shall bear, at LESSEE'S sole cost and expense, any costs of such compliance including any attorneys' fees, costs, fines, or penalties;

7.2 Take all reasonable precautions to protect the Premises from fire, and make every effort to report and suppress such fires as may occur;

7.3 Obtain all applicable licenses or permits;

7.4 Not live, reside, or permit others to live or reside on the Premises;

7.5 Not carry a firearm or dangerous weapon on the Premises; and

7.6 Not permit any noxious, illegal, or offensive activities on the Premises.

8. DEVELOPMENT:

8.1 No improvements shall be made to the Premises without the prior written consent of the LESSOR. The consent shall be granted through this lease by a written authorization letter issued by the LESSOR'S Superintendent or his/her designee. At LESSOR'S option, unauthorized improvements shall be removed by LESSEE without damage to the Premises, removed by LESSOR at LESSEE'S expense, or become the property of LESSOR.

8.2 The Parties understand that any authorized improvements to the premises are made at LESSEE'S sole cost and expense. LESSEE'S plans and specifications for the improvements shall be submitted to LESSOR and LESSOR shall approve such plans and specifications. LESSOR does not and will not make any covenant or warranty, express, or implied, that any plans and specifications submitted by LESSEE are accurate, complete, or in any way suited for the intended purpose.

8.3 LESSEE shall use its good faith efforts to have all work provided and called for by the plans and specifications done in a good manner and in compliance with all applicable laws, ordinances, regulations, or requirements of any governmental authority.

8.4 All LESSEE improvements, unless otherwise set forth in this agreement or in writing signed by LESSOR, shall be at LESSEE'S sole cost, expense, and risk, and LESSEE shall use a licensed and bonded contractor for implementation.

8.5 LESSEE shall keep the Premises free from any liens or encumbrances and shall indemnify and hold LESSOR harmless and defend it from any liens or encumbrances arising from the work performed relative to LESSEE'S improvements.

8.6 If for any reason LESSEE does not immediately and completely fulfill any duty to develop, operate, maintain, and repair the Premises, LESSOR shall have the right to self-help, and in connection with such rights, shall have the right to enter the Premises, to develop, operate, maintain, and repair, and to be compensated by LESSEE, for the full and actual amount of any development, operation, maintenance, or repairs of the Premises as required by this lease, applicable ordinances, codes, rules, and regulations or emergencies requiring action for the protection of facilities, persons, or property.

9. RESTORATION: Upon the expiration or earlier termination of this lease, LESSEE shall promptly remove from the Premises all LESSEE materials used in maintaining and operating the Premises and shall restore the property to (1) the condition existing immediately prior to the signing of this lease or (2) if so desired by the LESSOR, to the condition existing immediately prior to the termination of the lease. Such work, removal, and restoration shall be done at the sole cost and expense of LESSEE and in a manner satisfactory to the LESSOR. If the removal and restoration are not done satisfactorily to LESSOR, the self-help provisions of Section 8.6 shall apply. The obligations of this section shall survive any termination or expiration of this lease.

10. REPAIRS AND MAINTENANCE: LESSEE shall, at its sole cost and expense, keep and maintain the Premises and all improvements thereon in good order and repair and safe condition for the conduct of any activities conducted on the Premises pursuant to this lease, and keep and maintain the whole of the Premises, including all improvements in a clean, sanitary, and attractive condition. LESSEE shall, at its sole cost and expense, repair and maintain the Premises. LESSEE shall notify LESSOR of any unsafe condition of the Premises that might lead to injury to persons or property immediately. LESSOR shall be responsible for the maintenance and repair of the roof, foundation, windows, and HVAC system, except to the extent that such damage is caused by the negligence, misuse, or willful misconduct of LESSEE.

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shall provide LESSOR with current certificates of insurance evidencing LESSEE'S compliance with this section prior to the use of the Premises. LESSEE shall also assure that the policy of general liability insurance shall serve as primary-level insurance coverage with respect to any insurance separately procured and maintained by the LESSOR, which shall be excess-level insurance.

Such certificates shall include applicable policy endorsements, the thirty (30) calendar day cancellation clause, and the deduction or retention level. Insuring companies or entities are subject to LESSOR acceptance. LESSEE shall be financially responsible for all insurance policy deductibles, self-insured retentions, and/or self-insurance.

17.2 Property and Loss of Use Insurance for the LESSEE'S personal property, contents, and LESSEE improvements to limits and other insurance conditions deemed appropriate by LESSEE, but in no event in amounts less than the fair market value of the property, for foreseeable causes of loss. Without limitation, the LESSOR shall purchase and maintain such insurance as will insure against loss of use of the Premises due to fire or other hazards, however caused, and shall include coverage for debris removal and property restoration. LESSEE waives all rights of actions against the LESSOR for damage, destruction, or loss of use of the Premises or improvements to be made thereon, including consequential losses, due to fire or other hazards, however caused, including by negligence or fault of the LESSOR.

18. SUBROGATION:

18.1 In addition to, and not by way of limitation of, LESSEE'S obligation to defend, indemnify, and hold harmless LESSOR, LESSEE hereby waives its rights of recovery against LESSOR for any loss insured by fire, extended coverage, and other property insurance policies existing for the benefit of LESSOR. LESSEE shall obtain any special endorsements, if required, by its insurer to evidence compliance with the waiver.

18.2 Each insurance policy obtained by the LESSEE shall provide that the insurance company waives all rights of recovery by subrogation against LESSOR in connection with any damage covered by the policy. LESSOR shall not be liable to LESSEE for any damage caused by fire, or any other risk insured against under any property insurance policy carried under the terms of this lease to the extent of such insurance.

19. CASUALTY: Should the Premises be destroyed by fire, or other casualties, or be so damaged that they become untenantable, this lease may be terminated by either LESSOR or LESSEE. LESSEE shall not pay rent herein specified during the time the Premises are unfit for occupancy. Should the Premises be partially tenantable, LESSEE shall pay the portion of the rent, which the occupied part bears to the whole.

20. DEFAULT:

If default shall at any time be made by LESSEE in the payment of rent when due to LESSOR as herein provided, and if said default shall continue for thirty (30) calendar days after written notice thereof shall have been given to LESSEE by LESSOR, or if default shall be made in other covenants or conditions to be kept, observed and performed by LESSEE, and such default shall continue for thirty (30) calendar days after notice thereof in writing to LESSEE by LESSOR without correction thereof then having been commenced and thereafter diligently prosecuted, LESSOR may declare the term of this lease terminated by giving LESSEE written notice of such termination, and if possession of the leased Premises is not surrendered, LESSOR may reenter said Premises. LESSOR shall have, in addition to the remedy provided above, any other remedy available to LESSOR on account of any LESSEE default, either in law or equity.

21. SURRENDER: LESSEE, at the expiration or termination of this lease, shall quit and surrender the Premises in good, neat, clean, and sanitary condition and shall restore the Premises as provided for herein.

22. HOLDING OVER: If LESSEE with the consent of LESSOR, continues in possession of said Premises after the expiration of the term of this lease, then LESSEE shall be deemed to be holding said premises on a month-to-month tenancy, and in such event the Parties agree to be bound by all terms, covenants, and conditions set forth in this lease.

11. ASSIGNMENT AND SUBLETTING: LESSEE shall not have the right to assign or sublet the Premises of any part thereof without the prior written consent of the LESSOR. Consent to such assignment or subletting shall not operate to relieve LESSEE of any of its covenants and obligations under this lease, nor relieve LESSEE or its successors in interest from obtaining like consent for any subsequent assignment or subletting.

12. UTILITIES: Utility charges for electricity, water, sewer, and garbage used or consumed by LESSEE on the Premises during the term of the lease shall be paid by the LESSOR and are included in the rent.

13. TAXES: LESSEE shall pay all federal, state, and local taxes including, but not limited to, personal property tax and leasehold excise tax that may be charged against the lease and improvements located on the Premises.

14. LAWS: LESSEE shall comply with all ordinances, regulations, or statutes of any state, county, municipal, or other public authority affecting the said Premises or the use thereof during the term of this lease.

15. INSPECTION: LESSOR shall have the right to come upon the Premises at reasonable hours for the purpose of inspecting the same, or to make any necessary repairs to the Premises.

16. INDEMNITY: LESSEE shall defend, indemnify, hold and save harmless LESSOR and all of its directors, employees, agents, and representatives from all loss, damage, liability, or expense (including, without limitation, attorneys' fees, costs, and expenses), resulting from any actual or alleged injury or death of any person, or from any actual or alleged loss of or damage to any property, caused by or resulting from any act or omission of LESSEE or LESSEE's contractors occurring in, on or about the Premises, or arising out of LESSEE'S or LESSEE'S contractors use or possession of the Premises, or relating in any way to the performance of the terms of this lease. This agreement to defend, indemnify, and hold harmless shall be triggered upon the assertion of any claim against LESSOR within the scope of the defense, indemnification, and hold harmless obligations hereunder, and shall not have as a condition precedent the actual filing or service of a suit, or entry into a settlement, or entry of judgment.

In the event an underlying claim that otherwise falls within the defense, indemnification, and hold harmless obligations of this lease is asserted against LESSOR by an employee of LESSEE, LESSEE hereby knowingly and specifically waives any Title 51 RCW worker's compensation immunity defenses that otherwise might have been available to it; and the Parties hereby acknowledge that, by their authorized signatures below, this wavier of Title 51 RCW immunity has been specifically and mutually negotiated.

If it is necessary for LESSOR to incur attorneys' fees, legal expenses, or other costs to enforce the provision of this Section 16, all such fees, expenses, and costs shall be recoverable from the LESSEE. The obligations in Section 16 shall survive any termination or expiration of this lease.

17. INSURANCE: LESSEE shall procure and maintain during the term of this lease, at LESSEE'S sole cost and expense, the following insurance:

17.1 General Liability Insurance on an occurrence basis, with a combined single limit of not less than $1,000,000 each occurrence and $2,000,000 aggregate for bodily injury and property damage. Such policy shall include, without limitation, premises and operations, independent contractors, products and completed operations, personal injury liability, and contractual liability coverage for the defense, indemnity, and hold harmless obligations provided under this lease.

There shall be no cancellation, material change, or reduction of limits or intent not to renew insurance coverage(s) without thirty (30) calendar days' written notice from LESSEE or its insurer(s) to LESSOR. LESSOR shall be listed as Certificate Holder on LESSEE'S general liability Certificate of Insurance and shall be endorsed as an Additional Insured under said policy for all activities or risks that may arise from the subject matter of this lease, and LESSEE

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The rental for such tenancy shall be subject to negotiation within thirty (30) calendar days of the expiration of the term of this lease.

23. NON-WAIVER: Failure of LESSOR to insist upon strict performance of any of the covenants and agreements, or to exercise any option herein conferred in one or more instances, shall not be construed to be a waiver or relinquishment of such covenant, agreement, or option, or any other covenant, agreements, or options contained herein, but the same shall be and remain in full force and effect.

24. WASTE: LESSEE agrees not to commit or permit any waste, damage, injury, or any public or private nuisance or any other act which disturbs the quiet enjoyment of any neighbor to the Premises or appurtenances, and to keep the grounds of the Premises in good order.

25. INSPECTIONS: LESSEE shall, during the term of this lease, pay all fees due to the city, county, and state on account of any inspection made on said leased Premises by any officer of said city, county and/or state regarding LESSEE'S use of the Premises as provided for in this lease.

26. NO PARTNERSHIP: LESSOR is neither a partner nor a joint venturer with the LESSEE in connection with the activities conducted under this lease, and the LESSOR shall have no obligation with respect to the LESSEE'S debts or other liabilities.

27. LIENS: LESSEE shall pay for all materials adjoined or affixed to the Premises, and pay in full all persons who perform labor upon the Premises and will not suffer any mechanic's, materialman's, or other liens of any kind to be enforced against the Premises for any work done, or materials furnished, at the LESSEE'S insistence or request. If any such liens are filed thereon, LESSEE agrees to remove the same at LESSEE'S sole cost and expense and to pay any judgment which may be entered. Should the LESSEE fail, neglect or refuse to do so, LESSOR shall have the right to pay any amount required to release any such lien or liens, or to defend any action brought, and to pay any judgment entered, and the LESSEE shall be liable, to the LESSOR for all costs, damages, and reasonable attorneys' fees, and any amounts expended in defending any proceedings, or in the payment of any said liens or any judgment obtained. LESSOR may post and maintain upon the Premises notice of nonresponsibility.

28. ATTORNEYS' FEES: In the event legal action becomes necessary to enforce or interpret the terms of this lease, the prevailing party in any legal action shall be entitled to recover reasonable attorneys' fees and costs incurred in such action, as determined by the court. In the event of any appeals from such actions, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred in such appeals and determined by the court(s). The term "costs" shall include, in addition to statutory costs and disbursements, all costs associated with discovery depositions, expert witness fees, and out-of-pocket costs incurred by the prevailing party in the prosecution or defense of the action.

29. SUCCESSORS: The covenants, agreements, and conditions herein contained shall extend to and be obligatory upon and inure to the benefit not only of the LESSOR and LESSEE but also upon their successors and assigns.

30. SEVERABILITY: If any provision or part thereof of this lease is held to be invalid or found contrary to law, the remaining portions of this lease shall remain in full force and effect.

31. PRIOR AGREEMENTS: This lease and the terms herein shall replace and supersede all prior leases, agreements, and any other document between the Parties affecting the Premises, its operation or management.

32. EMPLOYEE STATUS: Nothing contained in this lease, or related documents shall be construed as creating any form of employment between the LESSOR and LESSEE or the employees, agents, officers, contractors, or volunteers of LESSEE. The employees, agents, officers, contractors, or volunteers of LESSEE shall not be entitled to any rights

or privileges of the LESSOR'S employment. LESSEE assumes exclusive responsibility for all acts of its employees, agents, officers, contractors, or volunteers.

33. HAZARDOUS SUBSTANCES:

33.1 Hazardous, Toxic, or Harmful Substances. LESSEE shall not keep on or about the Premises, any substances now or hereinafter designated as or containing components now or hereinafter designated as hazardous, toxic, dangerous, or harmful, and/or which are subject to regulation as hazardous, toxic, dangerous, or harmful by any federal, state or local law, regulation, statute or ordinance ("Hazardous Substances") unless such are necessary to carry out the LESSEE'S permitted use and unless the LESSEE fully complies with all federal, state, and local laws, regulations, statutes, and ordinances, now in existence or as subsequently enacted or amended.

The LESSEE shall:

33.2 Immediately notify the LESSOR of (i) all spills or releases of any Hazardous Substances affecting the Premises, (ii) all failures to comply with any federal, state, or local law, regulation or ordinance, as now enacted or as subsequently enacted or amended, (iii) all inspections of the Premises by, or any correspondence, orders, citations, or notifications from any regulatory entity concerning Hazardous Substances affecting the Premises, (iv) all regulatory orders or fines or all response or interim cleanup actions taken by or proposed to be taken by any government entity or private party concerning the Premises;

33.3 On request, provide copies to the LESSOR of all correspondence, pleadings, and/or reports received by or required of the LESSEE or issued or written by the LESSEE or on the LESSEE'S behalf with respect to the use, presence, transportation or general of Hazardous Substances related to the Premises; and

33.4 The LESSEE shall be fully and completely liable to the LESSOR, and shall indemnify, defend, and hold harmless the LESSOR and its agencies, employees, officers, and agents with respect to any and all damages, costs, fees (including attorneys' fees and costs), penalties (civil and criminal), and cleanup costs assessed against or imposed as a result of the LESSEE'S use, disposal, transportation, generation and/or sale of Hazardous Substances or that of the LESSEE'S employees, agents, assigns, subleases, contractors, subcontractors, licensees, or invitees, and for any breach of this subsection.

34. NOTICES: Any notices given hereunder by either party may be affected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally shall be deemed communicated as of actual receipt, mailed notices shall be deemed communicated as of the effective day of mailing, if prepaid. All notices shall be sent to the addresses stated above unless actual notice in writing of a different address for notices is received by the other party.

35. INTERPRETATION: This lease has been submitted to the scrutiny of all Parties and their counsel, if desired, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration to or weight given to its being drafted by any party or its counsel.

36. TIME OF ESSENCE: Time is of the essence for each provision of this lease.

37. CONDEMNATION: If all of the Premises are taken, including any purchase in lieu of condemnation, by any public authority under the power of eminent domain, this lease shall terminate as of the date possession was taken by said public authority. If any part of the Premises is so taken and, in the opinion of either the LESSOR or the LESSEE, is not feasible to continue this lease, either party may terminate the lease. Such termination by either party shall be made by notice to the other party given not later than thirty (30) calendar days after possession is so taken, the termination to be effective as of the later of thirty (30) calendar days after said notice or the date possession is so taken. If part of the Premises is so taken and neither the LESSOR nor the LESSEE elects to terminate this lease, or

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STATE OF WASHINGTON)
: ss.
County of Whitman)

On this ___ day of _____, 2025, before me personally appeared _____, to me known to be the _____ of _____, the Washington state corporation that executed the within and foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

_____
Notary Public in and for the State of Washington,
residing at _____
My Commission Expires:_____

STATE OF WASHINGTON)
: ss.
County of Whitman)

On this ___ day of _____, 2025, before me personally appeared Dr. Robert Maxwell, to me known to be the Superintendent of Pullman School District No. 267, the Washington state municipal corporation that executed the within and foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

_____
Notary Public in and for the State of Washington,
residing at _____
My Commission Expires:_____

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until termination is effective the payment due under this lease shall be abated in the same proportion as the portion of the Premises so taken bears to the whole of the Premises. All damages awarded for the taking or damaging of all or any part of the Premises, or the improvements thereon, shall belong to and become the property of the LESSOR, and the LESSEE hereby disclaims and assigns to the LESSOR all claims to such award.

38. LAW AND VENUE: The terms of this lease shall be governed by the laws of the state of Washington. If legal action is commenced to resolve a dispute arising out of this lease, the venue of such action shall be in Whitman County, Washington.

39. ADVERTISING: Any LESSEE signage on the Premises will require the prior written approval of the LESSOR. LESSEE shall not publish or allow to be published any oral or written statements, communications, or advertisements stating, suggesting, or implying LESSOR or school sanction or sponsorship of any of LESSEE'S activities. Any advertisement, signage, communication, or consent form for the LESSEE'S activities on the Premises shall conspicuously contain the following language: "This is not a Pullman School District sanctioned or sponsored service/activity."

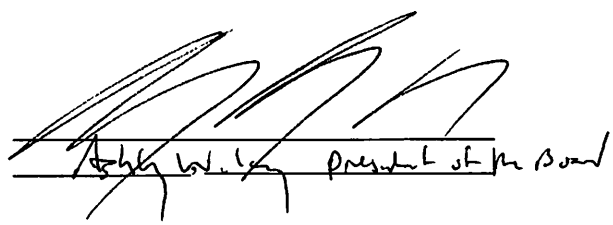
40. AUTHORITY: Persons executing this lease on behalf of the LESSEE represent that they are authorized to do so and represent and warrant that this lease is a legal, valid, and binding obligation on behalf of the LESSEE, and is enforceable in accordance with its terms.

41. BOARD APPROVAL: This lease is conditioned upon approval by the Board of Directors of Pullman School District No. 267.

IN WITNESS WHEREOF, the Parties hereto have subscribed their names as of the date below.

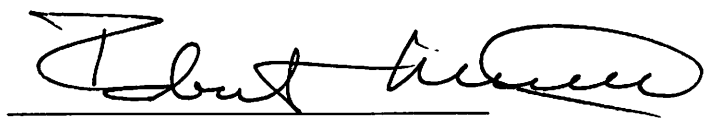
LESSEE: **THE MONTESSORI SCHOOL OF PULLMAN**

Dated:_____



LESSOR: **PULLMAN SCHOOL DISTRICT NO. 267**

Dated:_____



Dr. Robert Maxwell, Superintendent

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Coversheet

Resolution 24-25:12 Cancellation of Outstanding Warrants

Section:	V. Action Items
Item:	A. Resolution 24-25:12 Cancellation of Outstanding Warrants
Purpose:	
Submitted by:	
Related Material:	Cancellation of Oustanding Warrants.pdf Resolution 24-25.12 Cancellation of Outstanding Warrants.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

Cancellation of Outstanding Warrants Resolution 23-24:13

Executive Summary

July 24, 2024

By: Diane Hodge

Finance Director

Background:

The Washington State Department of Revenue requires us to send unclaimed property in the form of warrants issued from accounts payable and payroll that have been outstanding for at least one year.

An effort has been made to contact the recipients of the unclaimed warrants on 3.27.24, 4.29.24, and 5.31.24. Per RCW 39.56.040, we are required to send the balance of unclaimed property to the Washington State Department of Revenue, where the payees will be able to recover their property.

Recommended Board Action:

I recommend the board approve Resolution 23-24:13 to cancel warrants representing unclaimed property.

Motion to Approve

I move that we approve Cancellation of Oustanding Warrants Resolution 23-24:13 representing unclaimed property.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District No. 267
Pullman, WA 99163

Resolution 24-25:12

Cancellation of Outstanding Warrants

WHEREAS, per RCW 39.56.040 requires the cancellation of warrants not presented for payment within one (1) year of the date of issue; and

WHEREAS, the following outstanding warrant(s) have not been presented for payment:

FUND	Warrant No.	Issue Date	Payee	Amount
General	26733260	10/31/2023	Kim Pedersen	$147.30
General	26733787	02/15/2024	Lavi Institute	$199.00

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Whitman County Auditor and the Whitman County Treasurer be authorized to cancel the above-listed outstanding warrant(s).

Signed this 27th day of August, 2025.

_____

_____

_____

_____

Attest:

_____ _____

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

Dr. Robert Maxwell, Secretary

Coversheet

2025-2026 Minimum Basic Ed Compliance Report

Section: V. Action Items
Item: B. 2025-2026 Minimum Basic Ed Compliance Report
Purpose:
Submitted by:
Related Material: Exec Summary Minimum Basic Ed Compliance Report 8.13.25.pdf
2025-26 Minimum Basic Education Requirement Collection.pdf

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

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

2025-2026 Minimum Basic Education Compliance Report
Executive Summary
August 13, 2025
By: Bob Maxwell
Superintendent

Background:
The data collected and included with this report indicates that the Pullman School District is in compliance with the minimum requirements of the Basic Education Act, as reported on the Minimum Basic Education Requirement Compliance Form.

Total Instructional Hour Offerings:

Requirement	Pullman School District
A district-wide average per year of 1027 hours in grades 1st-12th.	K-5: 1071.83 hours (x4 elementary schools)
	6-8: 1042.33 hours
	9-12: 1071.67 hours
	District-Wide Average: **1066.89**
180 days per year	180 days

State High School Graduation Minimum Requirements

Pullman High School meets all state minimum graduation requirements.

Recommended Board Action:

Approval of the 2025-2026 Minimum Basic Education Compliance Report.

Motion to Approve

I move that we approve the 2025-2026 Minimum Basic Education Compliance Report as presented.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

The Washington State
BOARD OF EDUCATION

2025-26 Minimum Basic Education Requirement Collection

Review Your Responses

You now have the opportunity to review your answers. Responses shown in **bold red** font are indicative of potential compliance issues. Respondents are strongly encouraged to carefully review and be certain of all responses before submitting this form. To change an answer, select the "Back" button at the very bottom of the page of answers to return to the appropriate page. After making all changes, select the "Next" button until you have returned to this page.

IMPORTANT NOTE: ONCE YOUR RESPONSES ARE SUBMITTED, THE RESPONSES CANNOT BE CHANGED BY THE SCHOOL DISTRICT PERSONNEL. ALL CHANGES NECESSARY AFTER SUBMISSION BY THE RESPONDENT MUST BE MADE BY THE STATE BOARD OF EDUCATION.

After you carefully review your responses and are sure they are correct, **select the "Submit" button**. You will then be routed to a page with your final responses. At the bottom of the page, there is an option to download a PDF for your records.

1. Overview, Instructions, and Deadlines

Overview
Washington's Program of Basic Education requires that school districts provide instruction of sufficient quantity and quality and give students the opportunity to complete graduation requirements that are intended to prepare them for postsecondary education, gainful employment, and citizenship. The program established under RCW 28A.150.220 shall be the minimum instructional program of basic education offered by school districts.

The State Board of Education (SBE) is responsible for ensuring school district compliance with Basic Education requirements (RCW 28A.150.220(7) and WAC 180-16-195). The SBE manages this annual data collection survey for school districts to confirm compliance. Local educational agencies (LEAs), including charter schools and State-Tribal Education Compact Schools (STECs), are also requested to complete the survey (the terms "school district" or "district" are used to refer to both school districts and LEAs throughout the survey). Survey responses to required questions and responses to possible follow-up questions from SBE staff will complete the reporting requirement for the 2025-26 school year.

Note that basic education requirements for STECs are addressed by their compact, and taking the survey ensures that the SBE has a complete picture of offerings across the state.

In addition to being the tool districts use to attest that they meet Basic Education requirements, this survey also:

1. **Informs districts of requirements and recommendations in current law and**
2. **The data gathered helps the SBE promote a system that best meets the goals of basic education for all students.**

Most of the questions and prompts refer to the upcoming 2025-26 school year. Topics include:

- **Grade levels served.**

- **Days of instruction, and any related waivers.**
- **Average instructional hours.**
- **Graduation requirements: the High School and Beyond Plan, course offerings, and graduation pathways.**
- **Dual credit barriers (optional)**
- **State-mandated and state-recommended educational offerings and activities.**
- **Mastery-based crediting and learning, School Climate Survey, Healthy Youth Survey.**

Instructions:

Generally, school districts will only be asked questions appropriate to their grade levels served. To ensure your district receives the correct questions, be careful answering the questions about the school district name and grades served. Required questions are marked with a red asterisk (*). The SBE encourages districts to answer optional questions to provide comprehensive data about educational offerings in the state.

We recommend reviewing the following resources before starting the survey:

- **The 2025-26 sample survey shows the questions asked (with form logic) so you can gather appropriate data and information. Required questions have a red asterisk(*). Note that the order of some of the questions is different from last year. In addition, the survey has new questions and reworded questions, and some questions were removed.**
- **The 2025-26 Basic Education Compliance Matrix has links to relevant statutes and rules, WSSDA model policies, and OSPI bulletins.**

After collecting the relevant data and information, the survey should take approximately 60 minutes to complete. You can save your progress and return later to complete (until 9/15/25). At the end of the survey, you can review and make changes to your responses.

Before submission, the superintendent (or another person with the authority to sign for the school district) must confirm that both the superintendent and the school board president or chairperson have reviewed and approve the submission of the survey (as required by WAC 180-16-195).

After submission, you will receive an email confirmation with a PDF attachment of your responses. Items shown in bold red font indicate potential issues with your responses that will need to be addressed.

Deadline

The final survey submission deadline is Monday, September 15, 2025 (WAC 180-16-195(1)). School districts that submit earlier may be certified as being in Basic Education compliance as early as August 2025 as shown below. Survey responses that indicate non-compliance with Basic Education requirements will delay the certification process.

If survey is submitted by:	Your school district may be certified as in compliance as early as:
Wednesday, July 16, 2025	The SBE's August 13-14 meeting
Monday, September 15, 2025	The SBE's October 15-16 meeting

We will regularly update the SBE website with districts' certification status after the August meeting. We are unable to send out individual communications regarding your district's status.

Contact

Gail Wootan, Director of System Health and Compliance
gail.wootan@k12.wa.us
To start the survey, click the "Next" button below.

2. School District/LEA Information

Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you

to enter your email.

1. District or LEA Type
- Public School District

2. School District or LEA Name
Name of the School District or LEA
- Pullman School District

3. Confirm District Name and Leadership
Confirm Name of the School District
- Pullman School District

Enter the School District or LEA Name
Superintendent's First Name
- Robert

Superintendent's Last Name
- Maxwell

Superintendent's Email Address
- rmaxwell@psd267.org

4. The SBE will contact the superintendent by email if there are questions about survey responses. However, if the district prefers that a different person is contacted, please enter that person's contact information below. If the superintendent is the main point of contact, you do not need to re-enter their name, but you will need to re-enter their email address.
First Name
Last Name
Email
- rmaxwell@psd267.org

3. Grade Levels Offered

Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

5. Will your school district serve ALL grades, kindergarten through grade 12, in the 2025-26 school year?
- Yes, the district will enroll students in ALL grades K-12

6. How many schools in the district will serve students in any of the grades 9 through 12 in the 2025-26 school year? (Include schools that offer 9-12, but may not have full enrollment yet)
- 1

4. Basic Education Requirement: Days of Instruction and Waivers

Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

7. Minimum 180-Day School Year
(RCW 28A.150.220, RCW 28A.150.203, RCW 28A.150.315)

The Program of Basic Education requires that the school year is accessible to all legally eligible students and consists of at least 180 school days for students in grades K-12, inclusive of any waivers granted by the Superintendent of Public Instruction. A district that has been granted a waiver of the minimum 180-day school year requirement is considered in compliance, provided the district meets the conditions of the waiver.

Will your school district make accessible to all legally eligible students 180 days of instruction in the 2025-26 school year?
- No, we have a waiver to offer less than 180 days for at least one, but not all, schools and/or grades.

8. In the prior question, you said that your school district has a waiver from the 180-day requirement for at least one, but not all, schools and/or grades. Please list the waiver(s) and how the waiver(s) are being applied. Include how many days of instruction are being waived and the number of

days of instruction that remain after the use of the waiver(s) for each school/grade affected.

- The district's approved 180- day school year waiver for Parent-Teacher Conference days indicates that the district will conduct parent-teacher conferences for two (2) days for grades K-8 in the Fall, and two (2) days for grades K-5 in the Spring for the 2025–26 school year.

  Elementary (Franklin/Jefferson/Kamiak/Sunnyside): (4) days waived, 176 instructional days remain

  Lincoln Middle School: (2) days waived, 178 instructional days remain

  Pullman High School: (0) days waived, 180 instructional days remain

5. Basic Education Requirement: Instructional Hours

Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

9. Kindergarten Minimum Instructional Hour Offering (RCW 28A.150.205, RCW 28A.150.220(2), RCW 28A.150.315)

The Program of Basic Education requires districts that offer kindergarten to have all-day kindergarten programs that comprise no fewer than 1,000 hours of instruction.

Will the school district make available to kindergarten students at least a minimum instructional hour offering of 1,000 hours in the 2025-26 school year?

- Yes

Grades 1-12 Minimum Instructional Hour Offering (RCW 28A.150.205, RCW 28A.150.220(2), WAC 180-16-200)

The Program of Basic Education requires that districts meet one of the following instructional hour minimums:

1. A district-wide average of 1,080 instructional hours for students enrolled in grades 9 through 12 AND a district-wide annual average of 1,000 instructional hours for students enrolled in grades 1 through 8.

OR

2. A district-wide annual average of 1,027 instructional hours for students enrolled in grades 1 through 12.

10. How will your school district meet the minimum instructional hour requirement for grades 1-12 for the 2025-26 school year?

- District-wide average of at least 1,027 hours

11. How many credits will a typical high school student have the opportunity to earn in your school district during the 2025-26 school year? (not including summer school, interim sessions, or other credit retrieval opportunities outside of the regular school day.)

- 6

6. High School Graduation Requirements

The next three sections of the survey will ask about Washington's high school graduation requirements, which include:

1. **Subject area and credit requirements to earn a high school diploma (WAC 180-51-210),**
2. **High School and Beyond Plan, with activities starting in 7th grade (WAC 180-51-220), and**
3. **Graduation pathway options (WAC 180-51-230)**

Please click on the "Next" button to continue.

7. High School Graduation Requirements: Subject Area and Credit Requirements

Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

12. For the Class of 2026, will the school district require at least the following mandatory 17 core credits to earn a high school diploma (WAC 180-51-210)? Please check "yes" or no" for each subject area below

	Yes	No
4 credits of English	X	
3 credits of math (including the courses specified in WAC 180-51-210)	X	
3 credits of social studies (including the courses specified in 180-51-210)	X	
3 credits of science (including at least 2 credits of lab science)	X	
0.5 credits of health	X	
1.5 credits of physical education	X	
1 credit of arts	X	
1 credit of Career and Technical Education (or a course that meets program standards for an exploratory Career and Technical Education course)	X	

13. RCW 28A.230.094 requires a one-half credit stand-alone course in civics as part of the 3 credits of social studies required for graduation. Civics content and instruction that is embedded in other social studies courses does not meet this requirement unless the social studies courses are for dual credit and include the content required by RCW 28A.230.094.

Will the district require at least a one-half credit stand-alone civics course as part of the 3 credits of social studies required for graduation in the 2025-26 school year?

- Yes, the district requires at least .5 credits or more of a stand-alone civics course

14. WAC 180-51-210 requires successful completion of Washington state history and government to earn a high school diploma. This is a requirement typically met in middle school and does not require high school credit. The requirement may be waived for certain students as outlined by the WAC. For the 2025-26 school year, will the district require completion of Washington state history and government to earn a high school diploma?

- Yes. The requirement is typically completed in middle school for most graduates (in our district or another district).

15. WAC 180-51-210 requires school districts to offer the opportunity for high school students to earn flexible credits toward their high school diploma, which include electives and personalized pathway requirements related to students' High School and Beyond Plans. Districts must offer, at minimum, 2 credits of world languages (including American Sign Language and American Indian Language) and 1 arts credit (in addition to the 1 arts core credit).
Will the school district offer the opportunity for high school students to earn flexible credits in the 2025-26 school year?

- Yes

At minimum, will the school district offer the opportunity for high school students to take the following flexible credits to earn a high school diploma in the 2025-26 school year?

	Yes	No
2 credits of world languages (includes American Sign Language and American Indian languages)	X	
1 arts credit (in addition to 1 arts core credit)	X	

16. Chapter 180-51 WAC requires that students graduate high school with at least 24 credits as described on SBE's website. (Individual students may be granted certain waivers of graduation requirements, such as a waiver of up to two flexible credits for individual circumstances).
For the Class of 2026, will the district require at least 24 credits for a student to graduate from high school under the framework in Chapter 180-51 WAC?
- Yes

How many credits will be required to graduate in the 2025-26 school year?
- 24 credits

17. All public high schools are required to provide a program, directly or in cooperation with local community colleges or another school district, for students who would like to apply for entrance to a baccalaureate-granting institution after high school graduation. This program must help such students meet the minimum college entrance requirements. (RCW 28A.230.130)

In the 2025-26 school year, will each public high school in your district provide a program that helps students meet the minimum college entrance requirements, including College Academic Distribution Requirements (CADRs), established by the Washington Student Achievement Council (WSAC)?
- Yes

18. All public high schools must provide a program, directly or in cooperation with local community or technical colleges, skill centers, apprenticeship committees, or other school districts, for students who plan to pursue career or work opportunities other than entrance to baccalaureate-granting institutions after high school graduation. (RCW 28A. 230. 130)

In the 2025-26 school year, will each public high school in your district provide a program for students who plan to pursue career or work opportunities other than entrance to baccalaureate-granting institutions after high school graduation?
- Yes

19. Which local high school graduation requirements will the school district require for the Class of 2026? (Requirements can be for credit or no credit).

	Yes	No
Community Service		X
Culminating Project	X	
Financial Education	X	
FAFSA or WASFA Completion		X
Other		X

8. High School Graduation Requirements: High School and Beyond Plan

Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

The High School and Beyond Plan (HSBP) is a high school graduation requirement for every student. It is both a process and a document for students, parents, and teachers to guide students through high school and think about their future. Plans are personalized and designed to help

students set, visualize, and work to achieve goals.

RCW 28A.230.212 and WAC 180-51-220 require that:
- **By seventh grade, each student must be administered a career interest and skills inventory that will help inform the student's eighth grade course taking and initial identification of their education and career goals.**
- **By eighth grade, each student must have begun development of a high school and beyond plan that includes a proposed plan for first-year high school courses aligned with graduation requirements and secondary and postsecondary goals.**
- **With staff support, students must update their high school and beyond plan annually.**

20. In the 2025-26 school year, by 7th grade will students have taken a career and interest/skill inventory to inform their 8th grade class choices?
- Yes, students will take the inventory in Grade 7

21. In the 2025-26 school year, by 8th grade will students have begun developing the High School and Beyond Plan (HSBP) on an annual basis?
- Yes, students will start developing the HSBP in Grade 8

22. In the 2025-26 school year, will all 9th through 12th graders update their High School and Beyond Plan (HSBP) on an annual basis?
- Yes

23. For the Class of 2026, will your school district require the annually-updated High School and Beyond Plan as a graduation requirement? (Decisions about whether a student has met the requirements for the High School and Beyond Plan are made locally per RCW 28A.230.212).
- Yes

24. NEW Requirement:

RCW 28A.230.215 requires school districts to move their High School and Beyond Plan to a statewide universal online platform. In 2024, the Superintendent of Public Instruction (OSPI) chose the SchooLinks platform to host the HSBP. All districts with a middle and/or high school must transition their HSBP to SchooLinks within two years of OSPI developing the universal platform if they do not use it already. OSPI has given districts two date options for transitioning: Fall 2025 or Fall 2026.

When does your school district plan to transition the HSBP to the SchooLinks universal online platform?
- Fall 2025

25. Will students complete High School and Beyond plan activities as part of a credit-bearing course in the 2025-26 school year?
- Yes, as a core course

26. How will the district offer the High School and Beyond Plan (HSBP) in the 2025-26 school year? Choose all that apply.
- It is offered through Advisory/Homeroom

9. High School Graduation Requirements: Graduation Pathway Options

Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

To graduate from public high school and earn a high school diploma, students must complete at least one of the nine graduation pathway options defined in RCW 28A.230.710 and WAC 180-51-230. Graduation pathway options provide students multiple ways to show readiness for their individual education and career goals. The pathway a student completes must align with the student's postsecondary goals as described in their High School and Beyond Plan.

School districts are:
- **Required to annually provide students in grades eight through 12 and their parents or legal guardians with comprehensive information about the graduation pathway options offered by the school district and**
- **Strongly encouraged to begin providing this information to students in grade six.**

27. For the 2025-26 school year, will the district annually provide information about graduation pathway options to students in grades 8 through 12 and their parents or guardians?
- Yes, the district begins providing annual graduation pathway information in Grade 8 (or Grade 9 if that is the lowest grade served)

28. For the 2025-26 school year, will every student earning a high school diploma be required to complete at least one of the nine graduation pathway options that is in alignment with the student's high school and beyond plan?

- Yes

29. School districts are encouraged to make the nine graduation pathway options specified below available to their students, yet have discretion in determining which options they will offer (WAC 180-51-230).
Which of the following graduation pathway options will be made available to the Class of 2026? Please answer "Yes" or "No" to each prompt.

	Yes	No
State Assessments in ELA and Math	X	
Dual Credit Courses (Running Start, College in the High School, CTE Dual Credit)	X	
AP/IB/Cambridge Courses/Exams	X	
SAT/ACT College Entrance Exams	X	
Transition/Bridge to College Courses		X
Performance-based	X	
Combination	X	
Armed Services Vocational Aptitude Battery (ASVAB)	X	
Career and Technical Education Sequence	X	

Which of the following may be used to meet the graduation pathways requirement?

	Yes	No
Advanced Placement (AP) ELA course(s) and/or exam(s)	X	
Advanced Placement (AP) math course(s) and/or exam(s)	X	
International Baccalaureate (IB) ELA course(s) and/or exam(s)		X
International Baccalaureate (IB) math course(s) and/or exam(s)		X
Cambridge International (CI) ELA course(s) and/or exam(s)		X
Cambridge International (CI) math course(s) and/or exam(s)		X

Which dual credit courses may be used to meet the graduation pathways requirement?

	Yes	No
Running Start ELA course(s)	X	
Running Start math course(s)	X	
College in the High School ELA course(s)	X	
College in the High School math course(s)	X	
CTA Dual Credit ELA course(s)		X
CTE Dual Credit math course(s)	X	

Which college entrance exam(s) may be used to meet the graduation pathway requirement?

	Yes	No
SAT - ELA	X	
SAT - Math	X	
ACT - ELA	X	

	Yes	No
ACT - Math	X	

Which transition course(s) may be used to meet the graduation pathway requirement?

	Yes	No
Transition/Bridge to College ELA course(s)		
Transition/Bridge to College math course(s)		

Which subject(s) are available through the performance-based option?

	Yes	No
ELA	X	
Math	X	

10. Graduation Pathway Options: Additional Information

The data collected from the following optional questions will help the SBE understand how graduation pathways are being administered and funded across the state, as well as describe the challenges school districts experience in offering certain pathways.
Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

30. Please briefly explain why the school district will not offer Bridge to College/Transition course(s) to meet graduation pathways in the 2025-26 school year?

- Inadequate funding and staffing capacity.

31. Running Start students and families do not pay tuition for courses (up to 1.4 FTE), but may have to pay for college fees, books, and/or transportation as outlined in the Running Start FAQ. How will Running Start non-tuition costs be paid for in the 2025-26 school year?

	The district offers to cover this cost for ALL students	The district offers to cover this cost for SOME students	The college (or at least one college if more than one) covers this cost for ALL students	The college (or at least one college if more than one) covers this cost for SOME students	This cost is paid by student/family/guardian/caregiver	This cost does not exist for the district Running Start student
Non-tuition fees (including campus fees and instructional fees)					X	
Books					X	

	The district offers to cover this cost for ALL students	The district offers to cover this cost for SOME students	The college (or at least one college if more than one) covers this cost for ALL students	The college (or at least one college if more than one) covers this cost for SOME students	This cost is paid by student/family/guardian/caregiver	This cost does not exist for the district Running Start student
Transportation					X	
Tuition fees beyond 1.4 FTE					X	

32. Students and families do not pay for College in the High School (CiHS) as outlined in the College in the High School FAQ. However, colleges may charge a fee if the CiHS course is offered by an out-of-state or private institution of higher education not defined in RCW 28B.10.063.

If students in your school district are charged a fee for College in the High School, how is that fee paid?
- The district covers the costs for all students

33. How will Advanced Placement (AP) costs be paid for in the 2025-26 school year? (Washington offers a fee subsidy to income-qualifying students)
- The district covers the costs for some students

34. Will the district offer the SAT during the school day in the 2025-26 school year?
- No

35. How will SAT costs be paid in the 2025-26 school year?
- All costs are paid by student/family/guardian/caregiver

36. Will the district offer the ACT during the school day in the 2025-26 school year?
- No

37. How will ACT costs be paid in the 2025-26 school year?
- All costs are paid by student/family/guardian/caregiver

38. Will the district offer the ASVAB during the school day in the 2025-26 school year?

39. How many Career and Technical Education (CTE) course sequences that meet graduation pathway requirements will be available in your district for the 2025-26 school year?
- 23

11. Dual Credit Barriers

The Educational Research and Data Center (ERDC) maintains a data dashboard on student completion of dual credit courses. The data from the following optional questions will help the ERDC understand the degree to which barriers exist that limit student access to and completion of dual credit courses, including Advanced Placement (AP), Cambridge International (CI), International Baccalaureate (IB), College in the High School (CiHS), Career and Technical Education (CTE) Dual Credit, and Running Start.

40. How significant is each barrier to providing Advanced Placement (AP), Cambridge International (CI), and/or International Baccalaureate (IB) opportunities to students in your school district?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
School/district financial limitations			X	
Lack of qualified instructors			X	

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
Lack of instructor interest			X	
Inequitable or insufficient instructor compensation	X			
Insufficient training of instructors or administrators		X		
Lack of administrative staffing capacity			X	
Master scheduling challenges			X	
Collaboration with higher education partners			X	
Low enrollment (overall headcount and/or student preparedness)	X			

41. How significant is each barrier to Advanced Placement (AP), Cambridge International (CI) and/or International Baccalaureate (IB) access for students?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
Lack of options: Too few offerings to serve all interested students			X	
Financial barriers: Costs associated with exam fees, college fees, transportation, books, materials, etc.	X			
Under-preparedness or poor performance: Students are not ready for or perform poorly in advanced coursework	X			
Inequitable advising practices: Students – especially those not perceived as “high-achievers” – are not being encouraged to pursue dual credit			X	
Poor marketing: Students do not know about dual credit opportunities, eligibility criteria, or benefits of participation			X	
Perceptions of college credit transferability: Students do not believe credit is portable or useful		X		
Lack of Internet	X			
Overly restrictive eligibility criteria	X			
Lack of transportation	X			
Time consuming: Students do not have the time for the extra work of dual credit (i.e. other extracurriculars, work, family obligations)			X	

42. How significant is each barrier to providing Running Start opportunities to students in your school district?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
School/district financial limitations				X
Lack of qualified instructors			X	
Lack of instructor interest			X	
Inequitable or insufficient instructor compensation			X	
Insufficient training of instructors or administrators			X	
Lack of administrative staffing capacity			X	
Master scheduling challenges		X		
Collaboration with higher education partners		X		
Low enrollment (overall headcount and/or student preparedness)	X			

43. How significant is each barrier to Running Start access for students?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
Lack of options: Too few offerings to serve all interested students	X			
Financial barriers: Costs associated with exam fees, college fees, transportation, books, materials, etc.			X	
Under-preparedness or poor performance: Students are not ready for or perform poorly in advanced coursework		X		
Inequitable advising practices: Students – especially those not perceived as "high-achievers" – are not being encouraged to pursue dual credit	X			
Poor marketing: Students do not know about dual credit opportunities, eligibility criteria, or benefits of participation	X			
Perceptions of college credit transferability: Students do not believe credit is portable or useful		X		
Lack of Internet	X			
Overly restrictive eligibility criteria	X			
Lack of transportation				X
Time consuming: Students do not have the time for the extra work of dual credit (i.e. other extracurriculars, work, family obligations)			X	

44. How significant is each barrier to providing College in the High School opportunities to students in your school district?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
School/district financial limitations			X	
Lack of qualified instructors			X	
Lack of instructor interest			X	
Inequitable or insufficient instructor compensation			X	
Insufficient training of instructors or administrators			X	
Lack of administrative staffing capacity			X	
Master scheduling challenges		X		
Collaboration with higher education partners		X		
Low enrollment (overall headcount and/or student preparedness)		X		

45. How significant is each barrier to College in the High School access for students?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
Lack of options: Too few offerings to serve all interested students			X	
Financial barriers: Costs associated with exam fees, college fees, transportation, books, materials, etc.		X		
Under-preparedness or poor performance: Students are not ready for or perform poorly in advanced coursework		X		
Inequitable advising practices: Students – especially those not perceived as “high-achievers” – are not being encouraged to pursue dual credit		X		
Poor marketing: Students do not know about dual credit opportunities, eligibility criteria, or benefits of participation		X		
Perceptions of college credit transferability: Students do not believe credit is portable or useful		X		
Lack of Internet	X			
Overly restrictive eligibility criteria	X			
Lack of transportation	X			
Time consuming: Students do not have the time for the extra work of dual credit (i.e. other		X		

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
extracurriculars, work, family obligations)				

46. How significant is each barrier to providing Career and Technical Education (CTE) opportunities to students in your school district?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
School/district financial limitations			X	
Lack of qualified instructors			X	
Lack of instructor interest			X	
Inequitable or insufficient instructor compensation		X		
Insufficient training of instructors or administrators		X		
Lack of administrative staffing capacity			X	
Master scheduling challenges		X		
Collaboration with higher education partners		X		
Low enrollment (overall headcount and/or student preparedness)		X		

47. How significant is each barrier to Career and Technical Education (CTE) access for students?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
Lack of options: Too few offerings to serve all interested students		X		
Financial barriers: Costs associated with exam fees, college fees, transportation, books, materials, etc.		X		
Under-preparedness or poor performance: Students are not ready for or perform poorly in advanced coursework		X		
Inequitable advising practices: Students – especially those not perceived as “high-achievers” – are not being encouraged to pursue dual credit		X		
Poor marketing: Students do not know about dual credit opportunities, eligibility criteria, or benefits of participation		X		
Perceptions of college credit transferability: Students do not believe credit is portable or useful		X		
Lack of Internet	X			
Overly restrictive eligibility criteria	X			

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
Lack of transportation	X			
Time consuming: Students do not have the time for the extra work of dual credit (i.e. other extracurriculars, work, family obligations)		X		

48. Please, provide additional information regarding any barriers to the provision of dual credit opportunities or student access to dual credit opportunities.

12. Required Educational Offerings and Activities (All School Districts)

Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

49. RCW 28A.320.170 requires the John McCoy (lulilaš) Since Time Immemorial tribal sovereignty curriculum or other tribally-developed curriculum addressing tribal history and culture to be adopted when the school district updates its social studies curriculum on or after July 24, 2015. In addition, the district may modify that curriculum in order to incorporate elements that have a regionally specific focus or to incorporate the curriculum into existing curricular materials.

By the 2025-26 school year will the school district have adopted the John McCoy (lulilaš) Since Time Immemorial tribal sovereignty curriculum or other tribally-developed curriculum addressing tribal history and culture?
- No. The district has not updated its social studies curriculum since July 24, 2025.

50. RCW 28A.320.170 also requires that school districts collaborate with any federally recognized Indian tribe within their district, and with neighboring Indian tribes, to incorporate expanded and improved curricular materials about Indian tribes, and to create programs of classroom and community cultural exchanges. State law requires this to be done when the school district updates the social studies and history curriculum

By the 2025-26 school year, will the district have collaborated with any federally recognized Indian tribe within their district, and with neighboring Indian tribes, to incorporate expanded and improved curricular materials about Indian tribes, and to create programs of classroom and community cultural exchanges?
- No. The district has not updated its social studies curriculum since July 24, 2025.

51. For the 2025-26 school year, will the school district provide instruction at all grade levels about conservation, natural resources, and the environment in an interdisciplinary manner through science, the social studies, the humanities, and other appropriate areas with an emphasis on solving the problems of human adaptation to the environment? (RCW 28A.230.020 and WAC 392-410-115)
- Yes

52. Social-emotional learning standards and benchmarks were adopted on January 1, 2020 by the Superintendent of Public Instruction (RCW 28A.300.478). For the 2025-26 school year, will the school district have implemented social-emotional learning-specific standards and benchmarks?
- Yes, we implemented standards and regularly measure social emotional learning in our schools.

53. Under the comprehensive sexual health education requirement (RCW 28A. 300.475), the school district must provide social emotional learning (SEL) instruction to all students in grades K–3 at least once. As of the 2025-26 school year, will the district provide SEL instruction to all students in grades K-3 at least once during their time in the district?
- Yes

54. As of the 2025-26 school year, does the school district provide comprehensive sexual health education to all students at least once in

grades 4–5 during their time in the district? (RCW 28A.300.475)
- Yes

55. As of the 2025-26 school year, will the school district provide comprehensive sexual health education to all students at least twice in grades 6–8 during their time in the district? (RCW 28A.300.475)
- Yes

56. As of the 2025-26 school year, will the school district provide comprehensive sexual health education to all students at least twice in grades 9–12 during their time in the school district? This is required in RCW 28A.300.475.
- Yes

57. Each school district is required to adopt an HIV/AIDS prevention education program that is taught at least once each school year beginning no later than the fifth grade. (RCW 28A.230.070). In the 2025-26 school year, will the district meet this requirement for all grades served between Grade 5 and Grade 12?
- Yes

58. NEW Requirement:

Beginning no later than the 2025-26 school year, RCW 28A.320.168 requires school districts to offer instruction in sex trafficking awareness and prevention. The instruction may be offered beginning in grade seven, but each student must be offered the instruction at least once before completing grade 12. The instruction, at the discretion of the school or school district, may be integrated into a relevant course or a course may be repurposed to include the instruction.

Will the district offer sex trafficking awareness and prevention instruction in the 2025-26 school year at least once for all students before completing grade 12?
- Yes

RCW 28. 230.305 requires the following:

1. Every student in all school districts, regardless of district size, must have access to arts education, as part of basic education under RCW 28A.150.210. Arts instruction must be accessible by all students, in a manner that is commensurate with instruction in other core subject areas.

2. School districts with more than 200 enrolled students shall offer regular instruction in at least one visual art or at least one performing art throughout the school year. Each student must receive instruction in at least one arts discipline throughout their elementary and middle education experience. For grades 9 through 12, all students must be given the opportunity to take arts coursework each academic year.

59. In the 2025-26 school year, will students in all grades in your district have access to arts education as part of the basic education requirements?
- Yes

60. How many students will your school district enroll in the 2025-26 school year?
- More than 200

61. In the 2025-26 school year, will each student receive instruction in at least one arts discipline as described in RCW 28A. 230.305 throughout their elementary and middle education experience?
- Yes

62. In the 2025-26 school year, will all students in grades 9 through 12 be given the opportunity to take arts coursework each academic year?
- Yes

63. During the school week preceding November 11 of each year, every school is required to present educational activities suitable to the observance of Veterans' Day. (RCW 28A.230.160) Will the school district develop, promote or provide educational activities in observance of Veterans' Day in the 2025-2026 school year?
- Yes

64. Annually, during the month of October, each public school shall conduct or promote educational activities that provide instruction, awareness, and understanding of disability history and people with disabilities. (RCW 28A.230.158). Will the school district develop, conduct or promote educational activities for Disability History and People with Disabilities Month in the 2025-2026 school year?
- Yes

13. Required Educational Offerings and Activities (High School)

Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

65. Will the school district provide the opportunity to all students in grades nine through twelve access to financial education in the 2025-26 school year as required under RCW 28A.300.468?
- Yes, we will provide access to financial education to all students in grades 9 through 12

66. In the 2025-26 school year, how will the school district provide financial education opportunities to all students in grades nine through twelve? Choose all that apply.
- Embedded in a for-credit course in another subject area.

67. In what subject area or areas is financial education embedded? Choose all that apply.
- CTE Courses

68. In the 2025-26 school year, will the school district provide all high school students the opportunity to access an elective computer science course that is aligned to the state learning standards for computer science or mathematics (RCW 28A.230.300)?
- Yes, we offer the opportunity in **all** high schools every year

69. The study of Constitution of the United States and of the State of Washington is a prerequisite (credit or noncredit) to graduation (RCW 28A.230.170).

For the 2025-26 school year, will the district require study of the U.S. and Washington constitutions to earn a high school diploma?
- Yes

70. NEW Requirement:

Beginning with the 2025-26 school year, school districts are required to award the seal of biliteracy to graduating high school students who meet the criteria established by the Office of Superintendent of Public Instruction. (RCW 28A.300.575).

Will the school district award the seal of biliteracy to qualifying graduating high school students in 2025-26?
- Yes

71. Each school district that operates a high school must offer instruction in cardiopulmonary resuscitation (CPR) to students. Instruction in CPR must be included in at least one health class necessary for graduation. (RCW 28A.230.179). A student is not required to earn CPR certification to successfully complete the instruction requirement.

Will the school district offer instruction in CPR in at least one health class required for graduation in the 2025-2026 school year?
- Yes

72. By the 2021-22 school year, each school district board of directors shall adopt an academic acceleration policy for high school students. (RCW 28A.320.195)

Will the school district have an academic acceleration policy for high school students in the 2025-26 school year?
- Yes

73. School districts with a high school are required to provide a financial aid advising day (or series of days) at the beginning of each school year between September 1st and December 1st to students in 12th grade and their parents/guardians (RCW 28A.300.815). Districts are also required to provide notification of financial aid opportunities at the beginning of each school year to parents and guardians of any student entering the twelfth grade (RCW 28A.230.310).

In the 2025-2026 school year, will the school district provide the following?

	Yes	No
Financial aid advising day for 12th grade students, parents, and guardians	X	
Notification of financial aid opportunities to parents and guardians of 12th graders	X	

74. When will the district offer the financial aid advising day (or days) for 12th grade students, parents, and guardians?
- Between September 1, 2025 and December 1, 2025

75. On January 16th of each year (or the preceding Friday when January 16th falls on a non-school day), each public school shall observe "Temperance and Good Citizenship Day." Social studies teachers must, as resources allow, coordinate a voter registration event in each history or social studies class attended by high school seniors. Voter sign up and registration must be available to all students who will be 18 by the next

general election. (RCW 28A.230.150).

Will the school district provide the opportunity for voter registration for all students who will be 18 by the next general election in the 2025-2026 school year?
- Yes

76. Will your school district award credit to students currently or formerly in institutionalized educational settings who pass all or part of the General Educational Development (GED) assessment in the 2025-2026 school year as required by RCW 28A.320.192?
- Yes

14. State-Recommended Educational Offerings and Activities

In addition to the state's basic education graduation requirements, state law encourages additional educational offerings and activities that help address the goals of Basic Education. Your responses to the following optional questions about the following encouraged educational offerings or activities will help inform the state about the level of district implementation of these elements.
Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

77. Every public middle school, junior high school, and high school is strongly encouraged to include in its curriculum instruction of the events of the period in modern world history known as the Holocaust, which may include other examples of genocide and crimes against humanity. (RCW 28A.300.115).

As of 2025-26, does the school district provide Holocaust history instruction?
- Yes

78. School districts are encouraged to commemorate the history of civil rights at least once a year, "providing an opportunity for students to learn about the personalities and convictions of heroes of the civil rights movement and the importance of the fundamental principle and promise of equality under our nation's Constitution." (RCW 28A.230.178).

As of the 2025-26 school year, does the school district commemorate the history of civil rights at least once a year?
- Yes

79. Public schools in grades K-6 are encouraged to incorporate ethnic studies materials and resources (RCW 28A.300.112).

For the 2025-26 school year, will the school district incorporate ethnic studies materials and resources for grades K-6?
- No, the recommendation has not been implemented.

80. You are seeing this prompt because you responded that the school district does not incorporate ethnic studies materials and resources in grades K-6, which is encouraged. If you deliver this offering, please go back and change your response. If you do not deliver the encouraged offering, please select the best response to continue.
- We will consider implementing the recommended offering.

81. Public schools with grades 7 to 12 are encouraged to offer a course in ethnic studies (RCW 28A.300.112).

For the 2025-26 school year, will the school district offer at least one course in ethnic studies for grades 7 to 12?
- No, the recommendation has not been implemented

82. You are seeing this prompt because you responded that the school district does not offer a course in ethnic studies in grades 7-12, which is encouraged. If you offer this course, please go back and change your response. If you do not deliver the encouraged course, please select the best response to continue.
- We will consider implementing the recommended offering.

83. NEW for 2025-26:

Senate Bill 5641 (2025) recommends that beginning with the 2025-26 school year, instruction in awareness of bone marrow donation and blood donation may be included in at least one health class required for graduation. Each school district, charter school, and state-tribal education compact school that serves students in any of the grades K through 8 is

also encouraged to offer instruction in awareness of bone marrow and blood donation.

In the 2025-26 school year, will the school district provide instruction in awareness of bone marrow donation and blood donation? Choose all that apply.

	Included in at least one health class required to graduate	Instruction offered to students in grades K-8	Instruction offered to students in grades 9-12, but not part of a required health class	Not currently offered, but district plans to implement in the future	Not currently offered with no plans to implement in the future
Bone Marrow Donation Awareness	X				X
Blood Donation Awareness	X				X

84. You are seeing this prompt because you responded that the school district will not offer bone marrow and/or blood donation awareness, which is encouraged. If that is incorrect, please go back and change your response. If correct, please select the best response to continue.
- We will consider implementing the recommended offering.

15. Mastery-Based Crediting (MBC) and Mastery-Based Learning (MBL)

Mastery-based learning (sometimes referred to as "competency-based education") is an educational approach designed to help students learn deeply and effectively, have agency in their own learning, and to progress in their learning at their own pace upon demonstration of skills and learning.

While "mastery-based learning" encompasses strategies that are characteristic of good instruction and might be employed throughout K-12 education, "mastery-based crediting" is a specific high school crediting opportunity. Through mastery-based crediting, students may be awarded credit for a variety of learning experiences that could take place in school settings or could take place largely outside of traditional classroom instruction.

Please answer the following questions to share information about mastery-based crediting and mastery/competency-based learning in your school district. The answers to these questions are not considered as part of the Basic Education compliance process.
Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

85. Does your school district have a written policy to award mastery/competency-based high school credit WAC 180-51-051)?
- Yes, the school district has a permanent policy.

86. Does your district policy apply to:
- Some subject areas

87. Which subject areas does your policy apply to? (Please check all that apply.)
- World Language

88. A mastery-based learning and competency-based education program includes the following (Senate Bill 5189 updated the definition in 2025):
- **students are empowered daily to make important decisions about their learning experiences, how they will create and apply knowledge, and how they will demonstrate their learning;**

- **the assessment is a meaningful, positive, and empowering learning experience for students yielding timely, relevant, and actionable evidence;**
- **students receive timely, differentiated support based on their individual learning needs;**
- **students' progress is based on evidence of mastery, not seat time;**
- **students learn actively using different pathways and varied pacing;**
- **strategies to ensure equity for all students are embedded in the culture, structure, and pedagogy of schools and education systems; and**
- **rigorous, common expectations for learning, including knowledge, skills, and dispositions, are explicit, transparent, measurable, and transferable.**

Will your school district have at least one school in the 2025-26 school year that offers a fully mastery-based learning and competency-based education program as described above?

- No

16. Continuity of Operations, Healthy Youth, and School Climate

Survey Tip: If you need to stop, click on "save and continue later" found in the dark band in the bottom right corner of the page. It will then ask you to enter your email.

89. WAC 180-16-212 requires school districts to develop, maintain and, if necessary, implement a Continuity of Operations Plan that ensures delivery of basic education services during disruptions to basic education delivery resulting from an emergency or disaster.

Has your school district adopted a continuity of operations plan that ensures delivery of basic education services in the event of an emergency?

- Yes

90. The Healthy Youth Survey is a collaborative project among OSPI and other Washington State agencies that is administered to students every other year. The survey is free and anonymous, and it asks students about different health and safety topics. Students in 6th, 8th, 10th and 12th grade take the survey. In smaller districts, where there are 150 students or less in a grade, the survey can be administered to students in 7th, 9th and 11th grades. To participate, schools need to have at least 15 students in a grade.

Will your school district administer the Healthy Youth Survey to students at the next statewide administration in Fall 2025?

- Yes

91. Will your school district administer a school climate survey (other than the Healthy Youth Survey) in the 2025-26 school year?

- No, we administer school climate surveys but not every year.

92. For each of the following, please let us know if they will be included in your school climate survey. Please answer "Yes" or "No" for each group.

	Yes	No
Students	X	
Parents	X	
Teachers	X	
Other school staff	X	
School board members		X
Community members		X
Other survey recipients		X

93. Which grade levels participate in the school climate survey? (Mark all that apply)

- 6th Grade
- 7th Grade

- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

94. Who supports the survey creation, collection, and analysis of your school climate survey data? Choose all that apply.

- Center for Educational Effectiveness (CEE)

17. Certification by Respondent

95. By entering my name, title, and the date below, I certify that the school district Superintendent and school board president or chairperson have reviewed and approve the submission of the Basic Education Compliance survey (as required by WAC 180-16-195) and that the answers are correct and accurate.

Name

- Robert Maxwell

Title

- Superintendent

Date (MM/DD/YYYY)

- 08/07/2025

96. Email of Person Responsible for this Submission

- rmaxwell@psd267.org

97. Telephone Number of Person Responsible for this Submission (Please enter the 10 digit number with no spaces or dashes (e.g., 3601239876))

- 5093323581

98. Optional: Is there anything else you would like to share?

Download PDF Version

Back Submit

94%

Coversheet

2020 Course Design, Selection, and Adoption of Instructional Materials

Section: V. Action Items
Item: C. 2020 Course Design, Selection, and Adoption of Instructional Materials
Purpose:
Submitted by:
Related Material:
ES 2020 Course Design-Selection-Adoption Inst Materials 8.13.25.pdf
2020 Course Design, Selection, and Adoption of Inst. Materials 8.13.25.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

2020 Course Design, Selection, and Adoption of Instructional Materials

Executive Summary

August 13, 2025

Ryan Mulvey

Assistant Superintendent

Background:

Policy 2020 Course Design, Selection, and Adoption of Instructional Materials was highlighted in the WSSDA April 2025 Policy & Legal News.

Policy 2020 has been aligned with the most recent WSSDA sample policy. Revisions reflect compliance with two engrossed substitute bills:
- ESB 5462: Promoting inclusive learning standards and instructional materials in public schools
- ESHB 2231: Modifying requirements for public school instructional and supplemental instructional materials

Recommended Board Action:

Approval to revise Policy 2020 Course Design, Selection, and Adoption of Instructional Materials as presented.

Motion to Approve

I move to approve the revisions to Policy 2020 Course Design, Selection, and Adoption of Instructional Materials as presented.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 2020

INSTRUCTION

Course Design, Selection, and Adoption of Instructional Materials

The Pullman School District Board of Directors recognizes its responsibility for ~~the improvement~~improving and ~~growth~~ growing~~of~~ the educational program~~s of the schools~~. To this end, course designs will~~the curriculum shall~~ be evaluated, adapted, and developed on a continuing basis. Instructional materials shall be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve college and career readiness.

I. Definitions

For the purpose of policy and procedure 2020, the following definitions will apply:

A. Course Design is the process that includes identifying and sequencing essential content to ~~supporting~~support students' skill development towards state learning standards. Course design involves providing teachers with appropriate instructional materials, professional development, and support systems ~~for teachers~~ as they implement the course.

B. Instructional Materials are ~~all~~ materials designed for ~~use by~~ students and their teachers as learning resources to help students ~~to~~ acquire facts~~,~~ and skills, ~~and/or to~~ develop cognitive processes, and~~. These instructional materials, used to help students~~ meet state learning standards.~~,~~ Instructional materials may be printed or digital~~,~~ and may include textbooks, technology-based materials, other educational media, and assessments. They may carry different licensing types, from open to all rights reserved. For the purposes of this policy, there are five categories of instructional materials:

1. **Core Instructional Materials** are the primary instructional resources for a given course. They are district-approved and provided to all students to help meet learning standards and provide instruction ~~towards~~ toward course requirements. ~~They generally include textbooks and/or curriculum packages.~~

2. **Alternative Core Materials** are the primary instructional materials for a given course used with a subset of students. These materials are intended to replace approved core materials and may be used for specialized course offerings or flexible learning environments.

3. **Intervention Materials** are designed to support strategic or intensive intervention for students ~~who are~~ at risk of not meeting established learning standards. Intervention materials are used with students to accelerate progress toward particular learning goals based on systematic assessment, decision-making, and progress monitoring.

4. **Supplemental Instructional Materials** are used in conjunction with the core instructional materials of a course that are not expressly required by the school or district and are instead selected at a teacher's discretion. These items extend and support instruction. They include, but are not limited to, books, periodicals, visual aids, video, sound recordings, computer software, and other digital content.

5. **Temporary Supplemental Materials** are those items used in conjunction with the core instructional materials of a course that are of interest or value for a short period ~~of time~~ and are chosen within district-established guidelines. They are not intended to supplant the adopted curriculum nor be used on a regular instructional basis. Examples might include timely articles from relevant, reliable sources, websites, or news broadcasts. The use of temporary supplemental materials ~~for time periods of~~ over one year requires consideration of the material as either part of the core instructional material for a course or supplemental material for the course depending on the nature and scope of the material.

~~**Library Resource Materials** are accessible through Library Resource Centers and provide support for an area of curriculum, information for independent study, or sources for enrichment and recreational interest.~~

C. Instructional Materials Committee is the body that ~~makes~~ recommends core instructional materials ~~adoption recommendations~~ to the ~~School Board~~board based on superintendent-established procedures~~. The Curriculum Advisory Council serves as the Instructional Materials Committee for the Pullman School District~~.

~~**Sensitive Instructional Materials** are any print and non-print materials perceived by the general public to be controversial in content or manner of presentation. Examples are materials on sexuality, vulgarity, promotion of radical points of view, etc. These materials require approval by the CAC and School Board.~~

II. Course Design and Adoption

~~The board is responsible for the adoption of all courses in the district and annually reviews district course offerings.~~

The superintendent or designee will establish procedures for course design that provide for the regular review of selected content areas and implementation of any suggested changes and for the involvement of community representatives and staff members at appropriate times ~~and adoption~~.

III. Selection and Adoption of Instructional Materials

The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials will be selected in conformance with applicable state and federal laws, goals and learning standards of the district and state, and Procedure 2020~~:~~.

~~1. Applicable state and federal laws;~~

~~2. Goals and/or learning standards of the district and state; and~~

~~3. Procedures established by the instructional materials committee which address the criteria detailed in the corresponding procedure 2020P.~~

The Pullman School District Board of Directors is responsible for ~~the adoption of~~adopting all core instructional materials used in the district.

The superintendent or designee will establish procedures for core material, alternate core, and intervention material selection and adoption using criteria around evidence-based practices.

The superintendent or designee will ensure that the district maintains a list~~listing~~ of all core instructional materials used within the school curriculum ~~is maintained in the district~~ and that is available for public review ~~either~~ in-person or online.

The ~~intent of the~~ board intends for ~~is that~~ the superintendent to delegate responsibility for examining, evaluating, and selecting all supplemental and~~,~~ temporary supplemental~~, and library resource~~ materials to the district's professional staff ~~of the district~~. This includes preparing all student reading lists. Staff will rely on reason and professional judgment ~~in the selection of~~ selecting high quality supplemental materials that align ~~to~~ with state learning standards and are appropriate for their students'~~the~~ instructional ~~program~~ programs, ~~and~~ developmental ~~level~~ levels, and interests ~~of their students~~.

~~Cross References:~~ ~~6881 Disposal of Surplus Equipment and/or Materials~~

Legal References:
RCW 28A.150.230 District school directors' responsibilities
RCW 28A.320.230 Instructional materials — Instructional materials committee
RCW 28A.320.170 Tribal history and culture [as amended by SSB 5433]
RCW 28A.405.060 Course of study and regulations —Enforcement — Withholding salary warrant for failure
Chapter 28A.640 RCW Sexual Equality

Pullman School District Board Policy 2020

WAC 180-44-010 Responsibilities related to instruction

WAC 392-190-055 Textbooks and instructional materials — Scope — Elimination of bias
RCW 28A.320.233 Student materials -- Denial based on protected class prohibited -- Complaint procedure
RCW 28A.320.235 Supplemental instructional materials Policies and procedures --- Definitions
RCW 28A.345.130 Model policy and procedure for instructional materials --- Diverse and inclusive curricula
Chapter 28A.642 RCW Discrimination Prohibition

Management Resources:

2015 - December Issue
2025 – April Issue

Classification: Essential

Adoption date: May 11, 1994
Revised: March 26, 1997
Revised: June 25, 1997
Revised: May 7, 1998
Revised: June 19, 1998
Revised: October 12, 1998
Revised: May 2, 2000
Revised: December 2002
Revised: August 8, 2012
Revised: January 10, 2018
Revised:

Coversheet

2021 Library Information and Technology Programs

Section: V. Action Items
Item: D. 2021 Library Information and Technology Programs
Purpose:
Submitted by:
Related Material: ES 2021 Library Information and Tech Programs 8.13.25.pdf
2021 Library Information and Technology Programs 8.13.25.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

2021 Library Information and Technology Programs

Executive Summary

August 13, 2025

Ryan Mulvey

Assistant Superintendent

Background:

Policy 2021 Library Information and Technology Programs was highlighted in the WSSDA April 2025 Policy & Legal News.

Policy 2021 has been aligned with the most recent WSSDA sample policy. Revisions reflect compliance with two engrossed substitute bills:
- ESB 5462: Promoting inclusive learning standards and instructional materials in public schools
- ESHB 2231: Modifying requirements for public school instructional and supplemental instructional materials

Recommended Board Action:

Approval to revise Policy 2021 Library Information and Technology Programs as presented.

Motion to Approve

I move to approve the revisions to 2021 Library Information and Technology Programs as presented.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

INSTRUCTION

Library Information and Technology Programs

The Pullman School District library information and technology programs provide a broad, flexible array of services, resources, and instruction that supports student mastery of ~~the essential academic learning requirements and~~ state standards in all subject areas. The programs include resources that promote a positive impact on student learning, like a variety of resources for reading advocacy, student communication skills, and electronic and print information~~will provide a broad, flexible array of services, resources and instruction~~.

The ~~Teacher Librarian, through the~~district's library ~~information~~ and technology programs are staffed by teacher-librarians. Teacher-librarians~~,~~ will collaborate as ~~an~~ instructional partners and information specialists with classroom teachers to develop students' information and technology skills, ~~to~~ help all students meet the content goals in all subject areas, and ~~to~~ assist high school students in completing their ~~culminating senior project and High School and Beyond Plans~~high school and beyond plans.

Additionally, ~~the Teacher Librarian's~~teacher-librarians duties may include, but are not limited to, ~~assisting classroom teachers in~~ integrating information and technology into curriculum and instruction; providing instruction to students and staff regarding the use of emerging learning technology; providing instruction to students about the~~as to~~ appropriate use of computer and mobile~~electronic~~ devices ~~and digital citizenship~~ at school; helping teachers and staff~~providing support for students as they~~ access and use information ethically; instructing students in digital citizenship; promoting a culture of reading within the school community; and providing individual support and guidance for students.

The superintendent will establish procedures for selecting library~~the selection of~~ materials with the understanding that media literacy resources will consist of a balance of sources and perspectives. ~~Citizens~~ Parents/guardians who wish to express a concern about specific material included in the collection may do so according to the procedure~~s~~ outlined in ~~2020P~~2021P, ~~with the~~ understanding that the criteria and rationale for ~~reconsideration~~ reconsidering ~~of~~ library resources differ~~s~~ from ~~the criteria and rationale~~those for ~~reconsideration of~~reconsidering classroom~~/curricular~~ instructional materials.

Cross Reference:
Board Policy 2020/P ~~Curriculum Selection Policy and Procedure~~Course Design, Selection, and Adoption of Instructional Materials

Legal References:
RCW 28A.320.230 Instructional Materials—Instructional materials committee
RCW 28A.320.240 School Library Media Programs — Stocking of libraries — Teacher-Librarians
WAC 392-204-005, 009, 020, 025, 055 Library Media Centers:
WAC 392-204-005 Purpose and authority
WAC 392-204-009 Definitions
WAC 392-204-020 School library media program
WAC 392-204-025 Services

Management Resources:
Policy News, April 2025
Policy News, March 2022
Policy News, July 2017
Policy News, December 2015
Policy News, April 2011 Library Media Programs Support Student Learning
Policy News, October 2007 Elimination of Outdated and Obsolete Policies
Policy News, April 2005 State Board of Education Revises Library Media Rules

Classification: Critical

Adoption Date: February 10, 2010
Revised: January 10, 2018

Coversheet

1101F2 Board Communication Protocols

Section: V. Action Items
Item: E. 1101F2 Board Communication Protocols
Purpose:
Submitted by:
Related Material: ES 1101F2 Board Communication Protocols 8.13.25.pdf
1101F2 Board Communication Protocols DRAFT 8.27.25.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

1101F Board Communication Protocols

Executive Summary

August 13, 2025

Board of Directors

Background:

The Pullman School District Board of Directors recognizes the importance of clear, consistent, and transparent communication to build trust and strengthen relationships with staff, families, students, and the broader community. To support this goal, the board is working to formalize internal and external communication protocols that align with Open Public Meetings Act (OPMA) requirements, existing board policies and procedures, and best practices for governance. These protocols aim to clarify communication roles and responsibilities within the board.

Recommended Board Action:

Adoption of 1101F Board Communication Protocols.

Motion to Approve

I move to approve the adoption of 1101F2 Board Communication Protocols.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

BOARD OF DIRECTORS

BOARD COMMUNICATION PROTOCOLS

Effective communication is essential for building trust, collaboration, and transparency. These protocols are intended to guide how board members engage in communication, both internally within the district and externally with the community and partner organizations. These are not intended to restrict communication but to ensure appropriate channels, responsibilities, and follow-up processes are clear.

I. Open Public Meetings Act Requirements

Board members will ensure that they are complying with the Open Public Meetings Act (the "OPMA") when they communicate with one another. Any time a quorum of the board discusses or considers official district business, that constitutes a meeting under the OPMA and must comply with its requirements, including being open to the public. For example, a meeting could occur if a quorum of the board exchanges emails or texts with one another about official business. Accordingly, board members must be painstakingly vigilant about their communications with one another to ensure compliance with the OPMA.

Board members who have questions about what communications are permissible under the OPMA should contact the Superintendent or the district's legal counsel.

II. Communication Procedures

Board members are expected to follow the communication procedures described in Policy 1620P (The Board-Superintendent Relationship). Those procedures are reproduced here for convenience:

a. **Staff Communications to the Board:** All communications or reports to the board or individual board members from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This will not deny any staff member's right to appeal to the board regarding administrative decisions, provided that the superintendent will have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

b. **Board Communications to Staff:** All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the board's priorities, concerns and actions.

c. **Visits to Schools:** Individual board members interested in visiting schools or classrooms will make arrangements for visitations through the principals of the various schools. Such visits will be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by board members will be carried on only under board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

d. **Social Interaction:** Staff and board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations can be anticipated. Discussions of personalities or staff grievances are not appropriate.

III. Internal Communication Protocols

Issue Type	Initial Point of Contact	Next Level *(if unresolved)*	Final Level
1. Complaints	The district has adopted several complaint procedures. Some of those include the following: • 3205/P Sexual Harassment of Students Prohibited • 3207/P Prohibition of Harassment, Intimidation and Bullying of Students • 3210/P Non-Discrimination • 3211/P Gender-Inclusive Schools • 3241/P Student Discipline • 4220/P Complaints Concerning Staff or Programs • 5010/P Non-Discrimination and Affirmative Action • 5011/P Sex Discrimination and Sex-Based Harassment of Staff Prohibited • 5270/P Resolution of Staff Complaints • 5271/P Reporting Improper Governmental Action *Policies and Procedures can be found at: https://app2.boardontrack.com/public/t6gNEZ/documents?categoryId=49252* Staff, administrators, and board members are expected to follow the complaint procedures described in district polices and procedures. Not all complaints will fall within an established complaint procedure. In those instances when a complaint doesn't fall within an established complaint procedure, the board expects administrators to use their professional judgment to address those complaints If a board member receives a complaint or criticism about district personnel, the information is to be referred to the superintendent. *(Policy 1101 and the superintendent contract)* As a reminder, if the board receives a complaint in executive session, any personnel action that it takes in response to the complaint must be made in open session. If there is a complaint against a school board member, file a written complaint with the district superintendent. If not resolved, file a written citizen's complaint with the Washington Office of Superintendent of Public Instruction (OSPI).		
2. Concerns (Building-level)	Building Administrator	Superintendent or designee	A building administrator or the superintendent can address almost all building-level concerns. The Board will only address these concerns if necessary.
2. Concerns (District-level)	Superintendent or designee	N/A	Board Chair & Board Policy Representative *(if needed for policy-level concern)* The superintendent should be allowed to address district-level concerns. The Board will only address

			these concerns if necessary.
3. Resource Requests (Supplies/Materials)	Building Administrator Asst. Superintendent and/or Applicable Program Director	Superintendent & Finance Director	Applicable District Committee Discussion. If needed, a Program Report can be provided at a Regular Board meeting
4. Program/Facilities Needs/Improvements	Building Administrator Asst. Superintendent and/or Applicable Program Director	Superintendent and Finance Director *(if applicable)*	Applicable District Committee Discussion. If needed, a Program Report can be provided at a Regular Board meeting
5. Advocacy – Internal (Gov't relations, legislative)	Board Chair	N/A	Board Chair & Superintendent *(to align with legislative priorities)*
6. Emergency (911 calls, urgent situations)	Staff follow district emergency protocols	Superintendent is notified	Board is notified by Superintendent or their designee

IV. External Communication Protocols

Communication with external stakeholders should reflect adopted board policy, district values, and the strategic direction established by the board and superintendent.

Communication Type	Protocols
The president will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board. *(Policy 1220)* In dealing with the media and with matters from the public in general directed to the board, the president or their designee will serve as the spokesperson of the board. The president is authorized to report and discuss the board's past actions and decisions but will avoid discussion or speculation about the board's potential future actions or decisions. *(Policy 1220)*	
Advocacy – External (Federal, State, Local)	The legislative representative, board president, or other board designee will represent the board at WSSDA's General Assembly conveying local views and concerns to that body. The legislative representative will monitor proposed school legislation, and provide legislative updates periodically at board meetings. *(Policy 1220)* The legislative representative may also serve as the liaison between local government agencies and the board.
Civic Organizations	Board members are encouraged to attend and represent the district. Formal presentations or statements should be coordinated with the Board Chair or their designee and the Superintendent.
Attending Events as	Attend events to support school programs and strengthen community relationships.

School Board Representatives	If speaking in an official capacity, coordinate remarks with the Board Chair or their designee and the Superintendent. Avoid discussion of confidential matters or items not yet before the board.
Students, Families and Community Members	Listen respectfully and encourage use of the appropriate communication, reporting or complaint processes outlined in board policies/procedures. Refer unresolved concerns as outlined in the internal communication protocols above.

V. Two-Way Communication Protocols

The **Washington School Board Standards for Effective School Board Governance** *and* **WSSDA's Guide for Effective School Board Members** *outline the best practices and expectations for school board directors.*

School board directors should actively listen to parents, students, and community members, and share input and feedback with the superintendent and other relevant parties. Here are ways the board can do that:

1. Encourage active feedback and questions from the community, fostering open dialogue and collaboration.
2. Make sure the community understands how and why decisions are made, while also inviting their input before finalizing major decisions.
3. Ensure communication not only reaches but also engages all groups within the community.
4. Anticipate issues that may concern the community and engage stakeholders early to collaboratively address potential challenges.

Board Liaisons

Board liaisons serve as a communication bridge between the board and specific stakeholder groups (e.g., schools, parent groups, district committees, civic organizations).

Expectations for liaison two-way communication:

1. **Listening and gathering input**: Attend liaison meetings to hear concerns, ideas, and questions. Remain neutral and avoid advocating personal positions. Be clear that the liaison role does not include decision-making authority.
2. **Information sharing**: Share relevant district information, board decisions, and updates aligned with board policy and the district's strategic plan. Ensure information is accurate and up to date.
3. **Clarifying Governance Roles**: Help stakeholders understand the distinction between board governance and administrative operations. Encourage concerns to be routed through the appropriate administrative channels. Avoid taking positions or making statements that suggest individual board authority. Board members only have authority when acting as part of the board at a legally convened meeting.
4. **Reporting Back**: Summarize key input or themes and report to the full board and Superintendent as appropriate. Avoid attributing comments to individuals or disclosing confidential information.

Liaisons	**Organization/Committee/School**
For school/district representative/committee appointments, please refer to the district website: https://www.pullmanschools.org/meet-board-members	
Local Civic Organizations: *(List all that are assigned a board liaison)*	
Kiwanis Club of Pullman	
Pullman Rotary Club	
Pullman Lions Club	
League of Women Voters	
Pullman Education Foundation	

WSU Center for Civic Engagement	
Pullman Chamber of Commerce	

We, the members of, the Pullman School District Board of Directors hereby commit to these communication policies, procedures, and protocols:

Board Member

Board Member

Board Member

Board Member

Board Member

Superintendent

Date

Adopted *by Board on _____*

Coversheet

Administrative Requirements Update

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

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

Monthly Administrative Requirements

August

****REMINDER – ALL volunteers must complete a new volunteer packet each year**

- ☐ New Employee Orientation
  - *Person(s) Responsible: Supt, HR Mgr, Finance Dir, & Principals*
- ☐ Title I Parental Involvement Meetings
  - *Person(s) Responsible: Asst. Supt & Program Mgr – State & Federal Prog*
- ☐ McKinney-Vento Data Collection
  - *Person(s) Responsible: Asst. Supt & Program Mgr – State & Federal Prog*
- ☐ Revise Crisis Plan
  - *Person(s) Responsible:* Exec. Dir of Operations
- ☐ Small Works Roster
  - *Person(s) Responsible: Exec. Dir of Operations & Maintenance Supervisor*
- ☐ Budget Hearing & Adoption
  - *Person(s) Responsible: Finance Director*
- ☐ National School Lunch & Breakfast Application
  - *Person(s) Responsible: Exec. Dir of Operations & Nutrition Services Supervisor*
- ☐ Free & Reduced Applications
  - *Person(s) Responsible: Exec. Dir of Operations & Nutrition Services Supervisor*
- ☐ Food Service Bids
  - *Person(s) Responsible: Exec. Dir of Operations & Nutrition Services Supervisor*
- ☐ Gas/Diesel Bids
  - *Person(s) Responsible: Exec. Dir of Operations & Transportation Supervisor*
- ☐ Annual Bus Mileage Report 1021
  - *Person(s) Responsible: Exec. Dir of Operations & Transportation Supervisor*
- ☐ Required Annual Published Notifications
  - *Person(s) Responsible: Admin. Asst. to Supt. & Supt. (must go in newsletter/email to all parents)*
- ☐ Minimum Basic Education Compliance Review
  - *Person(s) Responsible: Admin. Asst. to Supt. & Supt.*
- ☐ Staff Directory (will need updates from secretaries)
  - *Person(s) Responsible: District Office Asst.*
- ☐ Update & Distribute Extension list (will need updates from secretaries)
  - *Person(s) Responsible: District Office Asst*
- ☐ Credit and Clock Hours for Certificated Staff
  - *Person(s) Responsible: HR Manager*
- ☐ Reminders to all staff: professional development procedures, Red Rover information, personal leave procedures
  - *Person(s) Responsible: HR Manager*
- ☐ Voc Ed Final Report
  - *Person(s) Responsible: CTE Director & PHS Principal*
- ☐ Collect Data Sharing Agreement – Disclosure of Free/Reduced-Price Information from identified staff members
  - *Person(s) Responsible: Nutrition Services Supervisor*
- ☐ Provide Pullman Police Department with data collected annually by the district as outlined in 4311P for review by the Pullman Police Advisory Committee
  - *Person(s) Responsible: Admin Asst to Supt & School Resource Officer*

September

- ☐ Submit IDEA & IDEA Preschool Budget
  - *Person(s) Responsible: Director/Asst Dir of Special Services*
- ☐ Title II End of Year Report:
  - *Person(s) Responsible: Asst. Supt & Program Mgr – State & Federal Prog*
- ☐ Review/Update Policy 2161/P: Special Education
  - *Person(s) Responsible: Director/Asst Dir of Special Services*
- ☐ Payroll Yearly Revision of Staff Records
  - *Person(s) Responsible: Finance Director*
- ☐ Annual Report Cards Communicated to Families
  - *Person(s) Responsible: Admin Asst to Supt & Principals*
- ☐ Constitution & Citizenship Day – September 17 (Principals/Teachers)
  - *We are required by federal law (enacted in December 2004) to provide students with an educational program on the United States Constitution (grades K-12). The US Department of Education offers several online resources to assist teachers and administrators in implementing programs for Constitution and Citizenship Day.*
  - *Person(s) Responsible: Principals & Teachers*
- ☐ Minimum Basic Ed Compliance Review
  - *Person(s) Responsible: Admin. Asst. to Supt. & Supt.*
- ☐ Final Submission of S275/277 Report
  - *Person(s) Responsible: HR Manager*
- ☐ Process Credit and Clock Hours for Certificated Staff
  - *Person(s) Responsible: HR Manager*
- ☐ Prepare 2024-2025 School Improvement Plans for presentation to Board
  - *Person(s) Responsible: Principals*
- ☐ Perkins Grants
  - *Person(s) Responsible: CTE Director*
- ☐ Remind staff members via email about their responsibility to report workplace injuries immediately to their supervisor
  - *Person(s) Responsible: Principals + Supervisors*
- ☐ Highly Capable Program Report to Board
  - *Person(s) Responsible: Asst. Supt*

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 2025	Craig Nelson
September	Nathan Roberts
October	Arron Carter
November	Amanda Tanner
December	Lisa Waananen Jones
January 2026	Craig Nelson
February	*Board Director District 4*
March	Arron Carter
April	Amanda Tanner
May	Lisa Waananen Jones
June	Craig Nelson
July	*Board Director District 4*

Community Update Board Report Schedule

Month	Submitter	Deadline
September 2025	District – Supt.	Need by end of July
October	Lisa Waananen Jones	Need by end of August
November	Nathan Roberts	Need by end of September
December	Amanda Tanner	Need by end of October
January 2026	District – Asst. Supt.	Need by end of November
February	Craig Nelson	Need by end of December
March	Arron Carter	Need by end of January
April	District – Exec. Dir of Operations	Need by end of February
May	Lisa Waananen Jones	Need by end of March
June	*Board Director District 4*	Need by end of April
July	Amanda Tanner	Need by end of May
August	Craig Nelson	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 2025.pdf
2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf

August - December **2025**

Board of Directors Communication Plan

August	September	October	November	December
Budget Hearing			**Year End Finance Report**	
Community Update Article Arron Carter	**Community Update Article** Superintendent **District Cover Page*	**Community Update Article** Lisa Waananen Jones	**Community Update Article** Nathan Roberts	**Community Update Article** Amanda Tanner
		Board Listening Session		
	Fall Board Dinner (September or October)			
		Superintendent Staff Meeting Presentations		
		State of the District Presentations PTA/PTO/Booster Clubs/ Community Organizations		
		Board Classified Employee Award Principals Present School Improvement Plans		**Board** Oath of Office *New/Re-Elected Board Member(s)*

Click HERE for the 2025-2026 Pullman School District Board Content Calendar

- **Board Liaison:**
  - Provides Fall 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*
  - Volunteer Spotlight

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 3rd Wednesday of the month due to the scheduling of Spring Break.*

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

April 29 – Regular Board Meeting

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

- School Showcase: 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

Section:	VII. Informational Items
Item:	D. The Pullman Promise: Priorities, Goals, Success Indicators
Purpose:	FYI
Submitted by:	
Related Material:	The Pullman Promise.pdf 2025-26 Strategic Plan Goals_Priorities_Success Indicators.pdf

The Pullman Promise:

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

Mutual Respect

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

Build Together

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

Shared Decisions

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

Cultivate Trust

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

Take Action

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

Students First

We Provide:

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

PULLMAN PUBLIC SCHOOLS

The Pullman Promise

Priorities, Goals, Success Indicators

2025-2026

Mission: Ensuring learning while challenging and supporting each student to achieve full potential

Vision: The Pullman School District mission provides a clear and shared focus among all stakeholders. This common understanding underscores our vision that we each have a stake in student learning and achievement. To fulfill this vision, the District targets its human and fiscal resources toward continuous improvement. Excellence, measured by results, is evident in all we do and is inclusive of work, programs, and facilities.

Our Priority	Our Goal	Success Indicators Measured By
Students First We Provide: • A consistently welcoming, healthy, safe environment • Personalized learning for the growth and individual success of each student • Supportive, sustained relationships with each student	Prioritize actions to ensure a caring and safe environment to cultivate the highest levels of learning.	• **Student climate survey conducted (Fall) every 2-years by CEE** *Tentatively scheduled for 2026 administration.* • **Student Achievement Measurements** - State Assessments: ELA, Math and Science - District Assessments: Reading and Math - Chronic Absenteeism (5th, 8th and 9th grade) - Graduation Rates (based upon 4-year and 5-year cohorts) - Advanced Placement (AP) • **Professional Learning Communities** • **Annual Board Reports:** - Affirmative Action Plan Report - ASB Fundraisers and Clubs Report - Student Ambassador Program Reports - Special Education Services Report & Reducing Restraint & Eliminating Isolation Project Updates - Alternative Learning Experiences Report - English Language Development Program Report - Highly Capable Program Report - Safety Report - Summer School Report - Nutrition Services & Summer Meal Program Update

Mutual Respect • Inclusive culture in which we value each individual and celebrate our community's diversity	Foster a growth mindset that values the beliefs and experiences of all.	• **Closing achievement gap (State/District Assessment Data)** Reviewed data for target populations during Annual School Board Retreat Principals present School Improvement Plans outlining goals, target outcomes, and measures for the 2025-26 school year. Principals present an end-of-year summary update of progress towards School Improvement Plan goals, target outcomes, and measures for the 2025-26 school year. • **Community/Staff climate survey conducted every 2-years by CEE** *Tentatively scheduled for 2026 administration.* • **"A Community of Belonging" Update during Regular Board meetings** • **Staff Professional Learning**
Cultivate Trust • Communicate transparently • We assure fiscal responsibility now and for the future	Plan expenditures to meet students educational needs. Facilitate Board Listening Sessions and Communication Plan/Schedule	• **Community/Staff climate survey conducted every 2-years by CEE** *Tentatively scheduled for 2026 administration.* • **Annual Budget/Fiscal Audit Report** - Annual Budget Presentation - Annual Year End Finance Report - Public Hearing – Budget - Regular Budget Status Reports to Board - Finance Committee meeting notes posted on district website • **Facilitate Open Access to Information** - School/District Websites and Board OnTrack Committee/Board Meeting Documents - ParentSquare & StudentSquare *(students in grades 9-12)* - Language Access Plan - Board Content Calendar/Schedule
Build Together • We honor our students' futures • We cultivate authentic, collaborative relationships based on shared purpose	Empower all stakeholders to collaborate and pursue innovative means that prepare students for the future. Grow and build community partnerships.	• **Conduct Open House Events for Families** • **Family/Teacher Conferences (K-8) Attendance Rates** • **Career and Technical Course Offerings Board Report**

		- Annual CTE Program Report - Annual Secondary Course Offerings - CTE Advisory Committee • **Data Reporting of AP and College in the Classroom Opportunities Board Report** • **Extracurricular Participation Rates – Clubs/Activities and Athletics** • **Encourage community involvement through school/districts events, volunteer opportunities, and community presentations**
Take Action • We are accountable through measurable goals • We commit to constructive feedback and continuous improvement	Monitor teaching and learning; enhance curriculum, instruction, and assessment.	• **Graduation rates (based upon 4- and 5-year cohorts)** • **Annual Alumni Outcome Survey conducted 18 months and 5 years after graduation** • **District Committees:** - Curriculum Advisory Council - English Language Development Program Advisory Committee - Highly Capable Advisory Committee - Instructional Materials Adoption Committee • **Student Attendance Rates – Chronic Absenteeism (5th, 8th and 9th grade)** • **Annual Board Reports:** - Curriculum Adoption Update, Cycle & Development - Spring Assessment Results (December) - School Improvement Plans (Fall) & End-of-Year Summary of Progress (June) - Minimum Basic Education Compliance Report • **Board Meeting Schedule/Content Calendar**
Shared Decisions • Data and feedback inform decisions about best practices, professional development, and student support programs	Support professional development, quality facilities, and sustainable initiatives to meet our mission and vision.	• **Staff Professional Learning Surveys** Staff provide feedback on professional learning days through the clock-hour and evaluation process.

		• **Annual Course Offerings and Program Board Reports** - Secondary Course Offerings - Sustainability Committee Report - Risk Management Report - Maintenance/Facilities/Asset Preservation Program Report • **Staff Professional Learning Opportunities - 2025-2026 Professional Learning Days** - August 20-21 & 25-26, 2025 - October 10, 2025 - January 16, 2026 - February 13, 2026 • **District Staff Mentoring Program** • **District Committees** - Finance Committee - Curriculum Advisory Council - Sustainability Committee - English Language Development Program Advisory Committee - Highly Capable Advisory Committee - Academic Calendar Committee *(convened every 2 school years)* - Monthly PEA and Admin Team meetings - Student Ambassador Programs - Facilities Committee