



Pullman School District

Regular Board Meeting

Date and Time

Wednesday September 24, 2025 at 6:30 PM PDT

Location

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

Agenda

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

President will call the meeting to order.

C. Flag Salute

Pledge of Allegiance

D. Land Acknowledgement Statement

Pullman Public Schools reside on the homelands of the Nimiipuu (Nez Perce) people. We express our deepest respect for and gratitude towards the original and current stewards of this land. We

acknowledge our role in building mutual respect and connections to support current and future generations.

E. Approval of Agenda

The board or superintendent will revise the agenda if needed at this time; and approve by motion

II. Reports, Correspondence & Program

Board members and the superintendent will give informational reports at this time.

A. PHS ASB Report

B. Board Reports

C. Superintendent's Report

D. Program Reports

- Report: Highly Capable Services Report by Ryan Mulvey, Assistant Superintendent & Joni Stevens, Instructional Coach

E. A Community of Belonging - Update

III. Public Comment

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

IV. Consent Agenda

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

A. Minutes - September 3, 2025 Board Work Session

B. Minutes - September 10, 2025 Regular Board Meeting

C. Personnel Report

D. Professional/Personal Services Contract Report

E. 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.

F. Student Transfer Requests

G. ASB Fundraisers

H. Out-of-State Travel Request

I. Transitional Bilingual Instruction Programs (TBIP) - FP 219

J. Budget Status Report

K. Overnight Field Trip Requests

V. Action Items

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

A. 3241 Student Discipline

Presenter: Bob Maxwell, Superintendent

B. 5161 Civility in the Workplace

Presenter: Bob Maxwell, Superintendent

VI. Discussion Items

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

A. Diversity, Equity, Inclusion & Belonging Task Force Appointment

Presenter: Board of Directors

B. 2025-2026 Board Professional Development Plan

Presenter: Board of Directors

C. Resolution 25-26: 03 Approve Newly Elected or Appointed School Board Directors to Attend the WSSDA Annual Conference

Presenter: Bob Maxwell, Superintendent

D. Adult School Meal Prices

Presenter: Juston Pollestad, Executive Director of Operations

E. Pool Use Agreement - Schweitzer Engineering Laboratories (SEL) & Pullman School District

Presenter: Juston Pollestad, Executive Director of Operations

VII. Informational Items

Informational Items do not require action or discussion by the board. The items are included in the agenda for the board to review, and may be moved to the discussion items section of the board agenda by any board member. Informational Items may include board procedure updates and non-substantive policy updates.

A. Administrative Requirements Update

B. Current Enrollment

For 2025-2026 School Year

Budgeted FTE: 2540

Current FTE: 2637.72

C. Expense Claim Audit - Community Update Board Schedule

D. Board Calendar & Communication Plan

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

F. Procedures

VIII. Executive or Closed Session

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

A. Property

IX. Closing Items

A. Adjourn Meeting

The president will adjourn the meeting.

Coversheet

Board Reports

Section:	II. Reports, Correspondence & Program
Item:	B. Board Reports
Purpose:	FYI
Submitted by:	
Related Material:	1210P Board Officer Rotation 1.10.24.pdf

Pullman School District Board Procedures

1210P

Page 1 of 1

BOARD OF DIRECTORS

The Board of Directors Officer Rotation

The Board of Directors of the Pullman School District shall rotate officers according to seniority for the indicated years as follows by Director District. In the event a director(s) leaves office, new director(s) shall begin rotation in accordance with their seniority on the Board. In the event there is more than one new director, placement on the rotation will be on the basis of director district number. This rotation will be redrafted when there is a change of membership.

YEARS (Calendar)	PRESIDENT	VICE PRESIDENT	MEMBERS (in order of rotation)		
2024/2025	4	5	1	2	3
2026/2027	5	1	2	3	4
2028/2029	1	2	3	4	5
2030/2031	2	3	4	5	1
2032/2033	3	4	5	1	2
2034/2035	4	5	1	2	3
2036/2037	5	1	2	3	4
2038/2039	1	2	3	4	5
2040/2041	2	3	4	5	1

Adoption Date: June 19, 1990
 Revised: December 11, 1991
 Revised: November 24, 1992
 Revised: January 14, 1998
 Revised: May 1998
 Revised: January 2000
 Revised: December 2003
 Revised: December 2008
 Revised: December 2009
 Revised: September 22, 2010
 Revised: January 10, 2018
 Revised: December 11, 2019
 Revised: May 26, 2021
 Revised: January 12, 2022
 Revised: January 11, 2023
Revised: January 10, 2024

Coversheet

Minutes - September 3, 2025 Board Work Session

Section:	IV. Consent Agenda
Item:	A. Minutes - September 3, 2025 Board Work Session
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Work Session on September 3, 2025

DRAFT



Pullman School District

Minutes

Board Work Session

Date and Time

Wednesday September 3, 2025 at 4:30 PM

Location

Sunnyside Elementary
425 SW Shirley
Pullman, WA 99163

Directors Present

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

Directors Absent

None

Guests Present

Bob Maxwell, Courtney Hodge, 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 Sep 3, 2025 at 4:30 PM.

II. Agenda Items

A. Sunnyside Elementary Showcase

Presenter: Sunnyside Elementary Third Grade Team - Natalie Walker & Erin Thompson

Sunnyside's Third Grade Team provided an overview of the PLC process which highlighted how their team uses essential standards and data from SBA, MAPS, and other assessments to drive instruction, plan interventions, and design extensions. Collaboration occurs weekly with intervention teams along with quarterly CORE+ data meetings to refine student groupings.

The board discussed accountability within PLC collaboration. It was noted that when a team member falls behind, the issue is first addressed within the team through professional accountability. If needed, the matter is elevated to the building administrator. Teams also use collective commitments or norms to support accountability and ensure consistent collaboration.

B. Transition Planning

Presenter: Nathan Roberts, Board of Directors

The board discussed the transition of the Board President role in preparation for upcoming board member changes after the November election. Director Roberts will step down as Board Chair following the September 10th regular board meeting, with Director Carter assuming the Chair role beginning September 24th per the rotation outlined in board procedure 1210P. This transition allows time for collaboration and planning ahead of the November departures of Director Roberts and Director Tanner. The board reviewed procedure 1210P to clarify the rotation process. Director Waananen Jones is scheduled to assume the role as Board Vice Chair per the rotation outlined in Board Procedure 1210P. Additional discussion covered board meeting planning timelines, logistics of 1:1 meetings, and responsibilities for the September general assembly, which Director Roberts will still complete for 2025 before passing the role.

C. Board of Distinction Application

Presenter: Board of Directors

Director Waananen Jones presented a draft application for the Board of Distinction, highlighting the board's focus on closing the achievement gap for students living in poverty. The overview included evidence demonstrating how the board and district support this student population, with achievement data showing the positive impact of PLC work in promoting equity and access. A completed application with supporting evidence will be shared with the board before the September 15th submission deadline.

D. Community Listening Session Planning

Presenter: Board of Directors

The board finalized plans for the upcoming community listening session scheduled for Wednesday, October 15, from 5:30–6:30 p.m. at Lincoln Middle School. The format will include an opening presentation, breakout room discussions, and closing comments. Breakout rooms will be organized by school level (elementary, middle, high school) and a community organizations room, with guiding questions provided to focus discussion.

Topics will include family engagement with schools, community partnerships and engagement (including outreach to local organizations such as Kiwanis, PEF, and the Chamber), and communication methods. The board emphasized the importance of framing discussions around solution-focused feedback, highlighting what is going well as well as areas for improvement, and ensuring conversations remain constructive.

Additional points of discussion included:

- Clarifying outcomes as both sharing information and gathering feedback.
- Considering how to engage beyond already-active community members.
- Moderation strategies, including setting expectations.
- Conducting outreach to new families and parent group leaders.
- Using mini-surveys to capture additional feedback and future topics.

Exploring opportunities to gather student input through separate forums or ambassador programs.

III. 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 5:50 PM.

Respectfully Submitted,
Nathan Roberts

Coversheet

Minutes - September 10, 2025 Regular Board Meeting

Section:	IV. Consent Agenda
Item:	B. Minutes - September 10, 2025 Regular Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on September 10, 2025

DRAFT



Pullman School District

Minutes

Regular Board Meeting

Date and Time

Wednesday September 10, 2025 at 6:30 PM

Location

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

Directors Present

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

Directors Absent

Arron Carter

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 Sep 10, 2025 at 6:30 PM.

C. Flag Salute

D. Land Acknowledgement Statement

E. Approval of Agenda

Amanda Tanner made a motion to approve the agenda as amended.

Craig Nelson seconded the motion.

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

II. Reports, Correspondence & Program

A. PHS ASB Report

Pullman High School ASB student representative provided the following update:

- Students got the chance to get together and learn more about clubs/activities during ASB's "Block Party" event.
- Noted the upcoming football game on Friday, September 12th with the theme "Camo out" and students also will have a pep assembly.
- Equity team planning events for Hispanic Heritage Month.

B. Board Reports

- Craig Nelson: Visited 3rd grade classes at Jefferson to share about what students might see at the fair and provide education about why we have a fair. Attended fair and noted Pullman FFA did a great job representing the district.
- Lisa Waananen Jones: JES PTA Update - Every student received a Jefferson shirt that students got at back-to-school night or at school. This was a project that was as collaboration between parents and teachers, with the idea that it would help to keep kids together at the fair. This was at no cost to families.
- Amanda Tanner: DA 10 Nominating committee update - Resolutions, legislative and nominating committee still need representatives. Attended PHS Open House (as a parent) - shared experience with the open house and got to see the cell phone policy implementation in various classrooms, and also heard about how PLC time is used. Shared appreciation for those positive initiatives.
- Nathan Roberts: No report.

C. Superintendent's Report

- Shared a press release from the Washington State Board of Education announcing Pullman High School senior Abby Wu as the newest student board member, serving through June 2026, and included a quote from Abby.

- Provided an update on Boys & Girls Club programs at KES and FES, noting they are at capacity. After meeting with the organization, an additional 20 openings will be added at each site, with the possibility of exploring another site in the future. Their annual fundraiser will take place in April.
- Reminded the board that OSPI Superintendent Reykdal recently met with superintendents across the state, sharing updates on state assessments, federal funding and mandates, and early legislative discussions. Topics may include a potential statewide cell phone policy ban. Additional updates included new OSPI data displays and maps, the transition to a new high school and beyond plan platform, and revised student discipline rules.

D. Program Reports

School Showcase: Franklin Elementary by Liz Pavlik, Franklin Elementary Principal

Principal Pavlik introduced Tarrin Weber, Franklin's School Counselor, to present an overview of Franklin Elementary's counseling supports, specifically the Fox Den and Fox Minds Matter programs. Both programs reinforce schoolwide social-emotional learning, character education, and home-to-school connections through monthly newsletters and assemblies.

Discussion noted that participation is available at all grade levels, with activities designed differently for K–2 and 3–5 students based on developmental needs. While some students are invited to join, most choose to participate and enjoy the programs.

Report: Summer School and ALE by Jerrod Fleury, Pullman High School Principal

Principal Fleury provided an overview of the Alternative Learning Experiences Program at Pullman High School which is a support program for students to help students get to graduation while still keeping them engaged and participating at Pullman High School. ALE is broken down into 3 categories: FLEX, Credit Recovery, and Open Doors. The update also included the 2024-2025 student enrollment numbers. Principal Fleury also provided an update on the 2025 Summer School program at the high school which focused on credit completion. Saw positive gains for students compared to last year after revising the structure that was used in previous years.

Report: Linewize Update by Tyler Craigie, Technology Supervisor

Supervisor Craigie provided an update on technology work completed over the summer, including phasing out Microsoft 10 in classrooms and transitioning LMS to Chromecarts. He reported on the implementation of Linewize, noting staff training has been provided and the system is being monitored and refined. Staff feedback has been positive, with patience shown as troubleshooting continues.

Key updates included: the inline filter is connected to the district firewall, YouTube traffic has significantly decreased (with 8,000 requests blocked in the past week), and teachers have the ability to unblock content when appropriate. Next steps include expanding staff training, evaluating effectiveness, and integrating parent controls to support digital well-being.

In response to a question, it was clarified that when a student attempts to access blocked YouTube content, a message appears stating the site is filtered, with details available for the tech team.

Report: Program Compliance by Bob Maxwell, Superintendent

Superintendent Bob Maxwell presented the annual Program Compliance report. The district is in compliance with state and federal requirements regarding records retention, supervision of instructional practices, availability of instructional materials, guidance and counseling services, special programs, facility safety, student health and safety, policy access, nondiscrimination, student discipline, graduation requirements, and Title I equivalency.

Noted updates include:

- 2.0 – Updated framework for TPEP evaluation system.
- 6.0 – Annual facility tours by the Superintendent and Executive Director of Operations with prioritized lists for needed improvements.
- 7.0 – All staff must complete required Safe Schools training by the last day of September.
- 10.0 – Incorporation of new student discipline emergency rules.

E. A Community of Belonging - Update

Director Tanner provided an update on the DEIB Task Force, including plans for the upcoming Community Connections event scheduled for October 2 from 6:00–7:30 p.m. at Jefferson. Several organizations have RSVP'd to participate. Tanner also noted three open Task Force positions, which will be discussed at the next board meeting.

III. Public Comment

A. Speakers

Speaker: Nils Peterson, Executive Director for Hills & River Housing Trust

Topic: Speaker shared information on a Department of Commerce project to build affordable housing in Pullman, explaining how land trusts work, qualifications for homeowners, and the workforce members who would benefit.

IV. Consent Agenda

A.

Minutes - August 27, 2025 Regular Board Meeting

Amanda Tanner made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 08-27-25.

Craig Nelson seconded the motion.

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

B. Personnel Report

C. Professional/Personal Services Contracts

D. Warrants

E. Student Transfer Requests

F. ASB Fundraisers

G. Uncollected Non-Tax Revenue Report

H. Donation Received

I. Consent Agenda Approval

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

Craig Nelson seconded the motion.

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

V. Discussion Items

A. 3241 Student Discipline

Presenter: Bob Maxwell, Superintendent

Policy 3241 Student Discipline was highlighted in the WSSDA August 2025 Policy Alert. Policy 3241 has been aligned with the most recent WSSDA sample policy. Revisions reflect the new discipline rule drafted by OSPI that took effect July 11, 2025. The revisions simplify policy language, clarify definitions, and align district practices with updated state requirements. The most significant change is the reduced distinction between long-term suspensions and expulsions, requiring districts to adjust how these disciplinary actions are applied.

B. 5161 Civility in the Workplace

Presenter: Bob Maxwell, Superintendent

WSSDA Policy 5161 – Civility in the Workplace is a discretionary model policy designed to foster a safe, respectful, and professional work environment. While it incorporates some aspects related to staff speech, the policy's primary purpose is to promote orderly

conduct, mutual respect, and civil interactions among employees, students, families, and the community, thereby supporting a quality educational environment for students. By establishing clear expectations for workplace behavior, Policy 5161 supports positive working relationships, reduces conflict, and strengthens the overall educational environment, ensuring that students benefit from a culture of dignity and collaboration.

Director Waananen Jones discussed the balance between promoting civility and protecting free speech. Concerns were raised about potential misuse of the policy for disciplinary purposes or subjective enforcement. Superintendent Maxwell noted the policy has been reviewed by legal counsel, who made adjustments to enforcement language, and that adoption of the policy is becoming more common across districts.

VI. Executive or Closed Session

A. Executive Session

N. Roberts announced there will be an Executive Session to discuss property that will end at 7:43pm.

VII. 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 7:43 PM.

Respectfully Submitted,
Nathan Roberts

Documents used during the meeting

- Board Report - 9.10.2025 Personnel.pdf
- Student Activity Stipend Schedule 2025-2026.pdf
- Board Report - Contracts 9.10.2025.pdf
- Payroll Warrant Authorization Form_August 2025.pdf
- Check Summary 2025-26.pdf
- Check Summary 2024-25.pdf
- Addtl Check Summary 2024-25.pdf
- 2025 09.10 Regular Board Meeting - Student Transfer Requests.pdf
- ASB Fundraiser - LMS Science Olympiad_Letter Writing 9.10.25.pdf
- ASB Fundraiser - PHS ASB_Penny Drive 9.10.25.pdf
- ASB Fundraiser - PHS DECA_Minton Mania 9.10.25.pdf

- ASB Fundraiser - PHS FFA_ Chrysanthemum Sale 9.10.25.pdf
- ASB Fundraiser - PHS DECA_Blood Drive 9.10.25.pdf
- 2024-25 Uncollected Non-Tax Revenue.pdf
- MEMO PHS Smash Fundraising Donation Received 9.10.25.pdf
- ES 3241 Student Discipline 9.10.25.pdf
- 3241 Student Discipline 9.10.25.pdf
- ES 5161 Civility in the Workplace 9.10.25.pdf
- 5161 Civility in the Workplace NEW 9.10.25.pdf
- September Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf
- Board of Directors Communication Plan 2025.pdf
- 2025-26 Strategic Plan Goals_Priorities_Success Indicators.pdf
- 2021P Library Information and Technology Programs 8.13.25.pdf
- 3241P Student Discipline 9.10.25.pdf
- 3241F2 District Continuum of Disc Responses 9.10.25.pdf
- 3241F District Discipline Matrix 9.10.25.pdf

Coversheet

Personnel Report

Section:	IV. Consent Agenda
Item:	C. Personnel Report
Purpose:	FYI
Submitted by:	
Related Material:	Board Report - 9.24.2025 Personnel.pdf

MEMORANDUM

TO: Board of Directors

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

DATE: September 24, 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: **Taylor Ault**, first grade teacher at Kamiak Elementary School, resignation effective September 23, 2025

Madison Hotchkiss, core+ teacher at Kamiak Elementary School, request for a leave of absence beginning January 26, 2026, through June 12, 2026

Tessa Klebaum as 1.0 FTE leave replacement second grade teacher at Jefferson Elementary School beginning approximately September 25, 2025, through March 6, 2026

Rozalyn Strong, science teacher at Lincoln Middle School, increase from .8 FTE to 1.0 FTE beginning the 2025-2026 school year

April Walter, first grade teacher at Franklin Elementary School, request for a leave of absence beginning approximately February 23, 2026, through June 12, 2026

Classified: **Pat Allan**, regular route bus driver, resignation effective October 2, 2025

Jung Hoon Lee as lunchroom paraeducator at Lincoln Middle School

Thurman Murchison, custodian at Lincoln Middle School, transfer to lead I custodian at Pullman High School

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

Charles Caessens as athletics game manager (fall season) at Lincoln Middle School

Jack Eisnaugle as assistant cross country coach at Lincoln Middle School

Mary Marsh as winter sports game manager at Pullman High School

Jansi Merz as assistant volleyball coach at Lincoln Middle School for the 2025-2026 school year only

Isaac Ries, assistant boys swim coach at Pullman High School, transfer to head boys swim coach at Pullman High School

Coversheet

Professional/Personal Services Contract Report

Section:	IV. Consent Agenda
Item:	D. Professional/Personal Services Contract Report
Purpose:	
Submitted by:	
Related Material:	Board Report - Contracts 9.24.2025.pdf

MEMORANDUM

TO: Board of Directors

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

DATE: September 24, 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:

Amable Consulting LLC to provide on the job training and coaching with teachers and paraeducators in the Developmental Learning Center at both Kamiak Elementary School and Lincoln Middle School, September 29, 2025, through November 21, 2025, \$100 per hour for up to 15 hours per month.

Community Child Care Center to provide a general education environment and program to Pullman School District special education preschool students for the 2025-2026 school year, as well as an office and additional private space for therapy for the purpose of serving the individual needs of students, for an annual fee not to exceed \$11,777.

Coversheet

Warrants

Section:	IV. Consent Agenda
Item:	E. Warrants
Purpose:	FYI
Submitted by:	
Related Material:	Check Summary_9.24.25.pdf

GF 2425
Correction

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 September 24, 2025, the board, by a _____ vote, approves payments, totaling \$342.63, and voids/cancellations, totaling \$342.36. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736667 through 26736667, totaling \$342.63
Voids/Cancellations, totaling \$342.36

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736667	OSPI - Child Nutrition Svcs	09/25/2025	342.63
1	Computer	Check(s) For a Total of	342.63

Check Nbr	Vendor Name	Check Date	Check Amount
26736666	OSPI - Child Nutrition Svcs	09/25/2025	342.36
1	Void	Check(s) For a Total of	342.36

	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	342.63
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	342.63
Less	1	Voided	Checks For a Total of	342.36
		Net Amount		0.27

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	0.27	0.27

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 September 24, 2025, the board, by a _____ vote, approves payments, totaling \$342.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736666 through 26736666, totaling \$342.36

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736666	OSPI - Child Nutrition Svcs	09/25/2025	342.36
1	Computer	Check(s) For a Total of	342.36

	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	342.36
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	342.36
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	342.36

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	342.36	342.36

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 September 24, 2025, the board, by a _____ vote, approves payments, totaling \$52,799.82. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736628 through 26736665, totaling \$52,799.82

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736628	APS Inc	09/25/2025	190.98
26736629	Bobs Fire Equipment	09/25/2025	318.82
26736630	Charlies Produce	09/25/2025	3,408.77
26736631	CMRS-FP	09/25/2025	3,000.00
26736632	Cravens Coffee	09/25/2025	109.00
26736633	Department of Ecology	09/25/2025	2,230.00
26736634	Envoy Plan Services, Inc.	09/25/2025	12.50
26736635	Four Star Supply Co., Inc	09/25/2025	253.83
26736636	Gold Star Foods	09/25/2025	3,115.66
26736637	HD Supply Facilities Maint	09/25/2025	346.05
26736638	HD SUPPLY	09/25/2025	588.70
26736639	Huber Action Freight	09/25/2025	28.60
26736640	Inland North Waste	09/25/2025	280.00
26736641	J & H Printing Inc.	09/25/2025	583.20
26736642	Johnson Controls Repair Center	09/25/2025	1,885.68
26736643	King County Director's Assoc	09/25/2025	3,332.57
26736644	Kuhl Auto Parts, LLC	09/25/2025	251.73
26736645	LMC Data Corporation	09/25/2025	324.24
26736646	Moscow-Pullman Bldg. Supply	09/25/2025	870.99
26736647	OFFICE DEPOT	09/25/2025	972.78
26736648	Omega Electric	09/25/2025	150.00
26736649	Palouse Locksmith	09/25/2025	12.96
26736650	Pearson Education Inc	09/25/2025	1,890.00
26736651	Pullman School Dist - Revolvin	09/25/2025	375.50
26736652	Rochester 100 Inc.	09/25/2025	656.64
26736653	RWC Group	09/25/2025	433.40
26736654	Scholastic Inc.	09/25/2025	707.17
26736655	School Outfitters	09/25/2025	3,877.17
26736656	Schuck, Vicki	09/25/2025	52.92
26736657	Stevens - Clay PS	09/25/2025	6,818.50
26736658	Studies Weekly	09/25/2025	1,739.26
26736659	Tools To Grow, Inc.	09/25/2025	66.99
26736660	Travelers	09/25/2025	3,500.00

Check Nbr	Vendor Name	Check Date	Check Amount
26736661	Walter E Nelson Co	09/25/2025	4,931.54
26736662	Washington State Parks	09/25/2025	1,860.22
26736663	Washington State University	09/25/2025	40.00
26736664	Whitman County Landfill	09/25/2025	274.91
26736665	WSIPC	09/25/2025	3,308.54
38	Computer	Check(s) For a Total of	52,799.82

	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
	38	Computer	Checks For a Total of	52,799.82
Total For	38	Manual, Wire Tran, ACH & Computer	Checks	52,799.82
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	52,799.82

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-158.68	315.50	52,643.00	52,799.82

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 September 24, 2025, the board, by a _____ vote, approves payments, totaling \$569.43. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736625 through 26736627, totaling \$569.43

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736625	Dobbins, Natalie Christine	09/25/2025	6.51
26736626	Jones, Jeffrey Scott	09/25/2025	240.67
26736627	Powell, William Charles	09/25/2025	322.25
3	Computer	Check(s) For a Total of	569.43

	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	569.43
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	569.43
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	569.43

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	569.43	569.43

Ap-PHS ASB 9.25.25

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 September 24, 2025, the board, by a _____ vote, approves payments, totaling \$4,332.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736621 through 26736624, totaling \$4,332.07

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736621	BSN Sports	09/25/2025	595.07
26736622	Coachcomm	09/25/2025	2,035.00
26736623	Hudl	09/25/2025	972.00
26736624	WIAA	09/25/2025	730.00

4	Computer	Check(s) For a Total of	4,332.07
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	4,332.07
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	4,332.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,332.07

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-162.80	0.00	4,494.87	4,332.07

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 September 24, 2025, the board, by a _____ vote, approves payments, totaling \$812.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736619 through 26736620, totaling \$812.14

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736619	Game One	09/25/2025	712.14
26736620	Pullman School Dist - Revolvin	09/25/2025	100.00
2	Computer	Check(s) For a Total of	812.14

	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
	2	Computer	Checks For a Total of	812.14
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	812.14
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	812.14

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	812.14	812.14

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 September 24, 2025, the board, by a _____ vote, approves payments, totaling \$106,913.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736617 through 26736618, totaling \$106,913.92

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736617	Avista Utilities	09/25/2025	74,553.11
26736618	JPS Books + Logistics	09/25/2025	32,360.81

2	Computer	Check(s) For a Total of	106,913.92
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	106,913.92
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	106,913.92
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	106,913.92

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	106,913.92	106,913.92

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 September 24, 2025, the board, by a _____ vote, approves payments, totaling \$6,898.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736616 through 26736616, totaling \$6,898.00

Secretary _____	Board Member _____	
Board Member _____	Board Member _____	
Board Member _____	Board Member _____	
Check Nbr Vendor Name	Check Date	Check Amount
26736616 9 to 5 Computer Supply Dist	09/25/2025	6,898.00
1 Computer	Check(s) For a Total of	6,898.00

	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	6,898.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	6,898.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,898.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	-551.84	0.00	7,449.84	6,898.00

GF VOID/REISSUE 9.8.25

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 September 10, 2025, the board, by a _____ vote, approves payments, totaling \$12,570.00, and voids/cancellations, totaling \$12,570.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736613 through 26736614, totaling \$12,570.00
Voids/Cancellations, totaling \$12,570.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736613	Washington Officials Associati	09/11/2025	11,070.00
26736614	WRSD Business Office	09/11/2025	1,500.00

2	Computer	Check(s) For a Total of	12,570.00
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Check Nbr	Vendor Name	Check Date	Check Amount
26736609	Washington Officials Associati	09/08/2025	12,570.00
1	Void	Check(s) For a Total of	12,570.00

	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
	2	Computer	Checks For a Total of	12,570.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	12,570.00
Less	1	Voided	Checks For a Total of	12,570.00
			Net Amount	0.00

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	0.00	0.00

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 September 24, 2025, the board, by a _____ vote, approves payments, totaling \$245.03. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600019 through 252600020, totaling \$245.03

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600019	Ault, Taylor S	09/25/2025	236.00
252600020	Claassen, Katelyn Jamie	09/25/2025	9.03

2	ACH	Check(s) For a Total of	245.03
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	2	ACH	Checks For a Total of	245.03
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	245.03
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	245.03

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	245.03	245.03

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

As of September 24, 2025, the board, by a _____ vote, approves payments, totaling \$2,272.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600018 through 252600018, totaling \$2,272.14

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600018	NCS Pearson, INC	09/25/2025	2,272.14
1	ACH	Check(s) For a Total of	2,272.14

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	2,272.14
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	2,272.14
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,272.14

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	2,272.14	2,272.14

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 September 24, 2025, the board, by a _____ vote, approves payments, totaling \$551.84. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:
Wire Transfer Payments 202400107 through 202400107, totaling \$551.84

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

Check Nbr	Vendor Name	Check Date	Check Amount
202400107	Department Of Revenue	09/12/2025	551.84
1	Wire Transfer Check(s) For a Total of		551.84

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	551.84
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	551.84
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	551.84

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	551.84	0.00	0.00	551.84

Summary Complex 2024-25

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 28, 2025 the board, by a _____ vote, approves payments, totaling \$6,708.74. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 202400104 through 202400106, totaling \$6,708.74

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

Check Nbr	Vendor Name	Check Date	Check Amount
202400104	Department of Revenue	09/25/2025	\$936.57
202400105	Department of Revenue	09/25/2025	\$5,583.64
202400106	Department of Revenue	09/25/2025	\$188.53
3	Wire Transfer Check (s) For a Total of		\$6,708.74

Coversheet

Student Transfer Requests

Section:	IV. Consent Agenda
Item:	F. Student Transfer Requests
Purpose:	FYI
Submitted by:	
Related Material:	2025 09.24 Regular Board Meeting - Student Transfer Requests.pdf



SCHOOL BOARD REPORT

Student Transfer Requests

September 24, 2025

Transfer Requests 2025-2026

Released to PSD

- E. Sanders, Grade 11, Released from the Colfax School District – New

Released from PSD

- S. Alsawaier, Grade 12, Released to Washington Virtual Academy in the Omak School District – Renewal
- B. Banks, Grade 10, Released to GarPal in the Palouse School District – New
- G. Blair, Grade 11, Released to Washington Virtual Academy in the Omak School District – Renewal
- L. Keeney, Grade 10, Released to Seaview Academy in the Port Angeles School District – New
- K. McBride, Grade 7, Released to Washington Connections Academy in the Goldendale School District – Renewal
- K. Ohki, Grade 12, Released to Washington Virtual Academy in the Omak School District – Renewal
- A. Rao, Grade 12, Released to Washington Connections Academy in the Goldendale School District – New
- G. Wainscott, Grade 11, Released to Washington Connections Academy in the Goldendale School District – New

Rescinded Transfer Requests

- J. Bradshaw, Grade 12, Rescinded from Washington Digital Academy in the South Bend School District
- E. Olson, Grade 11, Rescinded from Washington Digital Academy in the South Bend School District

Coversheet

ASB Fundraisers

Section:	IV. Consent Agenda
Item:	G. ASB Fundraisers
Purpose:	
Submitted by:	
Related Material:	ASB Fundraiser - PHS ASB_TOLO Dance 9.24.25.pdf



REC'D SEP 12 2025

Fundraising/Activity Form

☐ ASB ☐ ASB Charitable ☐ General Fund

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

School: <u>Pullman High School</u>	Group Name: <u>ASB</u>	Account #: <u>1016</u>
Proposed Fundraising Activity: <u>Tolo dance</u>		
Intended Use of Proceeds: <u>Sophomore class fundraiser</u>		
Estimated Revenues: \$ <u>\$3000</u>	Estimated <u>\$1500</u>	
Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit: <u>\$1500</u>		
Will the fundraiser be held for the benefit of an organization outside the district? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please attach a copy of the name, address and phone number of the organization.		
Dates of the Fundraiser: Start: <u>09/26/25</u> End: <u>09/27/25</u>		
Team/Club Leader (student): <u>[Signature]</u> (Signature & Date)	ASB Bookkeeper (staff): <u>[Signature]</u> (Signature & Date)	
Coach/Club Advisor (staff): <u>[Signature]</u> (Signature & Date)	Principal's Pre-Approval: <u>[Signature]</u> (Signature & Date)	
Student Leadership (student): <u>[Signature]</u> (Signature & Date)	Activity Coordinator: <u>Debbu Gabe 9-5-25</u> (Signature & Date)	

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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

Coversheet

Out-of-State Travel Request

Section:	IV. Consent Agenda
Item:	H. Out-of-State Travel Request
Purpose:	
Submitted by:	
Related Material:	Out-of-State Travel Req - 2025 WASA-Milliken Leadership Academy.pdf



PULLMAN PUBLIC SCHOOLS

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

MEMO

To: Pullman School District Board of Directors

From: Bob Maxwell
Superintendent
Pullman School District

Date: September 24, 2025

Re: **Request for Out-of-State Travel**
2025 WASA-Milliken Leadership Academy

REQUEST FOR OUT-OF-STATE TRAVEL:

Conference: 2025 WASA-Milliken Leadership Academy

Location: Spartanburg, South Carolina

Dates: November 5-7, 2025

Attendees: Bob Maxwell, Superintendent

Description:

The WASA-Milliken Leadership Academy, held at the Corporate Headquarters in Spartanburg, SC, offers an opportunity for superintendents to learn more about Milliken's commitment to public education and how they have transformed their company during a period of great adversity. The group attending the November 2025 WASA-Milliken Leadership Academy will be comprised of approximately 20 superintendents from Washington State—by invitation only. The program for the three-day academy includes the aforementioned Milliken “story”, with subsequent sessions on transformational leadership, continuous improvement, innovation, technical design, brand transformation, and creating and sustaining a culture of excellence. School tours are also scheduled for the group. WASA arranges and pays for food, lodging, and shuttle to/from the airport. District is responsible for airfare.

Coversheet

Transitional Bilingual Instruction Programs (TBIP) - FP 219

Section: IV. Consent Agenda
Item: I. Transitional Bilingual Instruction Programs (TBIP) - FP 219
Purpose:
Submitted by:
Related Material: FP219 STBIP Grant.pdf



Application - FP 219 - TBIP 25-26

EGMS ID

AP-OSPI-9302

Status

Review Initiated

Application Due Date

09/30/2025

Overview

Information

Applicant Organization

Pullman School District

Address

240 SE Dexter St
Pullman Washington 99163

EIN

NULL

UEI

M5TMB5PJWF76

Opportunity Overview

Opportunity ID

AN-OSPI-2022

Opportunity Title

FP 219 - TBIP 25-26

Funding Organization

Washington State Office of
Superintendent of Public Instruction

Subaward Floor

\$0.00

Subaward Ceiling

\$15,000,000.00

Estimated Project Period Start Date

09/01/2025

Estimated Project Period End Date

08/31/2026

Match Required?

No

Program Income Allowed?

No

Application Overview

Application Title





FP 219 - TBIP 25-26

OSPI Contacts

Title	Name	Email	Business Phone	Organization	Project Role	Program
Program Supervisor	Kadriye El-Atwani	kadriye.el-atwani@k12.wa.us	(360) 725-6145	Washington State Office of Superintendent of Public Instruction	Program Contact	
Multilingual Education Program Supervisor	Katie Sperling	katie.sperling@k12.wa.us	(360) 701-5064	Washington State Office of Superintendent of Public Instruction	Program Contact	
Title III, Part A Multilingual Program Supervisor	Shannon Martin	shannon.martin@k12.wa.us	(360) 269-5232	Washington State Office of Superintendent of Public Instruction	Program Contact	
	Virginia Morales	virginia.morales@k12.wa.us		Washington State Office of Superintendent of Public Instruction	Program Contact	

System Information

Created By
Roberta Kramer

Created Date
08/11/2025 10:26 AM

Last Modified By
Ryan Mulvey

Last Modified Date
09/08/2025 2:07 PM

First Submitted On
09/08/2025 2:07 PM

Budget

Instructions

Budget Information

Maximum





Allocation Amount	Indirect Rate	Indirect Allowed	Requested Indirect Amount	Budgeted Indirect Expenditures	Budgeted Direct Expenditures	Allowed Budgeted Direct Expenditures	Total Budgeted Expenditures	Unbudgeted Amount
\$1.00	0.00 %	\$0.00	\$0.00	\$0.00	\$1.00	1.00	\$1.00	0.00

Budget Details

Category Name: 21 Supervision-Instruction

Debit Transfer (0): \$0.00

Credit Transfer (1): \$0.00

Salaries Certificated (2): \$0.00

Salaries Classified (3): \$0.00

Benefits & Payroll Taxes (4): \$0.00

Supplies Instr. Resources, & Non-Capitalized (5): \$0.00

Purchased Services (7): \$0.00

Travel (8): \$0.00

Capital Outlay (9): \$0.00

Award Total: \$0.00

EGMS ID: AC-193119

Category Name: 24 Guidance and Counseling

Debit Transfer (0): \$0.00

Credit Transfer (1): \$0.00

Salaries Certificated (2): \$0.00

Salaries Classified (3): \$0.00





Benefits & Payroll Taxes (4): \$0.00
Supplies Instr. Resources, & Non-Capitalized (5): \$0.00
Purchased Services (7): \$0.00
Travel (8): \$0.00
Capital Outlay (9): \$0.00
Award Total: \$0.00
EGMS ID: AC-193120

Category Name: 27 Teaching
Debit Transfer (0): \$0.00
Credit Transfer (1): \$0.00
Salaries Certificated (2): \$1.00
Salaries Classified (3): \$0.00
Benefits & Payroll Taxes (4): \$0.00
Supplies Instr. Resources, & Non-Capitalized (5): \$0.00
Purchased Services (7): \$0.00
Travel (8): \$0.00
Capital Outlay (9): \$0.00
Award Total: \$1.00
EGMS ID: AC-193121

Category Name: 31 Instructional Professional Development
Debit Transfer (0): \$0.00





Credit Transfer (1): \$0.00

Salaries Certificated (2): \$0.00

Salaries Classified (3): \$0.00

Benefits & Payroll Taxes (4): \$0.00

Supplies Instr. Resources, & Non-Capitalized (5): \$0.00

Purchased Services (7): \$0.00

Travel (8): \$0.00

Capital Outlay (9): \$0.00

Award Total: \$0.00

EGMS ID: AC-193123

Category Name: 33 Curriculum

Debit Transfer (0): \$0.00

Credit Transfer (1): \$0.00

Salaries Certificated (2): \$0.00

Salaries Classified (3): \$0.00

Benefits & Payroll Taxes (4): \$0.00

Supplies Instr. Resources, & Non-Capitalized (5): \$0.00

Purchased Services (7): \$0.00

Travel (8): \$0.00

Capital Outlay (9): \$0.00

Award Total: \$0.00

EGMS ID: AC-193122





Budget Narrative

Budget Comments

Staff Assignments

Peer Reviewers

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Focus Area
1	Ryan Mulvey		08/30/2025	Yes	Sent for Review	
2	Paula Bates		08/30/2025	Yes	Sent for Review	
3	Lisa Spence		08/30/2025	Yes	In Progress	

Reviews

Reviewer Rating	Comments	Last Modified Date
Passed		08/22/2025 11:36 AM

4	Ryan Mulvey		08/30/2025	Yes	Created	
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Fiscal Contacts

Project Role	Name	Email	Is User
Other	Roberta Kramer	rkramer@psd267.org	true
Other	Paula Bates	pbates@psd267.org	true





Fiscal Contact	Lisa Spence	lspence@psd267.org	true
Main Contact	Ryan Mulvey	rmulvey@psd267.org	true

Owner

Name	Responsibility
Ryan Mulvey	Owner

Forms and Files

Application Instructions

Forms

Sequence Number	Form Name	Is Form Completed?	Mandatory?	Last Modified By	Last Modified Date
	FP 219 - Transitional Bilingual Instructional Program (TBIP) - Application (25–26)	Yes	Yes	Ryan Mulvey	09/08/2025 2:07 PM

Supporting Documents Checklist

Description	Required	Template Link	Subrecipient Document Link
Multilingual Learner Program Planning Template	Optional	View	Not Applicable

Notes

Title	Description	Created Date	Created By
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Application Files

Title	Classification	File Extension	Description	Upload Date
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OSPI_FN-7246

Form Name:

FP 219 - Transitional Bilingual
Instructional Program (TBIP) -
Application (25–26)

Is Form Validated?

Yes

Last Modified By:

Ryan Mulvey

Last Modified Date:

09/08/2025 2:07 PM

Application ID:

AP-OSPI-9302

Application Title:

FP 219 - TBIP 25-26

Application Due Date:

08/30/2025

Last Submitted Date:

Organization Code:

38267

Organization Name:

Pullman School District

Purpose

Purpose

To support the district's Transitional Bilingual Instructional Program (TBIP) as described in WAC 392-160-029. Funding provides supplemental financial assistance to school districts which may help offset the additional costs of implementing a TBIP. Funds may be used for the sole purpose of operating the TBIP (RCW 28A.180.080).

Board Approval

Annual Board approval is required.

Submission Due Date

The application due date is August 1 each year.

Valid Use of Funds





1. Administration Instruction - Allowable for administering the TBIP.
2. Instruction - Salaries for ELL or Bilingual Education endorsed teachers and instructional support staff (cannot be used to fully fund teacher salaries in programs where the bilingual teacher is the student's basic education teacher, e.g., dual language program or sheltered content classes, but can offset the additional costs associated with providing meaningful access to content to English learners, as approved in the district's grant application.)
3. Substitute Costs - Substitute costs for teachers to attend English learner-specific professional development.
4. Professional Development - Professional development "for teachers, counselors, and other staff, who are involved in the district's transitional bilingual program. Training to include instructional strategies for children of culturally diverse backgrounds, use of curriculum materials, and program models" RCW 28A.180.040 (5).
5. Instructional Materials - Instructional materials specifically designed for English learners.
6. Curriculum Development - Curriculum development specific to English language development.
7. Translation & Interpretation - Translation and interpretation specific to TBIP programs and services.
8. Evaluation - Costs associated with TBIP annual program evaluation.
9. WIDA ACCESS - Staff time for training and proctoring the annual English language proficiency assessment.

Acknowledgement of Program Assurances

By entering my name, I hereby declare that organization officials have read, understand, and agree to these assurances. All information provided herein is accurate.

Authorized Representative Name:

Ryan Mulvey

Authorized Representative Title:

Assistant Superintendent

Date:

09/05/2025

Program Models and Services

Definitions and Justifications for Program Models





Dual Language Programs, which provide at least 50% or more of instruction in a language other than English, are the preferred model of services for multilingual learners (ML) in Washington state. Our district currently offers a Dual Language Program.

No

An "Alternative Instructional Program" is a program provided in English only or English with primary language support (WAC 392-160-005). School districts under one or more of the following conditions may elect to provide an Alternative Instructional Program (WAC 392-160-040).

Select all that apply.

Bilingual instruction cannot be provided because of student distribution across grade levels or schools or both.

Given that dual language models are the preferred and most successful models, describe what the district is doing to explore and/or begin the planning process for a dual language program.

Annually we attend conferences that include sessions related to dual language models.

Continuous Improvement Approach

A continuous improvement approach is integral to upholding the Castañeda (1981) framework which articulates three standards for language instruction educational programs:

1. The program is based on **sound educational theory or research**;
2. The program is **implemented effectively** with adequate resources and personnel;
3. The program is **evaluated as effective** in overcoming language barriers.

How is the district aligning its program model(s) with **sound educational theory or research and the Multilingual Statewide Learner Strategic Plan**?

All district programs are aligned to research based practices including our program that supports MLL's. This includes direct instruction, use of data based decision making and collaborative team structures.

Progress Monitoring and Support for Exited Students

RCW 28A.150.260 provides two years of additional funding to assist students who have exited from the TBIP after reaching the proficient level on the state English language proficiency assessment within the previous two years. This funding can be used to provide academic supports that help exited students reach





grade level performance.

Describe the process (data analysis of summative and formative assessments) used to **monitor progress** the academic performance of former/exited MLs to determine which students need additional academic content support.

Grades, review of performance related to standards through CFA's and benchmark assessments.

Describe the **academic content support** provided to these former/exited MLs.

Frequent checks for understanding, reteaching in a way that best aligns with students needs and interests, focus on vocabulary and multiple ways of demonstrating learning.

What **criteria** is used to determine when former/exited MLs no longer require academic supports?

Passing classes, evidence of at or above standard, benchmark assessments at grade level.

Program Models and Services

Review the Program Models [document on the Multilingual Education Program website](#) for complete definitions of each program model.

IMPORTANT DIRECTIONS: It is essential to **SAVE the form after making the below program model selections**. Saving the form will allow the system to populate additional sections to complete below based on the program model(s) selected in the Program Models and Services section. After saving select **Edit to continue**.

Select the program model(s) used within the district. (Note: TBIP services occur throughout the day in all program models.)

Supportive Mainstream (Instruction in mainstream English classrooms for all core content with supplemental ELD provided by specially trained teachers)

Supportive Mainstream Details and Services - English Language Development

Designated ELD within a Supportive Mainstream model should include the following:

Planning: Classroom teachers should be regularly co-planning with an ELD teacher or specialist and using the WIDA ELD Standards Framework to integrate language development in instruction.

Instructional Methods (teaching): Instruction is given using general education classroom materials that focus on the key language use and language expectations identified for the content unit of instruction. These materials are adapted or modified to support the development of all 4 language domains for MLs.

Staffing: Instruction can be provided by the classroom teacher or in collaboration with an ELD teacher or paraeducator. Classroom



teachers and paraeducators should have significant professional development on ML strategies and use of WIDA ELD standards.

Meaningful Access to Content: Within a Supportive Mainstream model, academic content must be made accessible by incorporating strategies to support MLs. It isn't a "supportive" model if there are no supports!

Directions: For the following questions if a grade band has no students enter "0" and "N/A" for the description of services.

ELEMENTARY

Number of elementary MLs in supportive mainstream model.

112

Describe the following required elements for ELD instruction in elementary supportive mainstream programs:

- Planning process
- Instructional methods
- Staffing details

Planning process begins with data examining individual students performance on WIDA, classroom assessments, and benchmark assessments.

Co-planning occurs during weekly collaborative time (Monday mornings) along with regularly scheduled before and after school planning times.

WIDA standards guide planning related to specific needs of individual students. In addition ELD teachers provide integrated opportunities for classroom teachers to familiarize implementation of standards.

Our adopted materials have specific ELD teaching components which help to guide instructional practices across the four language domains. In addition, ELD instructional staff work with classroom teachers to identify specific approaches that meet the needs of students.

Instruction is provided collaboratively by the classroom teacher and ELD staff member focusing on effective strategies across the four domains.

Review of content understanding and direct instruction to clarify misconceptions.

Using essential standards, provide direct instruction to students in small groups.

Describe the meaningful access to content provided throughout the day for all elementary ML students.

Vocabulary rich environments; regular checks for understanding; identification of essential standards and maintaining a focus on those standards.

Implementation of a co-teach model is being piloted at Jefferson Elementary School.





MIDDLE SCHOOL

Number of middle schools MLs in supportive mainstream model.

33

Describe the following required elements for ELD instruction in middle school supportive mainstream programs:

- Planning process
- Instructional methods
- Staffing details

Planning process begins with data examining individual students performance on WIDA, classroom assessments, and benchmark assessments.

Co-planning occurs during weekly collaborative time

(Monday mornings) along with regularly scheduled before and after school planning times.

WIDA standards guide planning related to specific needs of individual students. In addition ELD teachers provide integrated opportunities for classroom teachers to familiarize implementation of standards.

In addition, ELD instructional staff work with classroom teachers to identify specific approaches that meet the needs of students.

Instruction is provided collaboratively by the classroom teacher and ELD staff member focusing on effective strategies across the four domains.

Review of content understanding and direct instruction to clarify misconceptions.

Using essential standards, provide direct instruction to students in small groups.

Describe the **meaningful access to content** provided throughout the day for all middle school ML students.

Emphasis on vocabulary and regular check-ins regarding comprehension of content related to the most essential standards.

HIGH SCHOOL

Number of high school MLs in supportive mainstream model.

31

Describe the following required elements for ELD instruction in high school supportive mainstream programs:

- Planning process
- Instructional methods





- Staffing details

Planning process begins with data examining individual students performance on WIDA, classroom assessments, and benchmark assessments. Co-planning occurs during weekly collaborative time (Monday mornings) along with regularly scheduled before and after school planning times. WIDA standards guide planning related to specific needs of individual students. In addition ELD teachers provide integrated opportunities for classroom teachers to familiarize implementation of standards.

In addition, ELD instructional staff work with classroom teachers to identify specific approaches that meet the needs of students.

Instruction is provided collaboratively by the classroom teacher and ELD staff member focusing on effective strategies across the four domains.

Review of content understanding and direct instruction to clarify misconceptions.

Using essential standards, provide direct instruction to students in small groups.

Describe the **meaningful access to content** provided throughout the day for all high school ML students.

Emphasis on vocabulary and regular check-ins regarding comprehension of content related to the most essential standards.

Program Demographics

Student Demographics

What is the total number of identified Multilingual English Learners (MLs) in the district?

178

What percent of total student enrollment are currently identified MLs?

6%

What is the total number of exited students being monitored for academic grade-level achievement (Supplemental TBIP funding provided for 2 years)?

49

Staffing

Position	TBIP Funded FTE	Basic Ed Funded FTE	Other Funded FTE: List Funding Source(s)	Notes
ELL/Bilingual Endorsed Teachers providing ELD	2.4	0.0	N/A	N/A





Teachers with EL training who do not hold an ELL/Bilingual Endorsement but are providing designated ELD	0.0	0.0	N/A	N/A
Coaches/professional development trainers	0.0	0.0	N/A	N/A
Administration	0.0	0.0	N/A	N/A
Administrative Support	0.0	0.0	N/A	N/A
Paraeducators	0.5	0.0	N/A	actually .5192
Other (List duties for this position in the Notes column; enter '0' in first two columns and 'N/A' in third column)	0.0	0.0	N/A	N/A

Continuous Improvement Approach

A continuous improvement approach is integral to upholding the Castañeda (1981) framework which articulates three standards for language instruction educational programs:

1. The program is based on sound educational theory or research;
2. The program is implemented effectively with adequate resources and personnel;
3. The program is evaluated as effective in overcoming language barriers.

How does the district ensure its program is adequately staffed and funded?

We commit to hiring ELD endorsed teachers as both program specialist and when possible as classroom teachers. Funding includes state TBIP and Basic Education.

Action Plan for Workplace Development





All programs should be implemented under the direction of staff with the appropriate expertise and endorsement (ELL or Bilingual). Paraprofessionals may provide additional, supplementary instruction for English language development and **must be supervised by a certificated teacher** with the appropriate expertise in language development.

The district has an appropriate number (ratio > 1:50) of ELL/Bilingual certificated teachers who plan and deliver instruction for MLs and/or supervise paraeducators who deliver English language development services.

Yes

If 'Increase the number of ELL/Bilingual endorsed teachers before the next funding cycle.' was selected above, enter the number of ELL/Bilingual endorsed FTE by which the district intend to increase the staffing before the next funding cycle.

If 'Other' is selected above, please describe the planned steps.

Work collaboratively with Washington State University to provide endorsement opportunities for Pullman School District staff.

Program Evaluation

Program Evaluation and Action Steps

Student Group	Number	% of Total	State %
Total number and % of MLs in the district	180	6.2 %	14.8 %
MLs exiting TBIP services (indicator of program effectiveness)	26	14.4 %	7.8 %
Former/Exited MLs meeting standard on ELA assessment at 2 years exited	4	57.0 %	78.2 %
Former/Exited MLs meeting standard on Math assessment at 2 years exited	4	57.0 %	70.3 %
MLs who have not exited TBIP after 5 years	24	13.0 %	39.2 %
MLs dually qualified for Special Education Services	24	13.0 %	17.5 %





Questions

What steps is the district taking this year to ensure all MLs receive meaningful access to content and English language development services to achieve full English proficiency?

Vocabulary rich classrooms, implementation of core instructional materials with extensions for MLL's, regular disaggregation of academic assessments to determine if students need additional support, frequent program monitoring.

What steps is the district taking this year to monitor academic progress in ELA for exited/transitioned students and to provide targeted assistance as needed (such as a Multi-tiered System of Supports)?

At each grading period, MLL data will be examined to determine if students are meeting standards. Bi-weekly check ins with classroom teachers as needed.

What steps is the district taking this year to monitor academic progress for exited/transitioned students in Math and to provide targeted assistance as needed (such as a Multi-tiered System of Supports)?

Regular examination of grades, check ins with teachers.

What steps is the district taking this year to support Long-Term English Learners (LTELs) with an intentional focus on academic discourse, language skills, and literacy skills needed to meet grade level standards?

Intentional, intensive instruction inclusive of academic vocabulary; collaborative planning with math and ELA teachers.

What steps will the district take to prevent over identification and ensure appropriate services are provided in both ELD and Special Education?

Professional development for general education and special education teachers and administrators; regular monitoring of SIT processes across the district; monitoring of provision of both programs for students dually identified.

Continuous Improvement Approach

A continuous improvement approach is integral to upholding the Castañeda (1981) framework which articulates three standards for language instruction educational programs:

1. The program is based on **sound educational theory or research**;
2. The program is **implemented effectively** with adequate resources and personnel;
3. The program is **evaluated as effective** in overcoming language barriers.



Annual program evaluation requires a review of data/data analysis on outcomes for the students served in the program. How does the district use program data analysis in the evaluation of program effectiveness and improving student outcomes? (Include program EV Template?)

Given that we have implemented collaborative team process across the district at all grade levels, our teams routinely review data including that related to students who receive, or have received, MLL services. If students are not meeting expected essential standards, they receive small group instruction focused on specific skills. This process has allowed our students to seamlessly exit the program.

Budget Narrative

TBIP Budget Narrative

Use of TBIP Funds: TBIP funds are to be used "to supplement the level of Federal, State, and local public funds and in no case to supplant such Federal, State, and local public funds". In this section, "supplement" means "an addition" and "supplant" means "to take the place of." For more information on allowable expenses, see TBIP Guidance.

IMPORTANT INFORMATION: Due to the design of the EGMS platform, all grant applications must include a budget. However, TBIP does not require a budget, as funding is based on TBIP enrollment and paid through apportionment. To satisfy the requirement of having a budget, an amount of \$1 has been loaded into the **Budget** tab. Please "budget" this \$1 into any of the allowable activities. For your actual apportionment amount, please reach out to your business manager.

Directions: For the Budget Narrative section below, please provide a detailed description of how TBIP grant funds will be used to support the district's TBIP services within each activity code. Use N/A if an activity code is not used.

Supervision - Describe administrator duties related to TBIP. Funding should be proportional to the number of TBIP students and amount of time spent on TBIP duties. (Non-instructional administrators who oversee or support the TBIP program, regardless of their endorsement.)

N/A

Guidance and Counseling - Describe duties related to TBIP and FTE. Funding should be proportional to number of TBIP students and amount of time spent on TBIP duties. (Salaries and/or extra hours for ML Advocate/ML Counselor.)

N/A





Teaching (Certificated) - Number of Elementary and Secondary staff that will be funded under TBIP. (Salaries for certificated must be ELL/Bilingual Endorsed staff who directly support TBIP.)

3

Instructional Professional Development - Provide a summary of the the district's TBIP Instructional Professional Development Plan. Include the following information:

- Salaries for certificated coaches/PD specialists for the TBIP program
- Substitute costs for staff attending PD (must be specific to the TBIP program)
- Extra hours for PD and collaboration specific to the TBIP program for certificated/classified staff

N/A

Instructional Technology - Describe the instructional technology that will be purchased with TBIP funds. Include how the instructional technology will be used within TBIP. Instructional technology (software and/or hardware) that is specific to ELD (hardware may ONLY be used for the ELD program for this to be allowable).

N/A

Curriculum - Describe the curricular resources specific to ELD and to support meaningful access to content. TBIP funds are supplemental and can be used only for instructional resources that would not otherwise be available to all students.

N/A

Professional Learning

Professional Learning Plan

Given the program evaluation and action steps outlined in the Program Evaluation and Improvement Plan, what professional learning in planned for this year?

PL on WIDA ELD Standards Framework;

Collaborative planning between language and content teachers;

PL on GLAD/SIOP/UDL

If 'Other' is selected above, provide details below.





How will implementation of the provided PL be monitored.

Classroom walk throughs

If 'Other' is selected, provide details below.

Professional Learning Details				
Professional Learning Title	Description	Targeted Outcomes	Proposed Date(s)	Targeted Audience: Gen Ed Teachers, EL Teachers, EL Coaches, Admin, Paras, Counselors, Advocates
WAESOL Annual Conference	Association conference - Sharing, reflection, expanding our practice	Best practices implementation	November 8, 2025	EL Teachers
WABE Annual Conference	Association Conference - State-wide	Successful outcomes for MLLs and	April 23-25, 2026	EL Teachers, administrators
WIDA Annual Conference - Virtual	Consortium conference - Learning from experts in research-based strategies and instructional practices	Strategies for implementation	October 27-30, 2025	EL Teachers
WIDA Framework	Practical strategies for implementation of WIDA frameworks	Strategies for general education teachers to implement	sessions throughout year	All certificated teachers
GLAD Strategies	Share practice and implementation of GLAD strategies	Strategies for general education teachers to implement	sessions throughout year TBD	Select classroom teachers

Coversheet

Budget Status Report

Section: IV. Consent Agenda
Item: J. Budget Status Report
Purpose:
Submitted by:
Related Material: PRELIMINARY Budget Status Report.pdf

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05.25.06.00.00PULLMAN SCHOOL DISTRICT #267
2024-2025 Budget Status Report

09/09/25

Page:1
3:57 PM**PRELIMINARY**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 August, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	5,817,000	17,410.51	5,730,079.48		86,920.52	98.51
2000 Local Support Non Tax	873,850	26,468.55	726,976.44		146,873.56	83.19
3000 State Revenue-General Purpose	26,969,312	2,690,230.32	27,122,454.34		153,142.34-	100.57
4000 State Revenue-Special Purpose	6,957,089	731,408.72	7,523,875.67		566,786.67-	108.15
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	2,208,724	116,948.32	2,010,205.39		198,518.61	91.01
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	3,582,466.42	43,114,811.07		250,663.93	99.42
B. EXPENDITURES						
00 Regular Instruction	23,325,811	1,880,907.52	23,507,086.86	31,718.09	212,993.95-	100.91
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,820,427	430,357.85	5,437,323.77	0.00	383,103.23	93.42
30 Vocational Ed Instruction	1,713,549	148,277.37	1,705,278.75	0.00	8,270.25	99.52
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Education Instruction	2,190,598	131,790.80	2,043,767.94	0.00	146,830.06	93.30
70 Other Instruction Programs	767,433	11,439.14	94,196.77	0.00	673,236.23	12.27
80 Community Services	39,000	.00	7,594.59	0.00	31,405.41	19.47
90 Support Services	10,911,139	868,229.52	10,739,752.97	124,898.59	46,487.44	99.57
Total EXPENDITURES	44,767,957	3,471,002.20	43,535,001.65	156,616.68	1,076,338.67	97.60
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-	111,464.22	420,190.58-		982,291.42	70.04-
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		3,822,381.29			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restricted for Unequalized Dedu	0	.00
G/L 821 Restricted for Carryover of Res	0	37,926.49
G/L 823 Restricted for Carryover of Tra	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	3,311	7,550.18
G/L 845 Restricted for Self Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Commitd to Min Fnd Bal Policy	0	.00
G/L 873 Committed to Depreciation Sub-F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,288,183-	552,079.76
G/L 891 Unassigned Min Fnd Bal Policy	3,350,097	3,224,824.86
<u>TOTAL</u>	2,065,225	3,822,381.29

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05.25.06.00.00PULLMAN SCHOOL DISTRICT #267
2024-2025 Budget Status Report

09/09/25

Page:1
3:57 PM20--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 August, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	255,000	801.40	250,491.00		4,509.00	98.23
2000 Local Support Non-Tax	114,800	9,978.40	123,744.04		8,944.04-	107.79
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	0	.00	.00		.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	0	.00	.00		.00	0.00
7000 Other School Districts	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	369,800	10,779.80	374,235.04		4,435.04-	101.20
<u>B. EXPENDITURES</u>						
10 Sites	0	23,925.27	47,389.82	0.00	47,389.82-	0.00
20 Buildings	2,138,800	7,442.90	21,087.02	26,086.26	2,091,626.72	2.21
30 Equipment	255,686	93,633.16	212,785.82	7,449.84	35,450.34	86.14
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	4,500	.00	.00	0.00	4,500.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	2,398,986	125,001.33	281,262.66	33,536.10	2,084,187.24	13.12
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	2,029,186-	114,221.53-	92,972.38		2,122,158.38	104.58-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,479,149		2,564,458.65			
<u>G. GLS 896, 897, 898 ACCOUNTING</u>	XXXXXXXXX		.00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
<u>H. TOTAL ENDING FUND BALANCE</u>	449,963		2,657,431.03			
<u>(E+F + OR - G)</u>						

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	1,687,368.49
G/L 862 Committed from Levy Proceeds	255,000-	182,084.00-
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	1,152,146.54
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	449,963	2,657,431.03

3wa6amswa12.p 18-4
05.25.06.00.00PULLMAN SCHOOL DISTRICT #267
2024-2025 Budget Status Report

09/09/25

Page:1
3:57 PM30--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 August, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	7,119,300	20,268.17	7,029,743.13		89,556.87	98.74
2000 Local support Non-Tax	85,000	13,329.04	113,458.44		28,458.44-	133.48
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	33,597.21	7,143,201.57		61,098.43	99.15
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	350.00	1,750.00	0.00	8,250.00	17.50
Total EXPENDITURES	7,250,116	350.00	7,241,865.36	0.00	8,250.64	99.89
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-	33,247.21	98,663.79-		52,847.79-	115.35
F. TOTAL BEGINNING FUND BALANCE	3,984,549		3,811,793.58			
G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,938,733		3,713,129.79			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,938,733		3,713,129.79			
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		3,713,129.79			

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05.25.06.00.00PULLMAN SCHOOL DISTRICT #267
2024-2025 Budget Status Report

09/09/25

Page:1
3:57 PM40--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 August, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	236,105	2,054.96	130,198.53		105,906.47	55.14
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	.00	180,323.63		54,423.63-	143.23
6000 Private Moneys	7,000	.00	3,769.48		3,230.52	53.85
<u>Total REVENUES</u>	536,375	2,054.96	483,064.75		53,310.25	90.06
<u>B. EXPENDITURES</u>						
1000 General Student Body	258,725	241.80	37,305.34	353.70	221,065.96	14.56
2000 Athletics	233,307	14,702.56	198,993.21	0.00	34,313.79	85.29
3000 Classes	13,640	612.89	14,010.83	0.00	370.83-	102.72
4000 Clubs	209,055	4,128.75	191,057.01	0.00	17,997.99	91.39
6000 Private Moneys	7,000	.00	2,571.13	0.00	4,428.87	36.73
<u>Total EXPENDITURES</u>	721,727	19,686.00	443,937.52	353.70	277,435.78	61.56
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES (A-B)</u>	185,352-	17,631.04-	39,127.23		224,479.23	121.11-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	543,116		525,766.31			
<u>E. GLS 896, 897, 898 ACCOUNTING</u>	XXXXXXXXXX		.00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
<u>F. TOTAL ENDING FUND BALANCE</u>	357,764		564,893.54			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	357,764		564,893.54			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	357,764		564,893.54			

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05.25.06.00.00PULLMAN SCHOOL DISTRICT #267
2024-2025 Budget Status Report

09/09/25

Page:1
3:57 PM90--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 August, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Non Tax	21,000	1,917.20	28,170.26		7,170.26	134.14
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	553,391	333,600.89	494,516.89		58,874.11	89.36
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 Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	574,391	335,518.09	522,687.15		51,703.85	91.00
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	574,391	335,518.09	522,687.15		51,703.85	91.00
<u>D. EXPENDITURES</u>						
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
<u>Total EXPENDITURES</u>	686,000	.00	160,916.00	194,128.18	330,955.82	51.76
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	111,609	335,518.09	361,771.15		473,380.15	424.14
H. <u>TOTAL BEGINNING FUND BALANCE</u>	644,526		651,880.55			
I. <u>GLS 896, 897, 898 ACCOUNTING</u> <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	532,917		1,013,651.70			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	532,917	1,013,651.70
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 532,917	 1,013,651.70

Coversheet

Overnight Field Trip Requests

Section:	IV. Consent Agenda
Item:	K. Overnight Field Trip Requests
Purpose:	
Submitted by:	
Related Material:	Overnight Field Trip Request - PHS FFA_10.26-11.1 2025.pdf Overnight Field Trip Request - PHS Cross Country_State 11.2025.pdf Overnight Field Trip Request - PHS Football_State 11.2025.pdf Overnight Field Trip Request - PHS Football_State 12.2025.pdf Overnight Field Trip Request- PHS Girls Soccer_Regional 11.2025.pdf Overnight Field Trip Request - PHS Girls Swimming_State 11.2025.pdf Overnight Field Trip Request - PHS Girls Soccer_State 11.2025.pdf Overnight Field Trip Request - PHS Volleyball_State 11.2025.pdf

Pullman School District Form**2320F**

Page 1 of 1

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

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

1. Number of students involved: 102. Purpose of trip: National FFA Competition/Convention3. Destination: Lexington, Ky; Indianapolis, INIs this a result of competition: ☒ Yes ☐ No4. Housing (Motel, Private Houses, etc.):
Quality Inn Lexington, Embassy Suites Indianapolis5. Number of chaperones: 3Names of chaperones:
Robert Matthews, Tanner Ferry, Ashley Reisenauer

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other FFA funds & AlumniCost to student: \$ 120 Total Cost: \$ 900/student7. Date(s) and time of departure and return: 10/26/25 11am; 11/1 1pm

8. Insurance implications: _____

9. Method of transportation:

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

Board Action: _____ Date: _____

Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip RequestTeacher/Group Requesting: Cross Country, Allix Potratz-Lee

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

1. Number of students involved: 14
2. Purpose of trip: State Cross Country Tournament
3. Destination: Pasco, WA Sun Willows Golf Course

Is this a result of competition: ☒ Yes ☐ No

4. Housing (Motel, Private Houses, etc.):
Hampton Inn, Pasco

5. Number of chaperones: 3

Names of chaperones:

Allix Potratz-Lee, Hannah Kiser, and TBD male chaperone

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund PostseasonCost to student: \$ 0 Total Cost: \$ \$2500

7. Date(s) and time of departure and return: 11/8/25, 6AM - 11/9/25, 9PM

8. Insurance implications: NA

9. Method of transportation:

☐ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles☒ Other (i.e. airplane, train, etc.) 2 PSD VansSignature of Advisor/Coach: Signature of Building Principal: Signature of Superintendent: 

Board Action: _____ Date: _____

Page 1 of 1

93 of 154

Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip RequestTeacher/Group Requesting: PHS Football

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

1. Number of students involved: 552. Purpose of trip: State Finals3. Destination: Husky Stadium, SeattleIs this a result of competition: ☒ Yes ☐ No4. Housing (Motel, Private Houses, etc.):
TBD5. Number of chaperones: 5

Names of chaperones:

Kevin Agnew, Cotton Sears, Sam Fleener, Nick Darling, Brian Foote

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund, Post-seasonCost to student: \$ _____ Total Cost: \$ 28007. Date(s) and time of departure and return: 12/5/25, 8AM- 12/7/25 11PM8. Insurance implications: NA

9. Method of transportation:

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

Board Action: _____ Date: _____

Page 1 of 1

95 of 154

Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip RequestTeacher/Group Requesting: PHSGirlsSwimming

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

1. Number of students involved: 152. Purpose of trip: State Swim Tournament3. Destination: Federal Way, WA, King Aquatic CenterIs this a result of competition: ☒ Yes ☐ No4. Housing (Motel, Private Houses, etc.):
Hamton Inn and Suites by Hilton, Federal Way5. Number of chaperones: 3

Names of chaperones:

Amy Caessens, Karen Eldred, Collette Edg

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund Post-seasoCost to student: \$ _____ Total Cost: \$ 45007. Date(s) and time of departure and return: 11/13/25, 8AM - 11/15/25, 10 PM8. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles☒ Other (i.e. airplane, train, etc.) PSD bus or vansSignature of Advisor/Coach: Signature of Building Principal: Signature of Superintendent: 

Board Action: _____ Date: _____

Page 1 of 1

Teacher/Group Requesting: **PHS Girls Soccer**

1. Number of students involved: 20

2. Purpose of trip: State Soccer Tournament

3. Destination: Federal Way Memorial Stadium

Is this a result of competition: ☒ Yes ☐ No

4. Housing (Motel, Private Houses, etc.):
Hampton Inn Suites Federal Way

5. Number of chaperones: ³

Names of chaperones:
Katie Evermann, Scott Thompson, and Henry Druffel

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund, Post-season

Cost to student: \$ Total Cost: \$⁵⁰⁰⁰

7. Date(s) and time of departure and return: 11/20/25, 8AM- 11/22/25 11PM

8. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☒ Rental Vehicles

☒ Other (i.e. airplane, train, etc.)

Signature of Advisor/Coach:

Signature of Building Principal: _____

Signature of Superintendent: Robert L. Marshall

Board Action: _____ Date: _____

Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip RequestTeacher/Group Requesting: PHS Volleyball

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

1. Number of students involved: 142. Purpose of trip: Volleyball State Tournament3. Destination: Yakima, WAIs this a result of competition: ☒ Yes ☐ No4. Housing (Motel, Private Houses, etc.):
Ahtanum Inn, Yakima5. Number of chaperones: 4

Names of chaperones:

Megan McNanny, Kelci Gordon, Jill Courmyer, Steven Dang

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund, Post-seasCost to student: \$ 0 Total Cost: \$ 40007. Date(s) and time of departure and return: 11/13, 8AM- 11/15, 10PM

8. Insurance implications: _____

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☒ Rental Vehicles☒ Other (i.e. airplane, train, etc.) 2 PSD Vans if availableSignature of Advisor/Coach: Signature of Building Principal: Signature of Superintendent: 

Board Action: _____ Date: _____

Coversheet

3241 Student Discipline

Section:	V. Action Items
Item:	A. 3241 Student Discipline
Purpose:	
Submitted by:	
Related Material:	ES 3241 Student Discipline 9.10.25.pdf 3241 Student Discipline 9.10.25.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

3241 Student Discipline

Executive Summary

September 10, 2025

Bob Maxwell

Superintendent

Background:

Policy 3241 Student Discipline was highlighted in the WSSDA August 2025 Policy Alert.

Policy 3241 has been aligned with the most recent WSSDA sample policy. Revisions reflect the new discipline rule drafted by OSPI that took effect July 11, 2025. The revisions simplify policy language, clarify definitions, and align district practices with updated state requirements. The most significant change is the reduced distinction between long-term suspensions and expulsions, requiring districts to adjust how these disciplinary actions are applied.

Recommended Board Action:

Approval to revise Policy 3241 Student Discipline as presented.

Motion to Approve

I move to approve the revisions to 3241 Student Discipline as presented.

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy

3241

Page 1 of 4

STUDENTS

Student Discipline

I. INTRODUCTION/PHILOSOPHY/PURPOSE

The Pullman School District Board of Directors focuses on the educational achievement of every student. The district holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. The board intends that this policy and procedure be implemented in a manner that supports a positive school climate, maximizes instructional time, and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:

- A. Providing a safe and supportive learning environment for all students;
- B. Providing due process to students;
- C. Implementing culturally responsive discretionary and nondiscretionary discipline policies and procedures that provide opportunity for all students to achieve personal and academic success;
- A-D. Engaging with school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures;
- B-E. Ensuring fairness and equity in the administration of discretionary and nondiscretionary discipline~~Supporting students in meeting behavioral expectations, including providing for early involvement of parents and families;~~
- C-F. Administering discretionary discipline in ways that respond to the needs and strengths of students, support students in meeting behavior expectations, and keep students in the classroom to the maximum extent possible;
- D-G. Providing educational services that students need to complete their education without disruption;
- E-H. Facilitating collaboration between school personnel, students, parents or guardians, and families to support successful reentry into the classroom following a suspension or expulsion;
- ~~F. Ensuring fairness, equity, and due process in the administration of discipline;~~
- ~~G. Implementing culturally responsive discipline that provides every student the opportunity to achieve personal and academic success; and~~
- ~~H. Providing a safe environment for all students and for district employees.~~

II. ~~RIGHTS AND RESPONSIBILITIES/DISTRICT COMMITMENT~~ STUDENTS' FUNDAMENTAL RIGHTS

~~The board recognizes the negative and disproportionate impact of exclusionary discipline practices and is committed to:~~

- ~~A. Identifying and addressing discipline policies and practices that perpetuate educational opportunity gaps; and~~
- ~~B. Proactively implementing discipline practices that support students in meeting behavioral expectations without losing access to instruction;~~

The district will observe students' fundamental rights and will administer discipline in a manner that does not:

Pullman School District Board Policy

3241

Page 2 of 4

- A. Unlawfully discriminate against a student on the basis of sex, race, creed, ethnicity, religion, color, national origin, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability is prohibited;
- B. Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right;
- C. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures;
- D. Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
- E. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

III. -STUDENT RESPONSIBILITIES

This district's student discipline policy and procedure ~~is~~ are designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with ~~this-the~~ policy and procedure, including behavioral expectations that respect the rights, ~~person~~, and property of others. Students are also expected to pursue the required course of studies. Students and staff are expected to work together to develop a positive climate for learning, consistent with Board Policy 3112 – Social Emotional Climate.

IV. DEVELOPMENT AND REVIEW

The district will develop and periodically review a discretionary and nondiscretionary discipline policy and procedure with the participation of school personnel, students, parents, families, and the community. During the development and review, the district must use disaggregated data collected under RCW 28A.300.042 to monitor the impact of the district's discipline policy, procedure, and practices and update its policy and procedure to improve fairness and equity in the administration of discipline.

~~Accurate and complete reporting of all disciplinary actions, including the associated student-level information and behavioral violations, is essential for effective review of this policy; therefore, the district will ensure such reporting.~~

The policy and procedure will be developed in accordance with WAC 392-400-110. The district will collect data on disciplinary actions administered in each school, as required by RCW 28A.300.042, and any additional data required under other district policies and procedures.

~~The district will ensure that school principals confer with certificated building employees at least annually to review the district's discipline standards and review the fidelity of their implementation.~~

~~School principals will ensure teachers and other school personnel receive adequate support to effectively implement a continuum of identified best practices and strategies that:~~

- ~~A. Focus on prevention to reduce the use of exclusionary discipline practices;~~
- ~~B. Allow the exercise of professional judgment and skill sets; and~~
- ~~C. May be adapted to individual student needs in a culturally responsive manner.~~

Pullman School District Board Policy

3241

Page 3 of 4

- ~~School principals will confer with certificated building employees at least annually to establish criteria for when certificated employees must complete classes to improve classroom management skills.~~

- ~~The district will periodically review and further develop this policy and procedure with the participation of school personnel, students, parents, families, and the community. As part of this development and review process, the district will use disaggregated data collected under RCW 28A.300.042 to monitor the impact of student discipline practices as well as to improve fairness and equity in the administration of student discipline.~~

~~Discipline data must be disaggregated by:~~

~~A. School.~~

~~B. Student groups, including by gender, grade level, race/ethnicity (including further disaggregation of federal race and ethnicity categories in accordance with RCW 28A.300.042(1) and CEDARS Appendices Y and Z), low income, English language learner, migrant, special education, Section 504, foster care, and homeless.~~

~~C. Behavioral violation.~~

~~D. Discipline types, including classroom exclusion, in-school suspension, short-term suspension, long-term suspension, emergency removal, and expulsion.~~

~~The district will follow the practices outlined in guidance from the Race and Ethnicity Student Data Task Force when disaggregating broader racial categories into subracial and subethnic categories. The district will consider student program status and demographic information (i.e. gender, grade level, low income, English language learner, migrant, special education, Section 504, foster care, and homeless) when disaggregating student race and ethnicity data to identify any within-group variation in school discipline experiences and outcomes of diverse student groups. This process may include reviewing data to prevent and address discrimination against students in protected classes identified in chapters 28A.640 and 28A.642 RCW, however, the district will ensure it reviews disaggregated discipline data in accordance with WAC 392-190-048 at least annually.~~

V. DISTRIBUTION OF POLICIES AND PROCEDURES

The district will make the current version of this policy and procedure available to families and the community. The district will annually provide this policy and procedure to all district personnel, students, parents, and families, which may require language assistance for students and parents or guardians with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

The district will ensure district employees and contractors are knowledgeable of this student discipline policy and procedure.

VI. APPLICATION

This policy and accompanying procedure will be construed in a manner consistent with Washington law as stated in WAC 392-400-020.

Pullman School District Board Policy

3241

Page 4 of 4

Cross References

Board Policy, 2121	Substance Abuse Program
Board Policy, 2161	Special Education and Related Services for Eligible Students
Board Policy, 2162	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
Board Policy, 3122	Excused and Unexcused Absences
Board Policy, 3210	Nondiscrimination
Board Policy, 3244	Prohibition of Corporal Punishment
Board Policy, 3520	Student Fees, Fines, or Charges
Board Policy, 4210	Regulation of Dangerous Weapons on School Premises
Board Policy, 4218	Language Access Plan

Legal References

42 U.S.C. 2000d et seq.	Civil Rights Act of 1964
34 CFR Part 100.3	Regulations implementing Civil Rights Act of 1964
Chapter 392-400	WAC Pupils Student Discipline
WAC 392-190-048	Access to course offerings – Student discipline and corrective action
Chapter 28A.320	RCW Provisions applicable to all districts
Chapter 28A.600	RCW Students
RCW 28A.400.110	Principal to assure appropriate student discipline – Building discipline standards – Classes to improve classroom management skills
RCW 28A.400.100	Principals and vice principals – Employment of – Qualifications – duties
Chapter 28A.225	RCW Compulsory school attendance and admission
RCW 28A.150.240	Certificated teaching and administrative staff as accountable for classroom teaching – Scope – Responsibilities – Penalty
RCW 9.41.280	Possessing dangerous weapons on school facilities – Penalty - Exceptions

Management Resources

2025 – August Policy Alert
2024 – September Policy Alert
2023 – July Issue
2021 – February Issue
2019 – April Policy Alert
2010 – June Issue
2014 – August Issue
2014 – December Issue
2016 – July Policy Issue
2018 – August 2018 – August Policy Issue

Classification: ~~Essential~~ [Critical](#)

Adoption Date: December 10, 2014
 Revision: April 8, 2015
 Revision: March 13, 2019
 Revised Date: June 12, 2019
 Revised Date: July 28, 2021
 Revised Date: October 13, 2021
 Revised Date: February 14, 2024
 Revised Date: January 8, 2025

Coversheet

5161 Civility in the Workplace

Section:	V. Action Items
Item:	B. 5161 Civility in the Workplace
Purpose:	
Submitted by:	
Related Material:	ES 5161 Civility in the Workplace 9.10.25.pdf 5161 Civility in the Workplace NEW 9.10.25.pdf



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5161 Civility in the Workplace

Executive Summary

September 10, 2025

Bob Maxwell

Superintendent

Background:

WSSDA Policy 5161 – Civility in the Workplace is a discretionary model policy designed to foster a safe, respectful, and professional work environment. While it incorporates some aspects related to staff speech, the policy’s primary purpose is to promote orderly conduct, mutual respect, and civil interactions among employees, students, families, and the community, thereby supporting a quality educational environment for students. By establishing clear expectations for workplace behavior, Policy 5161 supports positive working relationships, reduces conflict, and strengthens the overall educational environment, ensuring that students benefit from a culture of dignity and collaboration.

Recommended Board Action:

Approval to revise Policy 5161 Civility in the Workplace as presented.

Motion to Approve

I move to approve the revisions to 5161 Civility in the Workplace as presented.

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy

5161

Page 1 of 3

PERSONNEL

Civility in the Workplace

The board believes that a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct, like other forms of disruptive behavior, may interfere with an employee's ability to accomplish their work and a school's ability to educate its students.

Accordingly, the board commits the district to the core value of mutual respect and expects staff, students, contractors, parents, volunteers, visitors, and board members (stakeholders) to treat one another with mutual respect. Further, uncivil conduct on district property or at district-sponsored activities by stakeholders is prohibited.

I. Expectations of Stakeholders

The board expects stakeholders to acts as follows:

- Treat each other with dignity and respect.
- Exercise reasonable, good judgment in handling interpersonal disputes.
- Exercise respect, courtesy, and concern for the dignity and cultural background of others.
- Refrain from use of abusive language.
- Model respectful problem-solving.
- Reduce actions or behaviors that might provoke fear, anger, frustration, or alienation.
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions.
- Extend common courtesy to others, such as saying please and thank you.
- Practice civility in all conversations and interactions.
- Be respectful of others even when in a disagreement.
- Address incivility when it is observed.
- Seek to understand others' points of view and cultural perceptions.
- Be collaborative when interacting with the internal and external customers of the district.
- Use sick leave and other leave in accordance with state law, district policy and/or applicable collective bargaining agreements.
- Take responsibility for your job performance. Perform all job duties within the standards set forth for your position.
- Do not participate in rumors, gossip or sabotage, or tolerate it from others.
- Participate in seeking a resolution to a concern or conflict before it becomes a significant issue.
- If you have access to confidential information, keep it confidential.

II. Definition of Uncivil Conduct

For the purposes of this policy, "uncivil conduct" includes but is not limited to the following:

- Using vulgar, obscene, or profane gestures or words
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another
- Threatening to physically harm another or to damage their property
- Taunting, jeering, or inciting others to taunt or jeer an individual
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking at an appropriate time or place

Pullman School District Board Policy

5161

Page 2 of 3

- Engaging in discriminatory, harassing, or retaliatory behavior because of a person's protected class or status
- Using personal epithets or slurs
- Gesturing or behaving in a manner that puts another in fear for their personal safety, including invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, or remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as the ideas are presented in a respectful manner and at a time and place that are appropriate, and the expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. Nor does "uncivil conduct" include regular supervisory-subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, or probation.

III. Addressing Uncivil Conduct

When confronted with uncivil conduct, stakeholders are expected to act as follows:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation.
- Attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate administrator to conduct a private conference with all parties of concern.
- Resolve personal complaints or grievances with a supervisor's decision or action by requesting a problem-solving conference with the supervisor or with the administrator's supervisor.
- Persons who observe or experience uncivil behavior have an obligation to intervene, share their reflection with the offender about the impact of that behavior, or report the uncivil behavior to a supervisor.
- Supervisors have an obligation to address reports of uncivil behavior.

IV. Enforcement

A. Employees

Employees who engage in uncivil conduct may be subject to corrective action or discipline. Retaliation for reporting allegations will result in discipline.

B. Students

Students who engage in uncivil conduct may be disciplined in accordance with applicable policies and state laws.

C. Others

If others besides employees and students engage in uncivil conduct, the district may take the following steps to enforce this policy. Steps may be skipped depending on the severity of an individual's conduct.

If a person engages in uncivil conduct, a district administrator may issue an oral or written warning. The warning should identify the uncivil conduct and give the individual an opportunity to improve their behavior before the district takes more severe action.

Pullman School District Board Policy

5161

Page 3 of 3

If the individual does not improve their behavior in response to a warning, a district administrator may direct the individual to leave district premises, to cease using district premises, or to cease using the district forum (e.g., email or Zoom) for a period. The period should be long enough to allow the individual and the administrator to discuss the behavior, de-escalate, and consider alternatives.

If the individual does not improve their behavior in response to a warning or a brief suspension, the district may respond by sending a cease-and-desist letter. The letter will identify the prohibited conduct and the district's potential remedies.

Nothing in this policy precludes the district from taking additional measures, including referring a matter to law enforcement, to address uncivil conduct.

Moreover, certain types of uncivil conduct may violate other school rules, policies, or laws. Violations of those policies, rules, or laws may result in the district taking further action.

Cross References:

Board Policy 1620	<u>The Board-Superintendent Relationship</u>
Board Policy 2023	<u>Digital Citizenship and Media Literacy</u>
Board Policy 4200	<u>Parent Access and Safe and Orderly Learning Environment</u>
Board Policy 4220	<u>Complaints Concerning Staff or Programs</u>
Board Policy 5010	<u>Nondiscrimination and Affirmative Action</u>
Board Policy 5011	<u>Sexual Harassment of District Staff Prohibited</u>

Legal References:

RCW 28A.330.100	<u>Additional powers of board</u>
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Classification: Discretionary

Adoption Date:

Coversheet

Diversity, Equity, Inclusion & Belonging Task Force Appointment

Section: VI. Discussion Items
Item: A. Diversity, Equity, Inclusion & Belonging Task Force Appointment
Purpose:
Submitted by:
Related Material: ES DEIB Task Force Appointment 9.24.25.pdf



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Diversity, Equity, Inclusion & Belonging Task Force Appointment

Executive Summary

September 24, 2025

Board of Directors

Background:

The Board of Directors will address the appointment of members to serve on the district's Diversity, Equity, Inclusion, and Belonging (DEIB) Task Force.

Recommended Board Action:

Motion to Approve

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____

Coversheet

2025-2026 Board Professional Development Plan

Section:	VI. Discussion Items
Item:	B. 2025-2026 Board Professional Development Plan
Purpose:	
Submitted by:	
Related Material:	ES 2025-26 Board Professional Development Plan 9.24.25.pdf 2025-2026 PSD Board of Directors Professional Development Plan.pdf



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2025-2026 Board Professional Development Plan

Executive Summary Board of Directors

September 24, 2025

Background:

Annually, the board establishes professional development goals for the school year. Presented is the professional development plan for the 2025-2026 school year as determined by the Board of Directors. The content of the plan is subject to change.

Recommended Board Action:

Approval of the Board Professional Development Plan for the 2025-2026 school year.

Motion to Approve

I move that we approve the Board Professional Development Plan for the 2025-2026 school year.

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____



PULLMAN PUBLIC SCHOOLS
SCHOOL BOARD GOALS
SCHOOL YEAR: 2025-2026

The Pullman School District Board of Directors operates under the guidance of a comprehensive set of standards from the Washington State School Directors' Association (WSSDA). For the 2025-2026 school year, the Board of Directors have selected school board standards 3 and 5 as a focus.

WSSDA School Board Standard 3: Create conditions district-wide for student and staff success by:

- a. Providing for the safety and security of all students and staff.*
- b. Employing and supporting quality teachers, administrators and other staff and providing for their professional development.*
- c. Providing for learning essentials, including rigorous curriculum, technology and high quality facilities.*
- d. Ensuring management of the organization, operations, and resources for an efficient and effective learning environment.*
- e. Adopting and monitoring an annual budget that allocates resources based on the district's vision, goals and priorities for student learning.*

WSSDA School Board Standard 5: Engage local community and represent the values and expectations they hold for their schools by:

- a. Collaborating with families and community members, responding to diverse interests and needs, and mobilizing community resources.*
- b. Ensuring school board and district transparency through a process that is open and accountable.*
- c. Ensuring district information and decisions are communicated community-wide.*
- d. Soliciting input from staff and a wide spectrum of the community so that a diverse range of interests and perspectives on issues is considered.*

SCHOOL IMPROVEMENT PLANS – AREAS OF FOCUS

2025-2026 SCHOOL YEAR

- Student attendance – chronic absenteeism (5th, 8th, and 9th grade)
- Closing achievement gap for target populations in the subject areas of English Language Arts (ELA) and Mathematics

PROFESSIONAL DEVELOPMENT PLAN

WSSDA Educational Equity Training

Initial State Requirement: Each school director must take any two of WSSDA's educational equity courses. Newly elected or appointed directors must meet the initial professional development requirement within two years of taking office.

Continuing State Requirement: In subsequent terms of office after completing the initial professional development requirement, directors will need to take one elective course per term.

Requirement:

- Initial Requirement: 5 hours – Two trainings
- Continuing Requirement: 2.5 hours – One training

WSSDA Open Government Training

State Requirement: Complete Open Government, Public Records Act, and Public Records Retention Training within 90 days of taking the Oath of Office or appointment following appointment or election. They must also receive refresher training at intervals of no more than 4 years.

WSSDA Tribal Consultation Training (Optional for Board Directors)

These trainings are produced and delivered by OSPI's Office of Native Education. **Starting September 1, 2024**, school directors, superintendents, and any other staff at school districts that are required to perform tribal consultation under Title VI of the federal Every Student Succeeds Act must take and certify completion of tribal consultation training.

This impacts districts with enrollment over 50% and/or Title VI Indian Education Grants over \$40,000. Currently this does not apply to PSD, as a result this training is optional.

Professional Learning Communities (PLC) Board Training

Standing Goal: "Adjusting resources for the purpose of closing achievement gaps among students and measuring the effectiveness of strategies."

- **August 6, 2025 Work Session**
 - Board Goals & Strategic Plan Review
- **October 1, 2025 Work Session**
 - Review Elementary School Improvement Plans with Elementary Principals
- **November 5, 2025 Work Session**
 - Review Secondary School Improvement Plans with Secondary Principals
 - Professional Learning Communities (PLC) Board Training
- **December 3, 2025 Work Session**
 - Board Goals & Strategic Plan Update
- **June 17, 2026 Work Session**
 - Summary of 2025-2026 School Improvement Plan Progress

Board Professional Development

- **November 20-22, 2025 Annual WSSDA Conference**
- **February 4, 2026 Work Session**
 - *Board Professional Development, Topic TBD*
- **March 4, 2026 Work Session**
 - *Board Professional Development, Topic TBD*
- **April 1, 2026 Work Session**
 - *Board Professional Development, Topic TBD*
- **May 6, 2026 Work Session**
 - *Board Professional Development, Topic TBD*

Diversity, Equity, Inclusion & Belonging (DEIB)

Continue our work with belonging, equity, diversity, and inclusion through the formation of a DEIB Task Force.

Training provided during the staff professional learning days:

- *October 10, 2025*
- *January 16, 2026*
- *February 13, 2026*

Coversheet

Resolution 25-26: 03 Approve Newly Elected or Appointed School Board Directors to Attend the WSSDA Annual Conference

Section: VI. Discussion Items

Item: C. Resolution 25-26: 03 Approve Newly Elected or Appointed School Board Directors to Attend the WSSDA Annual Conference

Purpose:

Submitted by:

Related Material:

ES Resolution Newly Elected School Board Directors-Attend WSSDA Annual Conference.pdf

Resolution 25-26.03 Newly Elected Officials - WSSDA.pdf



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Resolution No. 25-26: 03 Approve Newly Elected or Appointed School Board Directors to Attend the WSSDA Annual Conference

Executive Summary

September 24, 2025

By: Bob Maxwell
Superintendent

Background:

Per WSSDA, school boards should consider passing a resolution stating that the board has designated its newly elected or appointed school board directors to attend the WSSDA Annual Conference.

This resolution allows the district to pay for the expenses for persons newly elected or appointed who have not yet been sworn in.

Recommended Board Action:

Approve Resolution No. 25-26: 03 Approve Newly Elected or Appointed School Board Directors to Attend the 2025 WSSDA Annual Conference.

Motion to Approve

I move approval of Resolution No. 25-26:03 Approve Newly Elected or Appointed School Board Directors to Attend the 2025 WSSDA Annual Conference.

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District No. 267
Pullman, WA 99163

Resolution No. 25-26: 03

Approve Newly Elected or Appointed School Board Directors to Attend the WSSDA Annual Conference

WHEREAS school directors are elected before but take office after the Annual Conference of the Washington State School Directors' Association; and

WHEREAS it is to the advantage of the District to have its directors and directors-elect attend the workshops and orientation programs at the Conference and to exchange ideas with school directors from elsewhere in the state;

THEREFORE, BE IT RESOLVED that those persons newly elected or appointed who have not yet been sworn in, to the Pullman School District Board of Directors be designated to attend the Annual Conference of the Washington State School Directors' Association, to be held November 20-22, 2025, as representatives of the district.

Expenses of the representatives shall be paid by the district in amounts and in the manner permitted by the law and the directors and representatives shall make a conference report to the Board at the first regularly scheduled meeting of the Board in January.

The resolution was adopted on October 8, 2025.

Signed this 8th day of October, 2025.

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

ATTEST:

Dr. Robert Maxwell, Secretary
Superintendent

Coversheet

Adult School Meal Prices

Section: VI. Discussion Items
Item: D. Adult School Meal Prices
Purpose:
Submitted by:
Related Material: ES Adult School Meal Price Increase.pdf



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Adult School Meal Price Increase

Executive Summary

September 24th, 2025

Juston Pollestad

Executive Director of Operations

Background:

The USDA requires that adult meals (for teachers, staff, visitors, etc.) in schools participating in the National School Lunch Program (NSLP) and School Breakfast Program be priced to fully cover the cost of production, including the fair market value of USDA-donated foods.

Due to rising food costs, Pullman School District must adjust adult meal prices to remain in compliance with federal requirements. The following changes are suggested to meet the requirements:

Breakfast: Increase of \$0.30, bringing the total price to \$3.30

Lunch: Increase of \$0.20, bringing the total price to \$5.20

These adjustments ensure that adult meal prices continue to reflect the actual cost of providing meals while maintaining compliance with USDA regulations.

Recommended Board Action:

Approve the Pullman School District Adult School Meal Price Increase.

Motion to Approve

I move that the Board approve the Adult School Meal Price Increase.

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____

Coversheet

Pool Use Agreement - Schweitzer Engineering Laboratories (SEL) & Pullman School District

Section: VI. Discussion Items
Item: E. Pool Use Agreement - Schweitzer Engineering Laboratories (SEL) & Pullman School District
Purpose:
Submitted by:
Related Material: ES Pool Use Agreement - PSD - SEL.pdf
Pool Use Agreement - PSD - SEL.pdf



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Aquatic Center Use Agreement between SEL and PSD

Executive Summary

September 24th 2025

Juston Pollestad

Executive Director of Operations

Background:

Upon completion of the sale of the Aquatic Center, Pullman School District (PSD) will enter into an agreement with Schweitzer Engineering Laboratories (SEL) to ensure continued access and use of the facility. Through this agreement, PSD will provide payments to SEL in exchange for ongoing use of the Aquatic Center to support the District's established swim programs. This arrangement allows PSD to maintain consistent opportunities for student swim instruction, athletic programs, and related activities while transitioning facility ownership to SEL.

Recommended Board Action:

Approve the Pullman School District Aquatic Center Use Agreement between PSD and SEL

Motion to Approve

I move that the board approve the Aquatic Center Use Agreement between PSD and SEL

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____

**POOL USE AGREEMENT BETWEEN
SCHWEITZER AQUATIC CENTER, LLC
AND PULLMAN SCHOOL DISTRICT NO. 267**

THIS POOL USE AGREEMENT (“Agreement”) is made by and between Schweitzer Aquatic Center, LLC, a Washington limited liability company (“SAC”), and Pullman School District No. 267, a Washington municipal corporation (“School District”). SAC and School District may also be individually referred to as “Party” or collectively as “Parties.”

WHEREAS, SAC is in the process of purchasing approximately 2.25 acres of property generally located at 500 NW Greyhound Way, Pullman, Washington (the “Property”) from the School District;

WHEREAS, the Property includes a public pool (the “Pool”) that is used by the School District’s students for certain activities;

WHEREAS, SAC and the School District recognize the importance of continued access to the Pool for the benefit of the School District’s students; and

WHEREAS, upon SAC’s acquisition of the Property, SAC is willing to allow the School District to continue using the Pool for certain activities, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the Parties hereby agree as follows:

1. **INCORPORATION OF RECITALS.** The foregoing recitals are hereby incorporated into this Agreement, including all defined terms therein.

2. **TERM.** This Agreement shall commence on the date SAC takes legal ownership of the Property, which shall be the date the deed is recorded in the official records of Whitman County, Washington (the “Effective Date”), regardless of the date of execution of this Agreement by the Parties, and shall remain in effect until December 31, 2030, unless extended by mutual written agreement of the Parties.

3. **TERMINATION.** Either Party may terminate this Agreement if the other Party breaches this Agreement, but only after giving the breaching Party written notice of intent to terminate and allowing at least thirty (30) calendar days for the breaching Party to cure the breach. Following such thirty (30) calendar day cure period, the non-breaching Party may immediately terminate this Agreement upon written notice to the breaching Party. Additionally, this Agreement may be terminated upon mutual written agreement of the Parties.

4. **PERMITTED ACTIVITIES.** School District’s employees, students, and/or volunteers may use the Pool for the following activities:

- A. Boys and girls swim team practices and meets;
- B. Fifth grade outdoor school water safety instruction;
- C. Elementary grade swim lesson instruction;

POOL USE AGREEMENT BETWEEN SCHWEITZER AQUATIC CENTER, LLC
AND PULLMAN SCHOOL DISTRICT NO. 267

- D. Special education program classes; and
- E. Such other activities as may be mutually agreed upon by the Parties in writing (collectively the “Permitted Activities”).

School District shall provide adequate adult supervision for the Permitted Activities and ensure that its employees, students, and volunteers follow all reasonable rules, policies, and procedures provided to School District by SAC, in addition to any rules, policies, and procedures posted on the Property (which SAC shall be responsible for pointing out), to the extent they are not inconsistent with this Agreement, including emergency procedures.

5. EQUIPMENT. SAC may agree to provide equipment for the Permitted Activities, as mutually determined by the Parties in writing, which may occur following execution of this Agreement (collectively “SAC Equipment”). School District shall be responsible for replacing SAC Equipment that is damaged during the Permitted Activities, reasonable wear and tear excepted. Any additional equipment required by School District for the Permitted Activities (“School District Equipment”) shall be provided by School District at its expense. School District Equipment shall not be stored at the Pool.

6. SCHEDULING FOR PERMITTED ACTIVITIES. While the City of Pullman operates the Pool, School District shall coordinate scheduling for the Permitted Activities directly with the City of Pullman. SAC shall not be responsible for scheduling conflicts, access limitations, or operational decisions made by the City of Pullman during this period.

Upon SAC’s assumption of Pool operations, SAC shall manage the scheduling and availability of the Pool. School District shall coordinate scheduling of Permitted Activities, which generally take place from late August through the end of February, usually between 5:30 to 7:00 a.m. and 3:30 to 5:30 p.m., directly with SAC’s designated representative. In addition, SAC shall allow School District access to the Pool during the month of July for up to six (6) hours per week, at mutually agreed upon times. SAC shall provide access to locker rooms, restrooms, and parking for School District personnel and students during Permitted Activities. SAC shall work collaboratively with School District to review and respond to scheduling requests, and shall make good faith efforts, with reasonable notice, to accommodate School District’s needs.

7. CONTROL OF POOL ACCESS AND USE. School District acknowledges that SAC is responsible for determining the operational status of the Pool, including, but not limited to, decisions regarding opening and closing times, maintenance closures, safety-related shutdowns, and any other operational considerations. SAC shall make reasonable efforts to provide advance notice to School District of any planned closures that may affect scheduled Permitted Activities. While SAC shall work in good faith to minimize disruptions, SAC shall not be liable for any disruption or cancellation resulting from such operational decisions.

8. **PAYMENT OF USE FEE.** In consideration of use of the Pool, School District shall pay SAC an annual use fee of Fifty Thousand Dollars (\$50,000) (“Use Fee”) for each year from 2026 through 2030. The Use Fee for each year shall be paid in two (2) installments of Twenty-Five Thousand Dollars (\$25,000), with the first installment due on or before January 31 of that year, and the second installment due on or before December 31 of the same year, beginning in 2026. If the Parties agree to extend this Agreement beyond December 31, 2030, pursuant to Section 2, then the Use Fee shall be subject to adjustment as mutually agreed upon by the Parties in writing.

9. **PROPERTY DAMAGE.** School District shall be responsible for any damage to the Property or Pool that occurs during the Permitted Activities caused by its employees, students, volunteers, or invitees, beyond normal wear and tear. School District shall promptly notify SAC of any such damage. School District shall promptly repair or reimburse SAC for the cost of repairs, in SAC’s sole discretion.

10. **INSURANCE.** School District, at its sole expense, shall procure and maintain in full force and effect insurance in accordance with the requirements set forth in Exhibit A, attached hereto and incorporated herein.

11. **INDEMNIFICATION.**

A. **Indemnity.** For purposes of this Section 11, “School District” shall include School District and its directors, officers, employees, and volunteers. School District shall defend all claims, demands, counterclaims, or causes of action by a third party (collectively “Third-Party Claims”) brought against SAC or its parent company, affiliates, directors, officers, employees, or agents (collectively “SAC Indemnitees”) and indemnify and hold SAC Indemnitees harmless for all losses, damages, judgments, costs, expenses, and fees (including reasonable attorney fees) (collectively “Damages”) to the extent that such Third-Party Claims and Damages arise out of (i) School District’s negligent, grossly negligent, reckless, or unlawful acts or omissions or willful misconduct; (ii) personal injury or death, where such injury or death is attributable to School District; (iii) damage to property attributable to School District; or (iv) a violation by School District of any applicable laws, rules, regulations, policies, or procedures related to School District’s obligations under this Agreement or use of the Pool.

SAC shall defend, indemnify, and hold harmless School District, its directors, officers, employees, and agents (collectively “School District Indemnitees”) from and against Third-Party Claims brought against a School District Indemnitee and resulting Damages to the extent that such Third-Party Claims and Damages arise out of (i) SAC’s negligent, grossly negligent, reckless, or unlawful acts or omissions or willful misconduct; (ii) personal injury or death, where such injury or death is attributable to SAC; (iii) damage to property attributable to SAC; or (iv) a violation by SAC of any applicable laws, rules, regulations, policies, or procedures related to SAC’s obligations under this Agreement.

In the event that both one or more School District Indemnitees and one or more SAC Indemnitees are found to be partially at fault for any Third-Party Claim or Damages, each Party’s indemnity obligations hereunder shall be limited to the proportion of such Damages attributable to its own fault.

A Party's indemnity obligations shall not be limited by any limitation on the type or amount of damages, benefits, or compensation payable by or for a Party under worker's compensation acts, disability benefit acts, or other employee benefit acts.

B. Assumption of Defense. Regarding a Party's defense obligation under this Agreement:

(i) The defending Party shall assume the defense of such Third-Party Claim through counsel chosen by the defending Party and reasonably acceptable to the other Party, such reasonable acceptability not to be unreasonably withheld or delayed.

(ii) The defending Party shall bear all reasonable costs incurred in the course of defending a Third-Party Claim, including reasonable attorney fees, expert witness fees, expenses, and court costs.

(iii) The defending Party shall make a good faith effort to timely and fully resolve all Third-Party Claims asserted against SAC Indemnitees or School District Indemnitees, as applicable.

(iv) The SAC Indemnatee or School District Indemnatee, as applicable, shall give prompt written notice of a Third-Party Claim to the defending Party and provide reasonable assistance to the defending Party in the defense of the Third-Party Claim. The defending Party shall obtain written consent from the SAC Indemnatee or School District Indemnatee, as applicable, before settling a Third-Party Claim if the proposed settlement: (a) does not include a full and unconditional release of and from all claims that may be made against the SAC Indemnatee or School District Indemnatee, as applicable, by the third party asserting the Third-Party Claim with respect to, related to, or arising out of the asserted facts on which the Third-Party Claim is based; (b) requires action or inaction by the SAC Indemnatee or School District Indemnatee, as applicable; or (c) contains an admission of liability or wrongdoing by the SAC Indemnatee or School District Indemnatee, as applicable. Such consent shall not be unreasonably withheld or delayed.

(v) SAC Indemnitees and School District Indemnitees, as applicable, may, at their sole option and expense, participate in the defense of such Third-Party Claim with counsel chosen by them.

C. Survival. School District's and SAC's defense and indemnity obligations shall survive the expiration or termination of this Agreement to the extent that the applicable statute of limitations for any Third-Party Claim for which a Party has a defense or indemnity obligation extends beyond the expiration or termination of this Agreement.

12. **DAMAGE WAIVER.** Neither Party nor its affiliates shall be liable for any special, consequential, incidental, indirect, exemplary, or punitive damages, including, without limitation, any loss of profit or revenues, even if the Party has been advised of the possibility of such damages; provided, however, this damage waiver shall not apply to a Party's gross negligence or willful misconduct. Except as otherwise provided in this Section 12, this damage waiver shall: (a) apply to all claims and damages, losses, and liabilities related to this Agreement, whether such arise in contract, tort (including negligence), or otherwise; and (b) survive the expiration or termination of this Agreement.

13. NOTICES. All notices, requests, demands, statements, and consents required or permitted to be given pursuant to this Agreement shall be in writing and signed by or on behalf of the Party giving the notice. Such communications shall be deemed delivered: (a) immediately if hand-delivered or e-mailed to an operable e-mail address listed below with receipt confirmed; (b) seventy-two (72) hours after depositing the same in the U.S. mail, certified or registered, addressed to the respective addresses set forth below; or (c) one business day after depositing the same with a recognized commercial air courier or express service, addressed to the respective addresses set forth below.

SAC: Schweitzer Aquatic Center, LLC
Attn.: Operations Manager
2350 NE Hopkins Court
Pullman, Washington 99163
Wellbeing@selinc.com

With a copy that shall not constitute notice to:

Schweitzer Engineering Laboratories, Inc.
Attn.: Legal Department
2350 NE Hopkins Court
Pullman, Washington 99163

School District: Pullman School District No. 267
Attn.: Superintendent
240 SE Dexter Street
Pullman, Washington 99163
rmaxwell@psd267.org

14. ATTORNEY FEES. In the event a controversy, claim, or action arises between the Parties to this Agreement regarding the enforcement of its terms and conditions, or the breach of any of its provisions, the prevailing Party shall be entitled to recover from the other Party all costs and expenses incurred by the prevailing Party, including reasonable attorney fees.

15. CHOICE OF LAW AND FORUM. This Agreement and all matters relating hereto shall be governed by and interpreted in accordance with the laws of the state of Washington, excluding conflict of laws principles. Venue for any action brought pursuant to this Agreement shall be in the U.S. District Court for the Eastern District of Washington or, if such court lacks subject matter jurisdiction, in the Superior Court for the state of Washington in and for Whitman County.

16. SEVERABILITY. Any provision of this Agreement that is declared invalid or otherwise unenforceable by a court of competent jurisdiction shall not affect the validity or enforceability of any other part of this Agreement, so long as the remainder of the Agreement is reasonably capable of completion.

17. SURVIVAL. All covenants, conditions, indemnifications, and other elements in this Agreement that might involve performance subsequent to any termination or expiration of this Agreement or that cannot be reasonably ascertained or fully performed until after termination or expiration of this Agreement shall survive.

18. **AMENDMENTS.** This Agreement may be modified or amended only by a writing duly executed by both Parties.

19. **PERFORMANCE/WAIVER.** No waiver of any provision of this Agreement shall be effective unless made in writing and signed by the waiving Party. The failure of any Party to require the performance of any term or obligation of this Agreement, or the waiver by any Party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

20. **SUCCESSORS AND ASSIGNS.** School District may not assign this Agreement in whole or in part without the prior express written consent of SAC.

21. **CONTRACTING AUTHORITY.** Each Party warrants that the person or persons executing this Agreement on behalf of such Party has the full right, power, and authority to enter into and execute this Agreement on such Party's behalf, and that no consent from any other person or entity is necessary to effectuate this Agreement.

22. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

23. **MERGER AND INTEGRATION.** This writing, including all documents incorporated herein, embodies the whole agreement of the Parties. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. All previous and contemporaneous communications, representations, or agreements, either verbal or written, between the Parties are superseded by this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the last day and year written below.

Signature page to follow

DATED this _____ day of _____ 2025.

SCHWEITZER AQUATIC CENTER, LLC

By: _____

Title: _____

DATED this _____ day of _____ 2025.

PULLMAN SCHOOL DISTRICT NO. 267

By: Dr. Robert Maxwell

Title: Superintendent

EXHIBIT A

INSURANCE

- A. School District, at its sole expense, shall procure and maintain in full force and effect insurance written by an insurance company or companies with AM Best's rating(s) of A or better. By requiring insurance herein, SAC does not represent that coverage and limits are necessarily adequate to protect School District, and such coverage and limits shall not be deemed as a limitation on School District's liability under the indemnities granted to SAC in this Agreement.

- B. Certificates of Insurance and additional insured, primary and non-contributory, and waiver of subrogation endorsements evidencing the coverages required herein and endorsements required herein shall be provided to SAC upon full execution of the Agreement and prior to the Effective Date. All certificates must be signed by an authorized representative of School District's insurance carrier. Renewal certificates must be provided to SAC a minimum of five (5) days prior to the effective date of the renewal.

- C. Certificates and endorsements required herein shall be e-mailed to insurance@selinc.com.

- D. Certificates must evidence the following minimum coverages:
 1. WORKERS' COMPENSATION insurance meeting the applicable statutory limits.

 2. EMPLOYERS' LIABILITY insurance, if applicable, providing limits of liability in the following amounts:

Each Accident:	\$1,000,000 each accident
Bodily Injury by Accident:	\$1,000,000 policy limit
Bodily Injury by Disease:	\$1,000,000 each employee

 3. COMMERCIAL GENERAL LIABILITY insurance, if applicable, providing limits of liability in the following amounts:

General Aggregate:	\$2,000,000
Component/Completed Operations Aggregate:	\$2,000,000
Personal & Advertising Injury Liability:	\$1,000,000
Per Occurrence:	\$1,000,000
Damage to Rented Premises:	\$ 50,000

The Commercial General Liability ("CGL") insurance policy shall be written on an "Occurrence" form and shall cover liability arising from premises, operations, independent contractors, products, completed operations, personal injury, advertising injury, and liability assumed under an insured contract (including tort liability of another assumed in a contract). Required coverage shall be maintained without interruption from the date SAC and School District fully execute this Agreement and prior to the Effective Date through the statute of limitations (or statute of repose, if applicable).

4. BUSINESS AUTOMOBILE LIABILITY insurance providing bodily injury and property damage liability coverage for not less than \$1,000,000 each accident limit. Business Automobile Liability insurance shall be written on a standard ISO policy form, or an equivalent form, providing coverage for liability arising out of owned, hired, or non-owned vehicles in connection with this Agreement.
- E. School District shall name SAC, its officers, employees, agents, and volunteers (“Additional Insureds”) as additional insureds on School District’s commercial general liability insurance policy and all other liability insurance policies. To the maximum extent permitted by law, the coverage provided to the Additional Insureds under the commercial general liability policy shall be provided by a policy provision or an endorsement that is at least as broad as CG 20 15 04 12 and/or CG 20 10 07 04 (ongoing operations) in combination with CG 20 37 07 04 (completed operations), as applicable. Notwithstanding the foregoing, School District shall provide ISO Form B - CG 20 10 11 85 or equivalent coverage where available from its carrier. The Additional Insured endorsement must be provided with the certificate of insurance. Such policy provision(s) or endorsement(s) shall further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the Additional Insureds.
- F. School District waives all rights against SAC, its officers, employees, agents, and volunteers for recovery of damages to the extent that damages are covered by insurance maintained pursuant to the requirements of this Agreement.
- G. The Worker’s Compensation, Employer’s Liability, Commercial General Liability, and Business Automobile Liability insurance policies carried by School District pursuant to this Agreement shall include an endorsement expressly waiving any right of subrogation on the part of the insurer against SAC and its officers, employees, agents, volunteers, and successors and assigns. School District shall pay any additional costs or charges for obtaining such waiver. A copy of the waiver of subrogation endorsement shall accompany the certificate(s) of insurance.
- H. Receipt by SAC of a non-conforming certificate of insurance, policy, or endorsement without objection or SAC’s failure to collect a certificate of insurance shall not waive or alter School District’s duty to comply with the insurance requirements set forth herein.
- I. School District shall keep the insurance policies in effect as long as the Agreement is in effect or as otherwise specified herein, whichever is longer.
- J. School District shall notify or require insurer to notify SAC at least fifteen (15) days prior to cancellation, non-renewal, or limitation in scope or coverage of School District’s policies.
- K. In addition to any other remedies that SAC may have if School District fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, SAC may terminate this Agreement pursuant to Section 3.

Exercise of any of the above remedies is an alternative to other remedies that SAC may have and is not the exclusive remedy for School District's failure to maintain insurance or secure the appropriate endorsements.

- L. Nothing herein shall be construed as limiting, in any way, the extent to which School District may be held responsible for payments of damages to persons or for property arising from School District's responsibilities under this Agreement.

Coversheet

Administrative Requirements Update

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



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

Monthly Administrative Requirements

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. Director 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
 - *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 & Superintendent*
- ☐ 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 School Improvement Plans for presentation to board
 - *Person(s) Responsible: Principals*
- ☐ Perkins Grants
 - *Person(s) Responsible: CTE Director*
- ☐ Prepare Title II End of Year Report
 - *Person(s) Responsible: Asst. Supt & Program Mgr –State & Federal Prog*
- ☐ 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. Superintendent*

October

- ☐ F196 – Budget Year End
 - *Person(s) Responsible: Finance Director*
- ☐ Ridership Report 1022
 - *Person(s) Responsible: Exec Dir of Operations & Transportation Supervisor*

- ☐ Annual Report to board “State of the District”
 - *Person(s) Responsible: Superintendent*
- ☐ Home Based Instruction Report (Transfers Coordinator)
 - *Person(s) Responsible: Transfers Coordinator*
- ☐ Disability Awareness Month (Principals)
 - *(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. The activities may include, but not be limited to, school assemblies or guest speaker presentations.)*
 - *Person(s) Responsible: Principals*
- ☐ Post school survey for special education leavers (Director/Asst. Director of Special Services & Inst. Prog Office Asst.)
 - *Person(s) Responsible: Director/Asst Dir of Special Services & Inst Prog Office Asst.*
- ☐ Elementary Principals present School Improvement Plans to board
 - *Person(s) Responsible: Elementary Principals*
- ☐ District Choice Report (Transfers Coordinator)
 - *Person(s) Responsible: Transfers Coordinator*

Coversheet

Expense Claim Audit - Community Update Board Schedule

Section:	VII. Informational Items
Item:	C. 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	<i>Board Director District 4</i>
March	Arron Carter
April	Amanda Tanner
May	Lisa Waananen Jones
June	Craig Nelson
July	<i>Board Director District 4</i>

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	<i>Board Director District 4</i>	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:	D. Board Calendar & Communication Plan
Purpose:	FYI
Submitted by:	
Related Material:	2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf Board of Directors Communication Plan 2025.pdf

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

August - December 2025



Board of Directors Communication Plan

August

Budget Hearing

September

October

November

Year End Finance Report

December

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

Coversheet

The Pullman Promise: Priorities, Goals, Success Indicators

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



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
<p>Students First We Provide:</p> <ul style="list-style-type: none"> • A consistently welcoming, healthy, safe environment • Personalized learning for the growth and individual success of each student • Supportive, sustained relationships with each student 	<p>Prioritize actions to ensure a caring and safe environment to cultivate the highest levels of learning.</p>	<ul style="list-style-type: none"> • Student climate survey conducted (Fall) every 2-years by CEE <i>Tentatively scheduled for 2026 administration.</i> • Student Achievement Measurements <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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

<p>Mutual Respect</p> <ul style="list-style-type: none"> • Inclusive culture in which we value each individual and celebrate our community's diversity 	<p>Foster a growth mindset that values the beliefs and experiences of all.</p>	<ul style="list-style-type: none"> • 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 <i>Tentatively scheduled for 2026 administration.</i> • "A Community of Belonging" Update during Regular Board meetings • Staff Professional Learning
<p>Cultivate Trust</p> <ul style="list-style-type: none"> • Communicate transparently • We assure fiscal responsibility now and for the future 	<p>Plan expenditures to meet students educational needs.</p> <p>Facilitate Board Listening Sessions and Communication Plan/Schedule</p>	<ul style="list-style-type: none"> • Community/Staff climate survey conducted every 2-years by CEE <i>Tentatively scheduled for 2026 administration.</i> • Annual Budget/Fiscal Audit Report <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - School/District Websites and Board OnTrack Committee/Board Meeting Documents - ParentSquare & StudentSquare (<i>students in grades 9-12</i>) - Language Access Plan - Board Content Calendar/Schedule
<p>Build Together</p> <ul style="list-style-type: none"> • We honor our students' futures • We cultivate authentic, collaborative relationships based on shared purpose 	<p>Empower all stakeholders to collaborate and pursue innovative means that prepare students for the future.</p> <p>Grow and build community partnerships.</p>	<ul style="list-style-type: none"> • Conduct Open House Events for Families • Family/Teacher Conferences (K-8) Attendance Rates • Career and Technical Course Offerings Board Report

		<ul style="list-style-type: none"> - Annual CTE Program Report - Annual Secondary Course Offerings - CTE Advisory Committee <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • We are accountable through measurable goals • We commit to constructive feedback and continuous improvement 	Monitor teaching and learning; enhance curriculum, instruction, and assessment.	<ul style="list-style-type: none"> • Graduation rates (based upon 4- and 5-year cohorts) • Annual Alumni Outcome Survey conducted 18 months and 5 years after graduation • District Committees: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Staff Professional Learning Surveys Staff provide feedback on professional learning days through the clock-hour and evaluation process.

		<ul style="list-style-type: none"> • Annual Course Offerings and Program Board Reports <ul style="list-style-type: none"> - Secondary Course Offerings - Sustainability Committee Report - Risk Management Report - Maintenance/Facilities/Asset Preservation Program Report • Staff Professional Learning Opportunities - 2025-2026 Professional Learning Days <ul style="list-style-type: none"> - August 20-21 & 25-26, 2025 - October 10, 2025 - January 16, 2026 - February 13, 2026 • District Staff Mentoring Program • District Committees <ul style="list-style-type: none"> - Finance Committee - Curriculum Advisory Council - Sustainability Committee - English Language Development Program Advisory Committee - Highly Capable Advisory Committee - Academic Calendar Committee (<i>convened every 2 school years</i>) - Monthly PEA and Admin Team meetings - Student Ambassador Programs - Facilities Committee
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Coversheet

Procedures

Section:	VII. Informational Items
Item:	F. Procedures
Purpose:	
Submitted by:	
Related Material:	1210P Board Officer Rotation 9.24.25.pdf 3421P Child Abuse and Neglect 9.24.25.pdf

Pullman School District Board Procedures

1210P

Page 1 of 1

BOARD OF DIRECTORS

The Board of Directors Officer Rotation

The Board of Directors of the Pullman School District shall rotate officers according to seniority for the indicated years as follows by Director District. In the event a director(s) leaves office, new director(s) shall begin rotation in accordance with their seniority on the Board. In the event there is more than one new director, placement on the rotation will be on the basis of director district number. This rotation will be redrafted when there is a change of membership.

YEARS (Calendar)	PRESIDENT	VICE PRESIDENT	MEMBERS (in order of rotation)		
2024/ <u>Sep</u> 2025	4	5	1	2	3
<u>Sep 2025-Dec 2025</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
2026/2027	<u>51</u>	<u>12</u>	<u>23</u>	<u>34</u>	<u>45</u>
2028/2029	<u>12</u>	<u>23</u>	<u>34</u>	<u>45</u>	<u>51</u>
2030/2031	<u>23</u>	<u>34</u>	<u>45</u>	<u>51</u>	<u>12</u>
2032/2033	<u>34</u>	<u>45</u>	<u>51</u>	<u>12</u>	<u>23</u>
2034/2035	<u>45</u>	<u>51</u>	<u>12</u>	<u>23</u>	<u>34</u>
2036/2037	<u>51</u>	<u>12</u>	<u>23</u>	<u>34</u>	<u>45</u>
2038/2039	<u>12</u>	<u>23</u>	<u>34</u>	<u>45</u>	<u>51</u>
2040/2041	<u>23</u>	<u>34</u>	<u>45</u>	<u>51</u>	<u>12</u>

Adoption Date: June 19, 1990
 Revised: December 11, 1991
 Revised: November 24, 1992
 Revised: January 14, 1998
 Revised: May 1998
 Revised: January 2000
 Revised: December 2003
 Revised: December 2008
 Revised: December 2009
 Revised: September 22, 2010
 Revised: January 10, 2018
 Revised: December 11, 2019
 Revised: May 26, 2021
 Revised: January 12, 2022
 Revised: January 11, 2023
 Revised: January 10, 2024

Pullman School District Administrative Procedure

3421P

Page 1 of 5

STUDENTS

Child Abuse and Neglect

Each school principal will develop and implement an instructional program that will teach students:

1. How to recognize the factors that may cause people to abuse or neglect children;
2. How one may protect oneself from experiencing abuse or neglect; and
3. What resources are available to assist an individual who does or may encounter an abusive or neglectful situation.

To facilitate such a program, staff will receive training regarding reporting obligations during their initial orientation and annually after initial employment. Training may include such topics as:

1. Child growth and development;
2. Identification of child abuse or neglect;
3. Effects of abuse or neglect on child growth and development;
4. Personal safety as it relates to potential child abuse or neglect;
5. Parenting and supervision skills;
6. Life situations/stressors which may lead to child abuse or neglect; and
7. Substance abuse.

I. Reporting Responsibilities under RCW 26.44.030

Staff are required to report every instance of suspected child abuse or neglect.

The following procedures are required when reporting instances of suspected child abuse or neglect:

- A. When there is reasonable cause to believe that a child has suffered abuse or neglect, staff or the principal will orally report it to the nearest office of Child Protective Services (CPS) of the Department of Children, Youth and Families (DCYF) or the local law enforcement agency. This report must be made at the first opportunity, but in no case longer than forty-eight (48) hours after there is reasonable cause to believe that the child has suffered abuse or neglect.

Staff will also advise the principal regarding instances of suspected abuse or neglect as well as reports that have been made to CPS or law enforcement. In the principal's absence, staff will advise the principal's supervisor.

A staff member may contact CPS to determine if a report should be made. Any doubt about the legal necessity of making a report will be resolved in favor of making the report.

- B. A written report will be submitted promptly to the agency to which the oral report was made. The report will include the following information, if known:
 1. The name, address, and age of the child;
 2. The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child;
 3. The nature and extent of the suspected abuse or neglect;
 4. Any evidence of previous abuse or neglect, including the nature and extent;

Pullman School District Administrative Procedure

3421P

Page 2 of 5

5. Any other information that may relate to the cause or extent of the abuse or neglect;
and
6. The identity of the person accused of inflicting the abuse.

~~B. When the district receives a report that a school employee has committed an act of sexual misconduct, it will notify the parents of the alleged victim at the first opportunity but in all cases within forty-eight (48) hours of receiving the report. The notice will include information regarding their rights under the Public Records Act, Chapter 42.56 RCW, to request the public records regarding school employee discipline. This information shall be provided to all parents on an annual basis to all.~~

~~C.B.~~ Child abuse as defined by the statutes can be inflicted “by any person” and may include student-on-student abuse. These cases also require reporting to CPS or law enforcement.

II. Reporting Responsibilities under RCW 28A.320.160 and RCW 28A.400.317

A staff member or contractor who has knowledge or reasonable cause to believe that a student has been a victim, target, or recipient of physical or sexual abuse, sexual misconduct, or assault by another school employee or contractor must report the abuse, misconduct, or assault to the appropriate school administrator. If the administrator determines they have reasonable cause to believe that the sexual misconduct, physical or sexual abuse, or assault has occurred, they will make a report to law enforcement in accordance with RCW 26.44.030.

While determining whether reasonable cause exists, the administrator will contact all parties involved in the complaint and will immediately notify the parents and legal guardians of the student who is alleged to be the victim, target, or recipient of the physical or sexual abuse, sexual misconduct, or assault.

The district will provide parents and legal guardians with information regarding their rights under the Public Records Act, chapter 42.56 RCW, to request the public records regarding school employee discipline. This information will be provided to all parents and legal guardians on an annual basis.

H.III. Defining Child Abuse and Neglect

~~-For definitions regarding abuse and neglect, staff should review RCW 26.44.020, RCW 26.44.030, and WAC 110-30-0030.~~

~~A. Child abuse or neglect means:~~

- ~~1. Injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety;~~
- ~~2. Sexual abuse or sexual exploitation by any person under circumstances which cause harm to the child's health, welfare, or safety; or~~
- ~~3. The negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.~~

~~B. Physical abuse means the nonaccidental infliction of physical injury or physical mistreatment on a child that harms the child's health, welfare, or safety. It may include, but is not limited to, such actions as:~~

- ~~1. Throwing, kicking, burning, or cutting a child;~~
- ~~2. Striking a child with a closed fist;~~
- ~~3. Shaking a child under age three;~~
- ~~4. Interfering with a child's breathing;~~
- ~~5. Threatening a child with a deadly weapon; or~~

Pullman School District Administrative Procedure

3421P

Page 3 of 5

- ~~6. Doing any other act that is likely to cause and that does cause bodily harm greater than transient pain or minor temporary marks or that is injurious to the child's health, welfare or safety.~~

~~Physical discipline of a child, including the reasonable use of corporal punishment, is not considered abuse when it is reasonable and moderate and is inflicted by a parent or guardian for the purposes of restraining or correcting the child.~~

- ~~C. Sexual abuse means committing or allowing to be committed any sexual offense against a child as defined in the criminal code. The intentional touching, either directly or through the clothing, of the sexual or other intimate parts of a child or allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in touching the sexual or other intimate parts of another for the purpose of gratifying the sexual desire of the person touching the child, the child, or a third party.~~

~~A parent or guardian of a child, a person authorized by the parent or guardian to provide childcare for the child, or a person providing medically recognized services for the child, may touch a child in the sexual or other intimate parts for the purposes of providing hygiene, child care, and medical treatment or diagnosis.~~

- ~~D. Sexual exploitation includes, but is not limited to, sex trafficking and commercial sexual exploitation and includes such actions as allowing, compelling, encouraging, aiding, or otherwise causing a child to participate in one or more of the following:~~

- ~~1. Any sex act when anything of value is given to or received by any person for the sex act;~~
- ~~2. Sexually explicit, obscene, or pornographic activity to be photographed, filmed, or electronically reproduced or transmitted;~~
- ~~3. Sexually explicit, obscene, or pornographic activity as part of a live performance or for the benefit or sexual gratification of another person.~~

- ~~E. Negligent treatment or maltreatment means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, on the part of a child's parent, legal custodian, guardian, or caregiver that shows a serious disregard of the consequences to the child and creates a clear and present danger to the child's health, welfare, or safety.~~

III. IV. These signs may signal the presence of child abuse or neglect:

A. The child:

1. Shows sudden changes in behavior or school performance.
2. Has not received help for physical or medical problems brought to the parents' attention.
3. Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes.
4. Is always watchful, as though preparing for something bad to happen.
5. Lacks adult supervision.
6. Is overly compliant, passive, or withdrawn.
7. Comes to school or other activities early, stays late, and does not want to go home.

B. The parent or other adult caregiver and the child:

1. Shows little concern for the child.
2. Denies the existence of or blames the child for the child's problems in school or at home.
3. Asks teachers or other caretakers to use harsh physical discipline if the child misbehaves.

Pullman School District Administrative Procedure

3421P

Page 4 of 5

4. Sees the child as entirely bad, worthless, or burdensome.
5. Demands a level of physical or academic performance the child cannot achieve.
6. Looks primarily to the child for care, attention, and satisfaction of emotional needs.

C. **The ~~Parent-parent~~ or other adult caregiver and child:**

1. Rarely touch or look at each other.
2. Consider their relationship entirely negative.
3. State that they do not like each other.

~~IV.V.~~ Common Indicators of Physical Abuse:

- A. Consider the possibility of physical abuse when the **child**:
 1. Has unexplained burns, bites, bruises, broken bones, or black eyes.
 2. Has fading bruises or other marks noticeable after an absence from school.
 3. Is frightened of the parents and protests or cries when it is time to go home.
 4. Shrinks at the approach of adults.
 5. Reports injury by a parent or another adult caregiver.
- B. Consider the possibility of physical abuse when the **parent or other adult caregiver**:
 1. Offers conflicting, unconvincing ~~explanations~~; or no explanation for the child's injury.
 2. Describes the child as "evil," or in some other very negative way.
 3. Uses harsh physical discipline with the child.
 4. Has a history of abuse as a child.

~~V.VI.~~ Common Indicators of Emotional Abuse:

- A. Consider the possibility of emotional maltreatment when the **child**:
 1. Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression.
 2. Is either inappropriately adult-like (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example).
 3. Is delayed in physical or emotional development.
 4. Has attempted suicide.
 5. Reports a lack of attachment to the parent.
- B. Consider the possibility of emotional maltreatment when the **parent or other adult caregiver**:
 1. Constantly blames, belittles, or berates the child.
 2. Is unconcerned about the child and refuses to consider offers of help for the child's problems.
 3. Overtly rejects the child.

~~VI.VII.~~ Common Indicators of Sexual Abuse:

- A. Consider the possibility of sexual abuse when the **child**:
 1. Has difficulty walking or sitting.
 2. Suddenly refuses to change for gym or participate in physical activities.
 3. Reports nightmares or bedwetting.
 4. Experiences a sudden change in appetite.
 5. Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior.
 6. Becomes pregnant or contracts a venereal disease, particularly if under age 14.

Pullman School District Administrative Procedure

3421P

Page 5 of 5

7. Runs away.
 8. Reports sexual abuse by a parent or another adult caregiver.
- B. Consider the possibility of sexual abuse when the **parent or other adult caregiver**:
1. Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex.
 2. Is secretive and isolated.
 3. Is jealous or controlling with family members.

~~VII.~~VIII. Common Indicators of Neglect:

- A. Consider the possibility of neglect when the **child**:
1. Is frequently absent from school.
 2. Begs or steals food or money.
 3. Lacks needed medical or dental care, immunizations, or glasses.
 4. Is consistently dirty and has severe body odor.
 5. Lacks sufficient clothing for the weather.
 6. Abuses alcohol or other drugs.
 7. States that there is no one at home to provide care.
- B. Consider the possibility of neglect when the **parent or other adult caregiver**:
1. Appears to be indifferent to the child.
 2. Seems apathetic or depressed.
 3. Behaves irrationally or in a bizarre manner.
 4. Is abusing alcohol or other drugs.

~~VIII.~~IX. Interviews of Suspected Abused or Neglected Child

If a CPS investigator, unaccompanied by law enforcement, requests to interview the suspected abused or neglected child at school, the principal or designee shall obtain the child's consent before making the student available for an interview. The principal shall ask the child if he or she has a school person who he or she would like to be present during the interview. The principal or designee shall document the questions asked and the student's answers regarding consent. The principal or designee shall notify the parent unless CPS directs the school not to do so.

NOTE: Indicators in and of themselves do not necessarily prove that abuse, neglect, or exploitation has occurred. However, they still may warrant a referral to CPS or law enforcement. When in doubt, staff should consult with CPS about making a report.

Adoption Date: January 23, 1991
 Revised Date: April 17, 2000
 Revised Date: November 14, 2000
 Revised Date: June 1, 2005
 Revised: September 8, 2010
 Revised: December 13, 2017
 Revised: January 11, 2023