Pullman School District

Regular Board Meeting

Date and Time

Wednesday October 8, 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: District Choice by Bob Maxwell, Superintendent
- Report: Risk Management by Juston Pollestad, Executive Director of Operations

E. A Community of Belonging - Update

Community Connections Slide

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 - October 1, 2025 Board Work Session

B. Minutes - September 24, 2025 Regular Board Meeting

C. Personnel Report

D. Warrants

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

E. Student Transfer Requests

F. ASB Fundraisers

G. Out-of-State Travel Request

V. Action Items

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

A. 2025-2026 Board Professional Development Plan

Presenter: Board of Directors

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

Presenter: Bob Maxwell, Superintendent

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

Presenter: Juston Pollestad, Executive Director of Operations

VI. Discussion Items

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

A. Resolution 25-26:04 Declaration of Surplus Property

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: 2650.55
Current Year Average FTE: 2643.64

C. Expense Claim Audit - Community Update Board Schedule

D. Board Calendar & Communication Plan

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

VIII. Executive or Closed Session

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

A. Property

B. Personnel

IX. Closing Items

A. Adjourn Meeting

The president will adjourn the meeting.

Coversheet

Minutes - October 1, 2025 Board Work Session

Section: IV. Consent Agenda
Item: A. Minutes - October 1, 2025 Board Work Session
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Work Session on October 1, 2025

APPROVED

Pullman School District

Minutes

Board Work Session

Date and Time
Wednesday October 1, 2025 at 4:30 PM

Location
Jefferson Elementary
1150 NW Bryant St.
Pullman, WA 99163

Directors Present
Amanda Tanner, Arron Carter, Lisa Waananen Jones, Nathan Roberts

Directors Absent
Craig Nelson

Guests Present
Courtney Hodge, Ryan Mulvey

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Arron Carter called a meeting of the board of directors of Pullman School District to order on Wednesday Oct 1, 2025 at 4:30 PM.

II. Agenda Items

A. Jefferson Elementary Showcase

Presenter: Kelsey Winningham, Principal & Jefferson Staff: Nikki Dehle, Samantha Schertenleib, Diane Hathaway, Niki Wolf, Penny Zimmerman, Jill Patera

Jefferson teachers presented on their year-long book study of Every Student Every Day, focusing on understanding the "why" behind their work. The presentation highlighted the development of a strong Tier 1 system, staff commitments, clear directions, unity for students, positive and effective narration, accountability systems, and relationship-building with every student. Staff emphasized the positive impact of creating consistency across settings and the collaborative nature of the process.

B. Elementary Principals Present 2025-2026 School Improvement Plans

Presenters:

- **Pam Brantner, Sunnyside Elementary Principal**
- **Cheyenne Webber, Kamiak Elementary Principal**
- **Kelsey Winningham, Jefferson Elementary Principal**
- **Liz Pavlik, Franklin Elementary Principal**

Elementary principals presented their 2025–2026 School Improvement Plans, aligned with district goals, emphasizing academic growth and proficiency, especially for targeted subgroups, measured via Smarter Balanced state assessments in English Language Arts and Math. Each principal also outlined goals and strategies for addressing chronic absenteeism.

- **Jefferson:** Focused on the *Kids at Hope* philosophy, building relationships with all students, partnering with families, and identifying barriers to attendance. Academic goals are organized by grade level, supported by tiered intervention systems.
- **Franklin:** Emphasized student belonging, early identification of potential chronic absenteeism, and evolving WIN groups to support skill mastery. The LinkIt program helps identify students targeted for academic growth.
- **Kamiak:** Emphasized the work around strengthening attendance protocols and tracking. Used MAP assessment data to set ELA/Math goals and refined WIN time for maximum impact.
- **Sunnyside:** Working toward Model PLC status as a “Promising Practices” school. Addressed chronic absenteeism and at-risk students while continuing instruction based on essential standards; minimal summer slide was noted.

Principals also shared positive impacts from the student mobile device policy and the use of Linewize in supporting the educational environment.

C. Community Listening Session Planning

Presenter: Board of Directors

Board members reviewed materials prepared for the upcoming community listening session, including the presentation, guiding questions for focus areas, and the participant survey. The Board discussed whether any adjustments were needed prior to the session. The board discussed how the breakout rooms would be organized and the overall structure of the event. Principals will also be in attendance and available for the duration of the session.

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 6:00 PM.

Respectfully Submitted,
Arron Carter

Coversheet

Minutes - September 24, 2025 Regular Board Meeting

Section:	IV. Consent Agenda
Item:	B. Minutes - September 24, 2025 Regular Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on September 24, 2025

APPROVED

Pullman School District

Minutes

Regular Board Meeting

Date and Time
Wednesday September 24, 2025 at 6:30 PM

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

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

Directors Absent
None

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 24, 2025 at 6:30 PM.

C. Flag Salute

D. Land Acknowledgement Statement

E. Approval of Agenda

Changes to the agenda:

- Director Roberts moved the “Board Reports” section to follow the approval of the consent agenda, prior to Action Items. This change aligns with Board Policy 1210, which requires that the Board elect new officers immediately after approval of the minutes in the consent agenda.
- Overnight Field Trip Requests - added to consent agenda

Amanda Tanner made a motion to approve the agenda as amended.
Arron Carter seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Lisa Waananen Jones	Aye
Nathan Roberts	Aye
Arron Carter	Aye
Amanda Tanner	Aye
Craig Nelson	Absent

II. Reports, Correspondence & Program

A. PHS ASB Report

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

- ASB hosted another pep rally and clubs are continuing to find ways to bring students and the school together.
- Celebrating and recognizing Hispanic Heritage month with various activities.
- DECA is hosting a blood drive.
- ASB is starting to prepare for Homecoming.
- Cheerleading has welcomed over 100+ elementary school students for Future Greyhound Cheer camp.

B. Superintendent's Report

Teaching and learning activities have started strongly. A Community Listening Session is scheduled for October 15 at Lincoln Middle School; the session structure will be reviewed at the next board work session.

C. Program Reports

Report: Highly Capable Program

Presenter: Joni Stevens, District Instructional Coach

The board received an update on the Highly Capable Program, which focused on student identification processes, social-emotional supports, and differentiated instruction practices. A change this last school year, was a universal screening of all 2nd and 6th grade students test scores. In Spring 2025, 117 students were tested, with 62 qualifying for services. K–8 students receive cluster grouping and enrichment, while secondary students can select advanced options such as Honors, AP, College in the High School, Running Start, and accelerated math. Communication and support efforts include teacher training, parent resources, and a Parent Information Night.

Board discussion clarified that 6th-grade screening follows OSPI recommendations, while 2nd-grade screening identifies students demonstrating early academic success. Testing focuses on reading and math, with a prescreener followed by a secondary assessment. A committee of counselors, teachers, and a parent review all referrals and data to determine eligibility. Trends in the number of highly capable students served will be provided once that data can be gathered.

D. A Community of Belonging - Update

Director Tanner provided a reminder about the upcoming Community Connections event that will be held at Jefferson Elementary on October 2nd from 6-7:30pm. Provided details on the sessions offered and the organizations that will be in attendance. Information is available to the public on the district website.

Superintendent Maxwell reported that OSPI has convened a state-level committee to focus on equity resources.

III. Public Comment

A. Speakers

No speakers.

IV. Consent Agenda

A. Minutes - September 3, 2025 Board Work Session

Amanda Tanner made a motion to approve the minutes as part of the consent agenda from Board Work Session on 09-03-25.
Arron Carter seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Minutes - September 10, 2025 Regular Board Meeting

Amanda Tanner made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 09-10-25.

Arron Carter seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Personnel Report

D. Professional/Personal Services Contract Report

E. Warrants

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

L. Consent Agenda Approval

Amanda Tanner made a motion to approve the consent agenda (Items IV. A-K).
Arron Carter seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Board Reports (moved from Reports, Correspondence and Program)

A. Board Reports

Election of Board President and Vice President
Due to upcoming general elections, the outgoing Board President, Director Nathan Roberts, and Vice President Director Amanda Tanner stepped down from their officer roles. Director Tanner had been scheduled to serve as the next Board President under the regular rotation but chose not to assume the presidency, creating a vacancy.

Board President: Director Arron Carter (District 1) was nominated by Director Tanner and elected by roll call vote.

- Roll Call Vote:
  - Amanda Tanner: Aye
  - Arron Carter: Aye
  - Lisa Waananen Jones: Aye
  - Craig Nelson: Aye

Director Arron Carter assumed the role of Board President and presided over the rest of the board meeting.

Board Vice President: Director Lisa Waananen Jones (District 2) was nominated by Director Tanner and elected by roll call vote. The newly elected Board President presided over this vote.

- Roll Call Vote:
  - Amanda Tanner: Aye
  - Lisa Waananen Jones: Aye
  - Craig Nelson: Aye
  - Nathan Roberts: Aye

Director Lisa Waananen Jones assumed the role of Board Vice President.

The newly elected officers will officially begin their two-year terms at the first meeting in January but are serving immediately to fill the current vacancies.

Board Reports:

- **Nathan Roberts**: Provided an update on the WSSDA General Assembly and noted that next year the legislative representative should attend.
- **Amanda Tanner:** No report.
- **Craig Nelson:** No report.
- **Lisa Waananen Jones**: No report.
- **Arron Carter**: Met with Lincoln Middle School Boosters, noting new members were recruited during Spartan Start-Up and volunteers are still needed for concessions. Dr. Maxwell also delivered a State of the District presentation.

VI. Action Items

A. 3241 Student Discipline

Presenter: Bob Maxwell, Superintendent
Revisions reflect the new discipline rule drafted by OSPI that took effect July 11, 2025.
There have been no questions since this item was last presented.
Craig Nelson made a motion to approve revisions Policy 3241 Student Discipline as presented.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

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. There was a question

from the last meeting about where legal counsel made revisions. Legal counsel made revisions primarily to the enforcement section of the policy. Have not received any quesitons since it was last presented.
Amanda Tanner made a motion to approve 5161 Civility in the Workplace.
Nathan Roberts seconded the motion.
The board **VOTED** to approve the motion.

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

VII. Discussion Items

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

Presenter: Board of Directors
The Board of Directors discussed the appointment of members to the open positions on the district's Diversity, Equity, Inclusion, and Belonging (DEIB) Task Force. During the discussion, Director Tanner, Board Liaison for DEIB Task Force, advocated for including all three student applicants on the task force, emphasizing the importance of student voices.

There was consensus amongst the board to invite all three of the students who applied to serve on the task force.

There were 4 applicants who applied to serve as the Disability Awareness/Access/Inclusion representative. Megan Itani emerged as the top candidate for that position. Director Tanner noted the task force is eager to get the new members seated.

Nathan Roberts made a motion to move the DEIB Task Force appointment to an action item.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.
The board will return to this item after the conclusion of the discussion items.

B. 2025-2026 Board Professional Development Plan

Presenter: Board of Directors
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. It was

noted that it may be updated to include onboarding training for new board members. Board members were encouraged to submit ideas for additional topics. Director Waananen Jones suggested scheduling a board self-assessment in 2026, for review around the May work session and the annual summer retreat.

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

Presenter: Bob Maxwell, Superintendent
The board discussed a WSSDA recommendation to pass a resolution allowing the district to cover expenses for newly elected or appointed board members attending the WSSDA Annual Conference, even if they have not yet been sworn in. Clarification was made that the resolution applies only to newly elected members and does not need to name anyone specifically. It was noted that there is no immediate urgency for planning purposes.

D. Adult School Meal Prices

Presenter: Juston Pollestad, Executive Director of Operations
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. There are no changes to students meal costs.

Director Pollestad added that there is some urgency with this item.
Amanda Tanner made a motion to move Adult School Meal Prices to an action item.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.
The board will return to this item after the conclusion of the discussion items.

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

Presenter: Juston Pollestad, Executive Director of Operations
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.

Board discussion confirmed that the agreement maintains the same level of access and service as before, ensuring no disruptions to high school swim practices or other programs.

VIII. Action Items

A. DEIB Task Force Appointment

The board discussed adding a student to the DEIB Task Force. Director Tanner asked if a vote was required and whether the process was flexible. Superintendent Maxwell clarified that the addition should be included in the motion, noting there are no bylaws governing this process.
Nathan Roberts made a motion to approve the DEIB Task Force Appointments with the three (3) students and the top ranking candidate for the disability awareness/access/inclusion position.
Amanda Tanner seconded the motion.
The board **VOTED** unanimously to approve the motion.
Director Carter will reach out to the candidates to let them know.

B. Adult School Meal Prices

Nathan Roberts made a motion to approve the adult school meal prices.
Lisa Waananen Jones seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Informational Items

A. Administrative Requirements Update

- September

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

- 1210P Board Officer Rotation
- 3421P Child Abuse and Neglect

X. Executive or Closed Session

A. Executive Session

A. Carter announced there will be an Executive Session to discuss property that will end at 7:40 pm. No action will be taken.

The board meeting reconvened into an open session at 7:40pm, and the chair announced that the executive session end time would be extended 10 minutes before returning to executive session.

The board meeting reconvened into an open session at 7:50pm, and the chair announced that the executive session end time would be extended 20 minutes before returning to executive session.

XI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:10 PM.

Respectfully Submitted,
Arron Carter

Documents used during the meeting

- 1210P Board Officer Rotation 1.10.24.pdf
- Board Report - 9.24.2025 Personnel.pdf
- Board Report - Contracts 9.24.2025.pdf
- Check Summary_9.24.25.pdf
- 2025 09.24 Regular Board Meeting - Student Transfer Requests.pdf
- ASB Fundraiser - PHS ASB_TOLO Dance 9.24.25.pdf
- Out-of-State Travel Req - 2025 WASA-Milliken Leadership Academy.pdf

- FP219 STBIP Grant.pdf
- PRELIMINARY Budget Status Report.pdf
- 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_Regionals 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
- 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
- ES DEIB Task Force Appointment 9.24.25.pdf
- ES 2025-26 Board Professional Development Plan 9.24.25.pdf
- 2025-2026 PSD Board of Directors Professional Development Plan.pdf
- ES Resolution Newly Elected School Board Directors-Attend WSSDA Annual Conference.pdf
- Resolution 25-26.03 Newly Elected Officials - WSSDA.pdf
- ES Adult School Meal Price Increase.pdf
- ES Pool Use Agreement - PSD - SEL.pdf
- Pool Use Agreement - PSD - SEL.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
- 1210P Board Officer Rotation 9.24.25.pdf
- 3421P Child Abuse and Neglect 9.24.25.pdf

Coversheet

Personnel Report

Section: IV. Consent Agenda
Item: C. Personnel Report
Purpose: FYI
Submitted by:
Related Material: Board Report - 10.8.2025 Personnel.pdf
Coaches & Activity Advisors (2025-2026).pdf

MEMORANDUM

TO: Board of Directors

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

DATE: October 8, 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:

Classified: **Jamie John,** ASB secretary at Pullman High School, request for a leave of absence beginning approximately February 22, 2026, through June 15, 2026

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

Coaches/Student Activity Advisors for the 2025-2026 school year (see attached)

Kayla Brown as key club advisor at Pullman High School

Brian Green, assistant boys basketball coach at Lincoln Middle School, resignation

Kylan Olson as assistant girls basketball coach at Pullman High School

Hailee Speir as sophomore class advisor at Pullman High School

Content/Grade Level Team Leaders for the 2025-2026 school year:

ELEMENTARY:

Grade/Content	FES	JES	KES	SES
K	Lonna Carrier	Penny Zimmerman	Sarah Corbin	Annalisa Kiblen
1	Marci Sontgerath	Diane Hathaway	Sadie Boone	Sarah Zylstra
2	Heather Strader	Jill Patera	Kelly Pollestad	Kelly Laird
3	Holly Steele	Sara King	S. Opgenorth	Erin Thompson
4	Chris Lippay	Trisha Doumit	B. Pizzigoni	Cari DenHerder
5	Julie Lippay	S. Schertenleib	Emily Poston Meghan Solak	Shelby Sandvick
Special Education	Corina Andersen			

SECONDARY:

Grade/Content	LMS (6-8)	PHS (9-12)
CTE	Aubrey Anderson	Tanner Ferry
ELA	Emma Haug	Raeiah Currier
Math	Madison Dissmore	Sherree Komp
PE		David Cofer Kate Agnew
Science	Marla Haugen	Luke Conley
Social Studies	Janet Fulfs	Matt Coulter
Special Education	Becky Adderson	Scott Thompson
Foreign Language	Dan Bromley	

DISTRICT-WIDE:

Grade/Content	K-5	6-12
Art/STEM	Desiree Greystone	
Core+	Niki Wolf	
ELD	Kelli Dahmen	
Music	Katharine Covill	

For Your Information:

Katelyn Claassen, occupational therapist, has received approval to take one day of leave without pay in December

Katelyn Cornish, special education paraeducator at Kamiak Elementary School, has received approval to take two days of leave without pay in May

PHS Coaches
2025-2026

Sport	Coach	Type	Placement
Football	Kevin Agnew	Head	Head - Level 1
	Nick Darling	Assistant	Assistant - Level 1
	Chris Engle	Assistant	Assistant - Level 1
	Sam Fleener	Assistant	Assistant - Level 1
	Brian Foote	Assistant	Assistant - Level 1
	Cotton Sears	Assistant	Assistant - Level 1
Volleyball	Megan McNannay	Head	Head - Level 2
	Jill Cournyer	Assistant	Assistant - Level 2
	Kelci Gordon	Assistant	Assistant - Level 2
Cross Country	Allix Potratz-Lee	Head	Head - Level 3
	Hannah Kiser	Assistant	Assistant - Level 3
Soccer - Girls	Katie Evermann	Head	Head - Level 3
	Scott Thompson	Assistant	Assistant - Level 3
Swimming - Girls	Amy Caessens	Head	Head - Level 2
	Karen Eldred	Assistant	Assistant - Level 2
Swimming - Boys	Isaac Ries	Head	Head - Level 2
		Assistant	Assistant - Level 2
Basketball - Boys	Craig Brantner	Head	Head - Level 1
	Travis Brown	Assistant	Assistant - Level 1
	Mark Imler	Assistant	Assistant - Level 1
Basketball - Girls	Seth Paine	Head	Head - Level 1
	Nick Darling	Assistant	Assistant - Level 1
	Kylan Olson	Assistant	Assistant - Level 1
Wrestling	Angel Acosta	Head	Head - Level 2
	Colton Peterson	Assistant	Assistant - Level 2
	Maryum Ajaz	Support Assistant	Assistant - Level 7
Bowling - Girls	Haylee Fishback	Head	Head - Level 5
Soccer - Boys	Doug Winchell	Head	Head - Level 3
	Scott Thompson	Assistant	Assistant - Level 3
	Hannah Fields	Support Assistant	Assistant - Level 7
Softball	Haylee Fishback	Head	Head - Level 2
	Kim Turner	Assistant	Assistant - Level 2
	Ryan Hodge	Support Assistant	Assistant - Level 7
Baseball	Kevin Agnew	Head	Head - Level 2
	Nathan Clark	Assistant	Assistant - Level 2
	Matt Coulter	Support Assitant	Assistant - Level 7
Tennis - Boys	Cody Wendt	Head	Head - Level 2 (GF)
	Olivia Craine	Assistant	Assistant - Level 3
Tennis - Girls	Dan Vollmer	Head	Head - Level 2 (GF)
	Kelci Gordon	Assistant	Assistant - Level 3

PHS Coaches
2025-2026

Sport	Coach	Type	Placement
Golf	Eric Martin	Head Boys	Head - Level 3
	John Willy	Head Girls	Head - Level 3
	McKenna Kendall	Support Assistant	Assistant - Level 7
Track	Roberto Flores	Head Boys	Head - Level 2
	Allix Potratz-Lee	Head Girls	Head - Level 2
	Braydon Maier	Assistant	Assistant - Level 2
		Assistant	Assistant - Level 2
Cheer	Erin Willy	Head (Fall Season)	Head - Level 4
	Altaira Bogle	Assistant (Fall Season)	Assistant - Level 4
Game Management	Mary Marsh	Fall	Time Slip
	Mary Marsh	Winter	Time Slip
		Spring	Time Slip

PHS Activity Advisors
2025-2026

Activity	Advisor	Placement
Competitive		
Knowledge Bowl	Samuel Anderson	Level 7 - Assistant
Math Team	Bryce Gravel	Level 8
Science Bowl		Level 8
Non-Competitive		
ASB Advisor	Erin Willy	Level 4 - Head
Auditorium Manager	Andy Mielke	Level 5 - Head
Drama Club (3 seasons)	Andy Mielke	Level 4 - Head
Asst Drama Club (3 seasons)	Aryn Allen	Level 4 - Assistant
Asst Drama Club II (3 seasons)	Randy Emerson	Level 10 - Advisor II
Junior Statesman of America	Raeiah Currier	Level 8
Key Club	Kayla Brown	Level 8
Spirit Club	Betty Klover	Level 7 - Head
Class Advisors		
Freshman Class	Rob McPherson	Level 14 - Advisor IV
Sophomore Class	Hailee Speir	Level 14 - Advisor IV
Junior Class	Kate Agnew	Level 10 - Advisor II
Senior Class	Sherree Komp	Level 6 - Advisor I - Head

LMS Coaches
2025-2026

Sport	Name	Type	Placement
Cross Country	Johanna Erickson	Head	Head - Level 6
	Russ Fitts	Assistant	Assistant - Level 6
	Jack Eisnaugle	Assistant	Assistant - Level 6
Volleyball	Kim Turner	Head - 8th gr varsity	Head - Level 6
	Destiny Barker	Assistant	Assistant - Level 6
	Jansi Merz	Assistant	Assistant - Level 6
	Gabriella Oliver	Assistant	Assistant - Level 6
	Cyndi Vollmer	Assistant	Assistant - Level 6
	Dan Vollmer	Assistant	Assistant - Level 6
Football	Rick Wood	Head	Head - Level 6
	Josh Cheslek	Assistant	Assistant - Level 6
	Keymarione Croft	Assistant	Assistant - Level 6
	Jaron Hodge	Assistant	Assistant - Level 6
	Ryan Hodge	Assistant	Assistant - Level 6
Basketball - Boys	Josh Bray	Head - 8th gr varsity	Head - Level 6
	Brian Dailey	Assistant	Assistant - Level 6
	Ryan Hodge	Assistant	Assistant - Level 6
	Cotton Sears	Assistant	Assistant - Level 6
		Assistant	Assistant - Level 6
		Assistant	Assistant - Level 6
Basketball - Girls	Chris Engle	Head - 8th gr varsity	Head - Level 6
	Jaron Hodge	Assistant	Assistant - Level 6
	Ryan Hodge	Assistant	Assistant - Level 6
	Kim Turner	Assistant	Assistant - Level 6
		Assistant	Assistant - Level 6
Wrestling		Head	Head - Level 6
	Cotton Sears	Assistant	Assistant - Level 6
Track	Johanna Erickson	Head Girls Coach	Head - Level 6
	Cotton Sears	Head Boys Coach	Head - Level 6
	Russell Fitts	Assistant	Assistant - Level 6
	Jaron Hodge	Assistant	Assistant - Level 6
	Emily Leinweber	Assistant	Assistant - Level 6
	Madison Silflow	Assistant	Assistant - Level 6
INTRAMURALS			
Girls Bowling	Emma Haug	Co-Coordinator	Head - Level 7
		Co-Coordinator	Head - Level 7
Game Management	Chuck Caessens	Game Manager	Time Slip

LMS Activity Advisors
2025-2026

Activity	Advisor	Placement
Competitive:		
Math Team	Min-Kyu Song	Level 6 - Advisor I - Head
Science Bowl	Marla Haugen	Level 8
Science Olympiad	Marla Haugen	Level 8
Non-Competitive:		
Art Club	Kealan Emerson	Level 12 - Advisor III
ASB Advisor	Aubrey Anderson	Level 6 - Assistant
Assistant Activities Manager	Amy Caessens	Level 4 - Head
Channel 3	John Willy	Level 10 - Advisor II
Chess Club	Emma Haug	Level 12 - Advisor III
Drama Club		Level 10 - Advisor II
Garden Club	Marla Haugen	Level 12 - Advisor III
Gender and Sexuality Alliance Club		Level 12 - Advisor III
Jazz Band	Joe Covill	Level 6 - Advisor I - Assistant
Jazz Choir	Tricia James	Level 6 - Advisor I - Assistant
Jazz Ensemble I	Joe Covill	Level 12 - Advisor III
Jazz Ensemble II	Joe Covill	Level 12 - Advisor III
Magic the Gathering Club	Madison Dissmore	Level 12 - Advisor III
Pokémon Club		Level 13
Spirit Club		Level 7 - Assistant
Students of Color Alliance Club	Brian Green	Level 12 - Advisor III
Yearbook Club		Level 7 - Head

Coversheet

Warrants

Section: IV. Consent Agenda
Item: D. Warrants
Purpose: FYI
Submitted by:
Related Material: Payroll Warrant Authorization Form_September 2025.pdf
CK Summaries 10.8.25.pdf

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

PAYROLL WARRANT AUTHORIZATION

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers 26736668 to 26736691 inclusive, with payroll amounting to $3,479,579.43 issued 09/30/2025 on the account of the General Fund.

Said warrants have been signed by the Secretary of the Board of Directors by order of said Board.

Secretary

President of Board of Directors

GF add 2425

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 October 8, 2025, the board, by a _____ vote, approves payments, totaling $8,396.17. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736692 through 26736692, totaling $8,396.17

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736692	Community Colleges Of Spokane	10/03/2025	8,396.17
1	Computer Check(s) For a Total of		8,396.17

	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	8,396.17
Total For	1	Manual, Wire Tran, ACH & Computer Checks		8,396.17
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,396.17

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	8,396.17	8,396.17

BMO GF 10.10.25

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 October 8, 2025, the board, by a _____ vote, approves payments, totaling $61,479.78. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600024 through 252600024, totaling $61,479.78

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600024	BMO Corporate Mastercard	10/10/2025	61,479.78
1	ACH	Check(s) For a Total of	61,479.78

	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	61,479.78
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		61,479.78
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	61,479.78

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-1,200.18	0.00	62,679.96	61,479.78

Bmo CAp 10.10.25

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 October 8, 2025, the board, by a _____ vote, approves payments, totaling $1,053.84. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600021 through 252600021, totaling $1,053.84

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600021	BMO Corporate Mastercard	10/10/2025	1,053.84
1	ACH	Check(s) For a Total of	1,053.84

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
1	ACH	Checks For a Total of	1,053.84
0	Computer	Checks For a Total of	0.00
Total For 1	Manual, Wire Tran, ACH & Computer Checks		1,053.84
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	1,053.84

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	1,053.84	1,053.84

3apckp07.p Pullman School District 3:24 PM 09/30/25
05.25.06.00.00-010021 Check Summary PAGE: 1

Bmo LMS ASB 10.16.25

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 October 8, 2025, the board, by a _____ vote, approves payments, totaling $423.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600022 through 252600022, totaling $423.10

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600022	BMO Corporate Mastercard	10/10/2025	423.10

1 ACH Check(s) For a Total of 423.10

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	423.10
0	Computer	Checks For a Total of	0.00
Total For 1	Manual, Wire Tran, ACH & Computer Checks		423.10
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	423.10

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-9.56	0.00	432.66	423.10

3apckp07.p Pullman School District 3:38 PM 09/30/25
05.25.06.00.00-010021 Check Summary PAGE: 1

Bmo PHS ASB 10.10.25

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 October 8, 2025, the board, by a _____ vote, approves payments, totaling $9,922.06. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600023 through 252600023, totaling $9,922.06

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600023	BMO Corporate Mastercard	10/10/2025	9,922.06

1 ACH Check(s) For a Total of 9,922.06

	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	9,922.06
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		9,922.06
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	9,922.06

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-14.19	0.00	9,936.25	9,922.06

3apckp07.p PULLMAN SCHOOL DISTRICT #267 10:54 AM 10/02/25
05.25.06.00.00-010021 Check Summary PAGE: 1

Ap-pHS AsB 10.9.25

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 October 8, 2025, the board, by a _____ vote, approves payments, totaling $31,897.35. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736695 through 26736701, totaling $31,897.35

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736695	AreteLabs	10/09/2025	225.00
26736696	District VI FFA	10/09/2025	100.00
26736697	Pullman School Dist - Revolvin	10/09/2025	1,030.00
26736698	Smash Fundraising	10/09/2025	6,711.40
26736699	US Foods, Inc.	10/09/2025	1,075.06
26736700	Varsity Yearbook	10/09/2025	21,855.89
26736701	Washington Science Olympiad	10/09/2025	900.00
7	Computer Check(s) For a Total of		31,897.35

	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
	7	Computer	Checks For a Total of	31,897.35
Total For	7	Manual, Wire Tran, ACH & Computer Checks		31,897.35
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	31,897.35

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-1,748.47	0.00	33,645.82	31,897.35

Ap_LMS AsB 10.9.25

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 October 8, 2025, the board, by a _____ vote, approves payments, totaling $950.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736693 through 26736694, totaling $950.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736693	Pullman School Dist - Revolvin	10/09/2025	50.00
26736694	Washington Science Olympiad	10/09/2025	900.00

2 Computer Check(s) For a Total of 950.00

	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	950.00
Total For	2	Manual, Wire Tran, ACH & Computer Checks		950.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	950.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	0.00	0.00	950.00	950.00

3apckp07.p PULLMAN SCHOOL DISTRICT #267 9:27 AM 10/03/25
05.25.06.00.00-010021 Check Summary PAGE: 1

GF REIMB

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 October 8, 2025, the board, by a _____ vote, approves payments, totaling $32.41. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600025 through 252600027, totaling $32.41

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600025	Claassen, Katelyn Jamie	10/09/2025	18.41
252600026	El Chabib, Zena	10/09/2025	7.70
252600027	Newman, Stephanie	10/09/2025	6.30

3 ACH Check(s) For a Total of 32.41

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	3	ACH	Checks For a Total of	32.41
	0	Computer	Checks For a Total of	0.00
Total For	3	Manual, Wire Tran, ACH & Computer Checks		32.41
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	32.41

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	32.41	32.41

GF ACH

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

As of October 8, 2025, the board, by a _____ vote, approves payments, totaling $10,665.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600028 through 252600037, totaling $10,665.50

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600028	Dept of Licensing	10/09/2025	195.00
252600029	H & H Business Systems	10/09/2025	5,755.96
252600030	Haramoto, Kameron	10/09/2025	50.00
252600031	Heiszler, Matthew David	10/09/2025	50.00
252600032	Maxwell, Robert L	10/09/2025	475.00
252600033	Mulvey, Ryan Alan	10/09/2025	150.00
252600034	NCS Pearson, INC	10/09/2025	236.41
252600035	US Linen and Uniform	10/09/2025	1,291.96
252600036	Ventresco, Dominick Richard	10/09/2025	110.00
252600037	Voyager Sopris Learning	10/09/2025	2,351.17

10 ACH Check(s) For a Total of 10,665.50

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	10	ACH	Checks For a Total of	10,665.50
	0	Computer	Checks For a Total of	0.00
Total For	10	Manual, Wire Tran, ACH & Computer Checks		10,665.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,665.50

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	10,665.50	10,665.50

3apckp07.p PULLMAN SCHOOL DISTRICT NO. 10:42 AM 10/03/25
05.25.06.00.00-010021 Check Summary PAGE: 1

GF REIM

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

As of October 8, 2025, the board, by a _____ vote, approves payments, totaling $260.47. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736702 through 26736707, totaling $260.47

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736702	Anderson, Samuel L	10/09/2025	41.58
26736703	Bromley, Daniel Patrick	10/09/2025	39.69
26736704	Fishback, Haylee	10/09/2025	20.30
26736705	Lopez, Autumn M	10/09/2025	37.80
26736706	Magoia, Rosana Cecilia	10/09/2025	28.28
26736707	Matthews, Robert J	10/09/2025	92.82

6 Computer Check(s) For a Total of 260.47

	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
	6	Computer	Checks For a Total of	260.47
Total For	6	Manual, Wire Tran, ACH & Computer Checks		260.47
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	260.47

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	260.47	260.47

3apckp07.p PULLMAN SCHOOL DISTRICT 11:00 AM 10/03/25
05.25.06.00.00-010021 Check Summary PAGE: 1

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 October 8, 2025, the board, by a _____ vote, approves payments, totaling $114,947.76. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26736708 through 26736749, totaling $114,947.76

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26736708	All Fabrications & Supply LLC	10/09/2025	47.84
26736709	Broughton, Alexandra D	10/09/2025	2,507.50
26736710	Bryson Sales & Service	10/09/2025	172.30
26736711	Ccooper Services	10/09/2025	570.00
26736712	Charlies Produce	10/09/2025	7,568.20
26736713	Chipman & Taylor Chevrolet	10/09/2025	1,284.41
26736714	City Of Pullman	10/09/2025	7,974.62
26736715	Coleman Oil Company LLC	10/09/2025	4,737.28
26736716	Connection Inc	10/09/2025	13,116.85
26736717	Crick Software	10/09/2025	5,400.00
26736718	Dunlap, Ryan D	10/09/2025	50.00
26736719	Four Star Supply Co., Inc	10/09/2025	460.55
26736720	Gold Star Foods	10/09/2025	1,707.60
26736721	Gordon, Alexander J	10/09/2025	50.00
26736722	HD Supply Facilities Maint	10/09/2025	226.82
26736723	HD SUPPLY	10/09/2025	2,188.20
26736724	Heritage Wheel & Tire	10/09/2025	138.05
26736725	Hilliard's Htg & Plumbing, Inc	10/09/2025	313.20
26736726	Hobart Service	10/09/2025	3,222.99
26736727	J & H Printing Inc.	10/09/2025	538.38
26736728	J W Pepper & Sons Inc	10/09/2025	1,049.74
26736729	Kendall Hunt Publishing Co.	10/09/2025	99.80
26736730	King County Director's Assoc	10/09/2025	608.14
26736731	Kuhl Auto Parts, LLC	10/09/2025	450.82
26736732	Lavi Institute for Research an	10/09/2025	249.00
26736733	Math Learning Center	10/09/2025	140.40
26736734	Moscow-Pullman Bldg. Supply	10/09/2025	161.99
26736735	MultiMedical Systems	10/09/2025	263.96
26736736	National Food Group,Inc	10/09/2025	4,417.70
26736737	OFFICE DEPOT	10/09/2025	16.74
26736738	Otis Elevator Co	10/09/2025	349.31
26736739	Pollestad, Juston B	10/09/2025	150.00
26736740	Pro-Ed, Inc.	10/09/2025	59.35

Check Nbr	Vendor Name	Check Date	Check Amount
26736741	Pullman School Dist - Revolvin	10/09/2025	1,598.10
26736742	RWC Group	10/09/2025	103.69
26736743	Scholastic Inc.	10/09/2025	147.00
26736744	Schuck, Vicki	10/09/2025	90.30
26736745	US Foods, Inc.	10/09/2025	41,835.84
26736746	Walter E Nelson Co	10/09/2025	1,485.59
26736747	Whitman County Landfill	10/09/2025	15.00
26736748	XIOLOGIX	10/09/2025	9,072.00
26736749	Pullman School Dist - Revolvin	10/09/2025	308.50

42 Computer Check(s) For a Total of 114,947.76

	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
	42	Computer	Checks For a Total of	114,947.76
Total For	42	Manual, Wire Tran, ACH & Computer Checks		114,947.76
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	114,947.76

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-23.41	1,578.10	113,084.57	114,639.26
20	Capital Projects	0.00	0.00	308.50	308.50

Coversheet

Student Transfer Requests

Section: IV. Consent Agenda
Item: E. Student Transfer Requests
Purpose: FYI
Submitted by:
Related Material: 2025 10.08 Regular Board Meeting - Student Transfer Requests.pdf

SCHOOL BOARD REPORT
Student Transfer Requests
October 8, 2025

Transfer Requests 2025-2026

Released to PSD

- No new requests at this time

Released from PSD

- B. Howard, Grade 9, Released to Washington Connections Academy in the Goldendale School District – Renewal
- C. Kleiner, Grade 11, Released to Washington Virtual Academy in the Omak School District – Renewal
- I. Miranda, Grade 10, Released to Washington Connections Academy in the Goldendale School District – New
- R. Nave, Grade 10, Released to Washington Connections Academy in the Goldendale School District – Renewal
- E. Khan, Grade 11, Released to Discovery Virtual School in the Clarkston School District – Renewal
- K. Johnson, Grade 8, Released to Washington Online School in the South Bend School District – New
- V. Johnson, Grade 10, Released to Washington Online School in the South Bend School District – New
- Ol. Francis, Grade 9, Released to Tacoma Online High School in the Tacoma School District – New
- O. Francis, Grade 5, Released to Tacoma Online Elementary School in the Tacoma School District – New
- L. Meyers, Grade 7, Released to Washington Connections Academy in the Goldendale School District – New
- K. Braun, Grade 10, Released to Seaview Academy in the Port Angeles School District – New
- Z. Hoop, Grade 8, Released to Insight School of Washington in the Quillayute Valley School District – New

Rescinded Transfer Requests

-

Coversheet

ASB Fundraisers

Section: IV. Consent Agenda
Item: F. ASB Fundraisers
Purpose:
Submitted by:
Related Material: ASB Fundraiser - PHS DECA - Dig to Donate 10.8.25.pdf
ASB Fundraiser - PHS Science Olympiad_Letter Writing 10.8.25.pdf
ASB Fundraiser - PHS Athletics 10.8.25.pdf
ASB Fundraiser - PHS Drama Club 10.8.25.pdf
ASB Fundraiser - PHS ASB Card Sales_Fall 10.8.25.pdf
ASB Fundraiser - PHS ASB Card Sales_Winter 10.8.25.pdf
ASB Fundraiser - PHS Yearbook_Spring 10.8.25.pdf
ASB Fundraiser - PHS Yearbook_Fall 10.8.25.pdf
ASB Fundraiser - PHS ASB Card Sales_Summer 10.8.25.pdf

Fundraising/Activity Form

☐ ASB ☒ ASB Charitable ☐ General Fund REC'D SEP 22 2025

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

School: Pullman High Schools Group Name: PHS DECA Account #: 6001

Proposed Fundraising Activity: Dig-to-Donate

Intended Use of Proceeds: donated to Lauren McCluskey Foundation

Estimated Revenues:$ $800.00 Estimated 0

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 800.00

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

Dates of the Fundraiser: Start: 11/17/25 End: 12/5/25

Team/Club Leader (student): [signature] 9/11/25 *(Signature & Date)* ASB Bookkeeper (staff): [signature] *(Signature & Date)*

Coach/Club Advisor (staff): [signature] 9/16/25 *(Signature & Date)* Principal's ***Pre-Approval***: [signature] *(Signature & Date)*

Student Leadership(student): [signature] 9/11/25 *(Signature & Date)* Activity Coordinator: Debbie Crabtree 9-17-25 *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

Coach/Club Advisor (staff): _____ *(Signature & Date)* Principal: _____ *(Signature & Date)*

Activity Coordinator: _____ *(Signature & Date)*

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

Fundraising/Activity Form

REC'D SEP 22 2025

☒ ASB ☐ ASB Charitable ☐ General Fund

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

School: PHS Group Name: Science Olympiad Account #: 4083

Proposed Fundraising Activity: letter writing for donations (form on SEL, Meter + Taylor Eng. for donations)

Intended Use of Proceeds: transportation, registration, supplies

Estimated Revenues:$ 2000.00 Estimated Expenses $0

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: $2000.00

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

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

Dates of the Fundraiser: Start: ~~Sept. 1 2025~~ Sept. 25 End: ~~Dec. 2025~~ Oct 15

Team/Club Leader (student): [signature] 9/5/25 *(Signature & Date)* ASB Bookkeeper (staff): [signature] *(Signature & Date)*

Coach/Club Advisor (staff): Marla Haugen 9/3/25 *(Signature & Date)* Principal's ***Pre-Approval***: [signature] *(Signature & Date)*

Student Leadership(student): [signature] *(Signature & Date)* Activity Coordinator: Debbie Crabtree *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

Coach/Club Advisor (staff): _____ *(Signature & Date)* Principal: _____ *(Signature & Date)*

Activity Coordinator: _____ *(Signature & Date)*

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

Fundraising/Activity Form

REC'D SEP 29 2025

☐ ASB ☐ ASB Charitable ☐ General Fund

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

School: PHS Group Name: Athletics Account #: 2002

Proposed Fundraising Activity: Fall Sports Gate Sales

Intended Use of Proceeds: distributed among athletic teams, game management fund

Estimated Revenues: $ $30,000 (based on 2024 data) Estimated O

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: $30,000

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

Dates of the Fundraiser: Start: 9/8/25 End: 11/21/25

Team/Club Leader (student): Braden Kinnett (Signature & Date) ASB Bookkeeper (staff): (Signature & Date)

Coach/Club Advisor (staff): 9/24/25 (Signature & Date) Principal's *Pre-Approval*: (Signature & Date)

Student Leadership(student): Mariah Ossler (Signature & Date) Activity Coordinator: 9/24/25 (Signature & Date)

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

Team/Club Leader (student): _____ (Signature & Date) ASB Bookkeeper (staff): _____ (Signature & Date)

Coach/Club Advisor (staff): _____ (Signature & Date) Principal: _____ (Signature & Date)

Activity Coordinator: _____ (Signature & Date)

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

Fundraising/Activity Form

☐ ASB ☐ ASB Charitable ☐ General Fund REC'D SEP 29 2025

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

School: PHS Group Name: Drama Club Account #: 4020

Proposed Fundraising Activity: Legally Blonde Spokane Civic Theater Trip

Intended Use of Proceeds: expected to have a deficit, student enrichment & growth opportunity

Estimated Revenues: $ $800 (40 students, $20 each) Estimated $1000 (cost for tickets)

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: -$200 (remaining balance to attend covered by drama club ASB fund)

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

Dates of the Fundraiser: Start: 9/22/25 End: 10/11/25

Team/Club Leader (student): Natalie Clark *(Signature & Date)* ASB Bookkeeper (staff): *(Signature & Date)*

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

Student Leadership(student): Mariah Crossler *(Signature & Date)* Activity Coordinator: Debbie Cashatt 9-24 *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

Coach/Club Advisor (staff): *(Signature & Date)* Principal: *(Signature & Date)*

Activity Coordinator: *(Signature & Date)*

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

Fundraising/Activity Form

REC'D OCT 0 1 2025

☐ ASB ☐ ASB Charitable ☐ General Fund

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

School: PHS Group Name: ASB Account #: 1012

Proposed Fundraising Activity: ASB Card Sales - Fall

Intended Use of Proceeds: distributed among clubs and teams

Estimated Revenues:$ $32,000 based on previous year Estimated 0

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 32,000

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

Dates of the Fundraiser: Start: Sept. 1, 2025 End: Sept. 22, 2025

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

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

Student Leadership(student): Marriah Grassler *(Signature & Date)* Activity Coordinator: Debbie Crabtree 9/24 *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

Coach/Club Advisor (staff): _____ *(Signature & Date)* Principal: _____ *(Signature & Date)*

Activity Coordinator: _____ *(Signature & Date)*

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

Fundraising/Activity Form

☐ ASB ☐ ASB Charitable ☐ General Fund

REC'D OCT 01 2025

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

School: PHS Group Name: ASB Account #: 1012

Proposed Fundraising Activity: ASB Card Sales - ~~Spring~~ Winter

Intended Use of Proceeds: distributed among clubs and teams

Estimated Revenues:$ $32,000 based on previous year Estimated 0

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 32,000

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

Dates of the Fundraiser: Start: Nov 1, 2025 End: Nov 21, 2025

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

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

Student Leadership(student): Mariah Grassler *(Signature & Date)* Activity Coordinator: Debbie Crabtree 9/24 *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

Coach/Club Advisor (staff): _____ *(Signature & Date)* Principal: _____ *(Signature & Date)*

Activity Coordinator: _____ *(Signature & Date)*

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

Fundraising/Activity Form

REC'D OCT 01 2025

☒ ASB ☐ ASB Charitable ☐ General Fund

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

School: PHS Group Name: Yearbook Account #: 4001

Proposed Fundraising Activity: Selling Yearbooks - spring distribution

Intended Use of Proceeds: N/A

Estimated Revenues:$ $40,000 Estimated $40,000

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 0

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

Dates of the Fundraiser: Start: May 25, 2026 End: June 12, 2026

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

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

Student Leadership(student): Mariah Grossler *(Signature & Date)* Activity Coordinator: Debbie Crabtree 9-24 *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

Coach/Club Advisor (staff): *(Signature & Date)* Principal: *(Signature & Date)*

Activity Coordinator: *(Signature & Date)*

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

Fundraising/Activity Form

☒ ASB ☐ ASB Charitable ☐ General Fund

REC'D OCT 01 2025

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

School: PHS Group Name: Yearbook Account #: 4001

Proposed Fundraising Activity: Selling Yearbooks - fall pre-sale

Intended Use of Proceeds: N/A

Estimated Revenues:$ $40,000 Estimated $40,000

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 0

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

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

Dates of the Fundraiser: Start: Aug 11, 2025 End: September 1, 2025

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

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

Student Leadership(student): Mariah Grossler *(Signature & Date)* Activity Coordinator: Debbie Crabtree 9-24 *(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)*.
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C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

Coach/Club Advisor (staff): *(Signature & Date)* Principal: *(Signature & Date)*

Activity Coordinator: *(Signature & Date)*

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

Fundraising/Activity Form

☐ ASB ☐ ASB Charitable ☐ General Fund

REC'D OCT 01 2025

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

School: PHS Group Name: ASB Account #: 1012

Proposed Fundraising Activity: ASB Card Sales - ~~Fall~~ Summer

Intended Use of Proceeds: distributed among clubs and teams

Estimated Revenues:$ $32,000 based on previous year Estimated 0

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 32,000

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

Dates of the Fundraiser: Start: Aug. 11, 2025 End: Sept. 1, 2025

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

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

Student Leadership(student): Mariah Gessler *(Signature & Date)* Activity Coordinator: Debbie Crabtree 9/24 *(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: G. Out-of-State Travel Request
Purpose:
Submitted by:
Related Material: MEMO Request for Out-of-State Travel 10.8.25.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: Kelsey Winningham
Jefferson Elementary School Principal

Date: October 8, 2025

Re: **Request for Out-of-State Travel**

Conference: Effective Instruction: Tier I Best Practices Institute

- Location: Irving, TX
- Dates: November 11-13, 2025
- Attendees:
    - Diane Hathaway, 1st grade teacher
    - Jill Patera, 2nd grade teacher
    - Samantha Schertenleib, 5th grade teacher
    - TBD (it will be either Kinder or Core+)
    - Kelsey Winningham, Principal

To help emphasize our work at JES for Year 1, Tier 1. T*his will be paid for with the LAP- High Poverty grant that JES receives.*

Coversheet

2025-2026 Board Professional Development Plan

Section: V. Action Items
Item: A. 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

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

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

2025-2026 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 Self-Assessment Review*

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: V. Action Items
Item: B. 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

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

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

Resolution 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

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

Section: V. Action Items
Item: C. 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

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

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;

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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.

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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.

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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 Indemnitee or School District Indemnitee, 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 Indemnitee or School District Indemnitee, 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 Indemnitee or School District Indemnitee, 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 Indemnitee or School District Indemnitee, as applicable; or (c) contains an admission of liability or wrongdoing by the SAC Indemnitee or School District Indemnitee, 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.

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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.

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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

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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

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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).

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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.

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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

Resolution 25-26:04 Declaration of Surplus Property

Section:	VI. Discussion Items
Item:	A. Resolution 25-26:04 Declaration of Surplus Property
Purpose:	
Submitted by:	
Related Material:	Resolution 25-26.04 Declaration of Surplus Property.pdf ES Surplus Sale 10.8.25.pdf

Pullman School District No.267

Pullman, WA 99163

Resolution 25-26: 04

Declaration of Surplus Property

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

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

Whereas, by state law, school districts may declare out of date equipment and materials surplus and available for sale to other public and private schools and the general public.

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

Desks	Bookshelves	Tables
Cabinets	Computer equipment	Books
Chairs	School bus (PSD bus #22)	

Signed this 22nd day of October, 2025

_____

_____

_____

_____

_____

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

Attest: _____
Dr. Robert Maxwell, Secretary

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

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

Resolution 25-26:04 Surplus Inventory Sale

Executive Summary

October 8, 2025

Juston Pollestad

Executive Director of Operations

Background:

Over the course of the summer and while moving into classrooms for the year, multiple items have been identified as no longer of use for the district. Specific procedure is followed that involves notification of the sale in the newspaper and public and private schools right to purchase in advance of the sale becoming open to the public.

Following Board approval, the surplus materials and equipment listed will be made available to public and private schools to purchase. Any items not purchased by schools will open to the general public for purchase.

The items recommended for surplus are listed on the accompanying resolution.

Items remaining after the sale will be disposed.

Recommended Board Action:

Approve the Pullman School District surplus sale.

Motion to Approve

I move that the Board approve by Resolution 25-26:04, the equipment and out of date materials listed by resolution to be declared surplus and available for sale under the procedures set forth by State law

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Coversheet

Administrative Requirements Update

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

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

Monthly Administrative Requirements

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
  - *Person(s) Responsible: Transfers Coordinator*
- ☐ Disability Awareness Month
  - *(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
  - *Person(s) Responsible: Director/Asst Dir of Special Services*
- ☐ Elementary Principals Present School Improvement Plans to Board
  - *Person(s) Responsible: Elementary Principals*
- ☐ District Choice Report
  - *Person(s) Responsible: Transfers Coordinator*

November:

- ☐ Special Education Report Prep – *Due:*
  Person(s) Responsible: Director/Asst Dir of Special Services
  - IDEAB Child Count
  - November 1st Special Education Count
  - Least restrictive environment IDEAB
- ☐ Levy Certification to County
  - *Person(s) Responsible: Finance Director*
- ☐ Home Based Instruction Report
  - *Person(s) Responsible: Choice/Transfers Coordinator*
- ☐ Verify Free & Reduced
  - *Person(s) Responsible: Nutrition Services Supervisor*
- ☐ Initial submission of S275/277 Report
  - *Person(s) Responsible: Human Resources Manager*
- ☐ Review winterization prep with Maintenance and Custodians
  - *Person(s) Responsible: Executive Director of Operations*

- ☐ Veterans' Day:
  RCW 28A.230.160 requires that all Washington public schools observe Veterans Day by providing educational activities during the school week preceding the 11th day of November of each year. The responsibility for the preparation and presentation of the activities will be with the principal or head teacher of each school building. The laws dictates that activities be at least 60 minutes total throughout the week and will embrace topics tending to instill a loyalty and devotion to the institutions and laws of this state and nation.
    - *Person(s) Responsible: Principals*
- ☐ Secondary Principals Present School Improvement Plans to Board
    - *Person(s) Responsible: Secondary Principals*
- ☐ School Improvement Plans – to Board for Approval

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	*Board Director District 4*
March	Arron Carter
April	Amanda Tanner
May	Lisa Waananen Jones
June	Craig Nelson
July	*Board Director District 4*

Community Update Board Report Schedule

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

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

Coversheet

Board Calendar & Communication Plan

Section: VII. Informational Items
Item: D. Board Calendar & Communication Plan
Purpose: FYI
Submitted by:
Related Material: Board of Directors Communication Plan 2025.pdf

August - December **2025**

Board of Directors Communication Plan

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

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

- **Board Liaison:**
  - Provides Fall PTA-PTO-Booster Club Report
- **Board President with a Board Member & Supt. Weekly Meeting**
  - **Weekly:** Wednesdays, 4:30pm-5:30pm
- **Staff Weekly Report** - 3:00pm, Thursdays
- **Family Weekly Report** - 4:00pm, Fridays
- **Supt. Monthly Newsletter w/Board Feature**
  - *Board of Directors Information Section, submit 2 business days before the last business day of the month*
  - Volunteer Spotlight

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

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

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

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