



# Pullman School District

## Regular Board Meeting

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### Date and Time

Wednesday October 22, 2025 at 6:30 PM PDT

### Location

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

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### Agenda

#### I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

*President will call the meeting to order.*

C. Flag Salute

*Pledge of Allegiance*

D. Land Acknowledgement Statement

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

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

**E. Approval of Agenda**

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

**II. Reports, Correspondence & Program**

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

**A. PHS ASB Report**

**B. Board Reports**

Community Listening Session Update

Presenter: Arron Carter, Board President

**C. Superintendent's Report**

**D. Program Reports**

- Report: Curriculum Adoption Update, Cycle & Development by Ryan Mulvey, Assistant Superintendent

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

**III. Public Comment**

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

*defamation. Providing public comment demonstrates your feelings of engagement and participation in the decision-making process in our community. We thank you in advance for your public comment.*

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

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

- A.** Minutes - October 8, 2025 Regular Board Meeting
  
- B.** Minutes - October 15, 2025 Board Work Session
  
- C.** Minutes - October 15, 2025 Community Listening Session
  
- D.** Personnel Report
  
- E.** Professional/Personal Services Contracts
  
- F.** 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.*
  
- G.** Budget Status Report
  
- H.** Student Transfer Requests
  
- I.** ASB Fundraisers

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

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

- A.** Resolution 25-26:04 Declaration of Surplus Property  
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.** 3425 Accommodating Students with Adrenal Insufficiency

Presenter: Bob Maxwell, Superintendent

**B.** 5000 Recruitment, Selection and Evaluation of Staff

Presenter: Bob Maxwell, Superintendent

**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: 2649.55

Current Year Average FTE: 2643.14

**C.** Expense Claim Audit - Community Update Board Schedule

**D.** Board Calendar & Communication Plan

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

**F.** Procedures

**G.** Non-Substantive Policy Updates

**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 8, 2025 Regular Board Meeting

**Section:** IV. Consent Agenda  
**Item:** A. Minutes - October 8, 2025 Regular Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on October 8, 2025



## Pullman School District

# Minutes

## Regular Board Meeting

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### Date and Time

Wednesday October 8, 2025 at 6:30 PM

### Location

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

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### Directors Present

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

### Directors Absent

Nathan Roberts

### Guests Present

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

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## 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 8, 2025 at 6:30 PM.

### C. Flag Salute

### D. Land Acknowledgement Statement

### E. Approval of Agenda

Changes to the agenda:

- Kamiak Showcase added as a Program Report

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

Lisa Waananen Jones seconded the motion.

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

#### Roll Call

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

## II. Reports, Correspondence & Program

### A. PHS ASB Report

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

- Hallway decorating and each hall has a theme.
- Homecoming dance is coming up.
- Equity committee is playing music and coordinating activities to recognize Hispanic Heritage month.
- Coordinating a Trunk-or-Treat on October 30th for the community featuring ASB clubs (4:30pm-6:30pm - October 30)

### B. Board Reports

- Amanda Tanner: No report.
- Craig Nelson: No report.
- Lisa Waananen Jones: Jefferson Elementary completed its fall Jog-a-Thon fundraiser in support of the school's annual goals and expressed appreciation to staff and volunteers for their efforts with both the Jog-a-Thon and the Glow Party. The school is also planning a harvest festival for families.
- Arron Carter: Attended the Lincoln Middle School staff meeting, where staff are refining discipline procedures and learning to use the new Supported Schools platform for tracking. The JES showcase received positive community feedback for highlighting its code of conduct. A reminder was shared about the Community

Listening Session on October 15 at 5:30 p.m. at Lincoln Middle School, focused on community and family connections, followed by a board work session to debrief.

### C. Superintendent's Report

- October 10 is a Professional Learning Day which will include a speaker from the Washington Education Association (WEA).
- October is National Principal's Month: Families, staff and community members can send eCards to their school principal(s) to express their appreciation.
- COVID-19 & Flu Vaccine Clinics: October 23 at Lincoln Middle School and October 24 at Pullman High School from 3:30pm-5:00pm.

### D. Program Reports

#### **Kamiak Elementary Showcase**

**Presenter: *Cheyenne Webber, Kamiak Elementary Principal***

Provided an update on Kamiak Elementary, including a review of the school's mission statement and recent updates to the High Five cards to align with it. The presentation highlighted the meaning behind each letter in S.O.A.R and the rationale for the selected words, emphasizing the foundational skills essential for a strong educational environment.

#### **District Choice Report**

**Presenter: *Bob Maxwell, Superintendent***

Dr. Maxwell presented the annual Choice Transfer Report, which reviewed student transfers into and out of the district, as well as home-based instruction for the 2025–26 school year. The report noted continued trends of students choosing online learning options outside the district, particularly at the high school level. Most incoming transfers and homeschool filings were renewals from the previous year, and overall choice patterns remain consistent. Homeschool participation continues to rise statewide, and the district is working to strengthen partnerships with homeschool families by showcasing available programs and course offerings.

During the board discussion, members explored trends and potential strategies related to student choice and online learning. Questions were raised about homeschool trends by grade level, with acknowledgment that patterns vary from year to year. Board members discussed the continued outflow of students seeking more independent online learning experiences and the financial and staffing limitations that have constrained the district's ability to expand such options. Suggestions included exploring programs to support families who travel for university sabbaticals, partnering with other districts to share costs, and considering subject-specific online offerings. The discussion also highlighted challenges with Alternative Learning Experience (ALE) funding requirements and the risk of diverting students from in-person programs. The district will continue to explore ways to strengthen its capacity and responsiveness to student learning preferences.

#### **Risk Management Report**

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

Director Pollestad presented the annual Risk Management report, noting that insurance costs have increased 145% since 2019–20, largely due to district-wide coverage and transportation. The report also reviewed risk management procedures and staff safety training.

Board members inquired about exploring insurance options, and Director Pollestad noted the district is currently working with HUB/USIP while considering future alternatives. Questions were raised about protocols for major incidents, such as a swatting event, with Director Pollestad explaining coordination with Pullman PD and existing procedures. The board also discussed having a one-page emergency safety sheet; Director Pollestad confirmed that a one-page guide exists and is included in a binder provided to substitutes.

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

Board Director Tanner reported that the Community Connections event on October 2 brought together 15 local organizations to share resources and support with Pullman families. Highlights included WSU's ROAR program connecting families with students who have or may have an IEP/504 plan, on-site flu shots from CHAS Health, and an interactive activity led by Palouse EDJE. PHS student groups participated, and 11 families completed the Connection Passport for a raffle. Jefferson Elementary staff were recognized for welcoming and guiding families. Plans include surveying participating organizations, aligning future events with other major district activities, and discussing next steps at the upcoming DEIB Committee meeting. Dr. Maxwell noted that the organizations also valued the opportunity to connect with one another.

Additionally, Board Director Carter shared that all those selected for open task force positions have accepted and plan to attend the upcoming meeting.

### **III. Public Comment**

#### **A. Speakers**

Speaker: Marian Alaniz

Topic: Marian Alaniz, representing ASWSU, invited the board, schools, and community members to a two-part Halloween event on October 29. Speaker shared the goals of the student government this year, emphasized community engagement, and provided details about the event, including a giveaway supported by donations and a trunk-or-treat activity.

### **IV. Consent Agenda**

#### **A. Minutes - October 1, 2025 Board Work Session**

Amanda Tanner made a motion to approve the minutes as part of the consent agenda from Board Work Session on 10-01-25.

Craig Nelson seconded the motion.

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

**B. Minutes - September 24, 2025 Regular Board Meeting**

Amanda Tanner made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 09-24-25.

Craig Nelson seconded the motion.

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

**C. Personnel Report**

**D. Warrants**

**E. Student Transfer Requests**

**F. ASB Fundraisers**

**G. Out-of-State Travel Request**

**H. Consent Agenda Approval**

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

Craig Nelson seconded the motion.

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

**V. Action Items**

**A. 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. As a result of discussion at the previous meeting, a review of the Board Self-Assessment was added to the May work session.

Craig Nelson made a motion to approve the board professional development plan for the 2025-26 school year.

Lisa Waananen Jones seconded the motion.

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

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

**Presenter: Bob Maxwell, Superintendent**

This item was presented at the last meeting and there have been no questions. This resolution allows the district to pay for the expenses for persons newly elected or appointed who have not yet been sworn in.

Lisa Waananen Jones made a motion to approve Resolution 25-26:03 Approve Newly Elected or Appointed School board Directors to Attend the 2025 WSSDA Annual Conference.

Craig Nelson seconded the motion.

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

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

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

This item was presented at the last meeting and there have been no questions received. Presented is an agreement between Schweitzer Engineering Laboratories and Pullman School District for use of the Aquatic Center upon completion of the sale. Programs will transition and services will look the same as they do now for our students.

Amanda Tanner made a motion to approve the Aquatic Center Use Agreement between Pullman School District (PSD) and Schweitzer Engineering Laboratories (SEL).

Craig Nelson seconded the motion.

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

## **VI. Discussion Items**

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

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

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.

Questions were addressed regarding the disposal of a bus replaced by an electric model, the quantity of surplus items (noted as fewer than last year), and the overall timeline for the surplus process.

## **VII. Informational Items**

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

- October

### **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**

**A. Executive Session**

A. Carter announced there will be an Executive Session to discuss personnel and property that will end at 7:55pm. No action will be taken.

*The board meeting reconvened into an open session at 7:55pm, and the chair announced that the executive session end time would be extended 10 minutes before returning to executive session.*

**IX. 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 8:05 PM.

Respectfully Submitted,  
Arron Carter

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**Documents used during the meeting**

- Board Report - 10.8.2025 Personnel.pdf
- Coaches & Activity Advisors (2025-2026).pdf
- Payroll Warrant Authorization Form\_September 2025.pdf
- CK Summaries 10.8.25.pdf
- 2025 10.08 Regular Board Meeting - Student Transfer Requests.pdf
- 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
- MEMO Request for Out-of-State Travel 10.8.25.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 Pool Use Agreement - PSD - SEL.pdf
- Pool Use Agreement - PSD - SEL.pdf
- Resolution 25-26.04 Declaration of Surplus Property.pdf
- ES Surplus Sale 10.8.25.pdf
- October Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- Board of Directors Communication Plan 2025.pdf
- 2025-26 Strategic Plan Goals\_Priorities\_Success Indicators.pdf

# Coversheet

## Minutes - October 15, 2025 Board Work Session

**Section:** IV. Consent Agenda  
**Item:** B. Minutes - October 15, 2025 Board Work Session  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Work Session on October 15, 2025



## Pullman School District

# Minutes

## Board Work Session

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### Date and Time

Wednesday October 15, 2025 at 6:30 PM

### Location

Lincoln Middle School  
315 SE Crestview St.  
Pullman, WA 99163

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### Directors Present

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

### Directors Absent

*None*

### Guests Present

Bob Maxwell, Courtney Hodge, Ryan Mulvey

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## 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 15, 2025 at 6:30 PM.

## II. Agenda Items

### A. Community Listening Session Debrief

The Board reflected on community feedback gathered from the listening session, which was organized into two discussion groups—Elementary and Middle/High School—and focused on three themes: Family Engagement, Community Engagement & Partnerships, and Communication.

#### **Family Engagement:**

- ParentSquare was recognized as a valuable communication tool, with a suggestion to allow parents and guardians to add additional guardians to direct message threads for improved communication.
- Board members discussed the importance of curriculum nights but noted challenges with low attendance.
- Discussion centered on special education transitions, emphasizing the need for:
  - A structured vision or model for supporting students transitioning from high school to adulthood.
  - Increased collaboration with local businesses, WSU, and agencies to expand placement opportunities.
  - Practical skill-building opportunities (e.g., food handler permits, rental applications) to support independence.
  - Gather parent and administrator input to refine the transition process.

The Board discussed how this work could connect to Board goals, potentially developing a Transition Services Model and regularly receiving progress updates.

#### **Community Engagement & Partnerships:**

The Board discussed the need for clear, accessible pathways for community members and organizations to connect with schools.

Ideas included:

- Creating a centralized list or form for community partners interested in volunteering or providing services.
- Hosting a district parent night to build family-community connections.
- Documenting and streamlining how staff and partners can engage with one another.
- Exploring ways to automate community partner sign-ups on the district website, with consideration for including a background check process to help ensure safety and alignment with district protocols.
- Considering input from the DEIB Task Force or other advisory groups to help design a consistent partnership process.

**Communication:**

The Board emphasized continuing to streamline district communication through ParentSquare and ensuring families and partners understand the available communication channels.

**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 7:30 PM.

Respectfully Submitted,  
Arron Carter

# Coversheet

## Minutes - October 15, 2025 Community Listening Session

**Section:** IV. Consent Agenda  
**Item:** C. Minutes - October 15, 2025 Community Listening Session  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Community Listening Session on October 15, 2025



## Pullman School District

# Minutes

## Community Listening Session

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### **Date and Time**

Wednesday October 15, 2025 at 5:30 PM

### **Location**

Lincoln Middle School  
315 SE Crestview St.  
Pullman, WA 99163

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### **Directors Present**

Arron Carter

### **Directors Absent**

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

### **Guests Present**

Bob Maxwell, Courtney Hodge, Ryan Mulvey

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## **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 15, 2025 at 5:30 PM.

## II. Agenda Items

### A. Community Listening Session

The Pullman Public Schools Board of Directors hosted a Community Listening Session where community members were organized into two groups: 1) **Elementary; and 2) Middle School and High School**, and engaged with participants using guiding questions in three key areas:

- Family Engagement
- Community Engagement & Partnerships
- Communication

## 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 6:30 PM.

Respectfully Submitted,  
Arron Carter

# Coversheet

## Personnel Report

**Section:** IV. Consent Agenda  
**Item:** D. Personnel Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Board Report - 10.22.2025 Personnel.pdf

# MEMORANDUM

TO: Board of Directors

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

DATE: October 22, 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:** **Lauren Garcia** as 1.0 FTE leave replacement first grade teacher at Kamiak Elementary School for the remainder of the 2025-2026 school year only

**Classified:** **Allison Jones**, office support paraeducator at Jefferson Elementary School, request to extend end date of current leave of absence from November 21, 2025, to January 16, 2026

**Brandy Montgomery** as head cook at Kamiak Elementary School

**Anthony Romar** as custodian at Lincoln Middle School

**Tyler Sams**, assistant transportation supervisor, resignation effective October 10, 2025

**Nathan Wiltsie** as bus/equipment mechanic

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

**Aubrey Anderson** as spirit club advisor at Lincoln Middle School

**Aubrey Anderson** as yearbook club advisor at Lincoln Middle School

**Jaron Hodge** as assistant boys basketball coach at Lincoln Middle School

**Riley Huddleston** as assistant boys basketball coach at Lincoln Middle School

**Jansi Merz** as assistant girls basketball coach at Lincoln Middle School

**For Your Information:**

# Coversheet

## Professional/Personal Services Contracts

**Section:** IV. Consent Agenda  
**Item:** E. Professional/Personal Services Contracts  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Report - Contracts 10.22.2025.pdf  
Board Report - Contracts 10.22.2025 Addendum .pdf

# MEMORANDUM

TO: Board of Directors

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

DATE: October 22, 2025

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

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

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

**Washington State School for the Blind**, amendment to contract to provide an Itinerant Teacher of blind/low vision learners for on-site consultation and/or direct services for District blind/low vision student(s) during the 2025-2026 school year, decrease services days from 3.75 days per month to 3.25 days per month, \$28,250.63.

**Washington State School for the Blind**, amendment to contract to provide an Orientation and Mobility Instructor for on-site consultation and/or direct services for District blind/low vision student(s) during the 2025-2026 school year, decrease services days from 0.75 days per month to 0.25 days per month, \$2,173.13.

# MEMORANDUM

TO: Board of Directors

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

DATE: October 22, 2025

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

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

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

**Schawn Hardesty**, at district request only, to provide sign language interpreting services at meeting(s) related to child find, referral, conferences, evaluations, and IEPs, October 20, 2025 through June 30, 2026 for approximately 20 hours, \$40 per hour not to exceed \$800.

# Coversheet

## Warrants

**Section:** IV. Consent Agenda  
**Item:** F. Warrants  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** CK Summaries 10.22.25.pdf

Comp Tax

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

As of October 23, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,325.96. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 202500008 through 202500009, totaling \$3,325.96

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

Check Nbr	Vendor Name	Check Date	Check Amount
202500008	Department Of Revenue	10/08/2025	182.09
202500009	Department Of Revenue	10/27/2025	1,208.85
202500009	Department Of Revenue	10/08/2025	1,935.02

3 Wire Transfer Check(s) For a Total of 3,325.96

	0	Manual	Checks For a Total of	0.00
	3	Wire Transfer	Checks For a Total of	3,325.96
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	3	Manual, Wire Tran,	ACH & Computer Checks	3,325.96
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,325.96

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	1,382.28	0.00	8.66	1,390.94
40	Associated Stude	1,935.02	0.00	0.00	1,935.02

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 22, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$113.54. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600038 through 252600038, totaling \$113.54

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600038	John, Jamie Elizabeth	10/23/2025	113.54
1	ACH	Check(s) For a Total of	113.54

	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	113.54
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	113.54
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	113.54

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	0.00	0.00	113.54	113.54

ASB UMS

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 22, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$5,352.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736750 through 26736751, totaling \$5,352.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736750	Pullman School Dist - Revolvin	10/23/2025	30.00
26736751	Wooter Apparel Inc	10/23/2025	5,322.00
2	Computer	Check(s) For a Total of	5,352.00

	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	5,352.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	5,352.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,352.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-425.76	30.00	5,747.76	5,352.00

ACB PHS

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 22, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$10,739.54. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants: Warrant Numbers 26736752 through 26736760, totaling \$10,739.54

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736752	Area II WADECA	10/23/2025	410.00
26736753	BSN Sports	10/23/2025	1,609.64
26736754	Gonzaga Preparatory School	10/23/2025	75.00
26736755	National FFA Organization	10/23/2025	172.00
26736756	PlayerData Inc	10/23/2025	4,575.00
26736757	Pullman School District	10/23/2025	3,092.56
26736758	Pullman School Dist - Revolvin	10/23/2025	460.00
26736759	US Foods, Inc.	10/23/2025	150.34
26736760	WSU Jazz Society	10/23/2025	195.00

9 Computer Check(s) For a Total of 10,739.54

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	10,739.54
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	10,739.54
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,739.54

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-379.76	20.00	11,099.30	10,739.54

GF BELM 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 22, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$249.35. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600039 through 252600041, totaling \$249.35

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600039	John, Jamie Elizabeth	10/23/2025	21.98
252600040	Lee, Ann Marie	10/23/2025	27.37
252600041	Prewett, William C	10/23/2025	200.00
3	ACH	Check(s) For a Total of	249.35

	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	249.35
	0	Computer	Checks For a Total of	0.00
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	249.35
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	249.35

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	249.35	249.35

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 22, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$447.99. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600042 through 252600043, totaling \$447.99

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600042	IML Security Supply	10/23/2025	379.95
252600043	NCS Pearson, INC	10/23/2025	68.04

2	ACH	Check(s) For a Total of	447.99
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	2	ACH	Checks For a Total of	447.99
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	447.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	447.99

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	447.99	447.99

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 22, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$157.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736761 through 26736764, totaling \$157.20

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736761	Cournyer, Jillian Paige	10/23/2025	10.50
26736762	Dobbins, Natalie Christine	10/23/2025	69.37
26736763	Gibson, Angela Kae	10/23/2025	15.12
26736764	Wolsborn, Carrie Jo	10/23/2025	62.21
4	Computer	Check(s) For a Total of	157.20

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	157.20
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	157.20
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	157.20

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	157.20	157.20

CAD

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 22, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$52,637.27. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736765 through 26736766, totaling \$52,637.27

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736765	City Of Pullman	10/23/2025	10,937.27
26736766	SYSTEM LIQUIDATION	10/23/2025	41,700.00

2	Computer	Check(s) For a Total of	52,637.27
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	52,637.27
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	52,637.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	52,637.27

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	-3,336.00	0.00	55,973.27	52,637.27

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

As of October 22, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$411,608.67. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736767 through 26736824, totaling \$411,608.67

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

Check Nbr	Vendor Name	Check Date	Check Amount
26736767	Amplify Education Inc	10/23/2025	1,311.12
26736768	Avista Utilities	10/23/2025	77,465.87
26736769	Bargreen Ellingson	10/23/2025	3,240.00
26736770	Building Blocks Pediatric Ther	10/23/2025	1,584.00
26736771	CDW Government LLC	10/23/2025	14,813.82
26736772	Charlies Produce	10/23/2025	3,307.45
26736773	City Of Pullman	10/23/2025	7,974.62
26736774	City of Pullman Water	10/23/2025	36,286.52
26736775	Consolidated Electric	10/23/2025	572.02
26736776	E-Rate & Educational Services	10/23/2025	3,194.00
26736777	Evco Sound And Electronics	10/23/2025	1,111.33
26736778	Everway	10/23/2025	480.57
26736779	Foster and Flourish, LLC	10/23/2025	1,613.32
26736780	Four Star Supply Co., Inc	10/23/2025	1,218.27
26736781	Golden Waffles	10/23/2025	204.46
26736782	HD SUPPLY	10/23/2025	4,567.85
26736783	Heritage Wheel & Tire	10/23/2025	1,318.92
26736784	Hobart Service	10/23/2025	363.38
26736785	Huddle Up Care Inc	10/23/2025	1,946.80
26736786	Inland North Waste	10/23/2025	336.00
26736787	IXL Learning	10/23/2025	443.75
26736788	Johnson Controls	10/23/2025	17,460.60
26736789	Kuhl Auto Parts, LLC	10/23/2025	25.81
26736790	Level 3 Communications	10/23/2025	793.35
26736791	Lexia Learning Systems LLC	10/23/2025	49.68
26736792	Lionbridge Technologies Inc.	10/23/2025	32.13
26736793	LKJ Pizza LLC	10/23/2025	1,428.81
26736794	McGraw-Hill School Education H	10/23/2025	28.16
26736795	Minert & Associates, Inc.	10/23/2025	759.00
26736796	Moscow-Pullman Bldg. Supply	10/23/2025	133.73
26736797	NEWESD 101	10/23/2025	64,322.31
26736798	OFFICE DEPOT	10/23/2025	331.84
26736799	OSPI - Child Nutrition Svcs	10/23/2025	4,505.54

Check Nbr	Vendor Name	Check Date	Check Amount
26736800	Pacifica Law Group	10/23/2025	660.00
26736801	Planet Turf	10/23/2025	2,946.24
26736802	Pullman Regional Hospital	10/23/2025	3,185.00
26736803	Pullman Disposal	10/23/2025	7,275.79
26736804	Refrigeration Supplies Distrib	10/23/2025	1,064.12
26736805	Revel Digital	10/23/2025	1,292.21
26736806	Safety-Kleen Systems Inc	10/23/2025	498.00
26736807	Schuck, Vicki	10/23/2025	120.68
26736808	Seattle Pottery Supply Inc	10/23/2025	1,622.70
26736809	Solarwinds	10/23/2025	406.08
26736810	SolvePath LLC	10/23/2025	990.00
26736811	Spokane Forklift Inc	10/23/2025	344.19
26736812	Stevens - Clay PS	10/23/2025	9,247.50
26736813	Studies Weekly	10/23/2025	609.83
26736814	SynTier Engineering, Inc	10/23/2025	5,780.00
26736815	TK Elevator Corporation	10/23/2025	1,467.06
26736816	Tools4ever	10/23/2025	10,906.65
26736817	US Foods, Inc.	10/23/2025	32,151.39
26736818	Walter E Nelson Co	10/23/2025	3,591.73
26736819	Whitman County Auditor	10/23/2025	45,266.82
26736820	Wisconsin Center for Education	10/23/2025	275.00
26736821	WSIPC	10/23/2025	22,641.09
26736822	WSSDA	10/23/2025	5,320.00
26736823	WSU Organic Farm	10/23/2025	452.80
26736824	Yellow Duck Refrigeration	10/23/2025	268.76
58	Computer	Check(s) For a Total of	411,608.67

	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
	58	Computer	Checks For a Total of	411,608.67
Total For	58	Manual, Wire Tran, ACH & Computer	Checks	411,608.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	411,608.67

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-199.31	0.00	411,807.98	411,608.67

# Coversheet

## Budget Status Report

**Section:** IV. Consent Agenda  
**Item:** G. Budget Status Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2024-2025 Budget Status Report.pdf

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of September, 2024

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	5,817,000	90,818.22	90,818.22		5,726,181.78	1.56
2000 Local Support Non Tax	873,850	226,013.04	226,013.04		647,836.96	25.86
3000 State Revenue-General Purpose	26,969,312	2,382,382.55	2,382,382.55		24,586,929.45	8.83
4000 State Revenue-Special Purpose	6,957,089	578,967.14	578,967.14		6,378,121.86	8.32
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	2,208,724	.00	.00		2,208,724.00	0.00
7000 Other School Districts	24,000	.00	.00		24,000.00	0.00
8000 Other Entities	515,500	.00	.00		515,500.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>43,365,475</u>	<u>3,278,180.95</u>	<u>3,278,180.95</u>		<u>40,087,294.05</u>	<u>7.56</u>
<u>B. EXPENDITURES</u>						
00 Regular Instruction	23,325,811	2,409,019.09	2,409,019.09	18,687,580.02	2,229,211.89	90.44
10 Federal Stimulus	0	.00	.00	2,039.26	2,039.26-	0.00
20 Special Ed Instruction	5,820,427	466,968.22	466,968.22	4,640,880.07	712,578.71	87.76
30 Vocational Ed Instruction	1,713,549	143,535.88	143,535.88	1,260,487.60	309,525.52	81.94
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Education Instruction	2,190,598	171,768.54	171,768.54	1,571,102.93	447,726.53	79.56
70 Other Instruction Programs	767,433	11,149.67	11,149.67	65,202.60	691,080.73	9.95
80 Community Services	39,000	.00	.00	0.00	39,000.00	0.00
90 Support Services	10,911,139	1,618,710.37	1,618,710.37	7,867,294.24	1,425,134.39	86.94
<u>Total EXPENDITURES</u>	<u>44,767,957</u>	<u>4,821,151.77</u>	<u>4,821,151.77</u>	<u>34,094,586.72</u>	<u>5,852,218.51</u>	<u>86.93</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	1,402,482-	1,542,970.82-	1,542,970.82-		140,488.82-	10.02
F. <u>TOTAL BEGINNING FUND BALANCE</u>	3,467,707		4,242,571.87			
G. <u>GLS 896, 897, 898 ACCOUNTING</u> <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	2,065,225		2,699,601.05			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restricted for Unequalized Dedu	0	.00
G/L 821 Restricted for Carryover of Res	0	37,926.49
G/L 823 Restricted for Carryover of Tra	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	3,311	7,550.18
G/L 845 Restricted for Self Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Commitd to Min Fnd Bal Policy	0	.00
G/L 873 Committed to Depreciation Sub-F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,288,183-	570,700.48-
G/L 891 Unassigned Min Fnd Bal Policy	3,350,097	3,224,824.86
<u>TOTAL</u>	2,065,225	2,699,601.05

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of September, 2024

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	255,000	3,427.12	3,427.12		251,572.88	1.34
2000 Local Support Non-Tax	114,800	10,860.29	10,860.29		103,939.71	9.46
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	0	.00	.00		.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	0	.00	.00		.00	0.00
7000 Other School Districts	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>369,800</u>	<u>14,287.41</u>	<u>14,287.41</u>		<u>355,512.59</u>	<u>3.86</u>
<u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	2,138,800	.00	.00	0.00	2,138,800.00	0.00
30 Equipment	255,686	16,441.24	16,441.24	12,106.31	227,138.45	11.17
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	4,500	.00	.00	0.00	4,500.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>2,398,986</u>	<u>16,441.24</u>	<u>16,441.24</u>	<u>12,106.31</u>	<u>2,370,438.45</u>	<u>1.19</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	<u>2,029,186-</u>	<u>2,153.83-</u>	<u>2,153.83-</u>		<u>2,027,032.17</u>	<u>99.89-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>2,479,149</u>		<u>2,564,458.65</u>			
<u>G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</u>	<u>XXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>449,963</u>		<u>2,562,304.82</u>			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	35,830	1,702,953.54
G/L 862 Committed from Levy Proceeds	255,000-	14,260.58
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted From Federal Proceed	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fee	0	.00
G/L 869 Restricted from Undistributed P	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	669,133	845,090.70
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	449,963	2,562,304.82

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of September, 2024

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	7,119,300	126,044.69	126,044.69		6,993,255.31	1.77
2000 Local support Non-Tax	85,000	16,176.36	16,176.36		68,823.64	19.03
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>7,204,300</u>	<u>142,221.05</u>	<u>142,221.05</u>		<u>7,062,078.95</u>	<u>1.97</u>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	4,680,000	.00	.00	0.00	4,680,000.00	0.00
Interest on Bonds	2,560,116	.00	.00	0.00	2,560,116.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	10,000	1,400.00	1,400.00	0.00	8,600.00	14.00
<u>Total EXPENDITURES</u>	<u>7,250,116</u>	<u>1,400.00</u>	<u>1,400.00</u>	<u>0.00</u>	<u>7,248,716.00</u>	<u>0.02</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	45,816-	140,821.05	140,821.05		186,637.05	407.36-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	3,984,549		3,811,793.58			
G. <u>GLS 896, 897, 898 ACCOUNTING</u> <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	3,938,733		3,952,614.63			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,938,733		3,952,614.63			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>3,938,733</u>		<u>3,952,614.63</u>			

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of September, 2024

	ANNUAL	ACTUAL	ACTUAL		BALANCE	PERCENT
<u>A. REVENUES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>		
1000 General Student Body	236,105	45,638.54	45,638.54		190,466.46	19.33
2000 Athletics	153,970	43,356.16	43,356.16		110,613.84	28.16
3000 Classes	13,400	.00	.00		13,400.00	0.00
4000 Clubs	125,900	34,918.31	34,918.31		90,981.69	27.73
6000 Private Moneys	7,000	.00	.00		7,000.00	0.00
 <u>Total REVENUES</u>	 536,375	 123,913.01	 123,913.01		 412,461.99	 23.10
 <u>B. EXPENDITURES</u>						
1000 General Student Body	258,725	7,174.86	7,174.86	6,505.81	245,044.33	5.29
2000 Athletics	233,307	11,426.19	11,426.19	26,878.27	195,002.54	16.42
3000 Classes	13,640	.00	.00	0.00	13,640.00	0.00
4000 Clubs	209,055	453.04	453.04	11,513.41	197,088.55	5.72
6000 Private Moneys	7,000	.00	.00	0.00	7,000.00	0.00
 <u>Total EXPENDITURES</u>	 721,727	 19,054.09	 19,054.09	 44,897.49	 657,775.42	 8.86
 <u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	185,352-	104,858.92	104,858.92		290,210.92	156.57-
 <u>D. TOTAL BEGINNING FUND BALANCE</u>	 543,116		 525,766.31			
 <u>E. GLS 896, 897, 898 ACCOUNTING</u>	 XXXXXXXXXX		 .00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
 <u>F. TOTAL ENDING FUND BALANCE</u>	 357,764		 630,625.23			
<u>C+D + OR - E)</u>						
 <u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	357,764		630,625.23			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	 357,764		 630,625.23			

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of September, 2024

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Non Tax	21,000	2,934.60	2,934.60		18,065.40	13.97
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	553,391	.00	.00		553,391.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	<u>574,391</u>	<u>2,934.60</u>	<u>2,934.60</u>		<u>571,456.40</u>	<u>0.51</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>574,391</u>	<u>2,934.60</u>	<u>2,934.60</u>		<u>571,456.40</u>	<u>0.51</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	686,000	.00	.00	160,916.00	525,084.00	23.46
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond/Levy Issuance and/or Electi	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>686,000</u>	<u>.00</u>	<u>.00</u>	<u>160,916.00</u>	<u>525,084.00</u>	<u>23.46</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>111,609-</u>	<u>2,934.60</u>	<u>2,934.60</u>		<u>114,543.60</u>	<u>102.63-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>644,526</u>		<u>651,880.55</u>			
<u>I. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>532,917</u>		<u>654,815.15</u>			

**K. ENDING FUND BALANCE ACCOUNTS:**

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	532,917	654,815.15
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
 <b><u>TOTAL</u></b>	 <b>532,917</b>	 <b>654,815.15</b>

# Coversheet

## Student Transfer Requests

**Section:** IV. Consent Agenda  
**Item:** H. Student Transfer Requests  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2025 10.22 Regular Board Meeting - Student Transfer Requests.pdf



# SCHOOL BOARD REPORT

## Student Transfer Requests

**October 22, 2025**

**Transfer Requests 2025-2026**

### **Released to PSD**

- R. Sandoval, Grade 12, Released from Endicott School District – New
- K. Sanders, Grade 8, Released from Colfax School District – New

### **Released from PSD**

- D. Randel, Grade 9, Released to Washington Digital Academy in the South Bend School District – New

### **Rescinded Transfer Requests**

- No rescindments at this time

# Coversheet

## ASB Fundraisers

**Section:** IV. Consent Agenda  
**Item:** I. ASB Fundraisers  
**Purpose:**  
**Submitted by:**  
**Related Material:** ASB Fundraiser - PHS Drama\_Winter Musical 10.22.25.pdf  
ASB Fundraiser - PHS Drama\_Spring Play-Musical 10.22.25.pdf

### Fundraising/Activity Form

ASB    ASB Charitable    General Fund

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

School: <u>PHS</u>	Group Name: <u>Drama Club</u>	Account #: <u>4020</u>
Proposed Fundraising Activity: <u>Winter Musical</u>		
Intended Use of Proceeds: <u>Fund Next Year's Shows</u>		
Estimated Revenues: \$ <u>15,000</u>	Estimated <u>12,500</u>	
Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit: <u>2,500</u>		
Will the fundraiser be held for the benefit of an organization outside the district?      Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, please attach a copy of the name, address and phone number of the organization.		
Dates of the Fundraiser:      Start: <u>2/26/26</u> End: <u>3/7/26</u>		
Team/Club Leader (student): <u>[Signature]</u> <small>(Signature &amp; Date)</small>	ASB Bookkeeper (staff): <u>[Signature]</u> <small>(Signature &amp; Date)</small>	
Coach/Club Advisor (staff): <u>[Signature]</u> <small>(Signature &amp; Date)</small>	Principal's Pre-Approval: <u>[Signature]</u> <small>(Signature &amp; Date)</small>	
Student Leadership (student): <u>[Signature]</u> <small>(Signature &amp; Date)</small>	Activity Coordinator: <u>10-8-25 [Signature]</u> <small>(Signature &amp; Date)</small>	

**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	\$ _____ <small>(line 3 plus line 4)</small>
6. Net Profit (loss)	\$ _____ <small>(line 2 less line 5)</small>

**D. Final Approval of Reconciliation**

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

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

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

### Fundraising/Activity Form

ASB    ASB Charitable    General Fund

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

School: <u>PHS</u>	Group Name: <u>Drama Club</u>	Account #: <u>4020</u>
Proposed Fundraising Activity: <u>SPRING Play ; Musical</u>		
Intended Use of Proceeds: <u>Fund Next Year's Shows</u>		
Estimated Revenues: \$ <u>8,500</u>	Estimated	<u>6,500</u>
Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit: <u>2,000</u>		
Will the fundraiser be held for the benefit of an organization outside the district?      Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, please attach a copy of the name, address and phone number of the organization.		
Dates of the Fundraiser:      Start: <u>4/30/26</u> End: <u>5/16/26</u>		
Team/Club Leader (student): <u>[Signature]</u>	ASB Bookkeeper (staff): <u>[Signature]</u>	(Signature & Date)
Coach/Club Advisor (staff): <u>[Signature]</u>	Principal's Pre-Approval: <u>[Signature]</u>	(Signature & Date)
Student Leadership (student): <u>Mariah Masler</u>	Activity Coordinator: <u>[Signature]</u>	(Signature & Date)

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

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

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

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

**D. Final Approval of Reconciliation**

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

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

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

# Coversheet

## Resolution 25-26:04 Declaration of Surplus Property

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



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

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 22<sup>nd</sup> day of October, 2025

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

# Coversheet

## 3425 Accommodating Students with Adrenal Insufficiency

**Section:** VI. Discussion Items  
**Item:** A. 3425 Accommodating Students with Adrenal Insufficiency  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
ES 3425 Accommodating Students with Adrenal Insufficiency 10.22.25.pdf  
3425 Accommodating Students - Adrenal Insufficiency 10.22.25.pdf



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### ***3425 Accommodating Students with Adrenal Insufficiency***

**Executive Summary**

**October 22, 2025**

***Bob Maxwell***

*Superintendent*

**Background:**

Board Policy 3425 Accommodating Students with Adrenal Insufficiency is a new critical model policy. Per the October 2025 WSSDA Policy and Legal News, this new policy reflects the passage of Substitute House Bill 1709 Addressing the care of students with adrenal insufficiency by parent-designated adults and requirements outlined in RCW 28A.210.358, which differs in some ways from the laws for students with diabetes or seizure disorders/epilepsy. The adrenal insufficiency statute has different training requirements and directs the individual health plans comply with RCW 28A.210.260.

**Recommended Board Action:**

Adopt Policy 3425 Accommodating Students with Adrenal Insufficiency.

**Motion to Approve**

I move approval of the adoption of Board Policy 3425 Accommodating Students with Adrenal Insufficiency.

Approved

Not Approved

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

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

**STUDENTS****Accommodating Students with Adrenal Insufficiency****I. Individual Health Plans**

The district will develop an individual health plan for each student with adrenal insufficiency. The plan will include emergency plans, be updated at least annually, and be distributed to the appropriate staff based on the student's needs and staff level of contact with the student.

In developing the individual health plan, the district will acquire parent requests and instructions, and orders from licensed health professionals prescribing within the scope of their prescriptive authority for monitoring and treating adrenal insufficiency at school.

The district may need to provide exceptions to school policies to implement a student's individual health plan. If that's necessary, the exceptions will be described in the health plan.

The district will follow Policy 3416 and 3416P in administering adrenal insufficiency medication, including the proper storage of medical equipment and medication provided by the parent.

**II. Parent-Designated Adults**

Parents may assign a parent-designated adult to care for their student.

A parent-designated adult means an adult who is authorized by the parents of a student with adrenal insufficiency to provide care for the child consistent with the student's individual health plan, volunteers to do so, receives additional training selected by the parents, and provides care to the student consistent with their individual health plan. A parent-designated adult may be a district employee.

A parent-designated adult must complete training selected by the student's parents in the proper procedures to care for the student, including administering an emergency injection of corticosteroid during an adrenal crisis, consistent with the student's individual health plan. The training may be provided by an organization that offers training for staff caring for students with adrenal insufficiency or for caretakers of children with adrenal insufficiency.

For a district employee who isn't licensed under chapter 18.79 RCW to be a parent-designated adult, they must voluntarily file a written, current, and unexpired letter of intent stating their willingness to be a parent-designated adult. If an employee who isn't licensed under chapter 18.79 RCW chooses not to file such a letter, the employee may not be subject to reprisal or discipline for refusing to file it.

The district will collect and store legal documents for the parent-designated adult to provide care if necessary.

**III. Immunity**

The district, a district employee, or a parent-designated adult shall not be liable in any criminal action or for civil damages for providing assistance or services to a student with adrenal insufficiency under this policy if they acted in good faith and substantially complied with the student's individual health plan and the instructions of the student's licensed health care professional.

# Pullman School District Board Policy

3425  
Page 2 of 2

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## Cross References:

Board Policy, 2162      Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973  
Board Policy, 3416      Medication at School  
Board Policy, 5630      Volunteers

## Legal References:

RCW 28A.210.260      Public and private schools -- Administration of medication -- Conditions  
RCW 28A.210.350      Student with diabetes, epilepsy or other seizure disorders, or adrenal insufficiency--Compliance with individual health plan--  
Immunity  
RCW 28A.210.358      Students with adrenal insufficiency--Individual health plans--Parent-designated adult

## Management Resources:

Policy News, October 2015

Classification: Critical

Adoption Date:

# Coversheet

## 5000 Recruitment, Selection and Evaluation of Staff

**Section:** VI. Discussion Items  
**Item:** B. 5000 Recruitment, Selection and Evaluation of Staff  
**Purpose:**  
**Submitted by:**  
**Related Material:** ES 5000 Recruitment, Selection and Evaluation of Staff 10.22.25.pdf  
5000 Recruitment and Selection of Staff 10.22.25.pdf



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### ***5000 Recruitment, Selection and Evaluation of Staff***

**Executive Summary**

**October 22, 2025**

***Bob Maxwell***

*Superintendent*

**Background:**

Board Policy 5000 Recruitment, Selection and Evaluation of Staff has been revised and aligned with the most recent WSSDA model sample policy. Per the October Policy and Legal News, WSSDA has identified and revised several model policies, including Policy 5000, to align with the Washington School Board Standards.

**Recommended Board Action:**

Approve revisions to Policy 5000 Recruitment, Selection and Evaluation of Staff.

**Motion to Approve**

I move to approve the revisions to Policy 5000 Recruitment, Selection and Evaluation of Staff as presented.

Approved

Not Approved

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

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

## PERSONNEL

### **Recruitment, and Selection, and Evaluation of Staff**

The Pullman School District Board of Directors ~~delegates most or all~~ recognizes the importance of recruitment and selection of school district staff to the superintendent for creating conditions for student and/or their designee(s). staff success.

#### **1.0 Responsible Governance**

Staff are recruited and selected to ensure that all staff members ~~To assure that students grow and meet their full potential, the district recruits staff that~~ are highly effective and have, having the necessary skills and experience to meet the learning needs of all students. ~~The district works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its staff, and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff should be based on maximizing the effectiveness of that staff member within the district's programs.~~

#### **2.0 Creating Conditions for Student and Staff Success**

Staff positions are established by the board based on recommendations to provide the district's comprehensive program of the superintendent according to the needs and financial constraints of the district. education. New positions are established by the board as needed. The superintendent or their designee establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels required for each position, ~~as it relates to the district's comprehensive program of education,~~ and to contribute toward the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's standard screening, interview, ~~and~~ reference check process, and otherequity requirements.

#### **3.0 High Expectations for Student Learning**

Positions are created and filled with consideration of salary and within budget parameters, strategic goals, student enrollment, and legal requirements. Part of the district's strategic and short-term planning processes analyzes-analyze current and projected staffing requirements. ~~The filling of individual positions is done with consideration to salary issues, budget parameters, and legal requirements.~~ The superintendent or their designee(s) regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board.

#### **4.0 Community Engagement**

The board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs in higher education, students, parents, and the larger community the district's commitment to hiring those people best prepared and able to improve student achievement.

#### **Cross References:**

Board Policy 5005 Employment: Disclosures, Certification Requirements, Assurances and Approval  
Board Policy 5240 Evaluation of Staff  
 Board Policy 5610 Substitute Employment

#### **Legal References:**

RCW 28A.400.300 Hiring and discharging employees — Written leave policies — Seniority and leave benefits of, retention upon transfers of employees transferring between school districts and other educational employers

# Pullman School District Board Policy

5000

Page 2 of 2

RCW 28A.405.210 Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — non-renewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing  
RCW 43.43.830 Background checks — Access to children or vulnerable persons — Definitions  
RCW 43.43.832 Background checks —Disclosure of information--Sharing of criminal background information by health care facilities  
RCW 49.44.200 Personal social networking accounts – Restrictions on employer access - Definitions  
RCW 49.44.205 Violations of RCW 49.44.200 – Civil action - Remedies  
Chapter 162-12 WAC Pre-employment Inquiry Guide (Human Rights Commission)  
P.L. 99-603 (IRCA)Immigration Reform and Control Act of 1986  
Title 8 USC, Ch. 12 §1324a and §1324b  
WAC 392-190-0591 Public school employment and contract practices - Nondiscrimination

**Management Resource:**

[Policy News, October 2025](#)

*Policy News, December 2012*

*Policy News, February 2012*      Model Policies Aligned with      Washington School Board Standards

**Classification: Important**

**Adoption Date: September 26, 2012**

**Revised: May 13, 2015**

# 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 1<sup>st</sup> 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
<b>October</b>	<b>Arron Carter</b>
November	Amanda Tanner
December	Lisa Waananen Jones
January 2026	Craig Nelson
February	<i>Board Director District 4</i>
March	Arron Carter
April	Amanda Tanner
May	Lisa Waananen Jones
June	Craig Nelson
July	<i>Board Director District 4</i>

## Community Update Board Report Schedule

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

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

# Coversheet

## Board Calendar & Communication Plan

**Section:** VII. Informational Items  
**Item:** D. Board Calendar & Communication Plan  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Board of Directors Communication Plan 2025.pdf  
2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf



# Board of Directors Communication Plan

August

**Budget Hearing**

September

October

November

**Year End Finance Report**

December

**Community Update Article**

Arron Carter

**Community Update Article**

Superintendent  
*\*District Cover Page*

**Community Update Article**

Lisa Waananen Jones

**Community Update Article**

Nathan Roberts

**Community Update Article**

Amanda Tanner

**Board Listening Session**

**Fall Board Dinner (September or October)**

**Superintendent  
Staff Meeting Presentations**

**State of the District Presentations**  
PTA/PTO/Booster Clubs/ Community Organizations

**Board**  
Classified Employee Award  
Principals Present School Improvement Plans

**Board**  
Oath of Office  
*New/Re-Elected Board Member(s)*

Click [HERE](#) for the 2025-2026 Pullman School District Board Content Calendar

**Board Liaison:**

- Provides Fall PTA-PTO-Booster Club Report

**Board President with a Board Member & Supt. Weekly Meeting**

- Weekly:** Wednesdays, 4:30pm-5:30pm

**Staff Weekly Report - 3:00pm, Thursdays**

- Family Weekly Report - 4:00pm, Fridays**

**Supt. Monthly Newsletter w/Board Feature**

- Board of Directors Information Section, submit 2 business days before the last business day of the month*
- Volunteer Spotlight



**PULLMAN SCHOOL DISTRICT**

**2025-2026 BOARD OF DIRECTORS MEETING CALENDAR**

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

Additional meetings may be scheduled as needed in accordance with the Open Public Meetings Act.  
*Meeting Content Subject to Change*

**August 6 - Work Session at District Office**

- Board of Distinction Application

**August 13 - Regular Board Meeting**

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

**August 27 - Regular Board Meeting**

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

**September - Superintendent/Board attends staff and PTA/PTO/Booster Meetings**

**September 3 - Work Session at Sunnyside Elementary**

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

**September 10 - Regular Board Meeting**

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

**September 24 - Regular Board Meeting**

- Report: Highly Capable Services Report

**September - WSSDA Legislative Assembly**

**October 1 - Work Session at Jefferson Elementary**

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

**October 8 - Regular Board Meeting**

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

**October 22 - Regular Board Meeting**

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

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

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

**November 12 - Regular Board Meeting**

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

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

**December 3 - Work Session at District Office**

- Board Goals & Strategic Plan Review
- WSSDA Conference Reflections

**December 10 - Regular Board Meeting**

- School Showcase: Franklin Elementary
- Report: Transportation Services
- Report: Human Resources Report
- Report: CTE Program/Perkins Grant Approval
- Report: Assessment Results (*subject to change*)
- Elect Board President and VP (*biennial*)
- Oath of Office for New or Re-Elected Board Members (*as needed*)

**January 14 - Regular Board Meeting**

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

**January 28 - Regular Board Meeting**

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

**February - WSSDA Legislative Conference**

**February 4- Work Session at Kamiak Elementary**

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

**February 11 - Regular Board Meeting**

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

### February 25 – Regular Board Meeting

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

### March 4 – Work Session at Franklin Elementary

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

### March 11 – Regular Board Meeting

- School Showcase: Pullman High School
- Report: Visual/Performing Arts
- Annual Review: Social Media Policy 4309/P
- LMS/PHS Fee Schedules for Next School Year
- LMS/PHS Course Approvals for Next School Year

### March 25 – Regular Board Meeting

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

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

- Board Policy and/or Professional Development Workshop

### April 15 – Regular Board Meeting

*\*Please note, this meeting is scheduled for the 3<sup>rd</sup> Wednesday of the month due to the scheduling of Spring Break.*

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

### April 29 – Regular Board Meeting

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

- School Showcase: Kamiak Elementary School
- Review Dedicated Teacher/Teaching Team Award Nominations
- Approve: Summer Athletic & Activities Program
- Report: Sustainability Committee

### May 6 – Work Session at District Office

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

### May 13 – Regular Board Meeting

- Certificated Staffing
- Curriculum Adoptions (*as needed*)
- Annual WIAA Enrollment Resolution
- Present Dedicated Teacher/Teaching Team Award
- Review Annual Board Meeting Calendar
- Filing Period for Open School Board Positions (*as needed*)
- Preschool RFP (*as needed*)

### May 27 – Regular Board Meeting

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

### June 10 – Regular Board Meeting

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

### June 17 – Work Session at District Office

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

### June 24 – Regular Board Meeting

- Report: Professional Learning Communities (PLC) Summary
- Report: LMS and PHS Athletics and Activities, Title IX (*every three years, next report 2026*)
- Report: Wellness & Workforce Mental Health Committee
- Approve: ASB Fundraisers and Clubs
- Classified Staffing

### July – School Board Advance

- Board members send their Committee/Rep interests to the Board President for upcoming school year
- Board President Appoints Committee/Rep Roles

### July 8 – Regular Board Meeting (*Tentative*)

### July 22 – Regular Board Meeting

- Grants
- Report: Community Engagement Board and Attendance
- School Meal Prices
- Food Service Bid Awards (*as needed*)
- Dairy Bid (*as needed*)
- Fuel Bid Awards (*as needed*)
- Budget Presentation

Approved: May 28, 2025  
Revised: June 9, 2025

# Coversheet

## The Pullman Promise: Priorities, Goals, Success Indicators

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



**PULLMAN PUBLIC SCHOOLS**  
**The Pullman Promise**  
***Priorities, Goals, Success Indicators***  
**2025-2026**

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

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

Our Priority	Our Goal	Success Indicators Measured By
<p><b>Students First</b>                      We Provide:</p> <ul style="list-style-type: none"> <li>• A consistently welcoming, healthy, safe environment</li> <li>• Personalized learning for the growth and individual success of each student</li> <li>• Supportive, sustained relationships with each student</li> </ul>	<p>Prioritize actions to ensure a caring and safe environment to cultivate the highest levels of learning.</p>	<ul style="list-style-type: none"> <li>• <b>Student climate survey conducted (Fall) every 2-years by CEE</b>  <i>Tentatively scheduled for 2026 administration.</i></li> <li>• <b>Student Achievement Measurements</b> <ul style="list-style-type: none"> <li>- State Assessments: ELA, Math and Science</li> <li>- District Assessments: Reading and Math</li> <li>- Chronic Absenteeism (5<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade)</li> <li>- Graduation Rates (based upon 4-year and 5-year cohorts)</li> <li>- Advanced Placement (AP)</li> </ul> </li> <li>• <b>Professional Learning Communities</b></li> <li>• <b>Annual Board Reports:</b> <ul style="list-style-type: none"> <li>- Affirmative Action Plan Report</li> <li>- ASB Fundraisers and Clubs Report</li> <li>- Student Ambassador Program Reports</li> <li>- Special Education Services Report &amp; Reducing Restraint &amp; Eliminating Isolation Project Updates</li> <li>- Alternative Learning Experiences Report</li> <li>- English Language Development Program Report</li> <li>- Highly Capable Program Report</li> <li>- Safety Report</li> <li>- Summer School Report</li> <li>- Nutrition Services &amp; Summer Meal Program Update</li> </ul> </li> </ul>

<p><b>Mutual Respect</b></p> <ul style="list-style-type: none"> <li>• Inclusive culture in which we value each individual and celebrate our community’s diversity</li> </ul>	<p>Foster a growth mindset that values the beliefs and experiences of all.</p>	<ul style="list-style-type: none"> <li>• <b>Closing achievement gap (State/District Assessment Data)</b> Reviewed data for target populations during Annual School Board Retreat</li> <li>Principals present School Improvement Plans outlining goals, target outcomes, and measures for the 2025-26 school year.</li> <li>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.</li> <li>• <b>Community/Staff climate survey conducted every 2-years by CEE</b> <i>Tentatively scheduled for 2026 administration.</i></li> <li>• <b>“A Community of Belonging” Update during Regular Board meetings</b></li> <li>• <b>Staff Professional Learning</b></li> </ul>
<p><b>Cultivate Trust</b></p> <ul style="list-style-type: none"> <li>• Communicate transparently</li> <li>• We assure fiscal responsibility now and for the future</li> </ul>	<p>Plan expenditures to meet students educational needs.</p> <p>Facilitate Board Listening Sessions and Communication Plan/Schedule</p>	<ul style="list-style-type: none"> <li>• <b>Community/Staff climate survey conducted every 2-years by CEE</b> <i>Tentatively scheduled for 2026 administration.</i></li> <li>• <b>Annual Budget/Fiscal Audit Report</b> <ul style="list-style-type: none"> <li>- Annual Budget Presentation</li> <li>- Annual Year End Finance Report</li> <li>- Public Hearing – Budget</li> <li>- Regular Budget Status Reports to Board</li> <li>- Finance Committee meeting notes posted on district website</li> </ul> </li> <li>• <b>Facilitate Open Access to Information</b> <ul style="list-style-type: none"> <li>- School/District Websites and Board OnTrack Committee/Board Meeting Documents</li> <li>- ParentSquare &amp; StudentSquare (<i>students in grades 9-12</i>)</li> <li>- Language Access Plan</li> <li>- Board Content Calendar/Schedule</li> </ul> </li> </ul>
<p><b>Build Together</b></p> <ul style="list-style-type: none"> <li>• We honor our students’ futures</li> <li>• We cultivate authentic, collaborative relationships based on shared purpose</li> </ul>	<p>Empower all stakeholders to collaborate and pursue innovative means that prepare students for the future.</p> <p>Grow and build community partnerships.</p>	<ul style="list-style-type: none"> <li>• <b>Conduct Open House Events for Families</b></li> <li>• <b>Family/Teacher Conferences (K-8) Attendance Rates</b></li> <li>• <b>Career and Technical Course Offerings Board Report</b></li> </ul>

		<ul style="list-style-type: none"> <li>- Annual CTE Program Report</li> <li>- Annual Secondary Course Offerings</li> <li>- CTE Advisory Committee</li> </ul> <ul style="list-style-type: none"> <li>• <b>Data Reporting of AP and College in the Classroom Opportunities Board Report</b></li> <li>• <b>Extracurricular Participation Rates – Clubs/Activities and Athletics</b></li> <li>• <b>Encourage community involvement through school/districts events, volunteer opportunities, and community presentations</b></li> </ul>
<p><b>Take Action</b></p> <ul style="list-style-type: none"> <li>• We are accountable through measurable goals</li> <li>• We commit to constructive feedback and continuous improvement</li> </ul>	<p>Monitor teaching and learning; enhance curriculum, instruction, and assessment.</p>	<ul style="list-style-type: none"> <li>• <b>Graduation rates (based upon 4- and 5-year cohorts)</b></li> <li>• <b>Annual Alumni Outcome Survey conducted 18 months and 5 years after graduation</b></li> <li>• <b>District Committees:</b> <ul style="list-style-type: none"> <li>- Curriculum Advisory Council</li> <li>- English Language Development Program Advisory Committee</li> <li>- Highly Capable Advisory Committee</li> <li>- Instructional Materials Adoption Committee</li> </ul> </li> <li>• <b>Student Attendance Rates – Chronic Absenteeism (5<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade)</b></li> <li>• <b>Annual Board Reports:</b> <ul style="list-style-type: none"> <li>- Curriculum Adoption Update, Cycle &amp; Development</li> <li>- Spring Assessment Results (December)</li> <li>- School Improvement Plans (Fall) &amp; End-of-Year Summary of Progress (June)</li> <li>- Minimum Basic Education Compliance Report</li> </ul> </li> <li>• <b>Board Meeting Schedule/Content Calendar</b></li> </ul>
<p><b>Shared Decisions</b></p> <ul style="list-style-type: none"> <li>• Data and feedback inform decisions about best practices, professional development, and student support programs</li> </ul>	<p>Support professional development, quality facilities, and sustainable initiatives to meet our mission and vision.</p>	<ul style="list-style-type: none"> <li>• <b>Staff Professional Learning Surveys</b> Staff provide feedback on professional learning days through the clock-hour and evaluation process.</li> </ul>

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

## Procedures

**Section:** VII. Informational Items  
**Item:** F. Procedures  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2020P Course Design Selection Adopt Inst Mat 10.22.25.pdf  
2021P Library Info and Tech Programs 10.22.25.pdf  
3416P Medication at School 10.22.25.pdf

**INSTRUCTION****Course Design, Selection and Adoption of Instructional Materials**

For the purposes of this procedure, the definitions from Policy 2020 will apply.

District course design and core instructional materials should be regularly reviewed to ensure their ongoing alignment with state law, teaching and learning standards, and research-based best practices. All students will receive high quality core instruction and, as appropriate, strategic and intensive intervention supports matched to their needs.

**I. Course Design****A. Existing Courses**

The superintendent or designee will establish a regular cycle of course design review and development that includes examination by review committees composed of district subject area coordinators and, as appropriate, external content area experts. This review cycle should be based on student needs, changing demographics and funding. The cycle should cover each content area to ensure current course relevance. The course design process should review the following:

1. Relevance, rigor, and alignment to state learning standards;
2. Efficacy of core, alternative core, and intervention instructional materials that support student learning;
3. Processes and resources used to assess student progress and address teacher professional learning.

Based on this review, the following might occur:

1. Affirmation of continued use of current processes and instructional materials;
2. Establishment of a timeline for completion of recommended tasks;
3. Creation and assignment of tasks to subcommittees as required to select, write, or revise the course design;
4. Recommendation of new instructional materials selection to the Instructional Materials Committee (IMC);
5. Design of course implementation and staff development plans;
6. Identification of projected budget needs in accordance with established timelines;
7. Maintained communications with impacted stakeholders.

**B. New Courses or Major Modifications to Existing Courses**

The superintendent or designee will review new course offerings or major course modifications that propose significant changes to course objectives or scope before they are scheduled to ensure that the course is rigorous, uses appropriate instructional materials, and is carefully considered part of the school's college and career pathways. . When implementing new or modified courses requires adopting new instructional resources, the IMC will consider those resources using the process outlined in this procedure.

**II. Selection and Adoption of Instructional Materials**

For the purposes of this procedure, instructional materials used in the district will be classified as core, alternative core, intervention, supplemental, and temporary supplemental. They shall be selected according to the following procedures. The principal is responsible for ensuring their certificated staff is familiar with this procedure. The district will provide the technical assistance as necessary to accomplish this.

# Pullman School District Administrative Procedure

2020P

page 2 of 7

## A. Roles and Responsibilities in the Selection and Adoption of Instructional Materials

Instructional Material Type	Role				
	Certificated Teaching Staff	Principal	Superintendent	Instructional Materials Committee (IMC)	School Board
Core material	Identify		Establish adoption procedure	Recommend	Adopt
Alternative core	Identify		Designate selector		
Intervention	Identify		Designate selector		
Supplemental	Identify	Designate selector			
Temporary Supplemental	Select – within district guidelines				

## B. Social Studies Instructional Materials Review or Adoption

In compliance with [RCW 28A.320.170](#), when the board adopts or reviews the district’s social studies course design, it will incorporate the history, culture, and government of the nearest federally recognized Indian tribe or tribes using the John McCoy (lulilas) Since Time Immemorial: Tribal Sovereignty in Washington State instructional materials on the Office of the Superintendent of Public Instruction (OSPI) website. The district may adapt these resources for regional relevance or integrate them into existing instructional materials.

During regularly scheduled reviews and revisions of its social studies and history courses, the district will collaborate with any federally recognized tribe within or near its boundaries to incorporate expanded and improved instructional materials about Indian tribes and create classroom and community cultural exchange programs. OSPI’s Office of Native Education will help identify federally recognized Indian tribes whose reservations are in whole or in part within the district’s boundaries and those nearest to the district.

The district will collaborate with OSPI on instructional areas regarding tribal government and history that are statewide in nature, such as the concept of tribal sovereignty and the history of federal policy towards federally recognized Indian tribes.

## C. Inclusive Instructional Materials

In compliance with RCW 28A.345.130, the board, within available materials, must adopt inclusive curricula and select diverse, equitable, inclusive, age-appropriate instructional materials that include the histories, contributions, and perspectives of historically marginalized and underrepresented groups including, but not limited to, people from various racial, ethnic, and religious backgrounds, people with differing learning needs, people with disabilities, LGBTQ people as the term is defined in RCW 43.114.010, and people with various socioeconomic and immigration backgrounds.

In adopting curricula and selecting instructional materials, the board must seek curricula and instructional materials that are culturally and experientially diverse as possible, recognizing that the availability of materials that include the histories, contributions, and perspectives of historically marginalized and underrepresented groups may vary.

**D. Instructional Material Delivery Formats**

Instructional materials may be delivered in many formats, including textbooks, technology-based materials, or other educational media.

**E. Open Educational Resources**

Open Educational Resources (OERs) are teaching and learning resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others. A wide variety of free, high-quality instructional content is available, from supplemental to core instructional materials. Supplemental instructional materials may be found on OSPI's Washington OER Hub. District staff are encouraged to consider OERs when selecting instructional materials. OERs are subject to the same selection and adoption procedures as other instructional materials outlined in this document.

**F. Technology-based Resources**

. As new technologies rapidly evolve, district educational technology staff should be involved early in selecting and adopting core instructional materials and in developing policy regarding selecting digital supplemental materials. Key considerations include evaluating district technological impacts, ensuring compliance with student privacy and data protection laws, and promoting equitable access for students and teachers.

**III. Core Instructional Material Selection****A. Instructional Materials Committee (IMC)**

The IMC is formed to establish and monitor the evaluation and recommendation of core materials used by the district in conformance with stated criteria. The committee will act upon requests for core material approval and evaluate and act upon a parent's ("parent" means a parent or legal guardian of a student enrolled in the district) requests for reconsideration of core materials.

Committee meetings will be held on a schedule determined by the district. If necessary, the committee chairperson may call special meetings. The committee secretary will provide department heads, principals, and program developers with copies of the committee meeting schedule.

In alignment with RCW 28A.320.230 1, the IMC will include the following: representative members from the district's professional staff, including those involved in the curriculum development, and one or more parents of enrolled students, ensuring that parent members make up less than half of the committee's total membership.

The district will provide parents with reasonable notice of the opportunity to serve on the IMC and the terms of office for members. If the IMC cannot recruit at least one parent, it must report quarterly to the board and the public about its recruitment efforts. The superintendent or designee will appoint members through the district's committee process. The board must approve membership. The chairperson and the secretary will be permanent members of the committee. Other members will have three-year terms. Temporary appointments of one year or less may be made to fill vacancies.

**B. Criteria for Selection of Core Instructional Materials**

Core instructional materials shall be selected based on the degree to which they do the following:

1. Demonstrate a likelihood of impact as shown by scientific or evidence-based research;
2. Enable implementation of the district's developed curriculum and meet state standards and College Readiness requirements;
3. Provide sufficient flexibility to meet the varied needs and abilities of the students served;

4. Provide clear and appropriate differentiation components for English Language Learners, special education students, students with academic opportunity gaps, and highly capable students;
5. Where appropriate, present balanced but differing views of issues, controversial or otherwise, so students may develop critical analysis and informed decision-making skills;
6. Demonstrate consideration of appropriate formats (including technological, visual, and/or auditory components);
7. Support equitable access to learning and learning materials for all students, including the provision of appropriate, high-quality accessible instructional materials to all students with disabilities who require them;
8. Are free of stereotyping and other forms of bias, recognizing that under certain circumstances, biased materials may serve as appropriate resources to present contrasting and differing points of view, and biased materials may be employed to teach students about bias, stereotyping, and propaganda in historical or contemporary contexts. The Washington model resource, Screening for Biased Content in Instructional Materials, published by OSPI should be consulted when selecting non-biased materials.

**C. Identification of Core Instructional Materials**

Core materials shall be initially selected by certificated staff assigned by the superintendent or designee. Materials must meet the Criteria for the Selection of Core Materials described above.

**D. Recommendation of Core Instructional Materials**

The staff assigned by the superintendent will recommend core instructional materials for the IMC to review. The IMC will review those materials in accordance with this procedure to ensure compliance with the described selection criteria and will use the instructional material evaluation guidance on the OSPI Course Design & Instructional Materials website.

Based on its evaluation, the IMC will recommend instructional materials to the board for adoption.

**E. Adoption of Core Instructional Materials**

The board must approve core instructional materials before they are used in the classroom. Texts selected previously are exempt from this requirement.

**F. Regularly Scheduled Core Material Updates**

Any courses using district-adapted OER as their core instructional material shall annually convene a representative group of district teachers of the course to revise and improve the core material. Adaptations shall be based on teacher and student suggestions and data from state or district assessments identifying areas of lower student performance. Revised versions of the core material will be implemented for the following school year.

If the adaptations to the core material result in significant changes to course objectives or scope, the revised resource shall be forwarded to the IMC for consideration and formal recommendation for board adoption.

**G. Exceptional Needs or Rapidly Changing Circumstances**

The superintendent or designee may authorize the acquisition of alternative core instructional materials to meet exceptional needs or rapidly changing circumstances. However, expanded use of core instructional materials selected for exceptional needs will require adoption through the formal process.

**H. Dual Credit Programs**

Dual credit programs consistent with the requirements under Chapter 28A.600 RCW may have varying course designs as necessitated by their course credit transfer requirements.

District information regarding dual credit programs: <https://pfs.pullmanschools.org/credit-information>  
See the OSPI Dual Credit Programs website for program-specific Frequently Asked Questions documents.

#### **I. Field Testing**

The superintendent or designee may consider using field testing as part of the adoption process. Field testing can provide a flexible opportunity to investigate the effectiveness of curricular approaches, instructional materials, or assessment resources through careful experimentation for an identified purpose based on student needs.

The superintendent may authorize trial-use core instructional material that is experimental and field-tested for no more than one school year before the materials must be adopted through the formal process.

#### **J. Citizen Access to View Core Materials**

Community members are invited to review any core instructional materials in current or proposed use. Such review may be accomplished at the school, district office, or online. The review and examination process should be arranged to avoid disrupting the educational program. Core materials should be reviewed with the knowledge of district objectives in mind.

#### **K. Protest Procedure for Core Instructional Materials**

In accordance with RCW 28A.320.230, the process for receiving, considering, and acting upon complaints regarding the district's core instructional materials is described below.

1. **Submitting a Complaint:** A parent may submit a written complaint about core instructional materials to the principal of the school where the materials are being used.
2. **Seeking Resolution:** If the parent requests, the school will arrange a meeting with the parent, the principal, and a teacher using the materials in question to address the parent's concerns and find solutions.
3. **Committee Review:** If the issue cannot be resolved at the school level, the IMC will provide a written decision. The decision must be issued within 60 days of the meeting between the parent or within 90 days of receiving the complaint, whichever is later.
4. **Appeal Process:** The parent, a teacher using the reviewed materials, or the principal may appeal the IMC's decision by submitting a written request to the superintendent or designee. The superintendent's or designee's decision is final and cannot be appealed. Once a final decision is made, the same materials may not be reconsidered for at least three years unless the superintendent determines a significant change in circumstances has arisen.

The decisions made under this process must comply with RCW 28A.320.233, be based on the selection criteria for core instructional material described in this procedure and may apply only to the student or students whose parent or guardian submitted the complaint.

#### **IV. Intervention Instructional Material Selection**

Instructional materials designed to support strategic or intensive intervention for students at risk of not meeting established learning standards will be approved by the superintendent or designee based on evidence from reputable sources (e.g., National Center on Response to Intervention, Johns Hopkins Best Evidence Encyclopedia).

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# 2020P

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## V. **Alternative Core Instructional Material Selection**

The superintendent, or designee, will establish procedures for approving schools' use of alternative core materials for specialized course offerings or flexible learning environments. In many cases, the superintendent may decide that certificated staff designated by the building principal should select these alternative core materials.

## VI. **Supplemental Instructional Material Selection**

Supplemental instructional materials will not require IMC approval or board adoption.

### A. **Selection of Supplemental Instructional Materials**

The superintendent shall delegate responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to the principal or professional staff of the district. This includes preparing all student reading lists using state standards-aligned resources/repositories. Staff will rely on reason and professional judgment in selecting high-quality supplemental materials that align with state learning standards and are appropriate for their students' instructional programs, developmental levels, and interests. While supplemental materials do not require item-by-item approval of the IMC, staff are expected to thoroughly review such materials and give due consideration to the text complexity, developmental level of students, appropriateness of language or images, bias against racial, gender, ethnic, or other social groups, and other sensitive issues.

In accordance with RCW 28A.320.233, principals and professional staff cannot refuse to approve or prohibit any supplemental instructional materials for student instruction because they relate to or include the study of the role and contributions of any individual or group who is part of a protected class as established by RCW 28A.642.210 and 28A.640.010.

### B. **Requests for Review and Removal of Supplemental Instructional Materials**

1. **Request for Review:** A parent may submit a written request to review and remove supplemental instructional materials to the applicable teacher and principal.
2. **Seeking Resolution:** If the parent requests, the school will arrange a meeting with the parent, the principal, and the teacher to address the parent's concerns and find solutions.
3. **Principal's Decision:** If the issue cannot be resolved, the principal, in consultation with a teacher-librarian, will review the materials and issue a written decision on whether to remove them. The decision must be issued within 30 days of meeting with the parent or within 60 days of receiving the complaint if the parent doesn't request a meeting.
4. **Appeal Process:** If the parent or teacher disagrees with the principal's decision, they may appeal to the superintendent or designee in writing. The superintendent's or designee's decision is final and cannot be appealed. Once a final decision is made, the same materials may not be reconsidered for at least three years unless the superintendent determines a significant change in circumstances arises.

The decisions made under this process must comply with RCW 28A.320.233, will be based on the criteria for selecting supplemental instructional materials described in this procedure, and may apply only to the student or students whose parent submitted the complaint.

## **VII. Excluding Student from a Program/Opt-Out**

Upon a parent/guardian's written request based on sincerely held religious beliefs, the District will excuse a student from identified lesson(s) or material(s) and provide a reasonable, non-stigmatizing alternative.

Excused students will not be penalized academically. Requests should specify the material or unit; the District will respond within five (5) school days.

## **VII.VIII. Temporary Supplemental Material Selection**

The district's professional staff will rely on reason and professional judgment in selecting high-quality temporary supplemental materials appropriate for their students' instructional programs, developmental levels, and interests.

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**Approved:** May 1997  
**Revised:** October 1997  
**Revised:** May 1998  
**Revised:** March 1999  
**Revised:** May2000  
**Revised:** December 2002  
**Revised:** January 27, 2010  
**Revised:** August 8, 2012  
**Revised:** April 22, 2015  
**Revised:** December 13, 2017  
**Revised:** February 14, 2018  
**Revised:** June 27, 2018  
**Revised:** April 12, 2023  
**Revised:** August 13, 2025

**INSTRUCTION****Library Information and Technology Programs****I. Library Collection Development**

This procedure guides teacher-librarians, and informs the community about the process for selecting, acquiring, evaluating, and maintaining library information and technology program materials. The objective of each program is to implement, support, and enrich the district's educational program.

To best meet the unique needs of each school, the district will strive to create a library collection based on an assessment of student and staff needs. This will be accomplished by:

- A. Providing curricular and personal resource materials for students and faculty;
- B. Providing materials that meet the interests, vocabulary, maturity, and ability levels of all students
- C. Providing a diversity of materials to achieve a balance of sources and perspectives;
- D. Fostering reading as a lifelong activity through pleasurable exposure to printed and digital materials
- E. Including materials in the collection because of their academic, literary or artistic value and merit

**II. Library Materials and Electronic Resources**

Library materials or digital services are those items accessible through the library information and technology program that provide support for an area of the curriculum, information for independent study, or resources for enrichment and recreational interest. Electronic resources include access to electronic documents, databases and websites.

**III. Suggestions for Acquisition:**

Students, parents/guardians, community members or teachers may suggest materials for the district to acquire. Library information and technology staff will weigh requests, evaluate materials, and select those materials that fulfill the needs of the instructional program. Teacher-librarians in each school determine final selections.

**IV. Selection**

Teacher-librarians will use multiple sources to select materials. Those sources may include to the following:

Vendor catalogs, American Historical Fiction, Basic Book Collection for Elementary Grades, the Best in Children's Books, Children and Books, Children's Catalog, Elementary School Library Collection, European Historical Fiction and Biography, Guide to Sources in Educational Media, Junior High School Catalog Reference Books For School Libraries, Subject Guide To Children's Books in Print, Subject Index to Books for Intermediate Grades, Subject Index to Books for Primary Grades, and Westinghouse Learning Directory.

Teacher-librarians may also use current review journals like:

- AASA Science Books and Films
- American Film & Video Association Evaluations
- Kirkus Reviews
- Media and Methods
- School Library Journal
- Bulletin of the Center for Children's Books
- Horn Book
- KLIATT
- VOYA, and
- Booklist

All items selected for placement in the school library will:

- A. Support and be consistent with the state's and district's general educational goals and the aims and objectives of individual schools and specific courses.
- B. Support and be consistent with school library media and information literacy standards established by the American Association of School Librarians and the content area standards established by the Office of the Superintendent of Public Instruction.
- C. Meet high standards of quality in factual content and presentation.
- D. Contain appropriate subject matter for the age, emotional development, ability level, learning styles, and social development of the students for whom they are selected.
- E. Serve the intended purpose for library materials, in both physical format and appearance.
- F. Help students gain an awareness of our pluralistic society.
- G. Motivate students and staff to examine their duties, responsibilities, rights, and privileges as participating citizens in our society and make informed judgments in their daily lives.
- H. Withstand scrutiny based on their strengths.
- I. Clarify historical and contemporary forces by objectively presenting and analyzing intergroup tension and conflict, emphasizing recognizing and understanding social and economic problems.

#### V. **Gifts/Donations**

Materials donated to the school library will be accepted or declined in accordance with the criteria applied to the purchase of materials.

#### VI. **Collection Assessment**

De-selection (weeding out) of outdated and damaged materials is a natural part of the library's life cycle and maintenance of the quality and integrity of the collection. Teacher-librarians will evaluate the library collection on a continuing basis to ensure that it meets the district's mission statement and goals.

#### VII. **Considerations for De-selection**

Teacher-librarians may consider the following in deciding what materials to de-select:

- A. Whether the subject matter is out of date or no longer relevant to the instructional program
- B. Whether the item is worn, soiled, missing pages, antiquated in appearance, or unattractive
- C. Whether the item has circulated within reasonable amount of time
- D. Whether a newer edition has superseded the item
- E. Whether the materials perpetuate cultural, ethnic, or sexual stereotypes
- F. Whether there are already multiple copies of an item

#### VIII. **Request for Review of Library Media Materials**

1. **Request for Review:** A parent or legal guardian of a student enrolled in the district (a "parent") may submit a written request to review library materials to the applicable teacher-librarian and principal.
2. **Seeking Resolution:** If the parent requests, the school will arrange a meeting with the parent, the principal, and the teacher-librarian to address the parent's concerns and find solutions.
3. **Principal's Decision:** If the issue cannot be resolved, the principal, in consultation with a teacher-librarian, will review the materials and issue a written decision on whether to remove them. The decision must be issued within 30 days of meeting with the parent or within 60 days of receiving the request to review and remove if the parent doesn't request a meeting.
4. **Appeal Process:** If the parent or teacher-librarian disagrees with the principal's decision, they may appeal to the superintendent or designee in writing. The superintendent's or designee's decision is final and cannot be appealed. Once the final decision is made, the same materials may not be

reconsidered for at least three years unless the superintendent determines a significant change in circumstances arises.

The decisions made under this process must comply with RCW 28A.320.233, will be based on the criteria for selecting and de-selecting library materials described in this procedure, and may apply only to the student or students whose parent submitted the request to review and reconsider.

**IX. Excluding Student from a Program/Opt-Out**

District will excuse a student from identified lesson(s) or material(s) and provide a reasonable, non-stigmatizing alternative. Excused students will not be penalized academically. Requests should specify the material or unit; the District will respond within five (5) school days.

~~**Classification: Critical**~~

Adopted: July 25, 2012  
Revised: October 25, 2017  
Revised: September 10, 2025

**STUDENTS****Medication at School****I. Medication at School Procedures:**

Each school principal, in consultation with the school Registered Nurse (RN), will authorize two staff members to administer all medications including over the counter medications. These designated staff members will receive RN delegation and training prior to the opening of school each year.

For purposes of this procedure, "medication" means oral medication, topical medication, eye or ear drops and nasal spray. This definition DOES NOT include over-the-counter topical sunscreen products regulated by the US Food and Drug Administration (see Sunscreen section below). Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

Medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. If the medication is to be administered more than fifteen consecutive days the written request must be accompanied by written instructions from a licensed health professional. Requests will be valid for not more than the current school year. All new orders for medication or medication order changes must be approved by the supervising RN prior to school staff administering the first dose.

All medications must be properly labeled and be contained in the original container. Individuals administering medications will:

- A. Collect the medication directly from the parent/guardian (students should not transport medication to and from school except for medications needed for the treatment of medical emergencies). Collect a medication request and authorization form properly signed by the parent/guardian and by the LHP including instructions from the LHP if the medication is to be administered for more than fifteen consecutive days.
- B. Count the medication and record the number pills or amount of liquid medication received, with initials and date received, on the medication log. It is preferable to have two people count and initial; Counting of controlled substances at least weekly as recommended by the Board of Pharmacy. On weekly medication counts, the nurse must have assistance and a witness to the actual count of the medications.
- C. Store the prescription or OTC medication (not more than a twenty (20) day supply) in a locked, substantially constructed cabinet or limited access area (for emergency medications);
- D. Maintain a current record which indicates that the medication was administered. If a dose is missed, note the reason, e.g. "absent." This record must be kept for 8 years;
- E. Medications may not be given after the date specified on the authorization form or expiration date on the label.
- F. Report medication errors to the school nurse immediately.

Provide for supervision by a physician or registered nurse. A copy of the medication policy will be provided to the parent upon request.

Oral or topical medications, eye drops, ear drops, or nasal spray may be administered by a registered nurse, a licensed practical nurse or designated staff who are delegated to, trained, and supervised by the RN.

Nasal sprays containing controlled substances may only be administered by a school nurse if a school nurse is in the building. If a school nurse is not in the building, the task may be delegated to an authorized school employee. A parent-designated adult with training as required by [RCW 28A.210.260](#) may also administer the medication when a nurse is not in the building. After a school employee who is not a school nurse administers a nasal spray that is a controlled substance, the employee must summon emergency medical assistance as soon as practicable except in instances when the administration of the nasal spray occurs routinely as documented in emergency care plan signed by parent or guardian and LHP.

No medication will be administered by injection by unlicensed school staff except when a student is susceptible to a life threatening anaphylactic condition consistent with Policy and Procedure 3419 – Self-Administration of Asthma and Anaphylaxis Medications and Policy and Procedure 3420 – Anaphylaxis Prevention and Response when acting as a parent designated adult for students with diabetes, or when acting as designated trained responder for opioid overdose reversal medication administration consistent with Policy and Procedure 3424 – Opioid Related Overdose Reversal.

The parent will submit a written authorization to act according to the specific written orders and supporting directions provided by licensed health professional prescribing within their prescriptive authority (e.g., medication administered to counteract a reaction to an insect sting). Such medication will be administered by staff trained by the supervising registered nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within their prescriptive authority will:

- A. State that the student suffers from a health condition which may result in an emergency;
- B. Identify the drug, the mode of administration, and the dose;
- C. Indicate when the medication will be administered based on anticipated or actual symptoms;
- D. Recommend follow-up after administration, administration of additional medications, transport to hospital; and
- E. Specify how to report to the health professional prescribing within their prescriptive authority and any record keeping recommendations.

If a health professional and a student's parent request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for oral medications. The principal and nurse will take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer their own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

## II. Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff, without a written prescription or note from a licensed health care provider, if the following conditions are met:

- A. The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by their parent or guardian.

Students who possess over-the-counter topical sunscreen products that meet the above criteria may carry up to 8 ounces at a time, preferably with the container in a plastic bag.

Violations of any conditions placed on the student permitted to carry and/or self-administer their own sunscreen products may result in confiscation and termination of that permission, as well as the imposition of discipline when appropriate.

School staff may assist students in application of sunscreen products in certain circumstances and in the presence of another staff member. The appropriate staff member will take into account the age, maturity, and capability of the student, the need for the application of the sunscreen, and other issues relevant in the specific case, before assisting students in application of sunscreen products at school or during school-sponsored events. However, staff members are not required to assist students in applying sunscreen.

### III. Parent-Designated Adult Care of Students with Adrenal Insufficiency, Epilepsy, or Diabetes

The policy and procedure for parent designated adults caring for students with adrenal insufficiency, epilepsy, or students with diabetes are:

- A. 3411 – Accommodating Students with Seizure Disorders or Epilepsy
- B. 3415 - Accommodating Students with Diabetes
- ~~B.C.~~ 3425 – Accommodating Students with Adrenal Insufficiency

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**Approval Date:** September 2000

**Revised:** April 2001

**Revised:** April 28, 2010

**Revised:** March 12, 2014

**Revised:** May 28, 2014

**Revised:** December 13, 2017

**Revised:** November 10, 2021

**Revised:** March 23, 2022

# Coversheet

## Non-Substantive Policy Updates

**Section:** VII. Informational Items  
**Item:** G. Non-Substantive Policy Updates  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2170 Career and Technical Education 10.22.25.pdf

# Pullman School District Board Policy

2170

Page 1 of 2

## INSTRUCTION

### Career and Technical Education

The Pullman School District Board of Directors recognizes the district's responsibility to provide a program of ~~Career-career~~ and ~~Technical Education~~technical education to assist students in making informed and meaningful educational and career choices and to prepare students for post-secondary options. The district's ~~Career and Technical Education~~career and technical education is a planned program of courses and learning experiences that begins with exploration of career options. Additionally, the district's ~~Career and Technical Education~~career and technical education program supports basic academic and life skills, enables achievement of high academic standards, incorporates leadership training, provides options for high skill development and high-wage employment preparation, and includes advanced and continuing education courses. ~~The district will include~~The the program and its courses ~~will be included~~ as part of the regular curriculum of the district.

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The district will establish a local ~~Career-career~~ and ~~Technical Advisory Committee~~technical advisory committees to assist in the design and delivery of the district's ~~Career-career~~ and ~~Technical Education~~technical education program. ~~The~~ Committees will advise the district on current labor market needs and the programs necessary to meet those needs. The ~~district will relate its career~~district's Career and ~~Technical Education~~technical education program ~~will be related~~ to employment demands, current and future, and to the needs and interests of students.

The board will annually review and approve the district plan for the design and delivery of its ~~Career-career~~ and ~~Technical Education~~technical education program. The plan will ensure academic rigor, align with education reform, establish program performance targets, address the skill gaps of Washington's economy, and provide opportunities for dual credit.

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The superintendent ~~or designee shall~~will develop procedures ~~to~~which will ensure that ~~the district operates~~ all programs and courses ~~are operated~~ in conformity with the district's plan for ~~Career-career~~ and ~~Technical Education~~technical education. Further, the associated procedures will conform to all federal and state laws prohibiting discrimination based on race, ~~ethnicity, creed, religion,~~ color, national origin, ~~age, veteran or military status,~~ sex, sexual orientation, gender expression, gender identity, ~~homelessness, immigration or citizenship status,~~ ~~the presence of disability (including~~ any sensory, mental, ~~or physical disability, neurodivergence,~~ the use of a trained dog guide or service animal, ~~religion, and honorably discharged veteran or military status).~~ Additionally, the superintendent ~~or designee shall~~will seek and utilize all available state and federal sources of revenue for the financial support of ~~Career-career~~ and ~~Technical Education~~technical education in the district.

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If the district receives funds through the work-integrated learning initiative to provide experiences for its students, it will comply with the conditions of receiving such funds.

#### Legal References:

- RCW 28A.150.500 Educational agencies offering vocational educational programs — Local advisory committees — Advice on current job needs
- ~~RCW 28A.700~~ Secondary career and technical education
- RCW 28A.230.130 Program to help students meet minimum entrance requirements at baccalaureate-granting institutions or to pursue career or other opportunities — ~~Exceptions~~High school course offerings for postsecondary credit
- Chapter 28A.700 RCW Secondary career and technical education
- 20 U.S.C. 2301 et seq. Carl D. Perkins Career and Technical Education Act of 2006

#### Cross References:

- Board Policy, 2413 – Equivalency Credit for Career and Technical Education Courses
- Board Policy, 2140 – Guidance and Counseling

#### Management Resources:

## Pullman School District Board Policy

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*Policy News, May 2018*  
*Policy News, June 2011*  
*Policy News, February 2009*

Additional Policy Updates  
Career and Technical Education Programs

**Classification: Important**

**Adoption: April 22, 2009**  
**Revised: August 8, 2012**  
**Revised: March, 27 2019**