



## Pullman School District

### Regular Board Meeting

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#### Date and Time

Wednesday December 10, 2025 at 6:30 PM PST

#### 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. Oath of Office
- E. 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.*

**F. Approval of Agenda**

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

**II. Reports, Correspondence & Program**

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

**A. PHS ASB Report**

**B. Board Reports**

**C. Superintendent's Report**

**D. Program Reports**

- Franklin Elementary Showcase presented by Liz Pavlik, Franklin Elementary Principal
- Report: CTE Program/Perkins Grant Approval presented by Jill Bickelhaupt, CTE Director
- Report: Transportation Services presented by Juston Pollestad, Executive Director of Operations
- Report: Human Resources presented by Bob Maxwell, Superintendent
- Report: 2024-2025 Assessment Results presented 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 - November 12, 2025 Regular Board Meeting

**B.** Minutes - December 3, 2025 Board Work Session

**C.** Personnel Report

**D.** Professional/Personal Services Contracts

**E.** Warrants

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

**F.** Student Transfer Requests

**G.** Perkins Grant Approval

**H.** New ASB Club

**I.** Projected Budget Enrollment - 2026-2027

**J.** Zen Solar Power Purchase Agreement - Updated

**K.** ASB Fundraisers

**L.** Overnight Field Trip Requests

## **V. Action Items**

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

- A.** Purchase and Sales Agreement - Harms Place, LLC & Pullman School District  
Presenter: Juston Pollestad, Executive Director of Operations
- B.** 2025-2028 Pullman Education Association Bargaining Agreement  
Presenter: Bob Maxwell, Superintendent
- C.** 2025-2028 Pullman Classified Educators Association (Paraeducators) Bargaining Agreement  
Presenter: Bob Maxwell, Superintendent
- D.** 2025-2028 Pullman Classified Educators Association (ESP) Bargaining Agreement  
Presenter: Bob Maxwell, Superintendent
- E.** 6212 Charge Cards  
Presenter: Diane Hodge, Finance Director

## **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.** Bid Process – Jefferson and Franklin Elementary Roof Replacements  
Presenter: Juston Pollestad, Executive Director of Operations
- B.** Johnson Property Bid Acceptance  
Presenter: Juston Pollestad, Executive Director of Operations
- C.** 4260F Facility Rental Fee Schedule  
Presenter: Juston Pollestad, Executive Director of Operations

## **VII. Informational Items**

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



**A. Administrative Requirements Update**

**B. Current Enrollment**

For 2025-2026 School Year

Budgeted FTE: 2540

Current FTE: 2630.29

Current Year Average FTE: 2639.70

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

**D. Non-Substantive Policy Updates**

**E. Procedures**

**F. Board Calendar & Communication Plan**

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

**VIII. No 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.*

**IX. Closing Items**

**A. Adjourn Meeting**

*The president will adjourn the meeting.*

# Coversheet

## Oath of Office

|                          |   |
|--------------------------|---|
| <b>Section:</b>          | I. Opening Items  |
| <b>Item:</b>             | D. Oath of Office   |
| <b>Purpose:</b>          |   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | 1111 Oath of Office 8.13.25.pdf<br>OATH OF OFFICE-Deena Bayoumi 12.10.25.pdf<br>OATH OF OFFICE-Stephanie A. Horn 12.10.25.pdf |

# Pullman School District Board Policy

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Page 1 of 1

## BOARD OF DIRECTORS

### Oath of Office

Each newly elected, re-elected, or appointed director will take an oath or affirmation to support the constitutions of the United States and the state of Washington, and the laws of the state of Washington and to faithfully discharge the duties of the office to the best of their ability. The oath or affirmation must be endorsed by and sworn to before an officer authorized to administer oaths. School officials are authorized to administer all oaths or affirmations pertaining to their respective offices. After the oath or affirmation is made, it will be filed with the county auditor.

Every person elected to the office of school director shall begin their term of office at the first official meeting of the board of directors following certification of the election results.

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#### **Legal Reference:**

RCW 28A.343.360 Oath of Office

**Adoption Date:** June 19, 1990

**Revised:** April 22, 1998

**Revised:** October 18, 2000

**Revised:** January 27, 2016

**Revised:** August 13, 2025

## CERTIFICATE OF SCHOOL DISTRICT DIRECTOR

### APPOINTED/ELECTED SCHOOL DISTRICT DIRECTOR

Name Deena Bayoumi Mailing Address 1950 NW CANYON VIEW DR  
 Elected by Ballot ☒ Appointed to Fill Vacancy ☐ PULLMAN, WA, 99163  
 School District Pullman School District No. 267 Director District/Position Director District 4  
 Director District/Position Formerly Held By Nathan Roberts  
 Term Begin Date 12/10/2025 Term Expiration Year 2029  
(first official meeting following certification of election results OR date of appointment)

### OATH OF OFFICE

(RCW 28A.343.360)

STATE OF WASHINGTON )  
 ) SS.  
 COUNTY OF WHITMAN )

I, Deena Bayoumi, do solemnly swear (or affirm) that I will support the constitutions of the United States and the state of Washington, and the laws of the state of Washington and will faithfully discharge the duties of the office of Pullman School District No. 267 Director District/Position 4 according to the best of my ability.

Signature of elected or appointed official \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of official administering oath \_\_\_\_\_ Title \_\_\_\_\_

(Oath or affirmation must be taken before a school district or educational service district superintendent, notary public, or another official authorized to administer oaths prior to assuming the office of school director.)

### CERTIFICATE OF DIRECTOR'S SIGNATURE

(RCW 28A.400.020)

OFFICE OF THE WHITMAN COUNTY AUDITOR

This is to Certify that the signature which appears below is that of Deena Bayoumi who was appointed\elected to the office Pullman School District No. 267 Director District/Position 4.

Signature of school district director \_\_\_\_\_

Certified by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signature of School District Official)

Distribution: Original to County Auditor Copy to Educational Service District

## CERTIFICATE OF SCHOOL DISTRICT DIRECTOR

### APPOINTED/ELECTED SCHOOL DISTRICT DIRECTOR

Name Stephanie A. Horn Mailing Address 1740 SW CASEY CT  
 Elected by Ballot ☒ Appointed to Fill Vacancy ☐ PULLMAN, WA, 99163  
 School District Pullman School District No. 267 Director District/Position Director District 5  
 Director District/Position Formerly Held By Amanda Tanner  
 Term Begin Date 12/10/2025 Term Expiration Year 2029  
(first official meeting following certification of election results OR date of appointment)

### OATH OF OFFICE

(RCW 28A.343.360)

STATE OF WASHINGTON )  
 ) SS.  
 COUNTY OF WHITMAN )

I, Stephanie A. Horn, do solemnly swear (or affirm) that I will support the constitutions of the United States and the state of Washington, and the laws of the state of Washington and will faithfully discharge the duties of the office of Pullman School District No. 267 Director District/Position 5 according to the best of my ability.

Signature of elected or appointed official \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of official administering oath \_\_\_\_\_ Title \_\_\_\_\_

(Oath or affirmation must be taken before a school district or educational service district superintendent, notary public, or another official authorized to administer oaths prior to assuming the office of school director.)

### CERTIFICATE OF DIRECTOR'S SIGNATURE

(RCW 28A.400.020)

OFFICE OF THE WHITMAN COUNTY AUDITOR

This is to Certify that the signature which appears below is that of Stephanie A. Horn who was appointed\elected to the office Pullman School District No. 267 Director District/Position 5.

Signature of school district director \_\_\_\_\_

Certified by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Signature of School District Official)

Distribution: Original to County Auditor Copy to Educational Service District

# Coversheet

## Program Reports

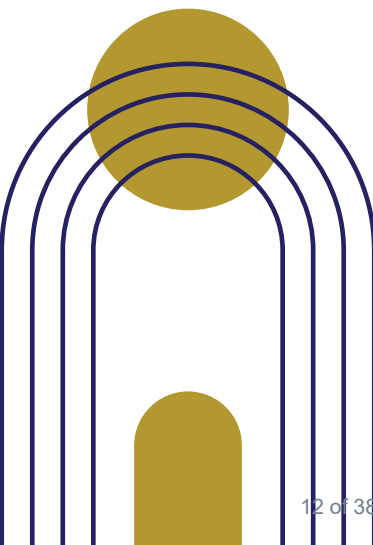
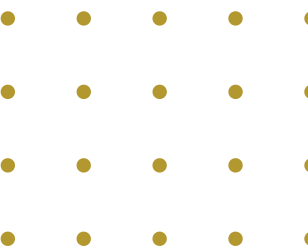
|                          |   |
|--------------------------|---|
| <b>Section:</b>          | II. Reports, Correspondence & Program                                   |
| <b>Item:</b>             | D. Program Reports  |
| <b>Purpose:</b>          |   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | Transportation Report 12.10.25.pdf<br>2025-2026 HR Dashboard Report.pdf |

# TRANSPORTATION REPORT



# FOCUS

- Operations
- Staffing
- Vehicle Fleet

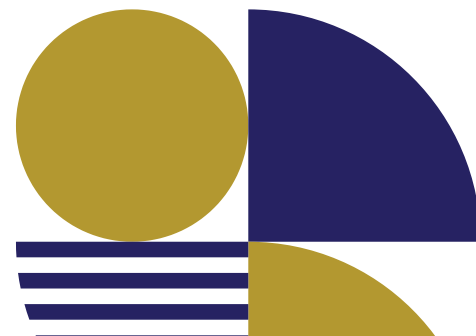




# OPERATIONS

## STUDENT TRANSPORT

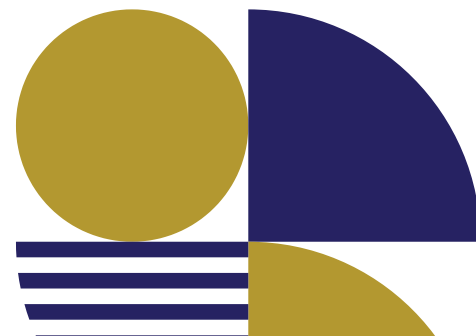
- K-12 students on rural routes
- K-5 Students outside the one-mile walk zone, or across an unsafe street crossing
- 6-12 Students in town either ride a PSD Yellow bus (school to school) or us Pullman Transit and Youth Fare free pass



# OPERATIONS

## ROUTE TOTALS

- 15 routes
- 4 dedicated in-town elementary routes
- 4 dedicated routes for students with special needs
- 1 Head Start/ Developmental Pre-School route
- 6 Hybrid/Rural routes





# OPERATIONS BY THE NUMBERS

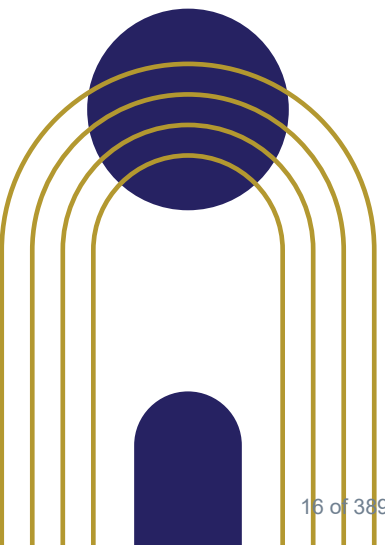
- approximately 831 miles/day (Yellow PSD buses)
- +/- 565 students in the a.m.
- +/- 485 students in the p.m.
- Field trips and Athletic/Activities trips  
September = 39
- 24 - 25 total miles 183,357





# STAFFING

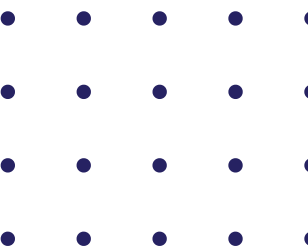
- Transportation Supervisor, Assistant Supervisor, Mechanic, 16 drivers, 5 subs
- Maintenance Team members are CDL trained
- Recruit and train 5 new drivers since this summer





# STAFFING 2024 VS 2025

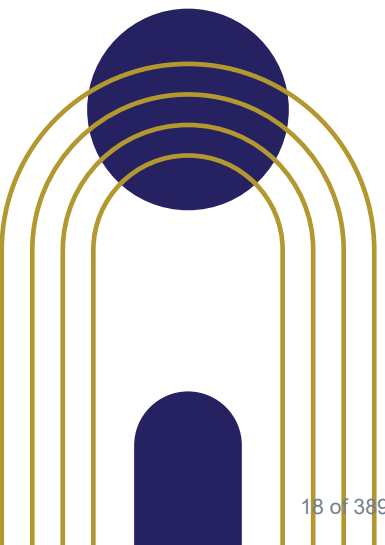
- 2024
  - short several drivers
  - had to cancel trips
  - asked coaches to drive vans for away trips
  - Rolling route cancellations were a real possibility





# STAFFING 2024 VS 2025

- 2025
  - Driver positions are filled!
  - Supervisor can test future drivers
  - Able to meet every request
  - Covered 3 trips to state at one time - XC, Football, Swim





## STAY INVOLVED. MAKE A DIFFERENCE. DRIVE WITH US!

Are you nearing retirement but not quite ready to slow down?

Join the Pullman School District Transportation Team — and keep making an impact right here in your community.

### We're looking for:

- Current or former employees nearing retirement
- Individuals who enjoy working with children and contributing to their community
- Anyone seeking flexible, rewarding, part-time or full-time work



## Why Drive with Us?

### Flexible Hours

Choose from substitute or full-time routes

### Community Impact

Help students start and end their school day safely

### Training Provided

We'll help you earn your CDL and cover training costs

### Competitive Pay & Benefits

Great hourly rates and benefits for regular drivers

### Stay Connected

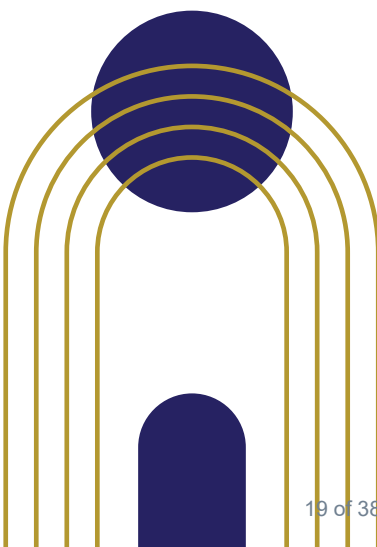
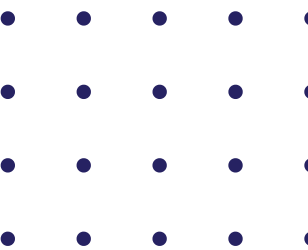
A meaningful way to remain active and involved in Pullman

Make an impact in our community! Call us at (509) 332-3548 for more information.



[transportation@psd267.org](mailto:transportation@psd267.org)  
[www.pullmanschools.org/employment](http://www.pullmanschools.org/employment)

# STAFFING RECRUITMENT



# VEHICLE FLEET

- 26 Buses 9 auxiliary vehicles (vans, etc.)
- 23 Gas/Diesel Buses
- 3 Electric Buses
- 21 buses on depreciation
- 5 buses not on depreciation
- \*Depreciation helps reflect the fact that a school bus gradually wears out and loses value over time.



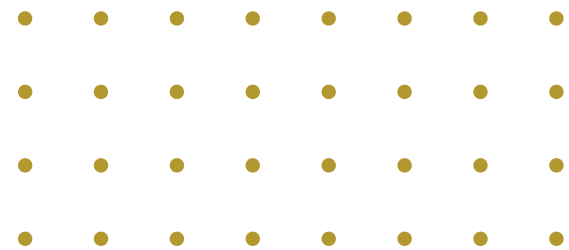


# VEHICLE FLEET

- 20 buses are less than 10yrs old
- 3 buses are 10-15yrs old
- 2 buses are 15-20yrs old
- 1 bus is more than 20yrs old



# QUESTIONS?



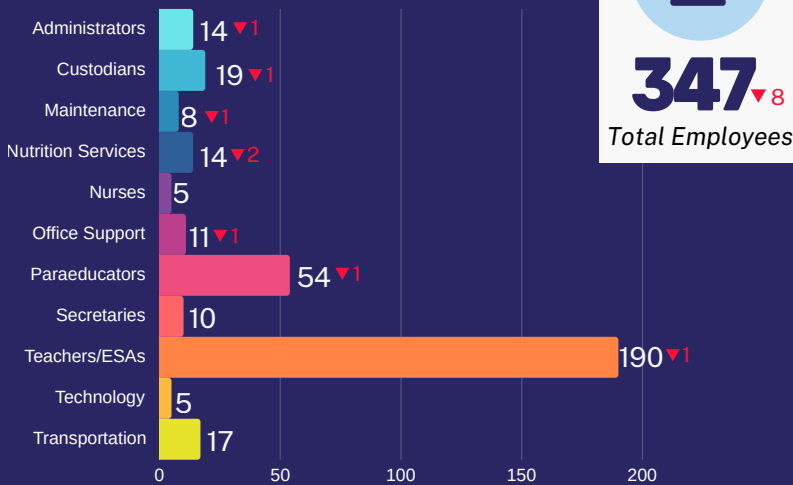


Pullman Public Schools

2025-2026

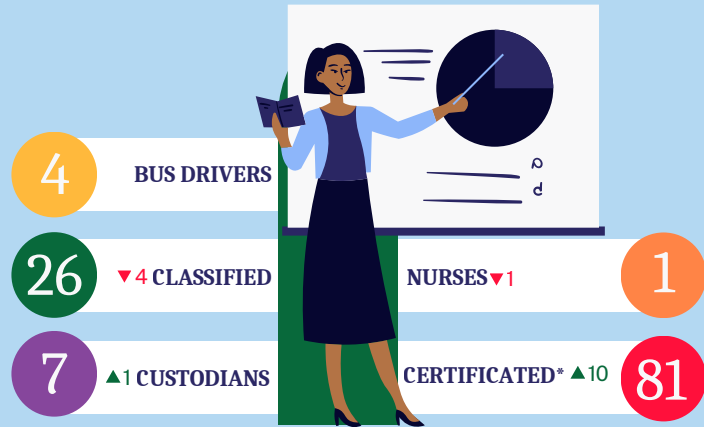
# HUMAN RESOURCES DASHBOARD REPORT

## EMPLOYEE BREAKDOWN



## ACTIVE SUBSTITUTES

\*Includes 35 Emergency Substitutes, which is a decrease of 5 from last school year



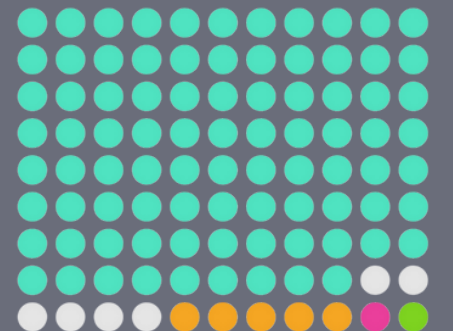
204 certificated staff

143 classified staff



## EMPLOYEE DIVERSITY

|   |               |          |
|---|---------------|----------|
| Asian                                     | 5 employees   | 1.4%     |
| American Indian or Alaskan Native         | 0 employees   | 0.0%     |
| Black or African American                 | 4 employees   | 1.1%     |
| Hispanic or Latino                        | 20 employees  | 5.8% ▼1  |
| Two or more races                         | 14 employees  | 4.0% ▼3  |
| Native Hawaiian or other Pacific Islander | 1 employee    | 0.3%     |
| White                                     | 303 employees | 87.4% ▼4 |



■ Asian 
 ■ Black or African American 
 ■ Hispanic or Latino 
 ■ White 
 ■ Two or more races



## COLLECTIVE BARGAINING GROUPS & CONTRACT STATUS

**PULLMAN EDUCATION ASSOCIATION (PEA)**  
-OPEN 2028

**PULLMAN BUILDING SECRETARIES**  
-OPEN 2026

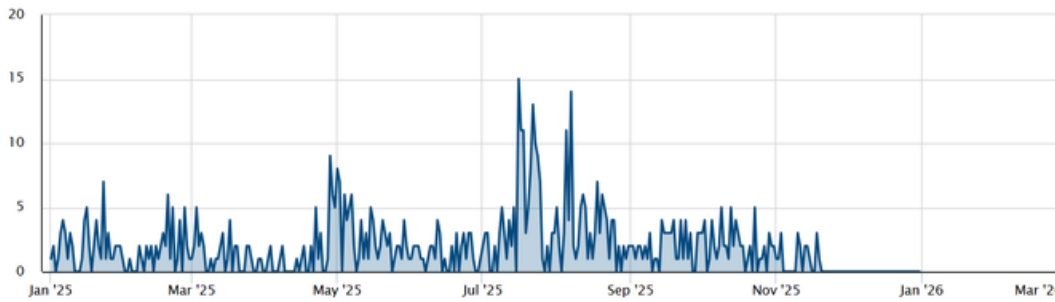
**PULLMAN PARAEDUCATORS ASSOCIATION (PPA)**  
-OPEN 2028

**PULLMAN EDUCATIONAL SUPPORT PERSONNEL (ESP)**  
-OPEN 2028

## RECRUITMENT DATA

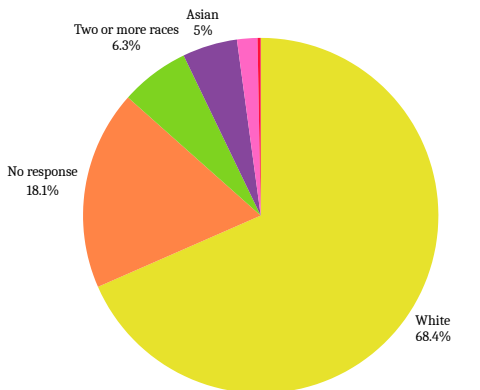
As of November 25, 2025

### 700 APPLICATIONS SUBMITTED BETWEEN 1/1/2025 AND 12/31/2025



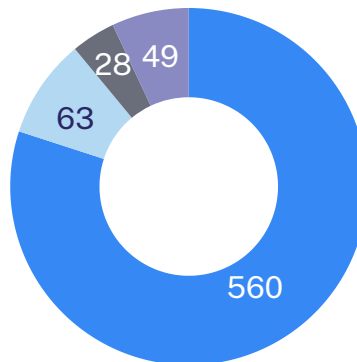
## APPLICANT DEMOGRAPHICS

### Race



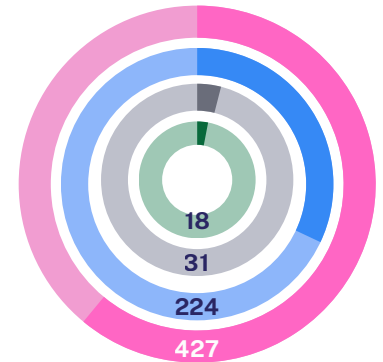
White 68%  
No response 18%  
Two or more races 6%  
Asian 5%  
Black or African American 2%  
American Indian or Alaska Native >1%

### Ethnicity



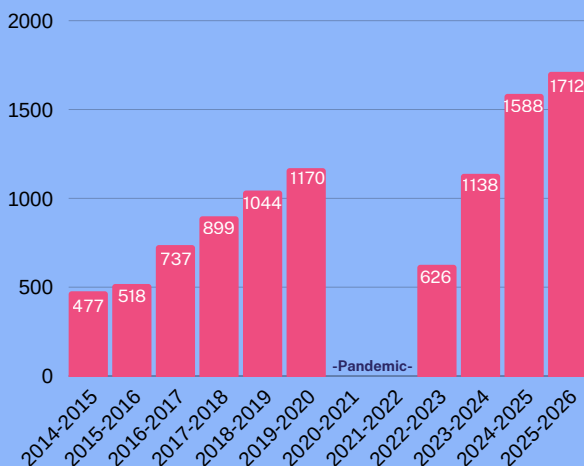
Not Hispanic/Latino 80%  
Hispanic/Latino 9%  
Not provided 7%  
No response 4%

### Gender



Female 61%  
Male 32%  
No Response 4%  
Decline to Identify 3%

## VOLUNTEERS



Note: During the pandemic, volunteers were not allowed for the 2020-21 & 2021-22 school years



# Coversheet

## Minutes - November 12, 2025 Regular Board Meeting

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | IV. Consent Agenda                                     |
| <b>Item:</b>             | A. Minutes - November 12, 2025 Regular Board Meeting   |
| <b>Purpose:</b>          | Approve Minutes  |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | Minutes for Regular Board Meeting on November 12, 2025 |



## Pullman School District

# Minutes

## Regular Board Meeting

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### Date and Time

Wednesday November 12, 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, Craig Nelson, Lisa Waananen Jones, Nathan Roberts

### Directors Absent

Arron Carter

### 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

Lisa Waananen Jones called a meeting of the board of directors of Pullman School District to order on Wednesday Nov 12, 2025 at 6:30 PM.

**C. Flag Salute**

**D. Land Acknowledgement Statement**

**E. Approval of Agenda**

Changes to the agenda:

- October Budget Status Report - Added as consent agenda item
- Records Destruction Log: Finance - Added as consent agenda item

Nathan Roberts made a motion to approve the agenda as amended.

Amanda Tanner seconded the motion.

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

**II. Reports, Correspondence & Program**

**A. PHS ASB Report**

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

- Members of PHS ASB recently attended a GSASC Council meeting to learn more about increasing student engagement.
- ASB members volunteered at the Booster Auction, which also helped secure sponsors for the upcoming Clash of the Combine event scheduled for December 12. Spirit packs will be sold in conjunction with this event, with proceeds benefiting the ATVP program, along with funds raised through a coin drive.
- Hosting a food drive to benefit Child Welfare, with related student activities planned to support the effort.

**B. Board Reports**

The Board and Dr. Maxwell thanked Board Director Roberts and Board Director Tanner for their many years of service on the school board.

The school board presented Reem Nasralla, Sunnyside Elementary Paraeducator, with the 2025 Excellence in Education (Classified Employee) Award. Corina Andersen introduced Reem as the recipient of the award, thanked her for her years of service, and shared excerpts from the nomination letter submitted by Principal Pam Brantner.

- Nathan Roberts: No report.
- Amanda Tanner: The WSSDA Nominating Committee met and certified the first round of elections; however, Director Area 10 was unable to fill all open positions at this time. The Curriculum Advisory Committee (CAC) met to review current policies and recent changes at the high school level and is scheduled to meet

again in December. Any recommendations requiring approval will be brought forward to the Board for consideration. Additionally, attendance at the SES PTO meeting was noted, where planning is underway for upcoming family events and fundraising activities.

- Craig Nelson: Attended sustainability committee meeting and noted highlights from that meeting.
- Lisa Waananen Jones: No report.

### C. Superintendent's Report

- Meeting with Eastern Washington legislative representatives and superintendents to discuss district successes and ongoing challenges. Community members are encouraged to check the district events calendar.
- Pullman, in partnership with the City of Pullman and Moscow School District, hosted the Zion Bischoff Memorial Classic basketball tournament, with 57 teams playing 228 games across eight locations. Planning is underway for a follow-up tournament in March.
- The Pullman School District Board of Directors received the 2025 Board of Distinction Award from WSSDA.
- K-8 Parent-Teacher Conference attendance (October 29–31, 2025), overall student attendance (August 27–November 10, 2025), and 4-year and 5-year graduation rates for the Class of 2025 were reported.

### D. Program Reports

Sunnyside Elementary Showcase

Presenter: Sunnyside Elementary 5th Grade Team

Sunnyside Elementary's fifth-grade teaching team presented their PLC focus on *The Power of Student Goal-Setting*. Teachers shared how collaborative PLC work helps identify key standards, use common assessments, and design targeted supports to guide students in setting and tracking meaningful learning goals related to the essential standards.

Students demonstrated how they use "Goal Notebooks" and "Data Binders" to monitor progress in reading, math, writing, and MAP assessments. They emphasized that goal-setting builds confidence, motivation, and a growth mindset while helping students take ownership of their learning.

#### **Report: Special Education Services Update**

Presenter: Dominick Ventresco, Assistant Director of Special Services

Assistant Director Ventresco provided an update on the department, noting that student enrollment is at its highest in the past four years, with many new out-of-town students and 20 preschool students transitioning to kindergarten this year. Updates included department structure, post-school transitions, initiatives, and professional development.



Consent to share student information with state agencies is discussed at each IEP meeting, and students meet with representatives from Asotin DVR to explore post-school options. A legal representative attended the Resource Fair this year to provide information on guardianship. Plans are underway to expand adult learning opportunities for students ages 18–22 at the high school level. New state funding will support debrief practices, STAR Autism Training for elementary developmental learning center staff, and continued collaboration with True Measure Collaborative to enhance programming at LMS ILC and Franklin. The department also leverages Parent Resource Partnership to highlight community supports.

**Board Discussion** – Board members inquired about family participation in consent-to-share practices, sharing resources locally versus at the state level, and support for principals in IEP roles. Assistant Director Ventresco noted that engagement varies by program, local resources are available to families, and principals receive individualized support and team collaboration as needed.

### **Year-End Finance Report**

Presenter: Diane Hodge, Finance Director

Director Hodge presented the 2024-2025 Year-End Finance Report, which covered a 10-year enrollment history, general fund balance, revenue and expenditure summaries, and an overview/update on the capital projects, debt service, ASB, and transportation vehicle funds.

### **Report: Sustainability Committee Update**

Presenter: Bob Maxwell, Superintendent

The annual report on the district's Sustainability Committee was presented, including updates on solar panels installed on school buildings, EV chargers at the Transportation Cooperative, and compliance with the Green Buildings Compliance Rule (SB 5722).

**Board Discussion** – The Board asked about expected compliance timelines. Dr. Maxwell clarified that compliance is currently required according to the Tier 1 and Tier 2 deadlines. The goal is to work toward meeting those deadlines.

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

Board Director Tanner noted the DEIB task force held their monthly meeting and reviewed their work for the past year. Will provide more information as part of the discussion item.

Dr. Maxwell noted that Native American Heritage month is recognized in the month of November.

## **III. Public Comment**

### **A.**

## **Speakers**

No speakers.

## **IV. Consent Agenda**

### **A. Minutes - October 22, 2025 Regular Board Meeting**

Amanda Tanner made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 10-22-25.

Craig Nelson seconded the motion.

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

### **B. Minutes - November 5, 2025 Board Work Session**

Amanda Tanner made a motion to approve the minutes as part of the consent agenda from Board Work Session on 11-05-25.

Craig Nelson seconded the motion.

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

### **C. Minutes - November 5, 2025 Special Board Meeting**

Amanda Tanner made a motion to approve the minutes as part of the consent agenda from Special Board Meeting on 11-05-25.

Craig Nelson seconded the motion.

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

### **D. Personnel Report**

### **E. Professional/Personal Services Contracts**

### **F. Warrants**

### **G. Student Transfer Requests**

### **H. ASB Fundraisers**

### **I. Overnight Field Trip Requests**

### **J. Records Destruction Log**

### **K. Irrigation Equipment Access Easement Agreement - City of Pullman & Pullman School District**

### **L. Budget Status Report**

### **M. Consent Agenda Approval**

Amanda Tanner made a motion to approve the consent agenda (IV. A-L).  
Craig Nelson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **V. Action Items**

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

Presenter: Bob Maxwell, Superintendent

This item was presented at the last meeting, and no questions have been received since it was last presented. This new policy reflects the passage of Substitute House Bill 1709. Nathan Roberts made a motion to approve Policy 3245 Accommodating Students with Adrenal Insufficiency.  
Craig Nelson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

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

Presenter: Bob Maxwell, Superintendent

This item was presented at the last meeting, and no questions have been received since it was last presented. The policy has been revised to align with the Washington School Board Standards.  
Nathan Roberts made a motion to approve Policy 5000 Recruitment, Selection and Evaluation of Staff.  
Amanda Tanner seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **C. 2025-2026 School Improvement Plans**

Presenter: Ryan Mulvey, Assistant Superintendent

Every year, each school in the district is required to present their School Improvement Plan (SIP) to the school board per Policy 2005, and then submit it to the state. Elementary principals presented their 2025-2026 SIPs to the board for discussion at the October 1, 2025 board work session. Secondary Principals presented their 2025-2026 SIPs to the board for discussion at the November 5, 2025 board work session. Noted the School Improvement Plans were guided by the board's goals set over the summer. The School Improvement Plans return to this meeting for final approval.  
Amanda Tanner made a motion to approve the 2025-2026 School Improvement Plans.  
Craig Nelson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **VI. Discussion Items**

### **A.**

## **Diversity, Equity, Inclusion & Belonging Task Force Review**

Presenter: Board of Directors

In accordance with Board Procedure 4110P, the Diversity, Equity, Inclusion & Belonging (DEIB) task force must receive a clear charge or specific assignment. The Board of Directors will review and discuss items related to the task force's goals and responsibilities.

Board Director Tanner and the DEIB Task Force reviewed the work of the task force over the past year, including progress on assigned tasks, current priorities, and potential new areas of focus at their last meeting. Board Director Tanner provided a status update on each task assigned to the task force. There was consensus that developing family advocacy and resource networks could significantly benefit school communities and emerged as an area of focus that the task force would like to recommend to the school board as a task moving forward into year 2.

**Board Discussion** – Board members discussed the task force's progress and whether to support the recommended focus. Director Tanner suggested moving the recommendation to an action item to allow the task force to continue advancing its work.

Nathan Roberts made a motion to move this item to an action item.

Craig Nelson seconded the motion.

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

*The board will return to this item after the conclusion of the discussion items.*

## **B. Purchase and Sales Agreement - Harms Place, LLC & Pullman School District**

Presenter: Juston Pollestad, Executive Director of Operations

The Pullman School District is pursuing the purchase of approximately 30.01 acres of land near the west end of Crestview Street. This parcel adjoins the 60 acres the District currently owns, creating a unified 90-acre site under District ownership. Director Pollestad highlighted key advantages of the acquisition, including utility availability, strategic planning, and investment in growth. The purchase would be funded through capital projects, with funds derived from the sale of the Aquatic Center property. Several alternative parcels were reviewed, and this site was determined to be the best option.

**Board Discussion** – The Board sought clarification on funding sources and potential uses of the property. It was confirmed that the purchase would be funded through capital project funds from the Aquatic Center sale. Director Pollestad noted that potential uses

include a future Sunnyside Elementary, a middle school, or revenue generation through leasing, in addition to addressing the district's encumbrance needs.

**C. 2025-2028 Pullman Education Association Bargaining Agreement**

Presenter: Bob Maxwell, Superintendent

The Pullman Education Association (PEA) and the Pullman School District have reached a tentative three-year collective bargaining agreement. Dr. Maxwell provided an overview of the highlights and major changes to the agreement.

**D. 2025-2028 Pullman Classified Educators Association (Paraeducators) Bargaining Agreement**

Presenter: Bob Maxwell, Superintendent

The Pullman Classified Educators Association, representing the Educational Support Personnel Bargaining Unit (ESP), and the Pullman School District have reached a tentative three-year collective bargaining agreement. Dr. Maxwell provided an overview of the highlights and major changes to the agreement.

**E. 2025-2028 Pullman Classified Educators Association (ESP) Bargaining Agreement**

Presenter: Bob Maxwell, Superintendent

The Pullman Classified Educators Association, representing the Educational Support Personnel Bargaining Unit (ESP), and the Pullman School District have reached a tentative three-year collective bargaining agreement. Dr. Maxwell provided an overview of the highlights and major changes to the agreement.

**F. 6212 Charge Cards**

Presenter: Diane Hodge, Finance Director

Policy 6212 has been updated following the recommendation from our most recent audit to ensure district policy aligns with current practices and incorporates the building and department credit card process. The revised policy clarifies authorization, oversight, and accountability measures associated with district charge card use. These revisions formalize existing procedures, strengthen internal controls, and address the state auditor's recommendation to ensure policy and practice are consistent.

**VII. Action Items**

**A. Diversity, Equity, Inclusion & Belonging Task Force Review**

Board Director Tanner reiterated that the next recommended task for the DEIB Task Force be:

***Explore opportunities to develop family advocacy and support networks across multiple areas.***

Nathan Roberts made a motion to approve the DEIB Task Force Review and New Task. Craig Nelson seconded the motion.

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

## **VIII. Executive or Closed Session**

### **A. Executive Session**

**L. Waananen Jones announced there will be an Executive Session to discuss personnel and property that will end at 8:30pm. No action will be taken.**

## **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 8:30 PM.

Respectfully Submitted,  
Lisa Waananen Jones

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## **Documents used during the meeting**

- Sunnyside Elementary Showcase 11.12.25.pdf
- 2024-25 Year End Board Presentation.pdf
- Sustainability Committee Program Report - Fall 2025.pdf
- Board Report - 11.12.2025 Personnel.pdf
- Board Report - Contracts 11.12.2025.pdf
- Payroll Warrant Authorization Form\_October 2025.pdf
- Check Summaries 11.12.25.pdf
- 2025 11.12 Regular Board Meeting - Student Transfer Requests.pdf
- PHS ASB Fundraiser - Key Club\_Winter Coat Drive 11.12.25.pdf
- PHS ASB Fundraiser - Winter Sports Gate Sales 11.12.25.pdf
- PHS ASB Fundraiser - Spring Sports Gate Sales 11.12.25.pdf
- PHS ASB Fundraiser - Key Club\_Family Movie Night 11.12.25.pdf

- PHS ASB Fundraiser - ASB\_Food Drive 11.12.25.pdf
- PHS ASB Fundraiser - Science Olympiad 11.12.25.pdf
- PHS ASB Fundraiser - Prom 2026 11.12.25.pdf
- PHS ASB Fundraiser - Clash of the Combines 11.12.25.pdf
- PHS ASB Fundraiser - FFA Plant Sale 11.12.25.pdf
- Overnight Field Trip - LMS Science Bowl\_Regional\_FEB 2026.pdf
- Records Destruction Log\_Nutrition Services 11.12.25.pdf
- Records Destruction Logs - Finance 11.12.25.pdf
- PSD - PAFC Irrigation Access Agreement\_FINAL.pdf
- October 2025 Budget Status Report.pdf
- ES 3425 Accommodating Students with Adrenal Insufficiency 10.22.25.pdf
- 3425 Accommodating Students - Adrenal Insufficiency 10.22.25.pdf
- ES 5000 Recruitment, Selection and Evaluation of Staff 10.22.25.pdf
- 5000 Recruitment and Selection of Staff 10.22.25.pdf
- ES 2025-26 SIP Plans 11.12.25.pdf
- Jefferson\_Elementary\_SIP\_2025-2026.pdf
- Franklin\_Elementary\_SIP\_2025-2026.pdf
- Kamiak\_Elementary\_SIP\_2025-2026.pdf
- Sunnyside\_Elementary\_SIP\_2025-2026.pdf
- Pullman High School SIP 2025-26.pdf
- Lincoln Middle School SIP 2025-26.pdf
- ES DEIB Task Force Review 11.12.25.pdf
- ES Purchase and Sale Agreement Purchase of Quist Property.pdf
- Purchase and Sale Agreement - Harms Place LLC and Pullman SD.pdf
- Executive Summary - PEA Agreement 2025-2028.pdf
- Pullman Education Association Agreement 2025-2028.pdf
- Executive Summary - Pullman Classified Educators Association (Paraeducators) Agreement 2025-2028.pdf
- Pullman Classified Educators Association (Paraeducators) Agreement 2025-2028.pdf
- Executive Summary - Pullman Classified Educators Association (ESP) Agreement 2025-2028.pdf
- Pullman Classified Educators Association (ESP) Agreement 2025-2028.pdf
- Executive Summary Policy 6212.pdf
- 6212 Charge Cards 11.12.25.pdf
- November 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
- 2410P High School Graduation Requirements 11.12.25.pdf
- 6212P Charge Cards NEW 11.12.25.pdf



# Coversheet

## Minutes - December 3, 2025 Board Work Session

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | IV. Consent Agenda                                 |
| <b>Item:</b>             | B. Minutes - December 3, 2025 Board Work Session   |
| <b>Purpose:</b>          | Approve Minutes                                    |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | Minutes for Board Work Session on December 3, 2025 |



## Pullman School District

# Minutes

### Board Work Session

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#### Date and Time

Wednesday December 3, 2025 at 4:30 PM

#### Location

Community Room  
Pullman Public Schools District Office  
240 SE Dexter St.  
Pullman, WA 99163

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#### Directors Present

Arron Carter, Craig Nelson, Lisa Waananen Jones

#### Directors Absent

Amanda Tanner, Nathan Roberts

#### Guests Present

Bob Maxwell, Courtney Hodge, Deena Bayoumi (Guest), Jason MacKay, Stevens Clay (Guest), Ryan Mulvey, Stephanie Horn (Guest)

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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 Dec 3, 2025 at 4:30 PM.

## **II. Agenda Items**

### **A. Open Public Meetings Act (OPMA) Information**

**Presenter: Jason MacKay, Stevens Clay Law Firm**

Board members received an overview of the Open Public Meetings Act (OPMA), including the definition of what constitutes a meeting and action, requirements for regular and special meetings, and the distinction between executive sessions and closed sessions. The presentation also reviewed the purpose of public comment, common pitfalls to avoid such as serial communications via email or text, and an overview of the Public Records Act, including what constitutes a public record.

### **B. Board Goals & Strategic Plan Review**

The Board reviewed an update on the District's Strategic Plan and Board Goals, which included a comprehensive data update on enrollment, chronic absenteeism trends, graduation rate trends and high school graduate outcomes, and student achievement measures. An update was also provided on the Strategic Plan priorities, goals, and progress toward success indicator measures, along with district highlights for the 2025–2026 school year to date. The Board discussed the possibility of revisiting the current Strategic Plan at a future board retreat to determine whether revisions or adjustments are needed.

### **C. Annual WSSDA Conference Reflections**

The Board discussed key reflections from the Annual WSSDA Conference, including the importance of engaging ASB and student leadership groups in Board meetings to connect student voice to Strategic Plan reporting. The Board expressed interest in identifying ways to fill student committee positions by reviewing current structures and timelines for student engagement. It was recommended that, in conjunction with the annual organizational chart review in January, current committee membership be reviewed and open positions for each district committee be outlined. Reflections from legal sessions and Open Public Meetings Act sessions were also discussed.

## **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

|                          |   |
|--------------------------|---|
| <b>Section:</b>          | IV. Consent Agenda  |
| <b>Item:</b>             | C. Personnel Report   |
| <b>Purpose:</b>          | FYI   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | Board Report - 12.10.2025 Personnel.pdf<br>Board Report - 12.10.2025 Personnel - Addendum.pdf |

# MEMORANDUM

TO: Board of Directors

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

DATE: December 10, 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:** **Chelsea King**, second grade teacher at Jefferson Elementary School, request to extend current leave of absence through the end of the 2025-2026 school year

**Tatym Kozlowski**, fourth grade teacher at Jefferson Elementary School, request for a leave of absence beginning March 9, 2026, through the end of the 2025-2026 school year

**Classified:** **David Cheslek**, regular route bus driver, transfer to assistant transportation supervisor

**Eric Harrod** as regular route bus driver

**Allison Jones**, office support paraeducator at Jefferson Elementary School currently on a leave of absence, resignation effective immediately

**Laura Manning**, assistant cook/cashier at Pullman High School, resignation effective December 4, 2025

**Wyn Richards**, special education paraeducator at Pullman High School, resignation effective November 7, 2025

**Kason Tibbs** as building paraeducator at Sunnyside Elementary School

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

**Amy Caessens** as co-assistant boys swim coach at Pullman High School

**Karen Eldred** as co-assistant boys swim coach at Pullman High School

## **For Your Information:**

**Tessa Klebaum**, second grade teacher at Jefferson Elementary, has received approval to take two and a half days of unpaid leave in February and March due to a preplanned event prior to beginning employment

# MEMORANDUM

TO: Board of Directors

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

DATE: December 10, 2025

SUBJECT: **Personnel 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 accept the following:**

**Certified:** **Brianne Pizzigoni**, fourth grade teacher at Kamiak Elementary School, resignation effective December 19, 2025

**Emily Poston**, fifth grade teacher at Kamiak Elementary School, request for a leave of absence beginning March 23, 2026, through the end of the 2025-2026 school year on the condition that a long-term substitute has been secured by February 13, 2026

**Classified:**

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

**For Your Information:**

# Coversheet

## Professional/Personal Services Contracts

**Section:** IV. Consent Agenda  
**Item:** D. Professional/Personal Services Contracts  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Report - Contracts 12.10.2025.pdf



# MEMORANDUM

TO: Board of Directors

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

DATE: December 10, 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:**

**Lacey Casqueiro** to provide piano accompaniment for Lincoln Middle School choirs, October 21, 2025, through June 15, 2026, \$25.00 per hour.

**Erin Henson** to provide speech and language pathologist services at Lincoln Middle School to include student evaluation, treatment, and paperwork, January 5, 2026, through June 12, 2026, \$95.00 per hour for approximately 14 hours per week.

**Rachel Kovanda** to provide piano accompaniment for Lincoln Middle School choirs, October 21, 2025, through June 15, 2026, \$25.00 per hour.

**Leader Services, a division of LDP, Inc.** to provide annual training and Medicaid claims processing services required by Chapter 149, Law of 1993, State of Washington, and related administrative directives from the Washington State Office of the Superintendent of Public Instruction, September 1, 2025, through August 31, 2026, fee will be \$1.40 per encounter (an individual Medicaid eligible service provided to an individual child on a specific day).

**Brittany Phelps** to provide speech and language pathologist services at Franklin Elementary School to include student evaluation, treatment, and paperwork, January 5, 2026, through June 12, 2026, \$95.00 per hour for approximately 14 hours per week.

# Coversheet

## Warrants

|                          |   |
|--------------------------|---|
| <b>Section:</b>          | IV. Consent Agenda  |
| <b>Item:</b>             | E. Warrants   |
| <b>Purpose:</b>          | FYI   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | Payroll Warrant Authorization Form_November 2025.pdf<br>CK Summaries 12.10.25.pdf |



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

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## **PAYROLL WARRANT AUTHORIZATION**

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers [26736938](#) to [26736967](#) inclusive, with payroll amounting to [\\$3,107,207.07](#) issued [11/12/2025](#) on the account of the General Fund.

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

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Secretary

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President of Board of Directors

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$79,217.68. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736937 through 26736937, totaling \$79,217.68

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name      | Check Date              | Check Amount |
|-----------|------------------|-------------------------|--------------|
| 26736937  | Avista Utilities | 11/13/2025              | 79,217.68    |
| 1         | Computer         | Check(s) For a Total of | 79,217.68    |

|           |   |                                   |                       |           |
|-----------|---|-----------------------------------|-----------------------|-----------|
|           | 0 | Manual                            | Checks For a Total of | 0.00      |
|           | 0 | Wire Transfer                     | Checks For a Total of | 0.00      |
|           | 0 | ACH                               | Checks For a Total of | 0.00      |
|           | 1 | Computer                          | Checks For a Total of | 79,217.68 |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks                | 79,217.68 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00      |
|           |   |                                   | Net Amount            | 79,217.68 |

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    | 79,217.68 | 79,217.68 |

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

As of December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$48,332.99. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600064 through 252600064, totaling \$48,332.99

|              |                          |                         |              |
|--------------|--------------------------|-------------------------|--------------|
| Secretary    | _____                    | Board Member            | _____        |
| Board Member | _____                    | Board Member            | _____        |
| Board Member | _____                    | Board Member            | _____        |
| Check Nbr    | Vendor Name              | Check Date              | Check Amount |
| 252600064    | BMO Corporate Mastercard | 12/10/2025              | 48,332.99    |
| 1            | ACH                      | Check(s) For a Total of | 48,332.99    |

|           |   |                                   |                       |           |
|-----------|---|-----------------------------------|-----------------------|-----------|
|           | 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 | 48,332.99 |
|           | 0 | Computer                          | Checks For a Total of | 0.00      |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks                | 48,332.99 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00      |
|           |   |                                   | Net Amount            | 48,332.99 |

F U N D S U M M A R Y

| Fund | Description  | Balance Sheet | Revenue | Expense   | Total     |
|------|--------------|---------------|---------|-----------|-----------|
| 10   | General Fund | -136.86       | 0.00    | 48,469.85 | 48,332.99 |

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$493.99. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600061 through 252600061, totaling \$493.99

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name              | Check Date              | Check Amount |
|-----------|--------------------------|-------------------------|--------------|
| 252600061 | BMO Corporate Mastercard | 12/10/2025              | 493.99       |
| 1         | ACH                      | Check(s) For a Total of | 493.99       |



|           |   |                                   |                       |        |
|-----------|---|-----------------------------------|-----------------------|--------|
|           | 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 | 493.99 |
|           | 0 | Computer                          | Checks For a Total of | 0.00   |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks                | 493.99 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00   |
|           |   |                                   | Net Amount            | 493.99 |

FUND SUMMARY

| Fund | Description      | Balance Sheet | Revenue | Expense | Total  |
|------|------------------|---------------|---------|---------|--------|
| 20   | Capital Projects | 0.00          | 0.00    | 493.99  | 493.99 |

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$24,049.41. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600063 through 252600063, totaling \$24,049.41

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name              | Check Date              | Check Amount |
|-----------|--------------------------|-------------------------|--------------|
| 252600063 | BMO Corporate Mastercard | 12/10/2025              | 24,049.41    |
| 1         | ACH                      | Check(s) For a Total of | 24,049.41    |

|           |   |                                   |                       |           |
|-----------|---|-----------------------------------|-----------------------|-----------|
|           | 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 | 24,049.41 |
|           | 0 | Computer                          | Checks For a Total of | 0.00      |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks                | 24,049.41 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00      |
|           |   | Net Amount                        |                       | 24,049.41 |

## FUND SUMMARY

| Fund | Description      | Balance Sheet | Revenue | Expense   | Total     |
|------|------------------|---------------|---------|-----------|-----------|
| 40   | Associated Stude | -244.54       | 0.00    | 24,293.95 | 24,049.41 |

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$718.47. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600062 through 252600062, totaling \$718.47

|              |                          |                         |              |
|--------------|--------------------------|-------------------------|--------------|
| Secretary    | _____                    | Board Member            | _____        |
| Board Member | _____                    | Board Member            | _____        |
| Board Member | _____                    | Board Member            | _____        |
| Check Nbr    | Vendor Name              | Check Date              | Check Amount |
| 252600062    | BMO Corporate Mastercard | 12/10/2025              | 718.47       |
| 1            | ACH                      | Check(s) For a Total of | 718.47       |

|           |   |                                   |                       |        |
|-----------|---|-----------------------------------|-----------------------|--------|
|           | 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 | 718.47 |
|           | 0 | Computer                          | Checks For a Total of | 0.00   |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks                | 718.47 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00   |
|           |   |                                   | Net Amount            | 718.47 |

## F U N D S U M M A R Y

| Fund | Description      | Balance Sheet | Revenue | Expense | Total  |
|------|------------------|---------------|---------|---------|--------|
| 40   | Associated Stude | -10.60        | 0.00    | 729.07  | 718.47 |

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$495.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736968 through 26736969, totaling \$495.00

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

| Check Nbr | Vendor Name                 | Check Date | Check Amount |
|-----------|-----------------------------|------------|--------------|
| 26736968  | Washington Science Olympiad | 12/11/2025 | 300.00       |
| 26736969  | WSU Jazz Society            | 12/11/2025 | 195.00       |

2 Computer Check(s) For a Total of 495.00

|             |                                   |                       |        |
|-------------|-----------------------------------|-----------------------|--------|
| 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 | 495.00 |
| Total For 2 | Manual, Wire Tran, ACH & Computer | Checks                | 495.00 |
| Less 0      | Voided                            | Checks For a Total of | 0.00   |
|             |                                   | Net Amount            | 495.00 |

## FUND SUMMARY

| Fund | Description      | Balance Sheet | Revenue | Expense | Total  |
|------|------------------|---------------|---------|---------|--------|
| 40   | Associated Stude | 0.00          | 0.00    | 495.00  | 495.00 |



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

As of December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$19,627.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736970 through 26736980, totaling \$19,627.38

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 26736970  | DECA Inc.                      | 12/11/2025 | 1,180.00     |
| 26736971  | Doumit, Brendan Paul           | 12/11/2025 | 118.00       |
| 26736972  | GSL-Greater Spokane League     | 12/11/2025 | 8,990.00     |
| 26736973  | Intrepid Sportswear            | 12/11/2025 | 1,533.00     |
| 26736974  | M&M Schock LLC                 | 12/11/2025 | 80.00        |
| 26736975  | Northwest Engraving Services L | 12/11/2025 | 282.42       |
| 26736976  | Playon Sports                  | 12/11/2025 | 1,200.00     |
| 26736977  | Potratz-Lee, Alexandra Caitlyn | 12/11/2025 | 118.00       |
| 26736978  | Pullman School District        | 12/11/2025 | 924.68       |
| 26736979  | Pullman School Dist - Revolvin | 12/11/2025 | 4,350.00     |
| 26736980  | US Foods, Inc.                 | 12/11/2025 | 851.28       |

|    |          |                         |           |
|----|----------|-------------------------|-----------|
| 11 | Computer | Check(s) For a Total of | 19,627.38 |
|----|----------|-------------------------|-----------|



|           |    |                                   |                       |           |
|-----------|----|-----------------------------------|-----------------------|-----------|
|           | 0  | Manual                            | Checks For a Total of | 0.00      |
|           | 0  | Wire Transfer                     | Checks For a Total of | 0.00      |
|           | 0  | ACH                               | Checks For a Total of | 0.00      |
|           | 11 | Computer                          | Checks For a Total of | 19,627.38 |
| Total For | 11 | Manual, Wire Tran, ACH & Computer | Checks                | 19,627.38 |
| Less      | 0  | Voided                            | Checks For a Total of | 0.00      |
|           |    |                                   | Net Amount            | 19,627.38 |

## FUND SUMMARY

| Fund | Description      | Balance Sheet | Revenue | Expense   | Total     |
|------|------------------|---------------|---------|-----------|-----------|
| 40   | Associated Stude | -122.64       | 0.00    | 19,750.02 | 19,627.38 |

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$194,128.18. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736981 through 26736981, totaling \$194,128.18

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name | Check Date              | Check Amount |
|-----------|-------------|-------------------------|--------------|
| 26736981  | RWC Group   | 12/11/2025              | 194,128.18   |
| 1         | Computer    | Check(s) For a Total of | 194,128.18   |

|           |   |                                   |                       |            |
|-----------|---|-----------------------------------|-----------------------|------------|
|           | 0 | Manual                            | Checks For a Total of | 0.00       |
|           | 0 | Wire Transfer                     | Checks For a Total of | 0.00       |
|           | 0 | ACH                               | Checks For a Total of | 0.00       |
|           | 1 | Computer                          | Checks For a Total of | 194,128.18 |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks                | 194,128.18 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00       |
|           |   |                                   | Net Amount            | 194,128.18 |

FUND SUMMARY

| Fund | Description      | Balance Sheet | Revenue | Expense    | Total      |
|------|------------------|---------------|---------|------------|------------|
| 90   | Transportation V | 0.00          | 0.00    | 194,128.18 | 194,128.18 |

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$51.32. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26736982 through 26736982, totaling \$51.32

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name               | Check Date              | Check Amount |
|-----------|---------------------------|-------------------------|--------------|
| 26736982  | Moscow-Pullman Daily News | 12/11/2025              | 51.32        |
| 1         | Computer                  | Check(s) For a Total of | 51.32        |

|           |   |                                   |                       |       |
|-----------|---|-----------------------------------|-----------------------|-------|
|           | 0 | Manual                            | Checks For a Total of | 0.00  |
|           | 0 | Wire Transfer                     | Checks For a Total of | 0.00  |
|           | 0 | ACH                               | Checks For a Total of | 0.00  |
|           | 1 | Computer                          | Checks For a Total of | 51.32 |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks                | 51.32 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00  |
|           |   |                                   | Net Amount            | 51.32 |

F U N D S U M M A R Y

| Fund | Description      | Balance Sheet | Revenue | Expense | Total |
|------|------------------|---------------|---------|---------|-------|
| 20   | Capital Projects | 0.00          | 0.00    | 51.32   | 51.32 |

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,243.33. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
 Warrant Numbers 26736983 through 26737002, totaling \$2,243.33

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name                   | Check Date | Check Amount |
|-----------|-------------------------------|------------|--------------|
| 26736983  | Anderson, Samuel L            | 12/11/2025 | 37.80        |
| 26736984  | Bessey, Michael Marvin        | 12/11/2025 | 200.00       |
| 26736985  | Bickelhaupt, Jill Danielle    | 12/11/2025 | 516.00       |
| 26736986  | Bromley, Daniel Patrick       | 12/11/2025 | 26.46        |
| 26736987  | Caessens, Amy Brook           | 12/11/2025 | 207.00       |
| 26736988  | Cook, Cortney Elane           | 12/11/2025 | 118.00       |
| 26736989  | Dahmen, Kelli Sue             | 12/11/2025 | 197.00       |
| 26736990  | Dobbins, Natalie Christine    | 12/11/2025 | 92.19        |
| 26736991  | Doumit, Brendan Paul          | 12/11/2025 | 82.00        |
| 26736992  | Eldred, Karen A               | 12/11/2025 | 177.00       |
| 26736993  | Fishback, Haylee              | 12/11/2025 | 12.18        |
| 26736994  | Gibson, Angela Kae            | 12/11/2025 | 42.84        |
| 26736995  | Horn, Stephanie Anne          | 12/11/2025 | 94.00        |
| 26736996  | Kiser, Hannah Kathleen        | 12/11/2025 | 82.00        |
| 26736997  | Lopez, Autumn M               | 12/11/2025 | 20.79        |
| 26736998  | Magoia, Rosana Cecilia        | 12/11/2025 | 54.25        |
| 26736999  | Najera, Jose Raul             | 12/11/2025 | 82.00        |
| 26737000  | Peppel, Duane A               | 12/11/2025 | 82.00        |
| 26737001  | SaintPierre, Carrie Elizabeth | 12/11/2025 | 1.82         |
| 26737002  | Walley, Bryce Arthur          | 12/11/2025 | 118.00       |

|    |          |                         |          |
|----|----------|-------------------------|----------|
| 20 | Computer | Check(s) For a Total of | 2,243.33 |
|----|----------|-------------------------|----------|



|           |    |                                   |                       |          |
|-----------|----|-----------------------------------|-----------------------|----------|
|           | 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     |
|           | 20 | Computer                          | Checks For a Total of | 2,243.33 |
| Total For | 20 | Manual, Wire Tran, ACH & Computer | Checks                | 2,243.33 |
| Less      | 0  | Voided                            | Checks For a Total of | 0.00     |
|           |    |                                   | Net Amount            | 2,243.33 |

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    | 2,243.33 | 2,243.33 |

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$224,874.46. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26737003 through 26737061, totaling \$224,874.46

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 26737003  | Broughton, Alexandra D         | 12/11/2025 | 1,848.75     |
| 26737004  | Bryson Sales & Service         | 12/11/2025 | 106.66       |
| 26737005  | Building Blocks Pediatric Ther | 12/11/2025 | 1,062.00     |
| 26737006  | Ccooper Services               | 12/11/2025 | 570.00       |
| 26737007  | Charlies Produce               | 12/11/2025 | 5,776.14     |
| 26737008  | City of Pullman Water          | 12/11/2025 | 16,386.20    |
| 26737009  | Coleman Oil Company LLC        | 12/11/2025 | 18,804.44    |
| 26737010  | Comfort Inn and Suites Bothell | 12/11/2025 | 2,123.00     |
| 26737011  | Consolidated Electric          | 12/11/2025 | 374.22       |
| 26737012  | Corporate Translation Services | 12/11/2025 | 34.82        |
| 26737013  | Dunlap, Ryan D                 | 12/11/2025 | 50.00        |
| 26737014  | Envoy Plan Services, Inc.      | 12/11/2025 | 17.50        |
| 26737015  | Foster and Flourish, LLC       | 12/11/2025 | 3,027.95     |
| 26737016  | Four Star Supply Co., Inc      | 12/11/2025 | 786.32       |
| 26737017  | Gordon, Alexander J            | 12/11/2025 | 50.00        |
| 26737018  | HD Supply Facilities Maint     | 12/11/2025 | 500.06       |
| 26737019  | HD SUPPLY                      | 12/11/2025 | 6,673.69     |
| 26737020  | Horizon                        | 12/11/2025 | 422.10       |
| 26737021  | Huddle Up Care Inc             | 12/11/2025 | 1,946.80     |
| 26737022  | Impero Solutions Inc.          | 12/11/2025 | 384.00       |
| 26737023  | Inland North Waste             | 12/11/2025 | 418.14       |
| 26737024  | J & H Printing Inc.            | 12/11/2025 | 223.24       |
| 26737025  | J W Pepper & Sons Inc          | 12/11/2025 | 77.73        |
| 26737026  | JPS Books + Logistics          | 12/11/2025 | 821.28       |
| 26737027  | King County Director's Assoc   | 12/11/2025 | 2,380.36     |
| 26737028  | Kovanda, Rachel Cathy          | 12/11/2025 | 131.25       |
| 26737029  | Kuhl Auto Parts, LLC           | 12/11/2025 | 2,042.36     |
| 26737030  | Les Schwab                     | 12/11/2025 | 759.82       |
| 26737031  | Level 3 Communications         | 12/11/2025 | 433.75       |
| 26737032  | Lexia Learning Systems LLC     | 12/11/2025 | 273.27       |
| 26737033  | LifeTrack Services             | 12/11/2025 | 3,348.00     |
| 26737034  | Lionbridge Technologies Inc.   | 12/11/2025 | 11.73        |
| 26737035  | LKJ Pizza LLC                  | 12/11/2025 | 1,428.81     |



| Check Nbr | Vendor Name                    | Check Date              | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 26737036  | LMC Data Corporation           | 12/11/2025              | 570.99       |
| 26737037  | Moscow-Pullman Bldg. Supply    | 12/11/2025              | 664.44       |
| 26737038  | NEWESD 101                     | 12/11/2025              | 60,676.60    |
| 26737039  | Northwest Auto Parts           | 12/11/2025              | 68.85        |
| 26737040  | OFFICE DEPOT                   | 12/11/2025              | 438.90       |
| 26737041  | Otis Elevator Co               | 12/11/2025              | 349.31       |
| 26737042  | OverDrive                      | 12/11/2025              | 185.20       |
| 26737043  | Palouse Locksmith              | 12/11/2025              | 90.58        |
| 26737044  | Pollestad, Juston B            | 12/11/2025              | 150.00       |
| 26737045  | Pullman Regional Hospital      | 12/11/2025              | 4,900.00     |
| 26737046  | Pullman Disposal               | 12/11/2025              | 7,171.86     |
| 26737047  | Pullman School Dist - Revolvin | 12/11/2025              | 2,099.55     |
| 26737048  | Rivera, Mario                  | 12/11/2025              | 466.48       |
| 26737049  | RWC Group                      | 12/11/2025              | 3,898.12     |
| 26737050  | Sellars, Dara Alisa            | 12/11/2025              | 1,405.26     |
| 26737051  | SolvePath LLC                  | 12/11/2025              | 1,603.80     |
| 26737052  | Star Autism Support            | 12/11/2025              | 895.57       |
| 26737053  | Stevens - Clay PS              | 12/11/2025              | 16,660.90    |
| 26737054  | True Measure Collaborative     | 12/11/2025              | 3,000.00     |
| 26737055  | US Foods, Inc.                 | 12/11/2025              | 23,825.42    |
| 26737056  | WA ST Center for Childhood Dea | 12/11/2025              | 1,012.50     |
| 26737057  | Walter E Nelson Co             | 12/11/2025              | 9,612.60     |
| 26737058  | WASA                           | 12/11/2025              | 494.80       |
| 26737059  | Washington State School for th | 12/11/2025              | 9,607.50     |
| 26737060  | Washington State University    | 12/11/2025              | 100.00       |
| 26737061  | Yellow Duck Refrigeration      | 12/11/2025              | 1,630.84     |
| 59        | Computer                       | Check(s) For a Total of | 224,874.46   |

|           |    |                                   |                       |            |
|-----------|----|-----------------------------------|-----------------------|------------|
|           | 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       |
|           | 59 | Computer                          | Checks For a Total of | 224,874.46 |
| Total For | 59 | Manual, Wire Tran, ACH & Computer | Checks                | 224,874.46 |
| Less      | 0  | Voided                            | Checks For a Total of | 0.00       |
|           |    |                                   | Net Amount            | 224,874.46 |

F U N D S U M M A R Y

| Fund | Description  | Balance Sheet | Revenue  | Expense    | Total      |
|------|--------------|---------------|----------|------------|------------|
| 10   | General Fund | -49.26        | 2,079.55 | 222,844.17 | 224,874.46 |

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,914.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600065 through 252600065, totaling \$4,914.00

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name                | Check Date              | Check Amount |
|-----------|----------------------------|-------------------------|--------------|
| 252600065 | Micro Computer Systems Inc | 12/11/2025              | 4,914.00     |
| 1         | ACH                        | Check(s) For a Total of | 4,914.00     |

|           |   |                                   |                       |          |
|-----------|---|-----------------------------------|-----------------------|----------|
|           | 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 | 4,914.00 |
|           | 0 | Computer                          | Checks For a Total of | 0.00     |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks                | 4,914.00 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00     |
|           |   |                                   | Net Amount            | 4,914.00 |

F U N D S U M M A R Y

| Fund | Description      | Balance Sheet | Revenue | Expense  | Total    |
|------|------------------|---------------|---------|----------|----------|
| 20   | Capital Projects | 0.00          | 0.00    | 4,914.00 | 4,914.00 |

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

As of December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$634.80. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600066 through 252600071, totaling \$634.80

Secretary \_\_\_\_\_
Board Member \_\_\_\_\_

Board Member \_\_\_\_\_
Board Member \_\_\_\_\_

Board Member \_\_\_\_\_
Board Member \_\_\_\_\_

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 252600066 | Bogle, Altaira K               | 12/11/2025 | 131.00       |
| 252600067 | Claassen, Katelyn Jamie        | 12/11/2025 | 25.90        |
| 252600068 | El Chabib, Zena                | 12/11/2025 | 6.93         |
| 252600069 | Lee, Ann Marie                 | 12/11/2025 | 19.32        |
| 252600070 | Maxwell, Robert L              | 12/11/2025 | 369.65       |
| 252600071 | Potratz-Lee, Alexandra Caitlyn | 12/11/2025 | 82.00        |

6ACH
Check(s) For a Total of
634.80

|           |   |                                   |                       |        |
|-----------|---|-----------------------------------|-----------------------|--------|
|           | 0 | Manual                            | Checks For a Total of | 0.00   |
|           | 0 | Wire Transfer                     | Checks For a Total of | 0.00   |
|           | 6 | ACH                               | Checks For a Total of | 634.80 |
|           | 0 | Computer                          | Checks For a Total of | 0.00   |
| Total For | 6 | Manual, Wire Tran, ACH & Computer | Checks                | 634.80 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00   |
|           |   | Net Amount                        |                       | 634.80 |

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    | 634.80  | 634.80 |



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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$24,158.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:

ACH Numbers 252600072 through 252600080, totaling \$24,158.79

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name                 | Check Date | Check Amount |
|-----------|-----------------------------|------------|--------------|
| 252600072 | H & H Business Systems      | 12/11/2025 | 11,030.71    |
| 252600073 | Haramoto, Kameron           | 12/11/2025 | 50.00        |
| 252600074 | Heiszler, Matthew David     | 12/11/2025 | 50.00        |
| 252600075 | IML Security Supply         | 12/11/2025 | 560.84       |
| 252600076 | Maxwell, Robert L           | 12/11/2025 | 475.00       |
| 252600077 | Micro Computer Systems Inc  | 12/11/2025 | 10,432.89    |
| 252600078 | Mulvey, Ryan Alan           | 12/11/2025 | 150.00       |
| 252600079 | US Linen and Uniform        | 12/11/2025 | 1,299.35     |
| 252600080 | Ventresco, Dominick Richard | 12/11/2025 | 110.00       |

|   |     |                         |           |
|---|-----|-------------------------|-----------|
| 9 | ACH | Check(s) For a Total of | 24,158.79 |
|---|-----|-------------------------|-----------|

|           |   |                                   |                       |           |
|-----------|---|-----------------------------------|-----------------------|-----------|
|           | 0 | Manual                            | Checks For a Total of | 0.00      |
|           | 0 | Wire Transfer                     | Checks For a Total of | 0.00      |
|           | 9 | ACH                               | Checks For a Total of | 24,158.79 |
|           | 0 | Computer                          | Checks For a Total of | 0.00      |
| Total For | 9 | Manual, Wire Tran, ACH & Computer | Checks                | 24,158.79 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00      |
|           |   |                                   | Net Amount            | 24,158.79 |

## FUND SUMMARY

| Fund | Description  | Balance Sheet | Revenue | Expense   | Total     |
|------|--------------|---------------|---------|-----------|-----------|
| 10   | General Fund | 0.00          | 0.00    | 24,158.79 | 24,158.79 |

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 December 10, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$75.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:  
Wire Transfer Payments 202500025 through 202500025, totaling \$75.30

|                    |                    |
|--------------------|--------------------|
| Secretary _____    | Board Member _____ |
| Board Member _____ | Board Member _____ |
| Board Member _____ | Board Member _____ |

| Check Nbr | Vendor Name                           | Check Date | Check Amount |
|-----------|---------------------------------------|------------|--------------|
| 202500025 | Department Of Revenue                 | 12/05/2025 | 75.30        |
| 1         | Wire Transfer Check(s) For a Total of |            | 75.30        |

|           |   |                                   |                       |       |
|-----------|---|-----------------------------------|-----------------------|-------|
|           | 0 | Manual                            | Checks For a Total of | 0.00  |
|           | 1 | Wire Transfer                     | Checks For a Total of | 75.30 |
|           | 0 | ACH                               | Checks For a Total of | 0.00  |
|           | 0 | Computer                          | Checks For a Total of | 0.00  |
| Total For | 1 | Manual, Wire Tran, ACH & Computer | Checks                | 75.30 |
| Less      | 0 | Voided                            | Checks For a Total of | 0.00  |
|           |   |                                   | Net Amount            | 75.30 |

F U N D S U M M A R Y

| Fund | Description  | Balance Sheet | Revenue | Expense | Total |
|------|--------------|---------------|---------|---------|-------|
| 10   | General Fund | 75.30         | 0.00    | 0.00    | 75.30 |

Coversheet

Student Transfer Requests

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | IV. Consent Agenda   |
| <b>Item:</b>             | F. Student Transfer Requests                                     |
| <b>Purpose:</b>          | FYI  |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | 2025 12.10 Regular Board Meeting - Student Transfer Requests.pdf |



# SCHOOL BOARD REPORT

## Student Transfer Requests

**December 10, 2025**

**Transfer Requests 2025-2026**

### **Released to PSD**

- No new requests at this time

### **Released from PSD**

- I. Arbeni, Grade 12, Released to Everett Reengagement Academy in the Everett School District – New
- A. Gibson, Grade 12, Released to GarPal in the Palouse School District – New
- E. Salmond, Grade 11, Released to Colfax High School in the Colfax School District – New

### **Rescinded Transfer Requests**

- G. Wainscott, Grade 11, Rescinded from Washington Connections Academy in the Goldendale School District



# Coversheet

## Perkins Grant Approval

|                          |                                  |
|--------------------------|----------------------------------|
| <b>Section:</b>          | IV. Consent Agenda               |
| <b>Item:</b>             | G. Perkins Grant Approval        |
| <b>Purpose:</b>          |                                  |
| <b>Submitted by:</b>     |                                  |
| <b>Related Material:</b> | PSD Perkins Application 2025.pdf |



## OSPI\_FN-8461

|   |   |  |   |
|---|---|--|---|
| <b>Form Name:</b><br>FP 215 - Perkins V - District/STEC Application | <b>Is Form Validated?:</b><br>Yes                     | <b>Last Modified By:</b><br>Jill Bickelhaupt | <b>Last Modified Date:</b><br>12/04/2025 10:56 AM |
| <b>Application ID:</b><br>AP-OSPI-10566                             | <b>Application Title:</b><br>FP 215 Perkins (2025-26) | <b>Application Due Date:</b><br>12/19/2025   | <b>Last Submitted Date:</b>                       |
| <b>Organization Code:</b><br>38267                                  | <b>Organization Name:</b><br>Pullman School District  |  |   |

### Waiver Request

#### Waiver Request

Applicants with **allocations of more than \$15,000 may skip this section** and move to “Required Uses of the Funds.”

Applicants with an allocation of less than \$15,000 who have demonstrated inability to enter into a consortium may be granted a waiver and will answer questions 1 through 4.

To receive a waiver, the district/STEC must meet certain eligibility requirements and demonstrate their ability to provide a program of sufficient size, scope and quality and demonstrate how Perkins V funding will be used to strengthen existing programs.

Waiver approval will be contingent on the following:

- The districts/STEC's statutory eligibility for a waiver, per responses to the above questions.
- The quality of the district/STEC's entire Perkins Local Plan.
- The applicant's historical capacity to manage the requirements of the Perkins grant (may include a review of past performance during Consolidated Program Reviews).





1. Is the district/STEC located in a rural, sparsely populated area (335 or fewer students in grades 9-12)?
2. What effort did the district/STEC make to enter consortium during the 2024–25 school year? If no effort was made, please explain why joining a consortium was not a viable option.
3. Describe how the applicant will provide services and activities that are sufficient size, scope, and quality to be effective (this should include a description of existing programs of study, preparatory course offerings, articulations agreements, significant partnerships, etc.):

### Perkins Consortium

Districts/STECs/skill centers who choose to participate in a consortium will not receive an individual Perkins allocation. Allocations for consortium will be sent to the fiscal agent applying on behalf of the consortium.

4. Are you interested in participating in a consortium for the 2026–27 school year?
5. Identify all school districts/STECs/skill centers in the consortium.
6. Which district/STEC/skill center will be the fiscal agent for the consortium?

## Funding

### Allocation

#### Allocation Amount:

\$33,090.00

### Required Uses of Funds

Funds made available to school districts/STECs under this part shall be used to support CTE programs that are of sufficient size, scope, and quality to be effective. Applicants should review [Section 135, Local Uses of Funds](#) and review the full list of required uses of funds. Districts/STECs should only spend in areas that are specifically allowable through Perkins V.

- If funds will not be spent in an area, please enter 0.
- Enter whole dollar amounts.





- Totals on this page must equal final allocation amount minus Indirects (if taken).

Enter the amount to be spent in the box below each corresponding description.

1. Provide **career exploration and career development activities** through an organized, systematic framework designed to aid students, before enrolling and while participating in a CTE program, in making informed plans and decisions about future education, career opportunities, and programs of study. *(Examples may include work on High School and Beyond Plan, CTE advising, outreach to middle school(s) in the district/STEC.)*

\$0

2. Provide **professional development** for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals. *(Examples of PD may include the integrations of academic and CTE standards, ensuring labor market information is used to inform programs and guide students, providing teachers the opportunity to advance knowledge, skills, CTSO trainings, and understanding of all aspects of an industry, and other topics as identified in section 2(A-I).)*

\$15,000

3. Provide within career and technical education the skills necessary to **pursue careers** in high-skill, high-wage, or in-demand industry sectors or occupations. *(Examples may include alignment of area high wage/high demand data, CTE program standards, use of data from local workforce council, working with industry partners and stakeholders, or integrating new programs/modifications of existing programs to increase relevance.)*

\$0

4. Support the **integration of academic skills** into career and technical education programs and programs of study to support CTE students at the secondary school level in meeting state academic standards. *(Examples may include funding teacher review of standards to support the development of frameworks and articulation agreements, integration of academic and industry standards and the development of curriculum resources, development and adoption of local and state equivalencies.)*

\$0

5. Plan and carry out elements that support the **implementation** of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance established under section 113. *(Examples may include supporting teacher and postsecondary alignment of programs of study, work based learning opportunities, industry recognized credentials, high demand equipment purchases, curriculum and instructional resource purchase.)*

\$18,090



6. Develop and implement **evaluations** of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment required under Section 134(c) and Section 113(b)(4)(B). *(Examples may include costs associated with completion of CLNA and program evaluation.)*

\$0

**You must save this form to calculate your total. Select the Save button.**

**Total:**

\$33,090

## Local Application of Funds

The state negotiated level of performance for each of the core indicators in "Overview of Perkins."

**1. Describe the career and technical education course offerings and activities that the district/STEC will provide with funds, which shall include not less than 1 program of study approved by OSPI under section 124(b)(2), including:**

(a) how the results of the comprehensive needs assessment described in subsection (c) informed the selection of the specific career and technical education programs and activities selected to be funded;

Pullman School District currently has six programs of study approved by OSPI: Agriculture Sciences, Business & Marketing, Family & Consumer Sciences, Health Sciences, Skilled & Technical Sciences, and STEM. All of these programs, except Health Sciences, are offered at Pullman High School, with Business & Marketing and STEM also offered at our middle school.

When analyzing the results of our CLNA, one of the biggest areas we are lacking in is the amount of Industry Recognized Credentials (IRCs) offered in classes and earned by students. To combat this, all program area advisory committees will be taking dedicated time to review the state-approved IRC list to determine which certifications would be applicable/appropriate in different classes, as well as being relevant and valuable in the industry space. We will use Perkins funds to purchase the certification exams for students. By doing this, teachers will be able to try out new certifications, with no cost to their program budgets or to students.

Another concern which came up in our CLNA is being able to ensure we can continue to pay for CTSO advisor travel costs. Because of this, we will be using a portion of our Perkins grant to pay for our teacher advisors and chaperones to attend CTSO competitions and conferences.

Finally, we have a need to update some of our equipment in our Media/Broadcasting program. With advances in the world of technology and with AI, we are needing to update equipment to better align with industry standards.

(b) a description of any new programs of study the eligible recipient will develop and submit to OSPI for approval; and

Pullman School District will not be submitting any new programs of study this year.

(c) how students, including students who are members of special populations, will learn about their school's career and technical education course offerings and whether each course is part of a career and technical education program of study.

Our CTE teachers work hard to recruit all students, including those who are members of special populations. We are looking to increase our recruitment efforts this year. One way we will do this is to use our CTE display TV to showcase our CTE programs. Not only will this increase overall awareness of our programs and the learning and activities happening in them through photos and videos, it will also allow us to disperse pertinent information at critical times of the year, such as emphasizing cross-crediting and dual credit opportunities around registration time.

Another way we promote our CTE programs is through an annual Elective Fair, attended by all of the students in our high school before registration. While all electives participate in this activity, we are sure to have every CTE course represented. CTE teachers/students are also encouraged to create engaging and interactive displays to reflect the hands-on nature of our classes. Students are strategically chosen to represent our different classes, focusing on non-traditional and special population students to ensure others know these populations are represented, welcome, and successful in our CTE programs. Additionally, our CTE department hosts the incoming freshman (8th grade class) as they come up and go through the elective fair. We then host a tour of all the CTE facilities and our students help host games and activities with the incoming freshman to help them learn about the options and opportunities CTE has to offer at our high school.

Finally, we have CTE representatives at our annual Parent Night at the high school, as well as at our Greyhound Gear-Up event for students at the beginning of the school year. At both of these events, we ensure all students are represented on our materials. We also emphasize how CTE classes can contribute to a whole high school plan, including utilizing CTE classes to meet graduation requirements and showing how they can be part of a graduation pathway. We also work closely with our school counselors to ensure they are discussing the opportunities CTE provides with students.

**2. Describe how the district/STEC, in collaboration with local workforce development boards and other local workforce agencies, one-stop delivery systems, and other partners, will provide:**

(a) career exploration and career development coursework, activities, or services;

All of our CTE teachers work to create and include career exploration and career development within their courses. Our Digital Media teacher works with Washington State University to bring in guest speakers and provide internship opportunities that expose the students to the avenue of the University's marketing and broadcasting department. Our Culinary Arts teacher partners with many local businesses and colleges to provide opportunities that expose students to many





career and postsecondary options at all levels through guest speakers and visits to various colleges and certification programs. Our Career Choices teacher is working on putting together a Career Fair, that will highlight current and future job opportunities for our students within our community. Our STEM program works closely with Schweitzer Engineering Laboratories, having employees come in to present on different career opportunities and evaluate projects, as well as having students go to their labs to see what they do in action and get a feel for the industry. Work-based learning plays a large role in all of our CTE classes, helping to emphasize the importance of exploring many different career opportunities within any given field through field trips, guest speakers, service learning, school based enterprises, and internships. Additionally, every class contains career research and exploration on available jobs in the industry. Work-site learning is also available to students in all of our program areas to allow them to opportunity to work in a field related to their chosen course of study.

[\(b\) career information on employment opportunities that incorporate the most up-to-date information on high-skill, high-wage, or in-demand industry sectors or occupations, as determined by the comprehensive needs assessment; and](#)

All of our programs and classes emphasize career exploration within their given fields, requiring students to look at careers in their fields, including job outlook/demand, wages, job responsibilities, etc. to give students a true snapshot into each career. These components are analyzed both nationally, in Washington state, and in our region to help students understand how trends in different areas can affect future employment opportunities. Every year, as our teachers update their labor/market data justifying the importance of offering their courses, the trends that emerge are discussed and presented to students. Another area we have been adding into our career exploration this year is looking at how the advancements of Artificial Intelligence (AI) will affect the growth/decline of different careers. This has created many discussions between teachers and students about how AI may impact career decisions.

Our seniors also participate in career research as part of their Senior Showcase event in our Career Choices class. Each senior is required to complete their Senior Showcase, which includes looking at potential careers they are interested, and how those careers could fit with their personality and life goals.

[\(c\) an organized system of career guidance and academic counseling to students before enrolling and while participating in a career and technical education program.](#)

Our CTE department works closely with our school counselors to emphasize course pathways in areas of interest that will put students on track for careers in CTE. We have worked the last couple years to increase our pathway options for students, and are currently at 22 approved CTE pathways outside of those within program areas. We have also worked on articulating additional courses and currently have 16 CTE courses with dual credit agreements with local community colleges. This also ties in with our students' High School & Beyond plans, in which they research future careers and then determine their best path for getting to that career. This creates an opportunity for counselors and teachers to highlight careers in CTE as well as CTE courses than can be helpful in achieving these goals.



**3. Describe how the district/STEC will improve the academic and technical skills of students participating in career and technical education programs by strengthening the academic and career and technical education components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education programs to ensure learning in the subjects that constitute a well-rounded education (as defined in section 8101 of the Elementary and Secondary Education Act of 1965).**

With Washington State University's main campus located in Pullman, it is a community with a high academic focus. The schools are well supported and the community expects excellence. We are currently working to ensure every CTE course is part of a legitimate pathway that includes a certification opportunity, a cross-credited opportunity, and a dual credit opportunity. Not only will this help ensure the rigor and challenge within each pathway, it will help provide opportunities for students to continue at every level (workforce, technical school/community college, university, etc.) once they complete a pathway. Students in CTE courses are introduced to the world of work and the skills necessary to be successful both in the work place and in higher education. After exposing students to what skills and education they will need to be successful, they are also better able to make decisions about the courses that will support their pathway towards their educational goals. We know that all students are career students and therefore can benefit from the vast opportunities provided by CTE. Our teachers work closely with core academic teachers to ensure cross-crediting opportunities are providing the standards and outcomes that match the rigor found in academic courses. Counselors, administrators, and CTE teachers work with students encouraging them to enroll in CTE pathways, as well as challenging academic classes. We believe core education and CTE go hand in hand to create well-rounded, successful students that will go on to positively impact our society, both locally and around the world. Our district takes seriously the efforts needed to create these opportunities for every single student.

**4. A description of how the district/STEC will:**

**(a) provide activities to prepare special populations for high- skill, high-wage, or in-demand industry sectors or occupations that will lead to self-sufficiency;**

Our CTE teachers are committed to helping prepare our students from special populations for life after high school by helping them pursue the same high-quality experiences as every other student in our classes. Our teachers maintain a close relationship with all of our special education teachers, as well as our English Language Development teacher. These relationships are crucial in helping teachers tailor courses and curriculum to ensure all of our students are receiving instruction and materials that are at their level, while still pushing them to grow. Additionally, our CTE department works closely with our counselors to help determine the best pathways for student populations, based on interest, capabilities, and future plans. Throughout all materials, guest speakers, and field trips, our teachers make a conscious effort to represent and promote special populations, showing them that our programs hold valid pathways towards future career options.

Our efforts to increase our Industry Recognized Credentials (IRCs) offered within our classes also helps to support our special populations. Providing IRCs helps ensure these students have the training necessary to enter a career field post high-school and provide them a certification to give them a leg up when applying for jobs.

**(b) prepare CTE participants for non-traditional fields;**





Our largest efforts in our CTE department to prepare students for non-traditional fields are recruitment and representation. We truly believe that when our students see people like them in a given career field, they are more likely to pursue that career path. Our teachers use this belief to guide their choices for materials in their classrooms, while choosing students to represent their program areas and CTSO's at recruitment events (such as our incoming freshman tours/activities, Greyhound Gear-Up, Parent Night, etc.), and in the guest speakers and members of industry they choose to bring into their classrooms and go to visit. Another important part of preparing our students for non-traditional fields is having non-traditional representation on our program and general advisory committees. These members of our committees are able to share invaluable insights and advice with our teachers, while also acting as resources and examples for our students.

**(c) provide equal access for special populations to CTE courses, programs, and programs of study; and**

It is very important to our CTE department that we help to provide equal access for special populations to CTE courses, programs, and programs of study. This starts in working with our counselors and other teachers to determine a student's level of preparedness for a given course and determining what barriers they will face while in that course. CTE teachers then work with special education teachers, English Language Development teachers, and counselors to read through IEP & 504 plans and determine what accommodations and modifications will need to be put into place to help each student achieve a high level of learning and accomplishment. In addition to providing modifications, our teachers also provide adaptive equipment, where applicable to provide equal access to all students. An example of this is our Family & Consumer Sciences department providing cut-proof gloves for students who are unable to hold a knife steady and large print materials for students with eyesight problems. At least once a month, one of our special education teachers attends our weekly PLC meeting to assist our teachers in ensuring their curriculum is being made accessible to all students.

Another way that our CTE department helps to provide equal access to students from special populations is by providing cross-crediting opportunities. Many students find the more "hands-on, applied" method of teaching core academic classes more approachable than their traditional settings. This provides unique opportunities to help students, especially those from special populations, achieve the same level of success as their peers.

Finally, CTE graduation pathways are highly utilized among our special populations. While our Perkins indicators show our CTE students below our school average in all areas of state testing, our graduation rate for CTE students is actually higher than our school average. This proves that those students are using the graduation pathways we provide to help reach their requirements for graduation.

**(d) ensure that members of special populations will not be discriminated against on the basis of their status as members of special populations.**

We are lucky to be in a district that has been dedicated to providing Diversity, Equity, and Inclusion (DEI) trainings for years. These trainings include not only how to make sure students from special populations feel welcome and accepted in classrooms and our school, but how to help teachers make sure their curriculum and instruction are equally welcoming and accepting. Our CTE department has been very dedicated to that work. Our CTE teachers consistently make a conscious effort to ensure all students find our department a safe place to be in. This is also reflected in our CTSO's. We have been able to see our classroom efforts come to fruition as we have a large number of students from special populations participating in our CTSOs.





**5. A description of the work-based learning opportunities that the district/STEC will provide to students participating in CTE programs and how the recipient will work with representatives from employers to develop or expand work-based learning opportunities for CTE students, as applicable.**

Increasing work-based learning opportunities for our CTE students has been, and will continue to be, a critical focus of our CTE department. The past four years, we have been working with Schweizer Engineering Laboratories (SEL) as we created our Engineering program area. The partnership includes SEL helping to provide guest speakers and judges in the classroom, as well as field trips, internships, and externships for students and teachers. We have also expanded our Cooperative Worksite Learning program and have students placed with several businesses throughout our community. Since our Woods program has transitioned to Core Plus Construction, they have also greatly increased the amount of partnerships they have in place with local construction companies to help provide WBL opportunities, both inside and outside the classroom. We have also increased our outreach to community organizations to increase awareness about CTE, what they do, and how businesses can partner with programs to provide more opportunities for students.

In addition to our new efforts to increase WBL, we also have some well-established methods of implementing these opportunities in our classrooms. Our Family & Consumer Sciences teachers work closely with several local businesses, restaurants, and colleges (Washington State University, Spokane Community College, Lewis & Clark State College) to provide guest speakers and field trips—including both workplaces and post-secondary institutions. Our Business department runs a well-established and successful student store, giving students invaluable experience in a school based enterprise situation, working with customers, point of sale systems, inventory, etc. Our Business department also works with many businesses in the community to bring in business/community members to judge projects and participate in mock interviews in our Career Choices classes. Our Media program works closely with Washington State University and their athletic department to bring in guest speakers and provide internship opportunities in the marketing and broadcasting fields. Our students regularly work with WSU in many of the sports and entertainment broadcasts. Our Ag department also partners with many local farms, businesses, and colleges to both take students to visit types of farms and college programs and to bring in speakers in classes to talk about different career options, as well as give industry equivalent lessons on many topics.

**6. A description of how the district/STEC will provide students participating in CTE programs with the opportunity to gain postsecondary credit while still attending high school, such as through dual or concurrent enrollment programs or early college high school, as practicable. Describe how the district/STEC will expand aligned programs of study with postsecondary partners, including articulation agreements.**

Over the past three years, our CTE department has been working on increasing our CTE Dual Credit options. In this time, we added nine additional articulated courses to bring our total number of articulated courses to 16. While we previously only worked with Walla Walla Community College, we are now working with Spokane Community College and Spokane Falls Community College to provide more CTE Dual Credit options to our students.

Currently, our department is working towards ensuring every single graduation pathway we offer includes a dual credit opportunity for students. To do this, we will be continuing to look for more colleges to work with and how their courses align with our offerings.





**7. A description of how the district/STEC will coordinate with OSPI, educator preparation programs and other stakeholders to support the recruitment, preparation, retention, and training, including professional development, of teachers, faculty, administrators, and specialized instructional support personnel.**

Pullman School District works very closely with Washington State University to provide practicum experiences, job shadows, volunteer opportunities, internships, and student teaching experiences in many of our CTE programs. Last year, we had two student teachers in different program areas completing their student teaching experiences. We also regularly have students come in to volunteer in our classes to earn hours towards their certification as well as allowing future CTE teachers attending WSU to attend our advisory meetings to familiarize them with how advisory committees work and run. These are areas we will continue to support this year. Additionally, the CTE Director currently serves on WSU's Professional Education Advisory Board (PEAB) to help advise their College of Education on issues currently affecting education and to help better prepare their students for careers in the field of education. Our Early Childhood Education course also helps students to explore and learn about potential careers in education at the preschool and elementary levels.

**8. A description of how the district/STEC will address disparities or gaps in performance between groups of students, and any actions that will be taken to eliminate these disparities or gaps.**

We first attempt to diminish disparities and gaps in performance between groups of students by educating all of our teachers, including CTE teachers. One way this is done is through our district professional development opportunities provided for teachers. During this time, teachers are trained in Diversity, Equity, and Inclusion (DEI) and how to work best with and include all types of students—low income, LGBTQ+, multilingual, disabled, etc. to offer equal access to education to ALL students. Teachers are also able to meet with ELD and special education teachers, as well as counselors if they have concerns or need help ensuring they are meeting the needs of all students to reduce disparities and gaps.

Another way we eliminate disparities and gaps in performance between groups of students is by recruiting students from all populations. CTE programs that are lacking in special population and non-traditional students are intentional in choosing student representatives for these areas to reflect that all students are welcome and can be successful in that area. While our teachers focus on recruiting all students, they take particular interest to recruit non-traditional students and special populations.

## Comprehensive Local Needs Assessment (CLNA)

### CLNA

School Districts/STECs may opt to complete an individual CLNA or partner with one or more local educational agencies (secondary and/or postsecondary) to conduct the CLNA.

- Most of the data must be collected on each individual school district/STEC programs to meet the Perkins V requirements for the CLNA.





2025–26 Perkins V eligible recipients will be prepared to incorporate the results of the CLNA to support CTE size, scope, and quality; budget alignment; and effective program offerings into the application.

#### SY 2025–26 CLNA Requirement

- Full CLNA process is required, including expanded stakeholders and all elements within the CLNA

#### SY 2025–26 Perkins V Application Requirement

- Application required
- CLNA upload required
- Negotiate local performance targets
- Performance improvement plan(s) if target was not met by 90%

#### SY 2026–27 CLNA Requirement

- District/STEC is not required to conduct the full process for CLNA during this year.
- Review the prior CLNA to inform decisions and all answers/data must be reflective of the 2026–27 SY.

#### SY 2026–27 Perkins V Application Requirement

- Application required
- CLNA upload required
- Negotiate local performance targets
- Performance improvement plan(s) if target was not met by 90%

1. Did the district/STEC complete an individual CLNA or partner with one or more local educational agencies?

Individual

2. District/STEC assures the CLNA was developed in coordination with stakeholders as identified in the CLNA document.

Yes

3. District/STEC assures the CLNA results will be used to inform Perkins investments.

Yes







Using the [files section](#) of this application, please upload the district/STEC CLNA document which was completed during the 2024–25 school year. This upload is required.

#### Instructions for navigating and uploading to Application Files:

1. Save this page.
2. Scroll to the top of the page and select the 'Back' button, which takes you to the application homepage.
3. Select the 'Form and Files' tab, which has a paperclip icon.
4. Scroll down to Application Files.
5. Select the 'Add Files' button to generate a popup window.
6. Stay on the 'Upload File from Computer' tab.
7. In Classification, scroll to 'Comprehensive Local Needs Assessment (CLNA)'.
8. Upload CLNA document.
9. Select the 'Upload' button.

To return to the application, scroll up to the 'Forms' section within 'Forms and Files' and select the pencil icon.

## Programs of Study

### Programs of Study

#### Federal definition of a Program of Study

The term “Program of Study” means a coordinated, non-duplicative sequence of academic and technical content at the secondary and postsecondary level that:

- Incorporates challenging state academic standards including those adopted by a state under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965;
- Addresses both academic and technical knowledge and skills including employability skills;
- Is aligned with the needs of industries in the economy of the state, region, tribal community or local area;
- Progresses in specificity (beginning with all aspects of an industry or career cluster and leading to a more occupation-specific instruction;
- Has multiple entry and exit points that incorporate credentialing; and
- Culminates in the attainment of a recognized postsecondary credential.

#### Minimum criteria for program of study assurances

- The secondary CTE, academic, and appropriate elective courses are included, as well as the state and local graduation requirements.





- The secondary Program of Study includes leadership standards, through 21st Century skills.
- The Program of Study includes coherent and rigorous coursework in a non-duplicative sequence of courses from secondary to postsecondary.
- Completion of the secondary Program of Study prepares students for entry into the postsecondary opportunities (military, employment, apprenticeship, certificate and/or degree programs).
- Program of Study courses include appropriate state standards and/or industry skills standards.
- Program of Study leads to an industry recognized credential; academic certificate or degree; or employment.

### Resources for this Section

- For pathways, first choose the Career Cluster  
<https://ospi.k12.wa.us/student-success/career-technical-education-cte/cte-program-study-and-career-clusters>, then choose the associated Pathway (listed on the document)
- Current high school building codes can be looked up at <https://eds.ospi.k12.wa.us/schoollist.aspx>.

### Identify a Current Program of Study

#### 1. Identify a Career Cluster:

Hospitality & Tourism

#### 2. Identify a Pathway:

Restaurants & Food/Beverage Services Pathway

#### 3. Which of the institutions types, if any, are included in the program of study?

Community College

#### 4. Provide the type and name of any institution(s) selected above.

Walla Walla Community College, Spokane Community College

#### 5. If this program of study leads to any state or nationally recognized certification, please list it. If not, leave blank.

Washington State Department of Health Food Handler's Card, National Restaurant Association ServSafe Manager Certification

#### 6. Identify the current high school building code where this program of study is offered:

2499

## Performance Indicators and Requirements





### Perkins Performance Indicators and Requirements

| Perkins Indicators  | 2024 State Target | Proposed Negotiated Target |
|---|-------------------|----------------------------|
| 1S1: Four-Year Graduation Rate                                      | 86.8 %            |                            |
| 1S2: Extended Graduation Rate (data is lagged - use 2023 data)      | 89.8 %            |                            |
| 2S1: Academic Proficiency in Reading/Language Arts                  | 69.0 %            |                            |
| 2S2: Academic Proficiency in Mathematics                            | 39.4 %            |                            |
| 2S3: Academic Proficiency in Science                                | 30.1 %            |                            |
| 3S1: Postsecondary Placement (data is lagged - use 2023 data)       | 68.0 %            |                            |
| 4S1: Non-traditional Program Enrollment                             | 21.0 %            |                            |
| 5S1: Program Quality – Attained Recognized Postsecondary Credential | 36.0 %            | 25.73 %                    |
| 5S2: Program Quality – Attained Postsecondary Credits               | 82.5 %            |                            |
| 5S3: Program Quality – Participated in Work-Based Learning          | 51.0 %            |                            |

### Performance Improvement Plan

#### 1S1: Four-Year Graduation Rate

Describe in detail **the specific action(s) the district/STEC will take in the 2025–26 SY** to improve performance for indicator **1S1** (considering an analysis of the disaggregated data found in the Tableau Perkins Concentrator Dashboard). If the indicator was met by at least 90% of the state target, type N/A.

N/A



Please indicate the staff and stakeholders (name, title, and organization) who will be responsible for ensuring the plan is implemented. If indicator **1S1** was met by at least 90% of the state target, type N/A.

N/A

### **1S2: Extended Graduation Rate**

Describe in detail **the specific action(s) the district/STEC will take in the 2025–26 SY** to improve performance for indicator **1S2** (considering an analysis of the disaggregated data found in the Tableau Perkins Concentrator Dashboard). If the indicator was met by at least 90% of the state target, type N/A.

N/A

Please indicate the staff and stakeholders (name, title, and organization) who will be responsible for ensuring the plan is implemented. If indicator **1S2** was met by at least 90% of the state target, type N/A.

N/A

### **2S1: Academic Proficiency in Reading/Language Arts**

Describe in detail **the specific action(s) the district/STEC will take in the 2025–26 SY** to improve performance for indicator **2S1** (considering an analysis of the disaggregated data found in the Tableau Perkins Concentrator Dashboard). If the indicator was met by at least 90% of the state target, type N/A.

N/A

Please indicate the staff and stakeholders (name, title, and organization) who will be responsible for ensuring the plan is implemented. If indicator **2S1** was met by at least 90% of the state target, type N/A.

N/A

### **2S2: Academic Proficiency in Mathematics**

Describe in detail **the specific action(s) the district/STEC will take in the 2025–26 SY** to improve performance for indicator **2S2** (considering an analysis of the disaggregated data found in the Tableau Perkins Concentrator Dashboard). If the indicator was met by at least 90% of the state target, type N/A.

N/A

Please indicate the staff and stakeholders (name, title, and organization) who will be responsible for ensuring the plan is implemented. If indicator **2S2** was met by at least 90% of the state target, type N/A.

N/A

### **2S3: Academic Proficiency in Science**



Describe in detail **the specific action(s) the district/STEC will take in the 2025–26 SY** to improve performance for indicator **2S3** (considering an analysis of the disaggregated data found in the Tableau Perkins Concentrator Dashboard). If the indicator was met by at least 90% of the state target, type N/A.

N/A

Please indicate the staff and stakeholders (name, title, and organization) who will be responsible for ensuring the plan is implemented. If indicator **2S3** was met by at least 90% of the state target, type N/A.

N/A

### **3S1: Postsecondary Placement**

Describe in detail **the specific action(s) the district/STEC will take in the 2025–26 SY** to improve performance for indicator **3S1** (considering an analysis of the disaggregated data found in the Tableau Perkins Concentrator Dashboard). If the indicator was met by at least 90% of the state target, type N/A.

N/A

Please indicate the staff and stakeholders (name, title, and organization) who will be responsible for ensuring the plan is implemented. If indicator **3S1** was met by at least 90% of the state target, type N/A.

N/A

### **4S1: Non-traditional Program Enrollment**

Describe in detail **the specific action(s) the district/STEC will take in the 2025–26 SY** to improve performance for indicator **4S1** (considering an analysis of the disaggregated data found in the Tableau Perkins Concentrator Dashboard). If the indicator was met by at least 90% of the state target, type N/A.

N/A

Please indicate the staff and stakeholders (name, title, and organization) who will be responsible for ensuring the plan is implemented. If indicator **4S1** was met by at least 90% of the state target, type N/A.

N/A

### **5S1: Program Quality – Attained Recognized Postsecondary Credential**

Describe in detail **the specific action(s) the district/STEC will take in the 2025–26 SY** to improve performance for indicator **5S1** (considering an analysis of the disaggregated data found in the Tableau Perkins Concentrator Dashboard). If the indicator was met by at least 90% of the state target, type N/A.

As a CTE department, we will be reviewing the state approved list of Industry Recognized Credentials to brainstorm possible certifications that we could add into our classes. The CTE director will also meet individually with teachers to discuss specific potential IRCs and how they could fit into classes. We will use Perkins funds to pay for the certifications for students so as not to take money away from program budgets and to keep costs to a minimum for students.



Please indicate the staff and stakeholders (name, title, and organization) who will be responsible for ensuring the plan is implemented. If indicator **5S1** was met by at least 90% of the state target, type N/A.

All CTE Teachers, Pullman School District

Jill Bickelhaupt, CTE Director, Pullman School District

#### **5S2: Program Quality – Attained Postsecondary Credits**

Describe in detail **the specific action(s) the district/STEC will take in the 2025–26 SY** to improve performance for indicator **5S2** (considering an analysis of the disaggregated data found in the Tableau Perkins Concentrator Dashboard). If the indicator was met by at least 90% of the state target, type N/A.

N/A

Please indicate the staff and stakeholders (name, title, and organization) who will be responsible for ensuring the plan is implemented. If indicator **5S2** was met by at least 90% of the state target, type N/A.

N/A

#### **5S3: Program Quality – Participated in Work-Based Learning**

Describe in detail **the specific action(s) the district/STEC will take in the 2025–26 SY** to improve performance for indicator **5S3** (considering an analysis of the disaggregated data found in the Tableau Perkins Concentrator Dashboard). If the indicator was met by at least 90% of the state target, type N/A.

N/A

Please indicate the staff and stakeholders (name, title, and organization) who will be responsible for ensuring the plan is implemented. If indicator **5S3** was met by at least 90% of the state target, type N/A.

N/A



# Coversheet

## New ASB Club

|                          |   |
|--------------------------|---|
| <b>Section:</b>          | IV. Consent Agenda                                  |
| <b>Item:</b>             | H. New ASB Club                                     |
| <b>Purpose:</b>          |   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | New ASB Club Request - LMS Debate Club 12.10.25.pdf |



## New ASB Club Request

Request for approval of new ASB club or activity

**Please note:**

- Must follow process outlined in the ASB constitution
- Pullman School District Board Policy 2150 states that new activities (advisor stipend positions) need to be formally approved by the Board of Directors before the start of a new school year.

Name of Club or Activity requested: Debate Club

Name of Proposed Advisor: Mrs. Grace Grow

Describe proposed activities and goals of club:

Goals are to teach students how to argue well with evidence and to have fun. Proposed activities include: learning how to debate, hold mock debates and maybe mock trials as well; find out if any schools in the vicinity have debate clubs and try to coordinate a debate. We plan to add activities when we add club members and people share their ideas.

Describe how money will be raised to fund activities:

we don't need money right now

Funds raised will be used to:

Budget capacity requested: none

Submitted by Isa Thomas Date: 9/12/25

Principal: Cameron Grow

Primary Advisor: Tammy Sewell

ASB Student Official: Aubrey Anderson

Pheobe Boswell : Pheobe Boswell

Approved: 28

Not Approved: 0

Signature: [Signature]

Date: 11/3/2025

Approved by the Board of Directors: \_\_\_\_\_ Date: \_\_\_\_\_

# Coversheet

## Projected Budget Enrollment - 2026-2027

**Section:** IV. Consent Agenda  
**Item:** I. Projected Budget Enrollment - 2026-2027  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2026-27 Budgeted Enrollment Projection.pdf



# PULLMAN PUBLIC SCHOOLS

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

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## MEMO

**To:** Pullman School District Board of Directors

**From:** Diane Hodge  
*Finance Director*  
*Pullman Public Schools*

**Date:** December 10, 2025

**Re:** 2026-27 Enrollment for Budget

---

During the Finance Committee meeting on November 13, 2025, the enrollment level to be included in the budget construction process for the upcoming fiscal year with the four-year projection was discussed. The committee reached a unanimous decision to use the following four-year projected FTE for the 2026-27 budget construction process.

| Year    | FTE  |
|---------|------|
| 2026-27 | 2575 |
| 2027-28 | 2580 |
| 2028-29 | 2585 |
| 2029-30 | 2580 |

# Coversheet

## Zen Solar Power Purchase Agreement - Updated

**Section:** IV. Consent Agenda  
**Item:** J. Zen Solar Power Purchase Agreement - Updated  
**Purpose:**  
**Submitted by:**  
**Related Material:** ZEN Solar Updated PPA.pdf

## **ZEN Solar Updated PPA:**

- Zero Emissions Northwest proposes expanding the High School solar project from 100kWac to 200kWac. ZEN requests to adjust the Original PPA to match the terms. This expansion project maintains the short-term financial benefit for Pullman and significantly expands the lifetime benefit of the project by +\$330k net of expenses and Purchase Options **at no additional cost to PSD**. In the event the financing organization (Craft3) or the Utility (Avista) deny the project, the 2nd PPA will be terminated and the original PPA will revert to the previous agreement. More details are below.

## **Project Detail Summary:**

- The proposed change will do the following: Sign a 2nd PPA for an expansion project & adjust the original PPA to match the below terms.
  - Terms:
    - Double the size of the **high school** project from 100kWac to 200kWac
    - Extend the term of the PPA to 15 years prior to any PSD Purchase Option
    - Increase the PPA rate in the following ways
      - \$0.028/kWh --> \$0.06/kWh
      - Increase the PPA escalator from 2% to 2.5%.
      - **Commentary: This is required as the expansion project will not receive support from the WSU program and is still 35% less than Avista's rate.**
    - The Purchase Options for each project will be \$77,000.
      - Original Project: \$34,000 + Expansion Project: \$120,000 = \$154,000 / 2 projects = \$77,000.
  - Exclusions:
    - In the event that ZEN's financing partner or Avista deny the expansion project, the 2nd PPA will be terminated and the original project will be constructed reverting back to the original agreement.
    - **Commentary:**
      - **Craft3: We have socialized the Expansion project with Craft3 (and a few other partners) and expect a decision in January. The main concern here would be Craft3's valuation of the Federal ITC but we have no other concerns at this moment.**
      - **Avista: We see no reason Avista would have concerns with an expansion project.**
- What is the reasoning behind this request?
  - Pullman High School uses a substantial amount of electricity (1.8 million kWh) and our first project would generate approximately 10% of the High School's usage. Expanding the project at this moment allows ZEN to decrease the cost of the expansion project by avoiding fixed costs from the original project while taking advantage of remaining Federal Investment Tax Credit (ITC). **Simply put, this is the best time to install a larger project.**



- ZEN wants two separate identical PPAs to simplify the WSU reimbursement process & in the potential to revert to the Original PPA.
- Financial Impact
  - 10 year net savings: \$133k Original --> \$138k Original + Expansion (+\$5k)
  - 30 year net savings: \$661k Original --> \$990k Original + Expansion (+\$330k)

# Coversheet

## ASB Fundraisers

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | IV. Consent Agenda   |
| <b>Item:</b>             | K. ASB Fundraisers   |
| <b>Purpose:</b>          |  |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | ASB Fundraiser - PHS FFA_Pet Drive 12.10.25.pdf<br>ASB Fundraiser - PHS FFA_Food Drive 12.10.25.pdf<br>ASB Fundraiser - PHS FFA_Winter Ball 12.10.25.pdf |



# Fundraising/Activity Form

REC'D DEC 05 2025

☐ ASB ☒ ASB Charitable ☐ General Fund

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

|  |  |                        |
|--|--|------------------------|
| School: <u>Pullman High School</u>   | Group Name: <u>IFA</u>   | Account #: <u>4035</u> |
| Proposed Fundraising Activity: <u>Pet Drive</u>  |  |                        |
| Intended Use of Proceeds: <u>give to the humane society - Whitman County</u>   |  |                        |
| Estimated Revenues: \$ <u>\$300.00</u>   | Estimated <u>\$0</u>   |                        |
| Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit: <u>\$300.00</u>   |  |                        |
| Will the fundraiser be held for the benefit of an organization outside the district? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br>If yes, please attach a copy of the name, address and phone number of the organization. <u>Whitman Humane Society</u><br><u>509-332-3422</u><br><u>1340 9th Ave SE</u><br><u>PO Pullman WA 99163</u> |  |                        |
| Dates of the Fundraiser: Start: <u>12/19/25</u> End: <u>12/19/25</u>   |  |                        |
| Team/Club Leader (student): <u>[Signature]</u><br>(Signature & Date)   | ASB Bookkeeper (staff): <u>[Signature]</u><br>(Signature & Date)                   |                        |
| Coach/Club Advisor (staff): <u>[Signature]</u><br>(Signature & Date)   | Principal's Pre-Approval: <u>[Signature]</u> <u>11/20/25</u><br>(Signature & Date) |                        |
| Student Leadership (student): <u>[Signature]</u> <u>11-19-25</u><br>(Signature & Date)   | Activity Coordinator: <u>[Signature]</u><br>(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   | \$ _____ |
| 6. Net Profit (loss)  | \$ _____ |

(line 3 plus line 4)  
(line 2 less line 5)

## D. Final Approval of Reconciliation

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

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

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



# Fundraising/Activity Form

☐ ASB ☒ ASB Charitable ☐ General Fund

REC'D DEC 05 2025

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

|   |  |                        |
|---|--|------------------------|
| School: <u>Pullman Highschool</u>   | Group Name: <u>FFA</u>   | Account #: <u>4035</u> |
| Proposed Fundraising Activity: <u>Food drive</u>  |  |                        |
| Intended Use of Proceeds: <u>Community Action Center</u>  |  |                        |
| Estimated Revenues: \$ <u>\$2000</u>  | Estimated <u>X</u>   |                        |
| Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit: <u>\$2000</u>  |  |                        |
| Will the fundraiser be held for the benefit of an organization outside the district? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br>If yes, please attach a copy of the name, address and phone number of the organization <u>Community Action Center</u> |  |                        |
| Dates of the Fundraiser: Start: <u>1/12/26</u> End: <u>1/30/26</u><br><u>509-334-9147</u><br><u>360 Fairmount Dr #1</u><br><u>Pullman WA 99163</u>  |  |                        |
| Team/Club Leader (student): <u>[Signature]</u><br>(Signature & Date)  | ASB Bookkeeper (staff): <u>[Signature]</u><br>(Signature & Date)                   |                        |
| Coach/Club Advisor (staff): <u>[Signature]</u><br>(Signature & Date)  | Principal's Pre-Approval: <u>[Signature]</u> <u>11/20/25</u><br>(Signature & Date) |                        |
| Student Leadership (student): <u>[Signature]</u> <u>11-17-25</u><br>(Signature & Date)  | Activity Coordinator: <u>[Signature]</u><br>(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   | \$ _____<br>(line 3 plus line 4) |
| 6. Net Profit (loss)  | \$ _____<br>(line 2 less line 5) |

**D. Final Approval of Reconciliation**

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

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

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



# Fundraising/Activity Form

REC'D DEC 05 2025

☒ ASB ☒ ASB Charitable ☐ General Fund

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

|   |   |                             |
|---|---|-----------------------------|
| School: <u>Pullman High School</u>  | Group Name: <u>Pullman FFA</u>                        | Account #: <u>4035 6001</u> |
| Proposed Fundraising Activity: <u>Winter Ball- donation to the Albion Dog Rescue group</u>  |   |                             |
| Intended Use of Proceeds: <u>Donating to the Albion Dog Rescue project</u>  |   |                             |
| Estimated Revenues: \$ <u>1500</u>  | Estimated <u>800</u> (SRO, decorations, water, etc.)  |                             |
| Expenses: \$ Estimated Revenues - Estimated Expenses = Estimated Profit:  |   | <u>700</u>                  |
| Will the fundraiser be held for the benefit of an organization outside the district? Yes <input type="checkbox"/> No <input type="checkbox"/> |   |                             |
| If yes, please attach a copy of the name, address and phone number of the organization.   |   |                             |
| Dates of the Fundraiser:  | Start: <u>11/10/26</u>                                | End: <u>11/10/26</u>        |
| Team/Club Leader (student): <u>Clover L Matthews, 10/27/2</u>   | ASB Bookkeeper (staff): <u>Jr Jun</u>                 |                             |
| (Signature & Date)  | (Signature & Date)                                    |                             |
| Coach/Club Advisor (staff): <u>Robert J Matthews, 10/27/2</u>   | Principal's Pre-Approval: <u>[Signature] 11/13/25</u> |                             |
| (Signature & Date)  | (Signature & Date)                                    |                             |
| Student Leadership (student): <u>[Signature] 11/12/25</u>   | Activity Coordinator: <u>Debbie Ciabatta 11-13-25</u> |                             |
| (Signature & Date)  | (Signature & Date)                                    |                             |

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

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

## C. Accounting Summary of Fundraiser (Reconciliation)

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

## D. Final Approval of Reconciliation

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

|  |                               |
|--|-------------------------------|
| Team/Club Leader (student): <u>Clover Matthews, 10/27/25</u> | ASB Bookkeeper (staff): _____ |
| (Signature & Date)   | (Signature & Date)            |
| Coach/Club Advisor (staff): <u>Robert J Matthews, II</u>     | Principal: _____              |
| (Signature & Date)   | (Signature & Date)            |
| Activity Coordinator: _____                                  |                               |
| (Signature & Date)   |                               |

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

# Coversheet

## Overnight Field Trip Requests

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | IV. Consent Agenda                         |
| <b>Item:</b>             | L. Overnight Field Trip Requests           |
| <b>Purpose:</b>          |  |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | Overnight Field Trips 2025-2026 Winter.pdf |



**Pullman School District Form****2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Boys Basketball, Craig Brantner

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

1. Number of students involved: 142. Purpose of trip: Boys Basketball Opening Rounds3. Destination: TBD - StatewideIs this a result of competition: ☒ Yes ☐ No

4. Housing (Motel, Private Houses, etc.):

TBD5. Number of chaperones: 4

Names of chaperones:

Craig Brantner, Travis Brown, Mark Imler, Rick Smith

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund PostseasonCost to student: \$ 0 Total Cost: \$ \$25007. Date(s) and time of departure and return: TBD Dates Below8AM 2/23/26 - 8 AM 3/1/268. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☒ Rental Vehicles☒ Other (i.e. airplane, train, etc.) school vans if available

Signature of Advisor/Coach: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

**Pullman School District Form****2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Boys Basketball, Craig Brantner

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

1. Number of students involved: 142. Purpose of trip: State3. Destination: Yakima, WA Sun DomeIs this a result of competition: ☒ Yes ☐ No

4. Housing (Motel, Private Houses, etc.):

Ahtanum Inn, Yakima5. Number of chaperones: 4

Names of chaperones:

Craig Brantner, Travis Brown, Mark Imler, Rick Smith

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

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

7. Date(s) and time of departure and return: \_\_\_\_\_

8AM 3/3/26 - 8 PM 3/8/268. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☒ Rental Vehicles☒ Other (i.e. airplane, train, etc.) school vans if available

Signature of Advisor/Coach: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

**Pullman School District Form****2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Girls Basketball, Seth Paine

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

1. Number of students involved: 142. Purpose of trip: Girls Basketball Opening Rounds3. Destination: TBD - StatewideIs this a result of competition: ☒ Yes ☐ No4. Housing (Motel, Private Houses, etc.):  
TBD5. Number of chaperones: 4

Names of chaperones:

Seth Paine, Nicholas Darling, Kylan Hernandez, Pat Doumit

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund PostseasonCost to student: \$ 0 Total Cost: \$ \$25007. Date(s) and time of departure and return: TBD Dates Below8AM 2/23/26 - 8 PM 3/1/268. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☒ Rental Vehicles☒ Other (i.e. airplane, train, etc.) school vans if available

Signature of Advisor/Coach: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

**Pullman School District Form****2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Girls Basketball, Seth Paine

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

1. Number of students involved: 142. Purpose of trip: State3. Destination: Yakima, WA Sun DomeIs this a result of competition: ☒ Yes ☐ No4. Housing (Motel, Private Houses, etc.):  
Ahtanum Inn, Yakima5. Number of chaperones: 4

Names of chaperones:

Seth Paine, Nicholas Darling, Kylan Hernandez, Pat Doumit

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

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

7. Date(s) and time of departure and return: \_\_\_\_\_

8AM 3/3/26 - 8 PM 3/8/268. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☒ Rental Vehicles☒ Other (i.e. airplane, train, etc.) school vans if available

Signature of Advisor/Coach: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

**Pullman School District Form****2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Band

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

1. Number of students involved: 402. Purpose of trip: State Basketball Tournament3. Destination: Yakima, WA Sun DomeIs this a result of competition: ☐ Yes ☒ No

4. Housing (Motel, Private Houses, etc.):

Ahtanum Inn, Yakima5. Number of chaperones: 2

Names of chaperones:

Andy Mielke and TBD

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

☒ ASB ☐ Principal ☐ Fund Raiser ☐ Other \_\_\_\_\_Cost to student: \$ 0 Total Cost: \$ 6800

7. Date(s) and time of departure and return: \_\_\_\_\_

8AM 3/3/26 - 8 PM 3/8/268. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☒ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles☐ Other (i.e. airplane, train, etc.) \_\_\_\_\_

Signature of Advisor/Coach: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

**Pullman School District Form****2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Girls Bowling, Haylee Fishback

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

1. Number of students involved: 92. Purpose of trip: District and State Championships3. Destination: Bowlero, Lakewood, WAIs this a result of competition: ☒ Yes ☐ No

4. Housing (Motel, Private Houses, etc.):

Hotel TBD5. Number of chaperones: 1

Names of chaperones:

Haylee Fishback

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund PostseasonCost to student: \$ 0 Total Cost: \$ \$2000

7. Date(s) and time of departure and return: \_\_\_\_\_

Districts: 1/30/26 8AM-2/1/26 8AM State: 2/8/26 8AM-2/10/26 8PM8. Insurance implications: NA

9. Method of transportation:

☐ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles☒ Other (i.e. airplane, train, etc.) 1 PSD Van

Signature of Advisor/Coach: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

**Pullman School District Form****2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Boys Swim

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

1. Number of students involved: 202. Purpose of trip: Districts3. Destination: Lions Pool in Yakima, WAIs this a result of competition: ☒ Yes ☐ No4. Housing (Motel, Private Houses, etc.):  
Ahtanum Inn, Yakima, WA5. Number of chaperones: 2

Names of chaperones:

Isaac Ries and TBD

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund, Post-seasonCost to student: \$ \_\_\_\_\_ Total Cost: \$ 12007. Date(s) and time of departure and return: 2/12/26, 8AM- 2/14/26 6 PM8. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles☒ Other (i.e. airplane, train, etc.) Vans if available

Signature of Advisor/Coach: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_



**Pullman School District Form****2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Boys Swim

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

1. Number of students involved: 20
2. Purpose of trip: State Swim Tournament
3. Destination: King County Aquatic Center

Is this a result of competition: ☒ Yes ☐ No

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

5. Number of chaperones: 2

Names of chaperones:

Isaac Ries and TBD

6. Cost and method of payment (including any cost to students):  
☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund, Post-season

Cost to student: \$ \_\_\_\_\_ Total Cost: \$ 1200

7. Date(s) and time of departure and return: 2/19/26, 8AM- 2/22/26 1PM

8. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles☒ Other (i.e. airplane, train, etc.) Vans

Signature of Advisor/Coach: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

**Pullman School District Form****2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Wrestling

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

1. Number of students involved: 202. Purpose of trip: District Tournament3. Destination: Spokane, WA Convention CenterIs this a result of competition: ☒ Yes ☐ No

4. Housing (Motel, Private Houses, etc.):

Hotel TBD5. Number of chaperones: 2

Names of chaperones:

Angel Acosta and Colton Peterson

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund, Post-seasonCost to student: \$ \_\_\_\_\_ Total Cost: \$ 20007. Date(s) and time of departure and return: 2/5/26, 8AM- 2/7/26 6 PM8. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles☒ Other (i.e. airplane, train, etc.) Vans if available

Signature of Advisor/Coach: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

**Pullman School District Form****2320F**

Page 1 of 1

**Overnight Field Trip Request****Teacher/Group Requesting:** PHS Wrestling

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

1. Number of students involved: 202. Purpose of trip: State Wrestling Tournament3. Destination: Tacoma, WA Tacoma DomeIs this a result of competition: ☒ Yes ☐ No

4. Housing (Motel, Private Houses, etc.):

Quality Inn and Suites, Fife, WA5. Number of chaperones: 2

Names of chaperones:

Angel Acosta and Colton Peterson

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

☐ ASB ☐ Principal ☐ Fund Raiser ☒ Other General Fund, Post-seasonCost to student: \$ \_\_\_\_\_ Total Cost: \$ 30007. Date(s) and time of departure and return: 2/19/26, 8AM- 2/21/26 6 PM8. Insurance implications: NA

9. Method of transportation:

☒ School Bus ☐ Charter Bus ☐ Private Vehicles ☐ Rental Vehicles☒ Other (i.e. airplane, train, etc.) Vans if available

Signature of Advisor/Coach: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

## Coversheet

### Purchase and Sales Agreement - Harms Place, LLC & Pullman School District

**Section:** V. Action Items  
**Item:** A. Purchase and Sales Agreement - Harms Place, LLC & Pullman School District  
**Purpose:**  
**Submitted by:**  
**Related Material:** ES Purchase and Sale Agreement Purchase of Quist Property 12.10.25.pdf



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

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

***Purchase and Sale Agreement - Purchase of Real Property***

**Executive Summary**

**November 12, 2025**

***Juston Pollestad***

*Executive Director of Operations*

**Background:**

Pullman School District is pursuing the purchase of approximately 30.01 acres of land located near the west end of Crestview Street. This parcel adjoins the 60 acres of property the District already owns in the same area, creating a unified 90-acre site under District ownership.

The acquisition provides several key advantages:

**Improved Access:** The new parcel includes direct frontage on Crestview Street, establishing reliable road access to the combined site - an improvement over the District's existing property, which currently lacks direct street access.

**Utility Availability:** The property has access to municipal utilities, reducing future infrastructure costs and improving site readiness for potential development.

**Strategic Planning:** This purchase enhances the District's long-term flexibility, allowing for potential future school facility development, transportation or maintenance infrastructure, or other District needs as enrollment and community growth continue.

**Investment in Growth:** This acquisition represents a proactive investment in the District's future capacity to serve students and the community.

**Recommended Board Action:**

Approve Pullman School District to purchase 30.01 acres of Real Property.

**Motion to Approve**

I move that the Board approve the purchase of 30.01 acres of Real Property

☐ Approved

☐ Not Approved

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

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

# Coversheet

## 2025-2028 Pullman Education Association Bargaining Agreement

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | V. Action Items  |
| <b>Item:</b>             | B. 2025-2028 Pullman Education Association Bargaining Agreement  |
| <b>Purpose:</b>          |  |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | Executive Summary - PEA Agreement 2025-2028.pdf<br>Pullman Education Association Agreement 2025-2028.pdf |



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*2025-2028 Pullman Education Association Bargaining Agreement*

**Executive Summary**

November 12, 2025

By: Bob Maxwell  
Superintendent

**Background:**

The Pullman Education Association (PEA) and the Pullman School District have reached a tentative three-year collective bargaining agreement.

Highlights of the changes to the collective bargaining agreement include:

- Revised salary schedule which includes:
  - Inflationary factor increase of 2.5% for the 2025-2026 school year
  - Inflationary factor + 0.5% increase for the 2026-2027 school year
  - Inflationary factor + 0.5% increase for the 2027-2028 school year
- New language regarding instructional coaches
- New and revised language regarding employee safety
- New and revised language regarding assignment, transfer and vacancy
- New and revised language regarding reduction in force
- Update to caseload language
- Addition of clarifying language to explain how the changes to preparation time for elementary teachers will be phased in over the course of the next three school years
- Updated evaluation language regarding student growth goals
- Adjustment to allow one of the professional development days prior to the start of the school year to be used for classroom preparation time
- Minor grammatical changes and language clarification throughout the agreement

**Recommended Board Action:**

Approve the 2025-2028 Pullman Education Association Bargaining Agreement as presented.

**Motion to Approve**

I move to approve the 2025-2028 Pullman Education Bargaining Agreement as presented.

☐ Approved

☐ Not Approved

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

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



# **COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN THE**

**PULLMAN SCHOOL DISTRICT #267**

**AND THE**

**PULLMAN EDUCATION ASSOCIATION**

**Effective September 1, 2025– August 31, 2028**



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## PREAMBLE

This Agreement is entered into by and between the Board of the Pullman School District and the Pullman Education Association pursuant to Chapter 41.59 RCW.

The Board and the Association agree that their common goal – to provide each student of this district with a high-quality education – depends on the collective efforts of all parties. Both parties agree that student learning needs are best met by balancing the professional needs of employees with the overall stewardship and financial management of the district. The Board and the Association recognize that establishing and maintaining a collaborative working relationship requires trust, mutual respect, and direct communication.



## ARTICLE I – ADMINISTRATION

### **Section 1: Definitions of Terms**

- A. The term "District" shall mean the Pullman District Number 267, Whitman County, Washington State, or its agents.
- B. The term "Board" shall mean the Board of Directors of the Pullman School District.
- C. The term "Association" or "PEA" shall mean the Pullman Education Association, which is affiliated with the Washington Education Association, the National Education Association, and the WEA-Eastern Washington UniServ Council.
- D. The term "Parties" shall mean the District and the Association.
- E. The term "Agreement" shall mean this collective bargaining agreement, which shall be signed by the parties.
- F. The term "Employee" shall mean any member of the bargaining unit as set out in this Agreement. Unless the context in which they are used clearly requires otherwise, words used in the contract denoting gender shall include both the masculine and feminine.
- G. The term "day" shall mean any day the District business office is open for business with the public, unless specified otherwise in this Agreement.
- H. The term "Superintendent" shall mean the chief administrative officer of the District or their designee.
- I. The term "President" shall mean the President of the Association or their designee.
- J. The term "contract" shall mean the individual employee's contract issued to, and signed by, each employee.
- K. The term "supplemental contract" shall mean that contract issued and signed for special and supplemental assignments and shall be in accordance with current statutory provisions.
- L. The term "seniority" shall mean years of certificated experience in the State of Washington unless otherwise specified in this agreement.

- M. The term “RCW” shall mean the Revised Code of Washington.
- N. The term “WAC” shall mean the Washington Administrative Code.
- O. The term “OSPI” shall mean the Washington State Superintendent of Public Instruction or their office.
- P. The term “PERC” shall mean the Washington State Public Employee Relations Commission.
- Q. The term “inflationary increase” shall mean implicit price deflator (IPD) or as defined by the State Legislature.
- R. The term “ESA” Educational Staff Associates shall mean Speech Language Pathologist, Occupational Therapist, Physical Therapist, or School Psychologists.

## **Section 2: Exclusive Recognition**

- A. The District recognizes the Association as the exclusive bargaining representative for all non-supervisory full-time and part-time certificated employees including short-term and long-term substitutes.
- B. Employees who are not under contract but who are entitled to recognition as members of the bargaining unit are temporary employees who meet the definition of long-term and short-term substitutes as set forth below:
  - 1. Long-term Substitute: A long-term substitute is a person who is employed to work more than twenty (20) consecutive days in one (1) position. After the twentieth (20th) day, a long-term substitute shall be eligible for per diem salary placement. The following provisions shall apply to long-term substitute employees:
    - Article I
    - Article II, Sections 1, 2 and 4
    - Article III, Sections 3, 4, 5, 7, 8 and 9
    - Article VI, Sections 1-10 and 12
    - Article VIII, Sections 1 and 3
    - Article IX, Sections 3, 4, 5, 13 and 15
  - Long-term substitutes are eligible for insurance benefits in accordance with Federal and State Law.
  - 2. Short-term Substitute: A short-term substitute is a person who has been employed in various assignments for more than thirty (30) days during the current or immediately preceding school year. A short-term substitute shall be paid at the current substitute rate of pay and is exempt from all other provisions of this Agreement.

- C. Employees not subject to the terms and conditions of this Agreement include all administrators and other supervisory personnel as provided for in RCW 41.59.020.

### **Section 3: Employment of Certificated Employees**

The Board shall in all instances employ certificated employees who are properly credentialed in accordance with applicable State laws, and by other such requirements as specified by the Office of the State Superintendent of Public Instruction. Non-certificated personnel shall not be assigned to perform work which will substitute or replace an employee in their assignment or employment.

### **Section 4: Instructional Coaches**

- A. Instructional Coaches are certificated staff. The primary role is to support professional learning related to instruction, curriculum, assessment, and/or educational resources.
- B. Posting and Selection: All vacant Instructional coaches' positions will be posted and hired as per vacancy procedures in Article IV.
- C. Instructional coaches will be on the salary schedule in Appendix A.
- D. Return Rights:
  - 1. In the event that the instructional coach position is opened due to the employee wishing to enter a classroom position, the employee is subject to the provisions set forward in Article IV: Assignment, Transfer, and Vacancy.
  - 2. In the event that the instructional coach position is eliminated, the employee in this position is subject to the provisions set forward in Article V: Reduction in Force.

### **Section 5: Contracting Out**

- A. All work customarily performed by the School District in its own facilities with its own certificated employees shall continue to be performed by the District and its certificated employees.

There shall be no subcontracting for certificated employee services except in situations when there are not any qualified certificated personnel within the District. It is understood that the District will continue to search for certificated personnel to fulfill such positions through the recruitment and selection process. Prior to contracting out any work presently performed by a bargaining unit member, the District will notify the Association of its intent.

- B. Under certain circumstances and upon mutual agreement a person can be employed under a limited certificate, as outlined in WAC 181-79A-231, to teach courses as long as there are no qualified certificated personnel available.

## **Section 6: Status of Agreement**

- A. Throughout this agreement certain rights and functions are accorded and ascribed to the Association which are in addition to the rights and functions provided for in the rules, regulations, policies, resolutions and practices of the District. These rights and functions are afforded to the Association as the exclusive bargaining representative for all employees covered under this agreement. Said rights and functions are not common to any other employee organization within the District. Other privileges afforded the Association and its constituent organizations shall not be granted to a minority organization seeking to represent employees officially represented by the Association. The right to participate as an organization officially representing employees in grievance processing shall be an exclusive right of the Association.
- B. This agreement is in effect as ratified by the Board and Association and executed by authorized representatives thereof and may be amended or modified only as specified herein.
- C. This agreement shall supersede any rules, regulations, policies, resolutions, or practices of the District which shall be contrary to or inconsistent with its terms.

## **Section 7: Conformity to Law**

This agreement shall be governed and construed according to the constitution and laws of the State of Washington. If any provision of this agreement or any application of this agreement to any certificated employee or groups of certificated employees covered hereby shall be found contrary to law, such provision or application shall have effect only to the extent permitted by law, but all other provisions or applications of the agreement shall continue in full force and effect.

## **Section 8: Labor Management Meetings**

The Association President and representatives chosen and designated by the Association President shall meet with the Superintendent and/or designees monthly during the school year and as needed during the summer to preview and discuss current school concerns, practices, and the administration of this agreement.

## **Section 9: Distribution of Agreement**

- A. No later than thirty (30) days after the ratification and signing of the Agreement, the Association shall provide the District with a final proof of the Agreement for electronic distribution.



- B. There shall be two (2) signed copies of the final Agreement for the purpose of records. One (1) shall be retained by the District and one (1) by the Association.
- C. The Agreement will be distributed electronically unless otherwise mutually agreed upon by the parties.
- D. All certificated individuals making application to the District may, in the Human Resource Office, examine a printed copy of this agreement. Newly hired employees shall be informed of how to access the agreement and may be provided a printed copy of the agreement upon request.
- E. The Agreement shall be posted on the Pullman School District website.

### **Section 10: Management Rights**

- A. It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Included in these rights in accordance with and subject to applicable laws, regulations, and the provisions of this contract, is the right to direct the work force, the right to hire, promote, retain, transfer and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees; and the right to release employees from duties because of lack of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which operations undertaken by the employees in the unit are to be conducted.
- B. The right to make reasonable rules and regulations shall be considered acknowledged functions of the District.
- C. It is the intention of the parties hereto that all rights, powers, prerogatives, duties and authority which the District now has or had, whether exercised or not, prior to the signing of this Agreement, are retained by the District except those which are specifically abridged or modified by the Agreement.

## ARTICLE II – BUSINESS

### **Section 1: Dues Deductions**

- A. The Association and its affiliates (WEA and NEA) shall have the exclusive right of automatic payroll deduction of membership dues, assessments and fees for certificated employees. Dues shall be remitted to WEA or its designee.
- B. Any certificated employee who is a member of the Association, or who has applied for membership, shall sign and deliver an authorization form to the Association. Such membership authorization shall continue in effect from year to year unless revoked in writing and sent to the Washington Education Association. The District shall discontinue the deduction of membership dues upon receipt of notification from the WEA.

### **Section 2: Other Deductions**

- A. Upon appropriate written authorization from an employee, the employer shall make the stated remittance for WEA-PAC, NEA-FCPE, and charitable donations.
- B. Upon written authorization from an employee, payroll deductions shall be made for District and Association approved insurances, savings, and annuity programs that have at least five (5) subscribers.
- C. As a condition of employment, employees are required to complete and pay for the legally mandated background check.

### **Section 3: Hold Harmless**

The Association agrees to fully and completely defend, indemnify, and hold the District harmless against any claims, allegations, suits, actions, proceedings, or judgments that are asserted, instituted, filed or obtained against the District arising from or connected with the provisions of this Article of the Agreement or the District's deduction of Association dues or membership fees or charitable payments under the terms of this Section of this Agreement. The Association agrees to reimburse the District any amounts paid in error because of the membership dues/representation fee deduction provisions of this Section of this Agreement.

#### **Section 4: Associations Rights**

- A. The Association and its representatives shall have the right to use District buildings for meetings and to transact Association business so long as such use does not interfere with previously scheduled District use.
- B. The Association shall have the right, with the prior knowledge of the building administrator, to use District facilities and equipment, at reasonable times when such equipment is not otherwise in use. The Association shall reimburse the district for any and all supplies used.
- C. The Association shall have the right to post notices of activities and matters of Association concern that are nonpolitical as defined by law or the Public Disclosure Commission on bulletin boards to be provided in each faculty lounge of each building of the District.
- D. The Association shall have the right to use in-district mail service, if available, and employee mailboxes for communication purposes that are nonpolitical as defined by law or the Public Disclosure Commission.
- E. The District shall furnish to the Association, upon written request, any information that is public record under the Public Disclosure Act of the state of Washington.
- F. Representatives duly authorized by the Association who participate during working hours in negotiations, grievance proceedings, conferences or meetings with representatives of the District shall suffer no loss of pay.
- G. The Association and its representatives shall have access to all District buildings and bargaining unit employees.
- H. By September 10, or within five (5) days of hire for employees hired after September 1, the District shall provide the Association with a list of names of newly hired employees and their contact information. The Association shall be able to meet with new employees for thirty (30) minutes during new employee orientation, or at another mutually agreed upon time during regular work hours, no more than ninety (90) days after the new employee begins work.

- I. The association rights granted in this section shall not be extended to any other individual or organization which seeks to represent employees subject to this agreement regarding wages, hours, and other terms and conditions of employment.

### **Section 5: Orientation of Staff**

- A. At the annual meeting of all employees prior to the opening of school for students, the President of the Association or their designee and the Superintendent and/or Board President, or their designees shall each have time to address the employees.
- B. In the formal program provided by the District for the orientation of new employees, there shall be adequate opportunity for participation by Association representatives.
- C. The names of all employees, their building, grade, and subject assignments shall be provided to the Association by September 10.

### **Section 6: Pre-service Training**

Interested and qualified employees may cooperate with educational certification programs approved by the District, to provide certificate training opportunities for pre-service program students. An agreement between certification program institutions and the Pullman School District is required prior to placements being made. Placement of a pre-service student in the school must be coordinated and approved by the Assistant Superintendent. Copies of the agreements are available by request in the Human Resources Department. Any and all stipend amounts or other consideration, if provided by the pre-service institution, will be distributed to participating employees according to the institution's stated intentions.

### **Section 7: District Committees**

- A. The Association shall have the right to appoint one (1) Association representative to District committees pertaining to instruction and/or working conditions, including but not limited to, curriculum, curriculum adoption, study or focus groups, and citizens' advisory committees. Association representatives are not eligible for compensation for committee participation, provided such compensation is offered by the District.

- B. The District will post to the website the minutes of any committee meeting pertaining to instruction and/or working conditions prior to the formal submission of a final report to the Board. The Association President may request a meeting to discuss the report.
- C. The Association may waive its right, in writing, to appoint Association representatives to advisory and/or other committees.

## ARTICLE III – EMPLOYEE RIGHTS

### **Section 1: Due Process/Just Cause**

- A. No employee shall be disciplined (including nonrenewal or discharge for disciplinary reasons) without just and sufficient cause (see Appendix G). Causes leading to disciplinary action shall be reduced to writing and delivered to the employee.
- B. An employee shall have the right to have a representative of their own choosing present in any hearing where disciplinary action is being discussed or considered provided that any such meeting will not be delayed more than five (5) employee workdays.
- C. The District agrees to follow progressive discipline. Any disciplinary or other adverse action taken against an employee shall be appropriate to the behavior or situation that precipitates the action. That means, in some instances that directly impact the workplace including, but not limited to, inappropriate, unsafe, or unprofessional behaviors (which may include a violation of the code of conduct), it may be appropriate to skip the progressive disciplinary steps described in the following sentence. Progressive disciplinary steps may include the following: oral warning, written warning, written reprimand, suspension and discharge. Non-disciplinary measures may include: oral instruction/counseling and written instruction/counseling.
- D. Each employee formally disciplined shall be served with a written notice, which shall include the reasons and clarification of future expectations.
- E. The evaluation procedure is not a form of disciplinary action.

### **Section 2: Complaint Procedure**

- A. Any complaint and complainant's name (unless the release of such name is prohibited by court order or state and/or federal law) made against an employee by any parent, student, or other person will be called to the attention of the employee by the employee's next workday or as soon as possible but no later than ten (10) days from the receipt of such complaint. Written notification shall be acceptable should the employee be unavailable to discuss the cause for the complaint.
- B. Any complaint not called to the attention of the employee shall not be used as the basis for any disciplinary action against the employee. The employee shall acknowledge receipt of the complaint

by signing a receipt of notice of such complaint without requiring agreement to the substance of the complaint.

- C. The employee shall have the right to Association representation at any meetings or conferences regarding the complaint that may lead to discipline.

### **Section 3: Individual Rights/Nondiscrimination**

- A. Employees shall be entitled to full rights of citizenship. The District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, discipline and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Unless based upon a bona fide occupational qualification, the prohibition against discrimination of a disability shall not apply if the particular disability prevents the proper performance of the particular work involved. RCW 49.60.180
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as they may have under applicable laws and regulations. The rights recognized hereunder shall not be exclusive but are in addition to those provided elsewhere. Nonetheless, an employee who believes that they have been discriminated against may file a grievance according to the procedure described in Article X of the Agreement. However, no party can advance the grievance beyond Step 3.
- C. The private life of an employee is not within the appropriate concern or attention of the District, provided those actions do not interfere with the performance of their duties and are not contrary to the Code of Professional Conduct (WAC 181.87 and WAC 181.88).

### **Section 4: Academic Freedom**

- A. The principle of academic freedom for certificated employees shall not supersede the basic responsibilities of the employee to the educational profession. These responsibilities include:
  - 1. A commitment to support the Constitution of the United States.
  - 2. A concern for the welfare, growth and development of children.
  - 3. An insistence upon objective scholarship.



- B. The free exchange of ideas is an expected part of effective teaching. A certificated employee must be free to think and to express ideas. Such freedom must not be restricted except when it conflicts with the basic responsibility of the employee to utilize the district-authorized courses of study, such as adopted curriculum, Common Core State Standards, Next Generation Science Standards, or in adhering to established District policies and administrative procedures related to the review and to the presentation of controversial issues.
- C. Employees will not purchase and download an internet-based application to replace district-adopted materials without the approval of the Assistant Superintendent and Technology Supervisor.

### **Section 5: Personnel File**

- A. Certificated employees have the right to inspect all contents of their complete personnel file. Certificated employees may schedule an appointment with the Human Resources Department to review their complete personnel file. Anyone, at the certificated employee's request, may be present with the certificated employee during this review. Upon request, a copy, at employee's expense at current reproduction rate, of any documents contained therein shall be afforded the employee. No secret, duplicate personnel files shall be kept in the District. This does not prevent the District from maintaining investigation files, grievance files, or working files as outlined in Section 6. Upon request by the certificated employee, the Superintendent or their official designee shall sign to verify contents.
- B. Each certificated employee's personnel file shall contain the following minimum items of information: all certificated employee's evaluation reports, copies of annual contracts, teaching certificate, and a transcript of academic records.
- C. Disciplinary or derogatory materials shall not be placed in the personnel file without the employee's knowledge, in writing, of such placement. It is understood that forms required by the evaluation procedure are not to be considered as derogatory references. Any material critical of an employee which is not shown to the employee within ten (10) days after placement in the personnel file will not be allowed as evidence in any grievance or disciplinary action against such employee.
- D. After three (3) years from the date of issuance of any disciplinary action or the placement of any derogatory material in the personnel file, the employee may request in writing removal of such documents, provided that there are no related incidents during the three (3) year period after the placement of such materials in the personnel file. Materials shall not be removed if prohibited by State law or the applicable records retention schedule. (RCW 28A.400.301)

## **Section 6: Working File**

Working files maintained by the employee's supervisor and/or evaluator may be reviewed at any time by the employee. Such files shall not be passed on from one administrator to another nor shall such files follow the employee from one assignment to another. Working files shall be cleared at the end of each school year, except that derogatory materials may remain for one (1) calendar year from the date of occurrence in the working file.

## **Section 7: Work Environment**

- A. The District shall follow the Washington State Department of Labor and Industry standards as it relates to the employee's working environment.
- B. The District shall maintain working conditions which meet the health and safety requirements in the workplace for students and employees. It shall be the obligation of each individual employee to report inadequate environmental conditions to their immediate supervisor.
- C. When a verified IEQ/Health/Safety issue arises, the District shall provide immediate notice to the entire staff of the impacted building, safety committee, and the Association. As information becomes known, it will be communicated to staff and the building safety committee.

## **Section 8: Student Discipline**

- A. The District shall support and uphold employees in their efforts to maintain discipline in the school and shall promptly respond. Employee requests regarding discipline problems must first be addressed at the building level. If it is not satisfactorily resolved at the building level, the request will then be addressed during labor management. Further, the authority of the employee to use prudent disciplinary measures for the safety and well-being of students and others is outlined in state law. In the exercise of authority, an employee may use reasonable and professional judgment concerning matters not provided for by specific policies adopted by the Board and not inconsistent with federal or state laws or regulations.
- B. The principal or designee of each building shall, prior to the start of the school year, distribute and explain the discipline procedures of the school building and the policy of the District relating to discipline. The Superintendent or designee shall ensure district-wide communication of said policy.

- C. In accordance with board policy, as well as all applicable federal and state law, each employee shall have the authority to impose discipline upon a student for misconduct which violates written rules of the school district and/or individual classroom.
- D. Any student who creates a disruption of the educational process in violation of the building or District disciplinary standards in accordance with Board Policy 3241 and Board Procedure 3241P while under an employee's immediate supervision may be excluded by the employee from the employee's individual classroom, instructional or activity area for all or any portion of the balance of the school day, or up to the following two (2) days, or until the principal or designee and employee have conferred, whichever occurs first. Both parties recognize the state and federal regulations under the Individual with Disabilities Act (IDEA) shall be honored.
- E. Except in emergency circumstances, the employee must first attempt one (1) or more alternative forms of corrective action in accordance with Board Policy 3241P. In no event without the consent of the employee may an excluded student return to the class during the balance of that class or activity period or up to the following two (2) student days, or until the principal or designee and the employee have conferred. RCW 28A.600.020 The parties recognize that students who have an Individualized Education Plan (IEP) will be subject to the procedures/steps identified in the IEP.
- F. Following a teacher's classroom exclusion of a student, the teacher must report the classroom exclusion, including the behavioral violation and corrective actions taken that led to the classroom exclusion, to the principal or the principal's designee as soon as reasonably possible. Classroom exclusion under the behavioral violation category of "other" is insufficient. The excluded student may return to the classroom after the Principal or their designee and the teacher have conferred regarding the facts of the situation and actions taken. This conference should be held outside of class time; however, the teacher may give permission for a student to return to class without said conference. The teacher, principal, or the principal's designee must notify the student's parents regarding the classroom exclusion as soon as reasonably possible.
- G. Upon employee request, a conference between student, parent/guardian, principal, and the employee will be held to discuss future behavior expectations of the student and may result in a formal reentry plan or behavior contract.
- H. Nothing in this section prevents the District, if it has suspended or expelled a student from the student's regular school setting, from providing educational services to the student in an alternative setting or modifying the suspension or expulsion on a case-by-case basis.
- I. If a student has a documented Behavior Intervention Plan/Contract or the school district is notified by a court of a student's conviction of a violent crime, the principal or designee shall notify the employee(s) who will work directly with the student of said behavior plan or history.

- J. After a threat assessment, if a safety plan is determined necessary, the safety plan in place for a student must be communicated in writing to employees who have a legitimate educational interest in order to access these documents. Employees have a responsibility to familiarize themselves with and follow all applicable state and federal privacy laws and regulations regarding confidentiality of student and parent information.
- K. Each building shall have use of the district approved communication tool set up for administrators, front office staff, counseling staff, and any required additional support staff for teachers to use for discipline communications and reporting.

### **Section 9: Classroom Visitation**

To provide patrons of the District the opportunity to visit classrooms with the least interruption to the teaching process, the following guidelines are set forth:

- A. All visitors to a school and/or classroom shall obtain the approval of the principal, and if the visit is to a classroom, the time will be arranged after the principal has conferred and scheduled the visitation with the employee.
- B. The employee shall be afforded the opportunity to confer with the classroom visitor before and/or after the visitation.

### **Section 10: Employee Safety**

- A. The District acknowledges the impact that serious threats and assault on staff members has on the educational process and will follow the student disciplinary process in accordance with District policy and State and Federal law. Offenses against an employee can lead to disciplinary actions up to, and including, long-term suspension, removal, and/or expulsion whenever appropriate and in accordance with student due process rights.
- B. Employees who are threatened with bodily harm, while carrying out their occupational obligations shall immediately notify the building principal or supervisor. The building principal/supervisor shall notify the superintendent/designee of the threat and take immediate steps in cooperation with the employee to provide reasonable precautions for their safety.
- C. Students committing any offense against an employee may be disciplined and referred to local law enforcement as appropriate.

- D. Employees are free to exercise their personal legal rights and alternative courses of action concerning threats and/or assaults.
- E. Employees who suffer injury caused by a physical assault by a student, parent, guardian of a student, or other individual, during the course of their employment or the authorized supervision of students at a district sponsored event, will complete a Pullman School District Employees' Accident Report form and turn it in to the appropriate district official. If needed, the employee may seek professional medical care.
- F. An employee who has a complaint regarding harassment may file said complaint with the employee's direct supervisor. If the complaint is not satisfactorily resolved, or if the complaint involves the supervisor, the complaint should be made to the district Civil Rights Coordinator.
- G. Employees who report experiencing harassment, a threat, or assault during their employment or the authorized supervision of students at a district-sponsored event, may take personal or sick leave if needed. If the administrator immediately deems this report to be serious and intentional harm aimed at the employee, they may allow the employee to take the rest of day off.
- H. If the reported incident involves one or more students, those students will be referred to the threat assessment team for a safety and re-entry plan.
- I. When a student has been referred to the threat assessment team, that student's safety and re-entry plan will be communicated in writing to all the staff members who work with that student prior to student re-entry. This shall include coaches and advisors for the activities that the student is involved in.

## **Section 11: Protection of Employees and Property**

The board shall provide employees with insurance protection as is required by RCW 28A.400.370. Upon request, the District will provide employees with a written summary of the coverage they have under the provisions of District insurance policies.

## **Section 12: Harassment**

- A. The District prohibits harassment of any kind, including sexual harassment, and will take appropriate action in response to complaints or knowledge of any type of harassment toward employees. For purposes of this section, "harassment, intimidation or bullying" means any intentionally written message or image including those that are electronically transmitted – verbal, or physical act to intimidate, threaten, or coerce an employee, co-worker or any person working for

or on behalf of the District. Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs the employee's ability to perform their job is included in the definition of harassment.

- B. Should an employee complain that they have been harassed in the performance of their job, such an employee shall report the complaint to the employee's supervisor or their Human Resources Department. The District shall treat all such complaints or allegations with respect and confidentiality regarding the personal privacy of all concerned parties. Following district policy and procedures, the supervisor or designee shall assess the complaint and inform the employee of what action, if any, has been taken in response to the alleged complaint in accordance with State and Federal regulations. Employees may exercise their personal right to report incidents of harassment to the local law enforcement agency. There shall be no retaliatory action against anyone filing a good faith complaint of any type of discrimination, including harassment.

### **Section 13: Enrollment of Employee's Child**

The District shall enroll students who are the children of part or full-time certificated employees living within Washington State in accordance with Policy and Procedure 3131 (Attendance Area Transfer) and Policy and Procedure 3141 (Non-Resident Students).

## **Section 14: Social Media**

- A. The district acknowledges that many existing laws and policies apply to social media use by district staff, students, and the public. These include, but are not limited to, laws and policies in the areas of civility, privacy, public records retention, and disclosure, copyright, ballot measures, access to district resources, and First Amendment rights. The district will comply with these laws and update existing policies and procedures appropriately.
- B. If an employee reports that a social media platform or other online platform is being used to threaten, harass, or impersonate them as an employee of the district, the district will take the following steps:
  - 1. If the communication comes from a student, the district will follow its student discipline policies and procedures to investigate and determine potential consequences for the student's conduct.
  - 2. If the communication comes from a district employee, the district will investigate the matter and determine potential consequences for the employee.
  - 3. If the communication comes from a community member or parent, the district will meet with the employee and work with them to discuss the situation.
- C. Employees are free to exercise their personal legal rights and alternative courses of action concerning cyber threats and harassment.
- D. Any case of a verbal, written or physical assault (including postings on Facebook, Twitter, or other social networking sites) upon an employee related to their employment with the district shall be promptly reported to the Superintendent, and if necessary, the police, or designee who will render assistance to the employee in connection with handling of the incident by law enforcement authorities. Assaults and insults shall be dealt with as specified by RCW 28A.635.010, RCW28A.635.020, RCW28A.635.030, RCW28A.635.090, RCW28A.635.100, RCW 10.31.100 (10), RCW 9A.84 as revised, as appropriate.

## **Section 15: Personal Electronic Devices**

The District will provide electronic devices deemed necessary by administration, including subscription based online software programs, for required work purposes. In the event an employee is required to work from home because district buildings are not accessible, the district will provide an appropriate computer for the employee to use to ensure student instructional and communication needs are met.



## ARTICLE IV – ASSIGNMENT, TRANSFER AND VACANCY

### **Section 1: Definitions**

- A. Assignment: The specific grade level, subject, course, specialty area within your assigned building, or other certificated job responsibilities covered by the terms and conditions of this Agreement.
- B. Reassignment: A change in assignment within a building either by request or because of building or program needs.
- C. Voluntary Reassignment: A change in assignment within a building by employee request.
- D. Involuntary Reassignment: A reassignment within the building initiated by a building principal.
- E. Vacancy: A position presently unfilled; a position currently filled that will be open in the future; or a newly created position.
- F. Transfer: A change from an employee's current assignment to an assignment in another building.
- G. Voluntary Transfer: A movement of an employee within the district at the employee's request and with the approval of the administration.
- H. Involuntary Transfer: A movement of an employee initiated by the District without the initial request or consent of the employee.
- I. Position Exchange: An exchange of assignments.
- J. District Seniority: Seniority status, for purposes of transfer or reassignment, is defined as the date of hire (upon Board approval) for the Pullman School District as a certificated employee. A break in service will result in a new hire date. This does not include members who are returning from an approved leave of absence or members returning from a Reduction in Force.
  - 1. Followed by the total length of certificated service in the state of Washington.
  - 2. Then the total length of certificated service.

### **Section 2: Assignment**

- A. Employees will be assigned in their area of certification and/or major field of study. Exceptions will be handled consistent with applicable WACs or RCWs. Written notification of their tentative assignment for the upcoming school year shall be provided to all employees no later than one (1) week before the last day of the current school year.

- B. When a new assignment occurs due to an involuntary reassignment or involuntary transfer, the affected employee shall be notified and upon request be allowed up to two (2) additional per diem days to prepare for the new assignment. In order to receive payment, the employee must submit a timeslip within 30 calendar days of the new assignment or no later than September 30, whichever comes later.
- C. The employee may request the assistance of the District to help move the employee's instructional materials.
- D. In the event any teacher is assigned outside their endorsement area as a result of involuntary reassignment or involuntary transfer, the annual evaluation of the teacher shall bear the notation that the assignment upon which they are being evaluated is an emergency assignment.

### **Section 3: Voluntary Reassignment**

- A. Reassignment within a building is not a transfer.
- B. Enrollment/staffing levels and classes are set administratively.
- C. Principals will inform all building employees via email of positions open for reassignment. Employees will have three (3) days to respond to indicate interest.
- D. Principals will complete reassignments within their building, including those returning from leave, before any vacancy is declared and posted through the Human Resources Department.
- E. The following sequence will be used when filling openings within the building:

#### Elementary

1. Based on employee interest, qualifications, and seniority, principals/administrators reassign in-building employees including consideration of those returning from leave. Priority will be given to displaced teachers based on certification. All being equal, seniority will be the deciding factor for the final determination.
2. Employee is reassigned to position.

#### Secondary

1. Administrators determine the building schedule and the number of certificated staff required for each content area.
2. Based on employee interest, qualifications, and seniority, principals/administrators reassign in-building employees including consideration of those returning from leave. Priority will be given to displaced teachers based on certification. All being equal, seniority will be the deciding factor for the final determination.

3. Employee is reassigned to position.
- F. When two (2) or more employees in the same building seek to be reassigned to an opening for which they are qualified, the employee not selected will be informed of the specific reasons.
- G. No new employees shall be hired to fill an existing or new 1.0 FTE continuing positions within the building until the employee who is qualified having less than a 1.0 FTE continuing contract, has been provided the opportunity to be reassigned to the continuing 1.0 FTE position or reject the reassignment.

#### **Section 4: Involuntary Reassignment**

The following procedures shall be followed for involuntary reassignments of employees due to change of program, an anticipated enrollment shift or declared emergency (fire, flood, etc.) within or upon the building/district:

- A. The principal/designee shall seek volunteers, via email to all certificated staff in the building, prior to an involuntary reassignment.
- B. When there are no volunteers for the open position, the building principal may reassign the least senior employee from their current position based on certification and endorsements held by that employee.
  1. In the event there is a tie for least seniority, the building principal, in consultation with the employees, will make the decision.
- C. Involuntary reassignments will never be punitive.
- D. Involuntary reassignments will always be preceded by a collaborative conversation between the employee and their building principal.
- E. An employee may only be reassigned involuntarily from their current position if:
  1. their current position is not anticipated to be available the following school year or;
  2. the building principal can provide a rationale, supported by specific documented evidence, explaining why the teacher would be more successful in the reassigned position.
- F. Employees who are involuntarily reassigned will be given the option to return to their former position should the position become available within three (3) years following an involuntary reassignment as follows:

1. Once the position is declared open within the building, the employee will have two (2) days to notify the principal/designee of their intent to return to that position.
  2. If the employee chooses to waive their right to return to their previous position, that position will be declared vacant. The position shall be filled according to the procedures in Section 3, Voluntary Reassignment, above.
- G. No employee shall be involuntarily reassigned for more than two (2) consecutive years.
- H. Employees will not be involuntarily reassigned more than two (2) times within a five (5) year period.

### **Section 5: Vacancy**

- A. When a vacancy is declared, the hiring administrator will initiate the hiring process through the Human Resources Department. The job posting shall clearly set forth the qualifications and requirements for the position.
- B. Various means of informing current employees covered by this Agreement about these vacancies will be used. These will include, but are not limited to, notification on the Pullman School District website and email.
- C. Vacancies shall be posted in-district for five (5) days and after five (5) days posted out-of-district. Hard to fill positions will be posted simultaneously in-district and out-of-district (these include special education, CTE, Math, Science, SLP, OT, Music, Art, or other positions mutually agreed upon by both administration and PEA leadership at least annually). This language shall only be applied to fill positions declared prior to June 1.

### **Section 6: Position Exchange**

- A. Two (2) or more certificated employees desiring to exchange positions for the following school year shall complete a position exchange form found in Appendix F within two (2) weeks of notification of assignments for the following year..
- B. The principal(s) and Superintendent must approve the exchange and, in conjunction with the employees, agree to the duration of the exchange.
- C. The District shall notify the employees as to the disposition of the request, in writing, within fifteen (15) working days after the request is received.

### **Section 7: Voluntary Transfer**

- A. By March 1, the District will survey staff via an interest survey of their intent to return the following year and their desire to potentially transfer to a different assignment within the building or to potentially transfer to a different assignment in another building within the District. The Annual Staff Assignment Interest Survey can be found in Appendix H.
- B. Employees desiring a transfer to a vacant position must submit a letter of interest through the electronic job application system and notify the principal of the building to which they are seeking a transfer. Procedures listed in Section 5 above will be used to fill the vacancy.
- C. In-district nonprovisional candidates will automatically receive an informal interview for any vacancy for which they meet the qualifications listed in the job posting provided their two (2) most recent summative evaluations have a rating of proficient or above and are absent of any performance deficiencies, and their personnel file does not contain letters of disciplinary action within the (3) years of the date of the transfer application. The interview team will consist of members of the building. Elementary employees applying for secondary positions and secondary employees applying for elementary positions will be encouraged to do a teaching demonstration as part of the informal interview process.
- D. Hiring preference will be given to in-district candidates based on the three criteria below; however, the District reserves the right to hire the most qualified candidate for the position.
- E. Seniority Priority
  - 1. Among qualified applicants, the teacher with the highest district seniority shall receive first consideration as long as they meet F below.
  - 2. Seniority shall be defined as the total number of certified teaching experience within the district.
  - 3. In the event of a tie in seniority:
    - i. The teacher with the greater total years of experience in the state of Washington shall be given priority.
    - ii. If the total number of years of experience within the district and in the state of Washington are the same, the total length of certificated teaching experience shall be given priority.
    - iii. If total years of experience is equal, the assignment shall be determined by a lot drawing conducted by Human Resources in the presence of a representative from the association.
- F. Summative Evaluation Ratings
  - 1. When multiple teachers express interest in the same position, summative evaluation ratings from the previous two academic school years shall be used as a secondary factor.
  - 2. Teachers rated overall as “Proficient” or “Distinguished” with student growth impact rating of average or high shall be prioritized.
- G. Balanced Experience Distribution
  - 1. To maintain instructional equity, during the assignment and transfer process no school building shall exceed 50% of staff with fewer than three (3) years of teaching experience.

2. Before finalizing any assignment, the District will review the staffing profile of the departure building to ensure compliance with the threshold.
  3. If assigning a teacher would result in exceeding the experience cap, the District shall offer the teacher the next available position that aligns with their qualifications and maintains staffing balance.
- H. The employee not selected will be informed in writing of the specific reasons they were not selected.

### **Section 8: Involuntary Transfer**

- A. The Superintendent/designee shall seek volunteers prior to an involuntary transfer.
- B. When there are no volunteers, the least senior employee, as defined in Article IV, Section 1, who is qualified by certification for other positions, will be selected for the transfer.
- C. The Superintendent/designee shall verbally discuss with the employee the conditions which require the transfer. The employee shall also be given written notification for the conditions requiring the transfer within ten (10) working days of the conference.
- D. No employee will be involuntarily transferred for more than two (2) consecutive years. Employees who are involuntarily transferred will be given priority on returning to the position from which they have been involuntarily transferred should a position become available within three (3) years of involuntary transfer. Employees who are involuntarily transferred have the option of notifying the Superintendent in writing if they want to waive their right of return at any time following their involuntary transfer. If the employee is offered the opportunity to return to the building they were involuntarily transferred from and the employee rejects the return, the employee has waived their right to return. An employee will need to indicate on their intent to return form the desire to return to the building from which they were involuntarily transferred. Employees are encouraged to clarify their desire to return to their previous position on the intent to return form, see Appendix H.

### **Section 9: Assistance with Moving**

- A. In-building: Employees required to move into an alternate classroom will receive moving assistance and one (1) day of per diem pay. Consideration for additional hours will be given on a case-by-case basis. Employees who request to change rooms for their own reasons are not eligible for this assistance.
- B. In-district: Employees required to transfer to a different worksite, will receive moving assistance and two (2) days of per diem pay. Consideration for additional hours will be given on a case-by-case basis. In order to receive payment, the employee must submit a timeslip within 30 calendar days of the new assignment or no later than September 30, whichever comes later.

- C. Packing materials shall be provided to employees upon request.

## **Section 10: Job Sharing**

Job sharing refers to two (2) employees sharing one full-time position or to one (1) employee filling a part-time position while also being on part-time leave of absence for the balance of a full-time contract.

- A. Employees desiring to share a position must submit a letter of application which shall include the reasons for the request and a written agreement as specified in letter E. below. The Superintendent shall determine, in a timely manner, whether to honor the request. If such request is denied, the specific reasons will be provided to the employee(s).
- B. Any new job sharing arrangements will be for one (1) year and may be renewed for one additional year, for a total of no more than two (2) years, by submitting a letter of application by March 1 of each year. An employee that is filling a part-time job share position while also being on part-time leave of absence, for the balance of their full-time contract shall be allowed only one (1) school year of leave of absence up to a total of two (2) years. After the initial year of leave the employee must decide whether to continue the job share for another year or return to a full-time position. If the job share is extended to a second year, the employee shall return to a full-time position at the conclusion of the job share.
- C. Final approval shall be with the Board of Directors.
- D. Job sharing arrangements will be filled by employees who have jointly agreed to work together and may take two (2) forms:
  - 1. Two (2) regular employees agree to share one (1) full-time position. Under such an arrangement each employee will become a half-time employee. Each teaching assignment must fulfill the part-time FTE requirements.
  - 2. A regular full-time employee may request a job share arrangement by applying for a “job share leave.” A replacement for the remainder of the position would be hired on a non-continuing contractual basis.
- E. Prior to entering into the job share, employees will develop in writing, as a part of the application, an agreement which addresses: responsibilities, work hours and/or day pattern, preparation time, conferencing, student progress reporting, attendance at in-service or staff development activities, PTA/PTO responsibilities, late start and early release days, attendance at required meetings, and other arrangements necessary for proper intra-team communication and support of the total program. This agreement must be approved by their supervisor(s) prior to submission of the request for job share. Each employee’s individual calendar shall be forwarded to Payroll and the Human

Resources Department prior to August 15 for the calendar year in which the job sharing will take place.

F. Parameters governing job sharing shall be:

1. Each employee will be issued a standard contract with salary proportionately based on salary schedule placement and amount of time or portion of FTE to be shared.
2. Employees have the option to substitute for their job share partner at the normal substitute pay rate when the one partner is out on approved leave. Employees are required to submit a leave request form for any absence from approved job share schedule.
3. Seniority will accrue according to the proportion of the employee's contract.
4. Employees will advance on the salary schedule in the same manner as other part-time employees.
5. All rights and privileges of this Agreement and Washington State statutes remain in effect.
6. Requests to return to full-time status from a job share arrangement as above will be done through the assignment and transfer provisions of this Agreement. Employees will notify the Superintendent by March 1 of the intent to return to full-time status.

G. If one of the employees, returns to full-time status, resigns or goes on leave of absence, the job share shall be determined to be dissolved. The District, at its option, shall offer the remaining employee the position full-time or the employee may seek to establish a new job share arrangement.



## ARTICLE V– REDUCTION IN FORCE

### **Section 1: Definitions**

- A. Reduction in Force (RIF) – reduction of nonprovisional continuing-contract employees resulting from a financial emergency. A financial emergency is a loss of funding – like a failure of a special levy, a reduction in state or federal funding, or a loss of funding because of a decline in enrollment – that requires the involuntary separation of employees. Any employee placed on RIF status shall retain all accrued benefits as are regularly extended to any employee on leave.
- B. Qualifications – the appropriate Washington State certificate for the subject and/or grade level to which the employee will be assigned.
- C. Seniority – the total number of years of non-supervisory service as a certificated employee in the state of Washington.
- D. Voluntary leave – leave requested and granted during a time of financial emergency for a period of up to one (1) year.

Reduction in force does not include the following:

- 1. Discharge or nonrenewal of an employee for cause.
- 2. Nonrenewal of one or more provisional employees regardless of whether the reason for the nonrenewal is related to a financial emergency or other monetary reasons.

In the event that an employee's position is eliminated due to the loss of grant money, which funds their position, or due to program elimination or reduction from lack of student enrollment, then the District will follow all avenues of retaining that employee in another position through the process of reassignment or transfers in Article IV.

### **Section 2: Notification for RIF**

- A. Prior to May 1 the Board will determine if the financial resources of the District will be adequate to permit the District to maintain its educational programs and services substantially at the same level for the next school year. If the legislature has not passed the omnibus budget by the end of the regular session, the District, Board, and Association may mutually agree to a later date. Further, if events occur after May 1 that create the need for a reduction in force, the District may initiate the reduction in force process as long as the notices of nonrenewal are delivered by May 15. The district will exhaust all Reassignment, Assignment, Vacancy, Transfer, and Position Exchange provisions (Article IV) before initiating the process for a reduction in force. The determination that a RIF is

warranted shall be based on conditions as defined in Article V, Section 1. Reduction in Force (RIF) will apply to the start of the following school year.

- B. Within five (5) days of the determination of a necessary RIF, and prior to the notification of individual employees, the PEA President and Vice President shall be notified in writing. The PEA President and Vice President shall be kept informed throughout the RIF process, including criteria for elimination or program reduction.
- C. In an effort to eliminate involuntary separation of staff, every reasonable effort shall be made to ascertain the number of certificated positions that shall be open as a result of:
  - 1. Retirement
  - 2. Resignation
  - 3. Leaves of absence
  - 4. Nonrenewal of rehire/retire and leave replacement employees
  - 5. Nonrenewal of provisional employees and
  - 6. Transfer of employees within the District
- D. Notification to employees must be made prior to May 15.

### **Section 3: Criteria for Retention**

An employee assigned for a retained position shall have these two (2) criteria:

- A. Highest seniority
- B. Appropriate certification and/or endorsements for the position, as defined by State law

### **Section 4: Annual Publication of the Seniority and Certification Report**

- A. Seniority, for the purpose of RIF, is determined by the total length in years of overall non-supervisory certificated service in Washington State. Total experience shall include full or partial years of non-supervisory service accrued prior to the initial date of hire in addition to subsequent years of service earned after the date of hire.
- B. Years of service shall mean completion of a full-time equivalent (FTE) contract for one full school year including partial work experience. Partial FTE and substitute experience shall be computed by dividing the number of total hours per year of service by the total number of hours per year for a full-time employee as computed for placement on the salary schedule.

- C. Annually, by November 1, the District shall publish and distribute the seniority and certification report to all employees for verification of work and education experience. Employees shall have twenty (20) working days to report any dispute regarding their years of experience, degrees earned, coursework and clock hour credit.
- D. A finalized list shall be published and distributed to all employees by March 1 of each year. The list shall reflect all corrections, deletions and additions of personnel for the school year.
- E. The seniority and certification report shall include the:
  - 1. Total number of years of non-supervisory certificated experience in the State of Washington
  - 2. District Seniority: Seniority status is defined as the date of hire (upon Board approval) for the Pullman School District as a certificated employee. A break in service will result in a new hire date. This does not include members who are returning from an approved leave of absence or members returning from a Reduction in Force.
    - a. Beginning in the 2025-2026 school year, district seniority will be officially tracked based on the Board's approval date. For certificated staff hired before 2025-2026, their original hire date will continue to be used. However, if a reduction in force (RIF) occurs, the official Board approval date will be applied to the affected employees.
  - 3. Total number of years of certificated experience
  - 4. Initial date of hire as a contracted employee with the district
  - 5. Type of certificate(s) and endorsement(s) held by the employee as based on the Washington State E-certification database or other data management system administered by OSPI
- F. Employees are to review the seniority report and note any changes to the Human Resources Department during the annual review period.
- G. Employees may become qualified for retained positions by adding endorsements to their respective certificates or permits (WAC 181-82-105).
- H. Employees on leave are responsible for initiating any changes pertaining to their individual listing.

### **Section 5: Steps in Reduction in Force**

Once all Assignment, Reassignment, Vacancy, Transfer and Position Exchange provisions, as defined in Article IV, have been exhausted and the Board of Directors by resolution determines that RIF is warranted,

the following steps will be taken. Throughout the process, the District and Association will meet to discuss implementation of the steps.

- A. The Board will reduce the number of employees subject to RIF by use of budgetary reserves and by reducing expenditures in non-employee related categories.
- B. The District will provide the Association with a list of all retained positions. In addition, the Association President and Vice President shall be notified of the need for initiating a Reduction in Force.
- C. The District will develop a hiring list of employees by considering each employee in order of seniority. The District will assign an employee under consideration to a position that is still open. When no position exists for which the employee is qualified as defined in Article V, Section 4, the employee is left off the hiring list. The District will then proceed to consider the person next in seniority in a similar manner.
- D. In the event that more than one employee listed has the same seniority ranking:
  - 1. All affected will be ranked by order of the date of hire (upon Board approval).
  - 2. In the event a tie still exists, employees will be ranked according to the total number of years of non-supervisory certificated service.
  - 3. In the event a tie still exists, employees will be ranked according to their last summative evaluation.
  - 4. If after the first three (3) steps a tie still exists, then the affected employees shall participate in a drawing by lot to determine position on the seniority list. The Association and all employees so affected shall be notified in writing of the date, place and time of the drawing no later than four (4) days prior to the day of the drawing. The drawing shall be conducted openly and at a time and place that allow affected employees and the Association to be in attendance.
- E. The District will notify each employee of employment status by May 15. Those not on the hiring list will receive notice of non-renewal in writing.

## **Section 6: Provisions of Re-employment**

- A. All certificated employees in the RIF category as a result of these procedures will be placed in a re-employment pool for up to three (3) consecutive school years.
  - 1. Individuals in the re-employment pool will be ranked based upon highest seniority and appropriate certification and/or endorsements for the positions as defined in Article V, Section 5.

- B. An individual shall have the right to refuse the offer of employment resulting in the person's name being passed over for that position only.
- C. Notices of re-employment shall either be hand delivered or sent by return receipt mail. Notices will be sent to the last known address for the individual, and the persons shall have ten (10) working days from the date of the mailing to accept the position. It shall be the responsibility of each person in the re-employment pool to notify the Human Resources Department of any change of address.
- D. All previously accrued benefits (such as but not limited to accrued sick leave, seniority, salary schedule placement) will be reinstated upon re-employment.
- E. No new employees shall be hired to fill existing or new positions until the employment pool has been exhausted, except when no employees in the re-employment pool are eligible because they do not meet the qualifications for the vacant position.
- F. When an employee in the re-employment pool accepts another continuing certificated position either with the Pullman School District or another district, the employee's name will be removed from the re-employment pool.
- G. Each individual in the re-employment pool will be given the opportunity to be on the District's substitute list.

## ARTICLE VI – INSTRUCTION

### Section 1: Class Size

The Pullman School District shall not exceed class size enrollment except as provided in other areas stated in the Agreement. In a special education co-teach classroom, the special services student numbers shall not exceed half of the total class size. If the student number exceeds half of the class size total number, the workload relief as defined by Article VI Section 2C, goes to the general education teacher only. Students receiving special services in the areas of speech only, OT only, or students on consultation, do not count toward the workload relief.

|      |    |
|------|----|
| K    | 22 |
| 1    | 22 |
| 2-3  | 22 |
| 4-5  | 25 |
| 6-8  | 30 |
| 9-12 | 32 |

#### Specialists

Elementary library, music and physical education specialist classes will follow the appropriate grade level class size listed above.

#### Grades: 6-8

|                              |  |
|------------------------------|--|
| Beginning Band and Orchestra | 30   |
| PE                           | 32   |
| Drama, Music                 | Enrollment consistent with stated goals and objectives for the class |

#### Grades: 9-12

|       |  |
|-------|--|
| PE    | 34   |
| Music | Enrollment consistent with stated goals and objectives for the class |

Class size enrollment for technology, laboratory, CTE, and Art classes shall be consistent with the stated goals and objectives of the class, available equipment, number of student workstations and safety and health standards.

Building principal(s) will make every attempt to create a balanced schedule to prevent the number of students exceeding the class sizes above.

Each school will make every attempt to balance the number of students with IEPs in any one classroom. If an elementary classroom or a general education class size, (Math, ELA, Science, Social Studies) exceeds more than five (5) students with an IEP as of October 1, the workload relief as defined by Article VI Section 2 applies to the general education teacher. This does not include speech only, OT only, students on consultation, and students served in collaborative settings. This only applies to students who are in class for more than fifty percent (50%) of the school day in elementary or fifty percent (50%) of the student's schedule at secondary.

## **Section 2: Workload Relief**

### **A. Elementary Classrooms (K – 5th grades)**

1. If an elementary class exceeds the class size enrollment in Article VI, Section 1, beginning on the official count date of each month, the principal, in consultation with the employee, will make a recommendation to the Superintendent from the options listed below. The Superintendent (or designee) shall implement one (1) of the options in consideration of the recommendation from the principal.
  - a) One (1) hour para-educator time per day per student (selected and scheduled by the principal in consultation with the employee); time will be pro-rated during collaboration and conference days.
  - b) One (1) hour additional per diem pay per student per week
  - c) Hire an additional employee (this is a consideration solely at the discretion of the Superintendent and Board)
2. The implemented option will be extended on a monthly basis (determined on the official count date of each month) for as long as class enrollment exceeds the level listed in Article VI, Section 1. The option will end once enrollment, on the official count date of each month, does not exceed the enrollment levels in Article VI, Section 1.
3. Employees shall complete a time-slip for the per diem pay each month that the employee is eligible for overload compensation.

### **B. Elementary Specialists**

1. If a section is one (1) to two (2) students over the enrollment listed in Article VI, Section 1, then one (1) of the options listed in the tables below will count as one (1) section in overload. If a section is three (3) to four (4) students over enrollment listed in Article VI, Section 1, then that section will count as two (2) sections in overload.

2. In order for an elementary specialist to qualify for overload compensation, a full-time employee must be assigned thirty (30) sections or, if part-time, an equivalent number of sections to FTE.
3. Elementary specialists (art, STEM, music, health and fitness) with more than thirty-three (33) sections will be offered a supplemental contract of .03 FTE for each section beyond thirty-three (33).

**Specialist meets each section one time per week:**

| # of Sections in Overload | # of Parapro Hours Granted Per Week | Hours of Pay Per Week |
|---------------------------|-------------------------------------|-----------------------|
| 1 - 6                     | 1                                   | 0.2                   |
| 7 - 11                    | 2                                   | 0.4                   |
| 12 - 17                   | 3                                   | 0.6                   |
| 18 - 23                   | 4                                   | 0.8                   |
| 24 +                      | 5                                   | 1.0                   |

**Specialist meets each section two times per week:**

| # of Sections in Overload | # of Parapro Hours Granted Per Week | Hours of Pay Per Week |
|---------------------------|-------------------------------------|-----------------------|
| 1 - 3                     | 1                                   | 0.2                   |
| 4 - 6                     | 2                                   | 0.4                   |
| 7 - 9                     | 3                                   | 0.6                   |
| 10 - 12                   | 4                                   | 0.8                   |
| 13 +                      | 5                                   | 1.0                   |

**C. Secondary Classrooms**

1. If a secondary class exceeds the class size enrollment listed in Article VI, Section 1, beginning on the official count date of each month, the employee will receive one (1) hour additional per diem pay, per student, per month.
2. The implemented option will be extended on a monthly basis (determined on the official count date of each month) for as long as class enrollment exceeds the class enrollment listed in Article VI, Section 1. This option will end once enrollment, on the official count date of each month, does not exceed the classroom enrollment.

**Section 3: Special Education**



Since the nature of the work of each category of special education staff is unique, the Director of Special Services/designee and special education staff will review and communicate about caseload, at least quarterly, or as needed. The purpose of the review will be to evaluate programming and communicate caseload concerns and recommendations. Either the special education staff or the Director of Special Services/designee may make recommendations.

- A. Before a change of placement occurs for a student with an IEP, the employee will be informed of the student's needs according to their IEP.
- B. The following procedure will be used to assist special education certificated staff members in keeping enrollment at reasonable and workable levels:
  1. Definitions:  
Caseload - Typically defined as the number of students with Individual Education Plans (IEPs) for whom a teacher serves as "case manager" and is responsible for writing and implementing the IEP.

| <b>Program</b>  | <b>Caseload</b>     |
|---|---------------------|
| SLP   | 52                  |
| Elementary Resource Room  | 28                  |
| Secondary Resource Room   | 30                  |
| Developmental Learning Center (DLC)/Intensive Learning Center (ILC) | 13                  |
| Preschool   | 13 for each session |
| OT  | 44                  |

2. Special Education Caseload Remedies:  
If the number of students exceed a caseload the case manager, building principal, and Special Services Administrator will meet within 5 business days after the time when the additional student(s) was/were added. In that meeting they will determine a mutually acceptable resolution to the issue within 10 days (using the suggestions below):
  - a) Reassign certificated staff or add support staff
  - b) Provide additional release time for planning
  - c) Assist in developing teaching strategies
  - d) Certificated staff proposes other forms of assistance
  - e) Receive one (1) hour additional per diem pay, per student, per month
3. When a Special Education position is unable to be filled with a certified Special Education Teacher, employees who hold a Special Education certification may be asked to cover part or all of the caseload for that position. Special education teachers who choose to cover an IEP or caseload will meet with the building principal and Special Services Administrator to determine a collaborative team plan.

Options to be discussed for remedies may include, but are not limited to:

- a) Provide release time for the special services teacher(s)
  - b) Provide additional approved curriculum materials
  - c) Other remedies as determined by the Special Services Administrator
4. All students with IEPs will have equivalent access to the general education teachers' curricular materials. If an employee needs the curriculum materials, they will submit a request to the Teaching & Learning Department.
5. School Psychologist: There will be a ratio of one (1) school psychologist, including contractors, assigned to directly serve every 1,350 (1,350:1) students enrolled in the District. A school psychologist will be assigned to no more than two schools.
6. School Guidance Counselors: The District shall maintain Guidance Counselor staffing based on the availability of qualified candidates to the best of their ability with the following intent, one counselor for every 375 high school students (375:1), one for every 475 middle school students (475:1), one for every 812 elementary school students (812:1) with at least one (1) full time school guidance counselor at each school. At the discretion of the building administrator with input from staff, a school may choose to have a less than full-time counselor.

#### **Section 4: Multi-level Personnel**

For personnel with district wide responsibilities, schedules and/or workload will be determined with appropriate supervisor(s). Each employee's schedule must allow at least twenty (20) minutes for travel between buildings. Travel time will not be considered part of planning time.

#### **Section 5: Part-time Employees**

- A. Part-time employees shall begin their workday thirty (30) minutes (prorated by partial FTE contract) before and after their individual student day.
- B. Planning time will be prorated as a part of the assignment and will be reflected in the decimal portion of the assignment.

## **Section 6: Equitable Distribution of Students**

Building Principals shall make every effort to equitably distribute the number of students at each class section based on academic, social, and behavioral characteristics of the students. Principals will consider input from the special education teacher(s), school counselor(s), and other certified staff as appropriate regarding the distribution of students. If a teacher thinks that their classroom is not distributed equitably, they may bring this to the attention of their supervisor.

## **Section 7: Preparation Time**

The District and Association recognize that preparation time is vital.

- A. Secondary Teacher Preparation Time: The normally scheduled preparation time for employees during the student day shall be as follows:
  - 1. High School: One (1) of six (6) periods per day will be assigned as a preparation period. Non-classroom employees will determine schedules with building principal.
  - 2. Middle School: One (1) of six (6) periods per day will be assigned as a preparation period. Non-classroom employees will determine schedules with building principal.
- B. Elementary Teachers and Specialists (art, STEM, music, health, and fitness) Preparation Time:
  - 1. For the 2025-2026 School Year:
    - i. Elementary: Each elementary employee shall have at least two-hundred (200) minutes of preparation time each week, not to include the time before and after school, or the duty-free lunch period. A minimum of one (1) forty (40) minute period per day will be assigned as a preparation period. Student classroom supervision shall not begin more than five (5) minutes before the student day.
    - ii. Elementary Specialists: Elementary Specialists (art, STEM, music, health, and fitness) shall have a guaranteed thirty (30) minute uninterrupted block of preparation time each day. The remaining preparation time shall be scheduled in blocks of time no less than fifteen (15) minutes to reach their full two hundred (200) minutes per week. Preparation time shall not include the passing time between classes. Student classroom supervision shall not begin more than five (5) minutes before the student day.
    - iii. For the 2025–2026 school year, the Elementary Teachers and Specialists (including art, STEM, music, health, and fitness) will be provided with two days of substitute release time to be used for preparation within the building. These days may be taken in full-day or half-day increments.
  - 2. For the 2026-2027 School Year:

Beginning with the 2026-2027 school year, each elementary building may determine an approach that meets building needs while maintaining non-instructional duties and state-required instructional minutes. Elementary Teachers and Specialists (art, STEM, music, health, and fitness) shall receive forty (40) minutes of uninterrupted preparation time daily. Ten (10) additional minutes will be scheduled within the day, attached to a teacher's student supervision free time (beginning of the school day, recess, student lunch, the teacher's planning period time, and the end of the school day.)

Preparation time shall not include passing time. Student classroom supervision shall not begin more than five (5) minutes before the student day.

### 3. For the 2027-2028 School Year:

By November 1, 2026, a committee will be established with one representative from each elementary school as selected by PEA, one District PEA representative, one administrator from each elementary school, and one District office administrator. The committee's purpose is to develop a plan that provides elementary teachers and specialists with 275 minutes of weekly preparation time, not to include the time before and after school, or the duty-free lunch period while maintaining non-instructional duties and required instructional minutes.

C. Every effort will be made to schedule preparation periods in uninterrupted blocks of time. Assignment of tasks during preparation time is to be avoided. If employees are directed to supervise students during this time period and it is not covered under the class coverage and loss of prep time section, they may submit a time sheet for loss of work time. Pay shall be at the employee's per diem rate of pay. This provision is not intended to apply to loss of planning time due to assemblies, or other routine schedule disruptions.

D. Part-time staff will receive a pro rata amount of the amount of preparation time each week.

## **Section 8: Class Coverage and Loss of Preparation Time**

A volunteer list shall be established at each worksite. Those teachers will be contacted and asked if they are willing to fill unfilled sub positions during their prep period. Teachers on the volunteer list will be contacted on a rotating basis within each building to ensure fairness.

- A. A rotation schedule will be followed to minimize the number of preparation periods any one (1) employee needs to cover. The employee may decline, or be compensated at their hourly rate of per diem pay, calculated in quarter hour increments rounded to the next highest quarter hour.
- B. Teachers can contact their administrator if they wish to be added or removed from the volunteer list.

- C. If there are remaining vacancies, the principal will utilize other available certificated district employees (e.g. Core+ staff, student teachers/mentor teachers, TOSAs, building administrators, district administrators, etc.).

### **Section 9: Parent Conferences/Grade Preparation**

- A. Every family will be given the opportunity to meet with their student's classroom teacher. Parent conferences during the fall and spring will be implemented as follows:
  - 1. There will be a minimum of two and a half (2.5) release days for grades K-8 in the fall. In the spring there will be two and a half (2.5) release days for grades K-5.
  - 2. Conference schedules must be approved by the building principal.
- B. Buildings may agree to hold conferences during one (1) evening session in lieu of an afternoon conference session (a session is defined as an entire set of half-day conferences). Employees are not required to be in the building during one (1) afternoon session if evening conferences are scheduled. If there are individual employee conflicts with scheduled night conferences, arrangements will be made with the building principal.
- C. Employees grades K-5 may have up to four (4) hours total per year paid at per diem rate for work performed outside of the regular school day during the Fall and/or Spring conferences. Employees in grades 4-5 will have an additional two (2) hours per conference week. This does not include the Fall and Spring evening conference sessions. Part-time employees will receive a pro-rated amount. If an employee is required by the principal to work outside of their contract for the conference period, the employee will be paid per diem. Employees must submit a Pullman School District time slip in order to receive payment.
- D. Employees in grades 9-12 will have access to a half day substitute teacher the week before the new semester on Tuesday, Wednesday, or Thursday to cover teachers' release time to complete their grading/retest duties at the end of the first semester. The building principal/designee, in consultation with the teacher, will be responsible for scheduling release time in advance. In order to maximize substitute usage, the release time for teachers should be balanced in the morning and afternoon. The cost of the substitute will be paid by the district.
- E. In grades K-8 the week prior to grades being due at trimester/semester, every effort shall be made not to schedule before and after school meetings, with the exceptions of IEP/504 and Collaborative Team Meetings, for the purpose of grade preparation.

### **Section 10: WA Kids Testing**

In schools where WA Kids Testing and conferencing is required, the first three (3) days of all-day kindergarten will be used to meet those requirements

### **Section 11: Mentor Program**

- A. A mentoring program will be established to assist new employees during their first year of employment. The purpose of the mentor program is to provide on-going professional developmental support. The time includes meetings, conferences, reports, and follow-ups as needed.
- B. Mentors shall receive a stipend of five hundred dollars (\$500) per employee for working with employees new to the profession. Mentors shall receive a stipend of three hundred dollars (\$300) per employee for assisting experienced educators who are new to the District.
- C. New employees shall receive a five hundred-dollar (\$500) stipend at the conclusion of their first year of employment.
- D. Stipends shall be paid no later than the June pay warrant.
- E. Based on program funding, substitute days will be available for new employees and mentors for professional development, observation of other employees, and building visits.

### **Section 12: Non-Instructional Duties**

During the workday employees may be assigned non-instructional duties. Non-instructional duties may not exceed thirty (30) minutes a week and employees will not be assigned more than one non-instructional duty before school per week unless requested by the employee and approved by the building principal. This section does not apply to certificated special education staff, SLP and OT/PT.

### **Section 13: Annual Training**

Complete annual online trainings by September 30. Employees who have not completed the required online trainings by September 30 may be subject to disciplinary action. Any disciplinary action will not remove the requirement to complete the mandatory training modules.

## ARTICLE VII – EVALUATION

### **Section 1: Definitions**

- A. The term “Artifacts” shall mean anything in physical or virtual form that provides data. Artifacts could include notes from observed practice and products or results of a classroom teacher’s work that demonstrates knowledge and skills of the educator with respect to the evaluation system. Artifacts should not be created specifically for the evaluation system.
- B. The term “Certificated Support Personnel” shall mean counselors, librarians, instructional coaches, TOSAs, Educational Staff Associates (e.g. Speech Language Pathologists, OT, PT, nurses, or school psychologists), and other bargaining unit members who do not meet the definition of Classroom Teacher. Certificated support personnel will be evaluated using the Track Two evaluation process as written in Article VII, Section 10 of this agreement.
- C. The term “Classroom Teacher” shall mean certificated staff (including art, music, and P.E., and world language specialists) with an assigned group of students for whom they provide academically focused instruction and/or grades. The term “classroom teacher” or “teacher” does not include certificated support personnel.
- D. The term “Component” shall mean the sub-section of each criterion.
- E. The term “Employee or Employees” shall mean both classroom teachers and certificated support personnel except where otherwise specified.
- F. The term “Evaluation” shall mean the ongoing process of identifying, gathering and using information to improve professional performance, inform professional practice and assess total job effectiveness. The evaluation system consists of two (2) tracks:
  - 1. Track One: for classroom teachers, a Comprehensive or Focused evaluation process will be used; or
  - 2. Track Two: for certificated support personnel, a Certificated Support Personnel evaluation process will be used.
- G. The term “Evaluation Criteria” shall mean the minimum eight (8) evaluation criteria for classroom teachers to be scored as specified in WAC 392-191A-060 and the minimum evaluation criteria for certificated support personnel specified in WAC 392-191-020 and 392-191A-210.
- H. The term “Evaluation Report” shall mean that document which becomes a part of the teacher’s personnel file.
- I. The term “Evaluator” shall mean the building Principal/designee of the employee being evaluated.

- J. The term “Evidence” shall mean any artifact, observed practice or results of the classroom teacher’s work that demonstrates the teacher’s ability and skills in relation to the instructional framework. Evidence is not intended to be a portfolio collection of evidence but rather a sampling of data used to demonstrate the classroom teacher’s level of performance. It should be gathered from the normal course of employment.
- K. The term “Instructional Framework” shall mean the adopted instructional framework pursuant to RCW 28A.405.100. The parties have agreed to the Danielson Framework for Teaching Evaluation as the basis of the evaluation process.
- L. The term “Not Satisfactory” shall mean:
  - 1. Provisional and continuing contract teachers: Receiving a summative score of Unsatisfactory or Level 1 is considered ‘not satisfactory’ performance.
  - 2. Continuing contract teachers with more than five (5) years teaching experience in the state of Washington: Receiving a summative score of Basic or Level 2 for two (2) years in a row or two (2) years within a consecutive three (3) year period, is considered ‘not satisfactory’ performance.
- M. The term “Observation” shall mean the gathering of evidence made through classroom or worksite visits, or other visits, work samples, or conversations that allow for the gathering of evidence of the performance of assigned duties for the purpose of observing instruction and examining evidence over time based on the district adopted teacher evaluation model.
  - 1. A “Formal Observation” shall mean a documented observation that is prescheduled.
  - 2. An “Informal Observation” shall mean a documented observation that is not required to be pre-scheduled.
- N. The term “Provisional Employee” shall mean any employee in a teaching or other nonsupervisory, certificated position during their first three (3) years of employment. Provisional employees are subject to nonrenewal of contract during the first three (3) years of employment unless:
  - 1. The employee has previously completed at least two (2) years of certificated employment in another school district in the state of Washington, in which case the employee shall be a provisional employee in their first (1st) year of employment; or
  - 2. The classroom teacher has received an evaluation rating of Unsatisfactory – Level One (1) on the Four (4) level rating system established under RCW 28A.405.100 during their third (3rd) year of employment, in which case the teacher shall remain subject to nonrenewal of employment until they receive a Basic – Level Two (2) rating or higher; or
  - 3. The Superintendent makes a determination to remove an employee from provisional status if the employee receives one (1) of the top two (2) evaluation ratings during the second year of employment by the District.



Provisional status shall include any employee who is re-employed with the District after a break in service.

- O. The term “Rubrics” shall mean the descriptions of practice used to capture evidence and data and classify teaching and student growth using the evaluation criteria and the Four (4) level rating system.
- P. The term “Scoring Band” shall mean the State adopted range of scores used to determine the final comprehensive evaluation summative score for a certificated classroom teacher.

|         |                |         |
|---------|----------------|---------|
| Level 1 | Unsatisfactory | 8 – 14  |
| Level 2 | Basic          | 15 – 21 |
| Level 3 | Proficient     | 22 – 28 |
| Level 4 | Distinguished  | 29 – 32 |

Component scores within a criterion and the included student growth scores will be averaged and rounded to reach a final criterion score. When a final criterion score includes a fractional number (for example 2.33), all scores with the fractions below .51 will be rounded down and all fractions .51 or above will be rounded up. For example, a score of 2.33 would receive a final criterion score of Two (2) and a score of 2.51 would receive a final criterion score of Three (3).

- Q. The term “Student Growth” shall mean the change in student achievement in subject matter knowledge, understandings, and/or skill between two (2) points in time, in context of meeting standards/course requirements.
- R. The term “Student Growth Data” shall mean data that is relevant to the teacher and subject matter. It must be a factor in the evaluation process and may include formative and summative measures, school-wide and/or district-wide assessments.
- S. The term “Summative Performance Ratings” shall mean the Four(4) performance levels applied using the Four (4)-level rating system: Level One (1) = Unsatisfactory, Level Two (2) = Basic, Level Three (3) = Proficient, and Level Four (4) = Distinguished.

## **Section 2: Evaluation Process**

Notification: By October 1 or within fifteen (15) working days of the first day of employment, each employee will be notified of their assigned evaluator and whether they will be evaluated using the Track One (comprehensive or focused evaluation) or Track Two Certificated Support Personnel evaluation process. When appropriate, evaluators may use group meetings for this purpose.

In the event an employee does not work under the direct supervision of a building Principal or Assistant Principal, a certificated administrator designated by the Superintendent shall serve as evaluator. An employee who is assigned to two (2) or more worksites shall be assigned a primary evaluator.

If an employee is transferred to another position, not under the supervisor's jurisdiction, the final evaluation shall be made by the supervisor at the time of transfer or by the new supervisor. If an employee resigns during the school year, a final evaluation shall be completed prior to the last day of employment if possible.

### **Section 3: Provisional Employees**

- A. Evaluation Option: Provisional employees shall be evaluated on a comprehensive evaluation.
- B. Ninety (90) Day Observation: Provisional employees shall be observed for thirty (30) minutes in the first ninety (90) calendar days of employment.
- C. Additional Observations: In the third year of provisional status, employees shall be observed at least three (3) times for a minimum of ninety (90) minutes.
- D. The District may move a three (3) year provisional classroom teacher to non-provisional status after two (2) years of evaluations rated as Proficient, Level Three (3) or Distinguished, Level Four (4).
- E. Non-Renewal: The non-renewal of a provisional employee will follow the process set forth in RCW 28A.405.220. The provisional employee must be notified by May 15 and may request an informal meeting with the superintendent to request reconsideration of the non-renewal. The superintendent will then submit a report recommendation action to the Board of Directors. The decision of the Board of Directors is final and not subject to appeal. Decision to non-renew provisional employees shall not be subject to the grievance procedure.

### **Section 4: Electronic Monitoring**

All observations shall be conducted openly. Mechanical or electronic devices shall not be used to listen to or record the procedures of any class, unless it is initiated and submitted by the employee or mutually agreed to by the evaluator and the employee. Such recordings shall be used for evaluation purposes only and will not be shared without the employee's written consent.

### **Section 5: Classroom Teacher Evaluation System, Track One**

- A. The purpose of the evaluation of certificated classroom teachers will be to:

1. Acknowledge the critical importance of teacher quality in impacting student growth and support professional learning.
  2. Identify, in consultation with classroom teachers, particular areas in which professional performance is distinguished, proficient, basic or unsatisfactory, and particular areas in which the classroom teacher needs to improve their performance.
  3. Assist classroom teachers who have identified areas needing improvement, in making those improvements.
- B. Teacher Self-Assessment: All classroom teachers will complete either a self-assessment on all eight (8) criteria and the components therein or use the results of their prior year's comprehensive evaluation in lieu of a self-assessment, prior to setting professional goals. The teacher has the option of sharing the results with their evaluator. The self-assessment serves as a tool for the goal setting and collaborative conference.
- C. Artifacts and Evidence: The teacher and evaluator will collect and share artifacts and evidence necessary to complete the evaluation.
1. The teacher may provide additional artifacts and evidence to aid in the assessment of the teacher's professional performance against the instructional framework, especially for those criteria not observed in the classroom. The evidence provided by the teacher shall be incorporated at the time of the post-observation conference and be used to determine the final evaluation score.
  2. Artifacts should not be created specifically for the evaluation process but should be "a natural harvest" of products generated in the course of the teacher's practice.
  3. Emphasis should be placed on the collection of a small number of high-quality artifacts demonstrating teacher performance, rather than quantity of artifacts submitted.

Documentation: Evaluation records shall be managed as follows:

1. A copy of the final evaluation and teacher's written comments shall be placed in the teacher's personnel file.
2. Classroom teachers shall have access to any electronic collection of data in subsequent years as long as they remain employed in the District. Upon separation of employment from the District this information shall be purged and no longer maintained by the District in accordance with the applicable records retention schedule.
3. Evaluators shall notify the teacher of any additional evidence within five (5) days.
4. Any and all data entered into a data collection system shall be considered confidential and shall not be subject to public disclosure except as required by state or federal law.

## **Section 6: Evaluator Requirements, Track One**

No classroom teacher shall be evaluated by an administrator who has not been trained in the use of the specific instructional framework and rubrics contained in this agreement and any relevant State or Federal requirements. RCW 28A.405.120

## **Section 7: Use of Student Growth Goals in Evaluation**

The purpose of Student Growth Goals and the related rubrics are to promote instructional practice that is culturally responsive and socially and emotionally literate, and inclusive of each and every student. The use of student growth goals is to be based primarily in educator reflection using the data naturally harvested to improve instruction and student learning. The emphasis is on responsive practice and authentic conversation as the foundation of the student growth process.

All certificated staff members required to develop and implement student growth goals will be trained on the related rubrics and processes. This training will be embedded in the work new teachers do with their principals at the beginning of the school year and on an as-needed basis.

Student growth goal evidence should be a natural harvest of existing data with the purpose lying in the outcomes associated with the data collection and conversation with the teacher.

On or before October 31, teachers and their evaluator will meet to determine which unit of study student growth goal data will be collected. Goal setting conferences will be determined based on the unit of study, but must occur before February 1.

At the teacher's discretion and in consultation with their evaluator, a teacher may use the formal student growth setting process more than once during the year in order to improve their practice and to show additional growth for their evaluation.

## **Section 8: Comprehensive Evaluation Option**

A comprehensive evaluation will be required for all classroom teachers who are provisional employees or who have received a Level One (1) or Level Two (2) rating in the previous year. All continuing classroom teachers will be required to complete a comprehensive evaluation once every six (6) years. The focus on professional development and the significance of decisions made as a result of this process will follow a timeline as described in Appendix C.

- A. Professional Goals: Teachers on a comprehensive evaluation will develop professional goals and timelines, will monitor their progress, and make adaptations as needed. The plan will be guided by the teacher's self-assessment or the prior year's comprehensive evaluation and must include the three (3) student growth goals (3.1, 6.1, and 8.1) and one (1) instructional goal. Goals shall be developed with input from the evaluator and may be interrelated or "nested". The evaluator and teacher shall mutually agree on the professional growth and development plan by October 31.
- B. Pre-Observation Conference: A pre-observation conference shall be held prior to a formal observation or series of observations. The teacher and evaluator will mutually agree when to conference.
- C. Formal Observations: The first formal observation for both provisional and non-provisional classroom teachers shall be prearranged. The total annual observation time cannot be less than sixty (60) minutes or ninety (90) minutes for teachers in their third (3rd) year of provisional status.
  - 1. If mutually agreed upon, the subsequent amount of required observation time may be broken into smaller time increments. Only one (1) pre-observation conference will be required for that series of observations. The classroom teacher may request additional observations.
  - 2. Observations will not take place the day before Winter or Spring break, on the day following an absence of the teacher, and on days of an assembly or a modified schedule, unless mutually agreed upon by the teacher and the evaluator.
  - 3. Within five (5) working days after completion of the formal observation or series of informal observations the evaluator shall provide the classroom teacher with a written summary and feedback of the observation(s). Documentation shall be made using the instructional framework.
  - 4. The teacher may provide additional evidence to aid in the assessment of the employee's professional performance against the instructional framework rubric, especially for those criteria not observed in the classroom. The evidence provided by the teacher shall be incorporated on the observation document prior to or during the post-observation conference and be used to determine the final evaluation score.
  - 5. Unless otherwise mutually agreed upon, the final formal observation shall occur prior to May 1.
- D. Post-Observation Conference: The purpose of the post-observation conference is to review the evaluator's and teacher's evidence related to the criteria during the observation and to discuss the teacher's performance.
  - 1. A post-observation conference shall be held within five (5) days following a formal observation or series of observations or held at a mutually agreed upon date and time. If the teacher and evaluator have mutually agreed to break the remaining thirty (30) minutes

of observation into shorter time increments, only one (1) post-observation conference will be required for that series of observations.

2. If there is an area of concern, the evaluator will identify specific concerns for the applicable criteria. The classroom teacher and evaluator will discuss and jointly develop specific solutions to remedy the concern in writing. The teacher has the opportunity to attach written comments to the observation notes.
- E. Informal Observations: Informal observations do not have to be in the classroom. Department or collegial meetings may be used for informal observations. If the evidence gathered from the informal observation is to be used in the evaluation process, the teacher will be notified in writing.
- F. Final Summative Evaluation Conference: Prior to May 15 the evaluator and teacher shall meet to discuss the teacher's final summative score. The final summative score, including the student growth score, must be determined by an analysis of evidence.
1. The classroom teacher has the right to provide additional evidence for each criterion to be scored. Evidence must be submitted to the evaluator by the date of the final evaluation conference or no later than May 1. The evaluator and teacher may jointly agree to a later date upon request by either individual.
  2. If the evaluator judges the teacher to be below Proficient the evaluator must provide evidence that deemed the score less than Proficient.
  3. When a final summative score is below Proficient, and the teacher believes certain teacher evidence was not considered and/or the criteria were not objectively scored, the teacher and evaluator shall mutually agree on one of the following:
    - a) An additional formal observation by June 1.
    - b) An alternative evaluator scoring the evidence. The alternative evaluator will be mutually agreed upon by the Association and the District.
    - c) Assignment of a new evaluator for the ensuing school year.
    - d) An additional observation by a different evaluator.
  4. Nothing prohibits an evaluator from evaluating any or all teachers as Distinguished based on the evidence within a school year.
  5. All evidence, measures and observations used in developing the final summative evaluation score must be a product of the school year in which the evaluation is conducted.
  6. Upon completion of an evaluation by the principal or other evaluator, the employee shall be provided with a copy of the summative evaluation report within three (3) days.

7. The teacher will sign two (2) copies of the Final Summative Evaluation Report. The signature of the teacher does not, however, necessarily imply that the teacher agrees with its contents. The teacher shall have the right to attach any comments to the evaluation report. This may be done at the time the employee receives a copy of the report and prior to the report being forwarded to the District Human Resource Office; or the comments may be forwarded to the Human Resource Office within seven (7) school days following the evaluation conference.
- G. Comprehensive Evaluation Summative Score: A classroom teacher shall receive a summative performance rating for each of the eight (8) state evaluation criteria. Each teacher's criterion scores are established using at least fifty percent (50%) of the components from each criterion and one hundred percent (100%) of the student growth components as per RCW 28A.405.100, WAC 392-191A-080 and WAC 392-191A-090.

The Summative Criteria Score is the sum of the eight criterion scores and is rated based on the summative scoring band, as follows:

|                          |         |
|--------------------------|---------|
| Level 1 - Unsatisfactory | 8 – 14  |
| Level 2 – Basic          | 15 – 21 |
| Level 3 - Proficient     | 22 – 28 |
| Level 4 – Distinguished  | 29 – 32 |

Component scores within a criterion and the included student growth scores will be averaged and rounded to reach a final criterion score. When a final criterion score includes a fractional number (for example 2.33), all scores with the fractions below .51 will be rounded down and all fractions .51 or above will be rounded up. For example, a score of 2.33 would receive a final criterion score of Two (2) and a score of 2.51 would receive a final criterion score of Three (3).

- H. Student Growth Impact Rating: Embedded in the instructional framework are five (5) components designated as student growth components. These components are embedded in criteria as SG 3.1, SG 3.2, SG 6.1, SG 6.2, and SG 8.1. Evaluators add up the raw score on these components and the teacher is given a score of low, average, or high based on the scores below.

Upon completion of the overall summative scoring process, the evaluator will combine only the student growth rubric scores to assess the classroom teacher's student growth impact rating.

The following scoring band will be used to determine the student growth impact rating:

|      |         |       |
|------|---------|-------|
| 5-12 | 13-17   | 18-20 |
| Low  | Average | High  |

- I. Impact of Low Student Growth Score: A student growth score of one “1” in any of the student growth rubrics (SG 3.1, SG 3.2, SG 6.1, SG 6.2. and SG 8.1) will result in an overall low student growth impact rating.

A classroom teacher with a preliminary rating of distinguished and with a low student growth rating will not receive an overall rating of higher than Proficient.

Classroom teachers with a low student growth rating will engage, with their evaluator, in a student growth inquiry.

- J. Student Growth Inquiry: Within two (2) months of the certificated classroom teacher receiving the low student growth score or at the beginning of the following school year, whichever is later, the evaluator will initiate the following steps:
1. The evaluator will examine additional student growth data in conjunction with the other student growth evidence previously provided.
  2. If the examination still results in a low student growth score, the evaluator will examine extenuating circumstances, which may include one (1) or more of the following: goal setting process, content and expectations, student attendance, and/or extent to which standards, curricula, and assessments are aligned.
  3. If after the above two (2) examinations, the classroom teacher still has a low student growth rating, the evaluator will:
    - a) Triangulate student growth measures with other evidence (observations, artifacts, and student work) and additional assessments (classroom and District based tools); or
    - b) Examine extenuating circumstances such as the process or expectations of goal setting, alignment of curriculum and assessments, or student attendance; or
    - c) Schedule monthly conferences with the teacher; and/or
    - d) Create and implement a professional development plan to address student growth areas.



## **Section 9: Focused Evaluation Process**

- A. In the years when a summative comprehensive evaluation is not required, classroom teachers who received a comprehensive summative score of Proficient or higher the previous year are required to complete a focused evaluation.
- B. Continuing teachers must complete a comprehensive evaluation once every six (6) years.
- C. The teacher or the evaluator can initiate a move from the Focused to the Comprehensive Evaluation. A decision to move a teacher from a Focused to a Comprehensive Evaluation must occur prior to December 15. A change to comprehensive evaluation must be preceded by at least one (1) meeting to discuss the need to change, an opportunity for response and the decision.
- D. The criterion area to be evaluated shall be proposed by the teacher prior to, or at the first pre-observation conference and must be approved by the evaluator. The criterion may be an area of expertise to be further developed or a criterion that would benefit from additional attention. If the teacher selects criterion 3, 6, or 8, the student growth rubrics within those criterion, shall be scored. If criterion 1, 2, 4, 5, or 7 is chosen, the teacher must complete the student growth components in criterion 3 or 6 as per WAC 392-191A-120.
- E. The teacher will develop a plan based on a self-assessment of the selected criteria, develop written professional goals and timelines, monitor progress, and make adaptations as needed. The evaluator and teacher shall mutually agree on the teacher's professional goal(s) for the year.
- F. A group of teachers may focus on the same evaluation criterion and share professional growth activities. This collaboration should be initiated by the teacher(s) and no individual shall be required to work on a shared goal.
- G. A classroom teacher may apply focused evaluation professional growth activities toward Professional Teacher (ProTeach) certificate renewal as required by the Professional Educator Standards Board (PESB).
- H. A summative score is assigned using the summative score from the most recent comprehensive evaluation. This score becomes the focused summative evaluation score for any of the subsequent years following the comprehensive summative evaluation in which the certificated classroom teacher is placed on a focused evaluation. Should a teacher provide evidence of exemplary practice on the chosen criterion, a level Four (4) Distinguished score may be awarded by the evaluator.

## **Section 10: Support for Basic and Unsatisfactory Performance**

- A. Prior to the start of school, the Association will be notified if a continuing contract teacher, with five (5) or more years of teaching experience, has a final summative score below Proficient.

- B. When a teacher's summative score falls below Proficient, at least one (1) of the following conditions and provisions shall be granted, by mutual agreement between the teacher and the evaluator, to support the teacher's professional development:
  - 1. The teacher shall be granted up to three (3) days of District funded release time to observe colleagues' instruction.
  - 2. The teacher shall be granted an additional/alternative certificated employee evaluator.
  - 3. The evaluator may require the teacher to take in-service training provided by the District in the area of teaching skills needing improvement. A mentor may be assigned to the teacher for the purpose of achieving such improvement. The District shall pay for any required in-service training or mentor. RCW 28A.405.140
  - 4. Any of these support activities shall be compensated at the employee's per diem rate of pay for any time that occurs outside the normal workday /year.
- C. In such cases that a teacher with more than five (5) years of experience receives a summative evaluation score below Proficient, the teacher must be formally observed before October 15th the following year. If the first (1st) Formal Observation in that following year results in ongoing and specific performance concerns, a structured support plan will be mutually developed by the evaluator and teacher within five (5) days following the first (1st) Post-Observation Conference and will be completed prior to completion of the comprehensive evaluation.

## **Section 11: Certificated Support Personnel, Track Two**

- A. Certificated support personnel shall be evaluated in accordance with the appropriate criteria set forth in the evaluation form attached to this Agreement in Appendix D. Employees shall be evaluated annually, and such evaluations to be completed no later than May 15 of the year in which the evaluation takes place.
- B. Principals and other supervisors and their administrative/supervisory designees may make evaluations at any time during the school year. Such evaluations may cover individual observations for such periods of time as may be identified in the evaluation report. Any additional evaluations shall be for the purpose of improving employee performance.
- C. No formal written program for improvement shall be developed or required of an employee prior to the completion of the employee's evaluation, or beyond May 1, of the school year.
- D. Upon completion of an evaluation by the Principal or other evaluator, the employee shall be provided with a copy of the evaluation report within three (3) working days.
- E. The employee shall sign the District's copy of the evaluation report to indicate that they have received a copy of the report. The signature of the employee does not, however, necessarily imply that the employee agrees with the contents of the evaluation.

- F. The employee shall have the right to attach any comments to the evaluation report. This may be done at the time the employee receives a copy and prior to the report being forwarded to the District Human Resource Office; or they may be forwarded to the Human Resource Office within seven (7) school days following the evaluation conference.
- G. Following the completion of each required evaluation report, a meeting shall be held between the evaluator and the employee to discuss the evaluation.
- H. In the event that any evaluation report indicates that the employee has performance deficiencies in one (1) or more of the overall areas defined in the evaluation criteria, the Principal or other supervisor and the employee shall attempt to develop a mutually agreeable written plan designed to improve the employee's effectiveness in the deficient areas. In connection with the development of such plan, consideration should be given to utilizing the services of available resource persons. If the supervisor and employee are unable to agree upon a mutually acceptable plan, the supervisor will prepare and deliver such plan to the employee.

## **Section 12: Certificated Support Personnel Evaluation**

All certificated support personnel shall be evaluated using the Certificated Support Personnel evaluation process.

## **Section 13: Probation**

- A. The purpose of the probationary period is to give the employee an opportunity to demonstrate improvement in their areas of deficiency. Provisional employees are not entitled to probation. The establishment of a probationary period does not adversely affect the contract status of an employee within the meaning of RCW 28A.405.200.
- B. At any time after October 15th, a teacher whose work is not judged satisfactory based on District evaluation criteria shall be placed on probation and notified in writing of the specific areas of deficiency and provided with a written reasonable program for improvement no later than January 20th of the academic year. The notice to the employee shall be signed by the Superintendent/Designee and include the following:
  - 1. Specific areas of performance deficiencies;
  - 2. A suggested specific program for improvement;
  - 3. A statement indicating the duration of the probationary period and that the purpose of the probationary period is to give the employee the opportunity to demonstrate improvements in their areas of deficiency and

4. A statement indicating areas of assistance to be provided by the supervisory staff.
- C. If the supervisor contemplates recommending that an employee be placed on probation, an evaluation shall be made on or before January 15.
  - D. A probationary period of sixty (60) school days shall be established. Days may be added if deemed necessary to complete a program for improvement and evaluate the probationer's performance.
    1. Track One: If the probationary employee has five (5) or more years of teaching experience and has a comprehensive summative evaluation performance rating of less than Level Two (2) (Basic) as of May 1, the probationary period may be extended into the following school year.
    2. Track Two: The probationary period must conclude before May 1st of the same school year.
  - E. Employees may only be placed on probation from the Comprehensive evaluation process.
  - F. During the probationary period the evaluator shall meet with the employee twice monthly to supervise and make written evaluations of the progress made by the employee.
  - G. The Principal or supervisor may authorize one (1) additional certificated administrator to evaluate and assist the employee in improving their areas of deficiency. Should the evaluator or supervisor not authorize an additional evaluator for the employee, the employee may request that an additional certificated evaluator become part of the probationary process. The employee's request must be implemented by including an additional experienced evaluator assigned by the ESD in which the school district is located and selected from a list of evaluation specialists compiled by the ESD, if available.
  - H. An employee on probation may authorize an Association representative to accompany them at all conferences required in this section.
  - I. The employee may not be transferred from the supervision of the original evaluator during the period of probation. Improvement of performance or probable cause for nonrenewal must occur and be documented by the original evaluator before any consideration of a request for transfer or reassignment as contemplated by either the individual or the school district may occur.
  - J. Track One: A classroom teacher must be removed from probation if they have demonstrated improvement that results in a new comprehensive summative evaluation performance rating of Level Two (2) or above for a continuing contract teacher with five (5) or fewer years of experience or of Level Three (3) or above for a continuing contract teacher with more than five (5) years of experience. If the evaluator is satisfied that the teacher should be removed from probation, the teacher shall be notified in writing no later than May 15.
  - K. Track Two: A certificated support personnel employee must be removed from probation if they have demonstrated improvement to the satisfaction of the evaluator in those areas specifically

detailed in the initial notice of deficiency and subsequently detailed in the program for improvement.

- L. Immediately following the completion of a probationary period that does not produce the required performance improvement, the employee may be removed from their assignment and placed into an alternative assignment for the remainder of the school year. This re-assignment may not displace another employee, nor may it adversely affect the probationary employee's compensation or benefits for the remainder of the employee's contract year. If such re-assignment is not possible, the District may, at its option, place the employee on paid leave for the balance of the contract term.
- M. If the probationary employee has not demonstrated satisfactory improvement in the area(s) of deficiency, the employee shall be notified in writing on or before May 15th of the lack of improvement along with specific documentation. Lack of necessary improvement constitutes grounds for finding probable cause for non-renewal pursuant to RCW 28A.405.210 or discharge pursuant to RCW 28A.405.300.
- N. If a procedural error occurs in the implementation of a program for improvement, the error does not invalidate the probationer's plan for improvement or evaluation activities unless the error materially affects the effectiveness of the plan or the ability to evaluate the probationer's performance.

#### **Section 14: General Requirements**

- A. Work Site Limit: All formal observations for the purpose of evaluation must be conducted with the knowledge of the employee at the employee's normally assigned work site(s).
- B. Signatures: The written observation report(s) and the written evaluation report(s) must be signed and dated by the observer and the evaluator respectively. Such reports are also to be signed and dated by the employee, provided that the employee's signature shall indicate only that they have received a copy of the observation and/or evaluation report, not that they necessarily agree with its content.
- C. Copy and Response: A copy of each observation shall be given to the employee within five (5) working days of the observation. A copy of the evaluation shall be given to the employee by June 1. Within seven (7) working days, the employee may submit written comments concerning the report which shall be attached to the report in the employee's personnel file.
- D. Evaluator's/Supervisor's Yearly Evaluation File: The evaluator's/supervisor's yearly evaluation file shall be purged at the end of each school year or no later than June 30.
- E. Surprise Bar: Any item on the Evaluation Form that is marked with an "Unsatisfactory" must have been preceded with a written statement and/or formal conference with the employee in order to provide notice of the problem, specific suggestions for improvement, and reasonable time and opportunity for improvement.

F. Use of Evaluation Results: Evaluation results shall be private and confidential and shall be used:

1. To Document Satisfactory Performance: To document the satisfactory performance by a teacher of their assigned duties;
2. To Identify Areas for Professional Growth: To identify area(s) for professional growth according to the criteria included on the evaluation instrument;
3. To Document Unsatisfactory Performance: To document performance by a teacher judged unsatisfactory, based on the adopted evaluation criteria.

## ARTICLE VIII – LEAVES

### **Section 1: Illness, Injury and Emergency Leave**

Consistent with Washington State Law, each contracted certificated employee shall be entitled to twelve (12) days sick leave each year without loss of pay. Guidelines for the implementation of this policy are as follows:

- A. This leave applies to personal illness, injury, disability or emergency on the part of the employee.
- B. Upon District request, a physician's signed statement will be required to support an absence of five (5) or more consecutive days.
- C. Employees employed less than a full year shall be allowed a proportionate number of days under this policy. Personnel employed on an hourly basis are not covered under this policy.
- D. The return of all accumulated sick leave shall be granted to an employee who resigns and subsequently returns to the District.
- E. Absences for emergency leave under this policy shall be governed by the following additional regulations:
  - 1. The situation must be one which is serious, unavoidable and of major importance, not one of mere convenience.
  - 2. The situation must be suddenly precipitated or must be of such a nature that planning is not possible or such that planning could not have eliminated the need for the leave.
  - 3. A statement of the emergency may be required to support an absence of more than two (2) days.
- F. Upon request, leave shall be granted for a serious illness in the employee's immediate family. Immediate family shall be defined as the employee's child, spouse, domestic partner, parent, parent-in-law, or grandparent in accordance with state and federal laws.
- G. For use of planned illness/injury leave, the affected employee shall notify the Human Resources Department within a reasonable time prior to the anticipated dates during which leave will be required.
- H. Substitute employees shall accrue one (1) hour of sick leave for every forty (40) hours worked. This leave may be taken in half or full day increments when the substitute is working in a long-term position. With the approval of the superintendent/designee, a long-term substitute may be granted leave without pay without it constituting a break in service.

- I. Physical disablement caused by maternity, childbirth and recovery there from shall be considered as a form of illness for the purposes of this leave.

## **Section 2: Family/Medical Leave**

Any eligible employee is entitled to family/medical leave during any fiscal year in accordance with the Family Medical Leave Act (FMLA). The District shall post information on the Family Medical Leave Act (FMLA) at each employee work site. Sick leave shall run concurrently with family/medical leave. An employee may elect to use all available paid leave concurrently with Family Medical Leave.

## **Section 3: Washington State Paid Family and Medical Leave (PFML)**

- A. Employees may be eligible to receive Paid Family and Medical Leave (PFML) under the Washington State Family and Medical Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of 820 hours within the past calendar year.
- B. The employee may initiate the use of this leave prior to exhausting all accumulated sick leave or other available paid leaves.
- C. The Washington State Employment Security Department <https://esd.wa.gov> is responsible for determining whether employees qualify for PFML and are responsible for administering PFML benefits. When an employee is seeking PFML, they will provide notice to the District of the intent to seek PFML. The employee will notify the District when they learn that they have been approved for PFML by the Employment Security Department. The employee will provide the District with documentation received from the Employment Security Department showing the approval of PFML leave. The employee will also provide the District with documentation that establishes the employee's need for leave. Once the employee has provided such documentation, the District will provide the employee unpaid leave consisted with the PFML for which the employee was approve by the Employment Security Department.
- D. When PFML is used, the District shall maintain health insurance benefits during periods of approved PFML in accordance with law. PFML runs concurrently with Family Medical Leave Act (FMLA).
- E. If an employee's monthly premium or applicable premium surcharges remain unpaid for sixty days from the original due date, the employee's SEBB benefits will be terminated retroactive to the last day of the month for which the monthly premium and applicable premium surcharges were paid.



#### **Section 4: Employee Absence**

If an employee is to be absent for any reason, they must notify the immediate supervisor as far in advance as possible. Requests for substitutes shall be made pursuant to administrative procedures.

Employees who will be absent from work for a pre-scheduled, consistent period of time are to communicate their absence with their principal as far in advance as possible. If a long-term substitute (twenty (20) or more consecutive days) is required, arrangements will be made collaboratively with the principal, teacher, and Human Resources Director prior to making arrangements with the substitute.

#### **Section 5: Employee Attendance Incentive Program**

The District will provide remuneration for unused sick leave as outlined in RCW 28A.400.210.

#### **Section 6: Bereavement Leave**

Up to five (5) days shall be granted with pay per occurrence for bereavement of a relative in the immediate family or up to three (3) days for extended family or close personal friend. Such leave shall be non-cumulative. Employees shall notify their immediate supervisor when taking bereavement leave and record such leave as per District procedures. If bereavement exceeds the allocated time, accumulated sick leave or personal leave can be used as an option. When requesting leave in the absence management system, employees will need to document the relationship and date of funeral or memorial service.

#### **Section 7: Jury Duty and Court Appearances**

- A. When an employee of the District is absent from their position because of a mandatory court appearance, they shall suffer no loss of income by reason of this service.
- B. A copy of the subpoena or certificate of the clerk of the court shall be filed with the Human Resources Department.
- C. Absence of an employee for legal action in which they are a litigant shall be classed as personal business and a pay deduction will be made or the employee may use personal leave as appropriate for such absence.

## **Section 8: Leave of Absence**

- A. Leave of absence up to one (1) year without pay may be granted to employees by the Board for personal or professional reasons, such as but not limited to: recuperation, child rearing, business related to a death in the family, working in a professional related field, study, or travel. Leave of absence may not be taken for teaching in another school district within Washington State. An employee wishing to maintain benefits during the leave may do so if the carrier is in agreement by notifying the District of the cost of insurance on a monthly basis.
- B. Employees shall notify the District in writing on or before March 1 of their intent to return from leave of absence for the following school year. Upon return from leave the employee shall be placed in the last held position or in a similar position in the District. The Board may extend the leave of absence for up to one (1) additional year.

## **Section 9: Parenting Leave**

At any time, a leave of absence may be granted for up to the remainder of the semester following the birth, adoption or guardianship of a child. The following regulations shall apply:

- A. The employee may elect to use accrued sick leave. When an employee has exhausted all paid leaves, then the leave will be without pay.
- B. Employees on parenting leave shall be guaranteed a certificated position upon return, subject to terms of the contract.
- C. The employee may request up to an additional two (2) semesters of parenting leave. These additional semesters may be provided either full or part-time, one (1) or more semesters at a time.
- D. Requests for Fall semester must be made by April 1. Requests for Spring semester must be made by November 1. In cases of adoption and/or guardianship, the request need not occur before the above deadlines, but should be made as soon as possible.

## **Section 10: Professional Leave**

- A. Employees may be allowed, with District approval, to attend professional meetings, conferences, symposiums and seminars pursuant to the following requirements, provided that the educational program is not jeopardized. Such leaves shall not be denied capriciously. In circumstances when there are not enough substitutes available, teachers attending a district or ESD 101 training will be contacted to return to their building at their earliest convenience.

- B. Professional leave shall be without deduction in pay. Expenses such as registration fees, travel, meals and/or lodging may be paid if applicable and preapproved by the building and/or program administrator.
- C. An individual employee will schedule the use of a District vehicle for professional travel. If a district vehicle is not available, the employee may choose to use their own personal vehicle and be reimbursed at the IRS rate.
- D. If more than one employee is attending the same professional meeting, they shall be expected to make reasonable efforts through preapproval from curriculum and instruction designee to minimize travel costs by sharing vehicles, either District or personal; and accommodations. Drivers of personal vehicles assume liability for passenger(s).
- E. A written explanation will be given for any leave that is denied.

### **Section 11: Public Service Leave**

Request for leave of absence due to election to a position of public service may be requested at any time.

### **Section 12: Personal Leave**

- A. Personal leave is defined as an approved paid contract day not worked, under the conditions described below. Substitute employee cost shall be paid by the District.
- B. The intent of this leave is to accommodate personal situations which are not emergencies or for reasons not otherwise defined in this agreement, but which require absence from work. Personal leave shall be granted as follows:
  - 1. For each employee with less than twenty (20) years of service, as defined by the seniority list, a maximum of three (3) days per year, per employee.
  - 2. For each employee with twenty (20) – twenty-four (24) years of service, as defined by the seniority list, a maximum of four (4) days per year, per employee.
  - 3. For each employee with twenty-five or more (25+) years of service, as defined by the seniority list, a maximum of five (5) days per year per employee.
  - 4. Employees with unused personal days at the end of the school year may roll over one (1) day. Any other unused personal days will be automatically cashed out at per diem rate with the July pay warrant. The maximum number of days an employee can accumulate is: up to four (4) days for employees with less than twenty (20) years of service; up to five (5) days

for employees with twenty (20) to twenty-four (24) years of service, and up to six (6) days for employees with twenty-five or more (25+) years of service.

- C. Personal leave is presumed to be granted on request and must be taken in half or full day increments. However, the maximum number of individuals who may use personal leave (including extended personal leave) on any one day shall not exceed two percent (2%) of the total employees. Leaves will be granted on a first-come, first-serve basis as determined by receipt of the request in the Human Resources Department.
- D. Up to ten (10) consecutive days of extended personal leave may be granted to the employee by the District. Any days not covered by personal leave will be without pay. Per diem pay for each of the extended days will be deducted from the employee's pay. Substitute employee cost shall be paid by the District.

### **Section 13: Association Leave**

To enhance the working relationship between the District and its employees, the District shall allow Association officers and members leave time according to the following criteria:

- A. Leave time is to be spent meeting or conferring with District representatives and/or in meetings designed to enhance the working relationships between the members of the bargaining unit and the District. Such meetings shall include, but not be limited to, WEA Representative Assembly, WEA Leadership Conferences, and other related meetings.
- B. A maximum of thirty (30) days of this leave is available with the cost of a substitute to be paid by the Association. Ten (10) additional days of such leave will be available with the full per diem salary to be paid by the Association.
- C. Approval will be granted to allow for more Association leave days necessary for the negotiations' process.

### **Section 14: Military Leave**

- A. Employees shall be granted military leaves of absence without pay, when required by law, to serve in a military force. Years of military leave shall be counted as years of experience for salary and seniority purposes. Upon return from leave the employee shall be placed in the last held position or in a similar position in the District.
- B. Military leave of absence is construed as regular service in regard to salary increments. Members of the Washington National Guard, the Army, Navy, Air Force, Coast Guard, or Marine Reserve of the United States shall be granted military leave of absence from employee's teaching assignment

for a period not exceeding twenty-one (21) calendar days beginning October 1 and ending the following September 30. The employee shall receive normal District pay, however, and there shall be no loss of privileges, vacations or sick leave to which the employee might otherwise be entitled according to RCW 38.40.060.

### **Section 15: Annual Sick-Leave Conversion**

The district will provide employees with access to annual sick leave conversion per state law.

### **Section 16: Retirement Buy Back or Death Conversion**

The district will provide employees with access to retirement buy back or death conversion per state law.

### **Section 17: VEBA**

- A. The Association shall notify the District of its intention to participate in a VEBA III plan, annually, prior to September 1 of each year.
- B. Eligible employees: All employees who are eligible to retire at the end of a school year will vote in August to determine participation in the plan. Majority vote will determine participation of all eligible employees.
- C. Funding amount: The District will deposit in a VEBA expense trust account one hundred percent (100%) of the value of the employee's retirement sick leave buy out conversion. Annual sick leave buy-out conversion moneys of the current year are not eligible for the plan.
- D. Deposits will be made within sixty (60) days after the employee's retirement sick leave buy out conversion to the VEBA Trust for Washington State School Employees. Qualifying medical benefits will be paid to the participating employee and/or to their spouse and/or dependents according to the VEBA III plan.
- E. In the event this plan is affected by any local, state, or federal legal changes, the plan will be suspended until the District and the Association have met to make a final determination.

### **Section 18: Sick Leave Sharing**

The District shall provide employees with access to leave sharing in accordance with State law.

## ARTICLE IX – FISCAL

### **Section 1: Contract Compliance**

- A. All individual certificated employee contracts between the Board and an individual certificated employee, heretofore executed shall be subject to and consistent with the terms and conditions of this agreement. All individual certificated employee contracts shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed between the Association and Board. If any individual certificated employee contract contains any language inconsistent with this agreement, this agreement during its duration shall be controlling.
- B. The Board or the Association shall not, during the period covered by these agreements, directly or indirectly engage in or assist in any unfair labor practice as defined in RCW 41.59.

### **Section 2: Length of Work Year**

The length of the employee work year shall be one hundred and eighty (180) days in total. The extension of contracted days by the District shall be computed on 1/180 of the employee's base contracted rate of pay.

### **Section 3: Length of Workday**

- A. Employees shall begin their workday thirty (30) minutes before a standard student day begins and shall continue until thirty (30) minutes after a standard student day ends. Late start and early release days are not considered to be standard student days. The total length of the workday shall not exceed seven and one half (7.5) hours which shall include a continuous thirty (30) minute duty-free lunch period.
- B. One or Two Hour Delays
  - 1. In the event of a one or two-hour delay, employees should arrive at their regular start time or as soon as it is safely possible.
  - 2. If it is not possible to arrive at least thirty minutes prior to the delayed start time, staff must notify their supervisor and school secretary that a sub will be needed. The employee may use emergency leave, or take leave without pay.
  - 3. If a delayed start time occurs on a Late-Start Monday, the delay time will be based on your school's typical Tuesday-Friday start time.

4. In the event that a training has been scheduled and cannot be delayed two hours, staff should arrive at the training as soon as it is safely possible.
- C. On the last day of school, in order to facilitate an orderly closing, final checkout will begin after the end of the student day and after student needs have been met. Staff must complete checkout within one (1) week of the last day of school.

#### **Section 4: Salary Schedule**

- A. The salary schedule for certificated instructional employees will be negotiated via the collective bargaining process. It is included in this agreement as Appendix A. Payment for the duties listed in this section will be in equal installments over a twelve (12) month period, beginning in September.
- B. Each individual contract will be for the professional work associated with teaching basic education requirements and those activities that normally happen outside the classroom. A portion of the base salary will cover the professional responsibilities described in the Danielson model: reflecting on teaching, maintaining accurate records, communicating with families, participating in the professional community, growing and developing professionally, and showing professionalism. The following are examples of the possible professional responsibilities:
  1. Preparation for school (includes instructional materials and plans)
  2. Development and integration of curriculum
  3. Contact with parents, including IEP and 504 meetings, up to one half (.5) hour after the contract day;
  4. if IEP and/or 504 meetings exceed 2 hours/week, the employee will be compensated for time beyond the 2 hours/week.
  5. Evaluation and reporting of student progress
  6. Management of student data and assessments
  7. Additional collaboration time spent with colleagues
  8. Improving and maintaining professional skills
  9. Attending District/building related meetings, programs/events related to the employee's assignment

#### **Section 5: Salary Schedule Placement and Movement**

- A. The provisions in WAC 392-121-264 will govern certificated years of experience for an employee's placement on the salary schedule. Certificated years of experience means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year. The salary allocation schedule for administration of salaries is the salary schedule for certificated employees (Appendix A).



- B. Increments for experience, education and in-service credit shall be recognized in accordance with WAC 392-121. Education credits and/or clock hours must be earned on or before October 1. An official transcript and/or documentation must be received by the District no later than November 1. Advancement on the current year's salary schedule will begin only when a qualifying official transcript and/or documentation is received, and payment shall be retroactive to September 1.
- C. The District shall accept all clock hours and in-service credits that are earned in accordance with current and appropriate RCW's and WAC's.
- D. Non-degree Career and Technical Education employees must meet all requirements of WAC 180-77 and will be placed on the salary schedule accordingly.

### **Section 6: Salary Payment**

The District will make salary payments monthly. The normal payment will be made on the last weekday of the month. The District reserves the right to make payments earlier. Time slips must be submitted within 90 days in order to receive payment.

### **Section 7: Per Diem Rate of Pay**

Per diem rate of pay is calculated by using the employee's base salary/by the number of days in the employee's contract year. The hourly per diem rate equals the daily per diem rate divided by the number of hours in the work day as per Article IX, Section 3.

### **Section 8: Professional Rate of Pay**

- A. The professional daily rate of pay will be determined by taking the employee's annual base salary as shown in Appendix A and dividing it by one hundred and eighty (180) days.
- B. The professional hourly rate of pay will be equal to the employee's per diem rate of pay. The per diem rate is determined by taking the employee's professional daily rate and dividing it by seven and a half (7.5). The hourly rate is paid for any pre-approved assigned work beyond the normal workday and/or work year, except as provided elsewhere in this Agreement.
- C. Prior to the assignment of additional work, the District will inform employees whether or not compensation will be provided and whether or not employees will be compensated at their per diem or their hourly rate of pay.

### **Section 9: Pay Procedures for Part-time Employees**

- A. When a part-time employee is required to be at work a full day (i.e. Professional Development Day), the employee will be paid at per diem hourly rate for each hour worked beyond the regular contract schedule.
- B. When a part-time employee serves as a casual substitute (less than twenty (20) days), the employee will be paid at the regular substitute rate.
- C. When a part-time employee serves as a long-term substitute (twenty (20) or more days), the employee will be paid from the first day of work at the employee's per diem rate.

### **Section 10: Professional Development**

- A. Seven (7) District/Professional Building directed days will be designated in the calendar. In order to receive payment for these days, employees must sign the attendance roster at the building level.
  - 1. District Professional Days – Four (4) days will be District directed days and must be worked in order to receive payment. Prior to the start of the school year, classroom preparation time will be provided as outlined in 4 below.
  - 2. State Professional Days – Three (3) days are to be scheduled for program or professional development in alignment with state requirements. These days are to be designed to improve student learning and instruction.
  - 3. New Employee Orientation - New employees shall receive additional per diem days for attendance at district directed orientation meetings.
  - 4. Classroom Preparation Day - One of the four (4) District Professional days for Certificated employees will serve as self-directed classroom preparation time. This time is to be used for employees to prepare and develop their learning environment and educational materials in their respective classrooms and to collaborate with staff. This day will occur prior to the Elementary Back-to-School Night.

These days shall be paid by timesheet in the month following completion of the day(s). Employees are required to complete and turn in their timesheet by the payroll deadline (5th of the month).

- B. Incentive:

- 1. National Board Certification: Employees shall receive a five hundred fifty-dollar (\$550) stipend for costs associated with achieving initial National Board Certification. The District shall provide up to two (2) days of professional leave for working on initial National Board Certification activities. These days are not to precede or follow holidays.

2. The District shall provide up to one (1) day of professional leave for working on Maintenance of Certification activities. This day is not to precede or follow holidays.
3. Master's or doctoral degree: Employees shall receive up to two (2) days of substitute release time for defending a thesis or completing their degree. The District may grant additional days if required by the sponsoring institution. These days are not to precede or follow holidays.
4. ESA employees who obtain and maintain professional certification and credentials shall receive a lump sum payment up to a maximum of two hundred and fifty dollars (\$250). This funding is available each year and documentation must be provided to the district to show cost to maintain professional certification and credentials.
5. ESA employees who bill for Medicaid services (SLP, OT, and/or PT), shall receive a lump sum payment of up to a maximum of five hundred dollars (\$500). This funding is available each year and documentation must be provided to the district to show cost to maintain professional certification and credentials.

#### **Section 11: Co-curricular and Supplemental Stipends**

- A. There shall be a Supplementary Employee Contract for co-curricular and special assignments which shall not exceed one (1) year and shall be in accordance with statutory provisions. The District shall adopt a job description for each position for which a supplementary contract is issued.
- B. The District shall advise employees in writing no later than May 15 if the individual Supplementary Employee Contract is not to be renewed for the next school year. The District shall state the reason(s) in writing to the employee for such non-renewal.
- C. An employee who has a supplemental contract for a responsibility driven activity may elect to be paid either in equal monthly installments over twelve (12) months or in one (1) lump sum at the end of the activity. If the employee chooses a lump sum payment, it must be submitted to the District Business Office prior to the start of the contract being paid.
- D. Supplemental responsibilities, duties, and/or educational services performed require the employee's supervisor and budget administrator approval.
- E. Retirement or Resignation Notification: Prior to January 15 of the current school year, an employee who is retiring or is resigning with twenty (20) or more years with Pullman School District at the end of the current school year, shall receive a payment of \$500, based on the employee's FTE, after submitting a letter to the Superintendent notifying the District of their resignation or retirement.

#### **Section 12: Work Performed Under Grant**

Compensation for work performed by certificated employees under a grant administered by the District shall follow the guidelines of this section when feasible and applicable. If not, the compensation shall be determined to be within the guidelines of the grant and approved by the Superintendent/designee. If the work is outside of the scope of this agreement (director, manager, etc.), the compensation shall be determined by the equivalent rate of compensation the District has established for equal or equivalent work.

### **Section 13: Insurance Benefits**

- A. The District agrees to provide the amount of benefit contributions funded by the state and will implement any state increases for insurance benefits during the duration of this Agreement. The benefit amount shall be administered in accordance with the state laws relating to school district employee benefits.
- B. The District will provide benefit contribution insurance for all employees who work or are expected to work more than 630 hours in a school year. Paid leave hours shall count towards the 630 hours used to determine eligibility for benefits. The effective date of coverage is the first day of the month following the day they begin work.
- C. Employees shall be able to participate in the SEBB offered Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP).
- D. If a benefit plan is not chosen, the employee will be enrolled in the default medical, dental, vision, life and accidental death and dismemberment, and long-term disability insurance plans as a single subscriber. The employee will also be charged the tobacco use premium surcharge. Changes to insurance plans or enrollment of eligible dependents will be allowed in the next open enrollment period. The employee may add dependents to the default plan if there is a special open enrollment event that allows this change, such as marriage, birth, or adoption.
- E. Benefit Termination: Any employee terminating employment shall be entitled to receive the District insurance contribution for the remainder of the calendar month in which the contribution is effective.

### **Section 14: Calendar**

- A. Calendar(s) for subsequent years will be determined by a school calendar committee comprised of District employee groups, administrators, and parents.
- B. The school calendar committee will include two (2) PEA members and the PEA Vice President.
- C. The calendar committee will create and implement a staff/community calendar survey.

- D. The school calendar committee will analyze the results of the survey and create two (2) calendars for consideration by the association employees.
- E. The association/committee will present the calendar with the most votes from the bargaining units that vote on the calendar to the board for consideration.
- F. Calendar(s) for subsequent years will be determined by the parties on or before May 1.
- G. The current calendar is contained in Appendix B.
- H. The calendar will include inclement weather/emergency closure make up days.

### **Section 15: Travel Reimbursement**

- A. Certificated personnel whose assigned duties require travel shall be compensated at the IRS reimbursement rate for authorized use of their personal vehicles.
- B. The mileage chart can be found on the district's website and/or SharePoint site.

### **Section 16: Extended Contracts**

- A. The following positions are approved for additional compensation for responsibilities beyond the base contract of each employee, payable via timeslip.

|  |         |
|--|---------|
| High School Counselor  | 14 days |
| Middle School Counselor  | 10 days |
| Elementary School Counselor  | 6 days  |
| Speech Language Pathologist, Occupational Therapist  | 4 days  |
| School Psychologist  | 5 days  |
| Special Education Teachers   | 7 days  |
| <p>All Special Education Teachers will have seven and one-half (7.5) hours of district-directed extended time. This time will be turned in on an hourly timeslip following district-directed activities. If a teacher is unable to attend due to a school/district related responsibility, there will be a mutually agreed upon an opportunity for them to make-up the time with the Special Services Administrator/designee. A calendar will be distributed to all teachers by August 31 outlining when the district-directed hours will be used throughout the year.</p> <p>These days will be mutually scheduled between the employee and principal. Extended contracts will be pro-rated by the employee's program FTE. Extended days must be scheduled on non-contracted work days.</p> |         |

## ARTICLE X - GRIEVANCE PROCEDURE

### **Section 1: Definitions**

- A. A “grievant” shall mean an employee or group of employees or the Association filing a grievance.
- B. A “grievance” shall mean a claim by a grievant that this agreement has been violated. Evaluation may be grieved on basis of process only.
- C. “Days” shall mean employee contracted work days. When a grievance has not been resolved by the end of the school year, days shall mean any day on which the District Office is open for business with the public.

### **Section 2: Grievance Considerations**

- A. If the stipulated time limits are not met, the grievant shall have the right to appeal the grievance to the next level of the procedure. If the time limit is not met by the grievant, the grievance shall be invalid and subject to no further processing.
- B. Any grievance related to the terms of the agreement shall be subject to binding arbitration.
- C. Any grievance related to inconsistent application of Board policy shall be processed only to Step 3.
- D. Nonprovisional employees who receive notice of probable cause for discharge or nonrenewal should consult RCW 28A.405.310.
- E. Provisional employees who receive notice of probable cause for nonrenewal may not grieve their nonrenewal. They are limited to the rights described in RCW 28A.405.220. Provisional employees who receive notice of probable cause for discharge cannot seek a statutory hearing under RCW 28A.405.310 and simultaneously grieve their discharge. They must choose one or the other.
- F. If any party believes the following sections have been violated, they may file a grievance according to the procedure described in Article X of this Agreement. However, no party can advance the grievance beyond Step 3.
  - 1. Preamble (paragraph 2)
  - 2. Article I – Administration, Section 6: Conformity to Law
  - 3. Article I – Administration, Section 9: Management Rights

### **Section 3: Rights to Representation**

- A. At least one Association representative shall be present for any meetings, hearings, appeals, or other proceedings relating to a grievance, which has been formally presented.
- B. If, in the judgment of the Association, a grievance affects a group of employees or the Association, the Association may initiate and submit such grievances in writing to the Superintendent directly, and the processing of such grievance shall be commenced at Step 2. The Association may process such a grievance through all levels of the procedure, even though there is no individual aggrieved person who wishes to do so. Class grievances involving more than one supervisor and grievances involving the administrator above the building level may be filed by the Association at Step 2.
- C. In matters dealing with alleged violations of Association rights, the grievance may be initiated at Step 2.
- D. The Association, on its own, may continue and submit to arbitration any grievances filed and later dropped by a grievant, provided that the grievance involved the application or interpretation of the agreement.

### **Section 4: Individual Rights**

- A. Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the intervention of the Association, as long as the Association is in attendance at these discussions and is notified in writing as to the disposition of the matter and such disposition is not inconsistent with the terms of this agreement.
- B. Grievants may be represented at all stages of the grievance procedure by themselves or, by an Association representative. If an aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its views in writing at all stages of the grievance procedure.

### **Section 5: Procedure**

#### **Informal Communications**

The District and Association acknowledge that it is usually most desirable for an employee and immediate supervisor to resolve problems through free and informal communications. The employee shall request a meeting with the supervisor within twenty (20) days from the time of the occurrence of the event or the time that the employee should reasonably become aware of the occurrence of the event, whichever is later.

Such meeting shall be held within five (5) days of the request. If no solution is reached at the informal meeting, the grievance will be reduced to writing and presented to the immediate supervisor for reconsideration.

The following steps shall be followed in the processing of a formal grievance.

#### Step 1 – Immediate Supervisor

- A. If the grievance is not settled informally, the grievant may present the grievance in writing to the immediately involved supervisor within five (5) days of the informal meeting. The supervisor will arrange for a meeting to take place within five (5) days after receipt of the grievance.
- B. The written grievance shall contain the following information:
  - 1. A statement of the grievance and the facts upon which it is based.
  - 2. The alleged violation of the specific article and section of the Agreement.
  - 3. The remedy or adjustment sought, and
  - 4. The signature of the aggrieved employee.
- C. The supervisor shall provide the aggrieved party and the Association with a written answer to the grievance within five (5) days after the meeting. The written response at this step and at all steps thereafter shall contain the following information:
  - 1. An affirmation or denial of the facts upon which the grievance is based.
  - 2. Findings of the alleged violation of the Agreement.
  - 3. The remedy or adjustment, if any, to be made, and
  - 4. The signature of the appropriate management representative.

#### Step 2 – Superintendent/Designee

If the grievant is not satisfied with the disposition of their grievance at Step 1, then, within five (5) days of receiving the written response at Step 1, or if no decision has been rendered within ten (10) days after their meeting, the grievant may file the grievance with the Superintendent or designee. The Superintendent/designee shall arrange for a hearing with the grievant and/or the Association, to take place within five (5) days of the receipt of the appeal. The parties in interest shall have the right to include in the representation such witnesses as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearings, the Superintendent will have five (5) days to provide a written decision.



### Step 3 – Board of Directors

If the grievant is not satisfied with the disposition of their grievance at Step 2, then, within five (5) days of receiving the Superintendent's decision at Step 2, or if no decision has been rendered within ten (10) days after their meeting with the Superintendent/designee, the grievant may file the grievance with the Board of Directors.

### Step 4 – Binding Arbitration

If no satisfactory settlement is reached at Step 3, the Association may appeal the decision of the Board to either the American Arbitration Association (AAA), the Federal Mediation Conciliation Services (FMCS) or the Public Employees Relations Commission (PERC) if no decision has been rendered within twenty (20) days of the Board's decision. If any question arises as to arbitrability, such question will first be ruled upon by the arbitrator selected to hear the dispute.

Within ten (10) days after such written notice, the District and the Association will attempt to agree to an arbitrator. If the District and the Association cannot agree on an arbitrator within twenty (20) days, the Association shall submit a request for a list of arbitrators. The parties shall separately rank and strike the names of arbitrators on the list and return their list to the appropriate agency for final arbitrator selection. Hearings shall be conducted in accordance with the rules of the agency that was selected.

Neither party shall be permitted to assert in the arbitration proceedings any evidence which was not previously disclosed to the other party.

The arbitrator selected will confer with the representatives of the District and the Association and hold a hearing promptly and will issue a decision not later than twenty (20) days from the date of the hearing or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to the arbitrator. The arbitrator's decision will be in writing and will set forth the findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.

### **Section 6: Jurisdiction of the Arbitrator**

The arbitrator will be without power or authority to make any decision which violates the terms of this agreement. The arbitrator shall also be without power to add to, subtract from, or alter the terms and conditions of this agreement.

### **Section 7: No Reprisals**

No reprisals of any kind will be taken by the Board or the school administration against any employee because of his or her participation in any grievance.

### **Section 8: Arbitration Costs**

Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator, if any, shall be shared equally by the parties.

### **Section 9: Cooperation of Board and Administration**

The parties shall cooperate in their investigation of any grievance and shall furnish such reasonable information related to the grievance as is requested for the processing of any grievance.

### **Section 10: Release Time**

Should the mutually scheduled processing of any grievance require that an employee(s) be released from their assigned duties, they shall be released without loss of pay or benefits.

### **Section 11: Personnel Files**

All documents, communications, and records, relating to any grievance shall be held as confidential by all parties. The District Human Resources Department shall file all records pertaining to an employee grievance separate from other personnel records.

### **Section 12: Grievance Form**

The form for filing and processing grievances shall be found in Appendix E.

## ARTICLE XI - DURATION

This Agreement shall be in full force and effect as of September 1, 2025 and shall continue in effect until August 31, 2028. This Agreement shall not be extended orally. During the term of this Agreement the following shall apply:

- A. For the 2025-2026 school year, the District will apply the inflationary factor to the certificated instructional staff salary schedule.
- B. For the 2026-2027 school year, the District will apply the inflationary factor plus 0.5% to the certificated instructional staff salary schedule.
- C. For the 2027-2028 school year, the District will apply the inflationary factor plus 0.5% to the certificated instructional staff salary schedule.
- D. This agreement may be opened for any item that may be affected by new legislation.

This Agreement shall be opened for the purpose of negotiating a successor agreement at least ninety (90) days prior to the termination date.

For the Pullman Education Association

For the Pullman School District

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Patricia Blehm

---

Dr. Robert Maxwell

President, Pullman Education Association

Superintendent, Pullman School District

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Date

---

Date

---

President, Board of Directors

---

Date

## APPENDIX A – SALARY SCHEDULE

### 2025-2026 Pullman School District Certificated Salary Schedule

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

## APPENDIX B – CALENDAR



## PULLMAN PUBLIC SCHOOLS CALENDAR FOR THE 2025-2026 SCHOOL YEAR

*Ensuring Learning While Challenging and Supporting Each Student to Achieve Full Potential*

| August |     |     |      |     |
|--------|-----|-----|------|-----|
| MON    | TUE | WED | THUR | FRI |
|        |     |     |      | 1   |
| 4      | 5   | 6   | 7    | 8   |
| 11     | 12  | 13  | 14   | 15  |
| 18     | 19  | 20  | 21   | 22  |
| 25     | 26  | 27  | 28   | 29  |

| September |     |     |      |     |
|-----------|-----|-----|------|-----|
| MON       | TUE | WED | THUR | FRI |
| 1         | 2   | 3   | 4    | 5   |
| 8         | 9   | 10  | 11   | 12  |
| 15        | 16  | 17  | 18   | 19  |
| 22        | 23  | 24  | 25   | 26  |
| 29        | 30  |     |      |     |

| October |     |     |      |     |
|---------|-----|-----|------|-----|
| MON     | TUE | WED | THUR | FRI |
|         |     | 1   | 2    | 3   |
| 6       | 7   | 8   | 9    | 10  |
| 13      | 14  | 15  | 16   | 17  |
| 20      | 21  | 22  | 23   | 24  |
| 27      | 28  | 29  | 30   | 31  |

| November |     |     |      |     |
|----------|-----|-----|------|-----|
| MON      | TUE | WED | THUR | FRI |
| 3        | 4   | 5   | 6    | 7   |
| 10       | 11  | 12  | 13   | 14  |
| 17       | 18  | 19  | 20   | 21  |
| 24       | 25  | 26  | 27   | 28  |
|          |     |     |      |     |

| December |     |     |      |     |
|----------|-----|-----|------|-----|
| MON      | TUE | WED | THUR | FRI |
| 1        | 2   | 3   | 4    | 5   |
| 8        | 9   | 10  | 11   | 12  |
| 15       | 16  | 17  | 18   | 19  |
| 22       | 23  | 24  | 25   | 26  |
| 29       | 30  | 31  |      |     |

| January |     |     |      |     |
|---------|-----|-----|------|-----|
| MON     | TUE | WED | THUR | FRI |
|         |     |     | 1    | 2   |
| 5       | 6   | 7   | 8    | 9   |
| 12      | 13  | 14  | 15   | 16  |
| 19      | 20  | 21  | 22   | 23  |
| 26      | 27  | 28  | 29   | 30  |

| February |     |     |      |     |
|----------|-----|-----|------|-----|
| MON      | TUE | WED | THUR | FRI |
| 2        | 3   | 4   | 5    | 6   |
| 9        | 10  | 11  | 12   | 13  |
| 16       | 17  | 18  | 19   | 20  |
| 23       | 24  | 25  | 26   | 27  |
|          |     |     |      |     |

| March |     |     |      |     |
|-------|-----|-----|------|-----|
| MON   | TUE | WED | THUR | FRI |
| 2     | 3   | 4   | 5    | 6   |
| 9     | 10  | 11  | 12   | 13  |
| 16    | 17  | 18  | 19   | 20  |
| 23    | 24  | 25  | 26   | 27  |
| 30    | 31  |     |      |     |

| April |     |     |      |     |
|-------|-----|-----|------|-----|
| MON   | TUE | WED | THUR | FRI |
|       |     | 1   | 2    | 3   |
| 6     | 7   | 8   | 9    | 10  |
| 13    | 14  | 15  | 16   | 17  |
| 20    | 21  | 22  | 23   | 24  |
| 27    | 28  | 29  | 30   |     |

| May |     |     |      |     |
|-----|-----|-----|------|-----|
| MON | TUE | WED | THUR | FRI |
|     |     |     |      | 1   |
| 4   | 5   | 6   | 7    | 8   |
| 11  | 12  | 13  | 14   | 15  |
| 18  | 19  | 20  | 21   | 22  |
| 25  | 26  | 27  | 28   | 29  |

| June |     |     |      |     |
|------|-----|-----|------|-----|
| MON  | TUE | WED | THUR | FRI |
| 1    | 2   | 3   | 4    | 5   |
| 8    | 9   | 10  | 11   | 12  |
| 15   | 16  | 17  | 18   | 19  |
| 22   | 23  | 24  | 25   | 26  |
| 29   | 30  |     |      |     |

| Legend                           |                                 |
|----------------------------------|---------------------------------|
|                                  | Late Start Mondays              |
|                                  | Professional Dev Days-No School |
|                                  | First/Last Day School           |
|                                  | Early Dismissal                 |
| Conference Days                  |                                 |
| Holidays/School Breaks-No School |                                 |

|                       |  |             |  |
|-----------------------|--|-------------|--|
| August 20-21          | Professional Development Days (teachers)                 | January 19  | No School - Martin Luther King, Jr. Day              |
| August 25-26          | Professional Development Days (teachers/paraeducators)   | January 26  | Pullman High School Second Semester Starts           |
| August 27             | First Day of School (Grades 1-12)                        | February 13 | No School - Professional Development Day (teachers)  |
| August 27-29          | Kindergarten Orientation (day/time will be communicated) | February 16 | No School - President's Day                          |
| September 1           | No School - Labor Day                                    | March 18    | Early Dismissal (K-5) - Conference Day               |
| September 2           | First Full Day of Kindergarten & First Day of Preschool  | March 19-20 | No School (Preschool & K-5) - Conference Days        |
| October 10            | No School - Professional Development Day (teachers)      | April 6-10  | No School - Spring Break                             |
| October 29            | Early Dismissal (K-8) - Conference Day                   | TBD         | Last Day of PSD Preschool (aligned w/ Head Start)    |
| October 30-31         | No School (Preschool & K-8) - Conference Days            | May 25      | No School - Memorial Day                             |
| November 11           | No School - Veteran's Day                                | June 6      | Pullman High School Graduation                       |
| November 24-28        | No School - Thanksgiving Break                           | June 12     | Last Day of School - Early Dismissal (10:50/11:05am) |
| December 22-January 2 | No School - Winter Break                                 | June 15-16  | Snow Make Up Days                                    |
| January 16            | No School - Professional Development Day (teachers)      |             |  |

|  |  |  |                                  |
|--|--|--|----------------------------------|
|  | <b>Early Dismissal Times</b>           |  | <b>Late Start Mondays</b>        |
|  | 11:50 am Franklin, Jefferson, LMS, PHS |  | 8:50 am Franklin, Jefferson, PHS |
|  | 12:05 pm Kamiak, Sunnyside             |  | 8:55 am LMS                      |
|  |  |  | 9:05 am Kamiak, Sunnyside        |

## APPENDIX C – EMPLOYEE EVALUATION PROCESS/TIMELINE

One of three:

### Classroom Teacher Evaluation Process/Timelines

#### Provisional Teacher – comprehensive evaluation 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year

| Classroom Teacher Process/Timelines  | Action Deadline  |
|--|--|
| Self-Assessment or prior year comprehensive evaluation, may be shared with evaluator | Prior to Goal Setting Conference   |
| Evaluator Notification   | By October 1 <sup>st</sup>   |
| Goal Setting and Collaborative Conference  | By October 15 <sup>th</sup>  |
| 1 <sup>st</sup> Pre-Observation Conference   | By the 90 <sup>th</sup> day  |
| 1 <sup>st</sup> Formal Classroom Observation (30 min)                                | By the 90 <sup>th</sup> day  |
| Written summary of the observation   | Within 5 working days after completion of observation  |
| 1 <sup>st</sup> Post Observation Conference  | Within 5 days of the formal observation or mutually agreed date & time   |
| 2 <sup>nd</sup> Pre-Observation Conference   | By May 1 <sup>st</sup>   |
| 2 <sup>nd</sup> Formal Observation (30 min)  | By May 1 <sup>st</sup>   |
| Written summary of the observation   | Within 5 working days after completion of observation  |
| 2 <sup>nd</sup> Post Observation Conference  | Within 5 days of the formal observation or mutually agreed date & time   |
| 3 <sup>rd</sup> Formal Observation (30 min) 3 <sup>rd</sup> year                     | By May 1 <sup>st</sup>   |
| 3 <sup>rd</sup> year Provisional   |  |
| 3 <sup>rd</sup> Post Observation Conference  | Within 5 days of the formal observation or mutually agreed date & time   |
| Written summary of the observation   | Within 5 working days after completion of observation  |
| Informal Classroom Observation   | Ongoing  |
| Evidence must be submitted to evaluator  | By final evaluation conference or no later than May 1 <sup>st</sup> (Employee and evaluator may jointly agree to a later date) |
| Final Summative Evaluation Conference  | Prior to May 15 <sup>th</sup>  |
| Copy of Summative Evaluation Report to employee                                      | Within 3 days of the completion of the Final Summative Evaluation Report   |

Two of three:

| <b>Track One: Classroom Teachers Comprehensive or Focused</b>                        |  |
|--|--|
| <b>Classroom Teacher Process Step</b>  | <b>Action Deadline</b>   |
| Comprehensive Evaluation   | All employees once every four years  |
| Focused Evaluation   | Optional after 4 years of successful evaluation  |
| Self-Assessment or prior year comprehensive evaluation, may be shared with evaluator | Prior to Goal Setting Conference   |
| Evaluator Notification   | By October 1 <sup>st</sup>   |
| Goal Setting and Collaborative Conference  | By October 15 <sup>th</sup>  |
| 1st Pre-Observation Conference   | By the 90 <sup>th</sup> day (suggested)  |
| 1st Formal Classroom Observation (30 min)  | By the 90 <sup>th</sup> day  |
| Written summary of the observation   | Within 5 working days after completion of observation  |
| 2 <sup>nd</sup> Pre-Observation Conference   | By May 1 <sup>st</sup>   |
| 2 <sup>nd</sup> Formal Observation (30 min)  | By May 1 <sup>st</sup>   |
| Written summary of the observation   | Within 5 working days after completion of observation  |
| 2 <sup>nd</sup> Post Observation Conference  | Within 5 days of the formal observation or mutually agreed date & time   |
| Written summary of the observation   | Within 5 working days after completion of observation  |
| <b>Informal Classroom Observation Ongoing</b>  |  |
| Evidence must be submitted to evaluator  | By final evaluation conference or no later than May 1 <sup>st</sup> (Employee and evaluator may jointly agree to a later date) |
| Final Summative Evaluation Conference  | Prior to May 15 <sup>th</sup>  |
| Copy of Summative Evaluation Report to employee                                      | Within 3 days of the completion of the Final Summative Evaluation Report   |

Three of three

| <b>Track Two: Certificated Support Personnel</b> |  |
|--|--|
| <b>TPEP Process Step</b>                         | <b>Action Deadline</b>   |
| Evaluator Notification                           | By October 1 <sup>st</sup>   |
| Goal Setting and Collaborative Conference        | By October 15 <sup>th</sup>  |
| 1st Pre-Observation Conference                   | By the 90 <sup>th</sup> day (suggested)  |
| 1st Formal Classroom Observation (30 min)        | By the 90 <sup>th</sup> day  |
| Written summary of the observation               | Within 5 working days after completion of observation  |
| 2 <sup>nd</sup> Pre-Observation Conference       | By May 1 <sup>st</sup>   |
| 2 <sup>nd</sup> Formal Observation (30 min)      | By May 1 <sup>st</sup>   |
| Written summary of the observation               | Within 5 working days after completion of observation  |
| 2 <sup>nd</sup> Post Observation Conference      | Within 5 days of the formal observation or mutually agreed date & time   |
| Written summary of the observation               | Within 5 working days after completion of observation  |
| <b>Informal Classroom Observation Ongoing</b>    |  |
| Evidence must be submitted to evaluator          | By final evaluation conference or no later than May 1 <sup>st</sup> (Employee and evaluator may jointly agree to a later date) |
| Final Summative Evaluation Conference            | Prior to May 15 <sup>th</sup>  |
| Copy of Summative Evaluation Report to employee  | Within 3 days of the completion of the Final Summative Evaluation Report   |



## APPENDIX D – TRACK 2 – CERTIFICATED SUPPORT PERSONNEL EVALUATION

TYPE OF EVALUATION:

EMPLOYEE: \_\_\_\_\_ Annual \_\_\_\_\_ Other

SCHOOL: School year \_\_\_\_\_

TEACHING ASSIGNMENT: (if less than full time, please specify)

This evaluation is based in whole or in part upon observations for the purpose of evaluation, which occurred on the dates and for the durations indicated as follows:

CRITERIA: (Refer to list of adopted criteria.)

Strengths, weaknesses, suggestions for improvement: (comments must be made in each category)

|  | Meets Expectation | Needs Improvement |
|--|-------------------|-------------------|
| 1. KNOWLEDGE AND SCHOLARSHIP IN SPECIAL FIELD                          | [ ]               | [ ]               |
| 2. SPECIALIZED SKILLS  | [ ]               | [ ]               |
| 3. MANAGEMENT OF SPECIAL AND TECHNICAL ENVIRONMENT                     | [ ]               | [ ]               |
| 4. SUPPORT PERSON AS A PROFESSIONAL                                    | [ ]               | [ ]               |
| 5. INVOLVEMENT IN ASSISTING PUPILS, PARENTS, AND EDUCATIONAL PERSONNEL | [ ]               | [ ]               |
| 6. DIAGNOSING AND EVALUATING STUDENT NEEDS                             | [ ]               | [ ]               |
| 7. PARTICIPATING AS A MEMBER OF THE LEARNING COMMUNITY                 | [ ]               | [ ]               |

ADDITIONAL COMMENTS:

Indicate the portion of the evaluated teaching assignment that is outside of the teacher's area of major professional preparation.

It is my judgment, based upon statutory criteria that this teacher's overall performance has been:

[ ] Satisfactory [ ] Unsatisfactory during the evaluation period\*

\*If unsatisfactory, recommendations for remedial action must be specified.

Evaluator's signature \_\_\_\_\_ Date \_\_\_\_\_

My signature below indicated that I have seen this evaluation. It does not necessarily indicate agreement with the findings. Employee may attach a statement.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX E – GRIEVANCE REPORT FORM

\_\_\_\_\_  
Grievant's Name

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Assignment

\_\_\_\_\_  
Building

### STEP 1

Informal meeting:                      Yes                      No                      Date Held \_\_\_\_\_

Date alleged grievance occurred \_\_\_\_\_

Nature of grievance: (Include violations of the Agreement, Board policy, etc. Attach additional information to this form)

Remedy Desired:

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Association President/Designee Signature

Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### STEP 1

Response Received \_\_\_\_\_

### DISPOSITION:

Settled

### COPY TO:

Grievant

### STEP 2

Grievance notification sent \_\_\_\_\_

Withdrawn

Supervisor

Grievance Meeting Held on \_\_\_\_\_

Appealed to Arbitration

Superintendent

Response Received \_\_\_\_\_

Association

### STEP 3

|                             |       |           |
|-----------------------------|-------|-----------|
| Grievance notification sent | _____ | Date_____ |
| Grievance Meeting Held on   | _____ |           |
| Response Received           | _____ |           |

## APPENDIX F – POSITION EXCHANGE FORM

Two employees may apply to exchange positions by completing the following form. This form must be submitted by April 1.

We \_\_\_\_\_ and

Employee #1

Position

School

\_\_\_\_\_

request to

Employee #2

Position

School

exchange positions for the period beginning

and ending

\_\_\_\_\_

\_\_\_\_\_

or

permanently

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee #1 Signature

Date

/

Employee #2 Signature

Date

\*\*\*\*\*

We agree to the request for position exchange.

\_\_\_\_\_

Supervising Administrator for Employee #1

Date

Supervising Administrator for Employee #2

Date

\*\*\*\*\*

Date received by the Superintendent

Approved

☐☐

Disapproved

Superintendent's Signature

Date

Distribution: Employee #1  
Employee #2

Supervising Administrator #1  
Supervising Administrator #2

Personnel

4/93

## APPENDIX G – JUST CAUSE/SEVEN KEY TESTS

The basic elements of just cause which different arbitrators have emphasized have been reduced by Arbitrator Carrol R. Daugherty to seven tests. These tests, in the form of questions, represent the most specifically articulated analysis of the just cause standard as well as an extremely practical approach.

A “no” answer to one or more of the questions may mean that just cause either was not satisfied or at least was seriously weakened in that some arbitrary, capricious, or discriminatory element was present.

1. **NOTICE:** “Did the employer give to the employee forewarning or foreknowledge of the possible or probable consequences of the employee’s disciplinary conduct?”
2. **REASONABLE RULE OR ORDER:** “Was the Employer’s rules or managerial order reasonably related to (a) the orderly, efficient, and safe operation of the Employer’s business, and (b) the performance that the Employer might properly expect of the employee?”
3. **INVESTIGATION:** “Did the Employer, before administering the discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?”
4. **FAIR INVESTIGATION:** “Was the Employer’s investigation conducted fairly and objectively?”
5. **PROOF:** “At the investigation, did the ‘judge’ obtain substantial evidence or proof that the employee was guilty as charged?”
6. **EQUAL TREATMENT:** “Has the employer applied its rules, orders and penalties even-handedly and without discrimination to all employees?”
7. **PENALTY:** “Was the degree of discipline administered by the Employer in a particular case reasonably related to
  - a. the seriousness of the employee’s proven offense, and
  - b. the record of the employee in his service with the Employer?”

## APPENDIX H – ANNUAL STAFF ASSIGNMENT INTEREST SURVEY



### ANNUAL STAFF ASSIGNMENT INTEREST SURVEY

Pullman Public Schools is currently in the process of finalizing the staffing plan for the upcoming school year. We are surveying certificated staff members regarding their plans for the next school year.

Please return your completed form to the Human Resources Department.

**NAME:**

**DATE:**

**PLEASE INDICATE YOUR PLANS FOR THE NEXT SCHOOL YEAR BY CHECKING THE APPROPRIATE BOX BELOW:**

- ☐ I plan to teach/work in Pullman next year.
- ☐ I do not plan to teach/work in Pullman next year. **NOTE:** *If you are planning to resign, you will need to submit a separate letter indicating such to the Superintendent's Office as soon as possible.*
- ☐ I plan to apply for retirement. **NOTE:** *If you are planning to retire, you will need to submit a separate letter indicating such to the Superintendent's Office as soon as possible.*
- ☐ My plans are indefinite at this time.

If you are interested in the possibility of transferring to a different teaching assignment for the upcoming school year, please refer to the process outlined in Article IV – Assignment, Transfer and Vacancy of the Pullman Education Association (PEA) Bargaining Agreement.

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## Coversheet

### 2025-2028 Pullman Classified Educators Association (Paraeducators) Bargaining Agreement

**Section:** V. Action Items  
**Item:** C. 2025-2028 Pullman Classified Educators Association (Paraeducators)  
Bargaining Agreement  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
Executive Summary - Pullman Classified Educators Association (Paraeducators) Agreement 2025-  
2028.pdf  
Pullman Classified Educators Association (Paraeducators) Agreement 2025-2028.pdf



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

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

*2025-2028 Pullman Classified Educators Association (Paraeducators) Bargaining Agreement*

**Executive Summary**

November 12, 2025

By: Bob Maxwell  
Superintendent

**Background:**

The Pullman Classified Educators Association, representing the Paraeducators Bargaining Unit, and the Pullman School District have reached a tentative three-year collective bargaining agreement.

Highlights of the changes to the collective bargaining agreement include:

- Revised wage schedule which includes:
  - Inflationary factor increase of 2.5% for the 2025-2026 school year, inflationary factor + 0.5% increase for the 2026-2027 school year, and inflationary factor + 0.5% increase for the 2027-2028 school year
  - Condensed, four step, schedule beginning the 2025-2026 school year, Step 5 will be added with a 5.0% increase between Step 4 and Step 5 beginning the 2027-2028 school year
- New and revised language in the following areas: student discipline, employee safety, work year, optional hours, emergency/inclement weather conditions, supervision of students, student information, staff development/training, employee's supervisor, and leave without pay
- Revised paraeducator evaluation form to include five rating options and changes to evaluation requirement language
- New and revised language pertaining to assignment, transfer and vacancy
- Revised stipend amounts for paraeducators receiving general paraeducator, subject matter paraeducator and/or advanced paraeducator certificates
- Addition of monthly mileage reimbursement option for employees assigned to travel between buildings
- Minor grammatical changes and language clarification throughout the agreement

**Recommended Board Action:**

Approve the 2025-2028 Pullman Classified Educators Association (Paraeducators) Agreement as presented.

**Motion to Approve**

I move to approve the 2025-2028 Pullman Classified Educators Association (Paraeducators) Agreement as presented.

☐ Approved

☐ Not Approved

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

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

# **Collective Bargaining Agreement**

**Between the**

**Pullman School District No. 267**

**And the**

**Pullman Classified Educators Association**

**Representing**

**The Paraeducators Bargaining Unit**

**September 1, 2025 – August 31, 2028**



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## **PREAMBLE**

This Agreement is made and entered into between Pullman School District Number 267 (hereinafter called the "District") and the Pullman Classified Educators Association (Paraeducators) (PCEA) affiliated with the Washington Education Association (WEA) and the National Education Association (NEA) (hereinafter called the "Association").

In accordance with the provisions of RCW 41.56, the Public Employees Collective Bargaining Act, and regulations promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:



## ARTICLE I – ADMINISTRATION

### **Section 1: Definitions**

As used in this Agreement, the following words will have the following meanings unless the context in which they are used shall clearly indicate another meaning:

- A. **“District”** shall mean the Pullman School District No. 267, Pullman, Washington.
- B. **“Board”** shall mean the Board of Directors of the Pullman School District as the governing body of the District.
- C. **“Association”** shall mean the Pullman Classified Educators Association (Paraeducators) (PCEA), an affiliate with the Washington Education Association (WEA) and the National Education Association (NEA).
- D. **“Parties”** shall mean the District and the Association as co-signers of the Agreement.
- E. **“Agreement”** shall mean the Collective Bargaining Agreement (CBA) signed by the District and Association.
- F. **“Employee”** shall mean those employees for whom the Association is recognized as the duly authorized bargaining agent.
- G. **“Regular Employee”** shall mean any full-time or part-time employee who has successfully completed the probationary period. All provisions of this Agreement apply to this category of employee.
- H. **“Probationary Employee”** shall mean any newly hired employee, except those with substitute status.
- I. **“Substitute Employee”** shall mean an employee who is hired to perform services in the place of an absent employee on a daily basis. Substitute employees who work more than thirty (30) days within any twelve (12) month period ending during the current or immediately preceding school year, and who continue to be available for employment as substitutes shall be considered members of the bargaining unit.
- J. **“Casual Employee”** shall mean an employee who has not been employed for more than thirty (30) days and does not have an expectation of continuing employment.

- K. **“Temporary Employee”** shall mean an employee who is hired and assigned to a specific temporary job assignment. The temporary employee and job assignment shall not exceed sixty (60) consecutive work days in one (1) contract year. Positions that last more than sixty (60) days shall be posted and indicate the status and duration of the position.
- L. The term **“Letter of Intent”** shall mean a notice of the District’s intent to continue to employ the individual for the current and/or ensuing school year.
- M. **“Superintendent”** shall mean the chief administrator of the District.
- N. **“President”** shall mean the presiding officer of the Association.
- O. **“Day”** shall mean employee workday unless specified otherwise in this Agreement.
- P. **“Seniority”** shall mean the first date on which the employee began continuous daily employment as a member of the bargaining unit, hereinafter called the “hire date”. Substitute, casual and temporary work experience shall be excluded when computing seniority.
- Q. **“RCW”** shall mean the Revised Code of Washington.
- R. **“WAC”** shall mean Washington Administrative Code.
- S. **“PERC”** shall mean the Washington State Public Employment Relations Commission.

## **Section 2: Exclusive Recognition**

The District hereby recognizes the Association as the exclusive bargaining agent for all regularly employed full-time and part-time general, program and library paraeducators; Certified Occupational Therapy Assistants (COTA) and substitutes who have worked at least thirty (30) days in the last twelve (12) months. Employees not subject to the terms and conditions of this Agreement include all administrators and other supervisory personnel as provided for in RCW 41.56.

## **Section 3: Effective Date**

This Agreement shall become effective when ratified by the Association and the Board and executed by authorized representative and may be amended or modified only as specified herein.

#### **Section 4: Status of the Agreement**

This shall be the sole Agreement between the parties (Pullman Classified Educators Association paraeducators bargaining unit as defined in Article I, Section 2 of this agreement and Pullman School District No. 267) regarding wages, hours and terms and conditions of employment. This Agreement shall supersede any rules, regulations, policies, resolutions or practices of the District, which shall be contrary to or inconsistent with its terms.

#### **Section 5: Conformity to Law**

This Agreement shall be governed and construed according to the constitution and laws of the State of Washington. If any provision of this Agreement, or any application of this Agreement to any employee or group of employees covered shall be found contrary to law by a court or administrative agency of competent jurisdiction, such provision or application shall have effect only to the extent permitted by law. All other provisions or applications of the Agreement shall continue in full force and effect.

#### **Section 6: Subcontracting**

The duties and/or responsibilities normally assigned to employees in this bargaining unit shall not be transferred to any other bargaining unit, agency or individual so as to replace or reduce such duties and responsibilities. Subcontracting for positions that are highly specialized and for which no current employee is qualified will be allowed, provided, there is no reduction in force to accommodate for the subcontracted employee. Such positions will be posted annually to attempt to hire a qualified employee for the position.

#### **Section 7: Entire Agreement**

- A. The Agreement expressed herein in writing constitutes the entire Agreement between the parties and no oral statement shall add to or supersede any of its provisions.
- B. The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement.

#### **Section 8: Labor/Management Meetings**

The Association leadership shall meet with the Superintendent and/or designee to discuss matters of mutual concern at the request of either party. Such meetings will take place on an as needed basis. It is the intention of both parties that labor management meetings be used to discuss the terms and conditions of this agreement.

### **Section 9: Distribution of Agreement**

- A. Within thirty (30) days after ratification and signing of this Agreement and/or the addendum, the Association shall provide a final copy to the District. There shall be two (2) signed copies of the final Agreement for the purpose of records. One (1) shall be retained by the District and one (1) by the Association.
- B. The Agreement shall be posted on the Pullman School District website and will be available to download.
- C. All individuals making employment application to the District may examine a copy of this Agreement on the District's website. Employees new to the District shall, upon employment, be informed of how to access the Agreement and may be provided a printed copy upon request.

## **ARTICLE II – BUSINESS**

### **Section 1: Payroll Deduction of Association Dues**

- A. The District shall deduct Association membership dues, fees and assessments from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall transmit monthly all such deducted funds to the treasurer of the WEA or other designated organization.
- B. The dues deduction form and authorization shall remain in effect from year to year unless withdrawn in writing by the employee after serving notice to the WEA. WEA will inform the District by the 10<sup>th</sup> of each month of any revocations of membership.
- C. Association members shall not be required to make a political contribution to WEA-Political Action Committee (WEA-PAC) and/or the NEA-Fund for Children and Public Education (NFCPE) unless they have submitted signed authorization form(s) to the district Payroll office. Nonmembers shall be neither required nor allowed to make a WEA-PAC or NFCPE deduction.
- D. The Association or WEA shall submit a copy of each signed authorization form to the District Office for processing. Amounts of annual dues deductions, assessments, and fees shall be made known by the Association to the District Office by September 10 of each year.

### **Section 2: Association Rights**

- A. The Association has the right and responsibility to represent the interest of employees in the unit, to present its views to the District on matters of concern, and to enter into collective negotiations with the intent of reaching mutual agreement.
- B. Any Association representative/grievant who is scheduled by the Parties to participate during work hours in grievance proceedings, conferences, or meetings with representatives of the District shall suffer no loss of pay.
- C. Representatives of the Association shall have access to district premises provided that no conference or meeting between employees and the Association representatives will hamper or obstruct the normal flow of work.
- D. The Association shall be provided with bulletin boards, or sections thereof, for the purpose of posting Association materials that are nonpolitical as defined by law or the Public Disclosure Commission. The Association may use inter-departmental mail, email, and employee mailboxes for the purposes of communicating with bargaining unit members. The Association acknowledges that district email is subject to public information requests.



- E. The Association shall have access to use district equipment at reasonable times when such equipment is not otherwise in use. The Association shall reimburse the District for the cost of materials used.
- F. Upon request, the District will provide the Association with the online link to any information which is of public record. The District shall provide the Association with any electronic and paper copies of any information not readily available online pertinent to the administration of this agreement.
- G. The District shall make available to the Association an electronic roster of covered employees by September 10<sup>th</sup> and inform the Association monthly, immediately following the last Board meeting of the month, in writing, of any additions with hire date or deletions of covered employees. During the summer months, when requested, the District shall provide the Association with new hire information as they are added to the roster. The Association is entitled to the following information: employee name (first and last), employee identification number or name key, home address, home telephone number, personal cell phone, personal and work email, job title/position, work location, current assignment including the number of hours assigned, FTE, and date of hire when such information is held by the District. Such list will include the names of all bargaining unit members regardless of their membership status with the Association.
- H. The District shall provide the Association with access to new employees within sixty (60) days of the employee's start date within the bargaining unit. Such access may occur during a new employee orientation provided by the District or at another time. The access shall be for a maximum of (30) minutes and shall occur during the new employee's regular work hours.

### **Section 3: Management Rights**

- A. It is expressly agreed that all rights which ordinarily vested in and have been previously exercised by the District, except those which are clearly and expressly relinquished herein by the employer shall continue to be vested exclusively in and exercised exclusively by the employer without prior negotiation with the Association. The District shall retain the right to maintain efficiency of the district operation by determining the methods, the means, and the personnel by which operations undertaken by the employees in the unit are to be conducted.
- B. The right to make reasonable rules and regulations shall be considered acknowledged functions of the District.

## **ARTICLE III – EMPLOYEE RIGHTS**

### **Section 1: Due Process**

- A. No employee shall be disciplined without just and reasonable cause (Appendix E). Should an employee be disciplined, a written explanation of the reason for any disciplinary action will be given to the employee.
- B. An employee shall be entitled to have present a representative of the Association where disciplinary action is being discussed or considered. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Association is present.
- C. The District agrees to follow progressive discipline. Any disciplinary or other adverse action taken against an employee shall be appropriate to the behavior or situation that precipitates the action. Progressive Disciplinary Steps may include the following: Written Record of an Oral Warning, Written Warning, Written Reprimand, Suspension without Pay and Discharge. Non-disciplinary measures may include: Oral Instruction/Direction and Written Instruction/Direction. Administrative leave is not considered a disciplinary action.
- D. In the event any employee is given a formal disciplinary action, the President shall be furnished with a copy of such formal action within five (5) days of issuance. Unless the employee indicates in writing to the District that they do not wish to have the Association notified, such information will be withheld.

### **Section 2: Complaint Procedure**

- A. Any complaint and complainant's name (unless the release of such name is prohibited by court order or state and/or federal law) made against an employee by any parent, student, or other person that an administrator uses as a basis to initiate an investigation will be called to the attention of the employee by the employee's next workday or as soon as possible but no later than ten (10) days from the receipt of such complaint. Written notification shall be acceptable should the employee be unavailable to discuss the cause for the complaint. The employee shall acknowledge receipt of the complaint by signing a receipt of notice of such complaint without requiring agreement to the substance of the complaint.
- B. Any complaint not called to the attention of the employee may not be used as the basis for any disciplinary action against the employee.
- C. The employee shall have the right to Association representation at any meetings or conferences regarding the complaint that may lead to discipline.

### **Section 3: Nondiscrimination**

- A. Employees shall be entitled to full rights of citizenship. The District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, discipline and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Unless based upon a bona fide occupational qualification, the prohibition against discrimination of a disability shall not apply if the particular disability prevents the proper performance of the particular work involved.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as they may have under applicable laws and regulations. The rights recognized hereunder shall not be exclusive but are in addition to those provided elsewhere. Nonetheless, an employee who believes they have been discriminated against may file a grievance according to the procedure described in Article X of the agreement. However, no party can advance the grievance beyond Step 4. The employee is entitled to seek remedies provided under the law.
- C. The private life of an employee is not within the appropriate concern or attention of the District, provided those actions do not interfere with the performance of their duties.

### **Section 4: Personnel File**

- A. No secret, duplicate or other personnel file shall be kept in the District. This does not prevent the District from maintaining investigation files, grievance files, or working files as outlined in section 5. Employees shall have the right to inspect all contents of their complete personnel file. Anyone, at the employee's request, may be present during this review. Upon request, the superintendent or designee shall sign to verify the contents of the file. At the employee's expense, and at the current reproduction rate, a copy of any documents contained therein shall be afforded the employee.
- B. Disciplinary or derogatory materials shall not be placed in the personnel file without the employee's knowledge, in writing, of such placement. A copy of all such materials shall be given to the employee. It is understood that forms required by the evaluation procedure are not to be considered as derogatory references.
- C. Employees shall be given an opportunity to attach written comments to any material in the file.
- D. After three (3) years from the date of issuance of any disciplinary action or the placement of any derogatory material in the personnel file, the employee may request removal of such

documents, provided that there are no related incidents during the three (3) year period after the placement of such materials in the personnel file. Materials shall not be removed if prohibited by State law or the applicable records retention schedule.

### **Section 5: Working File**

Working files maintained by the employee's supervisor and/or evaluator may be reviewed at any time by the employee. Working files shall be cleared at the end of each school year, except that derogatory materials may remain for one (1) calendar year from the date of occurrence in the working file.

### **Section 6: Student Discipline**

- A. Employees are expected to follow building procedures concerning student discipline.
- B. The principal or designee of each building shall, within the first month of school, distribute and explain the discipline procedures of the school building and the policy of the District relating to discipline. The Superintendent or designee shall ensure district-wide communication of said policy.
- C. When known, the District or designee shall notify the employee of the history of any student who has behavioral concerns prior to the employee working with or supervising the student. As plans and/or contracts are developed, school sites will share this information with employees who have a legitimate educational interest.
  - 1. If a student has a behavior intervention plan (BIP), employees will be provided information about a student's behavior plan by the case manager. The employees shall be provided updates to the plan when changes are made.
  - 2. The District will determine which employees need training regarding safety protocols and procedures for working directly with students demonstrating a history of violent and/or assaultive behaviors. The District will inform and provide training for the identified employees.
  - 3. The school district is committed to fostering a safe, respectful, and inclusive working and learning environment. In situations where a student has engaged in intentional, deliberate racist or sexually harassing behavior toward an employee, the district will work collaboratively with the employee to determine an appropriate and safe plan.

Employees who experience such conduct are encouraged to promptly report the incident to their building administrator. If the matter is not resolved to the

employee's satisfaction, the employee may bring the concern to the district's Civil Rights Coordinator.

### **Section 7: Employee Safety and Security**

- A. The District acknowledges that threats and assaults have an impact on the educational process. Employees will follow the student disciplinary process in accordance with District policy and State and Federal law.
- B. If an employee is threatened or assaulted by a student, parent or other person while on district property or during a school sponsored event, the employee shall report the threat or assault to the employee's supervisor or designee. Following district policy and procedures the supervisor or designee shall assess the incident and inform the employee what action, if any, has been taken in response to the alleged threat or assault in accordance with State and Federal regulations.
- C. The District shall report threats and assaults to the authorities as appropriate. Employees are free to exercise their personal legal rights or alternative courses of action concerning threats and assaults.
- D. Employees are expected to use reasonable measures in situations involving physical threats or abuse. Employees will follow district procedures when necessary to protect themselves or others from physical injury.
- E. Special Education Paraeducators will be offered training and resources related to the needs of their students as determined by their supervising administrator. Any paraeducator who does not feel that their offered training and resources are adequate to safely support students who they are assigned to work with may also request additional training and resources from their supervising administrator.

### **Section 8: On-the-Job Injury**

- A. Employees are entitled to apply for workers' compensation if they have sought medical attention and are not cleared by a physician to return to work within three (3) calendar days following an on-the job injury or illness. Such Incidents will be handled according to procedures set forth by the industrial insurance laws of the State of Washington. In order to return to work following an injury received on the job that required an absence of three days or more, the employee must fill out a return-to-work form, which requires a doctor's signature.
- B. The District shall reimburse employees for replacement of clothing or other personal property damaged or destroyed in a disturbance as provided by RCW 28A.400.370.

### **Section 9: Protection of Employees and Property**

The District shall provide employees with insurance protection as is required by RCW 28A.400.370. Upon request the District will provide employees with a written summary of the coverage they have under the provisions of district insurance policies.

### **Section 10: Work Environment**

- A. The District shall maintain working conditions which meet the health and safety requirements in the work place for students and employees. It shall be the obligation of each individual employee to report inadequate environmental conditions to their immediate supervisor.
- B. When the District confirms a health or safety issue exists related to a specific worksite, the District shall provide immediate notice to the staff of the impacted worksite and the Association. This notice shall outline the problem and its location, and what is being done to resolve the issue.

### **Section 11: Electronic Monitoring**

The parties recognize that the use of audio-visual equipment in schools is for the safety and protection of students and staff. As such, any information obtained by such monitoring may be used only retrospectively to investigate facts directly related to a specific complaint against an employee and shall not be used to routinely monitor employees or their work or conduct.

### **Section 12: Employee Safety**

- A. Employees who are threatened with bodily harm, while carrying out their occupational obligations shall immediately notify the building principal or supervisor. The building principal/supervisor shall notify the superintendent/designee of the threat and take immediate steps in cooperation with the employee to provide reasonable precautions for their safety.
- B. An employee who has a complaint regarding harassment may file said complaint with the employee's direct supervisor. If the complaint is not satisfactorily resolved, or if the complaint involves the supervisor, the complaint should be made to the district Civil Rights Coordinator.
- C. After a threat assessment, if a safety plan is determined necessary, the safety plan in place for a student must be communicated in writing to paraeducators who work directly with that student.

## **ARTICLE IV – WORKING CONDITIONS**

### **Section 1: Hours of Work**

- A. Prior to the first work day, each employee shall be provided, in writing, a defined work schedule which lists the initial start and end times or the employee's shift, workdays and hours. No employee shall be assigned to more than two school buildings during any given work day.
- B. Each employee shall have access to a computer workstation (e.g. Chromebook, Surface Pro, desktop, etc.). Employees may arrange with their lead teacher to have a few minutes each day to read and respond to their District email account. This time shall not be scheduled during the employee's breaks or lunch. This time will be included in the employee's daily work schedule.
- C. Daily work schedules with classes, duties, emails, lunch and breaks will be provided in writing to each employee by the end of the first full week of school. These schedules shall include transition time between classes and locations within the building and outside the building.
- D. Schedules are subject to change based on student or program needs. Notice of any modifications of the employee's assigned shift, workdays and/or hours shall be given to the employee in writing within three (3) days prior to such reassignment.
- E. Any reduction of hours shall occur in accordance with Article VII, Layoff and Recall.
- F. On days when students are scheduled for early release, late start, or on conference days, employees shall work their regular work hours.
- G. Employees assigned to travel between district buildings may submit a monthly reimbursement form for mileage. Each employee's schedule must allow at least fifteen (15) minutes for travel between buildings.

### **Section 2: Work Year**

- A. Paraeducators (general and special education): The employee work year shall consist of one-hundred eighty-two (182) days, one hundred eighty (180) days will correspond to the student school year.
  - 1. Two (2) days will be scheduled as district directed time. The employee will sign an attendance roster to indicate completion of the hours worked. The District will make every effort to embed required training during this District directed time.

2. Special Education Paraeducators will be able to spend up to four (4) hours of the two (2) days mentioned in item 1 above to meet and review students' BIPs, IEPs, and discuss schedules.
- B. Library, Office Support, and Building Paraeducators: The employee work year shall consist of one hundred eighty-three (183) days, one hundred eighty (180) will correspond to the student school year.
1. Two (2) days will be scheduled as district directed time. The employee will sign an attendance roster to indicate completion of the hours worked. The District will make every effort to embed required training during this District directed time.
  2. One (1) day will be scheduled prior to the start of the year for the purpose of setting up the library or main office under the direction of the building administrator or district librarian to be prepared to provide services to students on the first day of school. This additional day will be paid through a district-approved time slip.
- C. If the District hires Certificated Occupation Therapist Assistants (COTAs) in the future, the parties shall meet to negotiate the work year.

### **Section 3: Job Descriptions**

- A. Job descriptions for all positions subject to this Agreement will be developed by the District.
1. A current and complete file of all bargaining unit job descriptions shall be available to all employees and the Association for their review. When a job description for a bargaining unit position has been newly created or revised, a copy will be provided to the affected employees and the Association.
  2. The District will provide a draft copy of any changed duties, responsibilities, and/or requirements in a job description so that the Association may provide input prior to a final draft being developed by the District.
- B. If an employee feels that they are being asked to perform duties outside their job description, the employee may discuss the concern with their supervisor. Employees shall have the right to representation by the Association in any discussions with their supervisor. If not satisfied after a discussion with their supervisor, the association may bring the issue to Labor Management.
- C. Other duties as assigned are intended to be reasonable and consistent with the scope and intent of the job/position.

### **Section 4: Lunch and Break Periods**



- A. Employees shall receive a fifteen (15) minute break for each four (4) hours of work, scheduled as near as possible to the mid-point of the work period. Employees who work eight (8) or more hours per day shall receive two (2) fifteen (15) minute breaks within the workday. One of the two (2) breaks shall be within the first four (4) hours of the employee's workday.
- B. Each employee, working more than five (5) hours per day, shall be entitled to a minimum one-half (1/2) hour duty-free lunch period without pay.
- C. Employees shall be free to leave their work site during the duty-free lunch period.
- D. Employees required by an administrator to work through their regularly scheduled lunch shall be compensated for the foregone lunch period. The employee should document their missed lunch using a district timeslip and signed off by their building administrator.

#### **Section 5: Attendance at Building or District Meetings**

Employees required by an administrator to attend meetings or carry out other responsibilities outside of their normal workday shall be compensated for all such time at their regular hourly rate of pay. Overtime provisions will apply if the employee works more than forty (40) hours per week.

#### **Section 6: Overtime**

All hours previously approved and worked in excess of forty (40) per week shall be compensated at the rate of one and one-half (1 1/2) times the employee's base pay and/or in accordance with applicable Fair Labor Standards Act regulations. Any and all such overtime hours must be previously authorized by the District. Holidays are included in the forty (40) hour work week calculation.

#### **Section 7: Optional Hours**

- A. Optional hours are defined as compensation for additional hours worked outside of the employee's normally scheduled workday and/or work year. Optional hours shall be preapproved by the employee's supervisor and shall be paid at the employee's regular rate. Combined optional and regular hours in excess of forty (40) hours per week shall be paid at the overtime rate.
- B. Paraeducators at each building site with the highest seniority will receive first consideration for optional hours. This will be capped at forty (40) hours.
- C. In lieu of payment for optional hours, an employee may request to take flex time. All flex time must be requested by e-mail and preapproved by the employee's supervisor. Flex time shall

be documented on the monthly attendance roster with the preapproval e-mail attached. Flex time is to be taken during non-student contact time and must be used by June 1.

- D. Any flex time not taken during the regular work year shall be cashed out and paid at the employee's regular rate of pay in the June pay warrant.
- E. If the balance of additional hours is not paid by the District or used by the employee before separation of employment, it will be paid at the regular rate of pay as part of the employee's final pay warrant.

#### **Section 8: Emergency/Inclement Weather Conditions**

- A. If conditions make it necessary for the District to declare school closed for one (1) or more days, employees shall not report to work. Employees shall make up the day(s) when school is rescheduled.
- B. Employees shall be compensated for a minimum of two (2) hours of work, to be paid at their regular rate of pay if schools are closed after the employees' workday begins. If the employee's supervisor requests, employees may work additional hours during closure days. Employees will receive their regular rate of pay for all hours worked.
- C. Should the District receive a waiver for loss of student days, the employee shall be allowed to use accumulated leave, or work additional hours to make up for lost wages. The employee's leave option will be entered in the absence management system.
- D. Should inclement weather or other conditions make it necessary for the District to delay the opening of school or to close the school before the end of the student day employees may, at their discretion, work the regularly scheduled shift, use accumulated emergency leave, take leave without pay using the *Inclement Weather (Unpaid Leave)* option in the absence management system, or make up the time using the *Inclement Weather Make-up* EOY option no later than four (4) working days after the last calendar day of the school year. The job duty being performed will be approved by the building supervisor.
- E. If the employee is unable to report to work due to inclement weather and the schools are open, the employee may use emergency or personal leave, or may take leave without pay.
- F. The District shall include a copy of its inclement weather/school closure policy online.

#### **Section 9: Teaching Duty Bar**

Employees are to work under the direction of a certificated/licensed staff member to support and assist in providing instructional and other services to students. The certificated/licensed staff member remains responsible for the overall conduct and management of the classroom or

program, including the development of lesson plans, substitute paraeducator plans and the design, implementation and evaluation of the instructional program and communication of student progress.

### **Section 10: Supervision of Students**

- A. The District will consider location of the playground, number of students, weather conditions including air quality, length of time that an employee is outside, equitable distribution of duties, and safety issues to appropriately staff recesses. Buildings shall apply the same factors and standards in determining indoor and outdoor recess. Concerns about staffing may be brought to the attention of the building principal. If concerns are not resolved at the building level, they may be directed to Labor Management.
- B. The District will provide working communication tools such as radios/walkie talkies to ensure the safety of those employees while on recess/playground, before/after school and crossing guard duty. Building access will be granted to employees during these periods.
- C. When necessary or requested, and approved by the building administrator, radios/walkie talkies will be provided to support employee safety during SPED supervision duties. These duties may include, but are not limited to: monitoring students with a Behavior Intervention Plan (BIP) or similar behavioral supports.
- D. The District will determine and provide training for all employees who work as crossing guards, recess/playground assistants and before/after school monitors. The training will be held during the normal workday. If this training is held outside of the employee's regular work hours, the employee will be compensated at their hourly rate or at the overtime rate if the employee's hours are such that they have met that threshold.

### **Section 11: Substituting for Certificated Staff Members**

- A. In emergencies, employees who hold a valid teaching or substitute certificate may substitute for a certificated staff member. The employee will receive the certificated hourly substitute rate of pay if higher than the employee's regular rate of pay. Compensation shall commence from the time that the employee begins coverage of the classroom/students.
- B. An emergency is defined as a sudden condition or state of affairs calling for immediate action or when arrangements for a regular certificated substitute cannot be made due to time constraints or substitute availability.

### **Section 12: Student Information**

Prior to providing support or supervision to a student with a known IEP, 504 Plan, or Behavior Intervention Plan (BIP), the building principal and/or designee shall provide to employees with a

legitimate educational interest appropriate information regarding the student's academic, health, behavioral, and safety needs.

### **Section 13: Dispensing of Medication/Health Services to Students**

- A. Building principals and nurses will determine the procedure for dispensing student medication and delivering health services to students within each building. A plan must be developed and shared with employees who serve as backup personnel. Backup personnel will be trained in administering all health services in the employee's absence.
- B. There shall be a designated facility for the dispensing of medication and treatment of students. Medication will be stored in a locked or limited access area. Employees giving medication will have a reasonably uninterrupted period of time in which to do so where they will not have other assigned duties.
- C. A nurse shall be responsible for the training of employees who are assigned to disperse medications and/or provide health services.
- D. Upon submission of a written letter of refusal, employees shall not be required to insert feeding tubes or catheters. A written letter of refusal may not serve as grounds for discharge, non-renewal or other action adversely affecting the employee's contract status.
- E. Employees providing medication or health services to students in compliance with state law shall not be liable in any criminal action or for civil damages in their individual, marital, governmental, corporate or other capacity as a result of providing medication or health services to students (RCW 28A.210.275).

### **Section 14: Staff Development/Training**

- A. The Labor Management Team will receive and discuss input regarding training including, but not limited to, paraeducator specific trainings as determined and required by PESB.
- B. The District, taking into consideration feedback from the Labor Management Team meetings, shall determine and provide staff development/training for all employees within the bargaining unit as appropriate to their job assignment. Such training may include but is not limited to: office procedures and technology use; student safety and discipline; playground safety; Safe Schools Training; student restraint behavior modification; medication disbursement; care of medically fragile students; proper lifting techniques and handling and disposal of hazardous materials such as needles and bodily fluids.
- C. The District will make every effort to provide required training during the normal workday and year. The District may offer training outside of these times if no other option is available.

If such training is required and the employee is not able to attend, the employee will work together with their supervisor to make up the training at another time. If training is held outside of the normal workday, employees will be compensated at their hourly rate of pay or at the overtime rate if the employee's hours are such that they have met that threshold.

- D. With prior written approval of the assistant superintendent/designee, employees may attend teacher learning improvement days for the whole day or for specific courses related to paraeducator certification. These days are optional but if the employee is approved to attend, they will be paid at the employee's regular rate of pay.
- E. The District will prioritize offering required training if needed during early release days, late start days, conference weeks, and other times available to employees for professional development. The District may provide trainings as needed to meet District goals and required trainings.
- F. Complete annual online trainings by September 30. Employees who have not completed the required online trainings by September 30 may be subject to disciplinary action. Any disciplinary action will not remove the requirement to complete the mandatory training modules.
- G. Employees who are unable to attend the two (2) non-instructional days prior to the beginning of the school year shall notify their building administrator no later than two (2) days prior to the scheduled non-instructional days. Such employees shall be required to complete the assigned trainings independently and may submit a timeslip for compensation of up to five and one-half (5.5) hours to be submitted no later than two (2) weeks following completion of the trainings.

### **Section 15: Paraeducator Certification Professional Development**

- A. If funded by the state, the District will provide fourteen (14) hours of training to provide the Fundamental Course of Study (FCS) and/or to attain clock hours towards certifications as defined by OSPI.
  - 1. At least seven (7) hours of these trainings will be in-person unless the Professional Educator's Standards Board (PESB) or the county health department recommends virtual training.
  - 2. When training dates are scheduled, the Association will receive prior notification.
- B. The District will maintain a link to information on paraeducator requirements on the District website.

- C. The required Fundamental Course of Study (FCS) training does not include substitutes.

#### **Section 16: Work Year Calendar**

- A. The current calendar is contained in Appendix B. Calendars for subsequent years will be posted on the district's website once approved by the school board.
- B. The Association will appoint one (1) member to the District Calendar Committee.

#### **Section 17: Employee's Supervisor**

At the beginning of every school year, and no later than the first Friday in September, all employees shall be notified with whom they should communicate regarding absences and leaves. In most situations, the building administrator will be the employee's direct supervisor. Should there be a change in their work assignment, they will be informed of this information within three (3) days of the assignment change.

A lead teacher is a certificated educator who is responsible for directing and overseeing the work of paraeducators in their classroom or instructional setting. The employees will be notified by October 15 which lead teacher(s) will provide feedback for their evaluation.

## **ARTICLE V – EVALUATION**

### **Section 1: Notification**

By October 15, each employee shall be emailed the name of their primary and contributing administrative evaluators. If those should change during the year, the employee shall be emailed in a reasonable time period. By October 15, each employee will also be informed of the lead teacher(s) who may provide feedback regarding their evaluation; no other employee may be asked for feedback.

### **Section 2: General Evaluation Requirements**

- A. Performance concerns will be addressed within five (5) days of the occurrence and may also be on the performance evaluation report. Evaluator(s) will accurately inform employees of their progress during the evaluation process.
- B. The observation for evaluation purposes shall be prearranged. Electronic devices shall not be used to listen to or record the employee unless requested by the employee and mutually agreed to by the evaluator. Such recordings shall be used for evaluation purposes only and will not be shared with others without the employee's written consent.
- C. Every employee will be evaluated in writing. Evaluations must be provided to the employee no later than one (1) week before the last day of school, including a copy of the evaluation for the employee. The evaluation will be reviewed in person with the employee.
- D. Employees shall be required to sign and date the completed evaluation. The employee's signature shall indicate only that they have received a copy of the evaluation report, not that they necessarily agree with its content. The evaluation form provided by the District shall be the only form used.
- E. Employees will not be required to sign evaluations that are completed after the deadline.
- F. The evaluation will be placed in the employee's personnel file. Any observation notes will be purged from the evaluator's/supervisor's file no later than June 30.
- G. Any item on the Evaluation Form that is marked with an "Requires Additional Action" or "Unsatisfactory" must have been preceded with a written statement and/or formal conference with the employee in order to provide notice of the problem, specific suggestions for improvement, and reasonable time for improvement.

### **Section 3: Newly Hired Employees**

Newly hired employees shall be evaluated within ninety (90) calendar days after commencement of employment.

### **Section 4: Probationary Period for New Employees**

- A. Newly hired employees shall be considered probationary employees for a period of not more than ninety (90) days following the hire date.
- B. On or before the completion of the ninety (90) day probationary period, the employee will be either:
  - 1. Removed from probationary status or
  - 2. Released from employment or
  - 3. Given another ninety (90) calendar day probationary period to improve job performance.

### **Section 5: Improvement Plan**

- A. A non-probationary employee receiving a rating of “Requires Additional Action” or “unsatisfactory” on any criteria of a summative performance evaluation will be given a written notice explaining any deficiencies and ways the employee can improve their job performance. The employee shall be given a reasonable amount of time to implement the specific suggestions for improvement.
- B. If an employee is rated “Unsatisfactory” on a majority of the subsections of the evaluation criteria, or deficiencies in A above are not met, and does not demonstrate improvement in the areas of weakness, the employee’s supervisor shall make a recommendation to the Superintendent on the continued employment of the employee. The Superintendent shall recommend to the Board of Directors any action to be taken.

### **Section 6: Right of Appeal**

Only the procedural aspects of the evaluation system may be appealed through the grievance process.



## **ARTICLE VI – ASSIGNMENT, TRANSFER AND VACANCY**

### **Section 1: Definitions**

- Assignment: The specific position assigned to an employee either within a building or program area
- Transfer: A change from an employee's current assignment to another assignment either by request or because of district or program needs
- Vacancy: A position presently unfilled; a position currently filled that will be open in the future; or a newly created position

### **Section 2: Vacancy**

- A. Building principals will assign staff within the building before any vacancy is declared.
- B. Vacancies of less than three (3) hours shall be first offered to the paraeducator working with the assigned student(s), teacher(s), building or program/department. If work schedules prohibit such assignment, hours may be assigned to other employees within the building.
- C. If the above vacancy remains unfilled, the job posting, and selection process will follow as indicated in Subsection D.
- D. Job openings or vacancies for all bargaining unit paraeducator positions of three (3) or more hours shall be posted concurrently inside and outside the District for a minimum of five (5) days on the Pullman School District website. The employee with the highest seniority who requests a transfer will receive first consideration for the vacant position, if they meet all the qualifications in the job posting and is rated satisfactory or above in all criteria on the most recent summative performance evaluation. The employee not selected will be informed of the specific reasons. The job posting shall include a job description which clearly sets forth the qualifications, number of hours and requirements for the position.
- E. Current employees who apply for the open position will be granted an interview and will be given first consideration for the position. Temporary and substitute employees are considered external candidates.

### **Section 3: Involuntary Transfer**

- A. No transfer shall be made if there is a qualified volunteer available to fill said position.

- B. When there are no volunteers, the least senior employee at the building site will be selected for the involuntary transfer. Seniority shall mean length of service within the Pullman School District.
- C. Employees may be involuntarily transferred from their current assignment with three (3) days prior notice as long as the building location and the employees' start and end times are not changed. Employees may be involuntarily transferred from their current assignment with five (5) days prior notice if there is a change in the building location and/or employees' start and end times. The supervisor and employee shall meet to discuss the effects of such a transfer before the transfer is initiated.
- D. An employee who was involuntarily transferred will notify the Human Resource Department of their interest in returning to their previous position should it become open again.

## **ARTICLE VII – LAYOFF AND RECALL**

### **Section 1: Definitions**

- A. Layoff – an action by the Board reducing the number of employees in the District due to monetary or program reasons. It does not refer to decisions to discharge, terminate or adversely affect an employee for cause.
- B. Reduction in Force – reduction of employees due to layoff at the end of the school year. Any employee placed on layoff status shall retain all accrued benefits as are regularly extended to any employee on leave.
- C. Seniority – shall mean the first date on which the employee began continuous daily employment as a member of the bargaining unit, hereinafter called the “hire date” within the District regardless of job title. Substitute and temporary work experience shall be excluded when computing seniority.

### **Section 2: Criteria for Reduction in Force (RIF)**

Reduction in Force (RIF) is an action by Board Resolution reducing the number of positions due to economic reasons such as failure of special levies, reduction of state or federal funding, or reduction in enrollment or changes in the educational program. The District will not reduce the number of full-time or part-time jobs except by attrition or layoff. Layoff will only follow after all Assignment, Vacancy, and Transfer provisions have been exhausted.

### **Section 3: Publication of the Seniority Report**

- A. The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous daily employment (hereinafter “hire date”) within the school district regardless of job title.
- B. Annually, by November 1, the District shall publish and distribute the seniority report to all employees for verification of work experience. Employees shall have twenty (20) working days to report any dispute regarding their years of experience to the Human Resources Department during the annual review period.
- C. Employees on leave are responsible for initiating any changes pertaining to their individual listing.
- D. An employee’s seniority shall not be lost, but their years of service shall be adjusted for time spent on any type of unpaid leave in excess of twenty (20) workdays.

- E. A finalized list shall be published and distributed to all employees by March 1 of each year. The list shall reflect all corrections, deletions and additions of personnel for the school year. Failure to publish the final list by March 1 will not prevent the District from implementing the layoff process.
- F. The seniority report shall include:
  - 1. Initial hire date as a member of the bargaining unit
  - 2. Initial hire date as an employee within the District
  - 3. Total number of years of service within the bargaining unit
  - 4. Total number of years of service within the District
- G. If more than one employee has the same seniority ranking, the affected employees shall participate in a drawing by lot to determine their position on the seniority list. The Association and all employees so affected shall be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which allow the affected employees and the Association to be in attendance.
- H. An employee's seniority shall be lost for the following reasons:
  - 1. Resignation
  - 2. Discharge
  - 3. Retirement
  - 4. Failure to return to work in response to a call back from layoff

#### **Section 4: Reduction in Force Procedure**

- A. The Superintendent will notify the President of the Association by May 31 of any anticipated layoff within the bargaining unit and the position(s) within the bargaining unit to be discontinued.
- B. Any layoff of employees shall be accomplished using overall district seniority, regardless of funding category/source or worksite. Staffing adjustments resulting from layoff of employees will be based on district seniority within the bargaining unit.
- C. Employees to be laid off shall receive advance written notice of no less than ten (10) working days. The Association shall be presented with a layoff list no less than ten (10) working days prior to employee layoffs.
- D. The District shall first seek voluntary reduction through resignations, leave of absence and/or retirement.

- E. If a reduction in the workforce is necessary, the number of individual employees will be reduced rather than reducing hours for all employees.
- F. Eligible employees who are laid off will have the option to continue their benefits through COBRA coverage as required by law and with consideration of carrier limitations.

**Section 5: Provisions for Re-employment**

- A. Employees laid off will be placed in a rehire pool in order of seniority for a period of two (2) years following a layoff. The District will recall employees in reverse order of layoff to openings within the Pullman Paraeducators bargaining unit provided such employees are qualified to fill the position. It shall be the responsibility of each person in the re-employment pool to notify the Human Resources Department of any change of address. Notices will be sent by certified mail to the last known address for the individual, and employees shall have ten (10) days from the date of receipt to accept the position and return to work. If the employee does not respond within ten (10) days of receipt of the letter, the employee will be removed from the pool. If the certified letter is undeliverable or if delivery is refused, the employee will be removed from the pool.
- B. Employees in the rehire pool will have, upon request, first priority for substituting and placement into temporary positions within the bargaining unit. Upon rehire, sick leave and position on the wage schedule shall be restored.

## **ARTICLE VIII - LEAVES**

### **Section 1: Illness and Injury Leave**

- A. Each employee shall be awarded sick leave allowance of ten (10) days based on the number of actual hours worked. This leave is awarded each September or upon employment with the District. Such leave shall be used for absence caused by illness, illness of a family member, medical appointments, or injury. Unused sick leave days may be accumulated at the rate of the employee's normal daily work shift up to one hundred eighty 180 days or to the maximum allowable by State law.
- B. Employees who are hired after the beginning of the school year shall receive a pro rata amount of leave based on the number of months remaining in the school year. Leave will be credited to the employee's account during the first month of employment. A full day will be granted to an employee hired on or before the 15<sup>th</sup> of the month, for that month.
- C. Employees who have accrued sick leave while employed by another public school district in the State of Washington, shall be given credit for such accrued sick leave upon employment by the Pullman School District.
- D. Upon district request, a physician's signed statement will be required to support an absence of five (5) or more consecutive days. The District may also request verification of an employee's absence if a pattern of possible misuse is identified. The District will provide the employee and the Association with written notice that a pattern may exist prior to requesting verification for the absence.
- E. An employee who is unable to perform their duties because of personal illness, maternity or other disability will, upon request, be granted leave of absence without pay at the exhaustion of available accrued sick leave for the remainder of that school year. Upon return from leave the employee shall be placed in the last held position or in a similar position in the District.
- F. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift at the time sick leave is taken.
- G. When possible, the employee shall notify the Human Resources Department at least five (5) days in advance of the dates of planned leave. If an administrator/supervisor, upon consultation with the District Office, suspects an employee is misusing sick leave, the administrator/supervisor will bring it to the employee's attention with a conversation between both parties. After the meeting, the District may require a physician's statement.

- H. If sick leave benefits are exhausted, the Superintendent may grant leave without pay for the balance of the year or the employee may apply for shared leave if extraordinary circumstances are involved.
- I. If, upon separation of employment, an employee has used more sick leave than the number of days accumulated, a deduction will be taken from the employee's last pay warrant.

### **Section 2: Emergency Leave**

The District shall allow employees to use any of their accumulated leave balances in the event the employee has an emergency. Emergency is defined as a situation which has been suddenly precipitated or is unavoidable; or where preplanning could not relieve the necessity for the employee's absence during the workday. A statement of the emergency may be required to support an absence of more than two (2) days.

### **Section 3: Family Medical Leave Act (FMLA)**

Any eligible employee is entitled to family medical leave during any fiscal year in accordance with the FMLA. The District shall post information on the FMLA at each employee work site. Sick leave shall run concurrently with family medical leave. Upon return from leave the employee shall be placed in the last held position or in a similar position in the District.

### **Section 4: Washington State Family and Medical Leave (PFML)**

- A. Employees may be eligible to receive PFML under the Washington State Family and Medical Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of 820 hours within the past calendar year.
- B. The employee may initiate the use of this leave prior to exhausting all accumulated sick leave or other available paid leaves.
- C. The Washington State Employment Security Department <https://esd.wa.gov> is responsible for determining whether employees qualify for PFML and are responsible for administering PFML benefits. When an employee is seeking PFML, they will provide notice to the District of the intent to seek PFML. The employee will notify the District when they learn that they have been approved for PFML by the Employment Security Department. The employee will provide the District with documentation received from the Employment Security Department showing the approval of PFML leave. The employee will also provide the District with documentation that establishes the employee's need for leave. Once the employee has provided such documentation, the District will provide the employee unpaid leave consistent with the PFML for which the employee was approved by the Employment Security Department.

- D. When PFML is used, the District shall maintain health insurance benefits during periods of approved PFML in accordance with the law. PFML runs concurrently with FMLA.
- E. The District shall pay the employer's share of the payroll premium to fund this leave. The District shall use the state insurance as the carrier for PFML to ensure ongoing compliance with the law.

#### **Section 5: Parenting Leave**

The District will provide employees with access to parental leave per state law. More information may be found at [www.paidleave.wa.gov](http://www.paidleave.wa.gov).

#### **Section 6: Sick Leave Buy Back**

Each January, eligible employees may elect to convert sick leave to monetary compensation at a rate equal to one (1) day per diem pay for each four (4) full days of accrued sick leave in excess of sixty (60) days. Each employee may convert up to twelve (12) days of sick leave, the balance of which shall be no less than sixty (60) days. Moneys or benefits received under this section shall not be included for the purposes of computing a retirement allowance. RCW 28A.400.210

#### **Section 7: Retirement Buy Back or Death Conversion**

- A. In accordance with RCW 28A.400.210 the District hereby adopts a preretirement and a post-retirement medical benefit plan for eligible employees with accumulated sick leave conversion funds.
- B. At the time of separation from Pullman School District employment due to retirement or death, an eligible employee or employee's estate shall receive remuneration at the rate equal to one day's current monetary compensation of the employee for each four full days of accrued leave for illness or injury. (RCW 28A.400.210).
- C. The administration of this plan shall be in accordance with RCW 28A.400.210 – Employee attendance incentive program – Remuneration or benefit plan for unused sick leave and WAC 392-136 Finance – Conversion of Accumulated Sick Leave

#### **Section 8: Sick Leave Sharing**

- A. The District shall provide employees with access to leave sharing (sick leave bank) in accordance with state law.
- B. Donations of sick leave will not reduce the ability of the employee to cash out sick leave during the year donated. When calculating eligibility to cash out excess sick leave, donation



of sick leave to another employee will be counted toward the 60-day minimum balance required after cash out. WAC 392-126-104

### **Section 9: Bereavement Leave**

Up to five (5) days shall be granted with pay per occurrence for bereavement of a relative in the immediate family or up to three (3) days for extended family or close personal friend. Such leave shall be non-cumulative. Employees shall notify their immediate supervisor when taking bereavement leave and record such leave as per district procedures. If bereavement exceeds the allocated time, accumulated sick leave or personal leave will be deducted. When requesting leave in the absence management system, employees will need to document the relationship and date of death and/or funeral or memorial service.

### **Section 10: Personal Leave**

- A. Each employee shall be entitled to three (3) paid days of personal leave per year. When possible, notice of intent to use this leave shall be given within a minimum of forty-eight (48) hours through the absence management system. Personal leave days must be used in full or half day increments. This leave is presumed to be granted upon request, provided, the number of individuals who may use personal leave on any one day shall not exceed eight percent (8%) of total employees on any day. Leaves will be approved on a first-come, first-serve basis as determined by receipt of the request in the absence management system. If the employee's personal leave has been approved, it will not be canceled due to lack of a substitute.
- B. Employees will automatically be cashed out up to three (3) days of unused Personal Leave at the employee's per-diem rate with the July pay warrant.

### **Section 11: Jury Duty and Court Appearances Leave**

- A. When an employee of the District is absent because of a mandatory court appearance, they shall suffer no loss of income by reason of this service.
- B. A copy of the subpoena or certificate of the clerk of the court shall be filed with the Payroll Office.
- C. Absences for legal action in which the employee is a litigant shall be classed as personal business and a pay deduction will be made or the employee may use personal leave as appropriate for such absence.

### **Section 12: Military Leave**

- A. Employees shall be granted military leaves of absence without pay when required by law to serve in a military force. Years of military leave shall be counted as years of experience for salary and seniority purposes. Upon return from leave the employee shall be placed in the last held position or in a similar position in the District.
- B. Military leave of absence is construed as regular service in regard to salary increments. Members of the Washington National Guard, the Army, Navy, Air Force, Coast Guard, or Marine Reserve of the United States shall be granted military leave of absence from employee's assignment for a period not exceeding twenty-one (21) calendar days beginning October 1<sup>st</sup> and ending the following September 30<sup>th</sup>. The employee shall receive normal district pay, however, there shall be no loss of privileges, vacations or sick leave to which the employer might otherwise be entitled according to RCW 38.40.060.

### **Section 13: Association Leave**

- A. An aggregate of fifteen (15) leave days per year with pay shall be provided to the Association to carry out responsibilities as bargaining agent. The cost of the substitute shall be reimbursed to the District by the Association. Association Leave Days will be approved by the PCEA President and/or designee. The cost of WEA-requested Association Leave shall be reimbursed by the WEA.
- B. Employees will provide the District with at least twenty-four (24) hours' notice through the absence management system before taking Association Leave unless circumstances prevent otherwise.
- C. Approval will be granted to allow for more Association leave days necessary for the negotiations' process.

### **Section 14: Leave of Absence**

- A. Leave of absence up to one (1) year without pay may be granted to employees by the Board for personal or professional reasons such as but not limited to recuperation, child rearing, business related to a death in the family, working in a professional related field, study, or travel. Employees will be offered COBRA coverage to extend their benefits during their leave of absence.
- B. Employees shall notify the District in writing on or before March 15 of their intent to return from leave of absence for the following school year. Upon return from leave the employee shall be placed in the last held position or in a similar position in the District. The Board may extend the Leave of Absence for up to one (1) additional year.

### **Section 15: Leave without Pay**

Leave without pay is intended only for an employee who has exhausted all other forms of leave (i.e. sick leave, shared leave, FMLA, etc.) for a significant illness that necessitates a long period of time away from work. In addition, for once-in-a-lifetime events, the District may, at its discretion, allow other unpaid leave. All leave without pay must have prior approval by the District. Leave without pay that is not preapproved may be subject to disciplinary action.

## **ARTICLE IX – FISCAL**

### **Section 1: Wage Placement Provisions**

- A. Employees shall be paid in accordance with Wage Schedule, Appendix A for 2025-2028; During the term of this Agreement, the following shall apply:
- B. For the 2025-2026 school year, the District will apply the inflationary factor to the Appendix A, Wage schedule.
- C. For the 2026-2027 school year, the District will apply the inflationary factor plus 0.5% to the Appendix A wage schedule.
- D. For the 2027-2028 school year, the District will apply the inflationary factor plus 0.5% to the Appendix A wage schedule.
- E. Employees will be paid for the hours worked at their level. Special education paraeducators will be paid an additional \$1.00 more than general paraeducators.

### **Section 2: Wage Schedule Placement**

- A. Employees will be placed on the wage schedule and paid in accordance with Appendix A.
- B. Individuals who have verified paraeducator comparable experience outside of the bargaining unit may be credited on a one-for-one basis up to Step 5 for wage schedule purposes.
- C. Employees hired on or before the last day of February shall be eligible to move to the next wage schedule step the following year. Employees hired on or after March 1<sup>st</sup> will remain on their current step for the following year. An employee cannot receive more than one (1) year of experience per year, regardless of the number of hours worked.
- D. Starting in the 2025-2026 school year, Step 1 will be eliminated on Appendix A.
- E. Starting in the 2027-2028 school year, a Step 5 will be added to Appendix A with a 5.0% increase between steps four (4) and five (5).

### **Section 3: Substitutes**

A long-term substitute is a person who is employed to work more than ten consecutive student days in the same position. After the twentieth (20th) day, a long-term substitute will be paid at the first step of the appropriate paraeducator salary range until that long-term substitute assigned has completed.

#### **Section 4: Extended Hours**

Employees working field or other activity trips shall be paid for all hours on duty including overtime if the extended work hours are greater than forty (40) hours in any given work week. For the purpose of this section, on duty means all working hours assigned by the building principal or program director for supervision of students.

#### **Section 5: Insurance Benefits**

- A. The District agrees to provide the amount of benefit contributions funded by the state and will implement any state increases for insurance benefits during the duration of this Agreement. The benefit amount shall be administered in accordance with the state laws relating to school district employee benefits.
- B. The District will provide benefit contribution insurance for all employees who work or are expected to work more than 630 hours in a school year. Paid leave hours shall count towards the 630 hours used to determine eligibility for benefits. For purposes of benefits provided under the SEBB, a school year shall mean September through August. The effective date of coverage is the first day of the month following the day they begin work.
- C. Basic benefits include medical, dental, vision, long-term disability and group life insurance. Employees may select optional benefits at their own expense. Optional benefit plans may not include employee beneficiary accounts that can be liquidated by the employee on the termination of employment.
- D. Employees shall be able to participate in the SEBB offered Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP).
- E. Enrollment shall be completed by the end of the open enrollment period for the selection of basic and optional benefits. Employees hired prior to or after the enrollment period, may elect insurance coverage from the plans available during the first thirty (30) days of employment.
- F. If a benefit plan is not chosen, the employee will be enrolled in the default medical, dental, vision, life and accidental death and dismemberment, and long-term disability insurance plans as required by SEBB. The employee will also be charged the tobacco use premium surcharge. Changes to insurance plans or enrollment of eligible dependents will be allowed in the next open enrollment period. The employee may add dependents to the default plan if there is a special open enrollment event that allows this change, such as marriage, birth, or adoption.
- G. Benefit Termination: Any employee terminating employment shall be entitled to receive the District insurance contribution for the remainder of the calendar month

in which the contribution is effective. Benefit coverage will continue through August 31 of that year unless the employee separates prior to the end of the work year or on the date of separation for retirement.

- H. If the Office of the Superintendent of Public Instruction or a court of competent jurisdiction notifies the District that it is in violation of the State statute, as a result of over expending funds for employee benefits, such excess shall be reduced on a pro rata basis among all District employees only if a penalty is pending which will result in a decrease of State funds or a penalty against the Board or its officers.

#### **Section 6: Stipends**

- A. All employees who complete their General Paraeducator Certificate shall be paid a one-time stipend of \$275 on the pay warrant following proof of completion being submitted to HR.
- B. All employees who complete a Subject Matter Paraeducator Certificate shall be paid a one-time stipend of \$250 on the pay warrant following proof of completion being submitted to HR.
- C. All employees who complete an Advanced Paraeducator Certificate shall be paid a one-time stipend of \$225 on the pay warrant following proof of completion being submitted to HR.

## **ARTICLE X – GRIEVANCE PROCEDURE**

### **Section 1: Definitions**

- A. “Grievant” shall mean an individual, a group of individuals and/or the Association.
- B. A “grievance” shall mean a claim by a grievant that this agreement has been violated.
- C. “Day” shall mean employee workday. When a grievance has not been resolved by the end of the school year, days shall mean any day on which the District Office is open for business with the public.

### **Section 2: Grievance Considerations**

- A. If the stipulated time limits are not met, the grievant shall have the right to appeal the grievance to the next level of the procedure. If the time limit is not met by the grievant, the grievance shall be invalid and subject to no further processing.
- B. Any grievance related to the terms of the agreement shall be subject to binding arbitration.
- C. If any party believes the following sections have been violated, they may file a grievance according to the procedure described in Article X of this Agreement. However, no party can advance the grievance beyond Step 4.
  - 1. Preamble
  - 2. Article I – Administration, Section 4: Status of the Agreement
  - 3. Article I – Administration, Section 5: Conformity to Law
  - 4. Article II – Business, Section 3: Management Rights

### **Section 3: Procedure for Processing Grievances**

#### **Step 1: Informal Communications**

The District and Association acknowledge that it is usually most desirable for an employee and immediate supervisor to resolve problems through free and informal communications. The employee shall request a meeting with the supervisor within twenty (20) days from the time of the occurrence of the event or the time that the employee should have reasonably become aware of the occurrence of the event, whichever is later. Such meeting shall be held within five (5) days of the request. If no solution is reached at the Informal Meeting, the grievance will be reduced to writing. The following steps shall be followed in the processing of a formal grievance.

### Step 2: Immediate Supervisor:

- A. Within ten (10) days of the informal meeting, the grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place with the grievant(s) and/or Association representative(s) within five (5) days after receipt of the grievance.
- B. The written grievance at this step and at all steps, thereafter, shall contain the following information:
  - 1. A statement of the grievance and the facts upon which it is based,
  - 2. The specific provisions of the Agreement allegedly violated
  - 3. The remedy or adjustment sought, and
  - 4. The signature of the aggrieved employee.
- C. The supervisor shall provide the aggrieved party and the Association with a written response to the grievance within five (5) days after the meeting. The written response at this step and at all steps thereafter shall contain the following information:
  - 1. An affirmation or denial of the facts upon which the grievance is based,
  - 2. Findings of the alleged violation of the Agreement,
  - 3. The remedy or adjustment, if any, to be made; and
  - 4. The signature of the appropriate management representative.

### Step 3: Superintendent/Designee

If the grievance is not resolved at Step 2, or if no decision has been rendered within ten (10) days after the meeting with the supervisor, the grievant may within five (5) days after a decision by the supervisor, whichever is sooner submit a written appeal to the superintendent/designee.

The Superintendent/designee shall arrange for a meeting with the grievant to take place within five (5) days of the receipt of the appeal. The parties in interest shall have the right to include in the representation such witnesses as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the appeal, the Superintendent will have five (5) days to provide a written decision.

### Step 4: Mediation

If the grievant is not satisfied with the disposition of the grievance at Step 3, or if no decision has been rendered within ten (10) days after the meeting with the superintendent/designee, the parties may mutually agree to resolve the grievance through mediation by an independent third-party subject to the following guidelines:



1. A mutually agreed upon mediator shall be selected from either PERC, FMCS or another independent source. The grievant, District, Association and Mediator will collaboratively set the timeline and meetings for mediation.
2. Each party shall bear its own costs of mediation except that the fees and charges of the mediator, if any, shall be shared equally by the parties.
3. If no agreement is reached at mediation, the grievance may be appealed to Step 5 – Binding Arbitration.
4. If no settlement is reached at mediation and the grievance is not appealed to Step 5 – Binding Arbitration, the final decision of the Superintendent/designee will stand.

#### **Step 5: Binding Arbitration**

If no satisfactory settlement is reached at Step 4, the Association may appeal the grievance to either the American Arbitration Association (AAA), the Federal Mediation Conciliation Services (FMCS) or the Public Employees Relations Commission (PERC). If any question arises as to arbitrability, such question will first be ruled upon by the arbitrator selected to hear the dispute.

Within ten (10) days after such written notice, the Association shall submit a request for a list of arbitrators. The parties shall separately rank and strike the names of arbitrators on the list and return their list to the appropriate agency for final arbitrator selection. Hearings shall be conducted in accordance with the rules of the agency that was selected.

Neither party shall be permitted to assert in the arbitration proceedings any evidence which was not previously disclosed to the other party.

The arbitrator selected will confer with the representatives of the District and the Association and hold hearings promptly and will issue a decision not later than twenty (20) days from the date of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to the arbitrator. The arbitrator's decision will be in writing and will set forth the findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.

#### **Section 4: Jurisdiction of the Arbitrator**

The arbitrator will be without power or authority to make any decision which violates the terms of this agreement. The arbitrator shall also be without power to add to, subtract from, or alter the terms and conditions of this agreement.

### **Section 5: Arbitration Costs**

Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator, if any, shall be shared equally by the parties.

### **Section 6: Cooperation of the Parties**

The parties shall cooperate in their investigation of any grievance and shall furnish such reasonable information related to the grievance as is requested for the processing of any grievance.

### **Section 7: No Reprisals**

No reprisals of any kind will be taken by the District against any employee because of their participation in any grievance.

### **Section 8: Release time**

Should the mutually scheduled processing of any grievance require that an employee(s) be released from their assigned duties, they shall be released without loss of pay or benefits.

### **Section 9: Personnel Files**

All documents, communications and records, discussions, relating to any grievance shall be held as confidential by all parties. The District Human Resources Department shall file all records pertaining to an employee grievance separate from other personnel records.

### **Section 10: Grievance Form**

The form for filing and processing grievances shall be found in Appendix D.

## ARTICLE XI – DURATION

### **Section 1: Term of Agreement**

This Agreement shall be in full force and effect as of September 1, 2025 and shall continue in effect until August 31, 2028 and shall not be extended orally. This Agreement shall be opened for the purpose of negotiating a successor agreement at least ninety (90) days prior to the termination date.

Upon written notice given by the Association to the District beginning April 1, 2027, both parties may mutually agree to reopen the collective bargaining agreement and bargain over non-fiscal items to consolidate the Pullman Classified Educators Association (ESP) and Pullman Classified Educators Association (Paraeducators) into one Collective Bargaining Agreement.

#### **For the Association**

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Matt Heiszler, President  
Pullman Classified Educators Association

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Date

---

Alexa Beckett, Bargaining Chair  
Pullman Classified Educators Association

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Date

#### **For the District**

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Robert Maxwell, Superintendent  
Pullman School District

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Date

**APPENDIX A – PARAEDUCATOR WAGE SCHEDULE  
2025-2026**

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

## **APPENDIX B – CALENDAR**

## APPENDIX C – EVALUATION Pullman Public Schools

### Performance Evaluation Report for Paraeducators

|   |                                 |  |
|---|---------------------------------|--|
| <input type="checkbox"/> New (within first 90 Days) | <input type="checkbox"/> Annual | <input type="checkbox"/> Review/Improvement Plan |
|---|---------------------------------|--|

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Location: \_\_\_\_\_

|                    |   |
|--------------------|---|
| OVERALL APPRAISAL: | <input type="checkbox"/> Distinguished<br><input type="checkbox"/> Above Average<br><input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Requires Additional Action<br><input type="checkbox"/> Unsatisfactory |
|--------------------|---|

---

***Paraeducator establishes and maintains positive relationship with students:***

- Demonstrates respect and value for individuals
- Models positive behavior for students
- Shows effort in establishing rapport
- Exhibits co-regulation strategies and remains calm under pressure
- Maintains professional boundaries
- Demonstrates dignity in regards within their relationship with each student

|  |  |                                       |  |   |
|--|--|---------------------------------------|--|---|
| <input type="checkbox"/> Distinguished | <input type="checkbox"/> Above Average | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Requires Add'l Action | <input type="checkbox"/> Unsatisfactory |
|--|--|---------------------------------------|--|---|

Evaluator's comments:

---

***Paraeducator demonstrates positive work habits:***

- Shows initiative and ability to problem-solve
- Works independently and seeks guidance as needed
- Demonstrates organizational skills
- Exhibits good interpersonal and communication skills
- Practices behavioral management/de-escalation skills appropriate to individual student and situation

|  |  |                                       |  |   |
|--|--|---------------------------------------|--|---|
| <input type="checkbox"/> Distinguished | <input type="checkbox"/> Above Average | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Requires Add'l Action | <input type="checkbox"/> Unsatisfactory |
|--|--|---------------------------------------|--|---|

Evaluator's comments:

---

***Paraeducator demonstrates reliability and dependability in performance of responsibilities:***

- Reports to assignment(s) on time
- Stays for entire duration of assignment(s)
- Records absences in absence management system and/or notifies supervisor in advance
- Respects duration and scheduling of breaks and lunch
- Avoids absences beyond leave allocation
- Follows safety and security policies and procedures

|  |  |                                       |  |   |
|--|--|---------------------------------------|--|---|
| <input type="checkbox"/> Distinguished | <input type="checkbox"/> Above Average | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Requires Add'l Action | <input type="checkbox"/> Unsatisfactory |
|--|--|---------------------------------------|--|---|

Evaluator's comments:

---

***Paraeducator respects district policies and expectations for confidentiality:***

- Secures records per policy
- Logs off computer when not in use
- Ensures private setting when needing to discuss students with teacher or administrator
- Knows and follows FERPA and HIPAA guidelines

|  |  |                                       |  |   |
|--|--|---------------------------------------|--|---|
| <input type="checkbox"/> Distinguished | <input type="checkbox"/> Above Average | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Requires Add'l Action | <input type="checkbox"/> Unsatisfactory |
|--|--|---------------------------------------|--|---|

Evaluator's comments:

---

***Paraeducator establishes and maintains professional relationships with co-workers and supervisors:***

- Practices and follows building norms for resolving issues or concerns
- Exhibits willingness to collaborate with supervising teacher or administrator
- Exhibits willingness to assist others and demonstrates flexibility when available
- Exhibits willingness to accept feedback and focuses on improvement opportunities
- Demonstrates constructive communication strategies
- Follows and demonstrates civility policy in all interactions

|  |  |                                       |  |   |
|--|--|---------------------------------------|--|---|
| <input type="checkbox"/> Distinguished | <input type="checkbox"/> Above Average | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Requires Add'l Action | <input type="checkbox"/> Unsatisfactory |
|--|--|---------------------------------------|--|---|

Evaluator's comments:

***Paraeducators provides learning support:***

- Demonstrates ability to instruct students effectively
- Follows classroom/teacher plans
- Provides appropriate feedback to teacher
- Demonstrates ability to collect/present data (academic and behavioral)
- Demonstrates the ability to support and reinforce instruction

☐ Distinguished   ☐ Above Average   ☐ Satisfactory   ☐ Requires Add'l Action   ☐ Unsatisfactory

Evaluator's comments:

---

***Additional expectation for Special Education Paraeducators:***

- Follows the directions of certificated staff related to:
  - Employing a variety of strategies that reinforce positive behavior
  - Implementing strategies specific to student needs – social-emotional, academic, behavioral, adaptive
  - Implementing accommodations related to specific student needs
  - Implementing IEPs/BIPs
- Following training related to PBIS that is school specific, implements PBIS structures
- Ability to follow program procedures as it relates to student safety, health, and the equitable inclusion of students in the learning environment
- When provided with safety equipment, wears equipment appropriate for student programming (sleeves, face shields, etc.)

☐ Distinguished   ☐ Above Average   ☐ Satisfactory   ☐ Requires Add'l Action   ☐ Unsatisfactory

Evaluator's comments:

---

**RESPONSE or COMMENT by PARAEDUCATOR:**  
**(Goals / Coursework / Professional Development)**



---

Employee signature:\*

---

Principal/Supervisor signature:

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

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

*\*my signature indicates only that I have read and discussed this evaluation with the evaluator, not that I necessarily agree or disagree with its content or conclusions; if desired, I may choose to attach additional comments to this evaluation.*

## APPENDIX D - GRIEVANCE FORM

|                 |            |
|-----------------|------------|
| Grievant's Name | Date Filed |
|-----------------|------------|

|            |          |
|------------|----------|
| Assignment | Building |
|------------|----------|

**STEP 1**

Informal meeting:                      Yes                      No                      Date Held \_\_\_\_\_

Date alleged grievance occurred \_\_\_\_\_

Nature of grievance: (Include violations of the Agreement, Board policy, etc. Attach additional information to this form)

Remedy Desired:

|                       |  |
|-----------------------|--|
| Signature of Grievant | Association President/Designee Signature |
|-----------------------|--|

Received by:

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

**STEP 1**

Response Received \_\_\_\_\_

**DISPOSITION:**

Settled

**COPY TO:**

Grievant

**STEP 2**

Grievance notification sent \_\_\_\_\_  
 Grievance Meeting Held on \_\_\_\_\_  
 Response Received \_\_\_\_\_

Withdrawn

Appealed to Arbitration

Supervisor

Superintendent

Association

**STEP 3**

Grievance notification sent \_\_\_\_\_  
 Grievance Meeting Held on \_\_\_\_\_  
 Response Received \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX E – JUST CAUSE/SEVEN KEY TESTS

The basic elements of just cause which different arbitrators have emphasized have been reduced by Arbitrator Carrol R. Daugherty to seven tests. These tests, in the form of questions, represent the most specifically articulated analysis of the just cause standard as well as an extremely practical approach.

A “no” answer to one or more of the questions may mean that just cause either was not satisfied or at least was seriously weakened in that some arbitrary, capricious, or discriminatory element was present.

1. **NOTICE:** “Did the employer give to the employee forewarning or foreknowledge of the possible or probable consequences of the employee’s disciplinary conduct?”
2. **REASONABLE RULE OR ORDER:** “Was the Employer’s rules or managerial order reasonably related to (a) the orderly, efficient, and safe operation of the Employer’s business, and (b) the performance that the Employer might properly expect of the employee?”
3. **INVESTIGATION:** “Did the Employer, before administering the discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?”
4. **FAIR INVESTIGATION:** “Was the Employer’s investigation conducted fairly and objectively?”
5. **PROOF:** “At the investigation, did the ‘judge’ obtain substantial evidence or proof that the employee was guilty as charged?”
6. **EQUAL TREATMENT:** “Has the employer applied its rules, orders and penalties even-handedly and without discrimination to all employees?”
7. **PENALTY:** “Was the degree of discipline administered by the Employer in a particular case reasonably related to
  - a. the seriousness of the employee’s proven offense, and
  - b. the record of the employee in his service with the Employer?”

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# Coversheet

## 2025-2028 Pullman Classified Educators Association (ESP) Bargaining Agreement

**Section:** V. Action Items  
**Item:** D. 2025-2028 Pullman Classified Educators Association (ESP) Bargaining Agreement  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
Executive Summary - Pullman Classified Educators Association (ESP) Agreement 2025-2028.pdf  
Pullman Classified Educators Association (ESP) Agreement 2025-2028.pdf



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

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

***2025-2028 Pullman Classified Educators Association (ESP) Bargaining Agreement***

**Executive Summary**

November 12, 2025

By: Bob Maxwell  
Superintendent

**Background:**

The Pullman Classified Educators Association, representing the Educational Support Personnel Bargaining Unit (ESP), and the Pullman School District have reached a tentative three-year collective bargaining agreement.

Highlights of the changes to the collective bargaining agreement include:

- Revised wage schedules which include:
  - Inflationary factor increase of 2.5% for the 2025-2026 school year, inflationary factor + 0.5% increase for the 2026-2027 school year, and inflationary factor + 0.5% increase for the 2027-2028 school year
  - Increase in percentage between steps from 4.00% → 4.25% for the 2026-2027 school year (Appendix B only)
  - Increase in percentage between steps from 4.25% → 4.50% for the 2027-2028 school year (Appendix B only)
  - Addition of Step 5 to Appendix A, with a 4.5% increase between Step 4 and Step 5, beginning the 2027-2028 school year
- Increase in vacation accrual schedule and new language regarding the use of vacation leave
- Addition of travel stipend for custodians assigned to travel between district buildings
- Minor grammatical changes and language clarification throughout the agreement

**Recommended Board Action:**

Approve the 2025-2028 Pullman Classified Educators Association (ESP) Agreement as presented.

**Motion to Approve**

I move to approve the 2025-2028 Pullman Classified Educators Association (ESP) Agreement as presented.

☐ Approved

☐ Not Approved

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

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

# Collective Bargaining Agreement

Between

Pullman School District No. 267

and

Pullman Classified Educators Association

Representing

The Educational Support Personnel Bargaining Unit

Effective September 1, 2025 to August 31, 2028





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## **PREAMBLE**

This Agreement is made and entered into between Pullman School District Number 267 (hereinafter called the “Board” & “District”) and the Pullman Classified Educators Association (ESP)/Washington Education Association/National Education Association (hereinafter called the “PCEA”, or the “Association”).

In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:

## ARTICLE I - ADMINISTRATION

### Section 1 - Definitions

As used in this Agreement, the following words will have the following meanings unless the context in which they are used shall clearly indicate another meaning:

- A. **“District”** shall mean the Pullman School District No. 267, Pullman, Washington.
- B. **“Board”** shall mean the Board of Directors of the Pullman School District as the governing body of the District.
- C. **“Association”** shall mean the Pullman Classified Educators Association affiliated with the Washington Education Association and the National Education Association.
- D. **“Parties”** shall mean the District and the Association as co-signers of the Agreement.
- E. **“Agreement”** shall mean the Collective Bargaining Agreement (CBA) signed by the District and Association.
- F. **“Employee”** shall mean those employees for whom the Association is recognized as the duly authorized bargaining agent.

Unless the context in which they are used clearly requires otherwise, words used in this Agreement denoting gender shall include both masculine and feminine, and words denoting number shall include both singular and the plural.

- G. **“Superintendent”** shall mean the chief administrator of the District.
- H. **“President”** shall mean the presiding officer of the Association.
- I. **“Day”** shall mean employee workday.
- J. **“Unit Seniority”** shall mean as the first date on which the employee began continuous daily employment within the bargaining unit, hereinafter called the “unit hire date”.
- K. **“RCW”** shall mean the Revised Code of Washington.
- L. **“WAC”** shall mean Washington Administrative Code.
- M. **“PERC”** shall mean the Public Employees Relations Commission.
- N. **“Inflationary Increase”** shall mean implicit price deflator (IPD) or as defined by the State Legislature.

- O. **“Classification Seniority”** shall mean as the first date on which the employee began continuous daily employment within a classification, hereinafter called the “classification hire date.”
- P. **“Classification”** shall mean the job classification an employee works within. There are two classifications, Custodial and Central District Office.
- Q. **“Worksite”** shall mean the primary location of work for the employee.

## **Section 2 - Exclusive Recognition**

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described below and the Association recognizes the responsibility of representing the interests of all such employees. Employees not subject to the terms of this agreement include all administrative employees, administrative assistants and other confidential employees.

- A. All full-time and regular part-time classified Central District Office employees and custodial employees at Pullman School District; excluding Custodial Services Director, supervisors, confidential employees, and all other employees.
- B. Definitions of Employees
  - 1. Regular Employee: Regular employees are employees who are assigned to full-time or part-time positions and have completed their probation period. Regular employees are entitled to all conditions as set forth in this agreement. Regular employees shall include Custodial job categories of Itinerant Custodian, Custodian, Lead I Custodian and Lead II Custodian, and Central District Office categories of Accounting Specialist, Computer Technician I, Computer Technician II, District Office Assistant/CEDARS Administrator, Fiscal Technician, IT Systems Administrator, Program Manager – Curriculum & Assessment, and Program Manager – State & Federal Programs, and such other positions as are deemed necessary by the Superintendent or designee.
  - 2. Probationary Employee: Probationary employees are those hired by the District who have not completed ninety (90) days of continuous employment. Probationary employees shall work under the provisions of this Agreement, but shall be employed on a trial basis, and may be discharged for any reason during the probationary period without further recourse, including recourse to the grievance procedure. If the District is considering dismissal of any employee during the employee’s probationary period, the District will follow procedures outlined in Article III, Section 12.B contained herein.
  - 3. Temporary Employee: Temporary employees are those employees hired and assigned to a specific temporary job assignment, including summer work crew. The temporary job employee and assignment shall not exceed sixty (60) consecutive work days (equivalent of no more than 480 hours) or eighty (80) incidental work days (equivalent of no more than 640 hours) in one (1) contract year (September-August), unless the parties mutually agree to an extension. Temporary employees shall be paid per Article VII, Section 1. Temporary employees shall not be covered by any other terms and conditions of this Agreement.

4. Long-term Substitute: A long-term substitute is defined as a substitute employee who works twenty (20) or more consecutive days in the same position. A long-term substitute, when replacing a regular employee on an authorized leave, shall be covered by the following terms and conditions of this Agreement:
  - a) Long-term substitute employees shall not accrue seniority. Long-term substitute employees who, during the specific long-term assignment, are later hired as regular employees to the same position held as a long-term substitute employee, may accrue seniority as set forth herein.
  - b) The probationary period shall begin on the first day of duty for which the employee is hired as a probationary employee in a regular position.
  - c) On the successful completion of the probationary period, seniority will be awarded back to the first day of employment in the long-term substitute assignment, provided the employee has occupied the same position on a continuous basis as a long-term substitute and probationary employee.
5. Casual Substitute: An employee hired by the District to fill in on a day to day basis for regular employees for less than twenty consecutive (20) work days. Casual substitutes, as defined in this paragraph, are not part of the bargaining unit and are not covered by any provisions of this agreement. The rate of pay will be Custodian Step 1 wage in Appendix A.

### **Section 3 - Job Descriptions**

- A. Descriptions for all positions subject to this Agreement shall be made available upon request. It is agreed that direct supervision of students shall not be included in the job description.
  1. All job descriptions shall be available for review upon request. When a job description for a bargaining unit position has been newly created or revised, a copy will be provided to the affected employees and the Association.
- B. When an employee feels that they are being asked to perform duties outside their job description, the employee may discuss the concern with their supervisor. Employees shall have the right to representation by the Association in any discussions with their supervisor. If the employee is still not satisfied, then prior to filing a grievance, the Association may seek to resolve the matter at Labor Management. If the Association chooses to take the matter to Labor Management then the grievance timeline is in abeyance on the issue until the day after the Labor Management meeting is held and there is no resolution.
- C. When a job description includes, "Other Duties As Assigned," such other duties will be reasonably related to the department, intent, role, and responsibilities of the position.

#### **Section 4 - Status of the Agreement**

This Agreement shall supersede any rules, regulations, policies, resolutions or practices of the District, which shall be contrary to or inconsistent with its terms.

#### **Section 5 - Effective Date**

This Agreement shall become effective when ratified by the Board and Association and executed by authorized representatives, and may be amended or modified only as specified herein.

#### **Section 6 - Conformity to Law**

This Agreement shall be governed and construed according to the constitution and laws of the State of Washington. If any provision of this Agreement or any application of this Agreement to any employee or group of employees covered shall be found contrary to law, such provision or application shall have effect only to the extent permitted by law, but all other provisions or applications of the Agreement shall continue in full force and effect.

#### **Section 7 - Labor/Management Committee**

- A. The Association will designate a Conference Committee of up to three (3) members who will meet with the Superintendent of the District, or designee, on an as needed basis to discuss appropriate matters. Grievances that have been filed shall not be heard in this setting, however both parties can mutually agree to use this setting to resolve specific concerns.
- B. It is agreed and understood that matters appropriate for consultation and negotiation between the District and the Association are established by RCW 41.56.

#### **Section 8 - Distribution of Agreement**

- A. Within thirty (30) days after ratification and signing of this Agreement and/or the addendum, the Association shall provide the District with a final proof of the Agreement for electronic distribution. There shall be two (2) signed copies of the final Agreement for the purpose of records. One (1) shall be retained by the District and one (1) by the Association.

The Agreement shall be posted on the Pullman School District website.

- B. All individuals making employment application to the District can examine a copy of this Agreement on the district's website. Employees new to the District shall upon employment, be informed of how to access the agreement and may be provided a printed copy of the agreement upon request.



## **Section 9 - Contracting Out**

All work customarily performed by the School District in its own facilities with its own employees shall continue to be performed by them.

- A. Custodial Services: Customary custodial services may not be subcontracted, except for temporary emergency situations requiring immediate action to meet established school timelines, avoid damage to facilities or safeguard students/employees.
- B. Central District Office Services: Customary office services may not be subcontracted, except when a project is temporary in nature and either beyond the scope of the position or beyond the skill set of the employee and the employee cannot reasonably acquire such skill set in the time necessary to implement the project.
  - 1. For this subsection, temporary means a project that is one-time, non-reoccurring, and typically less than one month in length.
  - 2. This restriction on subcontracting work does not prohibit the District from entering into a contract for the purchase of goods or services that includes installation or set-up assistance as part of the purchase.

## **Section 10 - Management Rights**

- A. It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Included, but not limited in these rights, is the right to direct the work force, the right to hire, promote, retain, transfer and assign employees in positions; the right to suspend, discharge, demote or take other disciplinary action against employees; the right to release employees from duties because of lack of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by determining the methods, means, and personnel by which operations undertaken by the employee in the unit are to be conducted.
- B. The right to make reasonable rules and regulations shall be considered acknowledged functions of the District.
- C. It is the intention of the parties hereto that all rights, powers, prerogatives, duties and authority which the District now has or had, whether exercised or not, prior to the signing of this Agreement, are retained by the District except those which are specifically abridged or modified by the Agreement.

## **ARTICLE II - BUSINESS**

### **Section 1 - Payroll Deduction of Association Dues**

- A. The District shall deduct Association membership dues, assessments, and fees from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall transmit monthly all such deducted funds to the treasurer of the WEA or other designated organization.
- B. The dues deduction form and authorization shall remain in effect from year to year unless withdrawn in writing by the employee after serving notice to the Washington Education Association.
- C. The association shall submit a copy of each signed authorization form to the District office for processing. Amounts of annual dues deductions, assessments, and fees shall be made known by the Association to the District office by September 15 of each year.

### **Section 2 - Hold Harmless**

The Association will defend and hold the District harmless for any allegations, claims, or actions at law involving the District because of the operation of this section. The Association agrees to reimburse the District any amounts paid in error by the District under the membership dues/representation fee deduction provisions of this section of this Agreement.

### **Section 3 - Association Rights**

- A. The Association has the right and responsibility to represent the interest of employees in the unit, to present its views to the District on matters of concern and to enter into collective negotiations with the intent of reaching mutual agreement.
- B. Any Association representative/grievant who is scheduled by the Parties to participate during work hours in grievance proceedings, conferences or meetings with representatives of the District shall suffer no loss of pay.
- C. Representatives of the Association shall have access to District premises provided that no conference or meeting between employees and the Association representatives will hamper or obstruct the normal flow of work.
- D. The District shall make available to the Association a roster of covered employees as soon as is practical following the start of the school year and inform the Association on a monthly basis, in writing of any additions with hire date, or deletions of covered employees.
- E. The Association shall be able to meet with new employees ninety (90) days after their hire date for a minimum of thirty (30) minutes during regular work hours.

- F. The Association shall be provided with bulletin boards, or sections thereof, for the purpose of posting Association materials. The Association may use District intra-district mail, email and employee mailboxes for the purposes of communicating with bargaining unit members. The postings and/or correspondence must be nonpolitical as defined by law or the Public Disclosure Commission. The Association acknowledges that District email is subject to public information requests.
- G. The Association shall have access to use District equipment at reasonable times when such equipment is not otherwise in use. The Association shall reimburse the District for the cost of materials used.
- H. Upon request, the District will provide the Association with the online link to any information which is of public record. The District shall provide the Association with any electronic and paper copies of any information not readily available online pertinent to the administration of this agreement.

## **ARTICLE III - PERSONNEL**

### **Section 1 - Individual Rights**

- A. Each employee shall have the right to bring matters of personal concern to the attention of their immediate supervisor.
- B. Employees subject to this Agreement have the right to have Association representatives or other persons present at formal discussions between themselves and supervisors or other representatives of the District as hereinafter provided.

### **Section 2 - Nondiscrimination**

- A. Employees shall be entitled to full rights of citizenship. The District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, discipline and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Unless based upon a bona fide occupational qualification, the prohibition against discrimination of a disability shall not apply if the particular disability prevents the proper performance of the particular work involved. RCW 49.60.180.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as they may have under applicable laws and regulations. The rights recognized hereunder shall not be exclusive but are in addition to those provided elsewhere. Nonetheless, an employee who believes that they have been discriminated against may file a grievance according to the procedure described in Article VIII of the Agreement. However, no party can advance the grievance beyond Step 4.
- C. The private life of an employee is not within the appropriate concern or attention of the District, provided those actions do not interfere with the performance of their duties.

### **Section 3 - Personnel File**

- A. Employees shall, upon request have the right to inspect all contents of their complete personnel file except those contents, which the employee has previously waived the right to inspect. Upon request, a copy, at employee's expense at current reproduction rate, of any documents contained therein shall be afforded the employee. No secret, duplicate, alternate or other personnel file shall be kept anywhere in the District. This does not prevent the District from maintaining investigation files, grievance files, or working files as outlined in Section 4.
- B. Anyone, at the employee's request, may be present in this review. Upon request, the Human Resources Director shall sign to verify the contents of the file.

- C. Derogatory materials about an employee cannot be placed in their personnel file without the employee's knowledge. A copy of all such materials shall be given to the employee. Any derogatory material/complaints not shown to an employee within ten (10) working days may not be used in disciplinary proceedings. Evaluation documents are not to be considered as derogatory material.
- D. After three (3) years from the date of issuance of any disciplinary action or the placement of any derogatory material in the personnel file, the employee may request removal of such documents, provided that there are no related incidents during the three (3) year period after the placement of such materials in the personnel file. Materials shall not be removed if prohibited by State law or the applicable records retention schedule.

#### **Section 4 - Working File**

Working files maintained by the employee's supervisor and/or evaluator may be reviewed at any time by the employee. Such files shall not be passed on from one administrator to another nor shall such files follow the employee from one assignment to another. Working files shall be cleared at the end of each school year, except that derogatory materials may remain for one (1) calendar year from the date of occurrence in the working file.

#### **Section 5 - Due Process**

- A. No employee shall be disciplined without just and sufficient cause, Appendix G. A written explanation of the reason for any disciplinary action will be made available to the employee and the Association. The discipline shall be appropriate to the behavior, which precipitates the action.
- B. An employee shall be entitled to have present a representative of the Association where disciplinary action is being discussed or considered. When a request for such representation is made, no action shall be taken with respect to the employee until such representative is present. The employee shall be advised of the right to representation under this provision prior to action being taken.
- C. The District agrees to follow progressive discipline. Any disciplinary or other adverse action taken against an employee shall be appropriate to the behavior or situation that precipitates the action. Progressive Disciplinary Steps may include the following: Written record of an oral warning, written warning, written reprimand, suspension without pay and discharge. Non-disciplinary measures may include: Oral instruction/direction and written instruction/direction. Administrative leave is not considered a disciplinary action.

#### **Section 6 - Complaint Procedure**

- A. Any complaint and complainant's name (unless the release of such name is prohibited by court order or state and/or federal law) made against an employee by any parent, student, or other person that an administrator uses as a basis to initiate an investigation will be called to the attention of the employee by the employee's next workday or as soon as possible but no later than ten (10) days from the receipt of such complaint. Written notification shall be acceptable should the employee be unavailable to discuss the cause for the complaint.

- B. Any complaint not called to the attention of the employee may not be used as the basis for any disciplinary action against the employee. The employee shall acknowledge receipt of the complaint by signing a receipt of notice of such complaint without requiring agreement to the substance of the complaint.
- C. The employee shall have the right to Association representation at any meetings or conferences regarding the complaint that may lead to discipline.

### **Section 7 - Seniority and Probation**

- A. Unit Seniority: The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous daily employment within the bargaining unit (hereinafter "hire date") unless such seniority shall be lost as hereinafter provided. Employment shall be defined as services as an employee within the District. An employee shall not lose their Unit Seniority when they transfer between the Custodial and Central District Office classifications.
- B. Classification Seniority: The seniority of an employee within each Classification shall be established as of the date on which the employee began continuous daily employment within the classification (hereinafter "hire date") unless such seniority shall be lost as hereinafter provided. An employee shall lose their Classification Seniority when they transfer between the Custodial and Central District Office classifications.

Annually, by November 1, the District shall provide the Association and each of the members of the bargaining unit with a copy of the current Unit and Classification seniority lists. Employees shall have twenty (20) workdays to report any dispute regarding their years of experience or FTE worked. The District will then provide a copy of the finalized list to each employee and the Association no later than March 1. The finalized list shall include all additions, deletions and/or corrections made by employees.

- C. Probation: Probationary employees will serve a ninety (90) calendar day probationary period. An evaluation with the building principal or designated supervisor will be conducted on or before ninety (90) calendar days for all new employees. The new employee, based on an unsatisfactory evaluation, may be released from employment prior to the completion of the ninety (90) calendar day probationary period. At, or prior to, the completion of the ninety (90) calendar day probationary period, the employee will either be:
  - removed from probationary status;
  - released from employment; or
  - given another ninety (90) calendar day probation period to improve job performance.

After a ninety (90) calendar day extension an employee will be:

- removed from probationary status; or
- released from employment.

The seniority rights of an employee shall be lost for the following reasons:

- resignation
- discharge for justifiable cause
- retirement

Seniority rights shall not be lost for the following reasons without limitation:

- time lost by reason of industrial accident, industrial illness, or judicial leave;
- time on leave of absence granted for the purpose of serving in the Armed Forces of the United States;
- time spent on other authorized leaves; or
- time spent in layoff status as hereinafter provided.

D. Layoff Procedures: Layoff shall be by seniority. No regular employee will be laid off prior to the layoff of all probationary, temporary, or substitute employees as defined in this Agreement. The district shall provide seniority lists as outlined in B. included herein.

Employees laid off will be retained in a recall pool for a period of twenty-four (24) consecutive calendar months. The last employee placed in the recall pool by layoff shall be the first employee rehired, provided that such employee is qualified to perform the duties of the position.

### **Section 8 - Employee's Supervisor**

At the beginning of every school year and no later than the first Friday in September, all employees shall be notified with whom they should communicate regarding absences and leaves, as well as who will be the employee's evaluator.

## ARTICLE IV - WORKING CONDITIONS

### **Section 1 - Hours of Work**

Each employee shall be assigned to a definite and regular shift and workweek, which shall not be changed without two (2) workdays' prior notice to the employee. This section does not apply to callback situations.

#### A. Lunch and Rest Periods:

Lunch and rest periods will follow the Rest Breaks, Meal Periods & Schedules rules as outlined by the Washington Department of Labor & Industries. This provision shall not apply to exempt employees.

1. Custodial Classification: Each employee working more than five hours per day shall be entitled to a minimum thirty (30) minute duty-free meal period. The meal period should be scheduled as near to the middle of the shift as possible and should occur between the second and fifth hour of the shift. The scheduled uninterrupted meal period will be unpaid.

Employees shall receive a fifteen-minute rest period during each four hours of work, not to exceed two such breaks during a regular eight-hour day. Breaks must occur as close to the midpoint of a work period as possible but no later than three (3) hours after the start of a shift or meal break. Employees must stay on site during a rest period, unless they have permission from their supervisor.

2. Central District Office Classification: Each employee working more than five hours per day shall be entitled to a sixty (60) minute duty-free meal period. The meal period should be scheduled as near to the middle of the shift as possible and should occur between the second and fifth hour of the shift. The scheduled uninterrupted meal period will be unpaid.

Employees shall receive a fifteen-minute rest period during each four hours of work, not to exceed two such breaks during a regular eight-hour day. Breaks should occur as close to the midpoint of a work period as possible but no later than three (3) hours after the start of a shift or meal break.

3. During an employee's unpaid lunch employees will not be required to be on call, to possess a district issued radio, or to return any phone calls or text messages from any other employees.
4. Employees required to work through their scheduled meal period will be given time to eat as soon as possible at a time agreed upon by the employee and supervisor. In the event the District requires and authorizes an employee to forego a meal period and the employee works the entire shift, including the meal period, the employee shall be compensated for the foregone meal period at overtime rates if such work causes the employee to work more than eight (8) hours during that shift.



## **Section 2 - Summer Hours**

- A. One (1) full week after the last day of school, employees may in consultation and agreement with the school principal and/or department supervisor, select a weekly shift of four (4), ten (10) hour days, the regular five (5), eight (8) hour days or combination of days and hours averaging a total of forty (40) hours per week. The full week before the first day of school shall be a regular five (5), eight (8) hour days workweek.
- B. Supervisors will consider a request from a member for an exception to the agreed upon schedule. The request will be granted if agreement is reached.
- C. Should the district determine a need to have an employee or employees, within a classification, work at a time different than the agreed upon schedule, the district will first seek volunteers from among that classification. If insufficient volunteers agree to work the alternate schedule, the district will assign members to work the different schedule based upon the lowest classification seniority.
- D. The two fifteen (15) minute rest breaks and the one thirty (30) minute meal period will be observed for the ten (10) and/or nine (9) hour shifts.
- E. This provision shall not apply to exempt employees.

## **Section 3 - Holidays**

- A. All employees shall receive the following paid holidays that fall within their work year:

|                               |                        |
|-------------------------------|------------------------|
| New Year's Day                | Veterans Day           |
| Martin Luther King's Birthday | Thanksgiving Day       |
| President's Day               | Day after Thanksgiving |
| Memorial Day                  | Christmas Eve Day      |
| Independence Day              | Christmas Day          |
| Labor Day                     | New Year's Eve Day     |
| Juneteenth                    |                        |
- B. These holidays will be observed as they appear on the approved District calendar. If a holiday falls on Saturday, it will be observed the previous Friday and if it falls on Sunday, it will be observed the following Monday.
- C. Worked Holidays: Employees who are required to work on the above described holidays shall receive the pay due them for the holiday, plus time and one-half for all hours worked on such holidays.
- D. Floating Holidays: On the years that there are 261 work days between September 1 and August 31, one day shall be granted so that the work year is only the 260 days for which employees are paid. At the beginning of the school year the payroll officer shall send notice telling employees if they are entitled to a floating holiday. Floating holidays are not cumulative. The floating holiday shall be taken at any time with advanced approval of the supervisor.

## **Section 4 - Vacations**

- A. During the first year of employment, twelve-month employees will be granted thirteen (13) days paid vacation (to be prorated if employment is not for a full year). For each succeeding full year of employment, one (1) additional day of vacation will be granted up to a maximum of twenty-four (24) per year.

| <u>Years of Completed Service</u> | <u>Vacation Days</u> |
|-----------------------------------|----------------------|
| 0                                 | 13                   |
| 1                                 | 14                   |
| 2                                 | 15                   |
| 3                                 | 16                   |
| 4                                 | 17                   |
| 5                                 | 18                   |
| 6                                 | 19                   |
| 7                                 | 20                   |
| 8                                 | 21                   |
| 9                                 | 22                   |
| 10                                | 23                   |
| 15                                | 24                   |

- B. Vacations will be credited on a pro rata basis (FTE) for any employee who works at least half-time but less than full-time.
- C. Vacation days may be taken in hourly increments. Earned vacation may not be taken during a probationary period.
- D. The district shall accommodate requests for vacation if possible. If the employee disagrees with their supervisor's denial of a request for vacation, the employee may appeal the decision to the executive director of operations.
- E. For purposes of accumulating vacation, a full year of experience will be granted if employment began before March 1. If employment began on or after March 1, no movement will be made on the vacation schedule for that year. Employees may not accumulate more than two (2) year's vacation days.
- F. It is the responsibility of the district to process employee's used and accumulated vacation days, personal days, and sick leave.
- G. Upon resignation or retirement from the District, employees may cash out unused vacation days at their hourly rate up to thirty (30) days.
- H. Vacation/personal leave may not be taken in the first 2 weeks or the last 2 weeks of the school year. Exceptions to these provisions may be made on a first come, first serve basis subject to substitute availability. Employees may request exceptions to this provision through the building/department

supervisor. The Superintendent/designee will have final approval for vacation/personal leave during these times.

The number of individuals who may use vacation leave on any one day will not exceed twenty-five (25%) percent total employees at each building/department on any day. The building/department supervisor will have final approval for vacation leave and may grant exceptions to this provision. Leaves will not be denied unreasonably. Leaves will be approved on a first come, first-serve basis as determined by receipt of the request in the absence management system.

### **Section 5 - Employee Evaluations**

- A. Every employee will be evaluated in writing annually. The evaluation will be reviewed in person, by the evaluator, with the employee and a copy of the report furnished to the employee prior to placement in the personnel file.
- B. Newly hired employees shall be evaluated within ninety (90) calendar days after commencement of employment.
- C. All monitoring or observations should be conducted openly and with full knowledge of the employee. Security cameras will not be used in the evaluation process.
- D. No employee shall be required to sign a blank or incomplete evaluation form. The evaluation forms, Appendices D, E, and F, shall be the only forms used.
- E. An employee receiving an “unacceptable” evaluation will be given a written, specific time schedule, and work improvement tasks to assist in their work performance and a reasonable amount of time to implement specific suggestions for improvement. A reevaluation schedule will be established at the time of the initial evaluation, not to exceed thirty (30) calendar days.
- F. The employee may offer written comments to the evaluation.
- G. The evaluation contents are not grievable, provided the evaluation procedures have been followed.

### **Section 6 - Employee Protection**

- A. The Board shall provide employees with insurance protection covering those employees while acting within the scope of their duties for the School District. Such insurance protection will include Standard Insurance Industry Comprehensive, General Liability Coverage covering injury to persons and property.
- B. The District shall provide a safe and healthful working environment for all employees.
- C. Whenever an employee is absent from employment and unable to perform their duties as a result of bodily injury sustained in the course of their employment, they will be paid in accordance with the District Workers Compensation Cooperative which is governed by the State Department of Labor and Industries.

- D. The employer shall make provisions that supervision of students will not be required of the employee (unless a district, city or state emergency is in effect).
- E. The employer shall support employees with respect to the maintenance of order of students in the employee's assigned work area. The District shall take reasonable steps to relieve the employee of responsibilities with respect to students who impede the job of the employee.

### **Section 7 - District Wide Meetings**

Employee staff meetings will be held regularly at the start of every semester at a minimum to share changes in policies and procedures, address safety issues, and provide training. The building administrator/designee will be responsible for coordinating the meetings. Absence from these meetings shall be communicated to the employee's supervisor.

At the beginning of each winter season, the building administrator, executive director of operations, and the building custodial team will meet to review snow removal procedures and protocols, including overtime approval (see Section 10: Snow Removal).

At the beginning of each summer season, no later than one week after the last day of school, a meeting with the building administrator, executive director of operations, and the building custodial team will be held to review summer workload, procedures, and protocols.

### **Section 8 - Employee Training**

- A. When a new custodial employee is hired, the building administrator will meet with the building lead and the director of operations to determine a training plan for the new employee. When a new central district office employee is hired, the supervisor or designee will meet with the employee to determine a training plan. Training related to accessing the employee's computer network, e-mail accounts, and district-wide trainings such as Safe Schools, as well as training related to the district's employee record management software, will be coordinated by the district office and will occur no later than the end of the first week of employment. The parties will work together through the Labor/Management Committee to identify training, standards and protocols for all employees.
- B. Complete annual online trainings by October 15. Employees who have not completed the required online trainings by October 15 may be subject to disciplinary action. Any disciplinary action will not remove the requirement to complete the mandatory training modules.
- C. The district agrees to pay for the trainings required by the district as a condition of employment/position including but not limited to First Aid/CPR trainings.

### **Section 9 - Equipment**

All necessary equipment repairs will be entered into the electronic job tracking system. Equipment needs for a worksite or employee will be brought to the attention of the building administrator or supervisor. No reasonable requests for equipment will be denied.

### **Section 10 - Snow Removal**

Winter events and other emergencies may provide an opportunity for overtime to prepare buildings for students and staff. The district will provide as much advanced notice as possible to employees designated to work overtime. (See Article VII, Section 3: Overtime)

If an employee thinks they need up to an hour of overtime to complete critical or deadline dependent work, then they must first text and/or email their supervisor to seek pre-approval. If the supervisor does not respond to the request within thirty (30) minutes, then the employee's overtime request shall be considered approved, and the employee must then send an email that same day notifying the supervisor of the overtime work and the reason it was necessary.

During winter events and other emergencies that an employee is dealing with, it is recognized that custodial staff may not be able to perform all of their regularly assigned duties.

This provision does not apply to Central District Office employees.

### **Section 11 - Professional Development**

Employees may present to their supervisor an annual plan for professional development. The employee's plan may include attendance at one training, conference, seminar, or similar. The employee's request for training must be aligned with their position, meet the current or expected needs of the district, and be tied to evaluation criteria. The supervisor may refuse an employee's request if it does not meet the needs of the district, or there are budgetary constraints. If a supervisor denies a request, the employee may submit a revised request for a different or lower cost training, including virtual attendance in lieu of physical. Approval for training/professional development shall not be withheld unreasonably or in bad faith.

## **ARTICLE V - LAYOFF AND RECALL, TRANSFERS, VACANCIES**

### **Section 1 - Layoff and Recall**

- A. Seniority is defined in Article III Section 7 - Seniority and Probation.
- B. Layoffs within a Classification shall be by Classification seniority. No regular employee will be laid off prior to the layoff of all probationary, temporary, or substitute employees as defined in this Agreement. The district shall provide seniority lists as outlined in Article III Section 7, A. included herein.
- C. Employees laid off will be retained in a recall pool for a period of twenty-four (24) consecutive calendar months. The last employee placed in the recall pool by layoff shall be the first employee rehired, provided that such employee is qualified to perform the duties of the position.

### **Section 2 - Transfers and Vacancies**

- A. Job openings or vacancies shall be posted electronically for a minimum of five (5) days. An email regarding each posting shall concurrently be provided to the Association president.
- B. Job openings within the Central District Office Classification shall be posted internally for five (5) working days prior to being filled. If there are no transfer applicants selected, or if no transfer requests are received by the end of the fifth (5<sup>th</sup>) day, the position will be posted for outside applicants. Fiscal Tech and Accounting Specialist roles are excluded from this provision and will be posted internally and externally for five (5) working days.
- C. Lead I and Lead II Custodian positions shall be posted internally for five (5) working days prior to being filled. If there are no transfer applicants selected, or if no transfer requests are received by the end of the fifth (5<sup>th</sup>) day, the position will be posted for outside applicants.
- D. Job openings or vacancies for Custodial entry level positions shall be posted both internally and externally for a minimum of five (5) days. Current employees who apply for the open position will be granted an interview. Preference will be given to in-district candidates; however, the District reserves the right to hire the most qualified candidate for the position. Temporary and substitute employees are considered external candidates.
- E. The hiring administrator, in consultation with the hiring committee, shall make the final determination regarding the filling of the position based on employee qualifications, experience, seniority and ability to perform the duties of the position. All employees not selected shall receive written notice.

- F. An employee may be involuntarily reassigned, within a Classification, after consultation with the employee, the employee's current supervisor, transfer supervisor, and approval of the superintendent/designee. Involuntary transfer will only occur when necessary after seeking volunteers and exploring other reasonable remedies. Involuntary reassignment may be due to, but not limited to, such things as overstaffing at a site or changes in need for custodial services resulting from changes in program or site conditions.

## **ARTICLE VI - LEAVES**

### **Section 1 - Leave Management**

Entering all absences from work in the district's absence management system is the responsibility of the employee. In instances of sick/emergency leave, when an employee is restricted or unable to enter leave in the system, it will be done by an authorized employee.

### **Section 2 - Sick Leave**

- A. Sick leave will be awarded at the rate of one (1) day per month, not to exceed twelve (12) days for twelve-month employees and eleven (11) days for eleven-month employees based upon the employee's FTE. This leave is awarded each September or upon employment with the District. A full day will be granted to an employee hired on or before the 15<sup>th</sup> of that month. Unused sick leave days may be accumulated up to the maximum allowable by State law.
- B. If, upon separation of employment, an employee has used more sick leave than the number of days accumulated, a deduction will be taken from their last paycheck.
- C. Physical disablement caused by maternity, childbirth and recovery therefore shall be considered as a form of illness for the purposes of this leave.
- D. A physician's signed statement will be required to support an absence of five (5) or more consecutive days. For planned leaves for health reasons, the employee shall notify their supervisor of the dates involved at least five (5) days in advance.
- E. Employees who have accrued sick leave while employed by another public-school district in the state of Washington shall be given credit for such accrued sick leave.

### **Section 3 - Family and Medical Leave Act**

The District shall provide Family and Medical Leave Act leaves pursuant to Board Policy 5329 and the Family Leave Act of 1993. Further, the District shall post as legally required the provisions of the Family and Medical Leave, where it can be readily seen by employees.

### **Section 4 - Washington State Paid Family and Medical Leave (PFML)**

- A. Employees may be eligible to receive PFML under the Washington State Family and Medical Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of 820 hours within the past calendar year.
- B. The employee may initiate the use of this leave prior to exhausting all accumulated sick leave or other available paid leaves.



- C. The Washington State Employment Security Department <https://esd.wa.gov> is responsible for determining whether employees qualify for PFML and are responsible for administering PFML benefits. When an employee is seeking PFML, they will provide notice to the District of the intent to seek PFML. The employee will notify the District when they learn that they have been approved for PFML by the Employment Security Department. The employee will provide the District with documentation received from the Employment Security Department showing the approval of PFML leave. The employee will also provide the District with documentation that establishes the employee's need for leave. Once the employee has provided such documentation, the District will provide the employee unpaid leave consistent with the PFML for which the employee was approved by the Employment Security Department.

When PFML is used, the District shall maintain health insurance benefits during periods of approved PFML in accordance with law. PFML runs concurrently with the Family and Medical Leave Act (FMLA).

- D. The District shall pay the employer's share of the payroll premium to fund this leave. The District shall use the state insurance as the carrier for PFML to ensure ongoing compliance with the law.

### **Section 5 - Adoption Leave**

Up to thirty (30) days of accumulated sick leave may be used for adoption, court appearances regarding adoption, paternity and related family adjustment.

### **Section 6 - Sick Leave Buyback**

- A. Each January, eligible employees may elect to convert sick leave to monetary compensation at a rate equal to one (1) day per diem pay for each four (4) full days of accrued sick leave in excess of sixty (60) days. Each employee may convert up to twelve (12) days of sick leave, the balance of which shall be no less than sixty (60) days. Moneys or benefits received under this section shall not be included for the purposes of computing a retirement allowance. RCW 28A.400.210
- B. The rate of pay will be calculated as follows: normal work year, less annual allowable vacation days, less applicable holidays to equal number of workdays. The annual salary will be divided by the number of workdays to determine the daily pay rate for these purposes. A part-time employee's cash-out rate shall be prorated.

### **Section 7 - Retirement Buy Back or Death Conversion**

- A. In accordance with RCW 28A.400.210 the District hereby adopts a preretirement and a post-retirement medical benefit plan for eligible employees with accumulated sick leave conversion funds.
- B. At the time of separation from Pullman School District employment due to retirement or death, an eligible employee or employee's estate shall receive remuneration at the rate equal to one day's current monetary compensation of the employee for each four full days of accrued leave for illness or injury. (RCW 28A.400.210).

- C. The rate of pay will be calculated as follows: normal work year, less annual allowable vacation days, less applicable holidays to equal number of workdays. The annual salary will be divided by the number of workdays to determine the daily pay rate for these purposes.
- D. The administration of this plan shall be in accordance with RCW 28A.400.210 - Employee attendance incentive program - Remuneration or benefit plan for unused sick leave and WAC 392-136 Finance - Conversion of Accumulated Sick Leave

### **Section 8 - Sick Leave Sharing**

- A. The District shall provide employees with access to leave sharing in accordance with state law. Shared leave shall be extended to employees who are sick or temporarily disabled due to pregnancy disability or for the purpose of parental leave to bond with a newborn, adoptive or foster child.
- B. An employee who has exhausted their sick leave shall be allowed to apply for shared sick leave and will provide the District with a written estimate of days needed from a medical provider.
- C. Upon approval, any employee who has a banked sick leave balance of more than twenty-two (22) days may donate as many days as they wish as long as they maintain a minimum of twenty-two (22) days. These donations must be made in writing and may occur during any time throughout the school year.
- D. The value of the leave transferred will be calculated on a day donated and day received basis. Any unused leave donated to this bank will be returned to the original employee who donated it on a prorated basis based on original contribution.
- E. Donations of sick leave will not reduce the ability of the employee to cash out sick leave during the year donated. When calculating eligibility to cash out excess sick leave, donation of sick leave to another employee will be counted toward the 60-day minimum balance required after cash out. (WAC 392-126-104)
- F. Employees using shared leave shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accumulated sick leave. WAC-392-126-085

### **Section 9 - Emergency Leave**

The following conditions constitute an emergency leave:

- A. The situation must be one which is serious, unavoidable and of major importance not one of mere convenience.
- B. The situation must be suddenly precipitated or must be of such a nature that planning is not possible or such that planning could not have eliminated the need for the leave.

- C. Absence from work due to serious illness in the employee's immediate family (spouse, child, parent, brother, sister, or other dependents) shall be considered emergency leave.

- D. Emergency leave will be deducted from sick leave.

### **Section 10 - Bereavement Leave**

Up to five (5) days shall be granted with pay per occurrence for bereavement of a relative in the immediate family or up to three (3) days for extended family or close personal friend. Such leave shall be non-cumulative. Employees shall notify their immediate supervisor when taking bereavement leave and record such leave as per district procedures. If bereavement exceeds the allocated time, accumulated sick leave or personal leave can be used as an option. When requesting leave in the absence management system, employees will need to document the relationship and date of death and or funeral or memorial service.

### **Section 11 - Jury Duty and Court Appearances**

- A. When an employee of the district is absent from their position because of a mandatory court appearance, they shall suffer no loss of income by reason of this service.
- B. A copy of the subpoena or a certificate of the clerk of the court should be filed with the personnel/payroll office.
- C. Absence of an employee for a legal action in which they are a litigant shall be classed as personal business and a pay deduction will be made or the employee may use leave as appropriate (i.e. vacation or floating day) for such absence.

### **Section 12 - Military Leave**

- A. Employees shall be granted military leaves of absence without pay when required by law to serve in a military force. Upon return from leave the employee shall be placed in the last held position or in a similar position in the District.
- B. Military leave of absence is construed as regular service in regard to salary increments. Members of the Washington National Guard, the Army, Navy, Air Force, Coast Guard, or Marine Reserve of the United States shall be granted military leave of absence from employee's assignment for a period not exceeding twenty-one (21) calendar days beginning October 1<sup>st</sup> and ending the following September 30<sup>th</sup>. The employee shall receive normal District pay, however, there shall be no loss of privileges, vacations or sick leave to which the employee might otherwise be entitled according to RCW 38.40.060.

### **Section 13 - Emergency Closing Days**

Emergency closing days are considered to be regular workdays. Employees who are unable to work during emergency closing days may:

- A. Request sick/emergency leave (if appropriate)
- B. Request that the absence be charged as a vacation, personal or floating day.

## **Section 14 - Association Leave**

To enhance the working relationship between the District and its employees the District shall allow Association officers and members leave time according to the following criteria:

- A. Leave time is to be spent meeting or conferring with District representatives and/or in meetings designed to enhance the working relationships between members of the bargaining unit and the District. Such meetings shall include but not be limited to WEA Representative Assembly, WEA Leadership Conferences and other related meetings.
- B. The Association must request leave time for a specified purpose, which is in accordance with 14.A above. The request must be made in writing, stating the individuals involved, to the Superintendent a minimum of three (3) work days before the leave is to take effect. The leave time may not be used for Association business, which is not in accordance with 14.A above.
- C. A maximum of fifteen (15) individual days of this leave is available with the cost of a substitute to be reimbursed by the employee or Association prior to taking such leave. Four (4) additional individual days of such leave will be available with the full per diem wage to be reimbursed by the employee or the Association.
- D. Approval will be granted to allow for ten (10) additional Association leave days necessary for the negotiations' process.
- E. No more than two (2) employees may use this leave on any given school day.

## **Section 15 - Personal Leave and Discretionary Leave**

- A. Each employee shall be entitled to two (2) days discretionary leave per year. When used, one day's wages shall be deducted from the employee's pay at the rate of the first step of the salary schedule for that position.
- B. Notice of intent to use personal leave or discretionary leave shall be given within a minimum of forty-eight (48) hours if possible. Requests for personal leave or discretionary leave shall be entered into the electronic substitute and leave tracking system. This leave is presumed to be granted upon request.
- C. Each September any employee who has completed nine (9) or more years of service with the district as of March 1 of the current calendar year, will receive one (1) personal leave day for that fiscal year. The district will pay the cost of the substitute. Personal leave must be used in the fiscal year in which it is received. Employees will be automatically cashed out of the unused Personal Leave at the employee's per-diem rate with the August pay warrant.

## **Section 16 - Leave of Absence**

Upon recommendation of the immediate supervisor through administrative channels to the Superintendent, and upon approval of the Board of Directors, an employee may be granted a leave of absence for a period not to exceed one (1) year. The District will determine the terms of the leave.

### **Section 17 - Custodian Substitute Pool**

The district shall attempt to maintain a pool of substitute custodians. If the district is unable to maintain a pool of substitutes and roving custodians whose primary responsibility will be to cover vacancies in the district, then the district will not be able to mandate more than 4 hours a week of overtime per employee.

The parties will work together to find solutions to ensure that custodial absences are adequately covered by the substitute pool or roving custodians.

### **Section 18 - Compensatory Time Usage**

Compensatory time shall be accrued and used as outlined in Article VII, Section 4.

## **ARTICLE VII - FISCAL**

### **Section 1 - Wages**

- A. Salaries for employees, subject to this Agreement, during the term of this Agreement, are contained in Appendix A and B. Appendix A shall be the wage schedule for the Custodial job classification and Appendix B shall be the wage schedule for Central District Office job classification.
- B. During the duration of this agreement, the wage schedules in Appendix A and Appendix B will be increased as follows:
  - a. For the 2025-2026 school year, the District will apply the inflationary factor of 2.5%
  - b. For the 2026-2027 school year, the District will apply the inflationary factor plus 0.5%.
  - c. For the 2027-2028 school year, the District will apply the inflationary factor plus 0.5%.
- C. The wage schedule on Appendix B shall receive an increase between the steps from 4.0% to 4.25% for the 2026-2027 school year. The wage schedule on Appendix B shall receive an increase between the steps from 4.25% to 4.5% for the 2027-2028 school year.
- D. Starting in the 2027-2028 school year, a Step 5 will be added to Appendix A with a 4.5% increase between Step 4 and Step 5.

### **Section 2 - Wage Placement Provisions**

- A. Employees shall be compensated in accordance with the provisions of this Agreement for all authorized hours worked.
- B. Wages for employees, subject to this Agreement, during the term of this Agreement, are contained in Appendices A and B, attached hereto and by this reference incorporated herein.
  - 1. Wages contained in Appendices A and B shall be for the entire term of this Agreement, subject to the terms and conditions of Article VII, Section 2.
  - 2. If an employee is required to travel between job sites during their shift in a private vehicle, the District will pay mileage based on the District rate. The time traveling will be considered part of the normal work shift. Technology employees will receive a monthly travel stipend of fifty dollars (\$50) in lieu of submitting regular travel reimbursements. All other Central District Office staff will submit a reimbursement for mileage if they travel. Custodians assigned to travel between district buildings will have an option of receiving a monthly travel stipend of twenty (\$20) dollars per month or submit a monthly reimbursement form for mileage.
- C. Verified experience will be considered for the placement of the employee on the wage schedule when first hired by the District and approved by the Board of Directors.
- D. Anyone employed after March 1 shall remain at the same step for the next contract year.

- E. If an employee's assignment advances from one level to another for any reason there will be no requirement for a ninety (90) day evaluation in the new position, assuming the employee has previously been evaluated as part of an annual review.
- F. An employee assigned to work in a higher classification for twenty (20) or more consecutive days shall receive the higher rate of pay for the entire period of such assigned higher classification work. This section is applicable to absentee fill-in situations only.

### **Section 3 - Overtime**

In the assignment of overtime, the District agrees to provide the employee with as much advance notice as practicable in the circumstances. Normally, employees designated to work overtime on days outside their regular workweek will be advised of the possibility no later than twenty-four (24) hours prior to the end of the last shift before the overtime commences.

- A. All hours worked in excess of forty (40) per week shall be compensated at the rate of one and one-half (1 1/2) times the employee's base pay and/or in accordance with applicable Fair Labor Standards Act regulations. Any and all such overtime hours must be previously authorized by the district. Holidays are included in the 40-hour work calculation.
- B. Employees called back on a regular workday or called on the sixth (6th) or seventh (7th) consecutive workday, shall receive no less than two (2) hours pay at one and one-half (1 1/2) times the employee's base pay.
- C. The Custodial employee will not be required to remain on the site for longer than 1 hour in the event the scheduled user has not arrived.
- D. Employee may elect to take comp time per Section 4 - Compensatory Time.
- E. In the event of a district wide or department emergency where employees are required to obtain prior authorization for overtime work, the district shall designate a single individual to authorize the overtime. The employee will document their overtime using a district timeslip and signed off by their building administrator or the individual the district designated to authorize the overtime.
  - 1. For Central District Office Classification, if an employee thinks they need up to an hour of overtime to complete critical or deadline dependent work, then they must first text and/or email their supervisor to seek pre-approval. If the supervisor does not respond to the request within thirty (30) minutes, then the employee's overtime request shall be considered temporarily approved, and the employee must then send an email that same day notifying the supervisor of the overtime work and the reason it was necessary. The following day, the supervisor will determine whether the overtime was reasonably necessary. If so, the overtime will be approved. If not, the supervisor will work with the employee to adjust their work schedule to avoid overtime pay that week.
- F. Employees shall only be required to submit a signed district timeslip to receive payment for overtime. Any additional documentation required by the district for the employee to receive overtime payment shall be submitted by the supervisor or designee.

- G. This provision shall not apply to exempt employees.

#### **Section 4 - Compensatory Time**

- A. Upon pre-approval of their supervisor or designee, an employee may earn/accumulate compensatory time in lieu of overtime pay for hours worked beyond forty (40) hours per week. Compensatory time is defined as compensation of overtime hours through the practice of granting time off within the normal work shift or scheduled workdays in lieu of overtime pay. Compensatory time must be used within 90 days of the date it was accrued or by August 31<sup>st</sup>, whichever comes first.
- B. Compensatory time taken shall be entered in the absence management system and documented on the monthly attendance roster.
- C. Any compensatory leave not taken within 90 days of the accrual date will be cashed out and paid at the employee's regular rate in the next pay period.
- D. If the balance of additional hours is not paid by the District or used by the employee before separation of employment, it will be paid at the regular rate of pay as part of the employee's final pay warrant.
- E. Compensatory time accrued will be submitted monthly, to the Human Resources Department, on a time slip along with the pre-approval documentation. The compensatory hours available for the employee to use will then be added in the absence management system for tracking purposes.

#### **Section 5 - Insurance Benefits**

- A. The District agrees to provide the amount of benefit contributions funded by the state and will implement any state increases for insurance benefits during the duration of this Agreement. The benefit amount shall be administered in accordance with the state laws relating to school district employee benefits.
- B. The District will provide benefit contribution insurance for all employees who work or are expected to work more than 630 hours in a school year. Paid leave hours shall count towards the 630 hours used to determine eligibility for benefits. For purposes of benefits provided under the SEBB, a school year shall mean September through August. The effective date of coverage is the first day of the month following the day they begin work.
- C. Basic benefits include medical, dental, vision, long-term disability and group life insurance. Employees may select optional benefits at their own expense. Optional benefit plans may not include employee beneficiary accounts that can be liquidated by the employee on the termination of employment.
- D. Employees shall be able to participate in the SEBB offered Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP).



- E. Enrollment shall be completed by the end of the open enrollment period for the selection of basic and optional benefits. Employees hired prior to or after the enrollment period, may elect insurance coverage from the plans available during the first thirty (30) days of employment.
- F. If a benefit plan is not chosen, the employee will be enrolled in the default medical, dental, vision, life and accidental death and dismemberment, and long-term disability insurance plans as a single subscriber. The employee will also be charged the tobacco use premium surcharge. Changes to insurance plans or enrollment of eligible dependents will be allowed in the next open enrollment period. The employee may add dependents to the default plan if there is a special open enrollment event that allows this change, such as marriage, birth, or adoption.
- G. Benefit Termination: Any employee terminating employment shall be entitled to receive the District insurance contribution for the remainder of the calendar month in which the contribution is effective. In cases where separation occurs after completion of the employee's full contract obligation (i.e. the end of the school/work year), benefit coverage will continue through August 31 of that year.
- H. If the Office of the Superintendent of Public Instruction or a court of competent jurisdiction notifies the District that it is in violation of the State statute, as a result of over expending funds for employee benefits, such excess shall be reduced on a pro rata basis among all District employees only if a penalty is pending which will result in a decrease of State funds or a penalty against the Board or its officers.

#### **Section 6 - Optional Sick Leave Conversion Program - VEBA**

- A. In accordance with RCW 28A.400.210 the Pullman School District hereby adopts a pre-retirement and a post-retirement medical benefit plan for eligible employees with accumulated sick leave conversion funds.
- B. The provisions of the plan are as follows:
  - 1. Eligible employees: Employees who are eligible to retire at the end of a school year will vote in August to determine participation in the plan. Majority vote will determine participation of all eligible employees.
  - 2. Funding amount: The District will deposit in a VEBA expense trust account 100% of the value of the employee's retirement sick leave buyout conversion. Annual sick leave buyout conversion moneys of the current year are not eligible for the plan.
  - 3. Funding date: Deposits will be made within sixty (60) days after the employee's retirement sick leave buyout conversion.
  - 4. Deposits will be made to the VEBA trust for Washington State School Employees and qualifying medical benefits will be paid to the participating employee and/or to their spouse and/or dependents according to the VEBA III plan.

5. It is understood that all retiring employees will be required to sign and submit to the District a hold harmless agreement complying with RCW 28A.400.210. If a retiring employee fails to sign and submit such agreement to the District, they will not be permitted to participate in the plan during the term of this Agreement.
6. Termination: In the event this plan is affected by any local, state or federal legal changes, the plan will be suspended until the bargaining teams have met to make a final determination.

## **ARTICLE VIII - GRIEVANCE PROCEDURE**

### **Section 1 - Scope**

Grievances arising between the parties with respect to, or application of, the terms and conditions of this Agreement shall be resolved in strict compliance with this Article.

### **Section 2 - Definitions**

- A. A "grievant" shall mean an employee or group of employees or the Association filing a grievance.
- B. A "grievance" shall mean a claim by a grievant that this agreement has been violated. Evaluation may be grieved on basis of process only.
- C. "Days" shall mean employee work days, except as otherwise indicated.
- D. If the stipulated time limits are not met the grievant shall have the right to appeal the grievance to the next level of the procedure. If the time limit is not met by the grievant, the grievance shall be invalid and subject to no further processing.
- E. "Association Representative" shall mean the person(s) appointed to represent the Association during the grievance process.
- F. Any grievance related to the terms of the Agreement shall be subject to binding arbitration.

### **Section 3 - Procedure**

#### **Step 1: Informal**

Employees shall first discuss the grievance with their immediate supervisor. If such employees so wish, they may be accompanied by an Association representative at such discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within twenty (20) days of the occurrence of the grievance shall be invalid and subject to no further processing. Any grievance, which is not processed to the next level within the timelines stated, shall be invalid and subject to no further processing.

#### **Step 2: Supervisor**

If the grievance had not been resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall reduce to writing a statement of the grievance containing the following: (a) the name of the grievant; (b) the facts on which the grievance is based; (c) a reference to the provisions of this Agreement which have been allegedly violated; and (d) the remedy sought. (See Grievance Form, Appendix C)

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the Superintendent. There shall be a meeting between the parties

to discuss the grievance after the submittal. The parties will have ten (10) working days from submission of the written statement of the grievance to resolve it by indicating on the statement of the grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

### **Step 3: Superintendent**

If no settlement has been reached within the ten (10) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within five (5) working days to the District superintendent or the superintendent's designee. There shall be a meeting with the superintendent prior to resolution or disposition. After such submission, the parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

### **Step 4: School Board**

If no settlement had been reached within the ten (10) days referred to in the preceding subsection and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within five (5) working days to the District Board of Directors. After such submission, the parties will have thirty (30) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. The Board of Directors reserves the right to summon the employee for an oral statement of the grievance. The employee reserves the right to appear before the Board of Directors to explain the grievance. At any appearance before the Board of Directors, the employee may be accompanied by an Association representative or designee.

### **Step 5: Binding Arbitration**

If no settlement had been reached within the thirty (30) days referred to in the preceding subsection, and the Association believes the grievance to be valid, the employee may demand arbitration of the grievance. Within ten (10) days of the expiration of the thirty (30) day period referenced in the preceding section, the District and the Association shall meet and select an arbitrator. If the parties cannot agree on the arbitrator within five (5) days of the first meeting, the arbitrator shall be selected by the Public Employment Relations Commission upon demand of either party. The decision of the arbitrator shall be final and binding on the parties provided that the arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement and the arbitrator shall confine their inquiry and decision to the specific areas of the contract as cited in the grievance form.

### **Section 4 - No Reprisals**

No reprisals of any kind will be taken by the Board of the school administration against any employee because of his or her participation in any grievance.

### **Section 5 - Release Time**

Should the mutually scheduled processing of any grievance require that an employee(s) be released from their assigned duties, they shall be released without loss of pay or benefits.

### **Section 6: Arbitration Costs**

Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator, if any, shall be shared equally by the parties.

## **ARTICLE IX - DURATION**

### **Section 1 - Terms of Agreement**

This Agreement shall be in force and effect from September 1, 2025 to August 31, 2028 and shall not be extended orally. This Agreement shall be opened for the purpose of negotiating a successor agreement at least ninety (90) days prior to the termination date.

Upon written notice given by the Association to the District beginning April 1, 2027, both parties may mutually agree to reopen the collective bargaining agreement and bargain over non-fiscal items to consolidate the Pullman Classified Educators Association (ESP) and Pullman Classified Educators Association (PARA) into one Collective Bargaining Agreement.

### **Section 2 - Openers**

Modifications of this Agreement, matters of common concern, wages, hours, terms and conditions of employment may be subject to negotiation during the term of this Agreement only upon request and by mutual agreement of the parties, except as otherwise provided herein.

In the event the State Legislature passes laws that impact this Agreement and if such laws are also subject to local bargaining, negotiations shall be opened on such matters.

## EXECUTION - SIGNATURES

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 2025, at Pullman, Whitman County, Washington,  
by the undersigned officers with the authority of and on behalf of the Parties.

For the Association:

---

Matthew Heiszler, President, Pullman CEA

---

Adam McPherson, Bargaining Team Member, Pullman CEA

For the District:

---

Robert Maxwell, Superintendent, Pullman School District

---

Arron Carter, President, Pullman School District Board of Directors

## APPENDIX A - WAGE SCHEDULE

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

#### 2025-2026 Wage Schedule

| Position   | Step 1<br>(Year 1) | Step 2<br>(Year 2) | Step 3<br>(Year 3) | Step 4<br>(Year 4) |
|--|--------------------|--------------------|--------------------|--------------------|
| <u>Custodian/Itinerant Custodian: Clean and finish designated area, minor repairs, and assist lead custodian (see job description)</u>                             |                    |                    |                    |                    |
| Hourly   | \$22.81            | \$23.95            | \$25.14            | \$26.40            |
| <u>Lead I Custodian: Clean and finish designated area, minor repairs, direct custodial shift crew, take direction from lead II custodian (see job description)</u> |                    |                    |                    |                    |
| Hourly   | \$24.16            | \$25.37            | \$26.64            | \$27.97            |
| <u>Lead II Custodian: Clean and finish designated area, minor repairs, direct custodial shift crew, take direction from Principal (see job description)</u>        |                    |                    |                    |                    |
| Hourly   | \$24.79            | \$26.03            | \$27.34            | \$28.70            |
| Substitute: Hourly Sub Rate = Custodian, Step 1 (Effective April 1, 2014)  |                    |                    |                    |                    |



## APPENDIX B - WAGE SCHEDULE

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

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

## APPENDIX C - GRIEVANCE FORM

Pullman School District No. 267

DISTRIBUTION OF FORM:      • Association Representative      Form 654  
   • Association  
   • Immediate Supervisor  
   • Grievant

### **COMPLIANT BY THE AGGRIEVED**

(Type or Print)

|                              |
|------------------------------|
| Aggrieved Person:            |
| Date of Formal Presentation: |
| School:                      |
| Immediate Supervisor:        |

|   |
|---|
| Statement of the Specific Article, Section, and Subsection of the Contract Allegedly Violated |
|---|

|                         |
|-------------------------|
| Statement of Grievance: |
|-------------------------|

|                |
|----------------|
| Relief Sought: |
|----------------|

Signature of Aggrieved: \_\_\_\_\_

## APPENDIX D - CUSTODIAL/MAINTENANCE PERFORMANCE APPRAISAL

*(Form to be completed in blue ink.)*

Name: \_\_\_\_\_ Appraisal Year: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

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

Supervisor \_\_\_\_\_

### Rating Key:

- 4 Exceeds Requirements
- 3 Meets Requirements
- 2 Below Requirements
- 1 Significantly Below Requirements
- NA Evaluation Criteria Does Not Apply

### Rating   Specific Performance

#### \_\_\_\_\_ **Knowledge of Job Requirements**

Demonstrates knowledge of procedures, equipment required, and responsibilities necessary for effective performance.

Comments:

#### \_\_\_\_\_ **Responsibility**

Demonstrates ability to fulfill requirements of position as posted in job description.

Comments:

#### \_\_\_\_\_ **Leadership**

Demonstrates ability to lead; delegates work as appropriate; and monitors work of staff.

Comments:

#### \_\_\_\_\_ **Equipment and Safety**

Operates equipment in a proper and safe manner; adheres to proper use of safety equipment and techniques.

Comments:

---

**Quality of Work**

Produces work in an accurate, neat and thorough manner.

Comments

---

Produces assigned volume of work in a timely manner.

Comments:

---

**Organization**

Demonstrates ability to organize and prioritize workload; uses discretionary time effectively.

Comments:

---

Maintains work area in orderly and clean manner.

Comments:

---

**Adaptability**

Adjusts to changing work conditions and shows flexibility.

Comments:

---

**Communication**

Expresses and understands instructions and other work-related information, both written and oral.

Comments:

---

Demonstrates ability to communicate effectively with staff.

Comments:

**Personal Skills**

---

**Interpersonal Relations**

Deals effectively with others in the work site; is flexible; demonstrates teamwork; and exhibits sound judgment and common sense.

Comments:

---

**Self Improvement**

Demonstrates desires to refine skills and accept constructive criticism and suggestions.

Comments:

---

**Initiative**

Takes independent action within parameters established by supervisor, and makes suggestions for improvements, if needed.

Comments:

---

**Attitude**

Demonstrates a positive cooperativeness with staff, students, and community; approaches work in a positive manner; is sensitive to needs of others.

Comments:

---

**Dependability**

Shows ability to follow through to completion assigned tasks.

Comments:

---

**Attendance**

Comment on employee's attendance and punctuality (breaks, arrival, and departure).

Comments:

**Summary**

Supervisor's summary of comments/suggestions for improving present performance.

Employee's summary of comments/suggestions for improving present performance.

*I certify that this report was discussed with me. I understand my signature does not, necessarily, indicate agreement.*

Employee's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Distribution:** Original to Personnel File, Copy to Employee, Copy to Supervisor  
**Revised:** March 24, 1996

## APPENDIX E - TECHNICIAN PERFORMANCE APPRAISAL

*(Form to be completed in blue ink.)*

Name: \_\_\_\_\_ Appraisal Year: \_\_\_\_\_  
\_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_  
\_\_\_\_\_

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

Supervisor: \_\_\_\_\_

### Rating Key:

- 4 Exceeds Requirements
- 3 Meets Requirements
- 2 Below Requirements
- 1 Significantly Below Requirements
- NA Evaluation Criteria Does Not Apply

### **Rating   Specific Performance**

#### \_\_\_\_\_ **Knowledge of Job Requirements**

Demonstrates knowledge of procedures, equipment required, and responsibilities necessary for effective performance.

Comments:

#### \_\_\_\_\_ **Responsibility**

Demonstrates ability to fulfill requirements of position as posted in job description.

Comments:



\_\_\_\_\_ **Leadership**

Demonstrates ability to lead; delegates work as appropriate; and monitors work of staff.

Comments:

\_\_\_\_\_ **Equipment and Safety**

Operates equipment in a proper and safe manner; adheres to proper use of safety equipment and techniques.

Comments:

\_\_\_\_\_ **Quality of Work**

Produces work in an accurate, neat, and thorough manner.

Comments:

\_\_\_\_\_ Produces assigned volume of work in a timely manner.

Comments:

---

**Organization**

Demonstrates ability to organize and prioritize workload; uses discretionary time effectively.

Comments:

---

Maintains work area in orderly and clean manner.

Comments:

---

**Adaptability**

Adjusts to changing work conditions and shows flexibility.

Comments:

---

**Communication**

Expresses and understands instructions and other work-related information, both written and oral.

Comments:

## **Personal Skills**

### **\_\_\_\_\_ Interpersonal Relations**

Deals effectively with others in the work site; is flexible; demonstrates teamwork; and exhibits sound judgment and common sense.

Comments:

### **\_\_\_\_\_ Initiative**

Takes independent action within parameters established by supervisor, and makes suggestions for improvements, if needed.

Comments:

### **Self Improvement**

**\_\_\_\_\_** Demonstrates desires to refine skills and accept constructive criticism and suggestions.

Comments:

---

**Attitude**

Demonstrates a positive cooperativeness with staff, students, and community; approaches work in a positive manner; is sensitive to needs of others.

Comments:

---

**Dependability**

Shows ability to follow through to completion of assigned tasks.

Comments:

---

**Attendance**

Comment on employee's attendance and punctuality (breaks, arrival, and departure).

Comments:

**Summary**

Supervisor's summary of comments/suggestions for improving present performance.

Employee's summary of comments/suggestions for improving present performance.

*I certify that this report was discussed with me. I understand my signature does not, necessarily, indicate agreement.*

Employee's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Distribution:** Original to Personnel File, Copy to Employee, Copy to Supervisor

**Revised:** March 24, 1996

## APPENDIX F - SECRETARIAL/ADMINISTRATIVE ASSISTANT PERFORMANCE APPRAISAL

*(Form to be completed in blue ink.)*

Name: \_\_\_\_\_ Appraisal Year: \_\_\_\_\_  
\_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_  
\_\_\_\_\_

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

Supervisor: \_\_\_\_\_

### Rating Key:

- 4 Exceeds Requirements
- 3 Meets Requirements
- 2 Below Requirements
- 1 Significantly Below Requirements
- NA Evaluation Criteria Does Not Apply

### **Rating Specific Performance**

#### \_\_\_\_\_ **Knowledge of Job Requirements**

Demonstrates knowledge of procedures, job scope and responsibility necessary for effective performance.

Comments:

---

**Responsibility**

Demonstrates ability to fulfill requirements of position and understands established priorities.

Comments:

---

**Management**

Organizes procedures, assigns as appropriate and monitors work of staff.

Comments:

---

**Leadership**

Develops confidence of staff and community, makes decisions as related to specific job responsibilities, motivates, and fulfills expectations of position.

Comments:

---

Exhibits ability to lead, develops confidence of others and delegates work as appropriate; participates in work-related activities in a leadership capacity; is role model for others.

Comments:

\_\_\_\_\_ **Problem Solving**

Identifies, evaluates, and determines best course of action to resolve a situation.

Comments:

\_\_\_\_\_ **Quality of Work**

Produces assigned work in an accurate, neat, and thorough manner.

Comments:

\_\_\_\_\_ **Quantity of Work**

Produces assigned volume of work in a timely manner.

Comments:

\_\_\_\_\_ **Development of Office Skills**

Has acquired competencies as specific job requires in computer, word processing, and other office equipment.

Comments:



\_\_\_\_\_ **Organization**

Demonstrates ability to organize and prioritize work load; uses discretionary time effectively.

Comments:

\_\_\_\_\_ **Adaptability**

Adjusts to changing work conditions and shows flexibility.

Comments:

\_\_\_\_\_ **Communication**

Expresses and understands instructions and other work-related information, both written and oral; evidences acceptable grammar, punctuation, and spelling.

Comments:

\_\_\_\_\_ Demonstrates ability to communicate effectively with staff and community.

Comments:

\_\_\_\_\_ **Self-Improvement**

Participates in self-initiated professional growth activities; demonstrates a desire to refine skills.

Comments:

\_\_\_\_\_ Demonstrates desire to refine skills and accept constructive criticism and suggestions.

Comments:

**Personal Skills**

\_\_\_\_\_ **Interpersonal Relations**

Deals effectively with others in the work site; is flexible; demonstrates teamwork; and exhibits sound judgment and common sense.

Comments:

\_\_\_\_\_ **Confidentiality**

Deals with confidential information and communications in an ethical manner.

Comments:

\_\_\_\_\_ **Initiative**

Takes independent action as situation warrants; identifies potential problems; determines course of action within parameters of assignment.

Comments:

\_\_\_\_\_ Takes independent action within parameters established by supervisor, and makes suggestions for improvements, if needed.

Comments:

\_\_\_\_\_ **Attitude**

Demonstrates a positive cooperativeness with staff, students, and community; approaches work in a positive manner; is sensitive to needs of others.

Comments:

\_\_\_\_\_ **Dependability**

Shows resourcefulness and completes required work on schedule with little supervision.

Comments:

\_\_\_\_\_ Shows ability to follow through to completion, as well as dependability of attendance and punctuality.

Comments:

\_\_\_\_\_ **Attendance**

Comment on employee's attendance and punctuality (breaks, arrival, and departure).

Comments:

### **Summary**

Supervisor's summary of comments/suggestions for improving present performance.

Employee's summary of comments/suggestions for improving present performance.

*I certify that this report was discussed with me. I understand my signature does not, necessarily, indicate agreement.*

Employee's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Distribution:** Original to Personnel File, Copy to Employee, Copy to Supervisor

**Revised:** March 24, 1996

## APPENDIX G - JUST CAUSE

The basic elements of just cause which different arbitrators have emphasized have been reduced by Arbitrator Carrol R. Daugherty to seven tests. These tests, in the form of questions, represent the most specifically articulated analysis of the just cause standard as well as an extremely practical approach.

A "no" answer to one or more of the questions may mean that just cause either was not satisfied or at least was seriously weakened in that some arbitrary, capricious, or discriminatory element was present.

- A. NOTICE: "Did the employer give to the employee forewarning or foreknowledge of the possible or probable consequences of the employee's disciplinary conduct?"
- B. REASONABLE RULE OR ORDER: "Was the Employer's rules or managerial order reasonably related to (a) the orderly, efficient, and safe operation of the Employer's business, and (b) the performance that the Employer might properly expect of the employee?"
- C. INVESTIGATION: "Did the Employer, before administering the discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?"
- D. FAIR INVESTIGATION: "Was the Employer's investigation conducted fairly and objectively?"
- E. PROOF: "At the investigation, did the 'judge' obtain substantial evidence or proof that the employee was guilty as charged?"
- F. EQUAL TREATMENT: "Has the employer applied its rules, orders and penalties even-handedly and without discrimination to all employees?"
- G. PENALTY: "Was the degree of discipline administered by the Employer in a particular case reasonably related to
  - 1. the seriousness of the employee's proven offense, and
  - 2. the record of the employee in his service with the Employer?"

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# Coversheet

## 6212 Charge Cards

|                          |   |
|--------------------------|---|
| <b>Section:</b>          | V. Action Items   |
| <b>Item:</b>             | E. 6212 Charge Cards  |
| <b>Purpose:</b>          |   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | Executive Summary Policy 6212.pdf<br>6212 Charge Cards 11.12.25.pdf |



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

***Policy 6212 Charge Cards***

**Executive Summary**

**November 12, 2025**

***Diane Hodge***

*Finance Director*

**Background:**

Policy 6212 has been updated following the recommendation from our most recent audit to ensure district policy aligns with current practices and incorporates the building and department credit card process. The revised policy clarifies authorization, oversight, and accountability measures associated with district charge card use.

Key updates include:

Inclusion of building and department-issued credit cards, which are checked out and managed at the building or department level.

Clear delegation of responsibilities to the superintendent or designee for authorizing and overseeing card activity, with the Business Office managing program procedures, limits, and documentation.

Strengthened language regarding compliance, user accountability, and disciplinary measures for misuse.

Confirmation that periodic reviews of card activity will occur to ensure adherence to policy, state law, and internal controls.

These revisions formalize existing procedures, strengthen internal controls, and address the state auditor's recommendation to ensure policy and practice are consistent.

**Recommended Board Action:**

I recommend the Board approve the proposed revisions to Policy 6212 to align with current practices and incorporate the building and department credit card process as recommended by the State Auditor.

**Motion to Approve**

I move that we approve Policy 6212 to align with current practices as recommended by the State Auditor.

☐ Approved

☐ Not Approved

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

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

# Pullman School District Board Policy

6212

Page 1 of 1

## MANAGEMENT SUPPORT

### Charge Cards

The Pullman School District Board of Directors authorizes the ~~issuance~~use of charge cards ~~to officers and staff~~ for district purchases, acquisitions and authorized travel. ~~The board will approve any contract for the issuance~~The purpose of credit cards, including the charge card program is to improve the credit limit. Credit card efficiency, flexibility, and convenience of district purchasing while maintaining full compliance with applicable laws, regulations, and internal controls.

Cards may be issued to ~~staff in the following positions: board buildings, departments, or, in limited cases, to individual staff members, administrators and/or designees, as determined by district needs.~~ The superintendent or ~~his/her~~ designee is responsible for ~~the authorization~~authorizing, issuing, and control of the use of credit~~overseeing all~~ card ~~fund~~activity, subject to final board approval of payments. The Business Office manages the district's card programs and establishes procedures governing issuance, spending limits, documentation, and oversight.

~~Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card will submit a fully itemized expense voucher including receipts or invoices supporting purchases. Any charges not properly identified on the expense voucher, or not allowed following review by the auditing officer, will be paid by the official or staff member. Any official or staff member who has been issued a charge card will not use the card if any disallowed charges are outstanding.~~

All users of a procurement card must sign a user agreement acknowledging their responsibility for all charges made on the account and their obligation to comply with district policy and procedures.

Procurement and charge cards may be used only for legitimate district business purposes. Misuse, unauthorized purchases, or failure to follow established procedures will result in revocation of card privileges, personal financial liability for unauthorized charges, and may lead to disciplinary action.

The superintendent ~~or designee~~ will ~~establish procedures for the issuance~~periodically review procurement and use of charge cards~~card use to ensure compliance with district policy, state law, and internal controls.~~

#### Cross References:

Board Policy 6213 Reimbursement for Travel Expenses

#### Legal References:

RCW 42.24.155 Municipal corporations and political subdivisions--Charge cards to officers' and employees' travel expenses  
RCW 43.09.2855 Local governments--Use of credit cards

#### Management Resources:

*Policy News*, April 2005

**Classification:** ~~Encouraged~~Important

**Adoption date:** February 24, 1999

**Revised:** August 24, 2005

**Revised:** May 14, 2025

# Coversheet

## Bid Process – Jefferson and Franklin Elementary Roof Replacements

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | VI. Discussion Items   |
| <b>Item:</b>             | A. Bid Process – Jefferson and Franklin Elementary Roof Replacements |
| <b>Purpose:</b>          |  |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | ES Bid Process - JES and FES Roof Replacements 12.10.25.pdf          |



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***Bid Process - Jefferson and Franklin Roof Replacements***

**Executive Summary**

**December 10, 2025**

***Juston Pollestad***

*Executive Director of Operations*

**Background:**

The roofs at both Jefferson and Franklin Elementary Schools have reached the end of their functional lifespan. Both facilities are experiencing increasing maintenance needs, reduced energy efficiency, and growing concerns regarding long-term durability.

Proactively replacing both roofs will protect the integrity of the buildings, reduce future maintenance expenditures, and support safe, dry, and efficient learning environments for students and staff.

To move forward, Pullman School District will initiate the formal bid process required for major construction projects. In accordance with PSD Policy 6220 (Bid or Request for Proposal Requirements), the District must solicit competitive bids for public works projects exceeding \$100,000. This process ensures fiscal responsibility, transparency, and compliance with state procurement regulations.

Upon board approval to proceed, staff will prepare bid specifications, solicit proposals from qualified contractors, and return to the Board with recommended bids for award.

**Recommended Board Action:**

Authorize District staff to begin the formal bid process, per PSD Policy 6220, for the replacement of the roofs at Jefferson Elementary School and Franklin Elementary School.

**Motion to Approve**

I move that the Board authorize District staff to proceed with the formal bid process for the roof replacements at Jefferson and Franklin Elementary Schools.

☐ Approved

☐ Not Approved

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

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

# Coversheet

## Johnson Property Bid Acceptance

|                          |   |
|--------------------------|---|
| <b>Section:</b>          | VI. Discussion Items                            |
| <b>Item:</b>             | B. Johnson Property Bid Acceptance              |
| <b>Purpose:</b>          |   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | ES Johnson Property Bid Acceptance 12.10.25.pdf |



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***Bid - Sale of Johnson Property***

**Executive Summary**

**December 10th, 2025**

***Juston Pollestad***

*Executive Director of Operations*

**Background:**

The Johnson School property consists of the former Johnson School building and approximately 2.77 acres of land. The Pullman School District has held ownership of the property since 1946, when Johnson School District formally became part of the Pullman School District.

For many years, the building was used infrequently as a meeting space by the Johnson Grange. Questions regarding ownership of the property had been raised over time; however, following a title search and consultation with legal counsel, it was confirmed that Pullman School District holds clear ownership.

The school building has fallen into significant disrepair, and the limited acreage is insufficient to serve as a viable site for any future district facility. As such, the property is not usable for district purposes and has been declared surplus.

In compliance with Policy 6882 – Sale of Real Property, Pullman School District initiated a formal bid process, which opened on October 9th and closed on November 19th. Bids were opened on November 19th, 2025. One bid was received - submitted by Bernard and Heather Druffel in the amount of \$125,000. This bid meets the policy requirement of exceeding 90% of the appraised value.

**Recommended Board Action:**

Accept the bid for the Johnson property of \$125,000.

**Motion to Approve**

I move that the Board accept the bid from Bernie Druffel for purchase of the Johnson Property.

☐ Approved

☐ Not Approved

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

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

# Coversheet

## 4260F Facility Rental Fee Schedule

|                          |   |
|--------------------------|---|
| <b>Section:</b>          | VI. Discussion Items  |
| <b>Item:</b>             | C. 4260F Facility Rental Fee Schedule   |
| <b>Purpose:</b>          |   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | ES 4260F Facility Rental Fee Schedule 12.10.25.pdf<br>4260F Facility Rental Fee Schedule 12.10.25.pdf |





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***4260F Facility Rental Fee Schedule***

**Executive Summary**

**December 10, 2025**

***Juston Pollestad***

*Executive Director of Operations*

**Background:**

Pullman School District with input from the PSD Finance Committee has updated its facility rental fee schedule to better support community access, equity, and responsible stewardship of district resources.

The previous schedule applied a single fee structure to all users, which inadvertently discouraged non-profit organizations from utilizing district facilities due to cost barriers.

The updated schedule introduces a three-tiered fee structure based on the type of organization and intended use. This design promotes equitable access by aligning rental costs with each group's mission, financial capacity, and alignment with district educational and community objectives.

Non-profit and youth-serving organizations will benefit from reduced fees, while private and commercial users will be assessed at rates that more accurately reflect the full cost of facility use. This tiered approach enhances fairness, encourages greater community engagement, and ensures responsible cost recovery for the district. The revised fee schedule reflects Pullman School District's commitment to supporting public use of its facilities while maintaining fiscal responsibility.

**Recommended Board Action:**

Approve the Pullman School District Facility Rental Fee Schedule update

**Motion to Approve**

I move that the Board approve the Facility Rental Fee Schedule update.

☐ Approved

☐ Not Approved

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

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



## Facility Rental Fee Schedule (Board Form 4260F)

### RENTAL OF FACILITIES

|                        |  |                        |
|------------------------|--|------------------------|
| <b>Custodial fees</b>  | <del>Custodial fees will be charged if event is outside regular building hours. A custodian must be present – minimum 2 hours</del>  | <del>\$ 40.00/hr</del> |
| <b>Cook fees</b>       | <del>Cook fees will be charged if kitchen equipment or dishes are used to prepare and serve food. A cook must be present. <i>Must receive special permission by the school district's food service supervisor.</i></del> | <del>\$ 35.00/hr</del> |
| <b>Incidental fees</b> | <del>Incidental Fees Heat, lights and other incidentals. Utilities are included in all fees other than incidental.</del>   | <del>\$ 30.00/hr</del> |

### PULLMAN HIGH SCHOOL

|                          | <b>School Day</b>   | <b>Non-School Day</b>                                       | <b>Holiday</b>                                     |
|--------------------------|---|---|--|
| Regular classrooms       | <del>\$20.00 per hour</del>                                 | <del>\$30.00 per hour</del>                                 | <del>\$50.00</del>                                 |
| Cafeteria                | <del>\$20.00 per hour</del>                                 | <del>\$30.00 per hour</del>                                 | <del>\$50.00</del>                                 |
| Gymnasium                | <del>\$30.00 per hour</del>                                 | <del>\$50.00 per hour</del>                                 | <del>\$80.00</del>                                 |
| Stadium locker/restrooms | <del>\$20.00</del>  | <del>\$30.00</del>  | <del>\$50.00</del>                                 |
| Portable Restrooms       | <del>\$20.00</del>  |   |  |
| Kitchen                  | <del>\$20.00 per hour<br/>(+Cook fees, if applicable)</del> | <del>\$30.00 per hour<br/>(+Cook fees, if applicable)</del> | <del>\$50.00<br/>(+Cook fees, if applicable)</del> |

|   |  |
|---|--|
| <b>AUDITORIUM BASE RENTAL FEES</b>                  | <del>Base Rental provides access to on-stage light and sound control (pre-set options), pre-set curtains, wireless microphone and stand, conductors stand, chairs and music stands, access to dressing rooms</del> |
| <b>Tier 1 (PHS/PSD/Pullman Parks &amp; Rec Use)</b> | <del>Free, pending availability</del>  |
| <b>Tier 2 (Non-Profit Organizations)</b>            | <del>\$70.00 per hour, 2-hour minimum rental</del>   |
| <b>Tier 3 (Other Use)</b>                           | <del>\$125.00 per hour, 2-hour minimum rental</del>  |
| <b>Sound/lighting tech</b>                          | <del>\$45.00 per hour</del>  |
| <b>Light Programming</b>                            | <del>\$35.00 per hour</del>  |
| <b>Grand Piano Use</b>                              | <del>\$25.00 per event</del>   |
| <b>Projector</b>                                    | <del>\$30.00 per hour</del>  |
| <b>Green room (band or choir room)</b>              | <del>\$30.00 per hour</del>  |

### ELEMENTARY SCHOOLS & LINCOLN MIDDLE SCHOOL

|                               | <b>School Day</b>           | <b>Non-School Day</b> | <b>Holiday</b>     |
|-------------------------------|-----------------------------|-----------------------|--------------------|
| Regular classroom             | <del>\$20.00 per hour</del> | <del>\$30.00</del>    | <del>\$50.00</del> |
| Cafeteria                     | <del>\$20.00 per hour</del> | <del>\$30.00</del>    | <del>\$50.00</del> |
| Gymnasium                     | <del>\$20.00 per hour</del> | <del>\$30.00</del>    | <del>\$50.00</del> |
| Kitchen                       | <del>\$20.00 per hour</del> | <del>\$30.00</del>    | <del>\$50.00</del> |
| Portable Restrooms (LMS Only) | <del>\$20.00</del>          |                       |                    |
| Piano                         | <del>\$25.00 per hour</del> | <del>\$25.00</del>    | <del>\$25.00</del> |

*Requests that are additional in nature such as table or chair set up will be charged according to the scope of the request. The charge associated with set up and take down of equipment will be based on the custodial hourly rate. Tables and/or chairs may be set up by the renting group and returned to the original place in lieu of an extra fee.*

**NOTE:** *Although highly unlikely, it is possible that you may be bumped from the rental of a school facility by an unforeseen school district event.*



# Facility Rental Fee Schedule (Board Form 4260F)

## RENTAL OF FACILITIES

|                       |  |
|-----------------------|--|
| <b>Custodial Fees</b> | Custodial fees (\$40 per hour) will be charged if an event occurs outside of regular building hours - minimum 2 hours.   |
| <b>Cook Fees</b>      | Cook fees (\$35 per hour) will apply when kitchen equipment or dishes are used. A district cook must be present, and all use must be approved by the Food Services Supervisor. |

| Facility                   | Tier 1 (Government Agencies) |                  | Tier 2 (Non Profit) |                  | Tier 3 (For-Profit/Commercial) |                  |
|----------------------------|------------------------------|------------------|---------------------|------------------|--------------------------------|------------------|
| PHS                        | School Day                   | Non-School Day   | School Day          | Non-School Day   | School Day                     | Non-School Day   |
| Regular classrooms         | \$5.00per hour               | \$10.00 per hour | \$10.00 per hour    | \$15.00 per hour | \$20.00 per hour               | \$30.00 per hour |
| Cafeteria                  | \$5.00per hour               | \$10.00 per hour | \$10.00 per hour    | \$15.00 per hour | \$20.00 per hour               | \$30.00 per hour |
| Gymnasium                  | \$10.00 per hour             | \$15.00per hour  | \$15.00 per hour    | \$20.00 per hour | \$30.00 per hour               | \$50.00 per hour |
| Stadium Locker/Restrooms   | \$5.00per hour               | \$10.00 per hour | \$10.00 per hour    | \$15.00 per hour | \$20.00 per hour               | \$30.00 per hour |
| Kitchen                    | \$5.00per hour               | \$10.00 per hour | \$10.00 per hour    | \$15.00 per hour | \$20.00 per hour               | \$30.00 per hour |
| Auditorium                 | \$35 (2 hr min)              | \$35 (2 hr min)  | \$70 (2 hr min)     | \$70 (2 hr min)  | \$125 (2 hr min)               | \$125 (2 hr min) |
| Sound/lighting             | \$20.00 per hour             | \$20.00 per hour | \$45 per hour       | \$45 per hour    | \$45 per hour                  | \$45 per hour    |
| Light Programming          | \$15.00per hour              | \$15.00per hour  | \$35 per hour       | \$35 per hour    | \$35 per hour                  | \$35 per hour    |
| Grand Piano                | \$10.00 per hour             | \$10.00 per hour | \$25 per hour       | \$25 per hour    | \$25 per hour                  | \$25 per hour    |
| Projector                  | \$15.00per hour              | \$15.00per hour  | \$30 per hour       | \$30 per hour    | \$30 per hour                  | \$30 per hour    |
| Green room (band/choir)    | \$15.00per hour              | \$15.00per hour  | \$30 per hour       | \$30 per hour    | \$30 per hour                  | \$30 per hour    |
| LMS and Elementary Schools | School Day                   | Non-School Day   | School Day          | Non-School Day   | School Day                     | Non-School Day   |
| Regular Classroom          | \$5.00per hour               | \$10.00 per hour | \$10.00 per hour    | \$15.00 per hour | \$20.00 per hour               | \$30.00 per hour |
| Cafeteria                  | \$5.00per hour               | \$10.00 per hour | \$10.00 per hour    | \$15.00 per hour | \$20.00 per hour               | \$30.00 per hour |
| Gymnasium                  | \$5.00per hour               | \$10.00 per hour | \$10.00 per hour    | \$15.00 per hour | \$20.00 per hour               | \$30.00 per hour |
| Kitchen                    | \$5.00per hour               | \$10.00 per hour | \$10.00 per hour    | \$15.00 per hour | \$20.00 per hour               | \$30.00 per hour |
| Piano                      | \$5.00per hour               | \$10.00 per hour | \$10.00 per hour    | \$10.00 per hour | \$25.00 per hour               | \$25.00 per hour |
| Field Use                  | \$5.00per hour               | \$5.00per hour   | \$10.00 per hour    | \$10.00 per hour | \$15.00 per hour               | \$15.00 per hour |

*A site supervisor, such as a custodian or other authorized district employee, will be present when a building is open for evening use, weekends, non-school days and holidays. Custodial service will only include unlocking and locking doors, operating lights, providing heat, setting up chairs and normal cleanup. It is expected that the user will aid in cleanup. The custodian is responsible for ensuring that the school facility is ready for the next day's classes. The number of custodial hours needed is determined by factors such as group size, type of event, location, etc.*

*Requests such as table/chair setup are subject to additional fees based on custodial rates. Groups may avoid extra charges by setting up and returning equipment to its original location.*

**Note: Facility use may be rescheduled due to unforeseen district events, though this is rare.**

# Coversheet

## Administrative Requirements Update

|                          |   |
|--------------------------|---|
| <b>Section:</b>          | VII. Informational Items                        |
| <b>Item:</b>             | A. Administrative Requirements Update           |
| <b>Purpose:</b>          | FYI   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | December Administrative Requirements Update.pdf |



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

## **Monthly Administrative Requirements**

### **December:**

- ☐ SPED Personnel Report
  - *Person(s) Responsible: Human Resources Manager & Director/Asst Dir of Special Services*
- ☐ Special Education Reports Due:
  - Person(s) Responsible: Director/Asst Dir of Special Services & Prog. Mgr – Special Programs*
  - IDEAB Child Count
  - November 1<sup>st</sup> Special Education Count
  - Least restrictive environment IDEAB
- ☐ Audit Preparation
  - *Person(s) Responsible: Administrative Staff*

### **January:**

- ☐ Plan joint meeting with PPD
  - *Person(s) Responsible: Executive Director of Operations*
- ☐ Audit Preparation
  - *Person(s) Responsible: Administrative Staff*
- ☐ Repositories Notification
  - *Person(s) Responsible: Finance Director*
- ☐ Begin preparing budget for next school year
  - *Person(s) Responsible: Finance Director, Superintendent & Principals*
- ☐ SIRS Report
  - *Person(s) Responsible: Human Resources Manager*
- ☐ Prepare Family and Student Handbooks for Next School Year (Elementary/Secondary Principals prepare and finalize addendums)
  - *Person(s) Responsible: Superintendent's Office & Principals*
- ☐ January 16 or Preceding Friday – Temperance and Good Citizenship Day:
  - *RCW 28A.230.150 states that on Jan 16 of each year or the preceding Friday when the 16th falls on a non-school day, each public school will observe Temperance and Good Citizenship Day. The original language of the 1923 Washington State law included specific language regarding education of the effects of alcohol and drug use; however this language was removed when the law was revised in 1969. While many interpret "temperance" to mean prohibition, as defined above, instruction on "temperance" may include information about prohibition, but it is not a specific requirement of the law. The 2013 Leg. added the expectation that Temperance and Good Citizenship Day include opportunities in our schools for eligible students to register to vote at school. Many districts recognize this day by discussing temperance in connection with good citizenship, specifically addressing self-restraint. This idea of self-restraint is closely tied with many of the activities associated with Martin Luther King, Jr. Day. For example, a district may choose to discuss the accomplishments of peaceful, nonviolent protests in the civil rights movement of the 1960s. With the 2013 addition, schools will be encouraged to support eligible students to register to vote.*

# Coversheet

## Expense Claim Audit - Community Update Board Schedule

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | VII. Informational Items                                 |
| <b>Item:</b>             | C. Expense Claim Audit - Community Update Board Schedule |
| <b>Purpose:</b>          | FYI  |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | Expense Claim Audit Comm Update Schedule.pdf             |



## BOARD DIRECTOR SCHEDULES

### Expense Claim Audit Schedule

| Month        | Reviewer            |
|--------------|---------------------|
| August 2025  | Craig Nelson        |
| September    | Nathan Roberts      |
| October      | Arron Carter        |
| November     | Amanda Tanner       |
| December     | Lisa Waananen Jones |
| January 2026 | Craig Nelson        |
| February     | Deena Bayoumi       |
| March        | Arron Carter        |
| April        | Stephanie Horn      |
| May          | Lisa Waananen Jones |
| June         | Craig Nelson        |
| July         | Deena Bayoumi       |

### Community Update Board Report Schedule

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

## Non-Substantive Policy Updates

|                          |   |
|--------------------------|---|
| <b>Section:</b>          | VII. Informational Items                  |
| <b>Item:</b>             | D. Non-Substantive Policy Updates         |
| <b>Purpose:</b>          |   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | 6220 Bid-or RFP Requirements 12.10.25.pdf |



# Pullman School District Board Policy

6220

Page 1 of 6

## MANAGEMENT SUPPORT

### Bid or Request for Proposal Requirements

The Pullman School District Board of Directors recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

## **I. Procurement and Public Works Using Non-Federal Funds**

### **A. Furniture, Supplies, or Equipment**

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow its informal competitive bidding procedure; and
- over \$75,000, the board will follow its formal competitive bidding process by:
  1. preparing clear and definite plans and specifications for such purchases;
  2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
  3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
  4. providing the clear and definite plans and specifications to those interested in submitting a bid;
  5. requiring that bids be in writing;
  6. opening and reading bids in public on the date and in the place named in the notice; and
  7. filing all bids for public inspection after opening.

### **B. Use of Non-Federal Funds for Improvements or Repairs**

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow its formal competitive bidding procedure outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.151 through 39.04.154 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are under \$100,000. For projects in this range, the district may consider any of these options: using its small works roster process, under RCW 39.04.151 through 39.04.154; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

### **C. Construction-Related Services**

The board, when contracting for construction-related professional and personal services, shall include in bid documents language that encourages participation by minority or women-owned business enterprises. The services covered by this section include, but are not limited to, construction management services, value engineering services, and building commissioning services.

### **D. Exemptions**

# Pullman School District Board Policy

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The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

The board may also waive bid requirements for making improvements to district property if it contracts with an eligible local organization, such as a chamber of commerce, service organization, or other community, youth, or athletic association. Such organizations may utilize non-paid volunteers for completing the projects. The total value of such contracts may not exceed the lesser of \$75,000 or \$2 per resident of the district in a calendar year.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

## E. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

## F. Interlocal Cooperation Act

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
  - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
  - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.

# Pullman School District Board Policy

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Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

## G. Crimes Against Children

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

## H. Women and Minority Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids.

## II. Procurement Using Federal Funds

### A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of **goods**, including furniture, supplies, and equipment:

- Purchases of ~~\$10,000~~15,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between ~~\$10,000~~15,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using its formal bidding procedure.

### B. Services

When the district uses federal funds for procurement of **services**:

- Purchases of ~~\$10,000~~15,000 or less do not require quotes. However, the district must consider price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between ~~\$10,000~~15,000 and ~~\$250,000~~350,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of ~~\$250,000~~350,000 or more must be publicly solicited using the district's formal bidding procedure.

### C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following five circumstances applies:

- The value of the acquired property or services that does not exceed ~~\$10,000~~15,000

# Pullman School District Board Policy

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- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

## D. Cost/Price Analysis

The district will perform a cost or price analysis in connections with every procurement action in excess of the federal simplified acquisition threshold, currently set at ~~\$250,000~~ \$350,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

## E. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

## F. Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

## G. Interlocal Cooperation Act

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

# Pullman School District Board Policy

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Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
  - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
  - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
  - c. The contracting agency must ensure that it met any procurement requirements laid out in 2 CFR §200.317 – 200.327.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and that the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.
6. The district must verify that the awarding entity is neither suspended nor debarred from participating in federal assistance programs.
7. The district must also verify that the contract contains all contract provisions described in 2 CFR §200.327 and Appendix II to Part 200.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

## H. Women and Minority-Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids. The district will also include language requiring any prime contractor that employs subcontractors to show proof that it provides equal opportunity for bidding to women or minority-owned businesses.

## I. Federal Agency or Pass-Through Entity Review

The district will maintain records of all purchases made using Federal funds and shall provide, upon request, any and all documentation to the Federal awarding agency or the state pass-through entity for compliance with all rules and regulations.

## III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

### Legal References

RCW 28A.335.190

RCW 28A.400.330

RCW 39.04.155

RCW 39.04.280

Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies  
 Crimes against children — Contractor employees — Termination of contract  
 Small works roster contract procedures — Limited public works process Definition  
 Competitive bidding requirements — Exemptions

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|                    |   |
|--------------------|---|
| RCW 39.26.160      | Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system |
| RCW 39.30.060      | Bids on public works — Identification, substitution of contractors – Review, report of subcontractor listing requirements                                   |
| Chapter. 39.34 RCW | Interlocal Cooperation Act  |
| 2 CFR Part 200     | Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards   |
| 2 CFR 200.67       | Micro-purchase  |
| 2 CFR 200.88       | Simplified Acquisition Threshold  |
| 2 CFR 200.318      | General Procurement Standards   |
| 2 CFR 200.320      | Methods of Procurement to be Followed   |
| 2 CFR 200.324      | Contract Cost and Price   |
| 2 CFR 200.520      | Criteria for a low-risk auditee   |
| 2 CFR Part 3485    | Nonprocurement Debarment and Suspension   |
| 2 CFR 200.321      | Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms  |
| 2 CFR 200.325      | Federal awarding agency or pass-through entity review   |

## **Management Resources:**

2023 – July Issue  
 2021 – December Issue  
 2020 – December Issue  
 2019 – January Policy Alert  
 2018 - August Issue  
 2017 - July Issue  
 2016 - March Issue  
 2015 - October Policy Issue  
 2015 - June Policy Issue  
 2013 - June Issue  
 2012 - April Issue  
 2011 - February Issue  
 Policy News, October 2005 Competitive Bid Process Changes  
 Policy News, June 2001 Legislation Further Simplifies Bid Compliance

**Classification:** Essential

**Adoption Date:** September 11, 1991  
**Revised Date:** July 1996  
**Revised Date:** January 1999  
**Revised Date:** September 2000  
**Revised Date:** April 2006  
**Revised Date:** May 12, 2010  
**Revised Date:** August 14, 2013  
**Revised Date:** March 22, 2017  
**Revised Date:** December 13, 2017  
**Revised Date:** December 12, 2018  
**Revised Date:** February 13, 2019  
**Revised Date:** January 13, 2021  
**Revised Date:** January 26, 2022  
**Revised Date:** November 8, 2023  
**Revised Date:** September 25, 2024

# Coversheet

## Procedures

**Section:** VII. Informational Items  
**Item:** E. Procedures  
**Purpose:**  
**Submitted by:**  
**Related Material:** 1112P Candidate Orientation 12.10.25.pdf



# Pullman School District Board Procedure

1112P

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## BOARD OF DIRECTORS

### Candidate Orientation

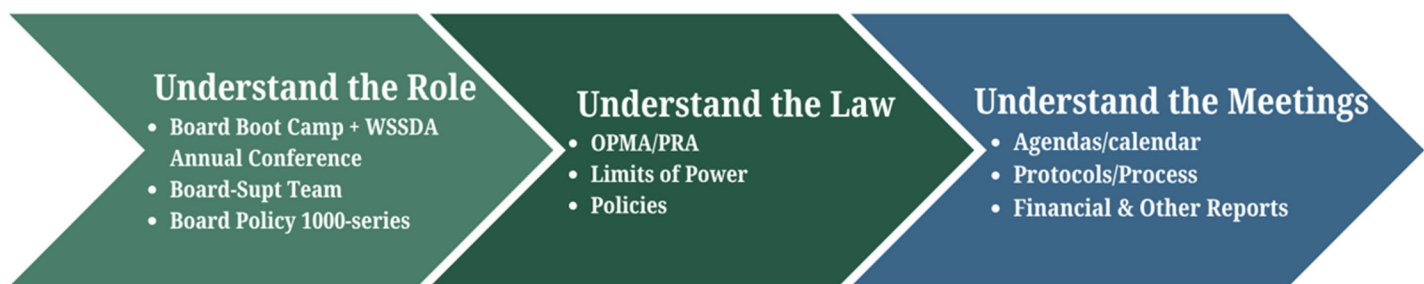
The following supports, professional development opportunities, and resources will be provided to incoming board members:

Washington State School Board Association (WSSDA) is a state agency authorized by the Legislature to be self – governing and provides statewide training & guidance, legislative advocacy support, and policy & legal resources for school boards

All Washington state public school directors are WSSDA members

WSSDA builds leaders by empowering its members with tools, knowledge and skills to govern with excellence and advocate for public education.

## SUPPORTING NEW BOARD MEMBERS' UNDERSTANDING



*Washington State School Directors' Association*

### Understanding the Role of a Board Member

- WSSDA -Board Boot Camp
- WSSDA – New Director Network
- Board – Superintendent Team Roles

| <u>LEADERSHIP TEAM ROLES</u>  |   |
|---|---|
| <u>SCHOOL BOARD – Governance Team</u><br>(Guides and Directs)                 | <u>SUPERINTENDENT – Management Team</u><br>(Administers and Operates) |
| <u>Decides What</u>   | <u>Decides How</u>  |
| <u>Requests Information</u>   | <u>Seeks and Provides Information</u>                                 |
| <u>Considers Issues</u>   | <u>Provides Recommendations</u>                                       |
| <u>Creates Reviews, Adopts Policy</u>   | <u>Recommends, Implements Policy</u>                                  |
| <u>Approves and Reviews Plans</u>   | <u>Implements Plans</u>   |
| <u>Monitors Progress</u>  | <u>Reports Progress</u>   |
| <u>Contracts with Personnel, Supervises, and Evaluates the Superintendent</u> | <u>Supervises and Evaluates Personnel</u>                             |
| <u>Approves and Reviews Budgets</u>   | <u>Formulates Budget</u>  |
| <u>Represents Public Interests</u>  | <u>Acts in Public Interest</u>  |



# Pullman School District Board Procedure

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## BOARD POLICY

### Policy - 1000 series, including but not limited to:

- Board-Superintendent Relationship [Policy 1620/P]
- Key Functions of the Board [Policy 1005]
- Board protocols – Operating Principles [Policy 1101F]
- Board member communication with each other and limitations [Policy Form 1101F2]
- Annual Goal Setting Process [Policy 1810]
- Legislative Advocacy: Who does this, when, why. [Policy 1225]
- Evaluation of the Board / Board Self-Assessment [Policy 1820/P]
- Evaluation of the Superintendent: Process and Timeline [Policy 1630]

## BOARD & SUPERINTENDENT ACTIVITIES

- Meeting with superintendent and assistant superintendent to learn more about the leadership team roles and responsibilities
- Meeting with the Finance Director to review the budget, procurement card process, board member compensation guidelines, voucher audit process, state and federal funding sources, levies, bonds, etc.
- Tour(s) of all district facilities (may include other board members and may occur in stages)

## TEAM TRANSITION

- ~~The superintendent or designee will facilitate a team building event allowing board members to establish themselves as a new team.~~

## ORIENTATION

- ~~Meeting with superintendent and assistant superintendent~~
- ~~Tour(s) of all district facilities (may include other board members and may occur in stages)~~
- ~~Meeting with the finance office to review the budget, procurement card process, board member compensation guidelines, expense claim audit process, state and federal funding sources, levies, bonds, etc.~~

## MENTORSHIP

- ~~A mentorship program designed to aid new board members in adjusting to their role.~~
- The Board President will assign current board members to serve as mentors for new members to support their transition into the role.
- ~~An existing Board member will be appointed as a mentor to the new board member/mentee. Topics covered include:~~

### ***Within the first 30 days:***

- Review Board Packet with the new board member prior to board meeting(s)
- District Strategic Plan
- Annual Board Retreat
- Confidentiality: Executive sessions, negotiations, email, HIPAA, FERPA
  - Family Educational Rights and Privacy - <https://studentprivacy.ed.gov/ferpa>
  - WAC 132P-33-100 Disclosure of Student Records
  - 34 CFR Part 99 – Family Educational Rights and Privacy
  - Executive or Closed Sessions and Public Hearings [Policy 1410]
- Robert's Rules of Order –
  - WSSDA's Parliamentary Procedure: A Guide for School Board Members and Superintendents

# Pullman School District Board Procedure

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- How to respond to calls and emails – chain of command and referring to Superintendent
- Testing and student performance

## ***Within the first 60 days:***

- ~~1000 series of policies, including but not limited to:~~
  - ~~Annual Goal Setting Process [Policy 1810]~~
  - ~~Evaluation of the Board / Board Self Assessment [Policy 1820/P]~~
  - ~~Evaluation of the Superintendent: Process and Timeline [Policy 1630]~~
  - ~~Legislative Advocacy: Who does this, when, why. [Policy 1225]~~
  - ~~Board Packet Agenda and Consent Agenda Structure [Policy 1420/P]~~
  - ~~Types of meetings: Regular board meetings, special meetings, work sessions, executive sessions, closed sessions, emergency meetings, bargaining meetings, board planning [Policy 1400/P]~~
  - ~~Board protocols [Policy 1101/P/F]~~
  - ~~Board member communication with each other and limitations [Policy Form 1101F]~~
  - ~~Board Superintendent Relationship [Policy 1620/P]~~
- Testing and student performance

## ***First 90 Days:***

- ~~The mentor will review the board packet with the new board member for the first 90 days of office, prior to the board meeting~~

## ***Six and Twelve Months:***

- ~~After six months and twelve months of service, the new board member will have a check-in meeting with the Superintendent and mentor to discuss lingering questions and reflections~~

## ***First 100 Days:***

- After six months and twelve months of service, the new board member will have a check-in meeting with the Superintendent and mentor to discuss lingering questions and reflections

## ***School Board Mentorship Resources:***

Website – School Board Tab

~~[https://www.pullmanschools.org/school\\_board](https://www.pullmanschools.org/school_board)~~ <https://www.pullmanschools.org/school-board>

- Policy and Procedures
- Board Meeting Schedule
- Meet Board Members
- Board Meeting Packets
- Board Meeting Minutes
- Board Meeting Broadcasts
- Board Responsibilities – Operating Principles/Board Protocols 1101F and Board Communication Protocols 1101F2
- School Board District Map
- Testing and Student Performance (<https://reportcard.ospi.k12.wa.us/>)

# Pullman School District Board Procedure

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## Understand the Law – Open Public Meetings Act (OPMA) and Public Records Requests (PRA) Requirements

Complete Open Government, Public Records Act, and Public Records Retention Training within 90 days of taking the Oath of Office or appointment (trainings will be facilitated by the superintendent or designee)

Washington State School Directors' Association (<https://wssda.org/>) also offers guidebooks, manuals, and publications at <https://wssda.org/newsroom/publications/>.

## Understand the School Board Meetings and Work Sessions

- Types of meetings: Regular board meetings, special meetings, work sessions, executive sessions, closed sessions, emergency meetings, bargaining meetings, board planning [Policy 1400/P]
- Board Packet Agenda and Consent Agenda – Structure [Policy 1420/P]
- WSSDA Open Public Meetings: A Guide for School Board Members and Superintendents
- Robert's Rules of Order – WSSDA's Parliamentary Procedure: A Guide for School Board Members and Superintendents
- Confidentiality: Executive sessions, negotiations, email, HIPAA, FERPA
  - Family Educational Rights and Privacy - <https://studentprivacy.ed.gov/ferpa>
  - WAC 132P-33-100 Disclosure of Student Records
  - 34 CFR Part 99 – Family Educational Rights and Privacy
  - Executive or Closed Sessions and Public Hearings [Policy 1410]

## Professional Learning Requirements and Opportunities

### **PROFESSIONAL DEVELOPMENT**

*RCW 42.56.150 Training—Local elected and statewide elected officials*

*RCW 42.56.152 Training—Public records officers*

*RCW 42.30.205 Training*

*RCW 28A.343.100 Governance training program*

*RCW 28A.345.115 School director governance—Cultural competency, diversity, equity and inclusion—Report*

*Board Policy 1805 Open Government Trainings*

*Board Policy 1822 Training and Professional Development for Board Members*

# Pullman School District Board Procedure

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- **Required - Educational equity training** for school directors is required by **RCW 28A.343.100** and offered through the WSSDA OnBoard professional learning series.
    - Newly-elected school board members must take two 2.5-hour courses during their first two years of board service, and one course in each subsequent school board term, which is typically four years. They can be taken in any order, and school directors can select the topics that interest them the most.
  - **Required - Open government training** for School Directors is required by **RCW 42.30.205**. School directors should take the training within 90 days of taking the oath of office and every four years thereafter.
  - **Optional - Tribal consultation** is required for *some* districts by the federal Every Student Succeeds Act (ESSA). These trainings are produced and delivered by OSPI's **Office of Native Education**. **Optional**
  - **Encouraged** - Attend the Washington State School Directors' Association (WSSDA) Board Boot Camp
  - **Encouraged** - School Finance Trainings offered through the WSSDA OnBoard professional learning series
  - ~~Attend the Washington State School Directors' Association (WSSDA) Board Boot Camp~~
  - ~~Complete Open Government, Public Records Act, and Public Records Retention Training within 90 days of taking the Oath of Office or appointment (trainings will be facilitated by the superintendent or designee)~~
  - ~~Complete the Washington State School Directors' Association (WSSDA) Equity Training. Each school director must complete two courses during their current term of office. Newly elected or appointed directors must meet the requirement within two years of taking office.~~
- Required courses: Introduction to the Commitment to Educational Equity and (1) Elective Course*

# Pullman School District Board Procedure

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## A SCHOOL DIRECTOR'S LEARNING PATH *Washington State School Directors' Association*



### Understand District and School Performance Indicators

- Testing and Student Performance - OSPI District and School Report Card (<https://reportcard.ospi.k12.wa.us/>)
- District Goals
- School Improvement Plans
- State and District Assessments
- Fiscal
  - PSD Website: <https://www.pullmanschools.org/finance>
  - OSPI Data: <https://ospi.k12.wa.us/policy-funding/school-apportionment/school-publications/financial-reporting-summary>

### RESOURCES

- Washington State School Directors' Association (<https://wssda.org/>) offers guidebooks, manuals, and publications at <https://wssda.org/newsroom/publications/>, including but not limited to:
  - WSSDA Open Public Meetings: A Guide for School Board Members and Superintendents
  - WSSDA Bargaining and Budgeting Manual
  - Educational Acronyms and Terminology
  - ~~WSSDA: Resources for New School Directors~~

# Pullman School District Board Procedure

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- WSSDA Parliamentary Procedures: A Guide for School Board Members and Superintendents
- Washington School Board Standards
- [Leading with Purpose: A Guide for Effective School Board Members](#)
- [A Toolkit for Legislative Impact](#)
- [Public Schools Funding FAQ](#)
- [The Basics of School Law](#)
- [Avoiding Conflicts of Interest](#)
- [Policy and Legal News](#)
- [WSSDA Direct](#)
- 
- National School Board Association Website – [www.nsba.org](http://www.nsba.org)
- Public Disclosure Commission Filing Information - <https://www.pdc.wa.gov/elected-officials>
- Contact information for all schools, administrators, and departments -  
[https://www.pullmanschools.org/district/staff\\_directory](https://www.pullmanschools.org/district/staff_directory) <https://www.pullmanschools.org/staff-directory>
- Annual Report Cards for each school - (<https://reportcard.ospi.k12.wa.us/>)  
[https://www.pullmanschools.org/families/important\\_notices/annual\\_report\\_cards](https://www.pullmanschools.org/families/important_notices/annual_report_cards)

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**Adoption Date:** January 11, 2023

**Revised Date:** November 8, 2023

# Coversheet

## Board Calendar & Communication Plan

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | VII. Informational Items                       |
| <b>Item:</b>             | F. Board Calendar & Communication Plan         |
| <b>Purpose:</b>          | FYI  |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | Board of Directors Communication Plan 2025.pdf |

August - December 2025



# Board of Directors Communication Plan

August

**Budget Hearing**

September

October

November

**Year End Finance Report**

December

**Community Update Article**

Arron Carter

**Community Update Article**

Superintendent  
*\*District Cover Page*

**Community Update Article**

Lisa Waananen Jones

**Community Update Article**

Nathan Roberts

**Community Update Article**

Amanda Tanner

**Board Listening Session**

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

**Superintendent  
Staff Meeting Presentations**

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

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

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

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

• **Board Liaison:**

- Provides Fall PTA-PTO-Booster Club Report

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

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

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

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

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

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



# Coversheet

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

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | VII. Informational Items                                       |
| <b>Item:</b>             | G. The Pullman Promise: Priorities, Goals, Success Indicators  |
| <b>Purpose:</b>          | FYI  |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | 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><br/>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><br/><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> |

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| <b>Mutual Respect</b> <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><br/>Reviewed data for target populations during Annual School Board Retreat<br/><br/>Principals present School Improvement Plans outlining goals, target outcomes, and measures for the 2025-26 school year.<br/><br/>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><br/><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>  |
| <b>Cultivate Trust</b> <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><br/><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> |
| <b>Build Together</b> <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>  |

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|   |   | <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>   |
| <b>Take Action</b> <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> | Monitor teaching and learning; enhance curriculum, instruction, and assessment.                                   | <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> |
| <b>Shared Decisions</b> <ul style="list-style-type: none"> <li>• Data and feedback inform decisions about best practices, professional development, and student support programs</li> </ul> | Support professional development, quality facilities, and sustainable initiatives to meet our mission and vision. | <ul style="list-style-type: none"> <li>• <b>Staff Professional Learning Surveys</b><br/>Staff provide feedback on professional learning days through the clock-hour and evaluation process.</li> </ul>  |

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|  |  | <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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