



## Pullman School District

### Regular Board Meeting

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#### Date and Time

Wednesday January 14, 2026 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. Land Acknowledgement Statement

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

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

**E. Approval of Agenda**

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

**II. Reports, Correspondence & Program**

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

**A. PHS ASB Report**

**B. Board Reports**

**C. Superintendent's Report**

- School Board Appreciation Month

**D. Program Reports**

- Jefferson Elementary Showcase presented by Kelsey Wintingham, *Jefferson Elementary Principal*
- Report: Pullman High School [Student Ambassador Program](#) presented by Jerrod Fleury, *Pullman High School Principal*
- Report: Technology Services presented by Tyler Craigie, *Information & Instructional Technology Supervisor*

**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 - December 10, 2025 Regular Board Meeting**

**B. Personnel Report**

**C. Professional/Personal Services Contracts**

**D. Warrants**

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

**E. Student Transfer Requests**

**F. ASB Fundraisers**

**G. Overnight Field Trip Requests**

**H. 2025-2026 Highly Capable Program Plan**

**I. Budget Status Report**

**J. ASB Constitution and Bylaws**

**K. Records Destruction Log**

**L. Out of State Travel Request**

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

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

**A. 2025-2026 Annual Organizational Meeting - Board President and Board Vice President**

Presenter: Board of Directors

**B. Bid Process – Jefferson and Franklin Elementary Roof Replacements**

Presenter: Juston Pollestad, Executive Director of Operations

**C. Johnson Property Bid Acceptance**

Presenter: Juston Pollestad, Executive Director of Operations

**D. 4260F Facility Rental Fee Schedule**

Presenter: Juston Pollestad, Executive Director of Operations

**VI. Discussion Items**

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

**A. 1101F Board Operating Protocols & 1101F2 Board Communication Protocols - Annual Review**

Presenter: Board of Directors

**B. 2025-2026 Annual Organizational Meeting - Representatives and Committee Appointment**

Presenter: Arron Carter, Board President

**C. Resolution 25-26:05 Acquisition of Real Property**

Presenter: Juston Pollestad, Executive Director of Operations

**D. Purchase and Sales Agreement between Pullman School District and Bernard & Heather Druffel (Johnson Property)**

Presenter: Juston Pollestad, Executive Director of Operations

**E. 5010 Nondiscrimination and Affirmative Action**

Presenter: Ryan Mulvey, Assistant Superintendent

**VII. Informational Items**

*Informational Items do not require action or discussion by the board. The items are included in the agenda for the board to review, and may be moved to the discussion items section of the board agenda*

*by any board member. Informational Items may include board procedure updates and non-substantive policy updates.*

**A. Administrative Requirements Update**

**B. Current Enrollment**

For 2025-2026 School Year

Budgeted FTE: 2540

Current FTE: 2627.57

Current Year Average FTE: 2637.28

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

**D. Informational Policies & Procedures**

**E. Non-Substantive Policy Updates**

**F. Procedures**

**G. Board Calendar & Communication Plan**

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

**VIII. Executive Session**

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

**A. Evaluation of Public Employees**

**IX. Closing Items**

**A. Adjourn Meeting**

*The president will adjourn the meeting.*

## Coversheet

### Superintendent's Report

**Section:** II. Reports, Correspondence & Program  
**Item:** C. Superintendent's Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2026-School-Board-Recognition-Month Proclamation.pdf

# The State of Washington



## Proclamation

**WHEREAS**, the mission of Washington's public school system is to ensure that all students achieve at high levels and possess the knowledge and skills to be responsible residents of a democratic society and enjoy productive and satisfying lives; and

**WHEREAS**, Washington's 295 locally elected school boards and 9 elected educational service district boards are the core of the public education governance system in our state; and

**WHEREAS**, the districts and regions they lead serve more than 1.1 million students, have a combined annual budget of over \$16 billion, and employ approximately 120,000 people; and

**WHEREAS**, school directors play a crucial role in promoting student learning and achievement by creating a vision, establishing policies and budgets and setting clear standards of accountability for all involved; and

**WHEREAS**, school directors are directly accountable to the residents of their districts and regions, serving as a vital link between members of the community and their schools; and

**WHEREAS**, school directors and educational service districts provide a passionate voice of advocacy for public schools and the welfare of school children; and

**WHEREAS**, it is appropriate to recognize school directors as outstanding public servants and champions of public education;

**NOW, THEREFORE**, I, Bob Ferguson, governor of the state of Washington, do hereby proclaim January 2026 as

### *School Board Recognition Month*

in Washington, and I encourage all people in our state to join me in this special observance.

Signed this 31<sup>st</sup> day of December, 2025

A blue ink signature of Governor Bob Ferguson, consisting of the initials "B.F." followed by a stylized surname.

Governor Bob Ferguson



## Coversheet

### Minutes - December 10, 2025 Regular Board Meeting

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

DRAFT



# Pullman School District

## Minutes

### Regular Board Meeting

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#### Date and Time

Wednesday December 10, 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

Arron Carter, Craig Nelson, Deena Bayoumi, Lisa Waananen Jones, Stephanie Horn

#### Directors Absent

None

#### Guests Present

Bob Maxwell, Courtney Hodge, Diane Hodge, Ryan Mulvey

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#### I. Opening Items

##### A. Record Attendance

##### B. Call the Meeting to Order

Arron Carter called a meeting of the board of directors of Pullman School District to order on Wednesday Dec 10, 2025 at 6:30 PM.

**C. Flag Salute**

**D. Oath of Office**

Dr. Maxwell conducted the Oath of Office for:

- Deena Bayoumi was elected by the public to serve as Board Director for District 4 and was sworn into office.
- Stephanie Horn was elected by the public to serve as Board Director for District 5 and was sworn into office.

**E. Land Acknowledgement Statement**

**F. Approval of Agenda**

Changes to the agenda:

- Overnight Field Trip Request - Added to consent agenda
- Personnel Report Addendum - Added to consent agenda

Craig Nelson made a motion to approve the agenda.

Lisa Waananen Jones 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:

- Clash of the Combines activities are underway in competition with Moscow.
- Dig to Donate, hosted by the PHS DECA Club, was held with proceeds donated to the Community Action Center.
- A food drive was conducted, with student donations benefiting Pullman Child Welfare.
- Spirit Packs are being sold for students to wear during Clash of the Combines games.
- Coin Wars is currently underway in competition with Moscow, with proceeds to be donated to Alternatives to Violence of the Palouse (ATVP).
- School-wide lunch competitions were held, with standings reported by class.
- Clash of the Combines basketball games are scheduled to take place this Friday at Moscow Middle School.

**B. Board Reports**

- **Stephanie Horn:** Shared enthusiasm for joining the Board, reflected on attending the November WSSDA Conference as a valuable opportunity to learn, network, and build connections with fellow board members statewide, and expressed appreciation for the welcoming environment during recent visits to KES and PHS.
- **Deena Bayoumi:** Echoed similar sentiments and noted that Jefferson Elementary School will host a Multicultural Night on December 11 from 5:00–7:00 p.m.
- **Craig Nelson:** No update.
- **Lisa Waananen Jones:** No update.
- **Arron Carter:** Reported attending the WSSDA Conference and participating in follow-up discussion during a board work session, reminded the Board that protocols and committee/liaison assignments will be reviewed at the first January meeting, and noted that business cards with Board contact information have been provided.

### **C. Superintendent's Report**

- Reported that activities are underway across all schools, including concerts, sports events, and Jefferson Elementary School's Multicultural Night.
- The district is preparing for the 2026 legislative session, and noted that the State Board of Education is considering updates to graduation requirements that would impact the freshman class of 2031.

### **D. Program Reports**

#### **Franklin Elementary Showcase**

**Presenter: Chris Lippay, Franklin Elementary 4th Grade Teacher**

Introduced by Franklin Principal Elizabeth Pavlik, Chris Lippay presented an overview of the “Take the Challenge” approach used in the classroom, which emphasizes extending learning, deeper engagement with content, and making personal connections to foster a strong community of learners. Students shared examples demonstrating how they have “taken the challenge” in their learning.

#### **Career and Technical Education Update**

**Presenter: Jill Bickelhaupt, CTE Director**

Jill Bickelhaupt, PSD CTE Director provided an overview of Career and Technical Education, emphasizing its role in real-world, career-connected learning that supports student engagement, employability skills, graduation pathways, and postsecondary readiness. The presentation highlighted CTE program areas offered at Pullman High School and Lincoln Middle School, which provide alternative graduation pathways, CTE dual credit, and industry-recognized credentials, and included enrollment and demographic data with clarification that a CTE completer is defined as a student who completes two courses within a program area. The update also recognized student leadership through CTSOs and reviewed Perkins Grant funding for the 2025–26 school

year, noting the district's guaranteed allocation contingent on meeting application requirements, as well as the receipt of an additional Perkins Reserve Grant to support media program equipment. The report concluded with future direction priorities focused on inclusive access for all students, continued pathway alignment, and consideration of the feasibility of adding Health Sciences back into the district's CTE offerings.

**Report: Transportation**

**Presenter: Bob Maxwell, Superintendent on behalf of Juston Pollestad, Executive Director of Operations**

Dr. Maxwell presented the annual transportation report, providing an overview of operations, a staffing update, and a review of the district's vehicle fleet. During board discussion, questions were raised regarding driver shortages, with Dr. Maxwell noting that while some districts continue to experience challenges, improved economic conditions and expanded recruitment efforts have contributed to stabilization in some areas. The Board also discussed Safe Routes to School, with clarification that route maps are reviewed and submitted annually through Transportation and that funding supports crossing guard equipment and advisor stipends. Additional discussion addressed bus stop adjustments, with Dr. Maxwell explaining that stops are reviewed annually based on student enrollment, school-based transfer points have been effective, and the district worked with city transit to reinstate at least one previously eliminated stop.

**Report: Human Resources Report**

**Presenter: Bob Maxwell, Superintendent**

Dr. Maxwell provided the annual Human Resources staffing report which included a breakdown of staff district-wide, substitutes, volunteers, collective bargaining groups, and an overview of applications received for open positions, and an overview of the various supports in place for staff.

**2024-2025 Assessment Results**

**Presenter: Ryan Mulvey, Assistant Superintendent**

Assistant Superintendent Mulvey presented an overview of state assessment results, including participation requirements and proficiency levels, noting that Levels 3 and 4 are considered at standard and that the state now allows students to meet graduation requirements by achieving a high Level 2 proficiency. Math was identified as a priority area for improvement both statewide and within the district, while celebrations included improved English Language Arts (ELA) proficiency rates for 3rd grade at Sunnyside Elementary School and 4th and 5th grades at Franklin Elementary School when comparing 2023–24 to 2024–25 results. Areas of opportunity focused on mathematics, with principals identifying math as a school improvement goal and implementing targeted interventions, particularly for students who previously scored at Level 2, to increase the number of students reaching Levels 3 and 4.

Board discussion addressed trends showing continued growth in ELA across grade levels compared to declines in math from middle to high school, alignment of assessed content

with secondary coursework, and the use of interim assessments and instructional adjustments to better prepare students. Additional discussion clarified assessment timing in the spring, challenges related to scheduling, and testing conditions, including that assessments are untimed and allow students to pause and resume, though they cannot revisit completed sections.

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

Multicultural Night at Jefferson Elementary is being hosted by the Jefferson PTA.

### **III. Public Comment**

#### **A. Speakers**

##### **Speaker: Jason Cook**

Topic: Speaker provided comment about transporting students between LMS and PHS via the Pullman Transit routes. Bus are crowded and the disruptive behavior of students on those buses is problematic. Disruptions include physical behavior and language as examples.

### **IV. Consent Agenda**

#### **A. Minutes - November 12, 2025 Regular Board Meeting**

Lisa Waananen Jones made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 11-12-25.

Craig Nelson seconded the motion.

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

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

Lisa Waananen Jones made a motion to approve the minutes as part of the consent agenda from Board Work Session on 12-03-25.

Craig Nelson seconded the motion.

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

#### **C. Personnel Report**

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

#### **E. Warrants**

#### **F. Student Transfer Requests**

#### **G.**

## **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**

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

Lisa Waananen Jones made a motion to approve the consent agenda (Items IV. A-L). Craig Nelson seconded the motion.

Board Director Carter noted the Finance Committee met and the Finance Committee is coming forward with the projected budgeted enrollment that is included in the consent agenda.

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

## **V. Action Items**

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

**Presenter: Bob Maxwell, Superintendent**

Approval of Purchase and Sale Agreement for ~30 acres by the District. Dr. Maxwell clarified that the funds for the purchase will come from the Capital Projects Fund, which is designated for building projects and property acquisitions. The property is within city limits, adjacent to utilities, and contiguous with 60 acres already owned by the District.

Dr. Maxwell clarified that the purchase would use leftover bond and capital projects funds. Board Director Waananen Jones noted the strategic opportunity due to the existing relationship with the property owners, the flexibility it provides for future use, and that the purchase would help the District satisfy an existing encumbrance requirement from the sale of the Pullman Aquatic Center.

Craig Nelson made a motion to approve the purchase of 30.01 acres of property.

Lisa Waananen Jones seconded the motion.

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

### **B. 2025-2028 Pullman Education Association Bargaining Agreement**

**Presenter: Bob Maxwell, Superintendent**

Provided an overview of the major revisions to the agreement.

Lisa Waananen Jones made a motion to approve the 2025-2028 Pullman Education Bargaining Agreement as presented.  
Stephanie Horn seconded the motion.  
The board **VOTED** unanimously to approve the motion.

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

**Presenter: Bob Maxwell, Superintendent**

Provided an overview of the major revisions to the agreement. No questions since it was last presented.

Lisa Waananen Jones made a motion to approve the 2025-2028 Pullman Classified Educators Association (Paraeducators) Bargaining Agreement.

Craig Nelson seconded the motion.

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

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

**Presenter: Bob Maxwell, Superintendent**

Provided an overview of the major revisions to the agreement. No questions since it was last presented.

Craig Nelson made a motion to approve the 2025-2028 Pullman Classified Educators Association (ESP) Agreement as presented.

Lisa Waananen Jones seconded the motion.

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

**E. 6212 Charge Cards**

**Presenter: Diane Hodge, Finance Director**

Recommendation by the auditor from our last audit to align with our current practice.

Deena Bayoumi made a motion to approve 6212 to align with current practices as recommended by the State Auditor.

Craig Nelson seconded the motion.

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

**VI. Discussion Items**

**A. Bid Process – Jefferson and Franklin Elementary Roof Replacements**

**Presenter: Bob Maxwell, Superintendent on behalf of Juston Pollestad, Executive Director of Operations**

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, and reduce future maintenance expenditures.

To move forward, Pullman School District will initiate the formal bid process required for major construction projects. 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.

Board members confirmed the project would be funded through the Capital Projects Fund. Dr. Maxwell explained the district will issue a formal bid process, offering bids individually and jointly for both schools, and return to the Board with recommended awards. The goal is to complete replacements within the next calendar year if bids and timing allow. Both roofs are original from the 1990s, with Jefferson previously receiving only a patch. The district intends to follow a replacement approach similar to recent work at LMS and KES.

#### **B. Johnson Property Bid Acceptance**

**Presenter: Bob Maxwell, Superintendent on behalf of Juston Pollestad, Executive Director of Operations**

The Johnson School property consists of the former Johnson School building and approximately 2.77 acres of land. 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.

#### **C. 4260F Facility Rental Fee Schedule**

**Presenter: Bob Maxwell, Superintendent on behalf of Juston Pollestad, Executive Director of Operations**

Pullman School District with input from the PSD Finance Committee has updated its facility rental fee schedule. 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. 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 is to offset some of the costs with maintenance and upkeep incurred with the rental of our facilities.

Board members noted the update maintains affordability for non-profits without raising rates, potentially encouraging greater use of district facilities. The district will monitor the impact on usage and determine if future adjustments are needed. It was clarified that

organizations must provide their own insurance coverage; it is not included in the rental fees.

## **VII. Informational Items**

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

### **B. Current Enrollment**

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

### **D. Non-Substantive Policy Updates**

### **E. Procedures**

*Board Director Carter noted that he and Dr. Maxwell worked on 1112P Candidate Orientation update to align with WSSDA board resources.*

### **F. Board Calendar & Communication Plan**

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

## **VIII. 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 8:23 PM.

Respectfully Submitted,  
Arron Carter

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### **Documents used during the meeting**

- 1111 Oath of Office 8.13.25.pdf
- OATH OF OFFICE-Deena Bayoumi 12.10.25.pdf
- OATH OF OFFICE-Stephanie A. Horn 12.10.25.pdf
- Transportation Report 12.10.25.pdf
- 2025-2026 HR Dashboard Report.pdf
- Board Report - 12.10.2025 Personnel.pdf
- Board Report - 12.10.2025 Personnel - Addendum.pdf
- Board Report - Contracts 12.10.2025.pdf

- Payroll Warrant Authorization Form\_November 2025.pdf
- CK Summaries 12.10.25.pdf
- 2025 12.10 Regular Board Meeting - Student Transfer Requests.pdf
- PSD Perkins Application 2025.pdf
- New ASB Club Request - LMS Debate Club 12.10.25.pdf
- 2026-27 Budgeted Enrollment Projection.pdf
- ZEN Solar Updated PPA.pdf
- ASB Fundraiser - PHS FFA\_Pet Drive 12.10.25.pdf
- ASB Fundraiser - PHS FFA\_Food Drive 12.10.25.pdf
- ASB Fundraiser - PHS FFA\_Winter Ball 12.10.25.pdf
- Overnight Field Trips 2025-2026 Winter.pdf
- ES Purchase and Sale Agreement Purchase of Quist Property 12.10.25.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
- ES Bid Process - JES and FES Roof Replacements 12.10.25.pdf
- ES Johnson Property Bid Acceptance 12.10.25.pdf
- ES 4260F Facility Rental Fee Schedule 12.10.25.pdf
- 4260F Facility Rental Fee Schedule 12.10.25.pdf
- December Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 6220 Bid-or RFP Requirements 12.10.25.pdf
- 1112P Candidate Orientation 12.10.25.pdf
- Board of Directors Communication Plan 2025.pdf
- 2025-26 Strategic Plan Goals\_Priorities\_Success Indicators.pdf

## Coversheet

### Personnel Report

**Section:** IV. Consent Agenda  
**Item:** B. Personnel Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Board Report - 1.14.2026 Personnel.pdf

# MEMORANDUM

TO: Board of Directors

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

DATE: January 14, 2026

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:** **Crystal Adams** as leave replacement second grade teacher at Jefferson Elementary School for the remainder of the 2025-2026 school year only

**Sarah Maxwell** as leave replacement fourth grade teacher at Kamiak Elementary School for the remainder of the 2025-2026 school year only

**Maria Quintero Alvarez** as leave replacement first grade teacher at Franklin Elementary School beginning approximately February 23, 2026, through the end of the 2025-2026 school year

**Classified:** **Tommy Dickinson** as assistant cook/cashier at Pullman High School

**James Dobson**, custodian at Kamiak Elementary School, transfer to lead II custodian at Kamiak Elementary School

**Viktoria Hotchkiss**, special education paraeducator at Kamiak Elementary School, request for a leave of absence beginning January 5, 2026, through approximately March 27, 2026

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

**David Lopez** as head wrestling coach at Lincoln Middle School

**For Your Information:**

**Andrea Reinhart**, counselor at Kamiak Elementary School, has received approval to take eight days of unpaid leave in May and June

## Coversheet

### Professional/Personal Services Contracts

**Section:** IV. Consent Agenda  
**Item:** C. Professional/Personal Services Contracts  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Report - Contracts 1.14.2026.pdf

# MEMORANDUM

TO: Board of Directors

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

DATE January 14, 2026

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:**

**Discipline Associates, LLC** to provide in-person professional development training to K-12 educators working with challenging students in general education, self-contained, and inclusion settings, August 19, 2026, through June 1, 2027, \$30,000.

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

## Coversheet

### Warrants

**Section:**

IV. Consent Agenda

**Item:**

D. Warrants

**Purpose:**

FYI

**Submitted by:****Related Material:**

Payroll Warrant Authorization Form\_December 2025.pdf

CK Summaries 1.14.26.pdf



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

## **PAYROLL WARRANT AUTHORIZATION**

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers 26737063 to 26737094 inclusive, with payroll amounting to \$3,032,052.05 issued 12/31/2025 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 January 10, 2026, the board, by a \_\_\_\_\_ vote,  
approves payments, totaling \$1,760.04. The payments are further identified  
in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26737062 through 26737062, totaling \$1,760.04

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
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26737062	Montgomery, Brandy Lea	12/08/2025	1,760.04
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1	Computer	Check(s) For a Total of	1,760.04
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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	1,760.04
Total For 1	Manual, Wire Tran, ACH & Computer	Checks	1,760.04
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	1,760.04

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

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	1,760.04	0.00	0.00	1,760.04

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 January 14, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$124,685.82. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26737095 through 26737097, totaling \$124,685.82

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
26737095	Avista Utilities	12/19/2025	73,466.78
26737096	Kramer, Roberta Jo	12/19/2025	51.25
26737097	PowerSchool Group LLC	12/19/2025	51,167.79

Check Nbr	Vendor Name	Check Date	Check Amount
26737095	Avista Utilities	12/19/2025	73,466.78
26737096	Kramer, Roberta Jo	12/19/2025	51.25
26737097	PowerSchool Group LLC	12/19/2025	51,167.79

3	Computer	Check(s) For a Total of	124,685.82
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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
3	Computer	Checks For a Total of	124,685.82
Total For 3	Manual, Wire Tran, ACH & Computer	Checks	124,685.82
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	124,685.82

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

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	51.25	0.00	124,634.57	124,685.82

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

As of January 14, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$93.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26737098 through 26737099, totaling \$93.75

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
26737098	Casqueiro, Thalassa	01/15/2026	37.50
26737099	Kovanda, Rachel Cathy	01/15/2026	56.25
2	Computer	Check(s) For a Total of	93.75

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	93.75
Total For 2	Manual, Wire Tran, ACH & Computer Checks		93.75
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	93.75

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

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	0.00	0.00	93.75	93.75

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 January 14, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,586.06. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26737100 through 26737110, totaling \$7,586.06

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
26737100	City of Pullman Police	01/15/2026	641.65
26737101	Game One	01/15/2026	1,367.28
26737102	GSL-Greater Spokane League	01/15/2026	765.00
26737103	King County Director's Assoc	01/15/2026	456.84
26737104	National FFA Organization	01/15/2026	245.00
26737105	Prostock Athletic	01/15/2026	2,209.25
26737106	Pullman School District	01/15/2026	390.00
26737107	Pullman School Dist - Revolvin	01/15/2026	495.00
26737108	Skills USA	01/15/2026	780.00
26737109	US Foods, Inc.	01/15/2026	168.04
26737110	Washington FFA Association	01/15/2026	68.00

11 Computer Check(s) For a Total of 7,586.06

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	7,586.06
Total For 11	Manual, Wire Tran, ACH & Computer Checks		7,586.06
Less	0 Voided	Checks For a Total of	0.00
		Net Amount	7,586.06

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

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-19.60	0.00	7,605.66	7,586.06

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 January 14, 2026, the board, by a \_\_\_\_\_ vote,  
approves payments, totaling \$43,444.91. The payments are further identified  
in this document.

Total by Payment Type for Cash Account, AP ACH:

ACH Numbers 252600084 through 252600084, totaling \$43,444.91

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
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252600084	BMO Corporate Mastercard	01/09/2026	43,444.91
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1	ACH	Check(s) For a Total of	43,444.91
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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	43,444.91
0	Computer	Checks For a Total of	0.00
Total For 1	Manual, Wire Tran, ACH & Computer Checks		43,444.91
Less	0 Voided	Checks For a Total of	0.00
		Net Amount	43,444.91

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

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-41.64	0.00	43,486.55	43,444.91

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 January 14, 2026, the board, by a \_\_\_\_\_ vote,  
approves payments, totaling \$9,055.26. The payments are further identified  
in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600083 through 252600083, totaling \$9,055.26

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
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252600083	BMO Corporate Mastercard	01/09/2026	9,055.26
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1	ACH	Check(s) For a Total of	9,055.26
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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
1	ACH	Checks For a Total of	9,055.26
0	Computer	Checks For a Total of	0.00
Total For 1	Manual, Wire Tran, ACH & Computer	Checks	9,055.26
Less	0	Voided	0.00
		Checks For a Total of	
		Net Amount	9,055.26

## 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	9,055.26	9,055.26

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 January 14, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$16,799.56. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:

ACH Numbers 252600082 through 252600082, totaling \$16,799.56

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
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252600082	BMO Corporate Mastercard	01/09/2026	16,799.56
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1	ACH	Check(s) For a Total of	16,799.56
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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	16,799.56
0	Computer	Checks For a Total of	0.00
Total For 1	Manual, Wire Tran, ACH & Computer	Checks	16,799.56
Less	0	Voided	Checks For a Total of
		Net Amount	0.00
			16,799.56

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

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-75.41	0.00	16,874.97	16,799.56

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 January 14, 2026, the board, by a \_\_\_\_\_ vote,  
approves payments, totaling \$2,232.49. The payments are further identified  
in this document.

Total by Payment Type for Cash Account, AP ACH:

ACH Numbers 252600081 through 252600081, totaling \$2,232.49

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
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252600081	BMO Corporate Mastercard	01/09/2026	2,232.49
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1	ACH	Check(s) For a Total of	2,232.49
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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
1	ACH	Checks For a Total of	2,232.49
0	Computer	Checks For a Total of	0.00
Total For 1	Manual, Wire Tran, ACH & Computer	Checks	2,232.49
Less	0	Voided	Checks For a Total of
		Net Amount	0.00
			2,232.49

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

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-32.45	0.00	2,264.94	2,232.49

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 January 14, 2026, the board, by a \_\_\_\_\_ vote,  
approves payments, totaling \$1,732.56. The payments are further identified  
in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26737113 through 26737129, totaling \$1,732.56

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

Check Nbr	Vendor Name	Check Date	Check Amount
26737113	Bayoumi, Deena A	01/15/2026	94.00
26737114	Bromley, Daniel Patrick	01/15/2026	26.46
26737115	Carter, Arron Hyrum	01/15/2026	59.00
26737116	Cheslek, David J	01/15/2026	150.00
26737117	Dobbins, Natalie Christine	01/15/2026	26.67
26737118	Gibson, Angela Kae	01/15/2026	35.28
26737119	Harrod, Eric Tyler	01/15/2026	90.00
26737120	Hartung, Gregory P	01/15/2026	177.00
26737121	Hathaway, Diane Virginia	01/15/2026	153.00
26737122	Lopez, Autumn M	01/15/2026	20.79
26737123	Lyman, Katherine Jane	01/15/2026	250.00
26737124	Nelson, Craig William	01/15/2026	94.00
26737125	Patera, Jill Louisa	01/15/2026	153.00
26737126	SaintPierre, Carrie Elizabeth	01/15/2026	3.36
26737127	Schertenleib, Samantha Marie	01/15/2026	153.00
26737128	Waananen Jones, Lisa Lynn	01/15/2026	94.00
26737129	Wolf, Niki Michaline	01/15/2026	153.00

17 Computer Check(s) For a Total of 1,732.56

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
17	Computer	Checks For a Total of	1,732.56
Total For 17	Manual, Wire Tran, ACH & Computer	Checks	1,732.56
Less	0 Voided	Checks For a Total of	0.00
		Net Amount	1,732.56

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

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	1,732.56	1,732.56

GF

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 January 14, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$179,620.52. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26737130 through 26737195, totaling \$179,620.52

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

Check Nbr	Vendor Name	Check Date	Check Amount
26737130	Amable Consulting LLC	01/15/2026	1,500.00
26737131	Artistic Blinds LLC	01/15/2026	1,377.00
26737132	Broughton, Alexandra D	01/15/2026	2,677.50
26737133	Bryson Sales & Service	01/15/2026	978.38
26737134	Building Blocks Pediatric Ther	01/15/2026	486.00
26737135	Ccooper Services	01/15/2026	570.00
26737136	Charlies Produce	01/15/2026	6,424.86
26737137	City Of Pullman	01/15/2026	7,974.62
26737138	City of Pullman Water	01/15/2026	11,542.60
26737139	Coleman Oil Company LLC	01/15/2026	2,920.16
26737140	College Board	01/15/2026	1,609.56
26737141	Community Child Care Center	01/15/2026	1,308.56
26737142	Consolidated Electric	01/15/2026	1,359.07
26737143	Demco	01/15/2026	276.40
26737144	Dunlap, Ryan D	01/15/2026	50.00
26737145	Envoy Plan Services, Inc.	01/15/2026	17.50
26737146	Ferguson Enterprises Inc	01/15/2026	157.49
26737147	Foster and Flourish, LLC	01/15/2026	2,635.81
26737148	Four Star Supply Co., Inc	01/15/2026	1,636.18
26737149	Gold Star Foods	01/15/2026	828.12
26737150	Gordon, Alexander J	01/15/2026	50.00
26737151	HD Supply Facilities Maint	01/15/2026	236.56
26737152	HD SUPPLY	01/15/2026	5,446.98
26737153	Heritage Wheel & Tire	01/15/2026	34.67
26737154	Hilliard's Htg & Plumbing, Inc	01/15/2026	82.09
26737155	Huddle Up Care Inc	01/15/2026	1,946.80
26737156	Inland North Waste	01/15/2026	306.14
26737157	JPS Books + Logistics	01/15/2026	2,264.00
26737158	King County Director's Assoc	01/15/2026	305.33
26737159	Kuhl Auto Parts, LLC	01/15/2026	1,381.35
26737160	Leader Services	01/15/2026	322.00
26737161	Les Schwab	01/15/2026	6,103.00
26737162	Level 3 Communications	01/15/2026	378.71

Check Nbr	Vendor Name	Check Date	Check Amount
26737163	Lionbridge Technologies Inc.	01/15/2026	24.99
26737164	LKJ Pizza LLC	01/15/2026	2,753.94
26737165	McGraw-Hill School Education H	01/15/2026	65.58
26737166	Micrist Environmental	01/15/2026	754.29
26737167	Mielke, Michelle	01/15/2026	75.00
26737168	Moscow-Pullman Bldg. Supply	01/15/2026	1,546.25
26737169	Newasa	01/15/2026	340.00
26737170	NEWESD 101	01/15/2026	12,709.58
26737171	Northwest Auto Parts	01/15/2026	218.75
26737172	OFFICE DEPOT	01/15/2026	298.71
26737173	Omega Electric	01/15/2026	1,134.30
26737174	OMWBE	01/15/2026	352.37
26737175	OSPI - Child Nutrition Svcs	01/15/2026	3,352.37
26737176	Otis Elevator Co	01/15/2026	349.31
26737177	OverDrive	01/15/2026	109.99
26737178	Penland, Sarah	01/15/2026	499.80
26737179	Pollestad, Juston B	01/15/2026	150.00
26737180	Pullman Disposal	01/15/2026	7,171.86
26737181	Pullman School Dist - Revolvin	01/15/2026	218.00
26737182	RWC Group	01/15/2026	3,276.94
26737183	Sangoma US Inc.	01/15/2026	132.15
26737184	Skills USA	01/15/2026	150.00
26737185	SolvePath LLC	01/15/2026	1,771.20
26737186	Stevens - Clay PS	01/15/2026	18,757.90
26737187	Triton Sensors LLC	01/15/2026	452.25
26737188	US Foods, Inc.	01/15/2026	28,807.84
26737189	Walter E Nelson Co	01/15/2026	2,065.84
26737190	Western States Cat Store	01/15/2026	2,262.06
26737191	Whitman County Auditor	01/15/2026	16,161.00
26737192	Whitman County Health Dept	01/15/2026	970.00
26737193	Whitman County Landfill	01/15/2026	598.60
26737194	WIREWORKS ELECTRIC	01/15/2026	150.00
26737195	Yellow Duck Refrigeration	01/15/2026	6,752.21

66 Computer Check(s) For a Total of 179,620.52

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
66	Computer	Checks For a Total of	179,620.52
Total For 66	Manual, Wire Tran, ACH & Computer Checks		179,620.52
Less	0 Voided	Checks For a Total of	0.00
		Net Amount	179,620.52

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

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-44.64	198.00	179,467.16	179,620.52

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 January 14, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$221.74. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600085 through 252600089, totaling \$221.74

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
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252600085	Claassen, Katelyn Jamie	01/15/2026	9.45
252600086	El Chabib, Zena	01/15/2026	7.42
252600087	John, Jamie Elizabeth	01/15/2026	30.94
252600088	Lee, Ann Marie	01/15/2026	20.93
252600089	Winningham, Kelsey Elizabeth A	01/15/2026	153.00

5	ACH	Check(s) For a Total of	221.74
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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
5	ACH	Checks For a Total of	221.74
0	Computer	Checks For a Total of	0.00
Total For 5	Manual, Wire Tran, ACH & Computer Checks		221.74
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	221.74

## 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	221.74	221.74

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 January 14, 2026, the board, by a \_\_\_\_\_ vote,  
approves payments, totaling \$11,913.12. The payments are further identified  
in this document.

Total by Payment Type for Cash Account, AP ACH:

ACH Numbers 252600090 through 252600099, totaling \$11,913.12

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600090	Center for the Collaborative	C 01/15/2026	72.37
252600091	H & H Business Systems	01/15/2026	9,510.41
252600092	Haramoto, Kameron	01/15/2026	50.00
252600093	Heiszler, Matthew David	01/15/2026	50.00
252600094	IML Security Supply	01/15/2026	103.54
252600095	Maxwell, Robert L	01/15/2026	475.00
252600096	Mulvey, Ryan Alan	01/15/2026	150.00
252600097	Smith, Jennifer Elaine	01/15/2026	80.00
252600098	US Linen and Uniform	01/15/2026	1,311.80
252600099	Ventresco, Dominick Richard	01/15/2026	110.00

10 ACH

Check(s) For a Total of

11,913.12

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
10	ACH	Checks For a Total of	11,913.12
0	Computer	Checks For a Total of	0.00
Total For 10	Manual, Wire Tran, ACH & Computer	Checks	11,913.12
Less	0	Voided	Checks For a Total of
		Net Amount	0.00
			11,913.12

## 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	11,913.12	11,913.12

## Coversheet

### Student Transfer Requests

**Section:** IV. Consent Agenda  
**Item:** E. Student Transfer Requests  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2026 01.14 Regular Board Meeting - Student Transfer Requests.pdf



# SCHOOL BOARD REPORT

## Student Transfer Requests

January 14, 2026

Transfer Requests 2025-2026

### Released to PSD

- M. Pearson, Grade 10, Released from Colton School District – New

### Released from PSD

- J. De La Cruz, Grade 8, Released to Insight School of Washington in the Quillayute Valley School District – New
- J. Hunt, Grade 7, Released to Insight School of Washington in the Quillayute Valley School District – New
- D. Perry, Grade 11, Released to Washington Virtual Academy in the Omak School District – New
- Z. Flathers-Muldowney, Grade 9, Released to Washington Online School in the South Bend School District – New
- D. Berntgen-Stapleton, Grade 5, Released to Washington Digital Academy in the South Bend School District – Renewal

### Rescinded Transfer Requests

- No rescindments at this time

## Coversheet

### ASB Fundraisers

**Section:** IV. Consent Agenda  
**Item:** F. ASB Fundraisers  
**Purpose:**  
**Submitted by:**  
**Related Material:** ASB Fundraiser - PHS Wrestling\_Chipotle 1.14.26.pdf



# Fundraising/Activity Form

RECEIVED  
JAN 08 2026  
By \_\_\_\_\_

ASB  ASB Charitable  General Fund

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

School:	Pullman High School	Group Name:	Wrestling	Account #:	2026
Proposed Fundraising Activity: <u>Chipotle Fundraising</u>					
Intended Use of Proceeds: <u>Tournament Fees/Travel Fees</u>					
Estimated Revenues:	\$200	Estimated	0		
Expenses: \$ Estimated Revenues-Estimated Expenses=Estimated Profit: <u>\$200</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>01/26/2026</u>	End: <u>1/26/26</u>			
Team/Club Leader (student):	<u>Seo Sougyn</u> (Signature & Date)		ASB Bookkeeper (staff):	<u>J. Jon</u> (Signature & Date)	
Coach/Club Advisor (staff):	<u>S. A.</u> (Signature & Date)		Principal's <i>Pre-Approval</i> :	<u>S. -</u> (Signature & Date)	
Student Leadership(student):	<u>u u</u> <u>1/7/26</u> (Signature & Date)		Activity Coordinator:	<u>Eva Lehn</u> (Signature & Date)	

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

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

## C. Accounting Summary of Fundraiser (Reconciliation)

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

## Coversheet

### Overnight Field Trip Requests

<b>Section:</b>	IV. Consent Agenda
<b>Item:</b>	G. Overnight Field Trip Requests
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	<a href="#">Overnight Field Trip Request - PHS Science Olympiad.pdf</a> <a href="#">Overnight Field Trip Request - PHS DECA.pdf</a> <a href="#">Overnight Field Trip Request - LMS Science Olympiad.pdf</a> <a href="#">Overnight Field Trip Request - PHS Boys Swim - Districts FEB 2026.pdf</a>

## Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip RequestTeacher/Group Requesting: PHS Science Olympiad

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

1. Number of students involved: Up to 302. Purpose of trip: Compete at State3. Destination: Ellensburg, WAIs this a result of competition:  Yes  No

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

Hotel5. Number of chaperones: 3+

Names of chaperones:

Mrs. & Mrs. Danoloothers TBD

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

 ASB  Principal  Fund Raiser  Other \_\_\_\_\_Cost to student: \$ 75<sup>00</sup> each Total Cost: \$ 2000 for bus  
Hotel & 1 meal

(hopefully share w/LMS)

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

4/17-18/2026 100 pm from LMS

8. Insurance implications:

9. Method of transportation:

 School Bus  Charter Bus  Private Vehicles  Rental Vehicles Other (i.e. airplane, train, etc.) \_\_\_\_\_Signature of Advisor/Coach: Maryla HaugenSignature of Building Principal: Chad McPheeErin Leck

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

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

Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip RequestTeacher/Group Requesting: PHS DECA

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

1. Number of students involved: up to 502. Purpose of trip: State DECA Competition3. Destination: BelleuveIs this a result of competition:  Yes  No4. Housing (Motel, Private Houses, etc.):  
Hotels5. Number of chaperones: up to 5 (WA DECA has a 1:10 ratio)

Names of chaperones:

Melissa Mayer; Bryce Gravel; others TBD

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

 ASB  Principal  Fund Raiser  Other DECA funds; boosterCost to student: \$ up to \$150/persor Total Cost: \$ 10,0007. Date(s) and time of departure and return: 2/26 approx. 6 AM; 2/28

leave Bellevue at about noon

8. Insurance implications: \_\_\_\_\_

9. Method of transportation:

 School Bus  Charter Bus  Private Vehicles  Rental Vehicles Other (i.e. airplane, train, etc.) CTE suburban and vanSignature of Advisor/Coach: MelissaSignature of Building Principal: DRSSignature of Superintendent: Robert Kusar

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

Pullman School District Form2320F

Page 1 of 1

Overnight Field Trip RequestTeacher/Group Requesting: LMS Science Olympiad

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

1. Number of students involved: Up to 35
2. Purpose of trip: Compete at State
3. Destination: Ellensburg, WA

Is this a result of competition:  Yes  No

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

5. Number of chaperones: 3+

Names of chaperones:

Mr Mynam, Mr & Mrs August  
others TBD

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

ASB  Principal  Fund Raiser  Other Bus

Cost to student: \$ 75 each Total Cost: \$ Bus 2000 for bus  
(hopefully share w/DHS)

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

4/17-18/2026 100 pm from LMS

8. Insurance implications:

9. Method of transportation:

School Bus  Charter Bus  Private Vehicles  Rental Vehicles

Other (i.e. airplane, train, etc.)

Signature of Advisor/Coach: Marla Haugen

Signature of Building Principal: Connie Johnson

Signature of Superintendent: Patent Horne

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

Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip RequestTeacher/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  No

4. 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: \$ 1200 Total Cost: \$ 12007. Date(s) and time of departure and return: 2/5/26, 3PM - 2/7/26 7 PM8. Insurance implications: NA

9. Method of transportation:

 School Bus  Charter Bus  Private Vehicles  Rental Vehicles Other (i.e. airplane, train, etc.) Vans if availableSignature of Advisor/Coach: Evan WellerSignature of Building Principal: J. J. S.

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

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

## Coversheet

### 2025-2026 Highly Capable Program Plan

**Section:** IV. Consent Agenda  
**Item:** H. 2025-2026 Highly Capable Program Plan  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2025-26 Highly Capable Program Plan.pdf

## 2025–26 Highly Capable District Plan

### LEA Name | Organization

Pullman School District 38267

#### Purpose

The Highly Capable (HiCap) District Plan is completed by each LEA (Local Education Agency, school district, charter or tribal compact) through a Smartsheet survey to describe Grades K–12 comprehensive HiCap District Plan to identify and serve HiCap learners.

#### Funding

The HiCap funding formula is based on 5.0 percent of each LEA's student population. This does not mean a certain percentage or number of students must be identified. There is no upper limit to how many students may be identified.

### Part 1–District Validations (9 Survey Items)

LEA understands the nine District Validations listed.

1. Universal screening must occur once in or before second grade, and once in or before sixth grade.
2. Ensure that all students across all LEA educational settings at the identified grade levels are included in the screening process. Universal screening means using data to include, not exclude, a student to receive HiCap services.
3. Every student must be screened for both math and reading strengths.
4. Every student must be screened using at least two student data points.
5. Data sources do not have to be the same for every student.
6. Review student IEP and 504 plans for supportive data and follow accommodations.
7. Review data for Multilingual students for rapid language acquisition and use nonverbal assessments if native language assessments are not available.
8. LEAs must prioritize equitable identification of low-income students.
9. Universal screening is not used to exit students from placement for services.

### Part 2–Universal Screening (7 Survey Items)

Universal screening must occur once in or before second grade, and again in or before sixth grade. ([RCW 28A.185.030](#)). Every student in the selected grade levels must be screened using at least **two student data points**.

**Universal Screening Grade Level K–2 2**

**Universal Screening Grade Level 3–6 6**



## **Academic Achievement**

State Standard-Based Assessments, Classroom-Based Assessments, MAP (NWEA)

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### **Cognitive**

CogAt 7 or 8 Screening Form, CogAt 7 or 8 Full Battery, Other Cognitive Screening Procedure

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### **Creativity**

Torrance Test of Creative Thinking

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### **Supportive Norm-Referenced Scales Resources**

WA Kindergarten Inventory of Developing Skills (WaKIDS)

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### **Supporting Data**

WIDA (Language Proficiency Assessment), Individual Educational Plan (IEP)

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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

### **Part 3-Identification Measures (5 Survey Items)**

Annual HiCap identification procedures must be offered for enrolled students in all grade levels served by the LEA. Services must match the identified strengths of the student. Students identified with strengths in only one domain (either math or literacy) must receive services in that area.

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#### **Identification Measures-Academic Achievement**

State Standard-Based Assessments, MAP (NWEA)

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#### **Identification Measures-Cognitive**

CogAt 7 or 8 Screening Form, CogAt 7 or 8 Full Battery

---

#### **Identification Measures-Creativity**

Torrance Test of Creative Thinking

---

#### **Identification Measures-Research-Based Rating Scale**

WA Kindergarten Inventory of Developing Skills (WaKIDS), Scales for Rating the Behavior Characteristics of Superior Students (Renzulli-Hartman)

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#### **Identification Measures-Informal Measures**

Teacher Rating Scale (locally developed), Parent Rating Scale (locally developed)

## **Part 4-Variety and Continuum of Program Services (4 Survey Items)**

Comprehensive Education Data and Research System (CEDARS) gifted/HiCap values identify four primary administrative structures for HiCap Program (HCP) service delivery.

### **CEDARS Gifted Value 32-General Education Classroom-based Services/Programs**

Differentiation, Cluster/Flexible Grouping

### **CEDARS Gifted Value 33-Unique HCP Services/Programs**

CEDARS Value 33 Does Not Apply

### **CEDARS Gifted Value 34-Acceleration Services/Programs**

Subject Acceleration under RCW 28A.320.195, Grade Level Advancement, Advanced Placement, Running Start, Dual Enrollment/Dual Enrollment, College in HS, Honors, Accelerated Pacing

### **CEDARS Gifted Value 35-Non-Traditional Services/Programs**

CEDARS Value 35 Does Not Apply

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### **School District Board Approval**

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Authorized Representative Name (Print)

Email Address

---

Authorized Representative Signature

Date

## Coversheet

### Budget Status Report

**Section:** IV. Consent Agenda  
**Item:** I. Budget Status Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** November 2025 Budget Status Report.pdf  
December 2025 Budget Status Report.pdf

3wa6amswa12.p 18-4  
05.25.10.00.00PULLMAN SCHOOL DISTRICT #267  
2025-2026 Budget Status Report

12/10/25

Page:1  
12:44 PM10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of November, 2025

<u>A. REVENUES/OTHER FIN. SOURCES</u>	ANNUAL	ACTUAL	ACTUAL	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>			
1000 Local Taxes	6,237,000	301,608.59	2,539,920.33		3,697,079.67	40.72
2000 Local Support Non Tax	866,200	74,448.78	328,535.79		537,664.21	37.93
3000 State Revenue-General Purpose	26,988,051	1,343,044.41	5,909,395.39		21,078,655.61	21.90
4000 State Revenue-Special Purpose	7,491,606	391,690.62	1,589,627.86		5,901,978.14	21.22
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	2,323,968	269,130.01	399,036.50		1,924,931.50	17.17
7000 Other School Districts	24,000	293.58	365.19		23,634.81	1.52
8000 Other Entities	510,500	.00	.00		510,500.00	0.00
9000 Other Financing Sources	100,000	.00	100,000.00		.00	100.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>44,541,325</b>	<b>2,380,215.99</b>	<b>10,866,881.06</b>		<b>33,674,443.94</b>	<b>24.40</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	23,513,446	1,836,200.48	6,015,571.38	16,760,520.28	737,354.34	96.86
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,791,595	483,145.95	1,501,952.29	4,579,139.85	289,497.14-	105.00
30 Vocational Ed Instruction	1,738,845	145,393.80	425,646.76	1,141,575.33	171,622.91	90.13
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Education Instruction	2,251,024	151,086.59	485,572.60	1,421,190.82	344,260.58	84.71
70 Other Instruction Programs	694,019	5,815.89	17,734.01	58,409.71	617,875.28	10.97
80 Community Services	9,850	684.68	2,780.28	0.00	7,069.72	28.23
90 Support Services	10,542,547	733,010.03	3,253,075.55	6,563,380.30	726,091.15	93.11
<b>Total EXPENDITURES</b>	<b>44,541,326</b>	<b>3,355,337.42</b>	<b>11,702,332.87</b>	<b>30,524,216.29</b>	<b>2,314,776.84</b>	<b>94.80</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</b>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	<u>1-</u>	<u>975,121.43-</u>	<u>835,451.81-</u>		<u>835,450.81-</u>	<u>&gt; 1000</u>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>3,904,808</b>		<b>3,827,095.22</b>			
<b>G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</b>		<b>XXXXXXXXXX</b>		<b>.00</b>		
<b>H. TOTAL ENDING FUND BALANCE</b>	<b>3,904,807</b>		<b>2,991,643.41</b>			
	<u>(E+F + OR - G)</u>					

**I. ENDING FUND BALANCE ACCOUNTS:**

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restricted for Unequalized Dedu	0	.00
G/L 821 Restricted for Carryover of Res	0	96,435.34
G/L 823 Restricted for Carryover of Tra	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	7,550	647.91
G/L 845 Restricted for Self Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Committd to Min Fnd Bal Policy	0	.00
G/L 873 Committed to Depreciation Sub-F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	556,658	386,189.39-
G/L 891 Unassigned Min Fnd Bal Policy	3,340,599	3,280,749.55
<b><u>TOTAL</u></b>	<b>3,904,807</b>	<b>2,991,643.41</b>

3wa6amswa12.p 18-4  
05.25.10.00.00PULLMAN SCHOOL DISTRICT #267  
2025-2026 Budget Status Report

12/10/25

Page:1  
12:44 PM20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of November, 2025

	ANNUAL <u>BUDGET</u>	ACTUAL <u>FOR MONTH</u>	ACTUAL <u>FOR YEAR</u>	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	297,000	14,334.29	120,785.23		176,214.77	40.67
2000 Local Support Non-Tax	121,000	8,426.62	37,770.40		83,229.60	31.22
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	0	5,790.00	5,790.00		5,790.00-	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	0	.00	.00		.00	0.00
7000 Other School Districts	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financing Sources	1,200,000	.00	.00		1,200,000.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>1,618,000</b>	<b>28,550.91</b>	<b>164,345.63</b>		<b>1,453,654.37</b>	<b>10.16</b>
<b>B. EXPENDITURES</b>						
10 Sites	1,240,000	.00	24,535.77	355.56	1,215,108.67	2.01
20 Buildings	2,222,000	23,875.57	23,875.57	0.00	2,198,124.43	1.07
30 Equipment	260,096	.00	46,089.84	6,755.70	207,250.46	20.32
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	4,500	.00	.00	0.00	4,500.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>3,726,596</b>	<b>23,875.57</b>	<b>94,501.18</b>	<b>7,111.26</b>	<b>3,624,983.56</b>	<b>2.73</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>100,000</b>	<b>.00</b>	<b>100,000.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</b>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	<u>2,208,596-</u>	<u>4,675.34</u>	<u>30,155.55-</u>		<u>2,178,440.45</u>	<u>98.63-</u>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>2,705,515</b>		<b>2,649,981.19</b>			
<b>G. GLS 896, 897, 898 ACCOUNTING</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
<b>H. TOTAL ENDING FUND BALANCE</b>	<b>496,919</b>		<b>2,619,825.64</b>			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:		TOTAL
G/L 810 Restricted for Other Items	.00	496,919
G/L 825 Restricted for Skills Center	.00	2,619,825.64
G/L 830 Restricted for Debt Service	.00	496,919
G/L 835 Restricted for Arbitrage Rebate	.00	36,741.52
G/L 840 Nonspend FB - Invent/Brpd Items	.00	1,006.95
G/L 850 Restricted for Uninsured Risks	.00	1,738,620.46
G/L 861 Restricted from Bond Proceeds	.00	0
G/L 862 Restricted from Levy Proceeds	.00	0
G/L 863 Restricted from State Proceeds	.00	0
G/L 864 Restricted from Federal Proceeds	.00	0
G/L 865 Restricted from Other Proceeds	.00	0
G/L 866 Restricted from Impact Proceeds	.00	0
G/L 867 Restricted from Mitigation Fee	.00	0
G/L 868 Restricted from Undistributed P	.00	0
G/L 869 Assigned to Other Purposes	.00	496,919
G/L 889 Assigned to Fund Balance	.00	843,456.71
G/L 890 Unassigned Fund Balance	.00	0

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of November, 2025

<u>A. REVENUES/OTHER FIN. SOURCES</u>	ANNUAL	ACTUAL	ACTUAL	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>			
1000 Local Taxes	7,087,920	339,265.11	2,855,428.84		4,232,491.16	40.29
2000 Local support Non-Tax	90,000	19,051.78	45,300.61		44,699.39	50.33
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>7,177,920</u>	<u>358,316.89</u>	<u>2,900,729.45</u>		<u>4,277,190.55</u>	<u>40.41</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	4,625,000	.00	.00	0.00	4,625,000.00	0.00
Interest on Bonds	2,335,591	.00	.00	0.00	2,335,591.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	10,000	.00	.00	0.00	10,000.00	0.00
<u>Total EXPENDITURES</u>	<u>6,970,591</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>6,970,591.00</u>	<u>0.00</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	<u>207,329</u>	<u>358,316.89</u>	<u>2,900,729.45</u>		<u>2,693,400.45</u>	<u>&gt; 1000</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>3,766,324</u>		<u>3,713,129.79</u>			
<u>G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>3,973,653</u>		<u>6,613,859.24</u>			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,973,653		6,613,859.24			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>3,973,653</u>		<u>6,613,859.24</u>			

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40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

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

	ANNUAL <u>BUDGET</u>	ACTUAL <u>FOR MONTH</u>	ACTUAL <u>FOR YEAR</u>	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	295,555	6,297.19	82,997.84		212,557.16	28.08
2000 Athletics	178,470	8,375.00	87,008.53		91,461.47	48.75
3000 Classes	15,300	.00	.00		15,300.00	0.00
4000 Clubs	130,150	12,782.45	65,242.29		64,907.71	50.13
6000 Private Moneys	7,000	.00	433.67		6,566.33	6.20
<b>Total REVENUES</b>	<b>626,475</b>	<b>27,454.64</b>	<b>235,682.33</b>		<b>390,792.67</b>	<b>37.62</b>
<b>B. EXPENDITURES</b>						
1000 General Student Body	251,275	1,584.13	10,975.05	12,798.41	227,501.54	9.46
2000 Athletics	239,057	25,310.95	62,347.79	16,023.73	160,685.48	32.78
3000 Classes	20,640	.00	134.67	938.40	19,566.93	5.20
4000 Clubs	221,905	10,110.68	48,125.16	8,660.10	165,119.74	25.59
6000 Private Moneys	7,000	433.67	433.67	30.10	6,536.23	6.63
<b>Total EXPENDITURES</b>	<b>739,877</b>	<b>37,439.43</b>	<b>122,016.34</b>	<b>38,450.74</b>	<b>579,409.92</b>	<b>21.69</b>
<b>C. EXCESS OF REVENUES</b>						
<u>OVER(UNDER) EXPENDITURES</u> <u>(A-B)</u>	<u>113,402-</u>	<u>9,984.79-</u>	<u>113,665.99</u>		<u>227,067.99</u>	<u>200.23-</u>
<b>D. TOTAL BEGINNING FUND BALANCE</b>	<b>614,281</b>		<b>564,893.54</b>			
<b>E. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>F. TOTAL ENDING FUND BALANCE C+D + OR - E)</b>	<b>500,879</b>		<b>678,559.53</b>			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	500,879		678,559.53			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>500,879</b>		<b>678,559.53</b>			

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2025-2026 Budget Status Report

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Page:1  
12:44 PM90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of November, 2025

<u>A. REVENUES/OTHER FIN. SOURCES</u>	ANNUAL <u>BUDGET</u>	ACTUAL <u>FOR MONTH</u>	ACTUAL <u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Non Tax	30,000	3,310.85	10,340.59		19,659.41	34.47
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	300,518	.00	.00		300,518.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financiing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	<u>330,518</u>	<u>3,310.85</u>	<u>10,340.59</u>		<u>320,177.41</u>	<u>3.13</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>330,518</u>	<u>3,310.85</u>	<u>10,340.59</u>		<u>320,177.41</u>	<u>3.13</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	285,000	.00	.00	194,128.18	90,871.82	68.12
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond/Levy Issuance and/or Electi	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>285,000</u>	<u>.00</u>	<u>.00</u>	<u>194,128.18</u>	<u>90,871.82</u>	<u>68.12</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>45,518</u>	<u>3,310.85</u>	<u>10,340.59</u>		<u>35,177.41-</u>	<u>77.28-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>847,828</u>		<u>1,013,651.70</u>			
<u>I. GLS 896, 897, 898 ACCOUNTING</u>		<u>XXXXXXXXXX</u>		<u>.00</u>		
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
<u>J. TOTAL ENDING FUND BALANCE</u>	<u>893,346</u>		<u>1,023,992.29</u>			
	<u>(G+H + OR - I)</u>					

**K. ENDING FUND BALANCE ACCOUNTS:**

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	893,346	1,023,992.29
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
<b><u>TOTAL</u></b>	<b>893,346</b>	<b>1,023,992.29</b>

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of December, 2025

<u>A. REVENUES/OTHER FIN. SOURCES</u>	ANNUAL	ACTUAL	ACTUAL	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>			
1000 Local Taxes	6,237,000	69,621.14	2,609,541.47		3,627,458.53	41.84
2000 Local Support Non Tax	866,200	33,707.68	362,243.47		503,956.53	41.82
3000 State Revenue-General Purpose	26,988,051	2,417,479.94	8,326,875.33		18,661,175.67	30.85
4000 State Revenue-Special Purpose	7,491,606	653,852.78	2,243,480.64		5,248,125.36	29.95
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	2,323,968	158,115.02	557,151.52		1,766,816.48	23.97
7000 Other School Districts	24,000	233.24	598.43		23,401.57	2.49
8000 Other Entities	510,500	.00	.00		510,500.00	0.00
9000 Other Financing Sources	100,000	.00	100,000.00		.00	100.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>44,541,325</b>	<b>3,333,009.80</b>	<b>14,199,890.86</b>		<b>30,341,434.14</b>	<b>31.88</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	23,513,445	1,833,675.12	7,849,246.50	13,168,408.60	2,495,789.90	89.39
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,791,595	487,396.88	1,989,349.17	3,715,450.80	86,795.03	98.50
30 Vocational Ed Instruction	1,738,845	139,490.90	565,137.66	913,998.62	259,708.72	85.06
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Education Instruction	2,251,024	146,615.14	632,187.74	1,135,076.90	483,759.36	78.51
70 Other Instruction Programs	694,019	5,815.88	23,549.89	65,359.45	605,109.66	12.81
80 Community Services	9,850	.00	2,780.28	0.00	7,069.72	28.23
90 Support Services	10,542,547	843,156.05	4,096,231.60	5,513,711.79	932,603.61	91.15
<b>Total EXPENDITURES</b>	<b>44,541,325</b>	<b>3,456,149.97</b>	<b>15,158,482.84</b>	<b>24,512,006.16</b>	<b>4,870,836.00</b>	<b>89.06</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</b>						
<b>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</b>	<b>0</b>	<b>123,140.17-</b>	<b>958,591.98-</b>		<b>958,591.98-</b>	<b>0.00</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>3,904,808</b>		<b>3,827,095.22</b>			
<b>G. GLS 896, 897, 898 ACCOUNTING</b>		<b>XXXXXXXXXX</b>		<b>.00</b>		
<b>CHANGES AND ERROR CORRECTIONS (+OR-)</b>						
<b>H. TOTAL ENDING FUND BALANCE</b>	<b>3,904,808</b>		<b>2,868,503.24</b>			
<b>(E+F + OR - G)</b>						

**I. ENDING FUND BALANCE ACCOUNTS:**

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restricted for Unequalized Dedu	0	.00
G/L 821 Restricted for Carryover of Res	0	96,435.34
G/L 823 Restricted for Carryover of Tra	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	7,550	647.91
G/L 845 Restricted for Self Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Commitd to Min Fnd Bal Policy	0	.00
G/L 873 Committed to Depreciation Sub-F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	556,659	509,329.56-
G/L 891 Unassigned Min Fnd Bal Policy	3,340,599	3,280,749.55
<b><u>TOTAL</u></b>	<b>3,904,808</b>	<b>2,868,503.24</b>

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2025-2026 Budget Status Report

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Page:1  
2:14 PM20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of December, 2025

	ANNUAL <u>BUDGET</u>	ACTUAL <u>FOR MONTH</u>	ACTUAL <u>FOR YEAR</u>	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	297,000	3,306.42	124,091.65		172,908.35	41.78
2000 Local Support Non-Tax	121,000	8,453.63	46,224.03		74,775.97	38.20
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	0	.00	5,790.00		5,790.00-	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	0	.00	.00		.00	0.00
7000 Other School Districts	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financing Sources	1,200,000	1,202,703.00	1,202,703.00		2,703.00-	100.23
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>1,618,000</b>	<b>1,214,463.05</b>	<b>1,378,808.68</b>		<b>239,191.32</b>	<b>85.22</b>
<b>B. EXPENDITURES</b>						
10 Sites	1,240,000	51.32	24,587.09	5,015.00	1,210,397.91	2.39
20 Buildings	2,222,000	.00	23,875.57	0.00	2,198,124.43	1.07
30 Equipment	260,096	5,407.99	51,497.83	14,464.90	194,133.27	25.36
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	4,500	.00	.00	0.00	4,500.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>3,726,596</b>	<b>5,459.31</b>	<b>99,960.49</b>	<b>19,479.90</b>	<b>3,607,155.61</b>	<b>3.21</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>100,000</b>	<b>.00</b>	<b>100,000.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</b>	<b>2,208,596-</b>	<b>1,209,003.74</b>	<b>1,178,848.19</b>		<b>3,387,444.19</b>	<b>153.38-</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>2,705,515</b>		<b>2,649,981.19</b>			
<b>G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	<b>496,919</b>		<b>3,828,829.38</b>			

**I. ENDING FUND BALANCE ACCOUNTS:**

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	955.63
G/L 862 Committed from Levy Proceeds	0	31,333.53
G/L 863 Restricted from State Proceeds	0	1,738,620.46
G/L 864 Restricted From Federal Proceed	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fee	0	.00
G/L 869 Restricted from Undistributed P	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	496,919	2,057,919.76
G/L 890 Unassigned Fund Balance	0	.00
<b>TOTAL</b>	<b>496,919</b>	<b>3,828,829.38</b>

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Page:1  
2:14 PM30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of December, 2025

	ANNUAL <u>BUDGET</u>	ACTUAL <u>FOR MONTH</u>	ACTUAL <u>FOR YEAR</u>	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	7,087,920	78,396.61	2,933,825.45		4,154,094.55	41.39
2000 Local support Non-Tax	90,000	1,497.22	46,797.83		43,202.17	52.00
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>7,177,920</b>	<b>79,893.83</b>	<b>2,980,623.28</b>		<b>4,197,296.72</b>	<b>41.52</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	4,625,000	4,625,000.00	4,625,000.00	0.00	.00	100.00
Interest on Bonds	2,335,591	1,223,507.68	1,223,507.68	0.00	1,112,083.32	52.39
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	10,000	.00	.00	0.00	10,000.00	0.00
<b>Total EXPENDITURES</b>	<b>6,970,591</b>	<b>5,848,507.68</b>	<b>5,848,507.68</b>	<b>0.00</b>	<b>1,122,083.32</b>	<b>83.90</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</b>	<b>207,329</b>	<b>5,768,613.85-</b>	<b>2,867,884.40-</b>		<b>3,075,213.40- &lt; 1000-</b>	
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>3,766,324</b>		<b>3,713,129.79</b>			
<b>G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	<b>3,973,653</b>		<b>845,245.39</b>			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,973,653		845,245.39			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>3,973,653</b>		<b>845,245.39</b>			

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2025-2026 Budget Status Report

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Page:1  
2:14 PM40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of December, 2025

	ANNUAL <u>BUDGET</u>	ACTUAL <u>FOR MONTH</u>	ACTUAL <u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
<b>A. REVENUES</b>						
1000 General Student Body	295,555	5,240.34	88,238.18		207,316.82	29.86
2000 Athletics	178,470	3,040.00	90,048.53		88,421.47	50.46
3000 Classes	15,300	.00	.00		15,300.00	0.00
4000 Clubs	130,150	1,070.90	66,313.19		63,836.81	50.95
6000 Private Moneys	7,000	4,785.51	5,219.18		1,780.82	74.56
<b>Total REVENUES</b>	<b>626,475</b>	<b>14,136.75</b>	<b>249,819.08</b>		<b>376,655.92</b>	<b>39.88</b>
<b>B. EXPENDITURES</b>						
1000 General Student Body	251,275	4,770.95	15,746.00	11,484.70	224,044.30	10.84
2000 Athletics	239,057	16,998.81	79,346.60	38,450.05	121,260.35	49.28
3000 Classes	20,640	.00	134.67	2,153.80	18,351.53	11.09
4000 Clubs	221,905	23,326.28	71,451.44	17,816.60	132,636.96	40.23
6000 Private Moneys	7,000	.00	433.67	2,104.84	4,461.49	36.26
<b>Total EXPENDITURES</b>	<b>739,877</b>	<b>45,096.04</b>	<b>167,112.38</b>	<b>72,009.99</b>	<b>500,754.63</b>	<b>32.32</b>
<b>C. EXCESS OF REVENUES</b>						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>					
		113,402-	30,959.29-	82,706.70	196,108.70	172.93-
<b>D. TOTAL BEGINNING FUND BALANCE</b>		<b>614,281</b>		<b>564,893.54</b>		
<b>E. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</b>				<b>.00</b>		
<b>F. TOTAL ENDING FUND BALANCE</b>		<b>500,879</b>		<b>647,600.24</b>		
		<u>C+D + OR - E)</u>				
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	500,879		647,600.24			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>		<b>500,879</b>		<b>647,600.24</b>		

3wa6amswa12.p 18-4  
05.25.10.00.00PULLMAN SCHOOL DISTRICT #267  
2025-2026 Budget Status Report

01/09/26

Page:1  
2:14 PM90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of December, 2025

<u>A. REVENUES/OTHER FIN. SOURCES</u>	ANNUAL <u>BUDGET</u>	ACTUAL <u>FOR MONTH</u>	ACTUAL <u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Non Tax	30,000	2,837.73	13,178.32		16,821.68	43.93
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	300,518	.00	.00		300,518.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u></b>	<b>330,518</b>	<b>2,837.73</b>	<b>13,178.32</b>		<b>317,339.68</b>	<b>3.99</b>
<b>B. <u>9900 TRANSFERS IN FROM GF</u></b>	<b>0</b>	<b>.00</b>	<b>.00</b>		<b>.00</b>	<b>0.00</b>
<b>C. <u>Total REV./OTHER FIN. SOURCES</u></b>	<b>330,518</b>	<b>2,837.73</b>	<b>13,178.32</b>		<b>317,339.68</b>	<b>3.99</b>
<b>D. EXPENDITURES</b>						
Type 30 Equipment	285,000	194,128.18	194,128.18	0.00	90,871.82	68.12
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond/Levy Issuance and/or Electi	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>285,000</b>	<b>194,128.18</b>	<b>194,128.18</b>	<b>0.00</b>	<b>90,871.82</b>	<b>68.12</b>
<b>E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u></b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>F. <u>OTHER FINANCING USES (GL 535)</u></b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u></b>	<b>45,518</b>	<b>191,290.45-</b>	<b>180,949.86-</b>		<b>226,467.86-</b>	<b>497.53-</b>
<b>H. <u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>847,828</b>		<b>1,013,651.70</b>			
<b>I. <u>GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</u></b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>J. <u>TOTAL ENDING FUND BALANCE (G+H + OR - I)</u></b>	<b>893,346</b>		<b>832,701.84</b>			

**K. ENDING FUND BALANCE ACCOUNTS:**

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	893,346	832,701.84
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
<b><u>TOTAL</u></b>	<b>893,346</b>	<b>832,701.84</b>

## Coversheet

### ASB Constitution and Bylaws

**Section:** IV. Consent Agenda  
**Item:** J. ASB Constitution and Bylaws  
**Purpose:**  
**Submitted by:**  
**Related Material:** LMS Constitution-Bylaws-Debate Club.pdf

## **Debate Club Constitution and By-Laws**

### **ARTICLE I: NAME & PURPOSE**

**Section A: Name** – The name of this club shall be Debate Club

**Section B: National Affiliation** – “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Lincoln Middle School.

**Section C: Purpose** – 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 member and people to share their ideas.

### **ARTICLE II: MEMBERSHIP & DUES**

**Section A: Eligibility** - Membership shall be open LMS students upon payment of the dues as outlined in Section C.

**Section B: Dues** – Dues shall be the purchase of an LMS ASB Card

### **ARTICLE III: OFFICERS**

**Section A: Officers** – Debate Club will have no officers.

### **ARTICLE V: MEETINGS**

**Section A: Meetings** – Regular meetings shall be held weekly during the regular school year.

### **ARTICLE VII: ADVISOR**

**Section A: Selection** – there shall be a faculty/staff advisor who shall be selected each year by the membership.

**Section B: Duties** – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Explain and clarify campus policy and procedures that apply to the club.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

### **ARTICLE IX: AMENDMENTS**

- **Section A: Selection** – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

## Coversheet

### Records Destruction Log

**Section:** IV. Consent Agenda  
**Item:** K. Records Destruction Log  
**Purpose:**  
**Submitted by:**  
**Related Material:** Records Destruction Log - Instructional Programs 1.14.26.pdf  
Records Destruction Log - Inst Prog - Special Education 1.14.26 .pdf

## 6570F: Pullman School District Records Destruction Log

The purpose of this form is to document compliance and reasonable accountability by verifying that specific public records have met current, approved minimum retention periods before being destroyed pursuant to RCW 40.14.070, WAC 434-640-010, -020, and -030. Please fill out this form when destroying all public records whose minimum retention is *other than* "Retain until no longer needed for agency business then destroy" (such as records covered in the "Records with Minimal Retention Value" section of the Local Government Common Records Retention Schedule (CORE).

Legal Disposition Authority (taken from Records Retention Schedule)				Agency Records			
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period	Description (Box/item numbers, volume, etc.)	Dates Covered	Date Minimum Retention Met	Method(s) of Destruction (See examples, below*)
5. Student Learning 5.1 Curriculum	SD51-06A-02 Rev. 3	Public Schools	6 years	Federal Time and Effort Reporting	2014-2015 and 2018-2019	Sept. 2021	Outside secure recycling
				K-4 Literacy Reports LAP Student Growth Reports Title Programs - iGrants applications and end of year reports	2018-19	Sept. 2025	Outside secure recycling
Special Education Medicaid Records	n/a	n/a	6 years	Medicaid Billing - treatment notes Medicaid Billing - submitted claims Medicaid Billing - Remittance Advice	2015-2019	Sept. 2025	Outside secure recycling
Special Education	unknown	unknown	7 years	Safety Net Application Safety Net Awards and Budgets Safety Net - all follow up documentation	2007-2013	Sept. 2020	Outside secure recycling
1.3 Reporting	SD51-01-37 Rev. 3	Public Schools	4 years	Special Education Personnel Report Federal Special Education Child Count and LRE Report Initial Evaluation Timeline Report	2009-2014	Sept. 2018	Outside secure recycling
				Transition from Part C to Part B Report Special Education Student Suspension/Expulsion Report Child Outcome Summary (COSF) Report			

\*Examples of methods of destruction: electronic deletion, in-house OR outside contractor shredding, secure recycling, other (describe)

**Statement:** *The public records listed above have met their minimum retention period(s), are not subject to ongoing or reasonably anticipated litigation or public records requests, are not needed for audit or other agency business, and shall be destroyed.*

The individual responsible for inventorying the listed records must sign below prior to the Records Manager's approval:

Employee Signature: Paula Bates 12/23/25 Printed Name: Paula Bates Division: Instructional Programs

Records Manager Signature: Robert Maxwell Printed Name: Robert Maxwell

The retention and disposition action for this Public Records Destruction Log is "Retain for the life of the agency" pursuant to CORE series GS50-09-06.

## 6570F: Pullman School District Records Destruction Log

The purpose of this form is to document compliance and reasonable accountability by verifying that specific public records have met current, approved minimum retention periods before being destroyed pursuant to RCW 40.14.070, WAC 434-610-070, and WAC 434-640-010, -020, and -030. Please fill out this form when destroying all public records whose minimum retention is *other than* "Retain until no longer needed for agency business then destroy" (such as records covered in the "Records with Minimal Retention Value" section of the Local Government Common Records Retention Schedule (CORE)).

Legal Disposition Authority (taken from Records Retention Schedule)				Agency Records			
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period	Description (Box/item numbers, volume, etc.)	Dates Covered	Date Minimum Retention Met	Method(s) of Destruction (See examples, below*)
6.4. Special Education Program Special Education Program Student History File	SD51-051-02	School Districts & Educational Service Districts Records	Retain for 6 years after separation from program, then destroy	(19) Banker Boxes	9/1/1986 - 8/31/1995	9/1/1993 9/1/1994 9/1/1995 9/1/1996	Contractor Shredding
						9/1/1997 9/1/1998 9/1/1999 9/1/2000	
						9/1/2001	

\*Examples of methods of destruction: electronic deletion, in-house OR outside contractor shredding, secure recycling, other (describe)

**Statement:** The public records listed above have met their minimum retention period(s), are not subject to ongoing or reasonably anticipated litigation or public records requests, are not needed for audit or other agency business, and shall be destroyed.

The individual responsible for inventorying the listed records must sign below prior to the Records Manager's approval:

Employee Signature: Tauna Johnson Printed Name: Tauna Johnson Division: Instructional Programs

Records Manager Signature: Ryan Mulvey Printed Name: Ryan Mulvey

The retention and disposition action for this Public Records Destruction Log is "Retain for the life of the agency" pursuant to CORE series GS50-09-06.



## 6.4. SPECIAL EDUCATION PROGRAM

*The activity of providing a free and appropriate education to children with disabling conditions pursuant to chapter 28A.155 RCW & chapter 392-172A WAC. Excludes records relating to Rehabilitation Act of 1973 Section 504 accommodations, which are covered in CORE – Civil Rights Compliance.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05I-02 Rev. 4	<p><b><i>Special Education Program – Student History File</i></b></p> <p>Records relating to an individual student's eligibility, enrollment, and performance in a Special Education program.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Psychological and IQ test results;</li> <li>• Post-test assessments;</li> <li>• Eligibility decision documentation, evaluation and other reports;</li> <li>• Individualized Education Programs (IEPs);</li> <li>• Related correspondence/communication.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Official Student Record (DAN SD51-05F-10);</i></li> <li>• <i>Special Education Program – Student History File Retention/Disposition Notification (DAN SD51-05I-03).</i></li> </ul> <p><i>Note: "Each school district shall inform parents and adult students when personally identifiable information collected, maintained, or used in compliance with this chapter is no longer needed to provide educational services to the student, or is no longer required to be retained under state or federal law." (WAC 392-172A-05235)</i></p>	<p><b>Inform</b> parent/adult student of intent to destroy pursuant to WAC 392-172A-05235 <i>and</i> <b>Retain</b> for 6 years after separation from program <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## Coversheet

### Out of State Travel Request

**Section:** IV. Consent Agenda  
**Item:** L. Out of State Travel Request  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
Out-of-State Travel Req - 2026 AASA National Conference on Education.pdf



# PULLMAN PUBLIC SCHOOLS

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

## MEMO

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

**From:** Bob Maxwell  
*Superintendent*  
*Pullman School District*

**Date:** January 14, 2026

**Re:** **Request for Out-of-State Travel**  
*2026 AASA National Conference on Education*

---

### REQUEST FOR OUT-OF-STATE TRAVEL:

**Conferences:** AASA National Conference on Education

**Location:** Nashville, TN  
**Dates:** February 12-14, 2026

**Attendees:** Bob Maxwell, Superintendent

**Description:**

The AASA National Conference on Education highlights the crucial role that public-school superintendents play in creating a supportive, inclusive, and empowering educational environment that meets the diverse needs of all students. Sessions focus on high-level view of education policy, transformational leadership strategies focused on improving equity, educating the whole child, social and emotional wellness and improving district performance. Attendance at this conference is part of my official duties as the Washington Association of School Administrators (WASA) Past-President, representing the state at the national level and participating in national leadership activities. Superintendent's travel budget will pay for any expenses not covered by WASA.

## Coversheet

### 2025-2026 Annual Organizational Meeting - Board President and Board Vice President

**Section:** V. Action Items  
**Item:** A. 2025-2026 Annual Organizational Meeting - Board President and  
Board Vice President  
**Purpose:**  
**Submitted by:**  
**Related Material:** ES Board President and Vice President 1.14.26.pdf  
1210P Board Officer Rotation 9.24.25.pdf



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***Board President and Vice President Assignments***

**Executive Summary**

**January 14, 2026**

**Board of Directors**

**Background:**

Positions to discuss: Board President and Board Vice President

The Pullman School District Board of Directors shall conduct an annual organizational meeting. In election years, the annual organizational meeting will be conducted during the first regular board meeting after the election has been certified when newly-elected board members are seated. In non-election years, the annual organizational meeting will be conducted during the first regular meeting in December. At the annual organizational meeting, the Board will elect from among its members a chair/president and a vice president to serve two-year terms, on a two-year rotation as specified in 1210P. A newly appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.

In accordance with the rotation schedule, Nathan Roberts deferred the remaining year of his presidency (Oct-Dec 2025) to Arron Carter and Amanda Tanner deferred the remaining year (Oct-Dec 2025) of her vice presidency to Lisa Waananen Jones.

For 2026, Board Director Arron Carter is scheduled to serve as board president and Board Director Lisa Waananen Jones is scheduled to serve as board vice president per the rotation specified in 1210P.

**Recommended Board Action:**

Elect board president and vice president.

**Motion to Approve**

I move to elect Arron Carter as board president for the year 2026, and elect Lisa Waananen Jones as board vice president for the year 2026.

Approved

Not Approved

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

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

# Pullman School District Board Procedures

1210P

Page 1 of 1

## **BOARD OF DIRECTORS**

### **The Board of Directors Officer Rotation**

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

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

Adoption Date: June 19, 1990

Revised: December 11, 1991

Revised: November 24, 1992

Revised: January 14, 1998

Revised: May 1998

Revised: January 2000

Revised: December 2003

Revised: December 2008

Revised: December 2009

Revised: September 22, 2010

Revised: January 10, 2018

Revised: December 11, 2019

Revised: May 26, 2021

Revised: January 12, 2022

Revised: January 11, 2023

Revised: January 10, 2024

Revised: September 24, 2025

## Coversheet

### Bid Process – Jefferson and Franklin Elementary Roof Replacements

**Section:** V. Action Items  
**Item:** B. Bid Process – Jefferson and Franklin Elementary Roof Replacements  
**Purpose:**  
**Submitted by:**  
**Related Material:** 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

**Section:**

V. Action Items

**Item:**

C. Johnson Property Bid Acceptance

**Purpose:**

**Submitted by:**

**Related Material:**

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

**Section:**

V. Action Items

**Item:**

D. 4260F Facility Rental Fee Schedule

**Purpose:****Submitted by:****Related Material:**

ES 4260F Facility Rental Fee Schedule 12.10.25.pdf  
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

<u>Custodial fees</u>	Custodial fees will be charged if event is outside regular building hours. A custodian must be present - minimum 2 hours	\$ 40.00/hr
<u>Cook fees</u>	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>	\$ 35.00/hr
<u>Incidental fees</u>	Incidental Fees Heat, lights and other incidentals. Utilities are included in all fees other than incidental.	\$ 30.00/hr

### PULLMAN HIGH SCHOOL

	<u>School Day</u>	<u>Non-School Day</u>	<u>Holiday</u>
Regular classrooms	\$20.00 per hour	\$30.00 per hour	\$50.00
Cafeteria	\$20.00 per hour	\$30.00 per hour	\$50.00
Gymnasium	\$30.00 per hour	\$50.00 per hour	\$80.00
Stadium locker/restrooms	\$20.00	\$30.00	\$50.00
Portable Restrooms	\$20.00		
Kitchen	\$20.00 per hour (+Cook fees, if applicable)	\$30.00 per hour (+Cook fees, if applicable)	\$50.00 (+Cook fees, if applicable)

<b>AUDITORIUM BASE RENTAL FEES</b>	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
<b>Tier 1 (PHS/PSD/Pullman Parks &amp; Rec Use)</b>	Free, pending availability
<b>Tier 2 (Non-Profit Organizations)</b>	\$70.00 per hour, 2-hour minimum rental
<b>Tier 3 (Other Use)</b>	\$125.00 per hour, 2-hour minimum rental
<b>Sound/lighting tech</b>	\$45.00 per hour
<b>Light Programming</b>	\$35.00 per hour
<b>Grand Piano Use</b>	\$25.00 per event
<b>Projector</b>	\$30.00 per hour
<b>Green room (band or choir room)</b>	\$30.00 per hour

### ELEMENTARY SCHOOLS & LINCOLN MIDDLE SCHOOL

	<u>School Day</u>	<u>Non-School Day</u>	<u>Holiday</u>
Regular classroom	\$20.00 per hour	\$30.00	\$50.00
Cafeteria	\$20.00 per hour	\$30.00	\$50.00
Gymnasium	\$20.00 per hour	\$30.00	\$50.00
Kitchen	\$20.00 per hour	\$30.00	\$50.00
Portable Restrooms (LMS Only)	\$20.00		
Piano	\$25.00 per hour	\$25.00	\$25.00

*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.					

<b>Facility</b>	<b>Tier 1 (Government Agencies)</b>		<b>Tier 2 (Non Profit)</b>		<b>Tier 3 (For-Profit/Commercial)</b>	
	<b>School Day</b>	<b>Non-School Day</b>	<b>School Day</b>	<b>Non-School Day</b>	<b>School Day</b>	<b>Non-School Day</b>
<b>PHS</b>						
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
<b>LMS and Elementary Schools</b>	<b>School Day</b>	<b>Non-School Day</b>	<b>School Day</b>	<b>Non-School Day</b>	<b>School Day</b>	<b>Non-School Day</b>
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

### 1101F Board Operating Protocols & 1101F2 Board Communication Protocols - Annual Review

**Section:** VI. Discussion Items

**Item:** A. 1101F Board Operating Protocols & 1101F2 Board Communication Protocols - Annual Review

**Purpose:**

**Submitted by:**

**Related Material:**

ES 1101F\_1101F2 Board Operating Protocols - Annual Review 1.14.26.pdf

1101F Operating Principles-Board Protocol 2.14.24.pdf

1101F2 Board Communication Protocols 8.27.25.pdf

Board of Directors Communication Plan 2025.pdf



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

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## ***1101F Board Operating Protocols - Annual Review***

### **Executive Summary**

**January 14, 2026**

*By: Bob Maxwell*

*Superintendent*

### **Background:**

The Board created board protocol documents (1101F and 1101F2) to be reviewed and agreed upon by each board member annually.

### **Recommended Board Action:**

No action necessary. Board review and discussion only. The document is available to be signed unless action is taken.

### **Motion to Approve**

Approved

Not Approved

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

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

**BOARD OF DIRECTORS**

**OPERATING PRINCIPLES/BOARD PROTOCOL**

**For the purpose of enhancing teamwork among members of the board and between the board and the superintendent, we, the members of the Pullman School District Board of Directors do hereby commit individually and collectively to the following operating principles:**

**[[RCW 28A.150.230](#)]**

- 1. We place student interests first.** The board will represent the needs and interests of all children in our district. The continuous improvement of student learning is our primary goal. (Policies 1000 & 1005)
- 2. We strive to govern effectively.** The Board will utilize its membership in the Washington State School Directors' Association (WSSDA) and will engage in professional development activities to improve its practice, while being guided by the Washington School Board Standards as a model. (Policies 1820, 1822, & 1830)
- 3. We conduct open public meetings and we encourage public input.** The board will adhere to Washington's Open Public Meeting Act and will encourage public comment at all regular board meetings. Board meeting notes and agendas are published in advance and the board posts agendas so the public can stay informed about the board's actions and provide input during the decision-making process. (Policy 1400)
- 4. We state clear goals and use those goals as a basis for evaluation.** The board will work with the superintendent to set clear goals and will use these goals for self-evaluation and evaluation of the superintendent. The board and superintendent will set clear goals for the Pullman School District. (Policy 1810)
- 5. We make efficient board decisions and hold effective board meetings.** Board members will adequately prepare themselves for meetings. When a board member needs additional information, the board member should contact either the superintendent or board president prior to the meeting. (Policies 1400 & 1400P, 1220)
- 6. We adhere to an agenda and avoid surprises at meetings.** The board agrees to ask the board president to place an item on the agenda with sufficient notice before the next. In the rare case that an item should be added, modified, or amended to the agenda at the time of the meeting, the chair will follow Robert's Rules of Order (latest edition). (Policies 1101, 1400 & 1400P, 1420 & 1420P)
- 7. We consider superintendent input.** The superintendent is the chief executive officer of the district and should give information, make recommendations, proposals or suggestions on most matters that come before the board. (Policy 1620)
- 8. We demonstrate civility.** The board recognizes the importance of good conduct at meetings and agrees to avoid words and actions that create a negative impression on an individual, the board, or the district. While we encourage debate and differing points of view, we will do so with care, respect and civility. (Policies 1101)
- 9. The board acts as a body.** The board gives every member a say as they represent their constituents, but not necessarily their way. Individual board members do not have authority; only

# Pullman School District

# 1101F

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the boards as a whole has authority. Once the board has made a decision, individual board members will not undermine that decision through words or actions. The board president or the board's designee will communicate the position(s) of the board on all issues. *(Policy 1101)*

- 10. We conduct closed sessions only for appropriate subjects.** The board conducts executive sessions only when specific needs arise and only to discuss those issues allowed by state statute (i.e., to consider a real estate matter, to review negotiations, to evaluate a personnel matter, or to consult with legal counsel). Board members will be sensitive to the legal ramifications of their meeting and comments and will maintain confidentiality of information discussed. Executive sessions will remain focused on the topic for the executive session as identified. *(Policies 1410 & 1410P)*
- 11. We are involved in the district.** When board members serve on various district committees, attend committee meetings, or meet with members of the community their role shall be as "liaison" to the board. We will be active members in our community through attendance at school functions, district meetings, and community events. As community liaisons we will be mindful of our words and actions so as to build and maintain a positive image for the district. We will demonstrate good listening skills and exhibit respect when addressed by the public. *(Policy 1005)*
- 12. We are advocates for students and public schools.** In addition to overseeing district policy, the board may take positions on broader issues to advance the welfare of students and/or public education in general. *(Policy 1105)*
- 13. We represent the values our community holds for their schools.** The board ensures that district information and decisions are communicated community-wide. In its decision-making, the board seeks and considers input from a diverse range of perspectives. Individual board members endeavor to hear and understand perspectives that differ from their own, and take into account systemic inequities and personal circumstances that affect how community members can contribute their perspectives. *(Policies 4001, 4110, 4120, & 4220)*
- 14. We handle inquiries, concerns and complaints with care.** Board members support and uphold the district's policies for handling and resolving concerns related to district administration, programs, or personnel. Individual board members should contact the superintendent and/or board president directly when they hear concerns in the community regarding issues relating to district administration, programs or personnel. The board will handle public concerns in a tactful, orderly and effective way (that is, by listening to the individual's concern, explaining the process for handling concerns, expressing appreciation to the individual for expressing concern, and assuring the individual that the concern will be forwarded to the board as a whole or the superintendent). All personnel complaints and criticisms received individual board members should be directed to the board president and superintendent. When complaints or concerns about the superintendent are received by individual board members, they should be shared immediately or with the entire board in executive session. The board will act as a body on any follow-up action to investigate those concerns. No individual board member will take action. Should the board determine it necessary, the board will identify an independent, third-party to investigate concerns. *(Policy 4220)*
- 15. We practice the governance role.** The board will emphasize planning, policy making, accountability, and communication rather than becoming involved in the management of the schools. The Pullman School District Board of Directors governs the district through policy. *(Policy 1310)*

Pullman School District

1101F

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Governance responsibilities are described below:

LEADERSHIP TEAM ROLES	
SCHOOL BOARD = Governance Team (Guides/Directs)	SUPERINTENDENT = Management Team (Administers, Operates)
Decides What	Decides How
Requests Information	Seeks and Provides Information
Considers Issues	Provides Recommendations
Creates, Reviews, Adopts Policy	Recommends, Implements Policy
Approves & Reviews Plans	Implements Plans
Monitors Progress	Reports Progress
Contracts with Personnel, Supervises & Evaluates Superintendent	Supervises & Evaluates Personnel
Approves & Reviews Budget	Formulates Budget
Represents Public Interests	Acts in Public Interest

**We, the members of, the Pullman School District Board of Directors hereby commit to these operating principles:**

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Board Member

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Superintendent

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Date

*Approved by Board on February 13, 2019*

*Revised Date: January 27, 2021*

*Revised Date: January 11, 2023*

*Revised Date: February 14, 2024*

**BOARD OF DIRECTORS****BOARD COMMUNICATION PROTOCOLS**

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

**I. Open Public Meetings Act Requirements**

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

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

**II. Communication Procedures**

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

- a. **Staff Communications to the Board:** All communications or reports to the board or individual board members from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This will not deny any staff member’s right to appeal to the board regarding administrative decisions, provided that the superintendent will have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.
- b. **Board Communications to Staff:** All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the board’s priorities, concerns and actions.
- c. **Visits to Schools:** Individual board members interested in visiting schools or classrooms will make arrangements for visitations through the principals of the various schools. Such visits will be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by board members will be carried on only under board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.
- d. **Social Interaction:** Staff and board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations can be anticipated. Discussions of personalities or staff grievances are not appropriate.

**III. Internal Communication Protocols**

Issue Type	Initial Point of Contact	Next Level (if unresolved)	Final Level
1. Complaints	<p>The district has adopted several complaint procedures. Some of those include the following:</p> <ul style="list-style-type: none"> <li>• 3205/P Sexual Harassment of Students Prohibited</li> <li>• 3207/P Prohibition of Harassment, Intimidation and Bullying of Students</li> <li>• 3210/P Non-Discrimination</li> <li>• 3211/P Gender-Inclusive Schools</li> <li>• 3241/P Student Discipline</li> <li>• 4220/P Complaints Concerning Staff or Programs</li> <li>• 5010/P Non-Discrimination and Affirmative Action</li> <li>• 5011/P Sex Discrimination and Sex-Based Harassment of Staff Prohibited</li> <li>• 5270/P Resolution of Staff Complaints</li> <li>• 5271/P Reporting Improper Governmental Action</li> </ul> <p><i>Policies and Procedures can be found at:  <a href="https://app2.boardontrack.com/public/t6gNEZ/documents?categoryId=49252">https://app2.boardontrack.com/public/t6gNEZ/documents?categoryId=49252</a></i></p> <p>Staff, administrators, and board members are expected to follow the complaint procedures described in district policies and procedures. Not all complaints will fall within an established complaint procedure. In those instances when a complaint doesn't fall within an established complaint procedure, the board expects administrators to use their professional judgment to address those complaints</p> <p>If a board member receives a complaint or criticism about district personnel, the information is to be referred to the superintendent. (<i>Policy 1101 and the superintendent contract</i>)</p> <p>As a reminder, if the board receives a complaint in executive session, any personnel action that it takes in response to the complaint must be made in open session.</p> <p>If there is a complaint against a school board member, file a written complaint with the district superintendent. If not resolved, file a written citizen's complaint with the Washington Office of Superintendent of Public Instruction (OSPI).</p>		
2. Concerns (Building-level)	Building Administrator	Superintendent or designee	A building administrator or the superintendent can address almost all building-level concerns. The Board will only address these concerns if necessary.
2. Concerns (District-level)	Superintendent or designee	N/A	<p>Board Chair &amp; Board Policy Representative (<i>if needed for policy-level concern</i>)</p> <p>The superintendent should be allowed to address district-level concerns. The Board will only address</p>

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

#### IV. External Communication Protocols

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

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

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

## V. Two-Way Communication Protocols

**The Washington School Board Standards for Effective School Board Governance and WSSDA's Guide for Effective School Board Members** outline the best practices and expectations for school board directors. School board directors should actively listen to parents, students, and community members, and share input and feedback with the superintendent and other relevant parties. Here are ways the board can do that:

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

### Board Liaisons

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

Expectations for liaison two-way communication:

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

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

# Pullman School District

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

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Board Member

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Superintendent

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Date

*Adopted by Board on August 27, 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

### 2025-2026 Annual Organizational Meeting - Representatives and Committee Appointment

**Section:** VI. Discussion Items

**Item:** B. 2025-2026 Annual Organizational Meeting - Representatives and Committee Appointment

**Purpose:**

**Submitted by:**

**Related Material:**

Representatives and Committee Appointment 2025-26 Updated 1.14.26.pdf



## 2025-2026 Annual Organizational Meeting *Representatives and Committee Appointment*

Committees of the board may be created by a majority of the board. The board president will appoint board members to serve on such committees, the purpose and terms of which will be determined by a majority vote of the board. Board committees will be limited to two members.

According to policy 1210, the board president will appoint board members to serve on committees. The board can review and appoint or re-appoint board members to serve as the board representatives for the following committees:

Committee / Representative	Board Member
WIAA Representative	1) Arron Carter <i>Alternate: Craig Nelson</i>
Legislative Representative	1) <u>Nathan Roberts</u> <u>Deena Bayoumi</u>
Board Policy Representative	1) Aaron Carter 2) <u>Amanda Tanner</u> <u>Stephanie Horn</u>
District Finance Committee	1) Arron Carter 2) Lisa Waananen Jones
District Facilities Committee	1) Craig Nelson
Curriculum Advisory Committee	1) <u>Amanda Tanner</u> <u>Stephanie Horn</u>
District Wellness Committee	1) <u>Nathan Roberts</u> <u>Deena Bayoumi</u>
District Sustainability Committee	1) Craig Nelson
DEIB Citizens Task Force	1) <u>Amanda Tanner</u> <u>Stephanie Horn</u> <i>Alternate: Craig Nelson</i>
Parent Resource Partnership	1) Lisa Waananen Jones
Communications Advisory Committee	<i>Removing as standing committee but can convene if necessary</i>
Strategic Planning Steering Committee	<i>Removing as standing committee but can convene if necessary</i>

### Other Committees – For Your Information

WSSDA Nominating Committee	<u>Amanda Tanner</u>
OSPI School Facilities and Organization Citizen Advisory Panel	<u>Nathan Roberts</u>

### Board Liaisons – 2025-2026

**Franklin Elementary – Craig Nelson**

**Jefferson Elementary – Lisa Waananen Jones**

**Sunnyside Elementary – Amanda Tanner  
Stephanie Horn**

**Kamiak Elementary – Nathan RobertsDeena Bayoumi**

**Lincoln Middle School – Arron Carter**

**Pullman High School – Nathan RobertsArron Carter**

## Coversheet

### Resolution 25-26:05 Acquisition of Real Property

**Section:**

VI. Discussion Items

**Item:**

C. Resolution 25-26:05 Acquisition of Real Property

**Purpose:****Submitted by:****Related Material:**

ES Resolution 25-26\_05 Acquisition of Real Property.pdf

Resolution 25-26\_05 Acquisition of Real Property.pdf

PSA Quist Property 30 Acres - Final.pdf



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

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***Pullman School District No. 267 Resolution 25-26:05***

**Executive Summary**

**January 14th, 2026**

**By Juston Pollestad**

*Executive Director of Operations*

**Background:**

Resolution 25-26:05 is recommended for Board consideration. This resolution affirms the Board of Directors' intent and legal authority to acquire real property identified in the Purchase and Sales Agreement for future District purposes.

The resolution further authorizes and directs Superintendent Bob Maxwell to take all actions necessary to finalize the transaction of behalf of the District.

**Recommended Board Action:**

I recommend that the Board approve Resolution 25-26:05

**Motion to Approve**

I move that the Board approve Resolution 25-26:05

Approved

Not Approved

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

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

**PULLMAN SCHOOL DISTRICT NO. 267  
BOARD RESOLUTION NO. 25-26: 05**

WHEREAS, Pullman School District No. 267, Whitman County, Washington ("District"), is a public school district duly organized and existing under and by virtue of the Constitution and laws of the State of Washington;

WHEREAS, the Board of Directors of the District desires to acquire real property for future District purposes;

WHEREAS, the District has statutory authority to acquire real property for such purposes; and

WHEREAS, Harms Place, LLC ("Seller") has offered to sell the real property described in the attached Purchase and Sale Agreement to the District.

NOW, THEREFORE, be it resolved by the Board of Directors of Pullman School District No. 267 as follows:

1. The Seller's offer to sell the real property described in the attached Purchase and Sale Agreement to the District is hereby accepted and approved by the District.

2. That the Board of Directors ratifies the attached Purchase and Sale Agreement and hereby authorizes and directs Bob Maxwell, acting in the capacity as Superintendent, to take all actions necessary to complete said transaction on behalf of the District.

RESOLUTION adopted this 28th day of January, 2026.

BOARD OF DIRECTORS:

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Arron Carter, Board President

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Lisa Waananen Jones, Board Member

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Craig Nelson, Board Member

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Deena Bayoumi, Board Member

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Stephanie Horn, Board Member

ATTEST:

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Secretary

## PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT ("Agreement"), made this 3 day of November, 2025, by and between:

HARMS PLACE, LLC, a Washington limited liability company, hereinafter called "Seller,"

and

PULLMAN SCHOOL DISTRICT NO. 267, a Washington municipal corporation, hereinafter called "Buyer."

### WITNESSETH:

1. **PREMISES.** Seller shall sell and Buyer shall buy the property (the "Premises") more particularly described on Exhibit "A" attached hereto and incorporated herein by reference (Whitman County Assessor Parcel No. 200004414121690), containing 30.01 acres, together with all improvements thereon and any and all rights, easements, and appurtenances thereto. The Premises are unimproved real property.
2. **CONSIDERATION.** As consideration for the Buyer's purchase of the Premises set forth in Section 1 the Buyer shall do the following: Pay the sum of \$600,000.00 in cash to Seller on or before Closing.
3. **BUYER'S REPRESENTATION.** Buyer represents that Buyer has sufficient funds available to close this sale in accordance with this Agreement, and is not relying on any contingent source of funds unless otherwise set forth in this Agreement.
4. **CONTINGENCIES.**
  - a. **Buyer's Contingencies.** Buyer's obligation to close this transaction shall be contingent upon the following contingencies, each of which shall conclusively be deemed satisfied, unless Buyer provides written notice to Seller of dissatisfaction of one or more of the contingencies at least ten (10) days prior to the Closing:
    - i. **Inspection.** Buyer's inspection and satisfaction, in Buyer's sole discretion, of the physical condition and attributes of the Premises, including, without limitation, the condition of title; the Premises' suitability for Buyer's intended use; and the physical,

legal, and financial feasibility of Buyer's plans for the Premises in its sole discretion.

ii. Appraisal. Buyer's receipt of an appraisal, in accordance with RCW 28A.335.090, of the Premises by an appraiser of Buyer's choice.

iii. Board Approval. This Agreement is contingent upon approval of this Agreement by the Board of Directors of Pullman School District No. 267 on or before the Closing date.

If each of the foregoing contingencies is not satisfied as provided herein, the Agreement and all rights, liabilities and obligations of the parties hereto shall terminate and the earnest money, if any, shall be returned to Buyer.

b. Seller's Contingencies. This Agreement, and Closing, is also contingent upon the Seller, on or before Closing, finalizing a Short Plat Division, or other type of subdivision, at Seller's sole cost and expense, with the City of Pullman, Washington, making the Premises a legal lot of record and a separate tax parcel with a discrete legal description. If, for any reason, a Short Plat Division, or other type of subdivision, cannot be secured by Seller prior to Closing, then on Closing, this Agreement and the obligations and liabilities of the parties hereunder shall terminate and the earnest money, if any, shall be returned to Buyer.

c. Mutual Contingency. This Agreement, and Closing, are contingent upon Buyer and Seller executing and recording a written reaffirmation confirming all terms and conditions set forth in the previously recorded public street, road, and utility easements, as well as in the Memorandum of Understanding for Infrastructure between the parties concerning the 30-acre parcel and the 60-acre parcel. The reaffirmation shall also acknowledge that these easements and the Memorandum of Understanding provide access to Seller's adjacent southern 149.9-acre parcel.

5. TITLE. Unless otherwise specified in this Agreement, title to the Premises shall be marketable at Closing and free of all encumbrances, claims, and liens when conveyed.

After mutual execution of this Agreement, Seller shall obtain and deliver to Buyer a preliminary title commitment ("PTC") for an owner's standard coverage policy of title insurance from Pioneer Title Company showing the condition of Seller's title to the Premises, together with legible copies of all instruments which appear as conditions or exceptions to title. Before the end of the feasibility period described in Section 3, Buyer shall give written notice to Seller of any deficiency or title exceptions, covenants, conditions, or restrictions (all "Exception[s]") disclosed

therein to which Buyer objects, and Seller shall have the option of curing such Exceptions. If Seller is unwilling or unable to cure or remove any Exceptions which are unacceptable to Buyer, then Buyer may elect to terminate this Agreement in accordance with Section 3 or waive such objection and proceed with the Closing. In the event that Buyer waives its objection to any Exception, then such Exception, together with all other Exceptions disclosed in the PTC or other documents for which Buyer had no objection, shall become "Permitted Exceptions" for purposes of this Agreement. Liens, assessments, and encumbrances for the payment of money shall not be deemed Permitted Exceptions, shall be cured by Seller on or before Closing, and need not be objected to by Buyer. Encumbrances to be discharged by Seller shall be paid by Seller on or before Closing.

At Closing, Seller shall cause a title policy to be issued by Title Company to Buyer pursuant to the PTC in the face amount of the purchase price insuring Buyer's title, with and subject to no Exceptions other than the Permitted Exceptions and the printed form of all General Exceptions in the title policy. If title is not insurable as provided above and cannot be made so insurable by the Closing, the earnest money, if any, shall be refunded to Buyer and all rights of Buyer terminated; provided, however, Buyer may waive any defects and elect to purchase.

6. **CONVEYANCE.** Title for the real property to be conveyed to Buyer shall be conveyed by Statutory Warranty Deed from Seller to Buyer, free of encumbrances and defects except those included in this Agreement or otherwise acceptable to Buyer.

7. **TITLE INSURANCE.** Seller authorizes Closing Agent, at Seller's expense, to apply for a standard form owner's policy of title insurance to be issued by Pioneer Title Company of Whitman County, Washington, for the property to be conveyed to Buyer.

8. **BOUNDARIES.** Seller makes no representations or warranties regarding the location of the boundaries of the Premises.

9. **POSSESSION.** Buyer shall be entitled to possession of the Premises on Closing and shall assume all risks on Closing.

10. **RISK OF LOSS.** Until Closing, the Seller shall assume all risk of loss or damage with respect the Premises. In the event of any loss or damage to all or any part of the Premises, the Buyer shall have the right to terminate this Agreement and the earnest money, if any, shall be returned to Buyer and each party shall be full released and discharged from any further obligations under this Agreement.

11. **PRORATION.** Real estate taxes, water and other utilities, rent, and other income and expense items, if any, related to the Premises shall be prorated as of Closing. If the Premises are, for real estate tax purposes, considered Agricultural/Open Space land

pursuant to RCW 84.34, then the Seller shall pay, at Closing, all recaptured taxes and interest and fees resulting from the termination of the Open Space designation, unless the Buyer elects at Closing to continue the property taxation as Agricultural/Open Space, then any recaptured taxes, all interest and fees resulting from removal in the future, if any, shall be paid by the Buyer at that time.

12. **INSPECTION.** Except as expressly otherwise provided in this Agreement and the Statutory Warranty Deed, the Premises shall be sold "AS IS." Buyer shall have the right to enter the Premises, at its own risk and expense, in order to make or cause to be made any and all inspections, tests, studies (including, without limitation, such inspections, tests and studies requiring the taking of samples or otherwise disturbing the physical characteristics of the Premises), analyses or other inquiries with respect to the Premises as Buyer shall desire. Such studies may include, without limitation, Buyer's determination of development costs, construction costs, zoning, comprehensive planning, soil structure, topography, drainage, access, wetlands, hazardous wastes, availability of utilities, and financing costs and alternatives. Buyer shall make repairs or compensate Seller for any damage(s) to the Premises resulting from such inspections, studies and tests. In addition, Buyer shall defend, indemnify and hold Seller and its manager and member, harmless from and against any and all claims, demands, suits, actions, awards and judgments for or relative to injuries, including death or property damage, occasioned by Buyer or Buyer's representatives inspections, tests, studies. No verbal agreements shall modify this Agreement.
13. **COSTS.** Seller shall pay the costs of clearing title, real estate excise tax, if any, and title insurance premium for a standard owner's title insurance to Buyer. Buyer shall pay all recording fees, all loan fees, and all appraisal fees, if any. Each party shall pay their own attorneys' fees incurred. Closing Agent's fees shall be paid one-half (1/2) by Seller and one half (1/2) by Buyer. If this transaction shall fail to close, for no fault of either party, then Buyer and Seller agree to equally share any title insurance or closing cancellation fees charged by the Closing Agent or Pioneer Title Insurance Company of Whitman County, Washington.
14. **REPRESENTATIONS, WARRANTIES, AND COVENANTS OF THE SELLER.**

The Seller represents and warrants to, and covenants with the Buyer, as follows:

- a. The execution, delivery and consummation of this Agreement by the Seller has been duly approved in accordance with applicable law and all documents or instruments governing the Seller. The execution, delivery and consummation of this Agreement by the Seller will not, with the passage of time, giving of notice, or otherwise, cause the Seller to be in violation or breach of any law, regulation, contract, agreement, or other

restriction to or by which the Seller or the Premises is subject or bound. At Closing, Seller shall provide to the Buyer a certificate from the State of Washington dated not more than forty-five (45) days prior to Closing indicating that the Seller is in good standing and qualified to do business in the state of Washington.

- b. Except as disclosed in writing to the Buyer fourteen (14) days prior to the Closing, no approval or consent of any person, firm or other entity is required to be obtained by the Seller to permit the Seller to consummate the transaction contemplated by this Agreement.
- c. The Seller owns and possess all right, title, and interest in and to the Premises free and clear of all covenants, conditions, easements, liens and encumbrances except for a public street/road and utility easement and other utility easements. At Closing, the present lease for the Premises will be terminated, effective at Closing.
- d. The Premises is not currently served by any utilities.
- e. No representations or warranty made by the Seller in this Agreement or in any document or agreement furnished in connection with the Agreement contains or will contain any untrue statement of material fact, or omits or will omit to state a material fact necessary to make the statements not misleading.
- f. The Seller is not in default under the terms of any contract, agreement, lease, license or understanding and no condition or event has occurred which, after notice, the passage of time, or otherwise, would constitute a default under or breach of any such terms. The Seller is not aware of any condition that will result in default under any such terms.
- g. The Seller has complied in all material respects with all laws, regulations, and orders affecting the Premises and is not in default under or in violation of any provisions of any federal, state, local or provincial order, rule, regulation or law.
- h. There is no equitable, legal or administrative suit, action, arbitration or other proceedings pending or threatened against or affecting the Seller or the Premises.
- i. The Seller is not obligated to pay a fee or commission to a broker, finder, or intermediary for or on account of the transaction contemplated by this Agreement.
- j. From the effective date of this Agreement to Closing, the Seller shall (1) maintain the Premises in good repair and not allow or take action that would reduce the future development value, (2) not enter into any contracts or purchase orders relating to

the Premises, and (3) perform all acts necessary to insure that the representations, warranties and covenants of the Seller shall be true, complete, and accurate in all respects on and as of the date of Closing to the same force and effect as if made at Closing.

k. After the Seller's acceptance of this Agreement, the Buyer and the Buyer's authorized representatives shall have reasonable access to the Premises.

l. Seller makes no representation or warranty as to the Premises being buildable or suitable for construction of any structure, to include, without limitation, any education structure as proposed by Buyer. Buyer assumes all (100%) responsibility to determine, prior to Closing, that the Premises are buildable and suitable for its particular use.

m. To the best of Seller's knowledge no toxic, dangerous, or hazardous substances have at any time prior to Closing been improperly generated, treated, stored, or disposed of, or otherwise deposited in or on the Premises, including without limitation the surface waters and subsurface waters thereof, no underground tanks have been located on the Premises, and there are no substances or conditions in or on the Premises which may support a claim or cause of action under federal, state, or local environmental statutes, regulations, ordinances, or regulatory requirements.

15. CONDITIONS PRECEDENT TO CLOSING.

a. The obligations of the Buyer under this Agreement are, at Buyer's option, subject to the satisfaction of the following conditions. Seller shall make a good faith effort to satisfy each condition:

i. The representations and warranties of the Seller are true, complete and accurate as of the date of this Agreement and as of the date of Closing as if made as of such date.

ii. The Seller has performed all obligations, covenants and agreements to be performed prior to Closing as set forth in this Agreement.

iii. The Title Company is prepared to issue a policy in accordance with the provisions of Section 7.

iv. The Seller shall have executed and delivered to the Closing Agent for recording (a) the Statutory Warranty Deed, and (b) a written reaffirmation confirming all terms and conditions set forth in the previously recorded public street, road, and utility easements, as well as in the Memorandum of Understanding for Infrastructure between the parties concerning the 30-acre

parcel and the 60-acre parcel for recording. The reaffirmation shall also acknowledge that these easements and the Memorandum of Understanding provide access to Seller's adjacent southern 149.9-acre parcel.

iv. The Seller shall have executed and delivered to the Buyer a duly adopted and certified copy of a Resolution of all the LLC Members authorizing the execution and delivery by the Seller of this Agreement and all other documents contemplated by this Agreement.

v. The Seller shall have delivered to the Buyer copies of the Seller's Certificate of Good Standing issued by the Secretary of State of Washington and dated not more than forty-five (45) days prior to the Closing date.

vi. The Seller delivers to the Buyer an affidavit executed by the Seller under penalty of perjury that (1) complies with Internal Revenue Code Section 1445(b) (2), or the corresponding provision of any future law, (2) provides the Seller's United States taxpayer identification number, and (3) states that the Seller is not a foreign person.

vii. Termination of the existing farm lease at Closing.

b. Buyer may waive, as a condition precedent to Closing, compliance with some or all of the conditions set forth in Section 16a above. However, waiver of compliance for purposes of Closing shall not waive or diminish any right of Buyer to recover damages or enforce other available rights by reason of noncompliance by the Seller with any representation, warranty or covenant of the Seller set forth in this Agreement.

16. **CLOSING**. This sale shall be closed by Pioneer Title Company of Whitman County, Washington, Closing Agent, on or before **Wednesday February 18, 2026**. The parties shall sign and/or deliver necessary documents or funds when requested by Closing Agent to do so.

Closing Agent shall draft the conveyance, escrow and other documents and instruments appropriate under the terms of this Agreement. Seller and Buyer shall review the same and obtain any independent legal counsel they desire prior to signing those documents.

This Agreement was drafted jointly by the attorneys for each party. The parties are advised to carefully read this Agreement prior to signing it and to obtain the assistance of legal counsel of their choosing prior to signing it.

The parties acknowledge that they have, or may have, conflicting interests in this

transaction. It is the duty of the Closing Agent to prepare the documents contemplated by this Agreement. It is each party's own responsibility to determine whether or not specific terms of the documents and instruments, satisfy their individual interests.

**17. DEFAULT.** For purposes of this paragraph, a "default" is the failure of any party, without legal excuse, to complete the purchase or sale of the Premises. Time is of the essence of this Agreement. If neither party defaults, but a contingency to the sale is not satisfied, this Agreement shall be rescinded and the earnest money, if any, shall be refunded to Buyer.

If Seller default, Buyer may exercise one of the following options, but not more than one: (1) have the earnest money, if any, refunded to Buyer, or (2) sue Seller for damages including costs and reasonable attorneys' fees, or (3) sue for specific performance of this Agreement and costs and reasonable attorneys' fees incurred in said suit.

If only Buyer default, then Seller may, at Seller's option, treat Buyer's default as a breach of this Agreement and sue for specific performance of this Agreement or seek rescission of this Agreement, and, if suit is instituted for specific performance, to recover their costs and attorney's fees.

**18. ASSIGNABILITY.** This contract is binding upon the heirs, personal representatives, successors and assigns of Buyer and Seller. However, Buyer shall not assign this Agreement without the written consent of Seller. Assignment by consent shall not relieve the assigning party of any obligations hereunder.

**19. NOTICES.** Unless otherwise specified in this Agreement, any and all notices required or permitted to be given under this Agreement must be given in writing. Notices to Seller must be signed by at least one Buyer and shall be deemed to be given when actually received by or at the Administrative Offices of Seller at the address set forth below its signature on this Agreement, or at the office of Seller's attorney, James M. Onstad, via electronic mail at: onstad@imsblaw.com. Notices to Buyer must be signed by at least one Seller and shall be deemed to be given when actually received by or at the Administrative Offices of Buyer at the address set forth below its signature on this Agreement, or the Buyer's attorney, Anthony N. Anselmo, via electronic mail at: tanselmo@stevensclay.org.

**20. COMPUTATION OF TIME.** Unless otherwise expressly specified herein, any period of time specified in this Agreement shall expire at 9:00 p.m. of the last calendar day of the specified period of time, unless the last day is Saturday, Sunday, or legal holiday, as prescribed in RCW 1.16.050, in which event the specified period of time shall expire at 9:00 p.m. of the next business day. Any specified period of five (5) days or less shall include business days only.

21. **TERMINATION.** In the event of termination of this Agreement, any cost authorized under this Agreement to be advanced from the earnest money deposit shall be deducted before the remaining earnest money is refunded to Buyer or forfeited to Seller.
22. **LEGAL FEES - VENUE.** In the event either party hereto institutes suit against the other to enforce any rights herein, the location of such action shall be in the Superior Court of Whitman County, State of Washington, and the prevailing party shall receive from the other reasonable attorney fees and costs to be fixed by the court, including such fees and costs as may be incurred in any appellate proceeding. This Agreement is made under and shall be construed in accordance with the laws of the State of Washington.
24. **REAL PROPERTY TRANSFER DISCLOSURE STATEMENT - DELIVERY OF DOCUMENTS.** Within ten (10) days after execution of this Agreement, Seller shall prepare and deliver to Buyer a disclosure statement required by law. In addition, Seller shall furnish to Buyer, not later than ten (10) days after the date of this Agreement, copies of the following documents, if any: all leases, licenses, and permits affecting the Premises.
25. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signature pages from the counterparts may be separated therefrom and attached to one single agreement, the same to then be deemed the original and to have been executed when counterparts have been executed by all parties hereto.
26. **MISCELLANEOUS.**

The provisions of this Agreement shall not be deemed merged in the Statutory Warranty Deed, but shall survive the Closing and continue in full force and effect.

Waiver by either party of any covenant, condition, or provision of this Agreement shall not operate as or be considered to be a waiver by such party of any other covenant, condition, or provision hereof, or of any subsequent breach of either party.

This Agreement and the exhibits attached hereto set forth the entire Agreement between Seller and Buyer relating to the transaction contemplated hereby. No modification or amendment of this Agreement shall be valid unless the same is in writing and signed by each of the Parties hereto.

Seller and Buyer hereby agree to perform, execute, and/or deliver or cause to be performed, executed, and/or delivered at Closing or thereafter, any and all such further acts, documents and assurances as Buyer or Seller, as the case may be, may reasonably require to

consummate the transaction contemplated hereby.

Electronic delivery of documents (i.e. transmission by email) including signed offers or counteroffers and notices shall be legally sufficient to bind the party the same as delivery of an original. At the request of either party, or the Closing agent, the parties will replace electronically delivered offers or counteroffers with original documents.

SELLER

HARMS PLACE, LLC

By:  11/04/2025

CARL QUIST  
Managing Member  
401 Trestle Road  
Pullman, WA 99163

BUYER

PULLMAN SCHOOL DISTRICT NO. 267

By:  BOB MAXWELL  
Superintendent  
240 SE Dexter  
Pullman, WA 99163

By:  11/04/2025  
Shirley Quist by Carl Quist POA

SHIRLEY QUIST  
201 Trestle Road  
Pullman, WA 99163

**EXHIBIT "A"**  
**LEGAL DESCRIPTION FOR THE PREMISES**

A parcel of land situate within the NE 1/4 of Section 12, T 14 N, R 44 E, W.M., Whitman County, State of Washington.

EXCEPT A parcel of land situate within the NE 1/4 of Section 12, T 14 N, R 44 E, W.M., Whitman County, State of Washington and is further described as follows:

BEGINNING at the NE corner of said Section 12, thence S 0001'47" W 485.12 feet, along the easterly boundary of said Section 12, to the point of beginning (said point lies N 0001'47" E 4836.40 feet from the SE corner of said Section 12); Thence S 0001'47" W 970.25 feet, continue along the easterly boundary of said Section 12; Thence S 88'44'3 1" W 2694.14 feet, leaving said easterly boundary and running to the N-S subdivision line of said Section 12; Thence N 0000'33" W 970.23 feet, along said N-S subdivision line; Thence N 88'44'3 1" E 2694.54 feet, to the point of beginning.

Area of said described parcel of land is 30.01 acres.

WR 11/04/2025

Form 17C  
Seller Disclosure Statement-Unimproved  
Rev. 8/21  
Page 1 of 8

**SELLER DISCLOSURE STATEMENT  
UNIMPROVED PROPERTY**

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**SELLER:** Harms Place LLC

Seller

Seller

1

To be used in transfers of unimproved residential real property, including property zoned for residential use that is not improved by one or more residential dwelling units, a residential condominium, a residential timeshare or a mobile or manufactured home. Unimproved residential real property does not include commercial real estate as defined in RCW 60.42.005 or property defined as "timber land" under RCW 84.34.020. See RCW Chapter 64.08 for further information.

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**INSTRUCTIONS TO THE SELLER**

Please complete the following form. Do not leave any spaces blank. If the question clearly does not apply to the property check "NA." If the answer is "yes" to any asterisked (\*) item(s), please explain on attached sheets. Please refer to the line number(s) of the question(s) when you provide your explanation(s). For your protection you must date and initial each page of this disclosure statement and each attachment. Delivery of the disclosure statement must occur not later than five (5) business days, unless otherwise agreed, after mutual acceptance of a written purchase and sale agreement between a Buyer and Seller.

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**NOTICE TO THE BUYER**

THE FOLLOWING DISCLOSURES ARE MADE BY THE SELLER ABOUT THE CONDITION OF THE PROPERTY LOCATED  
AT Harms Place North Property, CITY Pullman

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STATE WA, ZIP 99163, COUNTY Whitman ("THE PROPERTY") OR AS  
LEGALLY DESCRIBED ON THE ATTACHED EXHIBIT A.

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SELLER MAKES THE FOLLOWING DISCLOSURES OF EXISTING MATERIAL FACTS OR MATERIAL DEFECTS TO BUYER BASED  
ON SELLER'S ACTUAL KNOWLEDGE OF THE PROPERTY AT THE TIME SELLER COMPLETES THIS DISCLOSURE  
STATEMENT, UNLESS YOU AND SELLER OTHERWISE AGREE IN WRITING, YOU HAVE THREE (3) BUSINESS DAYS FROM  
THE DAY SELLER OR SELLER'S AGENT DELIVERS THIS DISCLOSURE STATEMENT TO YOU TO RESCIND THE AGREEMENT  
BY DELIVERING A SEPARATELY SIGNED WRITTEN STATEMENT OF RESCISSION TO SELLER OR SELLER'S AGENT. IF THE  
SELLER DOES NOT GIVE YOU A COMPLETED DISCLOSURE STATEMENT, THEN YOU MAY WAIVE THE RIGHT TO RESCIND  
PRIOR TO OR AFTER THE TIME YOU ENTER INTO A PURCHASE AND SALE AGREEMENT.

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THE FOLLOWING ARE DISCLOSURES MADE BY SELLER AND ARE NOT THE REPRESENTATIONS OF ANY REAL ESTATE  
LICENSEE OR OTHER PARTY. THIS INFORMATION IS FOR DISCLOSURE ONLY AND IS NOT INTENDED TO BE A PART OF ANY  
WRITTEN AGREEMENT BETWEEN BUYER AND SELLER.

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FOR A MORE COMPREHENSIVE EXAMINATION OF THE SPECIFIC CONDITION OF THIS PROPERTY YOU ARE ADVISED TO  
OBTAIN AND PAY FOR THE SERVICES OF QUALIFIED EXPERTS TO INSPECT THE PROPERTY, WHICH MAY INCLUDE,  
WITHOUT LIMITATION, ARCHITECTS, ENGINEERS, LAND SURVEYORS, PLUMBERS, ELECTRICIANS, ROOFERS, BUILDING  
INSPECTORS, ON-SITE WASTEWATER TREATMENT INSPECTORS, OR STRUCTURAL PEST INSPECTORS. THE  
PROSPECTIVE BUYER AND SELLER MAY WISH TO OBTAIN PROFESSIONAL ADVICE OR INSPECTIONS OF THE PROPERTY  
OR TO PROVIDE APPROPRIATE PROVISIONS IN A CONTRACT BETWEEN THEM WITH RESPECT TO ANY ADVICE,  
INSPECTION, DEFECTS OR WARRANTIES.

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Seller  Is /  Is not occupying the Property.

34

**I. SELLER'S DISCLOSURES:**

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\* If you answer "Yes" to a question with an asterisk (\*), please explain your answer and attach documents, if available and not  
otherwise publicly recorded. If necessary, use an attached sheet.

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**1. TITLE**

YES  NO  DON'T KNOW  NA

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A. Do you have legal authority to sell the property? If no, please explain.....

40

\*B. Is title to the property subject to any of the following?

41

(1) First right of refusal .....

42

(2) Option .....

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(3) Lease or rental agreement .....

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(4) Life estate? .....

45

\*C. Are there any encroachments, boundary agreements, or boundary disputes? .....

46

\*D. Is there a private road or easement agreement for access to the property? .....

47

\*E. Are there any rights-of-way, easements, or access limitations that affect the Buyer's use of  
the property? .....

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SELLER'S INITIALS

Date

SELLER'S INITIALS

Date

Form 17C  
Seller Disclosure Statement - Unimproved  
Rev. 8/21  
Page 2 of 6

**SELLER DISCLOSURE STATEMENT  
UNIMPROVED PROPERTY**  
*(Continued)*

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	YES	NO	DON'T KNOW	N/A	60 51
*F. Are there any written agreements for joint maintenance of an easement or right of way? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	52
*G. Is there any study, survey project, or notice that would adversely affect the property? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	53
*H. Are there any pending or existing assessments against the property? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54
*I. Are there any zoning violations, nonconforming uses, or any unusual restrictions on the property that affect future construction or remodeling? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	55 56
*J. Is there a boundary survey for the property? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57
*K. Are there any covenants, conditions, or restrictions recorded against title to the property? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	58

**NOTICE TO BUYER:** Covenants or deed restrictions based on race, creed, sexual orientation, or other protected class were voided by RCW 49.60.224 and are unenforceable. Washington law allows for the illegal language to be struck by bringing an action in superior court or by the free recording of a restrictive covenant modification document. Many county auditor websites provide a short form with instructions on this process.

**2. WATER**

**A. Household Water**

(1) Does the property have potable water supply? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66 67
(2) If yes, the source of water for the property is: <input type="checkbox"/> Private or publicly owned water system <input type="checkbox"/> Private well serving only the property <input checked="" type="checkbox"/> Other water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	68 69
*If shared, are there any written agreements? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70
*(3) Is there an easement (recorded or unrecorded) for access to and/or maintenance of the water source? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	71 72
*(4) Are there any problems or repairs needed? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	73
(5) Is there a connection or hook-up charge payable before the property can be connected to the water main? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	74 75
(6) Have you obtained a certificate of water availability from the water purveyor serving the property? (If yes, please attach a copy.) .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76 77
(7) Is there a water right permit, certificate, or claim associated with household water supply for the property? (If yes, please attach a copy.) .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	78 79
(a) If yes, has the water right permit, certificate, or claim been assigned, transferred, or changed? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80 81
*(b) If yes, has all or any portion of the water right not been used for five or more successive years? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82 83
(c) If no or don't know, Is the water withdrawn from the water source less than 6,000 gallons a day? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84 85
*(8) Are there any defects in the operation of the water system (e.g. pipes, tank, pump, etc.)? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	86

**B. Irrigation Water**

(1) Are there any irrigation water rights for the property, such as a water right permit, certificate, or claim? (If yes, please attach a copy.) .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	88 89
(a) If yes, has all or any portion of the water right not been used for five or more successive years? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	90 91
(b) If yes, has the water right permit, certificate, or claim been assigned, transferred, or changed? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	92 93

*CB*  
SELLER'S INITIALS

3-12-21  
Date

SELLER'S INITIALS

Date

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**SELLER DISCLOSURE STATEMENT  
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YES	NO	DON'T KNOW	N/A	94
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	95
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<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	96
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<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	97
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	98
--------------------------	--------------------------	--------------------------	--------------------------	----

\*(2) Does the property receive irrigation water from a ditch company, irrigation district, or other entity? ....  If so, please identify the entity that supplies irrigation water to the property:

**C. Outdoor Sprinkler System**

(1) Is there an outdoor sprinkler system for the property? .....     100

\*(2) If yes, are there any defects in the system? .....     101

\*(3) If yes, is the sprinkler system connected to irrigation water? .....     102

**3. SEWER/SEPTIC SYSTEM**

**A. The property is served by:** 104

Public sewer system 105

On-site sewage system (including pipes, tanks, drainfields, and all other component parts) 106

Other disposal system 107

Please describe: \_\_\_\_\_ 108

**B. Is the property subject to any sewage system fees or charges in addition to those covered in your regularly billed sewer or on-site sewage system maintenance service?** .....     109  
110

**C. If the property is connected to an on-site sewage system:** 111

\*(1) Was a permit issued for its construction? .....     112

\*(2) Was it approved by the local health department or district following its construction? .....    113

(3) Is the septic system a pressurized system? .....    114

(4) Is the septic system a gravity system? .....    115

\*(5) Have there been any changes or repairs to the on-site sewage system? .....    116

(6) Is the on-site sewage system, including the drainfield, located entirely within the boundaries of the property? .....    117  
118

If no, please explain: \_\_\_\_\_ 119

\*(7) Does the on-site sewage system require monitoring and maintenance services more frequently than once a year? .....    120  
121

**4. ELECTRICAL/GAS**

A. Is the property served by natural gas? .....     123

B. Is there a connection charge for gas? .....    124

C. Is the property served by electricity? .....    125

D. Is there a connection charge for electricity? .....    126

\*E. Are there any electrical problems on the property? .....    127

**5. FLOODING** 128

A. Is the property located in a government designated flood zone or floodplain? .....    129

  
SELLER'S INITIALS

5-12-22  
Date

SELLER'S INITIALS

Date

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**6. SOIL STABILITY**

\*A. Are there any settlement, earth movement, slides, or similar soil problems on the property? .....    132

**7. ENVIRONMENTAL**

\*A. Have there been any flooding, standing water, or drainage problems on the property that affect the property or access to the property? .....    134

\*B. Does any part of the property contain fill dirt, waste, or other fill material? .....    136

\*C. Is there any material damage to the property from fire, wind, floods, beach movements, earthquake, expansive soils, or landslides? .....    137

D. Are there any shorelines, wetlands, floodplains, or critical areas on the property? .....    139

\*E. Are there any substances, materials, or products in or on the property that may be environmental concerns, such as asbestos, formaldehyde, radon gas, lead-based paint, fuel or chemical storage tanks, or contaminated soil or water? .....    140

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\*F. Has the property been used for commercial or industrial purposes? .....    143

\*G. Is there any soil or groundwater contamination? .....    144

\*H. Are there transmission poles or other electrical utility equipment installed, maintained, or buried on the property that do not provide utility service to the structures on the property? .....    145

146

\*I. Has the property been used as a legal or illegal dumping site? .....    147

\*J. Has the property been used as an illegal drug manufacturing site? .....    148

\*K. Are there any radio towers that cause interference with cellular telephone reception? .....    149

**8. HOMEOWNERS' ASSOCIATION/COMMON INTERESTS**

A. Is there a homeowners' association? .....    161

Name of Association and contact information for an officer, director, employee, or other authorized agent, if any, who may provide the association's financial statements, minutes, bylaws, filing policy, and other information that is not publicly available: \_\_\_\_\_

B. Are there regular periodic assessments? .....    165

\$ \_\_\_\_\_ per  month  year

Other: \_\_\_\_\_

\*C. Are there any pending special assessments? .....    168

\*D. Are there any shared "common areas" or any joint maintenance agreements (facilities such as walls, fences, landscaping, pools, tennis courts, walkways, or other areas co-owned in undivided interest with others)? .....    169

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**9. OTHER FACTS**

\*A. Are there any disagreements, disputes, encroachments, or legal actions concerning the property? .....    163

\*B. Does the property have any plants or wildlife that are designated as species of concern, or listed as threatened or endangered by the government? .....    164

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SELLER'S INITIALS

Date

SELLER'S INITIALS

Date

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YES	NO	DON'T KNOW	N/A	166
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	167
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\*C. Is the property classified or designated as forest land or open space? .....     168

D. Do you have a forest management plan? If yes, attach. .....     169

\*E. Have any development-related permit applications been submitted to any government agencies? .....    170

If the answer to E is "yes," what is the status or outcome of those applications? 171

172

F. Is the property located within a city, county, or district or within a department of natural resources fire protection zone that provides fire protection services? .....    173  
174

**10. FULL DISCLOSURE BY SELLERS** 176

A. Other conditions or defects: 176

\*Are there any other existing material defects affecting the property that a prospective buyer should know about? .....    177  
178

B. Verification 179

The foregoing answers and attached explanations (if any) are complete and correct to the best of Seller's knowledge and Seller has received a copy hereof. Seller agrees to defend, Indemnify and hold real estate licensees harmless from and against any and all claims that the above information is inaccurate. Seller authorizes real estate licensees, if any, to deliver a copy of this disclosure statement to other real estate licensees and all prospective buyers of the property. 180  
181  
182  
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*Harms place LLC* *End Date 5-12-22*

Seller

Date

Seller

Date

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If the answer is "Yes" to any asterisked (\*) items, please explain below (use additional sheets if necessary). Please refer to the line number(s) of the question(s). 186  
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**II. NOTICES TO THE BUYER**

**1. SEX OFFENDER REGISTRATION**

INFORMATION REGARDING REGISTERED SEX OFFENDERS MAY BE OBTAINED FROM LOCAL LAW ENFORCEMENT AGENCIES. THIS NOTICE IS INTENDED ONLY TO INFORM YOU OF WHERE TO OBTAIN THIS INFORMATION AND IS NOT AN INDICATION OF THE PRESENCE OF REGISTERED SEX OFFENDERS.

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**2. PROXIMITY TO FARMING/WORKING FOREST**

THIS NOTICE IS TO INFORM YOU THAT THE REAL PROPERTY YOU ARE CONSIDERING FOR PURCHASE MAY LIE IN CLOSE PROXIMITY TO A FARM OR WORKING FOREST. THE OPERATION OF A FARM OR WORKING FOREST INVOLVES USUAL AND CUSTOMARY AGRICULTURAL PRACTICES OR FOREST PRACTICES, WHICH ARE PROTECTED UNDER ROW 7.40.305, THE WASHINGTON RIGHT TO FARM ACT.

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**3. OIL TANK INSURANCE**

THIS NOTICE IS TO INFORM YOU THAT IF THE REAL PROPERTY YOU ARE CONSIDERING FOR PURCHASE UTILIZES AN OIL TANK FOR HEATING PURPOSES, NO COST INSURANCE MAY BE AVAILABLE FROM THE POLLUTION LIABILITY INSURANCE AGENCY.

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**III. BUYER'S ACKNOWLEDGEMENT**

**1. BUYER HEREBY ACKNOWLEDGES THAT:**

- A. Buyer has a duty to pay diligent attention to any material defects that are known to Buyer or can be known to Buyer by utilizing diligent attention and observation.
- B. The disclosures set forth in this statement and in any amendments to this statement are made only by the Seller and not by any real estate licensee or other party.
- C. Buyer acknowledges that, pursuant to RCW 64.06.060 (2), real estate licensees are not liable for inaccurate information provided by Seller, except to the extent that real estate licensees know of such inaccurate information.
- D. This information is for disclosure only and is not intended to be a part of the written agreement between the Buyer and Seller.
- E. Buyer (which term includes all persons signing the "Buyer's acceptance" portion of this disclosure statement below) has received a copy of this Disclosure Statement (including attachments, if any) bearing Seller's signature(s).

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DISCLOSURES CONTAINED IN THIS DISCLOSURE STATEMENT ARE PROVIDED BY SELLER BASED ON SELLER'S ACTUAL KNOWLEDGE OF THE PROPERTY AT THE TIME SELLER COMPLETES THIS DISCLOSURE, UNLESS BUYER AND SELLER OTHERWISE AGREE IN WRITING. BUYER SHALL HAVE THREE (3) BUSINESS DAYS FROM THE DAY SELLER OR SELLER'S AGENT DELIVERS THIS DISCLOSURE STATEMENT TO RESCIND THE AGREEMENT BY DELIVERING A SEPARATELY SIGNED WRITTEN STATEMENT OF RESCISSION TO SELLER OR SELLER'S AGENT. YOU MAY WAIVE THE RIGHT TO RESCIND PRIOR TO OR AFTER THE TIME YOU ENTER INTO A SALE AGREEMENT.

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BUYER HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF THIS DISCLOSURE STATEMENT AND ACKNOWLEDGES THAT THE DISCLOSURES MADE HEREIN ARE THOSE OF THE SELLER ONLY, AND NOT OF ANY REAL ESTATE LICENSEE OR OTHER PARTY.

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 12/10/25  
Buyer Date

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

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**2. BUYER'S WAIVER OF RIGHT TO REVOKE OFFER**

Buyer has read and reviewed the Seller's responses to this Seller Disclosure Statement. Buyer approves this statement and waives Buyer's right to revoke Buyer's offer based on this disclosure.

 12/10/25  
Buyer Date

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

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**3. BUYER'S WAIVER OF RIGHT TO RECEIVE COMPLETED SELLER DISCLOSURE STATEMENT**

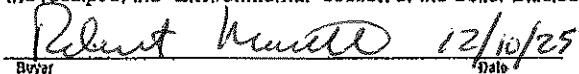
Buyer has been advised of Buyer's right to receive a completed Seller Disclosure Statement. Buyer waives that right. However, if the answer to any of the questions in the section entitled "Environmental" would be "yes," Buyer may not waive the receipt of the "Environmental" section of the Seller Disclosure Statement.

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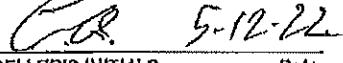
 12/10/25  
Buyer Date

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

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Date

SELLER'S INITIALS

Date

## Coversheet

### Purchase and Sales Agreement between Pullman School District and Bernard & Heather Druffel (Johnson Property)

**Section:** VI. Discussion Items

**Item:** D. Purchase and Sales Agreement between Pullman School District and  
Bernard & Heather Druffel (Johnson Property)

**Purpose:**

**Submitted by:**

**Related Material:**

ES Purchase and Sale Agreement- Sale Surplus Real Property\_Johnson.pdf  
REAL ESTATE PURCHASE AND SALE AGREEMENT - Johnson Property.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 - Sale of Surplus Real Property***

**Executive Summary**

**January 14th, 2026**

**Juston Pollestad**

*Executive Director of Operations*

**Background:**

Pullman School District has entered into a Purchase and Sale Agreement with Bernard and Heather Druffel for the transfer of ownership of the Johnson School building and surrounding 2.77 acres of property.

This agreement outlines the terms and conditions under which Mr. and Mrs. Druffel will acquire the building and associated land from the District.

All necessary due diligence and procedural steps will be followed prior to finalizing the transfer.

**Recommended Board Action:**

Approve Pullman School District to sale 2.77 acres parce of Surplus Real Property.

**Motion to Approve**

I move that the Board of Directors approve the sale of Surplus Real Property (Johnson Property).

Approved

Not Approved

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

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

## **REAL ESTATE PURCHASE AND SALE AGREEMENT**

This Real Estate Purchase and Sale Agreement ("Agreement") is entered into as of February 20<sup>th</sup> 2026 by and between Pullman Public Schools No. 267, a Washington state municipal corporation ("Seller") and Bernard and Heather Druffel, ("Purchaser").

### **1. PARTIES:**

Seller: Pullman Public Schools No. 267  
240 SE Dexter Street  
Pullman, Washington 99163  
(509) 332-3581

Purchaser: Bernard and Heather Druffel  
8201 Johnson Rd  
Colton, WA 99113

### **2. REAL PROPERTY:**

Seller agrees to sell to Purchaser, and Purchaser agrees to purchase from Seller, the real property located on Johnson Road in Johnson, Washington, and legally described as follows:

#### **Parcel 1:**

Legal Description: Lots 5, 6, 7, 8, 9, and 10, in Block 3 of Lamb's Addition to Johnson

Assessor's Tax Parcel No.: 121300003100000

#### **Parcel 2:**

Legal Description: Lots 4 to 14, inclusive, in Block 4 of Lamb's Addition to Johnson

Assessor's Tax Parcel No.: 121300004140000

(the "Property").

### **3. PURCHASE PRICE:**

The purchase price of the Property shall be \$125,000 Dollars and zero Cents (\$125,000.), payable in immediately available funds at Closing.

### **4. EARNEST MONEY:**

Earnest money in the amount of Purchaser's bid security for the Property shall be deposited with the Closing Agent after execution of this Agreement by Seller. The earnest money shall be applied toward the purchase price of the Property at closing. Unless otherwise provided for in this Agreement, the earnest money shall be non-refundable.

### **5. CONDITION OF PROPERTY:**

**(a)** EXCEPT AS SPECIFICALLY SET FORTH HEREIN, SELLER MAKES NO REPRESENTATIONS OR WARRANTIES AND SHALL NOT IN ANY WAY BE LIABLE FOR ANY OTHER REPRESENTATIONS OR WARRANTIES INCLUDING, WITHOUT LIMITATION, REPRESENTATIONS AND WARRANTIES WITH RESPECT TO (I) THE CONDITION OF THE PROPERTY OR ANY BUILDINGS, STRUCTURES, OR IMPROVEMENTS THEREON OR THE SUITABILITY OF THE PROPERTY FOR HABITATION OR FOR PURCHASER'S INTENDED USE OR FOR ANY USE WHATSOEVER, (II) ANY APPLICABLE BUILDING,

ZONING, OR FIRE LAWS OR REGULATIONS OR WITH RESPECT TO COMPLIANCE THEREWITH OR WITH RESPECT TO THE EXISTENCE OF OR COMPLIANCE WITH ANY REQUIRED PERMITS, IF ANY, OF ANY GOVERNMENTAL AGENCY, (III) THE AVAILABILITY OR EXISTENCE OF ANY WATER, SEWER, OR OTHER UTILITIES (PUBLIC OR PRIVATE), (IV) THE EXISTENCE, ACCURACY, OR VALIDITY OF ANY DOCUMENTS WITH RESPECT TO THE PROPERTY (INCLUDING, WITHOUT LIMITATION, APPRAISALS, SURVEYS, SOIL REPORTS, ARCHITECTURAL PLANS, SPECIFICATIONS, AND CERTIFICATIONS, OR GOVERNMENTAL PERMITS), (V) THE CONDITION OF TITLE TO THE PROPERTY, (VI) THE PRESENCE OF ANY HAZARDOUS MATERIALS ON OR UNDER THE PROPERTY; (VII) THE EXISTENCE OF WETLANDS OR OTHER ENVIRONMENTALLY SENSITIVE OR CRITICAL AREAS ON THE PROPERTY, OR (VIII) THE PRESENCE OF ANY DEFECTS AND CONDITIONS, INCLUDING SUCH DEFECTS AND CONDITIONS, IF ANY, THAT CANNOT BE OBSERVED BY CASUAL INSPECTION.

**(b)** Purchaser acknowledges that Purchaser has or will have before the closing, independently and personally inspected the Property and improvements, and all matters with respect to physical condition thereof, taxes, permissible uses, zoning covenants, conditions, restrictions, and all other matters bearing on the value of the Property in Purchaser's judgment and for Purchaser's purposes, and that Purchaser has entered into this Agreement based upon and in recognition of its contractual obligation to personally examine and inspect the Property. Purchaser agrees that the Property is to be sold to and accepted by Purchaser, at closing, in its then condition AS-IS and WITH ALL FAULTS, including, without limitation, those faults and conditions specifically referenced in this Agreement. Purchaser acknowledges that Seller is not in the business of owning or developing commercial property and confirms that Purchaser is relying on its own knowledge and investigations with respect to the Property and not on any representations of Seller, except as specifically set forth herein.

**(c)** Seller has made available or delivered to Purchaser certain reports and other information with respect to the Property ("Due Diligence Information"). Except as expressly stated herein, Seller makes no representation or warranty as to the truth, accuracy or completeness of Due Diligence Information. Purchaser acknowledges and agrees that all Due Diligence Information delivered by Seller to Purchaser in connection with the transaction contemplated hereby are provided to Purchaser as a convenience only and that any reliance on or use of such materials, data or information by Purchaser shall be at the sole risk of Purchaser, except as otherwise expressly stated herein. Without limiting the generality of the foregoing provisions, Purchaser acknowledges and agrees that Purchaser shall not have any right to rely on any Due Diligence Information delivered by Seller to Purchaser, but rather will rely on its own inspections and investigations of the Property and any reports commissioned by Purchaser with respect thereto, and Seller shall not have any liability to Purchaser for any inaccuracy in or omission from Due Diligence Information.

**(d)** By closing, Purchaser shall be deemed to have conclusively represented to Seller (i) that it has concluded (or has elected not to perform) whatever studies, tests and investigations Purchaser desires relating to the Property and improvements thereon, including, without limitation, soils tests, engineering analyses, environmental analyses, Hazardous Materials investigation, analyses of any zoning or use restriction affecting the Property or any applicable regulations of any planning, building, public works or other governmental or quasi-governmental entity having or asserting jurisdiction over the Property, proposed changes in zoning or use of the Property and vicinity; covenants and restrictions; utility districts; anticipated or proposed utility, septic, sewer and improvement assessments and charges; public or private nature of roads serving the Property, corners, boundary line locations, size, square footage and dimensions of the Property and its improvements; existence of termites and pests; and suitability of the Property for Purchaser's intended use (ii) that Purchaser has reviewed and read (or has elected not to do so) and has understood all instruments of public record or otherwise available from any governmental or quasi-governmental entity, or provided by Seller, that affect the Property which Purchaser deems relevant, and (iii) that Purchaser has accepted the Property in its existing condition, subject to whatever conditions Purchaser's investigations have discovered, or would have discovered if duly performed; Seller shall have no liability whatsoever with respect to (A) any condition disclosed or known to Purchaser prior to closing or (B) conditions unknown to Purchaser at closing unless such conditions are the subject of Seller's express warranties set forth in this Agreement.

**(e)** Purchaser agrees that should it elect to remove any Hazardous Materials from the Property, it will do so with the assistance of a properly qualified removal or abatement specialist pursuant to and in compliance with all applicable federal, state, and local laws. Purchaser releases and, upon closing, assumes all risk of the presence of any Hazardous Materials on or under the Property.

**(f)** As used in this Agreement, the term (i) "Hazardous Materials" shall mean any substance which is or contains (i) any "hazardous substance" as now or hereafter defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. § 9601 et seq.) ("CERCLA") or any regulations promulgated under or pursuant to CERCLA; (ii) any "hazardous waste" as now or hereafter defined in the Resource Conservation and Recovery Act (42 U.S.C. § 6901 et seq.) ("RCRA") or regulations promulgated under or pursuant to RCRA; (iii) any substance regulated by the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.); (iv) gasoline, diesel fuel, or other petroleum hydrocarbons; (v) asbestos and asbestos containing materials, in any form, whether friable or non-friable; (vi) polychlorinated biphenyls; (vii) radon gas; and (viii) any additional substances or materials which are now or hereafter classified or considered to hazardous or toxic under Environmental Requirements (as hereinafter defined), the Washington Model Toxics Control Act (RCW 70.150D), the Washington Water Pollution Act (RCW 90.58) or the common law, or any other applicable laws relating to the Property. Hazardous Materials shall include, without limitation, any substance, the presence of which on the Property, (A) requires reporting, investigation or remediation under Environmental Requirements; (B) causes or threatens to cause a nuisance on the Property or adjacent property or poses or threatens to pose a hazard to the health or safety of persons on the Property or adjacent property; or (C) which, if it emanated or migrated from the Property, could constitute a trespass; and (ii) the term "Environmental Requirements" shall mean all laws, ordinances, statutes, codes, rules, regulations, agreements, judgments, orders, and decrees, now or hereafter enacted, promulgated, or amended, of the United States, the states, counties, the cities, or any other political subdivisions in which the Property is located, and any other political subdivision, agency or instrumentality exercising jurisdiction over the owner of the Property, the Property, or the use of the Property, relating to pollution, the protection or regulation of human health, natural resources, or the environment, or the emission, discharge, release or threatened release of pollutants, contaminants, chemicals, or industrial, toxic or hazardous substances or waste or Hazardous Materials into the environment (including, without limitation, ambient air, surface water, ground water or land or soil).

**(g)** The Property is agreed to be commercial real estate for purposes of Chapter 60.06 RCW. Pursuant to RCW 64.06.010(7), Purchaser expressly waives the right to receive a seller disclosure statement.

**6. TAG ALONG CONTINGENCY: As additional consideration for Purchaser's obligations hereunder, Closing is contingent upon the transfer of any interest Seller has in the following real property via quit claim deed:**

- Lots 1, 2, 3, and 4 of Block 3, Lamb's Addition to Johnson
- Any portions of vacated streets and/or alleys contiguous to or adjoining the above lots

**7. TITLE EXAMINATION AND INSPECTION CONTINGENCY:**

**(a)** Seller agrees to provide Purchaser with a preliminary title report (Commitment for Title Insurance) issued by Pioneer Title, 480 SE Bishop Blvd Ste 102, 509-334-2210 for the Property after execution of this Agreement by Seller. Seller makes no representations or warranties regarding the accuracy of such title report and assumes no responsibility for the determination of whether or not there exist any encumbrances or encroachments not reflected in the Commitment For Title Insurance.

Purchasers shall review the Commitment For Title Insurance covering the Property with copies of underlying documents for all exceptions set forth therein. Purchaser shall notify Seller of its disapproval of any exceptions shown in the Commitment, other than exceptions specifically addressed within this Agreement, within five (5) days after Purchaser's receipt of the Commitment. Purchaser's failure to notify Seller of its disapproval of any exceptions in the Commitment within such five (5) day period shall be deemed Purchaser's approval of all exceptions.

If within five (5) days after the receipt of any such notice from Purchaser, Seller has not removed or given reasonable written assurances to Purchaser that such disapproved exceptions will be removed on or before closing, Purchaser may elect to terminate this Agreement or waive this condition by giving notice of such termination or waiver to Seller. If this Agreement is so terminated the earnest money shall be returned to Purchaser.

Seller shall assume and pay any cancellation fee for such commitment or policy.

**(b)** This Agreement shall terminate, and Purchaser shall receive a refund of the earnest money unless ten

(10) days before closing, Purchaser gives written notice to Seller stating that Purchaser is satisfied, in Purchaser's reasonable discretion, concerning all aspects of the Property, including without limitation its physical condition, the presence or absence of any Hazardous Substances, the potential financial performance of the Property, the availability of government permits and approvals, and the feasibility of the Property for Purchaser's intended purpose. If such notice is timely given, the inspection contingency stated shall be deemed satisfied.

Seller shall permit Purchaser and its agents, at Purchaser's sole expense and risk, to conduct inspections of the Property. Purchaser shall not conduct any invasive testing without obtaining Seller's prior written consent. Purchaser shall restore the Property to the same condition it was before inspection. Purchaser agrees to indemnify and defend Seller from all liens, expenses, loss, liability, costs (including, without limitation, attorneys' and experts' fees), expenses, claims, or suits of any nature whatsoever arising from or relating in any way to Purchaser's entry onto or inspection of the Property. This agreement to indemnify and defend shall survive closing. If the sale of the Property fails to close for any reason, the Purchaser shall provide Seller copies of any written materials resulting from said inspections, studies, and the like.

**8. RELEASE:**

Purchaser, on behalf of itself and its heirs, successors, and assigns hereby waives, releases, acquits and forever discharges Seller, its officers, directors, employees, agents, attorneys, representatives, and any other persons acting on behalf of Seller and the successors and assigns of any of the preceding, of and from any and all claims, actions, causes of action, demands, rights, damages, costs, expenses or compensation whatsoever, direct or indirect, known or unknown, foreseen or unforeseen, which Purchaser or any of its heirs, successors or assigns now has or which may arise in the future on account of or in any way related to or in connection with any past, present, or future physical characteristic or condition of the Property or the improvements, including, without limitation, any Hazardous Materials in, at, on, under or related to the Property or the improvements, or any violation or potential violation of any environmental requirement applicable thereto. Notwithstanding anything to the contrary set forth herein, this release shall survive the closing or termination of this Agreement.

**9. CONVEYANCE BY WARRANTY DEED:**

Seller agrees to execute and deliver to Purchaser at closing a Warranty Deed conveying title to the Property.

**10. CLOSING:**

This sale shall be closed on or before March 15, 2026, hereinafter referred to as the "Date of Closing." The sale must be closed on or before the Date of Closing, or this Agreement shall become null and void.

This sale shall be deemed closed on that date when each of the following shall have occurred:

- (a) Purchaser shall have paid to the Closing Agent (defined below) the total purchase price;
- (b) Closing Agent shall have received a Warranty Deed executed by Seller regarding the properties described in Paragraph 2 above together with any other documents required in order for Purchaser to obtain title as hereinafter provided;
- (c) Closing Agent shall have received a Quit Claim Deed executed by Seller regarding the properties described in Paragraph 6 above together with any other documents required in order for Purchaser to obtain Seller's interest as hereinafter provided; and
- (d) Closing Agent shall have received all documents required to convey title to the Property to Purchaser.

The parties further agree to execute such other documents and instruments not listed above as may be reasonably necessary to carry out the intent of this Agreement.

**11. POSSESSION DATE AND RISK OF LOSS:**

Purchaser shall be entitled to possession of the Property on the Date of Closing. Seller shall assume all risk of loss, including damage to persons or property, real or personal, occurring on the Property until the date and time of closing. Purchaser shall thereafter assume the risk of loss.

**12. TAXES AND PRORATIONS:**

Purchaser's obligation for real estate taxes shall begin as of the Date of Closing. Water, utilities, and other assessments constituting liens shall be prorated as of the Date of Closing.

**13. CLOSING AGENT:**

The Closing Agent for this transaction shall be Pioneer Title. Closing Agent shall have the authority to receive and bank all payments required to be made by Purchaser.

**14. CLOSING COSTS:**

(a) Seller and Purchaser shall each pay their own attorneys', accountants', and other professionals' fees;

(b) Seller shall pay the premium for a standard form owner's policy of title insurance issued by Pioneer Title, 480 SE Bishop Blvd Ste 102, 509-334-2210 in the face amount of the purchase price and any applicable real estate excise taxes;

(c) Purchaser shall pay all recording fees; and

(d) Purchaser shall pay the Closing Agent's fees.

**15. NOTICES:**

All notices, demands, consents, approvals, and other communications which are required or desired to be given by either party to the other hereunder shall be in writing and shall be hand delivered or delivered by registered or certified United States mail, return receipt requested, to the following individuals representing each party:

Seller: Pullman Public Schools No. 267  
ATTN: Juston Pollestad, Executive Director of Operations  
240 SE Dexter Street  
Pullman, Washington 99163  
(509) 332-3581

Purchaser: Bernard and Heather Druffel  
8201 Johnson Rd  
Colton, WA 99113

Notices shall be deemed given when delivered or three (3) days after mailing.

**16. PARTIAL VALIDITY:**

If any term or provision of this Agreement is deemed invalid or unenforceable, the remainder of the Agreement or the application of such term or provision to the person or circumstances other than those as to which it is invalid or unenforceable shall not be affected thereby.

**17. APPLICABLE LAW:**

This Agreement shall be governed and interpreted in accordance with the laws of the state of Washington. The venue of any action brought to interpret or enforce any provision of this Agreement shall be in the county where the Property is situated.

**18. DEFAULT:**

If the Purchaser fails, without legal excuse, to complete the purchase of the Property, the earnest money shall be forfeited to the Seller as the sole and exclusive remedy available to the Seller for such failure. In the event the Seller fails, without legal excuse, to complete the sale of the Property, the earnest money shall be returned to the Purchaser as the sole and exclusive remedy available to the Purchaser for such failure.

**19. ATTORNEYS' FEES AND COSTS:**

In the event an action is commenced to enforce any of the provisions of the Agreement, the prevailing party shall, in addition to its other remedies, be entitled to recovery of its reasonable attorneys' fees and costs, including but not limited to attorneys' fees and costs incurred on any appeal.

**20. TIME OF THE ESSENCE:**

Time is of the essence with respect to this Agreement and every undertaking herein.

**21. COMMISSIONS:**

Seller and Purchaser each represent to the other that they have not dealt with any real estate broker in connection with the negotiations leading to this Agreement. Seller and Purchaser each agree to indemnify and hold each other harmless from and against the claims of any and all brokers or other intermediaries claiming to have had any dealings, negotiations or consultations with the indemnifying party in connection with this Agreement or the sale of the Property.

**22. MERGER:**

The terms, provisions, representations, and warranties of this Agreement shall not merge in, but shall survive, the closing of the transaction contemplated hereunder.

**23. ENTIRE AGREEMENT:**

This document contains the entire agreement of the parties and may not be modified except in writing and signed by both parties.

**24. ASSIGNMENT:**

Purchaser may not assign this Agreement.

**25. BOARD APPROVAL CONDITION:**

This Agreement is conditioned upon approval by the Board of Directors of Pullman Public Schools No. 267.

**SELLER:**

Pullman Public Schools No. 267

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

**PURCHASER:**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

## Coversheet

### 5010 Nondiscrimination and Affirmative Action

**Section:**

VI. Discussion Items

**Item:**

E. 5010 Nondiscrimination and Affirmative Action

**Purpose:****Submitted by:****Related Material:**

ES 5010 Discrimination Free Workplace 1.14.26.pdf

5010 Nondiscrimination and Affirmative Action 1.14.26.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

***5010 Discrimination-Free Workplace***

**Executive Summary**

**January 14, 2026**

**Ryan Mulvey**

*Assistant Superintendent*

**Background:**

WSSDA Policy 5010, Discrimination-Free Workplace, has undergone multiple revisions since January 2025 following the repeal of the 2024 Title IX regulations. As a result, all school districts were directed to revert to the 2020 Title IX policies and procedures to remain in compliance with current law. Throughout 2025, WSSDA continued to update this policy in response to evolving legal guidance, with the most recent revisions highlighted in the December 2025 Policy and Legal News.

Board Policy 5010 has been updated to align with the most recent WSSDA sample policy that was revised on December 2025. These revisions reflect the reversion to the 2020 Title IX framework and include a policy title change from Nondiscrimination and Affirmative Action to Discrimination-Free Workplace. Per WSSDA, this title change is intended to clearly distinguish staff-related nondiscrimination policies from similarly titled policies addressing students or the broader community.

Additionally, WSSDA revised the policy language to improve long-term durability. Rather than directly incorporating regulatory language from WAC 392-190-0592, the updated policy now includes a statement affirming the district's obligation to comply with the regulation, allowing the policy to remain applicable even as specific regulatory language changes over time.

**Recommended Board Action:**

Approval to revise Policy 5010 Discrimination-Free Workplace as presented.

**Motion to Approve**

I move to approve the revisions to Policy 5010 Discrimination-Free Workplace as presented.

Approved

Not Approved

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

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

# Pullman School District Board Policy

**5010**

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## PERSONNEL

### Nondiscrimination and Affirmative Action Discrimination-Free Workplace

#### Definition

“Protected status” is short for the phrase “age, sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability.”

The Pullman School District ~~Board of Directors~~ is committed to an educational and working environment free from discrimination and harassment ~~based on a person's protected status~~ ~~as described in this policy. The district will not deny any person the benefit of, or subject any person to~~ This policy and accompanying procedure prohibits discrimination ~~in employment, recruitment, promotion, advancement, consideration, or selection in connection with employment based on their protected status.~~ and harassment of any staff member, volunteers, and contractors who work on behalf of the district.

The district will make all employment decisions in a non-discriminatory manner and will not limit, segregate, or classify any person in a way that could adversely affect their employment opportunities or status based on their protected status.

The district will not enter into any contractual or other relationship that directly or indirectly results in the discrimination of any person in connection with employment based on their protected status.

The district will not grant preferential treatment to applications for employment based on an applicant's enrollment at any education institution or entity that only predominantly admits students based on sex, race, color, or national origin if the giving of such preferences has the effect of discriminating based on sex, race, color, or national origin.

#### **A. Equal Employment Opportunity**

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. ~~Such equal employment opportunity will be provided without discrimination with respect to a legally protected characteristic, which include the following: race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, disability, or the use of a trained dog guide or service animal by a person with a disability.~~

To promote equal employment opportunities, the district will develop a program or plan in accordance with WAC 392-190-0592.

#### Examples of Employment Discrimination

Employment discrimination may include the following:

1. Unfair treatment based on an employee's protected status, including unfair or separate treatment in pay scale, assignment of duties, opportunities for advancement, conditions of employment, hiring practices, leaves of absence, hours of employment, and assignment of instructional and non-instructional duties.
2. Harassment based on an employee's protected status by supervisors, co-workers, or others in the workplace that is so severe or persistent that it creates a hostile environment.
3. Denial of a reasonable workplace accommodation that an employee needs because of religious beliefs or a disability.
4. Retaliation because an employee complained about employment discrimination or assisted with an employment discrimination investigation or lawsuit.

# Pullman School District Board Policy

**5010**

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5. Making employment or placement decisions based on stereotypes or assumptions about one's protected status.
6. Discriminating against individuals married to or otherwise associated with people of a certain group.
7. Prohibiting an employee from using the restroom consistent with his or her gender identity.

These are examples of employment discrimination and are not an exhaustive list.

## **B. Discriminatory Harassment**

The district prohibits discriminatory harassment in the workplace. Discriminatory harassment is unwelcome or offensive conduct directed that is:

1. Directed toward a person based on their protected status that is sufficiently characteristic,
2. Sufficiently severe or pervasive to create an;
3. Unreasonably interferes with a person's work environment that a reasonable person would consider ability to perform job duties; and
4. The cause of an intimidating, hostile, or offensive environment. Petty slights, annoyances, or isolated incidents, unless extremely serious, will not rise to the level of discriminatory harassment.

Examples of discriminatory harassmentHarassing conduct may include, but are is not limited to:<sup>12</sup>

1. Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
2. Disparaging remarks to or about a person's legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);
3. Displaying negative or offensive jokes, slurs, epithets, name-calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objectsposters or pictures, and interference with work performance about a legally protected characteristic;
4. When the district becomes aware of potential Physical conduct toward a person due to that person's legally protected characteristic;
5. All communications, including those conveyed electronically, such as by e-mail, telephone or voicemail, text messaging, or social media or other internet use, that directly or indirectly implicates a legally protected characteristic; or
6. Any other unwelcome conduct that implicated a legally protected characteristic.

In most instances, discriminatory harassment, it does not include supervisory or evaluative practices.

The board will promptly investigate the conduct and, as appropriate, take reasonable steps to prevent and promptly correct the harassing conduct. designate a staff member to serve as the compliance officer.

## **C. Affirmative Action**

The Pullman School District, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to modify the composition of aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans who are under represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

# Pullman School District Board Policy

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~~The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups—aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law, racial minorities, and women may not be treated preferentially in public employment.~~

~~This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.~~

## **D.C. Employment of Persons with Disabilities**

~~In order to~~To fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. ~~The district will not discriminate against a~~ No qualified individual based on their person with disabilities will, solely by reason of a disability, ~~nor will~~ be subjected to discrimination and the district ~~will not~~ limit, segregate, or classify any applicants for employment or any staff member in any way that adversely affects ~~his/her~~ their opportunities or status because of ~~at~~their disability. This prohibition applies to all aspects of employment, from recruitment to promotions, and includes fringe benefits and other elements of compensation.
2. The district will ~~reasonably accommodate~~ make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship, ~~on the operation of the district program. Such reasonable accommodations may include:~~ Reasonable accommodations may include
  - a. ~~Making~~ making facilities used by staff readily accessible and usable by persons with disabilities; ~~and~~,
  - b.a. ~~Job~~ Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions.

An undue hardship means an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the district. In determining whether ~~or not~~ an accommodation would impose an undue hardship on the district, the district may consider, among other things, the factors to be considered include the nature and cost of the accommodation, the district's size, the district's financial resources, and the nature and structure of its operations.

3. The district will not use any employment tests or criteria that screen out persons with disabilities unless the tests ~~or~~ criteria ~~is~~ are clearly and specifically job-related, ~~and~~. Also, the ~~District~~ district will not use such tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available.
4. While the district may not make pre-employment ~~inquiry~~ inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
5. ~~Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.~~

## **E.D. Nondiscrimination for Military Service**

# Pullman School District Board Policy

**5010**

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The district will not discriminate against any person who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of thattheir participation in a uniformed service. This includes initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

## E. Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all employees of it. The district will provide the notice in a language each employee can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency.

The district will not adopt any policy, procedure, or practice that would limit a person's right to file a complaint under the complaint procedure.

## F. Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district's compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

The compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

## G. Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Any person who retaliates will be subject to appropriate discipline.

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**Cross References:**

- Board Policy [2030](#) Service Animals in Schools
- Board Policy [5011](#) Sexual Harassment of District Staff Prohibited
- Board Policy [5270](#) Resolution of Staff Complaints
- Board Policy [5407](#) Military Leave

**Legal References:**

- RCW 28A.400.310, Law against discrimination applicable to district's employment practices
- RCW 28A.640.020 Regulations, guidelines to eliminate discrimination-Scope – Sexual harassment policies
- RCW 28A.642 Discrimination prohibition
- RCW 49.60 Discrimination – Human Rights Commission
- RCW 49.60.030 Freedom from discrimination – Declaration of Civil Rights

# Pullman School District Board Policy

**5010**

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**38 USC §4212** **Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)**

RCW 49.60.180 Unfair practices of employer  
RCW 49.60.400 Discrimination, Preferential Treatment Prohibited  
RCW 73.16 Employment and Reemployment  
WAC 392-190 Equal Education Opportunity – Unlawful Discrimination Prohibited

**WAC 392-190-0592 Public School Employment – Affirmative Action Program**

42 USC 2000e1—2000e10, Title VII of the Civil Rights Act of 1964  
20 USC 1681—1688, Title IX Educational Amendments of 1972  
42 USC 12101—12213 Americans with Disabilities Act  
8 USC 1324, (IRCA) Immigration Reform and Control Act of 1986  
38 USC 4301-4333 Uniformed Services Employment and Reemployment Rights Act  
29 USC 794 Vocational Rehabilitation Act of 1973  
34 CFR 104 Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance  
38 USC 4212 Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA)

## Management Resources:

[Policy and Legal News, December 2025](#)

[Policy and Legal News, July 2025](#)

[Policy and Legal News, December 2024](#)

[Policy and Legal News, July 2023](#)

[Policy and Legal News, May 2018](#)

[Policy and Legal News, April 2017](#)

[Policy and Legal News, December 2014](#)

[Policy and Legal News, June 2013](#) Adding Legal Reference to Policy 5010

[Policy News, June 2011](#) Laws Against Discrimination Address Equal Education Opportunities

[Policy News, February 2011](#) Nondiscrimination

[Policy News, August 2007](#) Washington's Law Against Discrimination

[Policy News, June 2001](#) State Updates Military Leave Rights

## Classification: EncouragedImportant

**Adoption Date:** June 9, 1993

**Revision:** May 2001

**Revision:** July 2003

**Revision:** March 2008

**Revision:** August 8, 2012

**Revision:** August 14, 2013

**Revision:** May 13, 2015

**Revision:** February 14, 2018

**Revision:** November 13, 2019

**Revision:** July 24, 2024

## Coversheet

### Administrative Requirements Update

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



## Monthly Administrative Requirements

### January:

- ELD Program Report to Board
  - Person(s) Responsible: Assistant Superintendent*
- Technology Services Program Report to Board
  - Person(s) Responsible: Technology Supervisor*
- 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.*

### February:

- Yearly OSHA Report (Joe, Diane)
  - Person(s) Responsible: Executive Director of Operations & Finance Director*
- Prepare Parent and Student Handbooks for Next School Year (Elementary/Secondary Principals prepare and finalize addendums)
  - Person(s) Responsible: Superintendent's Office & Principals*
- Nutrition Services Program Report to Board
  - Person(s) Responsible: Executive Director of Operations & Nutrition Services Supervisor*
- Course Approvals for Next School Year
  - Person(s) Responsible: Secondary Principals*

## Coversheet

### Expense Claim Audit - Community Update Board Schedule

**Section:** VII. Informational Items  
**Item:** C. Expense Claim Audit - Community Update Board Schedule  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Expense Claim Audit Comm Update Schedule.pdf



## BOARD DIRECTOR SCHEDULES

### Expense Claim Audit Schedule

Month	Reviewer
August 2025	Craig Nelson
September	Nathan Roberts
October	Arron Carter
November	Amanda Tanner
December	Lisa Waananen Jones
January 2026	Craig Nelson
February	Deena Bayoumi
March	Arron Carter
April	Stephanie Horn
May	Lisa Waananen Jones
June	Craig Nelson
July	Deena Bayoumi

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### 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

### Informational Policies & Procedures

**Section:**

VII. Informational Items

**Item:**

D. Informational Policies & Procedures

**Purpose:****Submitted by:****Related Material:**

5000 Recruitment and Selection of Staff 11.12.25.pdf

5000P Recruitment and Selection of Staff 5.27.15.pdf

5005 Employment-Volunteers--12.11.24.pdf

# Pullman School District Board Policy

**5000**

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## **PERSONNEL**

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

The Pullman School District Board of Directors delegates most or all recruitment and selection of school district staff to the superintendent and/or their designee(s).

Staff are recruited and selected to ensure that all staff members are highly effective and have the necessary skills and experience to meet the learning needs of all students.

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

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

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

#### **Cross References:**

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

#### **Legal References:**

RCW 28A.400.300	Hiring and discharging employees —Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
RCW 28A.405.210	Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — non-renewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing
RCW 43.43.830	Background checks — Access to children or vulnerable persons — Definitions
RCW 43.43.832	Background checks — Disclosure of information--Sharing of criminal background information by health care facilities
RCW 49.44.200	Personal social networking accounts – Restrictions on employer access - Definitions
RCW 49.44.205	Violations of RCW 49.44.200 – Civil action - Remedies
Chapter 162-12 WAC	Pre-employment Inquiry Guide (Human Rights Commission)
P.L. 99-603	(IRCA)Immigration Reform and Control Act of 1986
Title 8 USC, Ch. 12 §1324a and §1324b	
WAC 392-190-0591	Public school employment and contract practices - Nondiscrimination

#### **Management Resource:**

*Policy News, October 2025*

*Policy News, December 2012*

*Policy News, February 2012*

Model Policies Aligned with

Washington School Board Standards

#### **Classification: Important**

**Adoption Date: September 26, 2012**

**Revised: May 13, 2015**

**Revised: November 12, 2025**

# Pullman School District Administrative Procedures

**5000P**

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## **PERSONNEL**

### **Recruitment and Selection of Staff**

Current and projected staff needs provide the basis for staff recruitment and selection. Once needs are identified, the recruitment and selection process should result in employing a staff member who is the most qualified to fulfill the need based upon the candidate's skill, training, experience and past performance.

#### **1.0 Identifying Needs**

- 1.1. Collect enrollment projections from each school building (use Spring registrations to estimate "K" enrollment).
- 1.2. Compare building projections with long-range district projections using the cohort survival ratio.
- 1.3. Establish staffing needs using the lowest projections.
- 1.4. Identify returning staff members, including returns from leave of absence and excluding retirees.
- 1.5. Identify openings, recognizing the new requirements, goals and priorities of the district and including possible co-curricular assignment needs.
- 1.6. Review voluntary transfer requests in relation to the provisions of the collective bargaining agreement.
- 1.7. Identify possible involuntary transfers in relation to provisions of the collective bargaining agreement.

#### **2.0 Recruiting**

- 2.1 Review affirmative action plan and goals. (5010P: Non-Discrimination and Affirmative Action)
- 2.2 Develop job description for each necessary position, including salary range.
- 2.3 Develop job announcement using information from job description; experience, preparation, salary range and other related information.
- 2.4 List vacancies with intention to reach potential applicants from protected employment groups in order to achieve affirmative action goals.

#### **3.0 Screening**

- 3.1 Identify screening and interviewing.
- 3.2 Review criteria for screening.
- 3.3 Compile a screening summary report for each candidate to be considered, including specific reasons for eliminating candidates.
- 3.4 Select candidates to be interviewed. (Note: Findings should be stated on the screening summary report for each candidate that was considered.)
- 3.5 Notify rejected applicants.

#### **4.0 Interviewing**

- 4.1 Prepare for interview by:
  - 4.1.1 Reviewing all duties and responsibilities of the position;
  - 4.1.2 Reviewing the minimum qualifications needed to perform the duties of the position;
  - 4.1.3 Developing a series of questions to be used in interviewing candidates, including guidelines for what to look for in response to questions; and
  - 4.1.4 Reviewing the candidate's application folder.
- 4.2 Meet with team to review interview questions and evaluation procedure.
- 4.3 Ask each candidate to respond to a predetermined set of questions.
- 4.4 Record the responses of each candidate.
- 4.5 Give the candidate an opportunity to ask any question(s).
- 4.6 Inform the candidate regarding the time line for hiring.
- 4.7 Rate the candidate on a scale for each response to each question
- 4.8 Ask one clear and concise question at a time.
- 4.9 Avoid cross-examination or pressure techniques.
- 4.10 Insure fairness by asking the same questions developed from the established criteria for the position.
- 4.11 Abide by the Human Rights Commission's published list of fair and unfair questions. For example:

# Pullman School District Administrative Procedures

5000P

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**For Personal Information**, ASK questions such as:

1. What are your specific goals in a job?
2. What is your overall career objective?
3. What specific job characteristics are important to you? Why?
4. What job characteristics would you like to avoid? Why?
5. Do you have any commitments which would prevent you from working the scheduled hours for this position?
6. Do you have any specific health conditions which would prevent you from performing all the duties of this job?
7. Describe the best supervisor you have had.
8. Describe the worst supervisor you have had.

DO NOT ASK questions such as:

1. Is it Miss, Mrs. or Ms? Are you married? Do you have children?
2. What does your husband/wife do? Where do you live?
3. What is the origin of your name?
4. Do you mind working for a female or a minority supervisor?
5. Do you have a disability?

**For Education Information**, ASK questions such as:

1. Which subjects did you excel in at school?
2. How did you happen to select \_\_\_\_\_ as your major?
3. Did you work at a part-time job while at school?
4. Are you interested in continuing your education? Why? When? Where?
5. Do you feel your education prepared you for the job you are seeking with us? In what ways?
6. Were you involved in any extracurricular activities?

DO NOT ASK questions such as:

1. Did you go to school on a scholarship?
2. Where did you live while attending college?
3. What organizations did you belong to in school?

**For Military Information**, ASK questions such as:

1. What other kinds of training or schooling have you received?
2. In what ways do you feel your training will help you in performing this job?
3. What did you find challenging about your assignment?

DO NOT ASK questions such as:

1. Were you drafted?
2. Where were you stationed?
3. What type of discharge did you receive from the United States military service?

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**For Employment and Experience Information, ASK** questions such as:

1. Tell me about your last job and your major responsibilities.
2. What were some of the more challenging aspects of your job?
3. Describe the training you received on your last job.
4. In what ways do you feel your previous employment will help you in performing this job?
5. If we were to contact your previous employer, what would he/she describe as your strengths? What areas might he/she suggest for improvement?
6. Which of your past jobs did you enjoy the most? Least? Why?
7. What were your reasons for leaving your last job?
8. May we contact your present employer?

DO NOT ASK questions such as:

1. Why have you had so many jobs?
2. Why are you coming back to work after so many years?
3. How do feel about working with younger/older people?

DO NOT request, require or otherwise compel or coerce an applicant to: 1) disclose login information for their personal social networking account; or 2) access their personal social networking account in the presence of any district employee; or 3) add a district employee to their personal social networking account's contact list; or 4) alter the settings on their personal social networking account to affect any third party's ability to view it.

The district may not refuse to hire an applicant based on the his/her failure to comply with any of the above-listed requests or requirements regarding their personal social networking account.

## **5.0 Verifying References**

- 5.1 Contact candidate's previous supervisor(s). Ask prepared list of job-related questions.
- 5.2 Visit and/or observe candidate on site (when possible).
- 5.3 Contact any personal acquaintances who would know about the qualifications of the candidate.
- 5.4 Rate the candidate on a scale for the response to each question.

## **6.0 Recommending**

- 6.1 Review available information:

- 6.1.1 Credentials - training, experience and recommendations
  - 6.1.2 Letters of application, responses to topics on supplementary application,
  - 6.1.3 Responses to interview questions,
  - 6.1.4 Contact with previous supervisors and personal acquaintances.

- 6.2 Select candidate to be recommended to superintendent.
- 6.3 Prepare supporting statements on behalf of the candidate to be recommended.
- 6.4 Place screening evaluation, interview evaluation, and telephone reference check reports in a file for possible future reference.

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## **7.0 Employing**

- 7.1 Review the written recommendation and supporting information from the interviewer(s).
- 7.2 Inform candidate that he/she will:

- 7.2.1 Be recommended for the position, on the condition that the records of the Washington State Patrol criminal investigation system reveal that the prospective staff member is free of any convictions of offenses against children and other persons. (RCW 43.43.830);
- 7.2.2 Receive a general statement about the type of contract that will be issued (letter of intent);
- 7.2.3 Be expected to verify in writing his/her willingness to accept a contract if offered;
- 7.2.4 Be expected to present documents which establish his/her identity, and attest, in writing, his/her eligibility to work in this country; and

- 7.3 Present recommendation to board in executive session (supervisor may be requested to attend).
- 7.4 Employ candidate at official board meeting noting the type of contract to be issued.
- 7.5 Inform unsuccessful candidates.

## **8.0 Issuing Contracts**

- 8.1 Secure official statements regarding the work experience from previous employers.
- 8.2 Evaluate transcript in terms of salary schedule placement criteria.
- 8.3 Issue appropriate contract — Replacement, Provisional, Temporary (less than one year), Supplemental.
- 8.4 Issue appropriate business forms and payroll information, and register teaching certificate.

**Adoption Date: September 12, 2012**

**Revised Date: May 27, 2015**

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## **PERSONNEL**

### **Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval**

#### **I. Federal Immigration Law Compliance for Staff**

The Pullman School District Board of Directors has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent/designee. Prior to final action by the board, a prospective staff member will present necessary documents which establish eligibility to work as required by federal immigration law. The superintendent/designee will certify that they have: "examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work." This certification will be made on the I-9 form issued by the Federal Immigration and Naturalization Service.

#### **II. Child Support Reporting for Staff**

The district will report all new hires to the state Department of Social and Health Services Division of Child Support as required by P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

#### **III. Sexual Misconduct Release Form for Staff**

Pursuant to state law, the district will require that every prospective staff member sign a release form allowing the district to contact school employers regarding prior acts of sexual misconduct. The applicant will authorize current and past school district employers including employers outside of Washington to disclose to the district sexual misconduct, if any, and make available to the district all documents in the employer's personnel, investigative or other files related to the sexual misconduct. The applicant is not prohibited from employment in Washington state if the laws or policies of another state prohibit disclosure of this information or if the out-of-state district denies the request.

#### **IV. Disclosures for Staff and Volunteers**

Prior to employment of any unsupervised staff member or volunteer, the district will require the applicant to disclose whether they have been:

- A. Convicted of any crime against persons;
- B. Found in any dependency action under RCW 13.34 to have sexually assaulted or exploited any minor or to have physically abused any minor;
- C. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor; or
- E. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

For purposes of this policy, unsupervised means not in the presence of another employee or volunteer and

# Pullman School District Board Policy

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working with children under sixteen years of age or developmentally disabled persons. The disclosure will be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet will specify all crimes committed against persons.

## V. Background Check for Staff and Volunteers

Definition: "Unsupervised Access to Children" means contact with children that provides personal interaction when not under the direct supervision of a child care provider or staff with supervisor authority, whether in person or virtual.

### A. Staff and Volunteers with Regularly Scheduled Unsupervised Access to Children:

Prospective staff members and volunteers, who will have regularly scheduled unsupervised access to children, will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington state criminal identification fingerprint card.

### B. All Other Staff and Volunteers:

Supervised staff and volunteers will undergo a name and birth date background check with the Washington State Patrol.

If a volunteer has undergone a criminal record check in the last two years for another entity, the district will request a copy from the volunteer, or have the volunteer sign a release permitting the entity for whom the check was conducted to provide a copy to the district.

### C. Conditional Employment:

New hires will be employed on a conditional basis pending the outcome of the background check and may begin conditional employment once completed fingerprint cards have been sent to the Washington State Patrol. If the background check reveals evidence of convictions, the candidate will not be recommended for employment, or if conditionally employed, may be terminated. When such a background check is received, the superintendent/designee is directed to consult with legal counsel.

### D. Pre-employment Drug Testing

If the district requires prospective staff members to undergo pre-employment drug testing, the district will comply with the requirements of RCW 49.44.240.

## VI. Record Check Database Access Designee

The superintendent/designee is directed to establish procedures for determining which staff members are authorized to access the Office of Superintendent of Public Instruction's (OSPI) record check database. Fingerprint record information is highly confidential and will not be re-disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) will be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the OSPI record check database.

## VII. Certification Requirements

The district will require that certificated staff hold a Washington state certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), or such other documentation as may be required by the professional educator standards board with respect to alternative route programs, for the role and responsibilities for which they are employed. Failure to meet this requirement will be just and sufficient

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cause for termination of employment. State law requires that the initial application for certification will require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the staff member until the district has registered a valid certificate for the role to which he/she has been assigned.

All certificated staff members are required to maintain their certification in accordance with state and federal requirements.

## VIII. Classified Staff

Classified staff who are engaged to serve less than twelve (12) months, will be advised of their employment status for the ensuing school year prior to the close of the school year. If the district chooses to reemploy the staff member the following year, the superintendent/designee will give "reasonable assurance" by written notice that the staff member will be employed during the next school year.

## IX. Board Approval

All staff members selected for employment will be recommended by the superintendent. Staff members must receive an affirmative vote from a majority of all members of the board. In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee who will receive the same salary and benefits as a permanent staff member. The board will act on the superintendent's recommendation to fill the vacancy at its next regular meeting.

### Cross References:

Board Policy, <a href="#">1610</a>	Conflicts of Interest
Board Policy, <a href="#">5006</a>	Certification Revocation
Board Policy, <a href="#">5252</a>	Staff Participation in Political Activities
Board Policy, <a href="#">5281</a>	Disciplinary Action and Discharge
Board Policy, <a href="#">5520</a>	Staff Development
Board Policy, <a href="#">5610</a>	Substitute Employment
Board Policy, <a href="#">6530</a>	Insurance

### Legal References:

RCW 9.96A.020	Employment, occupational licensing by public entity — Prior felony conviction no disqualification — Exceptions
RCW 28A.320.155	Criminal history record information — School volunteers
RCW 28A.400.300	Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
RCW 28A.400.301	Information on past sexual misconduct - Requirement for applicants - Limitation on contracts and agreements - Employee right to review personnel file
RCW 28A.400.303	Record checks for employees
RCW 28A.405.060	Course of study and regulations — Enforcement — Withholding salary warrant for failure
RCW 28A. 405.210	Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing
RCW 28A.410.010	Certification — Duty of professional educator standards board — Rules — Record check — Lapsed certificates — Superintendent of public instruction as administrator
RCW 28A.660.020	Proposals - Funding
RCW 28A.660.035	Partnership grant programs - Priority assistance in advancing cultural competency skills
RCW 43.43.830	Background checks — Access to children or vulnerable persons — Definitions
RCW 49.44.240	Discrimination based on cannabis use - Exceptions
RCW 50.44.050	Benefits payable, terms and conditions — "Academic year" defined
RCW 50.44.053	"Reasonable assurance" defined — Presumption, employees of educational institutions
P.L. 99-603	Immigration Reform and Control Act of 1986 (IRCA)
P.L. 104-193	Personal Responsibility and Work Opportunity Reconciliation Act of 1996
WAC 162-12	Preemployment Inquiry Guide (Human Rights Commission)
WAC 180-16-220	Supplemental basic education program approval requirements
WAC 181-79A	Standards for teacher, administrator and educational staff associate certification
WAC 181-82-105	Assignment of classroom teachers within districts
WAC 181-82-110	School district response and support for nonmatched endorsements to course assignment of teachers
WAC 181-85	Professional certification — Continuing education requirement
WAC 392-300-050	Access to record check data base
WAC 392-300-055	Prohibition of redissemination of fingerprint record information by educational service districts, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools

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WAC 392-300-060

Protection of fingerprint record information by educational service district, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools

WAC 446-20-280

Employment — Conviction records

## Management Resources

Policy News, August 1998	District Must Report New Hires
Policy News, February 1999	Local Boards Decide Endorsement Waivers
Policy News, June 1999	School Safety Bills Impact Policy
Policy News, October 2001	Updates from the State Board of Education
Policy News, April 2004	School Employee Sexual Misconduct
Policy News, October 2005	Sex Offender Reporting Requirements
Policy News, October 2005	Public Disclosure
Issue, October 2010	
Issue, July 2017	
Policy News, December 2023	
Policy News, October 2024	

## Classification: Essential

**Adopted Date:** February 12, 2020

**Revised Date:** March 27, 2024

**Revised Date:** December 11, 2024

## Coversheet

### Non-Substantive Policy Updates

**Section:**

VII. Informational Items

**Item:**

E. Non-Substantive Policy Updates

**Purpose:****Submitted by:****Related Material:**

2106 Program Compliance 1.14.26.pdf

2108 Learning Assistance Program 1.14.26.pdf

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## INSTRUCTION

### Program Compliance

The Pullman School District Board of Directors directs the superintendent to annually, on or before October 1, determine if the district is in compliance with the following program requirements:

- 1.0 A. Appropriate measures are taken to safeguard all student and school district permanent records against loss or damage;
- 2.0 B. Provision is made for the supervision of instructional practices and procedures;
- 3.0 C. Current basic instructional materials are available for required courses of study;
- 4.0 D. A program of guidance, counseling and testing services is maintained for students in all grades offered by the school district;
- 5.0 E. A learning resources program is maintained;
- 6.0 F. The physical facilities of each building are adequate and appropriate for the educational program offered;
- 7.0 G. There is adequate provision for the health and safety of all students within the custody of the school district;
- 8.0 H. A current policy statement pertaining to the administration and operation of the school district is available online or in each building's administrative office including, but not limited to, policies governing the school building and classroom visitation rights of non-students;
- 9.0 I. The ~~Pullman School District shall provide equal educational opportunity and district is in compliance with the statutes which prohibit unequal treatment of individuals on the basis of for all students in all aspects of the academic and activities programs without regard to race, ethnicity, sex religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, (including gender expression, gender or identity), homelessness, immigration or citizenship marital~~ status, the presence of any sensory, mental, or physical disability, ~~participation in the Boy Scouts of America or the use of a trained dog guide dog or service animal, religion, and honorably discharged veteran or military status in activities supported by common schools and which require by a person with a disability. The district will provide~~ equal access to ~~school facilities to the~~ Boy Scouts of America and ~~all~~ other designated youth groups; ~~listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.~~
- 10.0 J. Within each school, the school principal has determined that appropriate student discipline is established and enforced. The school principal has conferred with the certificated employees in the school building in order to develop and/or review building disciplinary standards and the uniform enforcement of those standards;
- 11.0 K. Written high school graduation requirements and rules have been adopted by the school district board of directors; and
- 12.0 L. Equivalence among all schools in teachers, administrators and auxiliary personnel and equivalence in the provision of curriculum materials and supplies among schools who receive Title 1 funds.

<b>Cross References:</b>	Board Policy 1310 Board Policy 2020  Board Policy 2090 Board Policy 2104 Board Policy 2140 Board Policy 2410 <u>Board Policy 3200</u> Board Policy 3210 Board Policy 3231 Board Policy 3410 Board Policy <del>4000</del> <u>4001</u> Board Policy 4040	Policy Adoption, Manuals and Administrative Procedures <del>Curriculum Development</del> <u>Course Design, Selection</u> and Adoption of Instructional Materials Program Evaluation Federal and/or State Funded Special Instructional Programs Guidance and Counseling High School Graduation Requirements <del>Student Rights &amp; responsibilities</del> Nondiscrimination Student Records Student Health Public Information Program Public Access to District Records
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Board Policy 5240  
Board Policy 6800

Evaluation of Staff  
Safety Operations Operation & Maintenance of School Property

## Classification: Important

**Adoption Date:** September 2004

**Revised:** April 2005

Revised: August 8, 2012

Revised: October 14, 2015

# Pullman School District Board Policy

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## **INSTRUCTION**

### **Learning Assistance Program**

The Pullman School District Board of Directors will implement a learning assistance program designed to enhance educational opportunities for students enrolled in kindergarten through twelfth grade who are not meeting academic standards by providing supplemental instruction and services to those students. “Students who are not meeting academic standards” means students with the greatest academic deficits in basic skills as identified by statewide, school, or district assessments or other performance measurement tools.

#### **I. Students Needs Affected By COVID-19 Pandemic**

~~Until the expiration or termination of Proclamation 20-05 declaring a state of emergency for all counties in Washington due to COVID-19 or until September 1, 2025, whichever is later, the district will budget and expend learning assistance program funds to identify and address the academic and nonacademic needs of students resulting from and exacerbated by the COVID-19 pandemic.~~

#### **H.I. Washington Integrated Student Supports Protocol**

The district will budget and expend learning assistance program funds using the framework of the Washington integrated student supports protocol, established under RCW 28A.300.139.

The district may use up to 15% of its learning assistance program allocation to deliver academic, nonacademic, and social-emotional supports and services to students through partnerships with community-based or other out-of-school organizations in accordance with RCW 28A.300.139.

If the district enters into an agreement with a community partner in accordance with RCW 28A.300.139, the agreement must do the following:

- A. Specify that learning assistance program funds may be used only to provide direct supports and services to students;
- B. Clearly identify the academic, nonacademic, or social-emotional supports and services that will be made available to students by the community partner and how those supports and services align to the needs of the students as identified in the student-level needs assessment required by RCW 28A.300.139; and
- C. Identify the in-school supports that will be reinforced by the supports and services provided by the community partner to promote student progress towards meeting academic standards.

#### **III.II. Coordination with Other Programs**

The district may coordinate federal, state, and local programs in order to serve the maximum number of students who are below grade level in basic skills. Students receiving assistance in another special needs program may also be served in the learning assistance program if they meet student eligibility and selection requirements.

#### **IV.III. Annual Report to OSPI**

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The district will submit an annual report on September 30th to the Office of Superintendent of Public Instruction detailing the following:

- A. The amount of academic growth gained by students participating in the learning assistance program;
- B. The number of students who gain at least one year of academic growth;
- C. The specific practices, activities, and programs used by each school building that received learning assistance funds;
- D. The percentage of learning assistance program funding used to engage community partners, the number of students receiving direct supports and services from those community partners, and the types of supports and services that are being provided; and
- E. The number of students served by the learning assistance program during the school year who were able to exit the program because student academic growth resulted in meeting the academic standard for grade level.

### Cross References:

Board Policy, 2104	Federal and/or State Funded Special Instructional Programs
Board Policy, 2161	Education of Students with Disabilities
Board Policy, 4130	Title 1, Parent Involvement
Board Policy, 6100	Revenues from Local, State and Federal Sources

## Legal References:

RCW 28A.165.010-090      Learning Assistance Program  
WAC 392-162      Special Program Learning Assistance

## Management Resources:

<i>Policy News, June 2005</i>	Learning Assistance Policy Updated
<i>Policy News, February 2018</i>	
<i>Policy News, June 2021</i>	
<u><i>Policy News, December 2025</i></u>	<i>Using LAP Funds to Meet Student Needs</i>

## Classification:

## Critical

**Adoption Date: May 9, 2012**  
**Revised Date: May 23, 2018**  
**Revised Date: August 11, 2022**

## Coversheet

### Procedures

**Section:**

VII. Informational Items

**Item:**

F. Procedures

**Purpose:****Submitted by:****Related Material:**

5010P Nondiscrimination and Affirmative Action 1.14.26.pdf  
6700P Nutrition 1.14.26.pdf

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## PERSONNEL

### Nondiscrimination and Affirmative Action Discrimination-Free Workplace

#### I. NONDISCRIMINATION

To ensure fairness and consistency, the following grievance procedure is to be used in the district's relationship with its staff members, volunteers, or contractors who work on behalf of the district. It specifically governs employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No such person's status with the district will be adversely affected in any way because the staff member utilized these procedures. As used in this procedure, "grievance" will mean a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti discrimination laws. A "complaint" will mean a charge alleging specific acts, conditions or circumstances which are in violation of the anti discrimination laws. A "respondent" will mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this and the following steps will be taken:

##### A. Affirmative Action Plan

In order to secure an equitable solution to a justifiable complaint the district will:

1. Make efforts to modify the composition of the future work force in order to work toward a full utilization of aged persons, persons with disabilities, racial and ethnic minorities, women, and Vietnam veterans in the various job categories.
2. Ensure that all applicants and staff are considered on the basis of bona fide job related qualifications. The purpose of the affirmative action plan is to actively include persons of under utilized classes in the employment process, not to exclude others from it. The district will continue to emphasize in all recruitment contacts that nondiscrimination is a basic element in the district's personnel procedures.
3. Be responsible for reviewing all employment procedures and programs to assure that there is no indication of discriminatory practices. The district will continue to use aged persons, persons with disabilities, racial and ethnic minorities, women and Vietnam veterans in the recruitment and employment process. Job descriptions for classified staff will be sent to the Washington Employment Service and other organizations which are recruiting sources for groups that may be under utilized in the district's work force. Recruitment from colleges and universities will include institutions with high percentages of students of various ethnic minorities.
4. Contract and purchase all goods and services from persons, agencies, vendors, contractors, and organizations who comply with the appropriate laws and executive orders regarding discrimination.
5. Take appropriate action to attract and retain aged persons, persons with disabilities, racial and ethnic minorities, women and Vietnam veterans at all levels and in all segments of the district's work force. Criteria for selecting staff will be reviewed regularly to assure that such statements relate directly to the requirements for specific positions. However, pursuant to state law there will be no preferential employment practices based on race or gender.
6. Upgrade present staff by providing management development training to assure that individuals of under utilized groups are prepared for positions of new and increased responsibility.

Implementation of the affirmative action plan will be the responsibility of the superintendent. Administrators will assist in the attainment of the established goals and purposes of this affirmative action plan.

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## **B. Dissemination**

~~The district will disseminate information concerning employment and developments under the affirmative action plan on a planned basis to assist in achieving goals set forth in this plan.~~

~~Affirmative action information will be disseminated by:~~

- ~~1. Printing and distributing such information to staff, school libraries, and offices;~~
- ~~2. Publicizing such information in district newsletters;~~
- ~~3. Conducting meetings with administrative staff to explain the intent and advantages of the policy and plan;~~
- ~~4. Conducting faculty meetings and meetings with classified staff;~~
- ~~5. Informing appropriate and interested recruiting and hiring sources; and~~
- ~~6. Informing all representative staff groups in the district.~~

## **C. Male/Female Balance and Staff Goals**

~~The district will see that measurable efforts are made in the utilization of women for higher levels of responsibility in both certificated and classified positions. The district will make good faith effort to recruit, interview, and employ individuals consistent with the district commitment to nondiscrimination and affirmative action for all positions and in every department, school, and level of operation. Preferential or adverse employment practices, including demotions or termination will not be used to meet stated goals or timelines.~~

## **D. Racial and Ethnic Minority Balance and Staff Goals**

~~The district will see that measurable efforts are made in the utilization of ethnic minorities for higher levels of responsibility in both certificated and classified positions, without using preferential employment practices. The district will make good faith effort to recruit, interview, and employ individuals consistent with the district commitment to nondiscrimination and affirmative action for all positions and in every department, every school and at every level of operation. Preferential or adverse employment practices, including demotions or termination will not be used to meet stated goals or timelines.~~

## **E. Internal Audit and Monitoring System**

~~The superintendent's office, in compliance with WAC 162-12, Pre employment Inquiry Guide, will record applicant flow, new hires, promotions, transfer requests, transfers, administrative internships, and terminations by age, race, sex, and other protected status. An analysis will be made of the internal and external work force availability of racial and ethnic minorities and women.~~

~~The district will evaluate the effectiveness of the nondiscrimination and affirmative action program and report its status to the board annually. Such reports may include recommendations for changes in the affirmative action program goals. The overall responsibility for monitoring and auditing this policy is assigned to the district office. The duties include:~~

- ~~1. Analysis of the categories of employment in relation to affirmative action goals;~~
- ~~2. Analysis of work force data and applicant flow;~~
- ~~3. Maintaining records relative to affirmative action information;~~
- ~~4. Preparation of annual reports of progress toward the goals and recommended changes required to maintain the vitality of the program;~~

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- ~~5. Identifying in a written report to the superintendent any employment practice or policy that is discriminatory or that does not meet the requirements of the affirmative action program; and~~
- ~~6. Keeping the superintendent advised of the progress in implementing the goals and procedures of this affirmative action program.~~

This complaint procedure is adopted in accordance with chapter 392-190 WAC.

## H.I. GRIEVANCE PROCEDURE Complainant

~~To ensure fairness and consistency, the following review procedures are to be used in the district's relationship with its staff members, volunteers, or contractors who work on behalf of the district. These review procedures specifically govern employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No such person's status with the district will be adversely affected in any way because the person utilized these procedures.~~

- ~~1. Grievance means a complaint which has been filed by a staff member, volunteer, or contractor relating to alleged violations of any state or federal anti-discrimination laws.~~

An employee may file a complaint against the district alleging that it has violated anti-discrimination laws. The person filing the complaint is referred to as the "complainant."

## II. Formal Complaint-

- ~~2. A formal complaint must be in writing and describe the Complaint means a written charge alleging specific acts, conditions, or circumstances alleged to violate, which are in violation of the anti-discrimination laws.~~

~~The time period for filing a complaint must be filed within one year from the date of the occurrence giving rise to that is the subject matter of the complaint. However, a complaint filing The deadline may will not be imposed if the complainant was prevented from filing a complaint because due to: (1) Specific misrepresentations by the district specifically misrepresented that it had resolved the problem forming the basis of the complaint or (2) the district withheld information it was required to provide under chapter 392-190 WAC.; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.~~

- ~~3. Respondent means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.~~

~~The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with their right to file a grievance under this procedure and from retaliating against an individual for filing such a grievance.~~

A complaint may be filed by mail, fax, email, or hand delivery to any district or school administrator or to the compliance officer.

## III. Informal Process For Resolution Complaint

~~When a staff member, volunteer, or contractor has an employment problem concerning equal employment opportunity, he/she will discuss the problem with the immediate supervisor, personnel director or superintendent within 60 days of the circumstances which gave rise to the problem. The staff member, volunteer, or contractor may also ask the compliance officer to participate in the informal review procedure. It is intended that the informal discussion will resolve the issue. If the staff member, volunteer, or contractor feels they cannot approach the~~

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~~supervisor because of the supervisor's involvement in the alleged discrimination, the person may directly contact the compliance officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the person may proceed to the formal review procedures. During the course of the informal process, the district will notify complainant of their right to file a formal complaint.~~

A complainant may bring an informal (i.e., oral) complaint to the district. If that occurs, the compliance officer or their designee will schedule a meeting to discuss the informal complaint and how to resolve the complainant's concerns. Using this informal process does not limit the complainant's right to file a formal complaint. Further, as part of this informal process, the district will notify the complainant in writing about their right to file a formal complaint. The notice will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

## **IV. FORMAL PROCESS FOR RESOLUTION Receiving A Formal Complaint**

Any district or school administrator who receives a formal complaint will promptly notify the compliance officer. Once the compliance officer receives a complaint, they will do the following:

- 1. Provide the complainant with a copy of Policy 5010 and this procedure in a language they can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.
- 2. Ensure that the district conducts a prompt and thorough investigation into the allegations in the complaint.

In lieu of investigating, the district and the complainant may agree to resolve the complaint. If the complaint is resolved, no further action is necessary.

### **A. Level One: Complaint to District**

#### **V. Written Response to a Formal Complaint**

After completing the investigation, the compliance officer or their designee will give the superintendent a full written report of the complaint and the investigation results.

The superintendent or their designee will issue a written response to the complainant within thirty calendar days after the district receives the formal complaint. The thirty-day timeline can be extended if agreed to by the complainant or if exceptional circumstances related to the complaint require an extension. If an extension is needed, the district will notify the complainant in writing of the reasons for the extension and the anticipated response date. The notice will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

The written response must include a summary of the results of the investigation; a finding as to whether the district failed to comply with anti-discrimination laws; notice to the complainant of their right to appeal, including where and to whom the appeal must be filed; and, if the district failed to comply with anti-discrimination laws, the corrective measure deemed necessary to correct the noncompliance. Any corrective measures must be instituted as expeditiously as possible but no later than thirty calendar days after the written response is issued unless otherwise agreed to by the complainant. The written response will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

The district will send a copy of the written response to the Office of the Superintendent of Public Instruction (OSPI) when it sends the response to the complainant.

~~The complaint must be written, signed by the complainant and set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an~~

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~~investigation. The officer will provide the superintendent with a full written report of the complaint and the results of the investigation.~~

~~The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.~~

~~The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.~~

~~Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.~~

## VI.

### B. Level Two—Appeal to the Board of Directors

~~If a complainant disagrees with the superintendent's or designee's written decision/response, they may appeal to the board. The appeal must be in writing and filed with the superintendent. The complainant may file a written notice of appeal with the secretary of the board within ten (10) calendar days of receiving the written response, following the date upon which the complainant received the response.~~

~~The board must issue a written appeal decision within thirty calendar days of receiving the appeal unless the complainant agrees otherwise. The board may schedule a meeting to hear from the complainant and district representatives before issuing its decision. If it doesn't schedule a meeting, the board will consider the investigation report, the written response, and any documentation the complainant submits before making its decision.~~

~~The board will schedule a hearing to commence by the twentieth (20) calendar day following the filing of the written notice of appeal unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the appeal. The appeal decision must include notice of the complainant's right to file a complaint with the Office of Superintendent of Public Instruction (OSPI) under WAC 392-190-075, and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the Office of Superintendent of Public Instruction (OSPI).~~

~~The appeal decision will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.~~

## VII. C. Level Three—Complaint to the Office of Superintendent of Public Instruction (OSPI)

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If a complainant disagrees with the board's decision ~~of the board of directors~~, or if the district fails to comply with this procedure, the complainant may file a complaint with ~~the Office of Superintendent of Public InstructionOSPI~~.

A complaint must be received by ~~the Office of Superintendent of Public InstructionOSPI~~ on or before the twentieth ~~(20)~~ calendar day following the date upon which the complainant received ~~written notice of the board's of directors' decision~~, unless the ~~Office of Superintendent of Public InstructionOSPI~~ grants an extension for good cause.

4. Complaints may be submitted by mail, fax, ~~electronic mail~~email, or hand delivery.
2. A complaint must be in writing and include the following: (1) ~~A-a~~ description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; (2) ~~The~~the name and contact information, including address, of the complainant; (3) ~~The~~the name and address of the district subject to the complaint; (4) ~~A-a~~ copy of the district's ~~written response~~complaint and appeal decision, if any; and (5) ~~A-a~~ proposed resolution of the complaint or relief requested. ~~If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.~~

Upon receipt of a complaint, ~~the Office of the Superintendent of Public InstructionOSPI~~ may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the ~~superintendent or board~~.

3. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with ~~RCW 28A.642.010 or Chapter~~chapter 392-190, WAC or OSPI's guidelines and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and any documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action, including, but not limited to, referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

## D.VIII. Level Four—Administrative Hearing

~~A~~The complainant or ~~school~~the district ~~that desires to~~may appeal ~~the~~OSPI's written decision by filing of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty ~~(30)~~ calendar days of receiving the following the date of receipt of ~~that office's written~~ decision. OSPI will conduct a formal administrative hearing in conformance accordance with the Administrative Procedures Act, ~~Chapter~~chapter 34.05, RCW.

## E.IX. Mediation

~~The~~ At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation at any time during the complaint procedure. ~~The~~ complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

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The purpose of mediation is to provide both offer the complainant and the district an opportunity to resolve disputes and reach a mutually an acceptable agreement through concerning the complaint using use of an impartial mediator. The parties may agree to extend the complaint procedure deadlines to pursue mediation.

Mediation must be is voluntary, and requires the mutual agreement of both parties, and. It may be terminated by either party at any time, during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartialThe mediator must be impartial, may not be an employee of the district, and must who may not have :1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A person is not disqualified as a mediator A mediator is not considered an employee of the district or charter school or other public or private agency solely because the district pays them to serve he or she serves as a mediator.

If the parties reach agreement resolve a dispute through mediation, they may execute a legally binding agreement that sets forth describes the resolution, and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding, and is. The agreement must be signed by the complainant, and the a district district's representative, who has authority to bind the district.

## VI.X. PRESERVATION OF RECORDS/RECORDKEEPING

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the district compliance officer for a period of 6 years. The compliance officer's office will maintain documentation for each complaint received (e.g., the complaint, notices, the investigation report, the written response, the appeal decision, documentation of corrective measures, etc.) for six years.

## VI.XI. RESOURCES

**District Contact:** Robert KramerRyan Mulvey, Assistant Superintendent

### **State Contacts**

Superintendent of Public Instruction  
Equity and Civil Rights Office  
P.O. Box 47200  
Olympia, WA 98504-7200  
360.725.6162

### **Washington State Human Rights Commission**

711 South Capitol Way, Suite 402  
P.O. Box 42490  
Olympia, WA 98504-2490  
360.753.6770

### **Office of Civil Rights**

U.S. Department of Education  
915 Second Avenue, Room 3310  
Seattle, WA 98174  
206.607.1600

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**Adopted:** July 22, 2015

**Revised Date:** January 22, 2020

**Revised Date:** June 26, 2024

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## Nutrition

### **I. Nutrition and Food Services Program**

#### **A. Meal Applications and Eligibility for School Meals**

As a sponsor of the National School Lunch Program and School Breakfast Program, the district will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the programs.

If operating standard counting and claiming, the district will annually distribute the Letter to Households and Free and Reduced-Price Meal Applications to all student households at the beginning of each school year. If a parent or guardian of a student needs assistance with application materials in a language other than English, the district will offer appropriate assistance to that parent or guardian. The district will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals.

If the district has obtained available information from other sources that the student is likely eligible for free or reduced-price meals, but the parent or guardian has not submitted an application to determine the student's eligibility, the district will complete and submit the application for the student in accordance with the authority granted under 7 CFR Part 245.6(d). The completed application must set forth the district's basis for determining the student's eligibility. A district family determined eligible under this process will be notified that the family's children are eligible for free or reduced-price meals or free milk. This determination must be made family by family, and the district will not make eligibility determinations or certifications by categories or groups of children.

If operating the Community Eligibility Provision (CEP) or other non-pricing option, the district will distribute the Letter to Households and the Family Income Survey to all student households at the beginning of each school year. If a parent or guardian of a student needs assistance with application materials in a language other than English, the district will offer appropriate assistance to that parent or guardian. The district will protect the student's identity and the confidentiality and disclosure of the data on a Family Income Survey.

At least monthly, the district will directly certify students for free school meals if the students qualify because of enrollment in assistance programs, including but not limited to the supplemental nutrition assistance program, the temporary assistance for needy families, and Medicaid.

The district and its school staff will work to improve systems for identifying homeless students, students in out-of-home care, runaway students, and migrant students to ensure that each student has proper access to free school meals and that applicable accountability and reporting requirements are satisfied.

Students in prekindergarten through twelfth grade who qualify for reduced-price breakfasts or lunches will not be required to pay a copay.

#### **B. Meal Patterns and Menu Planning**

The district will follow the USDA meal patterns for the National School Lunch Program, School Breakfast Program, and Smart Snacks in School standards for all food and beverages sold to students on school campus during the school day.

#### **C. Community Eligibility Provision**

Each school with an Identified Student Percentage (ISP) of at least 40% must participate in the USDA CEP and offer meals at no cost to all students.

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To the extent practicable, the district will group schools to maximize the number of schools eligible to participate in the CEP.

The Identified Student Percentage (ISP) is calculated by dividing the number of Identified Students, students categorically eligible for free school meals by direct certification or in other ways, by the total enrollment.

## D. Free Meals

Certain elementary schools must provide free breakfast and lunch each school day to any student who requests breakfast, lunch, or both regardless of the student's eligibility for a federally reimbursed free or reduced-price meal. The meals must be nutritiously adequate and qualify for federal reimbursement under the school lunch program or the school breakfast program. Students may only receive one free meal in a meal service period.

The requirements described above apply to elementary schools that provide educational services to students in kindergarten, first grade, second grade, third grade, or fourth grade and where 30% or more of their students meet federal eligibility requirements for free or reduced-price lunches. However, those schools that are participating in the CEP are exempt from these requirements while participating in the CEP.

Schools where 40% or more of their students are eligible for free or reduced-price lunches must meet the requirements described above beginning with the 2023–2024 school year. Schools where between 30 and less than 40% of their students are eligible for free or reduced-price lunches must meet the requirements described above beginning with the 2024–2025 school year.

Despite the requirements described above, the district will continue collecting free and reduced-price meal eligibility applications when applicable and run direct certification at least monthly. Further, the district will annually monitor data for eligibility in the CEP and apply when eligible.

## E. Breakfast After the Bell

Each high-needs school shall offer breakfast after the bell to each student and provide adequate time for students to consume the offered food. Schools that are not obligated by state law to offer breakfast after the bell are encouraged to do so.

High-needs schools with at least 70% of free or reduced-price eligible children participating in both school lunch and school breakfast are exempt from the requirements of the paragraph above. The Office of the Superintendent of Public Instruction will evaluate individual participation rates annually.

Each high-needs school and the district may determine the breakfast after the bell service model that best suits its students. Service models include, but are not limited to, the following: breakfast in the classroom; grab-and-go breakfast; and second-chance breakfast. All breakfasts served in a breakfast after the bell program must comply with chapter 28A.235 RCW and federal meal patterns and nutrition standards for school breakfast programs under the federal Healthy, Hunger-Free Kids Act of 2010, as well as any federal regulations implementing that act.

When choosing foods to serve for a breakfast after the bell program, schools must give preference to foods that are healthful and fresh, and if feasible, give preference to Washington-grown food.

For this program, the following definitions shall apply:

- “Breakfast after the bell” means a breakfast that is offered to students after the beginning of the school day. Examples of breakfast after the bell models include, but are not limited to, the following:
  - “Grab-and-go,” in which easy-to-eat breakfast foods are available for students to take at the start of the school day or in between morning classes;

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- “Second-chance breakfast,” in which breakfast foods are available during recess, a nutrition break, or later in the morning, for students who are not hungry first thing in the morning, or who arrive late to school; and
- “Breakfast in the classroom,” where breakfast is served in the classroom, often during homeroom or first period.
- “Eligible for free or reduced-price meals” means a student who is eligible under the national school lunch program or school breakfast program to receive lunch or breakfast at no cost to the student or at a reduced cost to the student.
- “High-needs school” means any public school:
  - That has enrollment of 70% or more students eligible for free or reduced-price meals in the prior school year; or
  - That is using provision two of the National School Lunch Act or the CEP to provide universal meals and that has a free claiming percentage of 70% or more.
- “Public school” has the same meaning as provided in RCW 28A.150.010.
- “School breakfast program” means a program meeting federal requirements under 42 U.S.C. Sec. 1773.
- “School lunch program” means a program meeting federal requirements under 42 U.S.C. Sec. 1751.
- “Instructional hours” means those hours students are provided the opportunity to engage in educational activity planned by and under the direction of school district staff, as directed by the administration and board of directors of the district, inclusive of intermissions for class changes, recess, and teacher/parent-guardian conferences that are planned and scheduled by the district for the purpose of discussing students’ educational needs or progress, and exclusive of time actually spent for meals. If students are provided the opportunity to engage in an educational activity that is part of the regular instructional program concurrently with the consumption of breakfast, the period designated for student participation in breakfast after the bell must be considered instruction hours.

## F. Mealtimes

The district will set mealtimes to allow breakfast to be served as close to the start of the school day as possible (except the Breakfast After the Bell program, above) and lunch to be served between 10:00 am and 2:00 pm. The length of the meal period will allow enough time for students to be served and eat a complete meal as well as take care of personal hygiene needs. The district will strive to identify and remove barriers to every student receiving 20 minutes of seated lunch time and scheduling recess before lunch for elementary students. The superintendent or designee will periodically monitor district schools for progress in implementing these provisions to the extent appropriate and feasible and report to the board.

## G. Food Safety Plan

The district will establish a Food Safety Plan based on Hazard Analysis and Critical Control Points. Because of the potential liability of the district, the food services program will not accept donations of food other than as provided in this policy without board approval. Should the board approve a food donation, the superintendent or designee shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

## H. Meal Pricing

The Board of Directors shall determine paid meal prices annually and for the National School Lunch Program and follow Paid Lunch Equity regulations.

Adult meal prices shall be set to allow teachers, administrators, and parents to demonstrate their support for school meal programs by occasionally eating with students. The price must be the price charged to students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.

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**I. USDA Foods**

The district will use the full entitlement of USDA Foods made available under the Federal Food Distribution Program for school meal programs.

**J. Non-Profit School Food Service Account**

The district will maintain a non-profit school food service account. All revenues shall be used solely for the school meal programs and to improve the quality of the food service program for the students being served. Food sold a la carte and food sold to other school entities will be priced to recover, at a minimum, food costs.

**K. Charge Policy**

To allow students to receive nutritious meals, to prevent over-identification of students with insufficient funds to pay for school meals, and to maintain the financial integrity of the nonprofit school nutrition program, the district will establish a written meal charge process for students eligible for reduced price meals and students that are not eligible for meals. The meal charge policy will be communicated to households each year so that district employees, families, and students have a shared understanding of expectations regarding meal charges.

**L. Unpaid Meal Charges**

If a student has not paid for five or more previous meals, the school will determine whether the student is categorically eligible for free meals. If no application has been submitted for the student to determine their eligibility for free or reduced-price meals, the school will make no fewer than two attempts to contact the student's parent or guardian to have them submit an application. A principal, assistant principal, or school counselor will contact the parent or guardian to offer assistance with completing an application to determine the student's eligibility for free or reduced-price meals, determine whether there are any household issues that may prevent the student from having sufficient funds for school meals, and offer any other appropriate assistance.

No school or school district personnel or school volunteer may do any of the following:

- Take any action that would publicly identify a student who cannot pay for a school meal or for meals previously served to the student, including but not limited to requiring the student to wear a wristband, hand stamp, or other identifying markers, or by serving the student an alternative meal;
- Require a student who cannot pay for a school meal or for meals previously served to the student to perform chores or other actions in exchange for a meal or for the reduction or elimination of a school meal debt, unless all students perform similar chores or work;
- Require a student to dispose of an already-served meal because of the student's inability to pay for the meal or because of money owed for meals previously served to the student;
- Allow any disciplinary action that is taken against a student to result in the denial or delay of a nutritionally adequate meal to the student; or
- Require a parent or guardian to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

Communications for a school or school district about amounts owed for meals previously served to a student under the age of fifteen may only be directed to the student's parent or guardian. Neither this policy nor chapter 28A.235 RCW prohibits the district from sending a student home with a notification that is addressed to the student's parent or guardian.

A parent or guardian will be notified of a negative balance of a student's meal account no later than ten days after the student's school meal account has reached a negative balance. Within thirty days of sending this notification, the district will exhaust all options to directly certify the student for free or reduced-price meals. Within these thirty days, while the district is attempting to certify the student for free or reduced-price meals, the student may not be denied access to a school meal unless the district determines that the student is ineligible for free or reduced-price meals.

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If the district is unable to directly certify the student for free or reduced-price meals, the school district will provide the parent or guardian with a paper copy of, or an electronic link to, an application for free or reduced-price meals with the negative-balance notification described above and encourage the parent or guardian to submit the application.

The district's Meal Charge Policy will also address unpaid meal charges. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

The district will make reasonable, discrete efforts to notify families when meal account balances are low through use of *letters sent home*. Families will be notified of an outstanding negative balance once the negative balance reflects a total of 5 meals.

Negative balances of more than ~~\$100.00~~ ~~\$25.00~~ not paid prior to the end of the semester will be considered delinquent debt and will be turned over to the superintendent or designee for collection. The district will make reasonable, discrete efforts to collect delinquent (overdue) unpaid meal charges, which is an allowable use of National School Food Service Account (NSFSA) funds, and will coordinate communications with families to resolve the charges. The district will send emails and/or written notices at 30 days, 60 days and 90 days past due. The final notice will include a communication that the charges will be sent to the district's collections agency if payment arrangements are not made prior to 120 days past due. Additional options may include small claims court or any other collection method permitted by law and consistent with the Fair Debt Collection Practices Act.

District employees may use a charge account for meals, but may charge no more than \$10.00 to their account. When an account reaches this limit, the employee will not be allowed to charge additional meals or a la carte items until the negative account balance is paid.

## **M. Remaining Food Service Balance**

Upon withdrawing or graduating from the district, amounts remaining on a student's account will be automatically refunded to the family by the finance department. Prior to refunding any credit balances owed, the finance department will check to ensure no other household family member has any negative balances within food service. The finance department will also check to ensure no outstanding student fees and fines are still owed by the student or other household members. If there are fees and fines still owing, the food service refund will be applied to outstanding fees and fines, and any remaining balance will be refunded to the primary guardian on record.

## **N. Children with Special Dietary Needs**

The district will establish procedures to accommodate children with special dietary needs when a diet prescription form is signed by a licensed medical authority. The district food service department will work with the school's 504 Coordinator to accommodate students' special dietary needs.

## **O. Civil Rights**

The district will follow USDA Food and Nutrition Civil Rights and nondiscrimination policies.

## **P. Procurement**

The district will follow all state and Federal guidelines when procuring food for the Federal School Meal Programs. And as part of district procurement procedures, the district will establish a procurement plan and Code of Conduct consistent with the Uniform Grant Guidance (2 CFR Part 200). Food specifications shall be written in a manner to procure food products that meet the school meal pattern requirements.

## **Q. Smart Snacks Standards in School**

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All foods and beverages sold to students on campus during the school day (e.g., vending machines, DECA school stores, bake sales, and other school fundraisers) must meet USDA Smart Snacks standards. No food or drink items will be sold unless they have been approved by the principal or school official responsible for oversight of the Smart Snacks standards or as designated in the wellness policy.

## R. Best Practices for Meal Service

The superintendent or designee will make reasonable efforts to ensure the following occurs:

- Student participation in the breakfast and lunch programs is encouraged;
- Any student may eat in the school cafeteria or other designated place;
- Schools provide varied and nutritious food choices consistent with the applicable school meal program guidelines;
- Healthy foods are competitively priced;
- Meal prices are conspicuously posted in each cafeteria or designated meal area;
- Seating for meals is uncrowded and occurs in a pleasant and safe environment;
- Supervision during mealtime is appropriate and rules for mealtime behavior are consistently enforced;
- Implement recess before lunch (if feasible);
- Bus schedules allow students to arrive in time for participation in the School Breakfast Program;
- Alternate breakfast service models are implemented so that students have access to breakfast meals; and
- Community Eligibility Provision or Provision 2 Special Assistance Program is implemented in qualifying schools.

On testing days, the district may provide free, nutritious meals to all students, including those who do not qualify for free or reduced priced federal school meal benefits. However, the district must use non-federal funds to cover the cost of providing such meals.

## S. Water

To promote hydration, free, safe, and unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring with them and carry throughout the day approved water bottles (filled only with water).

## T. Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards, including the following:

1. Foods brought for celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The district will provide parents with a list of foods and beverages that meet Smart Snack nutrition standards. All food must be dropped off at the school office and will be distributed to the classroom at the appropriate time.
  - a. All food must be store purchased, pre-packaged, labeled with ingredients. Home prepared or home packaged food will not be allowed.
  - b. Students are discouraged from distributing candy and other food to classmates. If the student makes the choice to do this, it must be done under staff supervision in accordance with policy and procedure.
  - c. There will be no impromptu food parties. These events will be calendared at the beginning of the year on each classroom's calendar. All parents will receive notification. Parents will be given at least one week's advanced notice of any changes to the calendar. This will help parents of students with allergies and other health issues related to food to be able to plan ahead for events.
3. Rewards and incentives. The district will provide teachers and other relevant school staff with a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

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## U. Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards may be sold through fundraisers on the school campus during the school day. The district will make available to parents and teachers a list of healthy fundraising ideas.

- Schools will use only non-food fundraisers and encourage those promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, etc.).
- Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards.

## V. Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community. Instruction for marketing nutritious foods and healthy lifestyle will, as resources allow, be incorporated into DECA courses.

The district will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

## II. Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

## III. Family and Community Involvement

To promote family and community involvement in supporting and reinforcing nutrition education in schools, the school principal is responsible for ensuring that the following occurs:

- Nutrition education materials and breakfast and lunch menus are made available to parents;
- Parents are encouraged to promote their child's participation in the school meals program. If their children do not participate in the school meals program, parents should provide their children with healthy snacks/meals;
- Families are invited to attend exhibitions of student nutrition projects or health fairs;
- Nutrition education curriculum includes homework that students can do with their families (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
- School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate; and
- School staff consider the various cultural preferences in developing nutrition education programs and food options.

## IV. Nutrition Education

The district's K-12 nutrition education curriculum will align with the Washington State Health and Physical Education K-12 Learning Standards and will be designed to provide students with the knowledge and skills necessary to promote healthy behavior.

The district's nutrition education K-12 curriculum should include, but not be limited to, the following concepts:

# Pullman School District Administrative Procedure

**6700P**

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- Age-appropriate, developmentally-appropriate, and culturally relevant nutritional knowledge, including:
  - The relationship of nutrition and food nutrients to physical performance and body composition;
  - The benefits of healthy eating;
  - Essential nutrients;
  - Nutritional deficiencies;
  - The principles of healthy weight management;
  - The use and misuse of dietary supplements;
  - Safe food preparation, handling, and storage; and
  - Appreciation of cultural diversity related to food and eating.
- Age-appropriate nutrition-related skills, including how to:
  - Gather and analyze health information;
  - Analyze nutrition information to plan and prepare a healthy meal;
  - Understand and use food labels,
  - Evaluate nutrition information, misinformation, and commercial food and advertising; an
  - Assess one's personal eating habits, set goals for improvement, and achieve those goals.

**Classification:** Essential

Approved: April 2006  
Revised: January 12, 2011  
Revised: February 10, 2016  
Revised: June 28, 2017  
Revised: August 22, 2018  
Revised: October 12, 2022  
Revised: May 10, 2023  
Revised: August 28, 2024

## Coversheet

### Board Calendar & Communication Plan

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



## PULLMAN SCHOOL DISTRICT

# 2025-2026 BOARD OF DIRECTORS MEETING CALENDAR

**Regular Meetings start at 6:30 p.m. in the Pullman High School Board Room**

**Work Sessions start at 4:30pm at the designated location**

Additional meetings may be scheduled as needed in accordance with the Open Public Meetings Act.

*Meeting Content Subject to Change*

### August 6 - Work Session at District Office

- Board of Distinction Application

### August 13 - Regular Board Meeting

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

### August 27 - Regular Board Meeting

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

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

### September 3 - Work Session at Sunnyside Elementary

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

### September 10 - Regular Board Meeting

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

### September 24 - Regular Board Meeting

- Report: Highly Capable Services Report

### September - WSSDA Legislative Assembly

### October 1 - Work Session at Jefferson Elementary

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

### October 8 - Regular Board Meeting

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

### October 22 - Regular Board Meeting

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

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

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

### November 12 - Regular Board Meeting

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

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

### December 3 - Work Session at District Office

- Board Goals & Strategic Plan Review
- WSSDA Conference Reflections

### December 10 - Regular Board Meeting

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

### January 14 - Regular Board Meeting

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

### January 28 - Regular Board Meeting

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

### February - WSSDA Legislative Conference

### February 4 - Work Session at Kamiak Elementary

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

### February 11 - Regular Board Meeting

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

## February 25 - Regular Board Meeting

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

## March 4 - Work Session at Franklin Elementary

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

## March 11 - Regular Board Meeting

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

## March 25 - Regular Board Meeting

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

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

- Board Policy and/or Professional Development Workshop

## April 15 - Regular Board Meeting

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

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

## April 29 - Regular Board Meeting

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

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

## May 6 - Work Session at District Office

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

## May 13 - Regular Board Meeting

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

## May 27 - Regular Board Meeting

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

## June 10 - Regular Board Meeting

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

## June 17 - Work Session at District Office

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

## June 24 - Regular Board Meeting

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

## July - School Board Advance

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

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

## July 22 - Regular Board Meeting

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

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

## Coversheet

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

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



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

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

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

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

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

		<ul style="list-style-type: none"> <li>- Annual CTE Program Report</li> <li>- Annual Secondary Course Offerings</li> <li>- CTE Advisory Committee</li> </ul> <ul style="list-style-type: none"> <li>• <b>Data Reporting of AP and College in the Classroom Opportunities Board Report</b></li> <li>• <b>Extracurricular Participation Rates – Clubs/Activities and Athletics</b></li> <li>• <b>Encourage community involvement through school/districts events, volunteer opportunities, and community presentations</b></li> </ul>
<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> Staff provide feedback on professional learning days through the clock-hour and evaluation process.</li> </ul>

	<ul style="list-style-type: none"><li>● <b>Annual Course Offerings and Program Board Reports</b><ul style="list-style-type: none"><li>- Secondary Course Offerings</li><li>- Sustainability Committee Report</li><li>- Risk Management Report</li><li>- Maintenance/Facilities/Asset Preservation Program Report</li></ul></li><li>● <b>Staff Professional Learning Opportunities</b><ul style="list-style-type: none"><li>- <b>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></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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