



Pullman School District

Regular Board Meeting

Date and Time

Wednesday January 28, 2026 at 6:30 PM PST

Location

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

Agenda

I. Opening Items

- A. Record Attendance
- B. Call the Meeting to Order

President will call the meeting to order.

- C. Flag Salute

Pledge of Allegiance

- D. Land Acknowledgement Statement

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

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

E. Approval of Agenda

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

II. Reports, Correspondence & Program

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

A. PHS ASB Report

B. Board Reports

C. Superintendent's Report

D. Program Reports

- Lincoln Middle School Showcase presented by Cameron Grow, *Lincoln Middle School Principal*

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 - January 14, 2026 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. Overnight Field Trip Requests

G. ASB Fundraisers

V. Action Items

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

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

Presenter: Juston Pollestad, Executive Director of Operations

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

Presenter: Juston Pollestad, Executive Director of Operations

C. 5010 Nondiscrimination and Affirmative Action

Presenter: Ryan Mulvey, Assistant Superintendent

VI. Discussion Items

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

A. 5011 Sexual Harassment of District Staff Prohibited

Presenter: Bob Maxwell, Superintendent

B. 6335 Use of Charter or Commercial Buses - NEW

Presenter: Juston Pollestad, Executive Director of Operations

VII. Informational Items

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

A. Administrative Requirements Update

B. Current Enrollment

For 2025-2026 School Year

Budgeted FTE: 2540

Current FTE: 2627.57

Current Year Average FTE: 2637.28

C. Expense Claim Audit - Community Update Board Schedule

D. Non-Substantive Policy Updates

E. Procedures

F. Board Calendar

G. 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

Minutes - January 14, 2026 Regular Board Meeting

Section: IV. Consent Agenda
Item: A. Minutes - January 14, 2026 Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on January 14, 2026

DRAFT



Pullman School District

Minutes

Regular Board Meeting

Date and Time

Wednesday January 14, 2026 at 6:30 PM

Location

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

Directors Present

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

Directors Absent

None

Guests Present

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

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Arron Carter called a meeting of the board of directors of Pullman School District to order on Wednesday Jan 14, 2026 at 6:30 PM.

C. Flag Salute

D. Land Acknowledgement Statement

E. Approval of Agenda

Changes to the agenda:

- Out-of-State Travel Request - Added as consent agenda item
- PHS Student Ambassador Report - Added as program report

Lisa Waananen Jones made a motion to approve the agenda as amended.

Craig Nelson seconded the motion.

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

II. Reports, Correspondence & Program

A. PHS ASB Report

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

- Planning for the annual TOLO dance, themed “Tolo-chella,” scheduled for February.
- Planning for Spirit Week, which will include lunch games for students, hallway decorating, and the annual dodgeball tournament.
- FFA hosted a Winter Formal event.
- FCCLA participated in regional competitions over the weekend; all PHS students who competed qualified for the state level.
- The Senior Showcase through Career Choices is currently taking place.

B. Board Reports

- Stephanie Horn: Reported having the opportunity to visit schools.
- Deena Bayoumi: Attended the PTA meeting at Kamiak Elementary, which is currently gearing up for fundraising efforts and a Glow Party.
- Craig Nelson: Participated in the blood drive for Kamiak Elementary to support their efforts toward qualifying for a grant. Shared that the FFA Booster Club annual auction is coming up and plans to attend.
- Lisa Waananen Jones: Participated in the Jefferson Elementary blood drive. Also visited the Schweitzer Well-Being Center following its reopening and thanked everyone involved in the transition, noting it has been a smooth process.
- Arron Carter: Added Policy 5000/5005 as informational items and shared questions regarding the district's hiring and background check policies, with the intent of making them available for public review. Noted that staff are reviewing the related policy and procedures in response to inquiries to ensure district practices are

aligned. Reported attending the State of the District presentation by Superintendent Bob Maxwell at the Chamber of Commerce. Shared that an email was sent regarding optional weekly one-on-one meetings between the Board President and the Superintendent, with a board director invited to attend on a rotating basis.

C. Superintendent's Report

- Recognized January as School Board Recognition Month, read the Governor's Proclamation, and presented each board director with a Certificate of Appreciation.
- Reminded the Board that Friday, January 16, is a Staff Professional Learning Day, with the Nez Perce Tribe leading the learning for staff.
- Announced upcoming PHS performances: 1) PHS Choir will present "A Night at the Theater" on January 30 and 31 at 7:00 p.m.; admission is free. 2) PHS Drama will present Disney's Frozen on February 19–20 and 26–28 at 7:00 p.m., with a 2:00 p.m. matinee on Saturday. Tickets are \$5 for students and \$10 for adults.
- Shared that athletics and activities are underway across the district.
- Reported that the Pullman Education Foundation met and is working on fundraising efforts for Teacher Grants and scholarships, and noted there are openings for individuals interested in serving on the PEF board.
- Provided an update on the State of the District presentation at the Chamber of Commerce luncheon, which was well attended and highlighted district successes as well as current opportunities and challenges facing public education.
- Shared attendance at the Annual Legislative Conference on January 9–10, 2026, in Seattle, Washington, focused on advocating for the district and schools across Washington State, and reviewed the 2026 WASA/WSSDA/WASBO shared legislative priorities for K–12 education.

D. Program Reports

Jefferson Elementary Showcase

Presenter: Kelsey Winningham, Jefferson Elementary Principal

The Jefferson team (Niki Wolf, Jill Patera, Samantha Schertenleib, Diane Hathaway) provided an update on the use of the LAP/High Poverty grant. Funds were used to purchase books for a staff book study and to support staff attendance at a Tier 1 conference. The team shared key learnings from the conference on effective Tier 1 interventions, best instructional practices, and strategies to support the diverse needs of all students. They outlined plans to share these strategies schoolwide through staff meetings, focusing initially on behavior and now expanding to academic supports as a foundation has been established. This work represents a refinement of current practices rather than new initiatives.

Report: Pullman High School Student Ambassador Program

Presenter: Jerrod Fleury, Pullman High School Principal & Pullman High School Student Ambassadors

Principal Fleury provided background on the student-led ambassador program, which ensures student voice and representation. Ambassadors shared updates on their 2025–2026 projects, including the Student Culture Summit held December 12 with 50 student participants, focused on the schoolwide theme “Because You Matter” to build belonging. Activities included leadership skill-building, group discussions on areas for growth, and planning next steps to increase student engagement. The ambassadors also provided updates on social media outreach, a student podcast, and service projects. The “Because You Matter” panel, formerly the DEI panel, has been re-envisioned to include all students’ experiences. Future initiatives include revamping Hound Time for meaningful student discussions and implementing the “Why You Matter” project, potentially in collaboration with Greyhounds Minds Matter.

Report: Technology Services

Presenter: Tyler Craigie, Information & Instructional Technology Supervisor

Supervisor Craigie provided a Technology Services update, reviewing 2025 accomplishments and outlining strategic priorities for 2026. Highlights included the transition to classroom-based Chromecarts at Lincoln Middle School, completion of major cybersecurity upgrades (central firewall, Linewize, Classwize), and continued high-volume district support. Strategic priorities for 2026 include strengthening school security with upgraded access controls and digital hall passes, expanding family digital safety resources through Qustodio and an Online Safety Hub, and improving network resilience with core switch upgrades and enhanced immutable data backups.

Board discussion included questions on rising storage costs (currently being managed), parent access to digital tools (available for all parents of enrolled students with a sign-up process), and recognition of the Technology Services team for their responsiveness.

E. A Community of Belonging - Update

Superintendent Maxwell shared an update from the DEIB Task Force's December meeting, which included a report from Pullman High School Principal Jerrod Fleury on the school's “All Means All” vision and “Because You Matter” theme, which focuses on strengthening student connection, belonging, and supportive adult relationships. The task force also discussed preliminary planning for a Spring Community Connections event, including potential collaboration with existing events and strategies to increase community participation.

Board Director Carter noted that discussions have taken place about possible collaborating with the task force to host a board community listening session in conjunction with the spring community connections event.

III. Public Comment

A. Speakers

No Speakers.

IV. Consent Agenda

A. Minutes - December 10, 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 12-10-25.

Craig Nelson seconded the motion.

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

B. Personnel Report

C. Professional/Personal Services Contracts

D. Warrants

E. Student Transfer Requests

F. ASB Fundraisers

G. Overnight Field Trip Requests

H. 2025-2026 Highly Capable Program Plan

I. Budget Status Report

J. Records Destruction Log

K. Out of State Travel Request

L. Consent Agenda Approval

Board Director Nelson requested the removal of the item listed as "ASB Constitution and Bylaws" from the consent agenda.

Lisa Waananen Jones made a motion to approve the consent agenda with the removal of the ASB Constitution and Bylaws.

Craig Nelson seconded the motion.

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

V. Action Item - Item Removed from Consent Agenda

A. ASB Constitution and Bylaws - LMS Debate Club

The item was removed from the consent agenda at the request of Board Director Nelson for further discussion. The Board discussed concerns regarding the proposed ASB

Constitution and Bylaws for the LMS Debate Club, including the absence of a defined process for meeting with student leaders and incomplete governance structures within the executive body.

The Board voted unanimously **not to approve** the ASB Constitution and Bylaws - LMS Debate Club, and directed that the item return for future consideration once concerns are addressed. The Board recommended that revisions include clearer governance procedures consistent with standard parliamentary practices.

VI. Action Items

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

Presenter: Arron Carter, Board President

Board Director Carter provided background on the board officer rotation, noting it is rooted in best practice and ensures all board directors have the opportunity to serve in different leadership roles. In accordance with the established rotation schedule, Board Director Nathan Roberts deferred the remaining term of his presidency (October–December 2025) to Board Director Arron Carter, and Board Director Amanda Tanner deferred the remaining term of her vice presidency (October–December 2025) to Board Director Lisa Waananen Jones. For 2026, per the rotation outlined in Policy 1210P, Board Director Arron Carter is scheduled to serve as Board President and Board Director Lisa Waananen Jones as Board Vice President. Approval would formalize the officer positions currently held by Board Directors Carter and Waananen Jones.

Stephanie Horn made a motion to elect Arron Carter as Board President for the year 2026 and elect Lisa Waananen Jones as Board Vice President for the year 2026.

Deena Bayoumi seconded the motion.

Director Waananen Jones added that it is really helpful to have the rotation in order to plan ahead of when to expect to assume the role and have more responsibilities.

Clarification was provided that the board president and vice president serve on 2 calendar years not school years.

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

B. Bid Process – Jefferson and Franklin Elementary Roof Replacements

Presenter: Juston Pollestad, Executive Director of Operations

This item was presented at the last meeting and no questions have been received since it was last presented. The roofs at both Jefferson and Franklin Elementary Schools have reached the end of their functional lifespan. 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.

Deena Bayoumi made a motion to approve the bid process of the Jefferson and Franklin roof replacements.

Craig Nelson seconded the motion.

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

C. Johnson Property Bid Acceptance

Presenter: Juston Pollestad, Executive Director of Operations

This item was presented at the last meeting and no questions have been received since it was last presented. The Johnson School property consists of the former Johnson School building and approximately 2.77 acres of land. In compliance with Policy 6882 – Sale of Real Property, Pullman School District initiated a formal bid process. 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.

Lisa Waananen Jones made a motion to accept the Johnson property bid acceptance.

Deena Bayoumi seconded the motion.

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

D. 4260F Facility Rental Fee Schedule

Presenter: Juston Pollestad, Executive Director of Operations

This item was presented at the last meeting and no questions have been received since it was last presented. Pullman School District with input from the PSD Finance Committee has updated its facility rental fee schedule. The revised schedule replaces a single fee structure with a three-tiered model based on organization type and use, providing reduced fees for non-profit and youth-serving organizations and full cost-recovery rates for private and commercial users. This update supports equitable community access, responsible stewardship of district resources, and fiscal responsibility.

Stephanie Horn made a motion to approve 4260F Facility Rental Fee Schedule.

Craig Nelson seconded the motion.

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

VII. Discussion Items

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

Presenter: Arron Carter, School Board President

The Board discussed the annual review of Board Protocol documents 1101F and 1101F2, noting they were recently revised. Several board directors expressed interest in additional time to review and discuss the protocols, including questions about external

communication practices, constituent anonymity, and clarity and consistency in communication. The Board discussed possible approaches for revisions, including targeted review of specific sections and sharing suggested language in advance. It was agreed that the item will be brought forward for further discussion at the February work session, with board directors encouraged to submit questions or suggested edits ahead of time.

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

Presenter: Arron Carter, School Board President

It was noted that committee assignments are typically reviewed at the Board Retreat; however, due to a mid-year change, existing assignments would be adjusted to maintain continuity through the remainder of the school year, with appointments to be revisited at the summer retreat in preparation for the 2026–27 year. The Board discussed a request from Board Director Bayoumi to switch committee assignments in order to represent the Board on the DEIB Task Force. Board Director Bayoumi requested, and Board Director Horn agreed, to switch representation between the DEIB Task Force and the Wellness Committee. The Board was in agreement to make the adjustment and move the item forward as an action item.

Lisa Waananen Jones made a motion to move the 2025-2026 Annual Organizational Meeting - Representatives and Committee Appointment - to an action item.

Craig Nelson seconded the motion.

Board Director Waananen Jones amended the committee appointments, designating Board Director Bayoumi to serve as the Board representative on the DEIB Task Force and Board Director Horn to serve as the Board representative on the District Wellness Committee.

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

Craig Nelson made a motion to approve the 2025-2026 Annual Organizational Meeting - Representative and Committee Appointments - as amended with Stephanie moving to the District Wellness Committee and Deena moving to the DEIB Task Force.

Stephanie Horn seconded the motion.

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

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

Presenter: Juston Pollestad, Executive Director of Operations

Resolution 25-26:05 is recommended for Board consideration to acquire the 30 acres adjacent to the already purchased 60 acres. 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 on behalf of the District. Board discussion highlighted that the acquisition

would improve access to the existing 60 acres, and it was clarified that the purchase includes access to current city utilities.

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

Presenter: Juston Pollestad, Executive Director of Operations

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.

E. 5010 Nondiscrimination and Affirmative Action

Presenter: Ryan Mulvey, Assistant Superintendent

Board Policy 5010, Discrimination-Free Workplace, was updated to align with the most recent WSSDA sample policy following multiple revisions to Title IX guidance after the repeal of the 2024 federal regulations. Districts were directed to revert to the 2020 Title IX framework to remain in compliance, and WSSDA continued refining the policy throughout 2025, with the latest updates issued in December 2025. The revised policy includes a title change, reflects current legal requirements, and incorporates more durable language affirming the district's obligation to comply with applicable regulations. Board discussion noted that these updates result from changes in federal law and that WSSDA vets policy revisions through legal counsel before issuing guidance to districts.

VIII. Informational Items

A. Administrative Requirements Update

- January

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

- 5000 Recruitment and Selection of Staff

- 5000P Recruitment and Selection of Staff
- 5005 Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval

E. Non-Substantive Policy Updates

- 2106 Program Compliance
- 2108 Learning Assistance Program

F. Procedures

- 5010P Nondiscrimination and Affirmative Action
- 6700P Nutrition

G. Board Calendar & Communication Plan

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

IX. Executive Session

A. Executive Session

A. Carter announced there will be an Executive Session to discuss the evaluation of public employees that will end at 9:25pm. No action will be taken.

The board meeting reconvened into an open session at 9:25pm, and the chair announced that the executive session end time would be extended 15 minutes before returning to executive session.

X. 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 9:40 PM.

Respectfully Submitted,
Arron Carter

Documents used during the meeting

- 2026-School-Board-Recognition-Month Proclamation.pdf
- Board Report - 1.14.2026 Personnel.pdf

- Board Report - Contracts 1.14.2026.pdf
- Payroll Warrant Authorization Form_December 2025.pdf
- CK Summaries 1.14.26.pdf
- 2026 01.14 Regular Board Meeting - Student Transfer Requests.pdf
- ASB Fundraiser - PHS Wrestling_Chipotle 1.14.26.pdf
- Overnight Field Trip Request - PHS Science Olympiad.pdf
- Overnight Field Trip Request - PHS DECA.pdf
- Overnight Field Trip Request - LMS Science Olympiad.pdf
- Overnight Field Trip Request - PHS Boys Swim - Districts FEB 2026.pdf
- 2025-26 Highly Capable Program Plan.pdf
- November 2025 Budget Status Report.pdf
- December 2025 Budget Status Report.pdf
- LMS Constitution-Bylaws-Debate Club.pdf
- Records Destruction Log - Instructional Programs 1.14.26.pdf
- Records Destruction Log - Inst Prog - Special Education 1.14.26 .pdf
- Out-of-State Travel Req - 2026 AASA National Conference on Education.pdf
- ES Board President and Vice President 1.14.26.pdf
- 1210P Board Officer Rotation 9.24.25.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
- 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
- Representatives and Committee Appointment 2025-26 Updated 1.14.26.pdf
- 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
- ES Purchase and Sale Agreement- Sale Surplus Real Property_Johnson.pdf
- REAL ESTATE PURCHASE AND SALE AGREEMENT - Johnson Property.pdf
- ES 5010 Discrimination Free Workplace 1.14.26.pdf
- 5010 Nondiscrimination and Affirmative Action 1.14.26.pdf
- January Administrative Requirements Update.pdf

- Expense Claim Audit Comm Update Schedule.pdf
- 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
- 2106 Program Compliance 1.14.26.pdf
- 2108 Learning Assistance Program 1.14.26.pdf
- 5010P Nondiscrimination and Affirmative Action 1.14.26.pdf
- 6700P Nutrition 1.14.26.pdf
- 2025-2026 Board Meeting Content Calendar REV 6.9.25.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 - 1.28.2026 Personnel.pdf

MEMORANDUM

TO: Board of Directors

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

DATE: January 28, 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: **Debbie Crabtree**, assistant principal at Pullman High School, resignation effective June 30, 2026

Austin Gratzer as leave replacement core+ teacher at Kamiak Elementary School beginning January 20, 2026, through the end of the 2025-2026 school year

Ashley Rodriguez, preschool special education teacher, request for a leave of absence beginning March 16, 2026, through the end of the 2025-2026 school year

Debbie Stone, kindergarten teacher at Jefferson Elementary School, retirement effective at the completion of the 2025-2026 school year

Classified: **Aspen Groves**, assistant cook/cashier at Franklin Elementary School, resignation effective January 30, 2026

Raymond Lancaster as special education paraeducator at Pullman High School

Lindsey Rivera as office support paraeducator at Jefferson Elementary School

Anthony Romar, custodian at Lincoln Middle School, resignation effective January 12, 2026

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

Amy Caessens, assistant activities manager at Lincoln Middle School, resignation

For Your Information:

Kimi Emerson, first grade teacher at Sunnyside Elementary School, has received approval to take one and a half days of unpaid leave in March

Haelee Jenft, leave replacement second grade teacher at Kamiak Elementary School, has received approval to take one day of unpaid leave in February

Coversheet

Professional/Personal Services Contracts

Section: IV. Consent Agenda
Item: C. Professional/Personal Services Contracts
Purpose:
Submitted by:
Related Material: Board Report - Contracts 1.28.2026.pdf

MEMORANDUM

TO: Board of Directors

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

DATE January 28, 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:

Harry Hayes Slickpoo Jr. to provide five 50-minute professional development sessions for Pullman School District staff focusing on the Nez Perce language and Nez Perce stories , January 16, 2026, \$735.10.

Coversheet

Warrants

Section: IV. Consent Agenda
Item: D. Warrants
Purpose: FYI
Submitted by:
Related Material: CK Summaries 1.28.26.pdf
Payroll Warrant Authorization Form_January2026.pdf

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 28, 2026, the board, by a _____ vote, approves payments, totaling \$651.05. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 202500031 through 202500034, totaling \$651.05

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
202500031	Department Of Revenue	01/13/2026	142.24
202500032	Department Of Revenue	01/13/2026	41.87
202500033	Department Of Revenue	01/13/2026	179.35
202500034	Department Of Revenue	01/13/2026	287.59

4 Wire Transfer Check(s) For a Total of 651.05

0	Manual	Checks For a Total of	0.00
4	Wire Transfer	Checks For a Total of	651.05
0	ACH	Checks For a Total of	0.00
0	Computer	Checks For a Total of	0.00
Total For 4	Manual, Wire Tran, ACH & Computer	Checks	651.05
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	651.05

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	221.22	0.00	0.00	221.22
40	Associated Stude	429.83	0.00	0.00	429.83

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 28, 2026, the board, by a _____ vote, approves payments, totaling \$2,581.29. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26737196 through 26737197, totaling \$2,581.29

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26737196	Continental Athletic Supply	01/29/2026	2,341.29
26737197	Washington Science Olympiad	01/29/2026	240.00
2	Computer	Check(s) For a Total of	2,581.29

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	2,581.29
Total For 2	Manual, Wire Tran, ACH & Computer Checks		2,581.29
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	2,581.29

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	2,581.29	2,581.29

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 28, 2026, the board, by a _____ vote,
approves payments, totaling \$7,847.84. The payments are further identified
in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26737198 through 26737206, totaling \$7,847.84

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26737198	Alternatives to Violence of th	01/29/2026	2,686.27
26737199	Area II WADECA	01/29/2026	1,056.00
26737200	AreteLabs	01/29/2026	195.00
26737201	Florafinder, LLC	01/29/2026	453.59
26737202	Lauren McCluskey Foundation	01/29/2026	762.61
26737203	Lionel Hampton Jazz Festival	01/29/2026	600.00
26737204	Pullman School Dist - Revolvin	01/29/2026	1,516.00
26737205	US Foods, Inc.	01/29/2026	385.13
26737206	We Help Two	01/29/2026	193.24

9 Computer Check(s) For a Total of 7,847.84

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
9	Computer	Checks For a Total of	7,847.84
Total For 9	Manual, Wire Tran, ACH & Computer Checks		7,847.84
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	7,847.84

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-15.46	0.00	7,863.30	7,847.84

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 28, 2026, the board, by a _____ vote,
approves payments, totaling \$23.00. The payments are further identified
in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600100 through 252600100, totaling \$23.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
-----------	-------------	------------	--------------

252600100	Maxwell, Robert L	01/29/2026	23.00
-----------	-------------------	------------	-------

1	ACH	Check(s) For a Total of	23.00
---	-----	-------------------------	-------

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
1	ACH	Checks For a Total of	23.00
0	Computer	Checks For a Total of	0.00
Total For 1	Manual, Wire Tran, ACH & Computer	Checks	23.00
Less	0	Voided	0.00
		Net Amount	23.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	23.00	23.00

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

As of January 28, 2026, the board, by a _____ vote,
approves payments, totaling \$1,035.61. The payments are further identified
in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600101 through 252600104, totaling \$1,035.61

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
-----------	-------------	------------	--------------

252600101	Center for the Collaborative	C 01/29/2026	384.94
252600102	H & H Business Systems	01/29/2026	269.85
252600103	IML Security Supply	01/29/2026	90.19
252600104	NCS Pearson, INC	01/29/2026	290.63

4 ACH Check(s) For a Total of 1,035.61

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
4	ACH	Checks For a Total of	1,035.61
0	Computer	Checks For a Total of	0.00
Total For 4	Manual, Wire Tran, ACH & Computer	Checks	1,035.61
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	1,035.61

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	1,035.61	1,035.61

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 28, 2026, the board, by a _____ vote, approves payments, totaling \$1,695.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26737207 through 26737207, totaling \$1,695.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
26737207	SynTier Engineering, Inc	01/29/2026	1,695.00
1	Computer	Check(s) For a Total of	1,695.00

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	1,695.00
Total For 1	Manual, Wire Tran, ACH & Computer	Checks	1,695.00
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	1,695.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	1,695.00	1,695.00

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

As of January 28, 2026, the board, by a _____ vote,
approves payments, totaling \$45.36. The payments are further identified
in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26737208 through 26737208, totaling \$45.36

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
-----------	-------------	------------	--------------

26737208	Anderson, Samuel L	01/29/2026	45.36
----------	--------------------	------------	-------

1	Computer	Check(s) For a Total of	45.36
---	----------	-------------------------	-------

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	45.36
Total For 1	Manual, Wire Tran, ACH & Computer	Checks	45.36
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	45.36

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	45.36	45.36

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

As of January 28, 2026, the board, by a _____ vote, approves payments, totaling \$231,912.25. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26737209 through 26737255, totaling \$231,912.25

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

Check Nbr	Vendor Name	Check Date	Check Amount
26737209	APS Inc	01/29/2026	132.84
26737210	Avista Utilities	01/29/2026	115,635.36
26737211	Bobs Fire Equipment	01/29/2026	511.20
26737212	Broker Builder Solutions	01/29/2026	5,340.00
26737213	Bryson Sales & Service	01/29/2026	890.88
26737214	Charlies Produce	01/29/2026	2,297.25
26737215	Claassen, Katelyn Jamie	01/29/2026	65.00
26737216	Coleman Oil Company LLC	01/29/2026	9,512.96
26737217	Community Child Care Center	01/29/2026	1,458.56
26737218	Consolidated Electric	01/29/2026	1,837.40
26737219	Envoy Plan Services, Inc.	01/29/2026	17.50
26737220	Ferguson Enterprises Inc	01/29/2026	1,347.77
26737221	Fisher Systems, Inc.	01/29/2026	1,131.31
26737222	Four Star Supply Co., Inc	01/29/2026	833.72
26737223	Gray, Helen	01/29/2026	64.98
26737224	HD Supply Facilities Maint	01/29/2026	422.06
26737225	HD SUPPLY	01/29/2026	921.92
26737226	Hilliard's Htg & Plumbing, Inc	01/29/2026	1,080.83
26737227	J & H Printing Inc.	01/29/2026	288.36
26737228	King County Director's Assoc	01/29/2026	1,659.46
26737229	Kuhl Auto Parts, LLC	01/29/2026	858.69
26737230	Leader Services	01/29/2026	449.40
26737231	Les Schwab	01/29/2026	194.33
26737232	Level 3 Communications	01/29/2026	375.40
26737233	Lionbridge Technologies Inc.	01/29/2026	32.64
26737234	Manis, Kristina	01/29/2026	34.72
26737235	Minert & Associates, Inc.	01/29/2026	593.00
26737236	Moscow-Pullman Bldg. Supply	01/29/2026	597.08
26737237	NEWESD 101	01/29/2026	793.15
26737238	Northwest Auto Parts	01/29/2026	35.06
26737239	NSPRA	01/29/2026	210.00
26737240	Otis Elevator Co	01/29/2026	349.31
26737241	Penland, Sarah	01/29/2026	310.59

Check Nbr	Vendor Name	Check Date	Check Amount
26737242	Pullman Regional Hospital	01/29/2026	2,450.00
26737243	RWC Group	01/29/2026	999.63
26737244	Stevens - Clay PS	01/29/2026	25,465.20
26737245	The Clay Connection	01/29/2026	7,355.96
26737246	TK Elevator Corporation	01/29/2026	1,569.74
26737247	US Foods, Inc.	01/29/2026	15,275.91
26737248	Walter E Nelson Co	01/29/2026	1,850.34
26737249	WASA	01/29/2026	462.40
26737250	Washington Officials Associati	01/29/2026	6,386.50
26737251	Washington Automated LLC	01/29/2026	3,514.70
26737252	Western Psychological Services	01/29/2026	88.56
26737253	WSIPC	01/29/2026	308.98
26737254	WSSDA	01/29/2026	11,554.60
26737255	Yellow Duck Refrigeration	01/29/2026	4,347.00

47 Computer Check(s) For a Total of 231,912.25

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
47	Computer	Checks For a Total of	231,912.25
Total For 47	Manual, Wire Tran, ACH & Computer Checks		231,912.25
Less	0 Voided	Checks For a Total of	0.00
		Net Amount	231,912.25

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	6.92	0.00	231,905.33	231,912.25



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 26737256 to 26737283 inclusive, with payroll amounting to \$3,092,210.85 issued 01/30/2026 on the account of the General Fund.

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

Secretary

President of Board of Directors

Coversheet

Student Transfer Requests

Section: IV. Consent Agenda
Item: E. Student Transfer Requests
Purpose: FYI
Submitted by:
Related Material: 2026 01.28 Regular Board Meeting - Student Transfer Requests.pdf



SCHOOL BOARD REPORT

Student Transfer Requests

January 28, 2026

Transfer Requests 2025-2026

Released to PSD

- No new requests at this time

Released from PSD

- No new requests at this time

Rescinded Transfer Requests

- E. Khan, Grade 11, Rescinded from Discovery Virtual School in the Clarkston School District

Coversheet

Overnight Field Trip Requests

Section:

IV. Consent Agenda

Item:

F. Overnight Field Trip Requests

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

Overnight Field Trip Request - PHS FCCLA - 1.28.26 .pdf

Overnight Field Trip Request - Pullman FFA 1.28.26.pdf

Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip Request

Teacher/Group Requesting: FCCLA - Bickelhaupt/Bogle

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

1. Number of students involved: 20

2. Purpose of trip: FCCLA State Leadership Conference/Competition

3. Destination: Spokane, WA

Is this a result of competition: Yes No

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

DoubleTree Hotel

5. Number of chaperones: 2

Names of chaperones:

Jill Bickelhaupt

Altaira Bogle

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

ASB Principal Fund Raiser Other _____

Cost to student: \$ 320 Total Cost: \$ 6400

*Student cost will go down as money is raised through fundraising.

7. Date(s) and time of departure and return: D: 3/10 at 4:00pm

R: 3/13 at 2:30 pm

8. Insurance implications: None

9. Method of transportation:

School Bus Charter Bus Private Vehicles Rental Vehicles

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

Signature of Advisor/Coach: Jill Bickelhaupt

Signature of Building Principal: _____

Signature of Superintendent: Talent _____

Board Action: _____ Date: _____

Pullman School District Form

2320F

Page 1 of 1

Overnight Field Trip Request

Teacher/Group Requesting:

Rob Matthews - Pullman FFA

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

1. Number of students involved: 8
2. Purpose of trip: FFA Leadership Conference
3. Destination: Wenatchee (Wenatchee Valley College for conference)
4. Housing (Motel, Private Houses, etc.):
Hotel (Coast or Fairfield Inn)
5. Number of chaperones: 1

Names of chaperones:

Robert Matthews

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

ASB Principal Fund Raiser Other Alumni group (FFA)
 Cost to student: \$ 25 Total Cost: \$ 120 each (includes hotel)

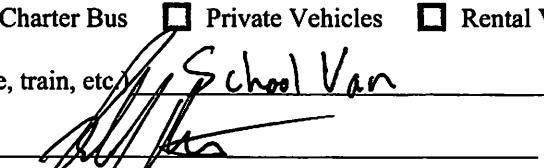
7. Date(s) and time of departure and return: 3/6 11am leave,
return 3/7 7pm.

8. Insurance implications:

9. Method of transportation:

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

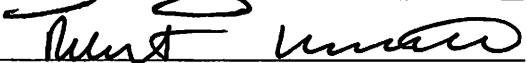
Signature of Advisor/Coach:



Signature of Building Principal:



Signature of Superintendent:



Board Action: _____ Date: _____

Coversheet

ASB Fundraisers

Section: IV. Consent Agenda
Item: G. ASB Fundraisers
Purpose:
Submitted by:
Related Material: ASB Fundraiser - PHS Baseball - Media Guide 1.28.26.pdf
ASB Fundraiser - PHS Youth in STEM 1.28.26.pdf



Fundraising/Activity Form

ASB ASB Charitable General Fund

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

School: <u>PHS</u>	Group Name: <u>Baseball</u>	Account #: <u>2028</u>
Proposed Fundraising Activity: <u>Sponsorship in Media Guide</u>		
Intended Use of Proceeds: <u>Baseball Equipment</u>		
Estimated Revenues: \$ <u>3,000 - 4,000</u> Estimated Expenses: <u>\$1200 Expenses - media layout</u>		
Expenses: \$ Estimated Revenues-Estimated Expenses=Estimated Profit: <u>1500 - 2000 Profit</u>		
Will the fundraiser be held for the benefit of an organization outside the district? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, please attach a copy of the name, address and phone number of the organization.		
Dates of the Fundraiser:	Start: <u>3/1/26</u>	End: <u>3/31/26</u>
Team/Club Leader (student):	ASB Bookkeeper (staff): <u>Evan H.</u> (Signature & Date)	
Coach/Club Advisor (staff):	Principal's Pre-Approval: <u>J. J.</u> (Signature & Date)	
Student Leadership(student): <u>W. W. 1/7/26</u>	Activity Coordinator: <u>J. J.</u> (Signature & Date)	

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

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

D. Final Approval of Reconciliation

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

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

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



Fundraising/Activity Form

ASB ASB Charitable General Fund

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

School: Pullman High School Group Name: Youth in STEM Account #: 4082

Proposed Fundraising Activity: Collect toys for pediatric cancer hospital

Intended Use of Proceeds: 100% donation to children's hospital (Info on back)

Estimated Revenues: \$ NA Estimated _____

Expenses: \$ Estimated Revenues-Estimated Expenses=Estimated Profit: NA

Will the fundraiser be held for the benefit of an organization outside the district? Yes on the back No

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

Dates of the Fundraiser: Start: Feb 2 End: Feb 6

Team/Club Leader (student): Sukhni Sangha, 1/19/26 ASB Bookkeeper (staff): J. J.
(Signature & Date)

Coach/Club Advisor (staff): Shane Korp 1/9/26 Principal's Pre-Approval: S. Korp 1/21/26
(Signature & Date)

Student Leadership(student): Mallish Gugan 1/21/26 Activity Coordinator: Debbie Clabell 1-21-26
(Signature & Date)

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

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

D. Final Approval of Reconciliation

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

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

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

Activity Coordinator: _____
(Signature & Date)

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

Coversheet

Resolution 25-26:05 Acquisition of Real Property

Section:

V. Action Items

Item:

A. 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



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

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:

Arron Carter, Board President

Lisa Waananen Jones, Board Member

Craig Nelson, Board Member

Deena Bayoumi, Board Member

Stephanie Horn, Board Member

ATTEST:

Secretary

Coversheet

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

Section: V. Action Items

Item: B. 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 20th 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:

V. Action Items

Item:

C. 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

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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

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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:¹²

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 opportunities or status because of attheir 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

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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.

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

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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

5011 Sexual Harassment of District Staff Prohibited

Section:

VI. Discussion Items

Item:

A. 5011 Sexual Harassment of District Staff Prohibited

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

ES 5011 Harassment of District Staff Prohibited 1.28.26.pdf

5011 Sexual Harassment of District Staff Prohibited 1.28.26.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

5011 Harassment of District Staff Prohibited

Executive Summary

January 28, 2026

Bob Maxwell
Superintendent

Background:

WSSDA Policy 5011, Harassment of District Staff Prohibited, 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 5011 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 Sexual Harassment of District Staff Prohibited to Harassment of District Staff Prohibited.

Recommended Board Action:

Approval to revise Policy 5011 Harassment of District Staff Prohibited as presented.

Motion to Approve

I move to approve the revisions to Policy 5011 Harassment of District Staff Prohibited as presented.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy

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PERSONNEL

Sex Discrimination and Sex-Based Sexual Harassment of District Staff Prohibited

The Pullman School District Board of Directors is committed to a positive and productive working environment free from discrimination, including ~~sex-based sexual discrimination and~~ harassment. This commitment extends to all employees, ~~applicants for employment~~, and others ~~persons~~ involved in academic, educational, extracurricular, athletic, and other programs or activities of the ~~district school~~, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

~~This policy is developed to meet the district's obligations under Title IX and is aligned with Washington State laws and regulations that define sex-based discrimination. The district will not adopt or implement any policy, practice, or procedure or take any employment action on the basis of sex, except to meet its obligations related to pregnancy and pregnancy-related conditions.~~

~~The district will not make any pre-employment inquiry as to the marital status of an applicant for employment, including whether such applicant is "Miss or Mrs." Pre-employment, the district may ask an applicant for employment to self-identify their sex, but only if this question is asked of all applicants and if the response is not used as a basis for discrimination prohibited by Title IX or this policy.~~

~~Consistent with the Title IX regulation, the district will not implement any policy, practice, or procedure or take any employment action on the basis of sex:~~

- ~~1. concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment, which treats persons differently; or~~
- ~~2. that is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.~~

~~The district will not discriminate against any employee or applicant for employment on the basis of current, potential, or past pregnancy or related conditions. The district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions for all job-related purposes, including commencement, duration and extensions of leave; payment of disability income; accrual of seniority and any other benefit or service; and reinstatement; and under any fringe benefit offered to employees by virtue of employment.~~

~~The district has jurisdiction over complaints of sex-based discrimination pursuant to the Federal law Title IX of the Education Amendments of 1972 (Title IX) and Washington State laws, including Chapter 28A.640 RCW and Chapter 392-190 WAC.~~

I. Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

"Sex-based harassment" means sexual harassment and other harassment on the basis of sex stereotypes, sex characteristics, sexual orientation, gender identity, gender expression, pregnancy or related conditions, and marital status.

The term "sexual harassment" is defined by the regulations implementing the federal law includes the following, which Title IX of the Education Amendments Act of 1972 defines at 34 C.F.R. § 106.30.2:

Under federal and state law, the term "sexual "Quid pro quo" harassment," may include:

- acts of sexual violence;

Pullman School District Board Policy

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- unwelcome – sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a state or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.
- “Hostile environment harassment,” and
- Specific offenses of sexual assault, dating violence, domestic violence, or stalking

-A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

The term “sexual harassment” is also prohibited under state law as defined at W.A.C. 392-190-056 and includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:

- a. Submission to that conduct or communication is condition of obtaining employment;
- b. a factor in decisions affecting that individual's employment; or
- c. the conduct or communication has the purpose or effect of substantially interfering with an individual's employment or of creating an intimidating, hostile, or offensive educational environment.

-
Harassment based on sexual orientation, gender expression, or gender identity is also prohibited under Washington state law as defined at RCW 49.60.040 and WAC 162.32-040.

-
For the purpose of these definitions, sexual harassment may include conduct or communication that involves adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

-
The district will address all sex based harassment in its program and activities, even when some conduct alleged to be contributing to a hostile environment occurs outside of its program or activities.

The district has also developed other specific related policies for district employees to comply with its obligations under State and Federal laws, including Title IX, and to create an inclusive and welcoming work environment, including Policy 5010 Nondiscrimination and Affirmative Action, and 5404 Family Medical and Maternity Leave.

II. Investigation and Response

The superintendent will develop and implement procedures for receiving, investigating, and resolving complaints or reports of sex discrimination, including sex based harassment, and will include reasonable and prompt timelines and delineate roles and responsibilities for such.

If the district knows, or reasonably should know, that sex based discriminationsexual harassment has created a hostile environmentoccurred, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sex basedsexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sex basedsexual harassment, eliminate the hostile environment, prevent its occurrence, and, as appropriate, remedy its effects. The district will take prompt, equitable, and remedial action within its authority every time a report, complaint, and grievance alleging sex basedsexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement or Child Protective Services as required by law. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what

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occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve ~~sex-based~~_{sexual} harassment.

Engaging in ~~sex-based discrimination~~_{sexual harassment} will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in ~~school~~ district activities. Anyone else who engages in ~~sex-based discrimination~~_{sexual harassment} on ~~school~~_{district} property or ~~at school~~_{activities} ~~district workspaces~~ will have their access to school property and activities restricted, as appropriate.

III. Retaliation and False Allegations

~~It is a violation of this policy to engage in retaliation, as defined under Federal and State laws and the superintendent's procedure, Retaliation~~ against any person who makes or is a witness in a ~~sex-based discrimination~~_{sexual harassment} complaint ~~is prohibited~~ and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

~~It is a violation of this policy to knowingly report false allegations of ~~sex-based discrimination~~_{sexual harassment}. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. However, no party, witness, or others participating in the district's grievance process will be disciplined based solely on a determination of whether sex-based discrimination occurred under the superintendent's procedure.~~

IV. Staff Responsibilities and Training

The superintendent will develop and implement ~~formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff a procedure that identifies the roles, responsibilities under this policy, and training requirements of the Title IX Coordinator and school employees.~~

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities.

A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of sex discrimination and sexual harassment will be referred to the district's Title IX Coordinator. Reports of discrimination based on sexual orientation, gender expression, gender identity, ethnicity, race, creed, color, national origin, religion, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal, honorably discharged veteran or military status, or age, or complaints alleging violations of the Boy Scouts of America Act will be referred to the district's Civil Rights Compliance Coordinator.

Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

The superintendent will also develop materials to provide age appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sex-based harassment.

V. District Notice and Training

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The superintendent will also develop materials, procedures to provide age appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sex based sexual harassment.

~~At a minimum, the district's website will include a statement that the district prohibits sex discrimination and sex based harassment in any education program or activity that it operates, as required by Title IX and other laws, and employment. It will also state that questions about Title IX, how to locate the district's policy and grievance procedure, and how to report sex discrimination or make a complaint may be directed to the district's Title IX coordinator. The Title IX coordinator's contact information will also be provided, including their name or title, office address, email address, and telephone number.~~

~~This policy sexual recognition and prevention and the elements of this policy will be included in staff and volunteer handbooks. This policy and the procedure, which includes the complaint process, will be conspicuously posted in each district building in a place accessible available to staff, students, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee, and reproduced in each student, staff, volunteer, and parent handbook. Such notices will identify the district's Title IX coordinator and provide contact information, including the coordinator's email address.~~

~~Additionally, sex based harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientations.~~

VI. Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers, and parents in the review process.

Cross References:

Board Policy, 3205/P	Sexual Harassment of Students Prohibited
Board Policy, 3207/P	Prohibition of Harassment, Intimidation, and Bullying of Students
Board Policy, 32103210/P	Nondiscrimination
Board Policy, 32113211/P	Gender -Inclusive Schools
Board Policy, 34213421/P	Child Abuse and Neglect
Board Policy, 50105010/P	Nondiscrimination and Affirmative Action Discrimination-Free Workplace

Legal References:

RCW 28A.640.020	Regulations, guidelines to eliminate discrimination
WAC 392-190-056-058	cope – Sexual harassment policies
20 U.S.C. 1681-1688	Sexual Harassment
34 C.F.R. 106	

Management Resources:

Policy News, December 2025	
Policy News, April 2025	
Policy News, January 2025	
Policy News, August 2024	
Policy News, June 2022	
Policy News, June 2021	
Policy Alert, July 2015	
Policy News, December 2014	
Policy News, October 2011	Policy Manual Revisions

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

Adoption Date:	June 8, 1994
Revision Date:	November 13, 1996
Revision Date:	April 14, 1999 (was 5013)
Revision Date:	June 11, 2014
Revision Date:	December 11, 2019
Revision Date:	October 13, 2021
Revision Date:	August 10, 2022
Revision Date:	January 8, 2025

Coversheet

6335 Use of Charter or Commercial Buses - NEW

Section:

VI. Discussion Items

Item:

B. 6335 Use of Charter or Commercial Buses - NEW

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

ES 6635 Use of Charter-Commercial Buses NEW 1.28.26.pdf
6635 Use of Charter-Commercial Buses NEW 1.28.26.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

Use of Charter or Commercial Buses - Policy 6635

Executive Summary

January 28, 2026

Juston Pollestad

Executive Director of Operations

Background:

Policy 6635 is a new policy that defines the limited circumstances under which the District may use charter or commercial buses for school approved travel when District-owned transportation is unavailable or unsuitable.

The Superintendent or designee may authorize such use, primarily for trips beyond a 200-mile radius and when bus or driver availability prevents the use of District resources. Overnight or out-of-state travel requires prior Board approval.

All charter transportation requests must be coordinated through the Transportation Department, with costs covered by the District when funding is available.

The District will comply with all applicable state and federal transportation laws and will use only properly licensed, insured, and safety-approved carriers maintained on an approved vendor list.

Student safety and supervision are central to the policy. A District employee must accompany students on all trips, District conduct expectations apply, and drivers are not left alone with students.

The policy also establishes requirements for insurance, contracts, and administrative procedures, directing the Superintendent to implement consistent approval, vetting, contracting, and safety oversight processes.

Recommended Board Action:

Adopt Policy 6635 Use of Charter or Commercial Buses.

Motion to Approve

I move that the Board approve the adoption of policy 6635 Use of Charter or Commercial Buses.

Approved

Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Procedure

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MANAGEMENT SUPPORT

Use of Charter or Commercial Buses

The Pullman School District Board of Directors recognizes that under limited circumstances, the District may find it necessary or beneficial to use a charter or commercial passenger carrier to transport students, staff, or other authorized persons. When such use is required, the District will ensure that all travel occurs safely and in compliance with applicable laws and regulations.

The District shall provide transportation for designated activities approved by the Board of Directors. The Superintendent or designee is authorized to approve the occasional use of charter or commercial buses when District-owned buses are unavailable, or otherwise unsuitable.

All use of charter or commercial buses shall be subject to the following conditions:

1. Authorization
 - A. The Superintendent or the Superintendent's designee may authorize the use of charter buses when District transportation is not available or when extenuating circumstances exist.
 - B. The use of charter or commercial buses for school-sponsored activities shall be limited to trips that extend beyond a 200-mile radius, and when existing scheduled routes, bus availability, or driver availability make District-owned transportation unavailable.
 - C. Overnight or out-of-state travel using a charter or commercial bus requires prior approval by the Board of Directors.
2. Requests and Cost Responsibility
 - A. All charter bus transportation must be requested through the Transportation Department.
 - B. Provided funding is available, the District shall be responsible for the full cost of the charter bus service.
3. Legal Compliance and Approved Carriers
 - A. The District will comply with all applicable provisions of state and federal law, including RCW 28A.160 and WAC 392-143.
 - B. All charter or commercial carriers used by the District must be properly licensed and in good standing with the Washington Utilities and Transportation Commission (WUTC) and must hold Charter or Excursion Authority with a Satisfactory Safety Rating.
 - C. The District shall maintain a list of approved charter carriers that have met District documentation and safety requirements.
4. Supervision and Student Safety
 - A. A District employee or authorized chaperone shall accompany students on all charter bus trips and is responsible for student supervision at all times.
 - B. Drivers shall not be left alone with students.
 - C. District transportation rules and student conduct expectations apply during all charter bus travel.
5. Insurance and Contracts

All charter carriers must provide proof of insurance at limits established by the District and meet all contractual requirements. Contracts must include appropriate indemnification, cancellation, and safety provisions and must be reviewed and executed in accordance with District business procedures.
6. Administrative Procedures

The Superintendent shall develop and implement procedures to ensure compliance with this policy, including approval processes, carrier vetting requirements, contract standards, and safety expectations.

Adoption Date:

Coversheet

Administrative Requirements Update

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



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

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

Community Update Board Report Schedule

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

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

Coversheet

Non-Substantive Policy Updates

Section: VII. Informational Items
Item: D. Non-Substantive Policy Updates
Purpose:
Submitted by:
Related Material: 3110 Age of Attendance 1.28.26.pdf

Pullman School District Board Policy

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STUDENTS

1.0—I. Age of Attendance

The Pullman School District Board of Directors recognizes that it is a right and responsibility of those who meet the requirements prescribed by law to attend the schools of the district. Every resident of the district who satisfies the minimum entry age requirement and is less than 21-22 years of age has the right to attend the district's schools until he/she/they completes high school graduation requirements. Children of age 8 and less than age 18 are required by law to attend an approved private or public educational center unless they are receiving approved home-based instruction. Under certain circumstances children who are at least 16 and less than 18 years of age may be excused from further attendance at school. The superintendent shall exercise his/her/their authority to grant exceptions when he/she/they determines that the student:

- 1.1—A.** Is lawfully and regularly employed, and
- 1.2—B.** Has permission of a parent, or,
- 1.3—C.** Is emancipated pursuant to Chapter 13.64 RCW,
- 1.4—D.** Is subject to one of the other exceptions to compulsory attendance.

A resident student who has been granted an exception retains the right to enroll as a part-time student and shall be entitled to take any course, receive any ancillary services and take or receive any combination of courses and ancillary services which is offered by a public school to full-time students.

2.0—II. Entrance Age Qualifications

To be admitted to a kindergarten program that commences in the fall of the year a child must be not less than 5 years of age prior to September 1 of the school year. To be admitted to a first grade program that commences in the fall of the year a child must be not less than 6 years of age prior to September 1 of the school year. Any student not otherwise eligible for entry to the first grade who has successfully completed a state-approved kindergarten program of 450 or more hours including instruction in English language arts, mathematics and reading including instruction in the essential academic learning requirements and other subjects that the district determines are appropriate will be permitted entry into the first-grade program. If necessary, the student may be placed in a temporary classroom assignment for the purposes of evaluation prior to making a final determination of the student's appropriate placement. Such determination shall be made by the principal no later than 30th calendar day following the student's first day of attendance.

A student who meets the definition of a child of a military family in transition under Article II of RCW 28A.705.010 shall be permitted to continue enrollment at the grade level in the common schools commensurate with the grade level of the student when attending school in the sending state as defined in Article II of RCW 28A.705.010, regardless of age or birthdate requirements.

III. Children who have a disability and are three years of age and older are eligible for admission if the child qualifies for special education services according to WAC 392- 172A-01035.

3.0—The Pullman School District does not admit nor assume responsibility for students aged twenty-one two or older. Students who become twenty-one during the academic year may complete that academic year.

4.0—IV. Placement of Students on Admission

The decision of where to place a student seeking admission to the district rests with the principal. Generally, students meeting the age of admission requirements, or transferring from a public or approved private school,

Pullman School District Board Policy

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shall be placed in kindergarten or first grade, or the grade from which they transferred. The principal shall evaluate the educational record and assessments of all other students to determine their appropriate placement. A temporary classroom assignment may be made for no more than thirty calendar days for the purpose of evaluation prior to making the final placement decision.

Cross References:

Board Policy 2100 ~~Educational Opportunities for Military Children~~
Board Policy 2108 ~~Remediation Programs~~[Learning Assistance Program](#)
Board Policy 2121 ~~Substance Abuse Program~~
Board Policy 2140 ~~Guidance and Comprehensive School~~[Counseling Program](#)
Board Policy 3114 ~~Part time~~[Home-based or and Off-campus Students\[Enrolled in District Programs for Ancillary Services\]\(#\)
~~Board Policy 3121 Compulsory Attendance~~
Board Policy 3122 Excused ~~or and~~ Unexcused Absences
Board Policy ~~4312 4220~~ Complaints Concerning Staff or Program](#)

Legal References:

RCW 28A.200, Home-based Instruction
RCW 28A.225.010 Attendance mandatory - Age - Person having custody shall cause child to attend public school - When excused
RCW 28A.225.020 School's duties upon juvenile's failure to attend school
RCW 28A.225.160 Attendance age eligibility
RCW28A.225.220 Adults, children from other districts, agreements for attending school—Tuition
WAC 392-134-010 Attendance rights of part-time public school students.
WAC 392-137 District policies—Procedures and criteria for release of resident students and admission of nonresident students
[WAC 392-335 Pupils - Uniform Entry Qualifications](#)

Management Resources:

Policy News, April 2006 *Entrance to School Policy Changes*
Policy News, August 1999 *Districts may set K-screening fees*

Adoption Date: February 10, 1993
Revised Date: September 20, 2000
Revised Date: May 2, 2001
Revised Date: October 8, 2003
Revised Date: August 25, 2004
Revised Date: September 9, 2015
Revised Date: November 8, 2017

Coversheet

Procedures

Section: VII. Informational Items
Item: E. Procedures
Purpose:
Submitted by:
Related Material: 3515P Student Incentives 1.28.26.pdf
5011P Sexual Harassment of District Staff Prohibited 1.28.26.pdf

Pullman School District Administrative Procedures

3515P

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STUDENTS

Student Incentives

I. Definitions:

- A. Prize: something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in a district-sponsored event.
- B. Award: Recognition or something of value conveyed as a result of competition, merit or in recognition of service to the district on the part of the recipient.
- C. De minimis: Minimal value, a small amount, lacking significance or importance, having little or no impact on public funds, so minor as to merit disregard.

II. Award/ Prize Values

The district will consider any prize or award amount equal to or less than ~~\$25.00~~\$50.00 (~~twenty fivefifty~~) dollars to be *de minimis*. In determining whether an incentive is a de minimis amount, the district will consider whether the amount is insignificant to a recipient for tax purposes and insignificant to the district.

The value of an individual student prize will not exceed ~~\$25.00~~\$50.00 (~~twenty fivefifty~~ dollars). ~~The total amount of public funds disbursed by the district for prizes during a single academic year will not exceed \$1,500 for each elementary school, \$3,500 for each middle school and \$5,000 for each high school.~~

Example: A ~~\$25.00~~\$50.00 (~~twenty fivefifty~~ dollar) incentive certificate for perfect attendance or most improved grade point average is an acceptable use of public funds; or a district could provide an item valued at ~~\$25.00~~\$50.00 (~~twenty fivefifty~~ dollars) such as a school uniform shirt or hat to an individual student. However, incentive awards to several students in one class that have a substantial aggregate value could be excessive and an inappropriate use of public funds. However, all incentives must be reasonable, infrequent, and directly related to a legitimate District or educational purpose, such as academic achievement, attendance, behavior, or recognition, and must reflect the appropriate and accountable use of public funds.

III. Gifts

The district is prohibited from using public funds to provide gifts.

The following are examples of prohibited gifts:

- A. The district may provide light lunches or refreshments for volunteers during or near the time the services are provided. The district cannot provide a separate event at district expense.
- B. The district cannot pay the cost for staff to attend an optional training program. If training is **required** the district may pay with district funds.
- C. Flowers purchased for celebrations or to express sympathy.
- D. Food, clothing or other items purchase for someone in need.
- E. Cash Gifts
- F. Gift Cards/Certificates

IV. Associated Student Body Fundraising – Individual Student Incentives

All property and money acquired by the Associated Student Body (ASB), except private non-associated student body funds, are district funds and will be deposited and disbursed from the district's ASB program fund. The district may use a portion of ASB funds to award individual students efforts for fundraising that is related to ASB

Pullman School District Administrative Procedures

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activities, but only if the activity is for a legitimate school purpose (academic achievement) and spending is in accordance with the board-approved budget.

Example: ASB students raise money for student body activities. The student who raises the most money receives a pizza certificate incentive from ASB funds in recognition of their efforts. This is an acceptable incentive.

V. Corporate Incentives

Corporate incentives provided to the district for the benefit of students become district property.

If the incentive is made to an individual student directly from the corporation, the incentive becomes the personal property of the student and is not calculated as an incentive provided by the district. In order to be considered personal property, the incentive at no time may be presented to the district or be in possession of the district.

Any vendor, group or organization that offers student incentives to support the district, must communicate with the district, prior to providing the incentive to ensure its efforts are compatible with the district's educational goals. The district reserves the right to reject any student incentive that would not serve the interests of the district.

Prizes or awards provided to the ASB by outside vendors must also fall within the individual and district limits.

VI. Recording Incentives

Incentives received will be recorded by the school. This will allow parents and teachers to view incentives provided to students and will also allow each school to analyze the distribution of incentives.

Adopted: September 10, 2014

Revised: August 10, 2022

Pullman School District Administrative Procedure

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PERSONNEL

Sex Discrimination and Sex-Based Sexual Harassment of District Staff Prohibited

The procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by students, other employees, or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

A formal complaint filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

I. Notice of Sexual Harassment Policy

A. Posting of Notices

Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at the Pullman Public Schools District Office, 240 SE Dexter St., Pullman, WA 99163.

B. Responding to Notice of Sexual Harassment

Once the district is on notice of possible sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

In the event of an alleged sexual assault, the school principal will immediately inform the Title IX Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

II. Supportive Measures

Supportive measures must be offered to the complainant before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may also be provided to the respondent. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the district's education program or activity without unreasonably burdening the other party.

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Supportive measures may include:

- An opportunity for the complainant to explain to the alleged harasser that their conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Modifications of work or class schedules;
- Mutual restrictions on contact between the parties;
- Increased security and monitoring of certain areas of the campus or school building, or
- Providing staff and/or student training.

The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and respond promptly and appropriately to address any new or continuing problems appropriately. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

- A complainant may file a formal complaint at any time while receiving supportive measures. A complainant, their parent or guardian, or the Title IX Coordinator may file a formal complaint because, for example, they feel the complaint needs to be more thoroughly investigated or discipline may be warranted for an individual alleged to have engaged in sexually harassing conduct.

III. Confidentiality

- A. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.
- B. If a complainant requests that their name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Assistant Superintendent for evaluation. The Assistant Superintendent should inform the complainant that the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment.
- C. If the complainant's request that their name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator can be honored, the Assistant Superintendent should notify the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. However, the district will use other appropriate means available to address the sexual harassment.

IV. Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

V. Formal Title IX Sexual Harassment Complaint Process

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In response to formal complaints of sexual harassment, the district will take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Anyone may initiate a formal complaint of sexual harassment.

A. Filing of Complaint

All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in their possession, regardless of the complainant's interest in filing a formal complaint.

Complaints must be filed within one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; 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, email, or hand-delivery to the district Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

B. Discipline and Emergency Removals for Alleged Sexual Harassment under Title IX

A respondent who is accused of sexual harassment under Title IX and this process is presumed not responsible for the alleged conduct until after a determination regarding responsibility is made at the conclusion of the grievance/investigation process.

Until a determination of responsibility for sexual harassment is made, the district may not impose any disciplinary sanctions or other punitive actions against the respondent. (Supportive measures are not disciplinary sanctions and must be non-punitive.)

In rare instances, a district may remove a student from school on an emergency basis consistent with Policy and Procedure 3241 – Student Discipline and the associated student discipline regulations for emergency expulsion.

Additionally, a non-student employee respondent may be placed on administrative leave during the pendency of a grievance process.

C. Formal Complaints by Staff will be Processed under the Procedures of 3205P

The district will consider a formal complaint concerning the sexual harassment of an employee under the process, definitions, and standards outlined for formal complaints in Section VI. of Procedure 3205P. If the formal complaint proceeds with an investigation under that procedure, the parties will have the appeal rights designated in that procedure.

If a formal complaint was filed, employees will also be permitted to use the Title IX Informal Resolution Process under that procedure.

If the Title IX Coordinator must dismiss a complaint under that procedure, the Title IX Coordinator will provide the complainant with written notice that the complaint has been dismissed. The notice should also inform the complainant whether the complaint has been:

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- Referred for consideration under the district's policy prohibiting discrimination against staff, including sex-based discrimination Policy 5010, and its procedures for investigating a complaint under that policy.
- Referred for other action or consideration under another District policy and procedure.
- Dismissed with no further action anticipated because the information provided does not suggest a potential violation of District policy or state or federal law.

The complainant must be provided notice of the right to appeal any dismissal decision(s) to the superintendent or designee. Additionally, dismissal of a prior complaint shall not be a basis for refusing to consider any new formal complaints filed by the same complainant or their legal representative.

~~The Pullman School District is committed to a positive and productive working environment free from sex based discrimination, including sex based harassment. This commitment extends to all employees, applicants for employment, and other people who are not students involved in academic, educational, extracurricular, athletic, and other programs or activities of the district, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.~~

~~The district does not discriminate on the basis of sex and prohibits sex discrimination in employment as required by Federal, State, and local laws. Discrimination on the basis of sex includes discrimination on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, and gender expression. The district will not adopt or implement any policy, practice, or procedure or take any employment action that treats individuals differently on the basis of sex.~~

~~Sex-based harassment is a form of sex discrimination and is prohibited by the district and will also be investigated under that procedure. "Sex-based harassment" means sexual harassment and other harassment on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, and gender expression.~~

~~The district has jurisdiction over complaints of sex-based discrimination and marital status pursuant to the Federal law Title IX of the Education Amendments of 1972 (Title IX) and Washington State laws, including RCW 49.60.~~

~~The district has adopted the definitions in Procedure 3205P.1 for sex-based discrimination, including sex-based harassment, on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, or gender expression.~~

~~Examples of sex-based discrimination of employees or applicants for employment include but are not limited to taking any of the following actions on the basis of sex stereotypes, sex characteristics, sexual orientation, gender identity, pregnancy, or related conditions:~~

- ~~Refusal to hire or promote~~
- ~~Firing an employee or forcing them to quit or retire~~
- ~~Sex-based harassment, such as "quid pro quo harassment" and "hostile environment harassment"~~
- ~~Other forms of sex-based harassment, such as specific offenses of sexual assault, dating violence, domestic violence, or stalking~~
- ~~Providing unequal benefits or compensation~~
- ~~Other materially unequal terms, conditions, or privileges of employment~~

I. **Retaliation Prohibited**

~~"Retaliation" means intimidation, threats, coercion, or discrimination against any person for the purpose of interfering with any right or privilege secured by Title IX, this district policy and procedure, or because the person reported information, made a complaint, was a witness or provided information, assisted, or participated or refused to participate in any manner in an investigation or appeal under Title~~

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~~IX or the district's procedure. Retaliation is prohibited from the district, a student, or an employee or other person authorized by the district to provide any aid, benefit, or service under the district's education program or activity.~~

~~When the district has information about conduct that reasonably may constitute retaliation under Title IX or this policy and procedure, the district is obligated to respond promptly and effectively, inform the Title IX Coordinator, and provide notice of the district's grievance process for addressing complaints of retaliation. Upon receiving a complaint alleging retaliation, the district must initiate its grievance procedures as described below or, as appropriate and/or requested, an informal resolution process under those procedures.¹¹~~

H. Grievance Procedure

~~The district has adopted procedure 3205P.1 to set forth the process for receiving, investigating, and resolving reports or complaints of sex-based discrimination, including harassment based on a person's actual or perceived pregnancy status and retaliation. Such complaints are to be taken seriously and handled in the same manner as other sex-based discrimination and harassment complaints. Procedure 3205P.1 is designed to provide for a prompt, thorough, and equitable investigation of complaints and to take appropriate steps to resolve such situations. If sex-based discrimination or retaliation is found to have occurred, the district must take immediate action to eliminate the discrimination or retaliation, prevent its reoccurrence, and address its effects.~~

~~Other forms of discrimination against employees or applicant employees that do not fall under that procedure may be addressed under other district policies and procedures, such as Policy 5010.~~

III. Staff Responsibilities, Training, and District Notice

~~The Superintendent Procedures at 3205P.2 describe how the District's Policy 5011 will be implemented, including:~~

- ~~• The roles, responsibilities, and training requirements of the Title IX Coordinator and school employees.~~
- ~~• That age appropriate information and education to district staff, students, parents, and volunteers will be developed to explain this policy and to aid in the identification, recognition, and prevention of sex-based harassment.~~
- ~~• Where and how district will provide notice about the policy as required by Title IX and other laws.~~

~~For questions about this procedure, contact the district's Title IX Coordinator, who can be reached at:~~

~~Dr. Roberta Kramer~~

~~District Title IX Coordinator~~

~~Assistant Superintendent | Pullman Public Schools~~

~~240 SE Dexter St., Pullman, WA 99163~~

~~Email: rkramer@psd267.org~~

~~Phone: (509) 332-3144~~

~~Website: <https://www.pullmanschools.org/district/educational-equity>~~

IV. VI. Other Complaint Options

Office for Civil Rights (O.C.R.OCR), U.S. Department of Education

~~O.C.R.OCR~~ enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with ~~O.C.R.OCR~~ within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

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Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | ~~800-233-3247~~ TY: 1-800-300-7525 | www.hum.wa.gov

VII. Investigation Recordkeeping

The district will maintain, for a period of seven years, records of all sexual harassment investigations.

The district will maintain, for a period of seven years, records of each Title IX sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility.

The district will maintain, for a period of seven years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.

VIII. Training and Orientation

Staff and volunteers will be provided information (i.e. handbooks, link to website) on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules in the student handbook.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if they do not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

IX. Policy and Procedure Review

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The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers, and parents in the review process.

As discussed in 3205P.1, the Title IX regulations permit, but do not require, informal resolution processes.

Approval: 6/94

Revised: 11/96

Revised: 5/99

Revised: May 28, 2014

Revised: May 27, 2015

Revised: November 13, 2019

Revised: October 13, 2021

Revised: January 8, 2025

Coversheet

Board Calendar

Section:

VII. Informational Items

Item:

F. Board Calendar

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: G. The Pullman Promise: Priorities, Goals, Success Indicators
Purpose: FYI
Submitted by:
Related Material: 2025-26 Strategic Plan Goals_Priorities_Success Indicators.pdf



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

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

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

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

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

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

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