



# Pullman School District

## Regular Board Meeting

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### Date and Time

Wednesday February 25, 2026 at 6:30 PM PST

### Location

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

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### Agenda

#### I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

*President will call the meeting to order.*

C. Flag Salute

*Pledge of Allegiance*

D. Land Acknowledgement Statement

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

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

**E. Approval of Agenda**

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

**II. Reports, Correspondence & Program**

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

**A. PHS ASB Report**

**B. Board Reports**

**C. Superintendent's Report**

**D. Program Reports**

- Boys & Girls Club Update by Jon Evans, Executive Director
- Graduation Requirements Update by Ryan Mulvey, Assistant Superintendent

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

**III. Public Comment**

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

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

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

**A.** Minutes - February 11, 2026 Regular Board Meeting

**B.** Personnel Report

**C.** 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.*

**D.** Student Transfer Requests

**E.** ASB Fundraisers

**F.** Overnight Field Trip Requests

**G.** Budget Status Report

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

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

**A.** Superintendent Contract Renewal

Presenter: Arron Carter, Board President

#### **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.** 1101F1 Board Operating Protocols & 1101F2 Board Communication Protocols

Presenter: Board of Directors

#### **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: 2621.23
  - Current Year Average FTE: 2634.77
- C.** Expense Claim Audit - Community Update Board Schedule
- D.** Board Calendar
- E.** The Pullman Promise: Priorities, Goals, Success Indicators
- F.** Non-Substantive Policy Updates
- G.** Procedures

#### **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

## Program Reports

**Section:** II. Reports, Correspondence & Program  
**Item:** D. Program Reports  
**Purpose:**  
**Submitted by:**  
**Related Material:** Pullman High Graduation Reqs Presentation.pdf



# *Pullman HS Graduation Requirements*

# PHS Current ('25-'26)



Course	Credits	Additional Information
ELA	4.0	
Mathematics	3.0	Algebra I, Geometry, 3rd Math credit
Science	3.0	Min. of 2 lab based courses
Social Studies	3.0	US History, .5 Civics, 1.5 SS Elective
Physical Education	2.0	.5 Health
CTE	1.0	
Career Choices	.5	Not a state requirement
Fine Arts	2.0	Visual or Performing Arts (1.0 may be a personal pathway)
World Language	2.0	2yrs WL. Both credits may be a PPR
Electives	3.5	

# WA State Current ('25-'26)

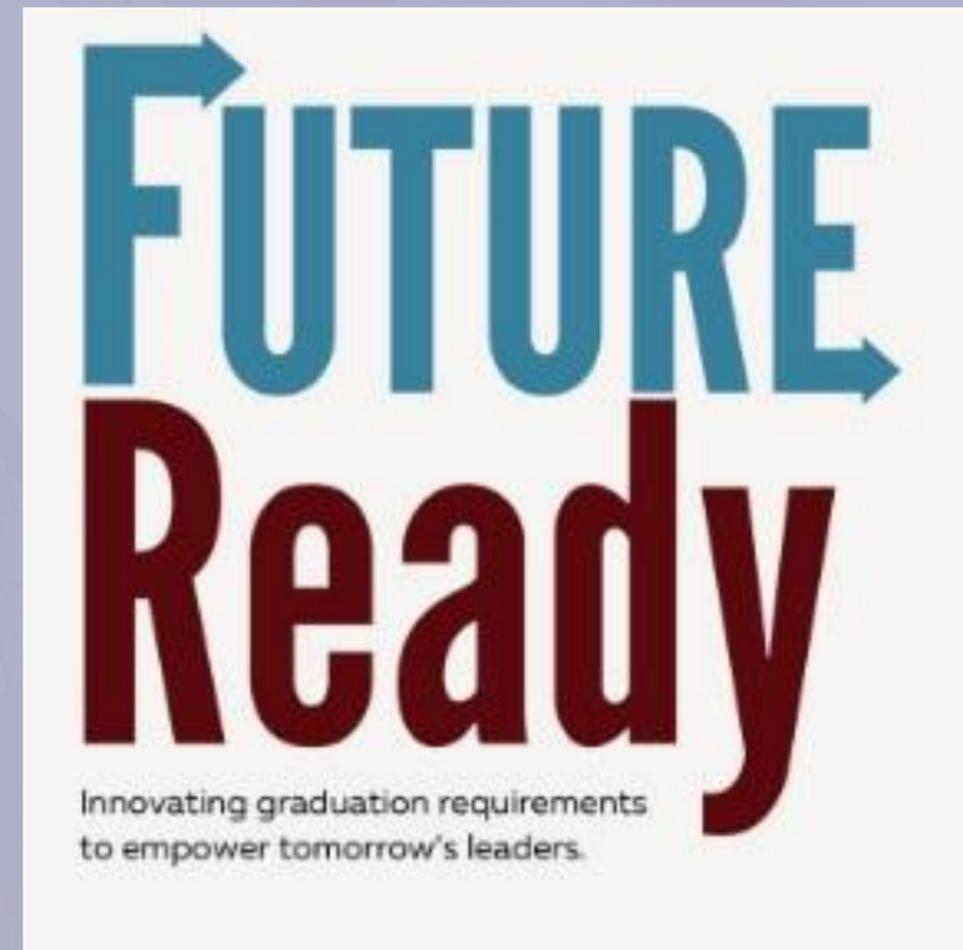


Course	Credits	Additional Information
ELA	4.0	
Mathematics	3.0	
Science	3.0	Min. of 2 lab based courses
Social Studies	3.0	US History, .5 World History, .5 Civics, 1.0 SS elective
Physical Education	2.0	.5 Health, 1.5 Fitness
CTE	1.0	
Fine Arts	1.0	
Personalized Pathway	3.0	1.0 Art, 2.0 World Language
Electives	4.0	

# Changes



# Washington State Board of Education



# What's Next?

- *Re-evaluating PHS graduation requirements*
- *Modify requirements to meet newly adopted state grad requirements as well as give PHS students ample opportunities to engage in courses of interest*

# Questions/Concerns

3

# Coversheet

## Minutes - February 11, 2026 Regular Board Meeting

**Section:** IV. Consent Agenda  
**Item:** A. Minutes - February 11, 2026 Regular Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on February 11, 2026

DRAFT



## Pullman School District

# Minutes

## Regular Board Meeting

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### Date and Time

Wednesday February 11, 2026 at 6:30 PM

### Location

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

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### Directors Present

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

### Directors Absent

Arron Carter

### Guests Present

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

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Lisa Waananen Jones called a meeting of the board of directors of Pullman School District to order on Wednesday Feb 11, 2026 at 6:30 PM.

**C. Flag Salute**

**D. Land Acknowledgement Statement**

**E. Approval of Agenda**

Change to the agenda:

- ASB Fundraisers - Added as consent agenda item

Craig Nelson made a motion to approve the agenda.

Stephanie Horn 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:

- The past two weeks have focused on TOLO and related activities. Funds raised from this event will support next year's prom.
- The Equity Committee organized a "Blind Date with a Book" event in recognition of Valentine's Day.
- Winter athletics seasons are underway, with several teams experiencing notable success; highlights were shared.
- Prom is the next major upcoming event.

**B. Board Reports**

- **Stephanie Horn:** Shared observations of the PLC process and expressed interest in exploring ways to highlight this work with the broader community. Noted a desire to continue observing the PLC process across all school buildings. Provided an update from the Curriculum Advisory Council (CAC) which included new course offerings at PHS and the addition of new literature books. Appreciation was shared for community members who have reached out and engaged in the work.
- **Deena Bayoumi:** Visited Sunnyside Elementary to observe PLC work in Kindergarten and 4th grade classrooms. Described the experience as highly informative and emphasized the importance of helping the community better understand the depth of effort and collaboration involved in the PLC process..
- **Craig Nelson:** Attended a Sustainability Committee meeting, where plans for roof replacements at FES and JES were discussed, including the installation of solar panels on various school/district buildings. The committee also explored using portions of existing property to establish Native Prairie area.

- **Lisa Waananen Jones:** Shared that the JES PTA met last week to outline plans for the spring. Appreciation was expressed for volunteers' time and donations, and noted that there are still lots of opportunities for community involvement.

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

Provided an update on athletics, noting continued success among sports teams. Has been attending PTA, PTO, and booster meetings and encouraged community involvement. A legislative update was shared, with details available in the staff weekly report and community newsletter, emphasizing the importance of advocating for K–12 education.

### **D. Program Reports**

#### **Pullman High School Showcase - Visual/Performing Arts Report**

Presenter: Jerrod Fleury, Pullman High School Principal

Pullman High School's Drama Club performed an excerpt from their upcoming production of Frozen: The Broadway Musical. Advisor Andy Mielke, PHS Band, Choir, and Drama Teacher, provided background on the club and the production. Students shared what Drama Club means to them, and appreciation was expressed to the PHS Boosters Club and the community for their support.

#### **Sunnyside Elementary Showcase**

Presenter: Pam Brantner, Sunnyside Elementary Principal

Principal Brantner introduced Elementary Support Specialist Kelli Cox, who shared an overview of Sunnyside's School Counseling Program. The presentation highlighted efforts to make counseling accessible to all students, including a student lounge, whole- and small-group instructional lessons, and targeted support based on data screener results. The greenhouse was also noted as a tool to engage and motivate students through gardening.

#### **Nutrition Services Update**

Presenter: Jessie Campbell, Nutrition Services Supervisor

Supervisor Campbell provided an update on the district's Nutrition Services program, including information on unpaid meal balances, the school meal application process, and school meal pattern requirements—highlighting new guidelines to reduce added sugar and allow reduced-fat and whole milk options. Updates were also shared on the incorporation of scratch cooking equipment and recipes into school menus. Regarding the Farm-to-School program, it was noted that previous grant funding is no longer available, though some funds remain set aside to support local foods.

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

The DEIB Task Force is scheduled to meet next week. Superintendent Maxwell highlighted that NEWESD 101 will be hosting another equity summit and strongly recommended participation.

### III. Public Comment

#### A. Speakers

**Speaker: Nathalie Herrin**

Topic(s): District leadership, operations, and staffing.

**Speaker: Willma Fields**

Topic(s): Superintendent contract extension.

**Speaker: Gabriel Wofford**

Topic(s): Student wellness and holistic education.

### IV. Consent Agenda

#### A. Minutes - January 28, 2026 Regular Board Meeting

Craig Nelson made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 01-28-26.

Stephanie Horn seconded the motion.

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

#### B. Minutes - February 4, 2026 Board Work Session

Craig Nelson made a motion to approve the minutes as part of the consent agenda from Board Work Session on 02-04-26.

Stephanie Horn seconded the motion.

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

#### C. Personnel Report

#### D. Professional/Personal Services Contracts

#### E. Warrants

#### F. Student Transfer Requests

#### G. ASB Fundraisers

#### H. Consent Agenda Approval

Craig Nelson made a motion to approve the consent agenda.

Stephanie Horn seconded the motion.

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

## V. Action Items

### A. 5011 Sexual Harassment of District Staff Prohibited

This item was presented at the last meeting and no questions have been received since it was last presented.

Craig Nelson made a motion to approve the revisions to Policy 5011 Harassment of District Staff Prohibited as presented.

Stephanie Horn seconded the motion.

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

### B. 6635 Use of Charter or Commercial Buses - NEW

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

This item, previously presented at the last meeting, received no additional questions since that time. One question was raised regarding flexibility of the 200-mile radius; it was clarified that flexibility would be allowed to ensure student participation in activities when all other options have been exhausted.

Stephanie Horn made a motion to approve the adoption of policy 6635 Use of Charter or Commercial Buses.

Craig Nelson seconded the motion.

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

## VI. Discussion Items

### A. Superintendent Contract Renewal

#### **Presenter: Board of Directors**

The board discussed the renewal and extension of the Superintendent's contract through 2029. Board Director Waananen Jones provided an overview of the contract process, noting that annual review and renewal is built into the superintendent contract, with March 1 as the deadline for the board's decision. It was clarified that this discussion is separate from the superintendent's evaluation process.

Board members confirmed that the contract length and annual renewal are standard, and in recent years, the item has been presented as a discussion item rather than on the consent agenda. Appreciation was expressed for the evaluation process, which occurs in executive session and includes review of relevant criteria and evidence. The mid-year evaluation was recently completed, with the final evaluation scheduled for June.

## VII. Informational Items

**A. Administrative Requirements Update**

- February

**B. Current Enrollment**

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

**D. Board Calendar**

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

**VIII. Executive Session**

**A. Executive Session**

**L. Waananen Jones announced there will be an Executive Session to discuss the evaluation of public employees that will end at 8:15pm. No action will be taken.**

**IX. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,  
Lisa Waananen Jones

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**Documents used during the meeting**

- Board Report - 2.11.2026 Personnel.pdf
- Board Report - Contracts 2.11.2026.pdf
- CK Summaries 2.11.26.pdf
- 2026 02.11 Regular Board Meeting - Student Transfer Requests.pdf
- ASB Fundraiser - PHS Key Club\_Rose Sales 2.11.26.pdf
- ASB Fundraiser - PHS DECA\_Nationals Fundraiser 2.11.26.pdf
- ASB Fundraiser - PHS Football - Digital Greyhound Cards 2.11.26.pdf
- ASB Fundraiser - PHS FCCLA - Treat Sale 2.11.26.pdf
- ES 5011 Harassment of District Staff Prohibited 1.28.26.pdf
- 5011 Sexual Harassment of District Staff Prohibited 1.28.26.pdf

- ES 6635 Use of Charter-Commercial Buses NEW 1.28.26.pdf
- 6635 Use of Charter-Commercial Buses NEW 1.28.26.pdf
- Board Report - 2.11.2026 Personnel\_Supt Contract.pdf
- February Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.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 - 2.25.2026 Personnel.pdf

# MEMORANDUM

TO: Board of Directors

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

DATE: February 25, 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:** **Marisa Heitman**, third grade teacher at Kamiak Elementary School currently on a leave of absence, resignation effective immediately

**Tania Henriques** as fourth grade leave replacement teacher at Jefferson Elementary School beginning February 17, 2026, through the completion of the 2025-2026 school year

**Elizabeth Pavlik**, principal at Franklin Elementary School, resignation effective April 17, 2026

**Samantha Schertenleib**, fifth grade teacher at Jefferson Elementary School, resignation effective at the completion of the 2025-2026 school year

**Classified:** **Thalassa (Lacey) Casqueiro** as special education paraeducator at Sunnyside Elementary School

**Terry Turner** as custodian at Kamiak Elementary School

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

**Amy Caessens** as assistant activities manager at Lincoln Middle School

**Kim Turner**, assistant softball coach at Pullman High School, resignation

## **For Your Information:**

**Arianna Glick-Olmstead**, CTE technician/paraeducator at Pullman High School, has received approval to take two days of unpaid leave in March

**Emily Halpern**, kindergarten teacher at Sunnyside Elementary School, has received approval to take six days of unpaid leave in May and June

# Coversheet

## Warrants

**Section:** IV. Consent Agenda  
**Item:** C. Warrants  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** CK Summaries 2.25.26.pdf  
Payroll Warrant Authorization Form\_February 2026.pdf

Comp Tax

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

As of February 25, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$455.34. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 202500040 through 202500043, totaling \$455.34

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
202500040	Department Of Revenue	02/12/2026	95.01
202500041	Department Of Revenue	02/12/2026	15.99
202500042	Department Of Revenue	02/12/2026	89.70
202500043	Department Of Revenue	02/12/2026	254.64

4 Wire Transfer Check(s) For a Total of 455.34

	0	Manual	Checks For a Total of	0.00
	4	Wire Transfer	Checks For a Total of	455.34
	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	455.34
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	455.34

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	349.65	0.00	0.00	349.65
40	Associated Stude	105.69	0.00	0.00	105.69

GF KEVIN HOH

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 February 25, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$321.26. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600123 through 252600124, totaling \$321.26

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600123	John, Jamie Elizabeth	02/26/2026	25.81
252600124	Maxwell, Robert L	02/26/2026	295.45

2	ACH	Check(s) For a Total of	321.26
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	2	ACH	Checks For a Total of	321.26
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	321.26
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	321.26

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	321.26	321.26

GF AGH

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 February 25, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$6,717.72. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:  
ACH Numbers 252600125 through 252600127, totaling \$6,717.72

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600125	H & H Business Systems	02/26/2026	80.65
252600126	Micro Computer Systems Inc	02/26/2026	6,453.00
252600127	NCS Pearson, INC	02/26/2026	184.07

3	ACH	Check(s) For a Total of	6,717.72
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	3	ACH	Checks For a Total of	6,717.72
	0	Computer	Checks For a Total of	0.00
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	6,717.72
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,717.72

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	6,717.72	6,717.72

Ap- PHS ASB 2.26.26

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

As of February 25, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$8,252.37. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants: Warrant Numbers 26737349 through 26737353, totaling \$8,252.37

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

Check Nbr	Vendor Name	Check Date	Check Amount
26737349	Continental Athletic Supply	02/26/2026	6,919.94
26737350	Northwest Engraving Services L	02/26/2026	41.04
26737351	Sign Solutions	02/26/2026	30.25
26737352	StaySharp Events	02/26/2026	850.00
26737353	US Foods, Inc.	02/26/2026	411.14
5	Computer	Check(s) For a Total of	8,252.37

	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
	5	Computer	Checks For a Total of	8,252.37
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	8,252.37
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,252.37

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-2.42	0.00	8,254.79	8,252.37

LMB AOB

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 February 25, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$906.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26737354 through 26737355, totaling \$906.30

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

Check Nbr	Vendor Name	Check Date	Check Amount
26737354	Game One	02/26/2026	486.30
26737355	WMEA Southeast	02/26/2026	420.00
2	Computer	Check(s) For a Total of	906.30

	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	906.30
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	906.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	906.30

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	906.30	906.30

GF REIM

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

As of February 25, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$727.53. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26737356 through 26737364, totaling \$727.53

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

Check Nbr	Vendor Name	Check Date	Check Amount
26737356	Bromley, Daniel Patrick	02/26/2026	35.24
26737357	Brown, Julie Ann	02/26/2026	250.00
26737358	Dobbins, Natalie Christine	02/26/2026	35.96
26737359	Eide, Christoffer J	02/26/2026	109.50
26737360	Gibson, Angela Kae	02/26/2026	33.93
26737361	Gordon, Kelci Joy	02/26/2026	177.00
26737362	Koberstein, Stephen F	02/26/2026	59.00
26737363	Lopez, Autumn M	02/26/2026	21.53
26737364	SaintPierre, Carrie Elizabeth	02/26/2026	5.37
9	Computer	Check(s) For a Total of	727.53

	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	727.53
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	727.53
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	727.53

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	727.53	727.53

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 February 25, 2026, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$263,633.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:  
Warrant Numbers 26737365 through 26737409, totaling \$263,633.92

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

Check Nbr	Vendor Name	Check Date	Check Amount
26737365	9 to 5 Computer Supply Dist	02/26/2026	3,610.00
26737366	Adorama	02/26/2026	21,472.02
26737367	APEX ROOFING	02/26/2026	9,784.80
26737368	Avista Utilities	02/26/2026	122,078.41
26737369	B & H Photo-Video	02/26/2026	3,210.62
26737370	Booksourc	02/26/2026	65.21
26737371	Brookes Publishing Co	02/26/2026	917.04
26737372	Casqueiro, Thalassa	02/26/2026	137.50
26737373	Charlies Produce	02/26/2026	7,890.41
26737374	Coleman Oil Company LLC	02/26/2026	17,242.94
26737375	Community Child Care Center	02/26/2026	1,496.06
26737376	Consolidated Electric	02/26/2026	1,046.19
26737377	Corporate Translation Services	02/26/2026	36.66
26737378	Daktronics Inc	02/26/2026	3,099.60
26737379	ED-KA Manufacturing Inc	02/26/2026	7,337.20
26737380	Excelcia Music Publishing	02/26/2026	416.81
26737381	Foster and Flourish LLC	02/26/2026	4,028.72
26737382	Four Star Supply Co., Inc	02/26/2026	246.76
26737383	Gray, Helen	02/26/2026	73.08
26737384	HD Supply Facilities Maint	02/26/2026	385.81
26737385	HD SUPPLY	02/26/2026	1,414.60
26737386	Henson, Erin Parry	02/26/2026	5,359.58
26737387	Kimball Midwest	02/26/2026	214.65
26737388	Kuhl Auto Parts, LLC	02/26/2026	430.54
26737389	Les Schwab	02/26/2026	2,590.11
26737390	Lionbridge Technologies Inc.	02/26/2026	13.77
26737391	Marenem Inc	02/26/2026	166.49
26737392	Moscow-Pullman Bldg. Supply	02/26/2026	49.97
26737393	Northwest Auto Parts	02/26/2026	116.18
26737394	OFFICE DEPOT	02/26/2026	297.96
26737395	OverDrive	02/26/2026	2.15
26737396	Palouse Locksmith	02/26/2026	96.50
26737397	Penland, Sarah	02/26/2026	310.59

Check Nbr	Vendor Name	Check Date	Check Amount
26737398	Phelps, Brittany Jean	02/26/2026	4,845.00
26737399	Precision Signs	02/26/2026	238.50
26737400	Pullman Education Foundation	02/26/2026	20.00
26737401	Pullman Regional Hospital	02/26/2026	2,450.00
26737402	RWC Group	02/26/2026	671.16
26737403	SAGE Publications Inc.	02/26/2026	1,990.44
26737404	Spokane Falls Music Educators	02/26/2026	297.75
26737405	State Auditor's Office	02/26/2026	4,867.95
26737406	Stevens - Clay PS	02/26/2026	9,968.50
26737407	US Foods, Inc.	02/26/2026	19,360.06
26737408	WA ST Center for Childhood Dea	02/26/2026	225.00
26737409	Walter E Nelson Co	02/26/2026	3,060.63
45	Computer	Check(s) For a Total of	263,633.92

	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
	45	Computer	Checks For a Total of	263,633.92
Total For	45	Manual, Wire Tran, ACH & Computer	Checks	263,633.92
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	263,633.92

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-1,111.35	0.00	264,745.27	263,633.92



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

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## PAYROLL WARRANT AUTHORIZATION

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers [26737410](#) to [26737441](#) inclusive, with payroll amounting to [\\$3,109,701.10](#) issued [02/27/2026](#) 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.

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Secretary

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President of Board of Directors

# Coversheet

## Student Transfer Requests

**Section:** IV. Consent Agenda  
**Item:** D. Student Transfer Requests  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2026 02.25 Regular Board Meeting - Student Transfer Requests.pdf



# SCHOOL BOARD REPORT

## Student Transfer Requests

February 25, 2026

Transfer Requests 2025-2026

### Released to PSD

- No new requests at this time

### Released from PSD

- F. Kravetz, Grade 9, Released to Insight School of Washington in the Quillayute Valley School District – New
- K. Lowery, Grade 11, Released to Washington Digital Academy in the South Bend School District – New

### Rescinded Transfer Requests

- C. Hop, Grade 10, Rescinded from Washington Virtual Academy in the Omak School District
- J. Patnode, Grade 9, Rescinded from Washington Digital Academy in the South Bend School District

# Coversheet

## ASB Fundraisers

**Section:** IV. Consent Agenda  
**Item:** E. ASB Fundraisers  
**Purpose:**  
**Submitted by:**  
**Related Material:** ASB Fundraiser - PHS Orchestra\_Charleston Wrap 2.25.26.pdf



# 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 Boys Soccer MAR 13-15 26.pdf  
Overnight Field Trip Request - PHS Knowledge Bowl MAR 20-21 26.pdf  
Overnight Field Trip Request - LMS Science Bowl APR 29-MAY 4 26.pdf

# Pullman School District Form

2320F

Page 1 of 1

## Overnight Field Trip Request

Teacher/Group Requesting: Boys Soccer, Doug Winchell

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

1. Number of students involved: 16

2. Purpose of trip: Non-Conference Soccer Games

3. Destination: Cedarcrest High, Duvall, WA & Evergreen High, Seattle

Is this a result of competition:  Yes  No

4. Housing (Motel, Private Houses, etc.):  
Country Inn and Suites by Radisson

5. Number of chaperones: 3

Names of chaperones:  
Doug Winchell, Scott Thompson, Hannah Fields

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

ASB  Principal  Fund Raiser  Other Families will cover cost

Cost to student: \$ 0 Total Cost: \$ 800

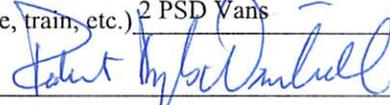
7. Date(s) and time of departure and return: \_\_\_\_\_  
3/13/26, 7AM - 3/15/26, 8AM

8. Insurance implications: NA

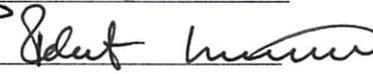
9. Method of transportation:

School Bus  Charter Bus  Private Vehicles  Rental Vehicles

Other (i.e. airplane, train, etc.) 2 PSD Vans

Signature of Advisor/Coach: 

Signature of Building Principal: 

Signature of Superintendent: 

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

# Pullman School District Form

2320F

Page 1 of 1

## Overnight Field Trip Request

Teacher/Group Requesting: Knowledge Bowl Club / Sam Andersen

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

1. Number of students involved: 6

2. Purpose of trip: Knowledge Bowl State

3. Destination: Yonahchee Washington

Is this a result of competition:  Yes  No

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

5. Number of chaperones: 1

Names of chaperones:  
Sam Andersen

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

ASB  Principal  Fund Raiser  Other Club Funds

Cost to student: \$ 30 Total Cost: \$ 800.00

7. Date(s) and time of departure and return: March 20, 12:00 pm

Return March 21, 8:00 pm

8. Insurance implications: Trans per tertan

9. Method of transportation:

School Bus  Charter Bus  Private Vehicles  Rental Vehicles

Other (i.e. airplane, train, etc.) Boys PSD Van

Signature of Advisor/Coach: Sam Andersen

Signature of Building Principal: [Signature]

Signature of Superintendent: [Signature]

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

# Pullman School District Form

2320F

Page 1 of 1

## Overnight Field Trip Request

Teacher/Group Requesting: Marla Haugen / LMS Sci Bowl

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

- Number of students involved: 5
- Purpose of trip: Compete at National Science Bowl
- Destination: WA DC  
Is this a result of competition:  Yes  No
- Housing (Motel, Private Houses, etc.):  
National Conference Center
- Number of chaperones: 1  
Names of chaperones:  
Marla Haugen (me)

- Cost and method of payment (including any cost to students):  
 ASB  Principal  Fund Raiser  Other \_\_\_\_\_  
Cost to student: \$ 100 Total Cost: \$ 400 for uberling/activities  
meals to event
- Date(s) and time of departure and return:  
April 29 - May 4 2026 (times TBD)

- Insurance implications: —
- Method of transportation:  
 School Bus  Charter Bus  Private Vehicles  Rental Vehicles  
 Other (i.e. airplane, train, etc.) plane (paid by Nat'l Sci Bowl /

Signature of Advisor/Coach: Marla Haugen

Signature of Building Principal: [Signature]

Signature of Superintendent: [Signature]

Department of Energy

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

# Coversheet

## Budget Status Report

**Section:** IV. Consent Agenda  
**Item:** G. Budget Status Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** January 2026 Budget Status Report.pdf

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of January, 2026

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	6,237,000	13,618.20	2,623,159.67		3,613,840.33	42.06
2000 Local Support Non Tax	866,200	40,308.97	402,552.44		463,647.56	46.47
3000 State Revenue-General Purpose	26,988,051	2,657,230.01	10,984,105.34		16,003,945.66	40.70
4000 State Revenue-Special Purpose	7,491,606	837,421.63	3,080,902.27		4,410,703.73	41.12
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	2,323,968	148,293.08	705,444.60		1,618,523.40	30.36
7000 Other School Districts	24,000	249.90	848.33		23,151.67	3.53
8000 Other Entities	510,500	.00	.00		510,500.00	0.00
9000 Other Financing Sources	100,000	.00	100,000.00		.00	100.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>44,541,325</u>	<u>3,697,121.79</u>	<u>17,897,012.65</u>		<u>26,644,312.35</u>	<u>40.18</u>
<u>B. EXPENDITURES</u>						
00 Regular Instruction	22,791,052	1,884,893.72	9,734,140.22	11,973,670.30	1,083,241.48	95.25
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	6,268,560	487,916.90	2,477,266.07	3,269,668.96	521,624.97	91.68
30 Vocational Ed Instruction	1,980,012	136,647.46	701,785.12	842,987.27	435,239.61	78.02
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Education Instruction	2,255,685	143,318.76	775,506.50	995,646.42	484,532.08	78.52
70 Other Instruction Programs	694,619	24,612.69	48,162.58	40,909.11	605,547.31	12.82
80 Community Services	9,850	239.86	3,020.14	0.00	6,829.86	30.66
90 Support Services	10,541,547	885,038.87	4,981,270.47	4,742,590.95	817,685.58	92.24
<u>Total EXPENDITURES</u>	<u>44,541,325</u>	<u>3,562,668.26</u>	<u>18,721,151.10</u>	<u>21,865,473.01</u>	<u>3,954,700.89</u>	<u>91.12</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>						
	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>						
	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	0	134,453.53	824,138.45-		824,138.45-	0.00
<u>F. TOTAL BEGINNING FUND BALANCE</u>						
	3,904,808		3,827,095.22			
<u>G. GLS 896, 897, 898 ACCOUNTING</u>						
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>						
<u>(E+F + OR - G)</u>	3,904,808		3,002,956.77			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restricted for Unequalized Dedu	0	.00
G/L 821 Restricted for Carryover of Res	0	96,435.34
G/L 823 Restricted for Carryover of Tra	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	7,550	647.91
G/L 845 Restricted for Self Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Commitd to Min Fnd Bal Policy	0	.00
G/L 873 Committed to Depreciation Sub-F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	556,659	374,876.03-
G/L 891 Unassigned Min Fnd Bal Policy	3,340,599	3,280,749.55
<u>TOTAL</u>	3,904,808	3,002,956.77

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of January, 2026

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	297,000	641.43	124,733.08		172,266.92	42.00
2000 Local Support Non-Tax	121,000	15,149.83	61,373.86		59,626.14	50.72
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	0	.00	5,790.00		5,790.00-	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	0	.00	.00		.00	0.00
7000 Other School Districts	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financing Sources	1,200,000	.00	1,202,703.00		2,703.00-	100.23
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>1,618,000</u>	<u>15,791.26</u>	<u>1,394,599.94</u>		<u>223,400.06</u>	<u>86.19</u>
<b>B. EXPENDITURES</b>						
10 Sites	1,240,000	5,695.00	30,282.09	295.00	1,209,422.91	2.47
20 Buildings	2,222,000	.00	23,875.57	0.00	2,198,124.43	1.07
30 Equipment	260,096	10,354.24	61,852.07	10,377.54	187,866.39	27.77
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	4,500	.00	.00	0.00	4,500.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>3,726,596</u>	<u>16,049.24</u>	<u>116,009.73</u>	<u>10,672.54</u>	<u>3,599,913.73</u>	<u>3.40</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	100,000	.00	100,000.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES</u> <u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	2,208,596-	257.98-	1,178,590.21		3,387,186.21	153.36-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	2,705,515		2,649,981.19			
G. <u>GLS 896, 897, 898 ACCOUNTING</u> <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	496,919		3,828,571.40			

**I. ENDING FUND BALANCE ACCOUNTS:**

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	955.63
G/L 862 Committed from Levy Proceeds	0	20,979.29
G/L 863 Restricted from State Proceeds	0	1,738,620.46
G/L 864 Restricted From Federal Proceed	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fee	0	.00
G/L 869 Restricted from Undistributed P	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	496,919	2,068,016.02
G/L 890 Unassigned Fund Balance	0	.00
<b><u>TOTAL</u></b>	<b>496,919</b>	<b>3,828,571.40</b>

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of January, 2026

	ANNUAL	ACTUAL	ACTUAL	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>			
1000 Local Taxes	7,087,920	15,510.15	2,949,335.60		4,138,584.40	41.61
2000 Local support Non-Tax	90,000	2,416.05	49,213.88		40,786.12	54.68
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>7,177,920</u>	<u>17,926.20</u>	<u>2,998,549.48</u>		<u>4,179,370.52</u>	<u>41.77</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	4,625,000	.00	4,625,000.00	0.00	.00	100.00
Interest on Bonds	2,335,591	.00	1,223,507.68	0.00	1,112,083.32	52.39
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	10,000	.00	.00	0.00	10,000.00	0.00
<u>Total EXPENDITURES</u>	<u>6,970,591</u>	<u>.00</u>	<u>5,848,507.68</u>	<u>0.00</u>	<u>1,122,083.32</u>	<u>83.90</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES</u> <u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	207,329	17,926.20	2,849,958.20-		3,057,287.20-	< 1000-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	3,766,324		3,713,129.79			
G. <u>GLS 896, 897, 898 ACCOUNTING</u> <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	3,973,653		863,171.59			
I. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,973,653		863,171.59			
G/L 835 Restricted For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>3,973,653</u>		<u>863,171.59</u>			

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

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of January, 2026

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	295,555	6,029.69	94,267.87		201,287.13	31.90
2000 Athletics	178,470	32,139.29	122,187.82		56,282.18	68.46
3000 Classes	15,300	195.00	195.00		15,105.00	1.27
4000 Clubs	130,150	9,424.01	75,737.20		54,412.80	58.19
6000 Private Moneys	7,000	530.00	5,749.18		1,250.82	82.13
<b>Total REVENUES</b>	<b>626,475</b>	<b>48,317.99</b>	<b>298,137.07</b>		<b>328,337.93</b>	<b>47.59</b>
<b>B. EXPENDITURES</b>						
1000 General Student Body	251,275	3,036.89	18,782.89	11,443.21	221,048.90	12.03
2000 Athletics	239,057	7,882.57	87,229.17	42,581.87	109,245.96	54.30
3000 Classes	20,640	144.02	278.69	3,865.56	16,495.75	20.08
4000 Clubs	221,905	21,274.92	92,726.36	20,972.49	108,206.15	51.24
6000 Private Moneys	7,000	4,740.51	5,174.18	678.50	1,147.32	83.61
<b>Total EXPENDITURES</b>	<b>739,877</b>	<b>37,078.91</b>	<b>204,191.29</b>	<b>79,541.63</b>	<b>456,144.08</b>	<b>38.35</b>
<b>C. EXCESS OF REVENUES</b>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	113,402-	11,239.08	93,945.78		207,347.78	182.84-
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	614,281		564,893.54			
<b>E. GLS 896, 897, 898 ACCOUNTING</b>						
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE</b>						
<u>C+D + OR - E)</u>	500,879		658,839.32			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	500,879		658,839.32			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>500,879</b>		<b>658,839.32</b>			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2025 (September 1, 2025 - August 31, 2026)

For the PULLMAN SCHOOL DISTRICT #267 School District for the Month of January, 2026

	ANNUAL <u>BUDGET</u>	ACTUAL <u>FOR MONTH</u>	ACTUAL <u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Non Tax	30,000	3,516.68	16,695.00		13,305.00	55.65
3000 State Revenue-General Purpose	0	.00	.00		.00	0.00
4000 State Revenue-Special Purpose	300,518	.00	.00		300,518.00	0.00
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Entities	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u></b>	<b>330,518</b>	<b>3,516.68</b>	<b>16,695.00</b>		<b>313,823.00</b>	<b>5.05</b>
<b>B. <u>9900 TRANSFERS IN FROM GF</u></b>						
	0	.00	.00		.00	0.00
<b>C. <u>Total REV./OTHER FIN. SOURCES</u></b>	<b>330,518</b>	<b>3,516.68</b>	<b>16,695.00</b>		<b>313,823.00</b>	<b>5.05</b>
<b>D. EXPENDITURES</b>						
Type 30 Equipment	285,000	.00	194,128.18	0.00	90,871.82	68.12
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond/Levy Issuance and/or Electi	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<b><u>Total EXPENDITURES</u></b>	<b>285,000</b>	<b>.00</b>	<b>194,128.18</b>	<b>0.00</b>	<b>90,871.82</b>	<b>68.12</b>
<b>E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u></b>						
	0	.00	.00			
<b>F. <u>OTHER FINANCING USES (GL 535)</u></b>						
	0	.00	.00			
<b>G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u></b>						
<b><u>OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u></b>	<b>45,518</b>	<b>3,516.68</b>	<b>177,433.18-</b>		<b>222,951.18-</b>	<b>489.81-</b>
<b>H. <u>TOTAL BEGINNING FUND BALANCE</u></b>						
	847,828		1,013,651.70			
<b>I. <u>GLS 896, 897, 898 ACCOUNTING</u></b>						
<b><u>CHANGES AND ERROR CORRECTIONS (+OR-)</u></b>	<b>XXXXXXXXX</b>		<b>.00</b>			
<b>J. <u>TOTAL ENDING FUND BALANCE</u></b>						
<b><u>(G+H + OR - I)</u></b>	<b>893,346</b>		<b>836,218.52</b>			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	893,346	836,218.52
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	893,346	836,218.52

# Coversheet

## Superintendent Contract Renewal

**Section:** V. Action Items  
**Item:** A. Superintendent Contract Renewal  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Report - 2.11.2026 Personnel\_Supt Contract.pdf

# MEMORANDUM

TO: Board of Directors

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

DATE: February 11, 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:**

Renewal and extension of the Superintendent's contract through 2029

# Coversheet

## 1101F1 Board Operating Protocols & 1101F2 Board Communication Protocols

**Section:** VI. Discussion Items  
**Item:** A. 1101F1 Board Operating Protocols & 1101F2 Board Communication  
Protocols  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
ES 1101F\_1101F2 Board Operating Protocols - Annual Review 2.25.26.pdf  
1101F Board Operating Principles 2.25.26.pdf  
1101F2 Board Communication Protocols 8.27.25.pdf



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

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

***1101F1/F2 Board Operating/Communication Protocols- Annual Review***

**Executive Summary**

**February 25, 2026**

***By: Board of Directors***

**Background:**

The Board created board protocol documents (1101F1 and 1101F2) to be reviewed and agreed upon by each board member annually. 1101F1 has been revised based on the previous discussion of this item.

**Recommended Board Action:**

Approval of revisions to 1101F1. 1101F2 is available to be signed unless action is taken. 1101F1 will be available to be signed once action is taken.

**Motion to Approve**

I move that the board approved the revisions to 1101F1 Board Operating Protocols as presented.

Approved

Not Approved

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

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

**BOARD OF DIRECTORS****OPERATING PRINCIPLES/BOARD PROTOCOL**

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

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

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

~~the boards as a whole has authority. Once the board has made a decision, individual board members will not undermine that decision through words or actions. The board president or the board's designee will communicate the position(s) of the board on all issues. Each individual board member brings value through unique contributions and perspectives, but individual board members do not have authority; only the board as a whole has authority. Each board member is responsible for listening to constituents and seeking diverse perspectives to represent the community in informed decision-making. Once the board has made a decision, members agree to speak about the decision in a respectful and professional manner. Individual board members support the district and community in moving forward with that decision. The board president or the board's designee will communicate the position(s) of the board on all issues. (Policy 1101)~~

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

# Pullman School District

1101F

Page 3 of 3

Governance responsibilities are described below:

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

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

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Board Member

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Superintendent

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Date

*Approved by Board on February 13, 2019*

*Revised Date: January 27, 2021*

*Revised Date: January 11, 2023*

*Revised Date: February 14, 2024*

## BOARD OF DIRECTORS

### BOARD COMMUNICATION PROTOCOLS

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

#### I. Open Public Meetings Act Requirements

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

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

#### II. Communication Procedures

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

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

**III. Internal Communication Protocols**

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

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

**IV. External Communication Protocols**

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

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

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

**V. Two-Way Communication Protocols**

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

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

**Board Liaisons**

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

Expectations for liaison two-way communication:

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

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

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

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

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

*Adopted by Board on August 27, 2025*

# Coversheet

## Administrative Requirements Update

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



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

## Monthly Administrative Requirements

### **February:**

- Yearly OSHA Report
  - *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*
- Fee Schedules & Course Approvals for Next School Year
  - *Person(s) Responsible: Secondary Principals*

### **March:**

- Review of Photography Services
  - *Person(s) Responsible: Executive Director of Operations & Finance Director*
- Requests for Sabbatical leave need to be submitted to Supt.
- Seniority List
  - *Person(s) Responsible: Human Resources Manager*
- Highly Qualified Personnel Report
  - *Person(s) Responsible: Human Resources Manager*
- Principals submit Dedicated Teacher/Team Award nominations to Superintendent Office
- Job share requests to Superintendent
- Return from job share requests to Superintendent
- Review policy 2410, Graduation Requirements
  - *Person(s) Responsible: Superintendent & Asst. Superintendent*
- Parent and Student Handbooks for Next School Year – *Due second board meeting in March* (Principals: Elementary/Secondary – Finalize Addendums - Send to Supt Office for board packet)
  - *Person(s) Responsible: Superintendent's Office & Principals*

# Coversheet

## Expense Claim Audit - Community Update Board Schedule

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



# BOARD DIRECTOR SCHEDULES

## Expense Claim Audit Schedule

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

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## Community Update Board Report Schedule

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

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

# Coversheet

## Board Calendar

**Section:** VII. Informational Items  
**Item:** D. 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 3<sup>rd</sup> Wednesday of the month due to the scheduling of Spring Break.*

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

### April 29 – Regular Board Meeting

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

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

### May 6 – Work Session at District Office

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

### May 13 – Regular Board Meeting

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

### May 27 – Regular Board Meeting

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

### June 10 – Regular Board Meeting

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

### June 17 – Work Session at District Office

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

### June 24 – Regular Board Meeting

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

### July – School Board Advance

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

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

### July 22 – Regular Board Meeting

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

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

# Coversheet

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

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



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

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

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

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

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

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

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

## Non-Substantive Policy Updates

**Section:** VII. Informational Items  
**Item:** F. Non-Substantive Policy Updates  
**Purpose:**  
**Submitted by:**  
**Related Material:** 6635 Use of Charter-Commercial Buses 2.25.26.pdf

# Pullman School District Board Procedure

6635P

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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.

# Coversheet

## Procedures

**Section:** VII. Informational Items  
**Item:** G. Procedures  
**Purpose:**  
**Submitted by:**  
**Related Material:** 6635F Charter-Commercial Bus Request Form NEW 2.25.26.pdf  
6635P Use of Charter-Commercial Buses NEW 2.25.26.pdf

# Pullman School District Board Procedure

6635F

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## MANAGEMENT SUPPORT

### Charter or Commercial Bus Request Form

School/Program:

Trip Purpose:

Destination(s):

Distance:

Date(s) of Travel:

Departure/Return Times:

Number of Students:

Number of Adults:

Requested Carrier:

Estimated Cost:

Funding Source / Account Code:

Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### For Official Use Only

<u>Requirement</u>	<u>Verified</u>
<u>Valid WUTC or FMCSA operating authority</u>	<input type="checkbox"/>
<u>Satisfactory safety rating</u>	<input type="checkbox"/>
<u>\$5M CSL insurance certificate</u>	<input type="checkbox"/>
<u>Workers' compensation coverage</u>	<input type="checkbox"/>
<u>Vehicle inspection documentation</u>	<input type="checkbox"/>
<u>Driver CDL with passenger endorsement</u>	<input type="checkbox"/>
<u>Emergency communication plan</u>	<input type="checkbox"/>

Adoption Date:

# Pullman School District Board Procedure

# 6635P

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## MANAGEMENT SUPPORT

### Use of Charter or Commercial Buses

**Purpose:** To establish procedures for the approval, use, and oversight of charter or commercial buses in accordance with Policy 6635.

#### **I. Approval Process**

- A. Charter bus requests must be submitted at least 10 working days in advance.
- B. Requests must include purpose, destination, dates, participants, and cost.
- C. Transportation will confirm District bus unavailability.
- D. Approval authority:
  - i. In-state, same-day: Superintendent or designee.
  - ii. Overnight or out-of-state: Board approval.
- E. Records retained by Transportation.

#### **II. Carrier Vetting Requirements**

- A. Valid WUTC or FMCSA authority
- B. Satisfactory safety rating
- C. \$5M CSL insurance
- D. Workers' compensation coverage
- E. Vehicle inspection documentation
- F. Driver CDL with passenger endorsement
- G. Emergency plan

#### **III. Contract Standards**

- A. Reviewed by Transportation and Business Services
- B. Include indemnification and cancellation terms
- C. Executed by authorized District representatives

#### **IV. Safety and Supervision**

- A. District employee or authorized chaperone required
- B. Drivers not left alone with students
- C. District conduct rules apply

#### **V. Fiscal and Recordkeeping**

- A. Costs pre-approved
- B. Records retained for seven years

**Adoption Date:**