



Pullman School District

Regular Board Meeting

Date and Time

Wednesday July 22, 2026 at 6:30 PM PDT

Location

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

Agenda

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

President will call the meeting to order.

C. Flag Salute

Pledge of Allegiance

D. Land Acknowledgement Statement

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

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

E. Approval of Agenda

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

II. Reports, Correspondence & Program

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

A. Board Reports

B. Superintendent's Report

C. Program Reports

- Report: Community Engagement Board and Attendance by Ryan Mulvey, Assistant Superintendent

D. 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 - June 24, 2026 Regular Board Meeting

B. Personnel Report

C. Professional/Personal Services Contracts

D. Warrants

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

E. Student Transfer Requests

F. Budget Status Report

G. Records Destruction Log

H. 2025-2026 Highly Capable Program End-of-Year Report

V. Action Items

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

A. 2026-2027 ASB Clubs and Fundraisers

Presenter: Juston Pollestad, Executive Director of Operations

VI. Discussion Items

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

A. 2026-2027 School Meal Prices

Presenter: Juston Pollestad, Executive Director of Operations

B. 2026-2027 Assessment Plan

Presenter: Ryan Mulvey, Assistant Superintendent

C. Board Policy 6100 Revenues from Local, State & Federal Sources

Presenter: Dani Lynas, Finance Director

D. Resolution 25-26:08 Cancellation of Outstanding Warrants

Presenter: Dani Lynas, Finance Director

E. Annual Organizational Meeting

Presenter: Arron Carter, Board of Directors

F. Board Policy Discussion – Social Media Use for Board Directors

Presenter: Arron Carter, Board President

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. Procedures

RETIRED 6110P – Revenues from Local, State, and Federal Sources

Although this model policy and procedure remain legally compliant, WSSDA has made revisions for clarity and to maintain a consistent organizational structure. The model procedure only contained language regarding the Federal Impact Aid funds, which is redundant with language in the model policy. Therefore, WSSDA has taken the main components of the procedure and incorporated them into the model policy and retired the model procedure.

6220P – Bid or Request for Proposal Requirements

WSSDA has revised this model procedure based on House Bill 2420 – Increasing Small Works Roster Contract Limits. The legislation changed the thresholds established in RCW 39.04.152 for small works contracts, but at a rate that increases every year through 2030. Rather than update model policy language every year, WSSDA has revised the maximum value for a small works contract to be “below the thresholds established in RCW 39.04.152” to create more enduring language.

- C. Expense Claim Audit - Community Update Board Schedule
- D. Board Calendar
- E. The Pullman Promise: Priorities, Goals, Success Indicators

VIII. No 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.

IX. Closing Items

- A. Adjourn Meeting

The president will adjourn the meeting.

Coversheet

Program Reports

Section:	II. Reports, Correspondence & Program
Item:	C. Program Reports
Purpose:	
Submitted by:	
Related Material:	Community Engagement Board Presentation.pdf



Community Engagement Board & Attendance



Washington's Compulsory Attendance Law



- Enacted in 1995 following the disappearance of 13yo Becca Hedman
- Students ages 8-17 must attend school full time
- School districts have affirmative duties to intervene when attendance problems develop

Chronic Absenteeism

A student is considered chronically absent if they miss 10% or more of their school days for any reason (2 days/month)

When students miss out on instruction, they are much more likely to fall behind:

- Chronic absence in preschool, kindergarten and first grade are much less likely to read at grade level by 3rd grade.
- Students who cannot read at grade level by the end of 3rd grade are four times more likely than proficient readers to not graduate.
- A student that is chronically absent in any two years between 8th and 12th grade has a greater than 50% chance of not finishing high school



1 in 5

Low income students
are chronically absent

1 in 3

Native American
students are chronically
absent

1 in 3

Pacific Islander students
are chronically absent

Target

5th Grade

7th Grade

9th Grade

90% or more of PSD students will attend school consistently as
measured by chronic absenteeism



Average Daily Attendance Rate

Franklin

92.79%

Jefferson

92.66%

Kamiak

91.34%

Sunnyside

94.77%

LMS

89.56%

PHS

84.68%

Role of the Community Engagement Board

CEB's function as a collaborative problem solving team. Typical activities include;

- *Meet with the student and family*
- *Identify underlying attendance barriers*
- *Review academic and behavioral concerns*
- *Connect families with community services*
- *Assist with transportation issues*
- *Monitor attendance/academic improvement*

Admin

Counselor

Asst. Sup.

Community Members

Community Partners



Intervention Steps Summary

Attendance Event	District Responsibility
1 st Unexcused Absence	Notify parent/guardian
2nd Unexcused Absence	Begin early interventions and identify barriers
5th Unexcused Absence	Hold conference with family and student; develop attendance plan
7th Unexcused Absence in a month or 15 th in the year	Refer to Community Engagement Board
Continued Attendance Problems	Ongoing interventions and when appropriate, involvement of the juvenile court

Overall philosophy of WA attendance laws has shifted from a punitive truancy model to one emphasizing early identification, family engagement, coordinated community supports and improved students outcomes.

Coversheet

Minutes - June 24, 2026 Regular Board Meeting

Section:	IV. Consent Agenda
Item:	A. Minutes - June 24, 2026 Regular Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on June 24, 2026 2026_06_24_board_meeting_minutes.pdf

DRAFT



Pullman School District

Minutes

Regular Board Meeting

Date and Time

Wednesday June 24, 2026 at 6:30 PM

Location

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

Directors Present

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

Directors Absent

Stephanie Horn

Guests Present

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

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Arron Carter called a meeting of the board of directors of Pullman School District to order on Wednesday Jun 24, 2026 at 6:30 PM.

C. Flag Salute

D. Land Acknowledgement Statement

E. Approval of Agenda

- Additions to Consent Agenda:
 - Personnel Report Addendum
 - Additional Check Summary
 - Records Destruction Log – PHS

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

Deena Bayoumi seconded the motion.

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

II. Reports, Correspondence & Program

A. PHS ASB Report

No report.

B. Board Reports

- Deena Bayoumi: Attended 5th grade graduation at Kamiak.
- Craig Nelson: Last day of school events went well and attended staff BBQ where retirees were recognized.
- Lisa Waananen Jones: Summer meals launched this week at three sites. Open to all kids up to age 18.
- Arron Carter: Thanked students, staff, and administrators for another successful school year. Building principals presented end-of-year progress updates on their School Improvement Plans. The Board also acknowledged letters of appreciation from fifth-grade students for Outdoor School and recognized a thank-you from the Garfield-Palouse track team expressing gratitude to Lincoln Middle School for allowing the team to use its track facilities.

C. Superintendent's Report

Superintendent Maxwell provided an update on the district's summer meal program, shared appreciation received from fifth-grade students following Outdoor Education at Camp Wooten, and recognized the Garfield-Palouse track team's message of thanks, highlighting the value of partnerships with neighboring school districts.

D. Program Reports

Report: Lincoln Middle School and Pullman High School Athletics and Activities - Title IX

Presenter: Evan Hecker, Athletics and Activities Director

Athletics and Activities Director Evan Hecker presented the OSPI-required Title IX Athletic Interest Survey results for Lincoln Middle School and Pullman High School. The survey assessed student interest in athletics, barriers to participation, and equitable access to athletic opportunities. Survey results will help inform future athletic planning, evaluate participation trends, and support ongoing Title IX compliance efforts.

The Board discussed opportunities to administer the survey more frequently, expand intramural offerings, better understand first-time participation and participation trends by sport, and continue reducing financial barriers through community partnerships, grants, and equipment assistance. The Board also discussed the role of levy funding in supporting athletics and activities and emphasized the importance of maintaining equitable access while balancing program feasibility.

Report: Professional Learning Communities Summary

Presenter: Ryan Mulvey, Assistant Superintendent

Assistant Superintendent Ryan Mulvey provided an update on the district's Professional Learning Communities (PLC) work, highlighting the Guiding Coalition's efforts to strengthen collaborative practices focused on analyzing student learning data, identifying intervention and extension needs, and improving student outcomes. The report also outlined the role of PLC Team Leaders in supporting collaboration and shared that 40 staff members, along with Board Directors Bayoumi and Horn, will attend the upcoming PLC Institute in Spokane.

The Board discussed the development of digital tools to support PLC documentation and data analysis, including expanded use of LinkIt to streamline common formative assessment data, improve long-term data tracking, and increase efficiency for teachers. The discussion also emphasized the importance of creating user-friendly systems and providing ongoing staff training.

Report: Wellness and Workforce Mental Health Committee

Presenter: Juston Pollestad, Executive Director of Operations

Executive Director Juston Pollestad provided an update on the Wellness and Workforce Mental Health Committee, highlighting efforts to support student and staff wellness through physical health, mental and social-emotional wellness, nutrition, physical activity, and safe and supportive environments. The Board also received an update on the use of solar project funds to support student needs, with additional funds anticipated and discussion focused on improving communication and awareness of available resources.

The committee's ongoing priorities include staff wellness, student mental health, technology and sleep education, health curriculum topics, expanding committee participation, completing the tri-annual wellness assessment process, and providing additional staff wellness training.

E. A Community of Belonging - Update

Superintendent Maxwell noted that the regional equity summit took place and emphasized the value of continued opportunities for regional collaboration. Dr. Maxwell shared that he provided feedback to ESD 101 that earlier communication about future events would help increase participation and allow more district representatives to attend.

III. Public Comment

A. Speaker(s)

No Speakers.

IV. Consent Agenda

A. Minutes - June 17, 2026 Board Work Session

Craig Nelson made a motion to approve the minutes as part of the consent agenda from Board Work Session on 06-17-26.

Deena Bayoumi seconded the motion.

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

B. Minutes - June 10, 2026 Regular Board Meeting

Craig Nelson made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 06-10-26.

Deena Bayoumi seconded the motion.

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

C. Personnel Report

D. Professional/Personal Services Contracts

E. Warrants

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.

Fund: ASB

Voucher numbers 252600196 through 252600196 totaling \$1,616.80

Voucher numbers 252600197 through 252600197 totaling \$2,992.67

Voucher numbers 252600198 through 252600198 totaling \$11,362.75

Voucher numbers 26737949 through 26737962 totaling \$11,636.78

Voucher numbers 26737963 through 26737963 totaling \$137.38

Voucher numbers 26737964 through 26737966 totaling \$10,181.43

Fund: Capital Projects

Voucher numbers 252600195 through 252600195 totaling \$420.12

Voucher numbers 26737976 through 26738027 totaling \$2,592.49

Fund: General

Voucher numbers 252600199 through 252600199 totaling \$45,089.73

Voucher numbers 252600200 through 252600202 totaling \$51.76

Voucher numbers 252600203 through 252600211 totaling \$7,554.75

Voucher numbers 26737967 through 26737975 totaling \$990.44

Voucher numbers 26737976 through 26738027 totaling \$379,403.52

Voucher numbers 26738082 through 26738082 totaling \$70,874.99

F. Student Transfer Requests

G. Budget Status Report

H. Records Destruction Log

I. Consent Agenda Approval

Craig Nelson made a motion to approve the consent agenda (Items A-H).

Deena Bayoumi seconded the motion.

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

V. Public Hearing: 2026-2027 Budget

A. Regular Board Meeting Convened into a Public Hearing at 7:38pm.

Board President Carter convened the regular meeting into a public hearing regarding the 2026-2027 Budget for the purpose of receiving public comment and noted that no action would be taken.

Speaker(s): None

Board President Carter closed the public hearing and reconvened the regular board meeting at 7:40pm.

VI. Action Items

A. 2026-2027 Fixing and Adopting the Budget, Four-Year Budget Summary and Four-Year Enrollment Projection

Presenter: Diane Hodge, Finance Director

Director Hodge has not received any questions since the budget was last presented. Recommending approval of Resolution 26-27:01 adopting the 2026-2027 budget.

The Board shared appreciation for Director Hodge's work for the district as this will be her last board meeting.

Lisa Waananen Jones made a motion to approve Resolution 26-27:01 adopting the 2026-2027 fiscal year budget, including all district funds, the four-year budget summary, and the four-year enrollment projection, as presented.

Craig Nelson seconded the motion.

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

VII. Discussion Items

A. Resolution 25-26:07 Treasurer Office Signing Authority

Presenter: Diane Hodge, Finance Director

Director Hodge presented the Treasurer's Office signing authority requirements for the incoming Finance Director, Dani Lynas. The Whitman County Treasurer's Office requires school districts to designate Finance Office staff authorized to perform routine fiscal functions as part of normal Finance Office operations. These designations do not extend beyond established district procedures, and the Superintendent will remain the authorized signatory for all payroll and accounts payable warrants. Director Hodge noted that moving the item to an action item would allow the authorization to be completed prior to Ms. Lynas assuming the Finance Director role on July 1, 2026.

Craig Nelson made a motion to move Resolution 25-26:07 Treasurer Office Signing Authority to an action item.

Deena Bayoumi seconded the motion.

Board Director Nelson noted that with her starting July 1, it would be prudent to have this in place in preparation for that transition.

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

The Board moved the Treasurer Office signing authority item from the Discussion section to Action Items for consideration following the conclusion of the Discussion Items.

B. 2026-2027 ASB Clubs and Fundraisers

Presenter: Juston Pollestad, Executive Director of Operations

Executive Director of Operations Juston Pollestad presented the proposed 2026–27 ASB clubs and fundraisers for Board review and approval. The list reflects anticipated student clubs, activities, and associated fundraising efforts for the upcoming school year. The Board discussed that any new clubs or fundraising activities that arise during the year would be brought forward separately for approval and noted that the proposed activities have been reviewed and align with previous practices.

VIII. Action Items

A. Resolution 25-26:07 Treasurer Office Signing Authority

This item was moved from the Discussion Items section to Action Items for consideration by the Board.

The Board considered approval of Treasurer Office signing authority designations for incoming Finance Director Dani Lynas. The Whitman County Treasurer's Office requires school districts to designate Finance Office staff authorized to perform routine fiscal functions as part of normal Finance Office operations. The Superintendent will remain the authorized signatory for all payroll and accounts payable warrants.

Deena Bayoumi made a motion to approve and identify by Resolution 25-26:07 those individuals authorized to sign financial documents; specifically Robert Maxwell, Danielle Lynas, Lisa Spence, Berenisse Bencomo, and Zena El Chabib.

Craig Nelson seconded the motion.

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

IX. Informational Items

A. Administrative Requirements Update

- June

B. Current Enrollment

For 2025-2026 School Year

Budgeted FTE: 2540

Current FTE: 2586.93

Current Year Average FTE: 2619.90

C. Expense Claim Audit - Community Update Board Schedule

D. Board Calendar

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

X. Executive Session

A. Executive Session

Board President Carter announced there will be an Executive Session to Evaluate the Performance of Public Employee that will end at 8:35pm. No action will be taken.

XI. 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 8:35 PM.

Respectfully Submitted,
Arron Carter

Documents used during the meeting

- Free Summer Meals Updated.jpg
- PLC Summary Report.pdf
- Wellness Committee 26.pdf
- LMS-PHS Athletics and Activities_Title IX.pdf
- 2026_06_17_board_meeting_minutes.pdf
- 2026_06_10_board_meeting_minutes.pdf
- Board Report - 6.24.2026 Personnel.pdf
- Student Activity Stipend Schedule 2026-2027.pdf
- Board Report - 6.24.2026 Personnel - Addendum.pdf
- Board Report - Contracts 6.24.2026.pdf
- CK Summaries 6.10.26.pdf
- Addtl CK Summary 6.24.26.pdf
- 2026 06.24 Regular Board Meeting - Student Transfer Requests.pdf
- Budget Status Report_May 2026.pdf
- Records Destruction Log - PHS 6.24.26.pdf
- 2026-27 Budget Executive Summary.pdf
- 2026-27 Budget Resolution 26-27.01.pdf
- 2026-27 Pullman FINAL OSPI Budget PRINT.pdf
- Signing Authority Resolution Executive Summary.pdf
- Signing Authority Resolution 25-26_07.pdf
- ES ASB Clubs and Fundraisers 2026-27.pdf
- PSD Clubs and Fundraisers 2026-27.pdf
- June Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf

- 2026-2027 Board Meeting Content Calendar 5.27.26.pdf
- 2025-26 Strategic Plan Goals_Priorities_Success Indicators.pdf

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Pullman School District

Minutes

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D. Land Acknowledgement Statement

E. Approval of Agenda

- Additions to Consent Agenda:
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 - Additional Check Summary
 - Records Destruction Log – PHS

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

Deena Bayoumi seconded the motion.

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

II. Reports, Correspondence & Program

A. PHS ASB Report

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- Deena Bayoumi: Attended 5th grade graduation at Kamiak.
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Superintendent Maxwell noted that the regional equity summit took place and emphasized the value of continued opportunities for regional collaboration. Dr. Maxwell shared that he provided feedback to ESD 101 that earlier communication about future events would help increase participation and allow more district representatives to attend.

III. Public Comment

A. Speaker(s)

No Speakers.

IV. Consent Agenda

A. Minutes - June 17, 2026 Board Work Session

Craig Nelson made a motion to approve the minutes as part of the consent agenda from Board Work Session on 06-17-26.

Deena Bayoumi seconded the motion.

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

B. Minutes - June 10, 2026 Regular Board Meeting

Craig Nelson made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 06-10-26.

Deena Bayoumi seconded the motion.

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

C. Personnel Report

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H. Records Destruction Log

I. Consent Agenda Approval

Craig Nelson made a motion to approve the consent agenda (Items A-H).

Deena Bayoumi seconded the motion.

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

V. Public Hearing: 2026-2027 Budget

A. Regular Board Meeting Convened into a Public Hearing at 7:38pm.

Board President Carter convened the regular meeting into a public hearing regarding the 2026-2027 Budget for the purpose of receiving public comment and noted that no action would be taken.

Speaker(s): None

Board President Carter closed the public hearing and reconvened the regular board meeting at 7:40pm.

VI. Action Items

A. 2026-2027 Fixing and Adopting the Budget, Four-Year Budget Summary and Four-Year Enrollment Projection

Presenter: Diane Hodge, Finance Director

Director Hodge has not received any questions since the budget was last presented. Recommending approval of Resolution 26-27:01 adopting the 2026-2027 budget.

The Board shared appreciation for Director Hodge's work for the district as this will be her last board meeting.

Lisa Waananen Jones made a motion to approve Resolution 26-27:01 adopting the 2026-2027 fiscal year budget, including all district funds, the four-year budget summary, and the four-year enrollment projection, as presented.

Craig Nelson seconded the motion.

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

VII. Discussion Items

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Presenter: Diane Hodge, Finance Director

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Craig Nelson made a motion to move Resolution 25-26:07 Treasurer Office Signing Authority to an action item.

Deena Bayoumi seconded the motion.

Board Director Nelson noted that with her starting July 1, it would be prudent to have this in place in preparation for that transition.

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

The Board moved the Treasurer Office signing authority item from the Discussion section to Action Items for consideration following the conclusion of the Discussion Items.

B. 2026-2027 ASB Clubs and Fundraisers

Presenter: Juston Pollestad, Executive Director of Operations

Executive Director of Operations Juston Pollestad presented the proposed 2026–27 ASB clubs and fundraisers for Board review and approval. The list reflects anticipated student clubs, activities, and associated fundraising efforts for the upcoming school year. The Board discussed that any new clubs or fundraising activities that arise during the year would be brought forward separately for approval and noted that the proposed activities have been reviewed and align with previous practices.

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The Board considered approval of Treasurer Office signing authority designations for incoming Finance Director Dani Lynas. The Whitman County Treasurer's Office requires school districts to designate Finance Office staff authorized to perform routine fiscal functions as part of normal Finance Office operations. The Superintendent will remain the authorized signatory for all payroll and accounts payable warrants.

Deena Bayoumi made a motion to approve and identify by Resolution 25-26:07 those individuals authorized to sign financial documents; specifically Robert Maxwell, Danielle Lynas, Lisa Spence, Berenisse Bencomo, and Zena El Chabib.

Craig Nelson seconded the motion.

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

IX. Informational Items

A. Administrative Requirements Update

- June

B. Current Enrollment

For 2025-2026 School Year

Budgeted FTE: 2540

Current FTE: 2586.93

Current Year Average FTE: 2619.90

C. Expense Claim Audit - Community Update Board Schedule

D. Board Calendar

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

X. Executive Session

A. Executive Session

Board President Carter announced there will be an Executive Session to Evaluate the Performance of Public Employee that will end at 8:35pm. No action will be taken.

XI. 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 8:35 PM.

Respectfully Submitted,
Arron Carter

Documents used during the meeting

- Free Summer Meals Updated.jpg
- PLC Summary Report.pdf
- Wellness Committee 26.pdf
- LMS-PHS Athletics and Activities_Title IX.pdf
- 2026_06_17_board_meeting_minutes.pdf
- 2026_06_10_board_meeting_minutes.pdf
- Board Report - 6.24.2026 Personnel.pdf
- Student Activity Stipend Schedule 2026-2027.pdf
- Board Report - 6.24.2026 Personnel - Addendum.pdf
- Board Report - Contracts 6.24.2026.pdf
- CK Summaries 6.10.26.pdf
- Addtl CK Summary 6.24.26.pdf
- 2026 06.24 Regular Board Meeting - Student Transfer Requests.pdf
- Budget Status Report_May 2026.pdf
- Records Destruction Log - PHS 6.24.26.pdf
- 2026-27 Budget Executive Summary.pdf
- 2026-27 Budget Resolution 26-27.01.pdf
- 2026-27 Pullman FINAL OSPI Budget PRINT.pdf
- Signing Authority Resolution Executive Summary.pdf
- Signing Authority Resolution 25-26_07.pdf
- ES ASB Clubs and Fundraisers 2026-27.pdf
- PSD Clubs and Fundraisers 2026-27.pdf
- June Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf

- 2026-2027 Board Meeting Content Calendar 5.27.26.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 - 7.22.2026 Personnel.pdf

MEMORANDUM

TO: Board of Directors

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

DATE: July 22, 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: **Brenda Bartholow** as .6 FTE occupational therapist beginning the 2026-2027 school year

Brittney Moore as 1.0 FTE dean of students at Pullman High School beginning the 2026-2027 school year

Jason Nollmeyer as 1.0 FTE dean of students at Lincoln Middle School beginning the 2026-2027 school year

Ashley Rodriguez, preschool special education teacher, resignation effective at the completion of the 2025-2026 school year

Kai Seshiki as .4 FTE health careers/sports medicine instructor at Pullman High School beginning the 2026-2027 school year

Classified: **Nicole Ackermann** as attendance/discipline technician at Pullman High School beginning the 2026-2027 school year

Alexa Beckett, building paraeducator at Kamiak Elementary School, resignation effective at the completion of the 2025-2026 school year to accept head secretary position at Kamiak Elementary School

Suzanne Brazil-Geyshick as regular route bus driver beginning the 2026-2027 school year

Thalassa Casqueiro, special education paraeducator at Sunnyside Elementary School, transfer to building paraeducator at Sunnyside Elementary School beginning the 2026-2027 school year

Susan Hilliard as building paraeducator at Sunnyside Elementary School beginning the 2026-2027 school year

Christopher Marshall as custodian at Pullman High School

Serhiy Romanyuk as custodian at Lincoln Middle School

Jordan (Viv) Vivier as assistant cook/cashier at Lincoln Middle School beginning the 2026-2027 school year

Suzanne Wickard, assistant cook/cashier at Lincoln Middle School, partial resignation reducing her contracted hours from 7.0 hours per day to 4.0 hours per day beginning the 2026-2027 school year

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

Desiree Greystone as gender and sexuality alliance (GSA) club advisor at Lincoln Middle School

For Your Information:

Bret Vanness, custodian at Pullman High School, has received approval to take 12 days of leave without pay in July

Coversheet

Professional/Personal Services Contracts

Section: IV. Consent Agenda
Item: C. Professional/Personal Services Contracts
Purpose:
Submitted by:
Related Material: Board Report - Contracts 7.22.2026.pdf

MEMORANDUM

TO: Board of Directors

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

DATE: July 22, 2026

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

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

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

Washington State School for the Blind to provide an Itinerant Teacher of blind/low vision learners for on-site consultation and/or direct services for District blind/low vision student(s) during the 2026-2027 school year, \$54,720.00 for setup of services, staffing, and access to up to 6 days per month of service time.

Washington State School for the Blind to provide an Orientation and Mobility Instructor for on-site consultation and/or direct services for District blind/low vision student(s) during the 2026-2027 school year, \$4,560.00 for setup of services, staffing, and access to up to 0.5 days per month of service time.

Coversheet

Warrants

Section:	IV. Consent Agenda
Item:	D. Warrants
Purpose:	FYI
Submitted by:	
Related Material:	Payroll Warrant Authorization Form_June 2026.pdf Payroll Warrant Authorization Form_July 2026.pdf CK Summaries 7.22.26.pdf



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

PAYROLL WARRANT AUTHORIZATION

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers [26738083](#) to [26738115](#) inclusive, with payroll amounting to [\\$3,264,068.08](#) issued [06/30/2026](#) on the account of the General Fund.

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

Secretary

President of Board of Directors



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

PAYROLL WARRANT AUTHORIZATION

The Board of Directors of Pullman School District No. 267, Whitman County, Washington, hereby authorizes the payment of payroll warrant numbers [26738117](#) to [26738133](#) inclusive, with payroll amounting to [\\$3,057,777.11](#) issued [07/31/2026](#) on the account of the General Fund.

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

Secretary

President of Board of Directors

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 July 22, 2026, the board, by a _____ vote, approves payments, totaling \$2,614.42. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600216 through 252600216, totaling \$2,614.42

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600216	BMO Corporate Mastercard	07/10/2026	2,614.42
1	ACH	Check(s) For a Total of	2,614.42

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	2,614.42
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	2,614.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,614.42

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-35.63	0.00	2,650.05	2,614.42

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 July 22, 2026, the board, by a _____ vote, approves payments, totaling \$9,521.99. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600217 through 252600217, totaling \$9,521.99

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600217	BMO Corporate Mastercard	07/10/2026	9,521.99
1	ACH	Check(s) For a Total of	9,521.99

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	9,521.99
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	9,521.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	9,521.99

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	-47.60	0.00	9,569.59	9,521.99

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

As of July 22, 2026, the board, by a _____ vote, approves payments, totaling \$12,334.63. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600218 through 252600218, totaling \$12,334.63

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600218	BMO Corporate Mastercard	07/10/2026	12,334.63
1	ACH	Check(s) For a Total of	12,334.63

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	12,334.63
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	12,334.63
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	12,334.63

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	12,334.63	12,334.63

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 July 22, 2026, the board, by a _____ vote, approves payments, totaling \$66,032.66. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:
ACH Numbers 252600219 through 252600219, totaling \$66,032.66

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600219	BMO Corporate Mastercard	07/10/2026	66,032.66
1	ACH	Check(s) For a Total of	66,032.66

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	66,032.66
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	66,032.66
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	66,032.66

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-86.18	0.00	66,118.84	66,032.66

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 July 22, 2026, the board, by a _____ vote, approves payments, totaling \$6,874.18. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:

ACH Numbers 252600220 through 252600229, totaling \$6,874.18

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600220	Gordon, Alexander J	07/23/2026	50.00
252600221	H & H Business Systems	07/23/2026	4,209.49
252600222	Haramoto, Kameron	07/23/2026	50.00
252600223	Heiszler, Matthew David	07/23/2026	50.00
252600224	Maxwell, Robert L	07/23/2026	475.00
252600225	Mulvey, Ryan Alan	07/23/2026	150.00
252600226	NCS Pearson, INC	07/23/2026	383.07
252600227	Smith, Jennifer Elaine	07/23/2026	20.00
252600228	US Linen and Uniform	07/23/2026	1,376.62
252600229	Ventresco, Dominick Richard	07/23/2026	110.00

10	ACH	Check(s) For a Total of	6,874.18
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	10	ACH	Checks For a Total of	6,874.18
	0	Computer	Checks For a Total of	0.00
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	6,874.18
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,874.18

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	6,874.18	6,874.18

GF REIM 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 July 22, 2026, the board, by a _____ vote, approves payments, totaling \$271.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP ACH:

ACH Numbers 252600230 through 252600231, totaling \$271.30

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

Check Nbr	Vendor Name	Check Date	Check Amount
252600230	El Chabib, Zena	07/23/2026	13.70
252600231	Maxwell, Robert L	07/23/2026	257.60

2	ACH	Check(s) For a Total of	271.30
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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	271.30
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	271.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	271.30

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	271.30	271.30

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 July 22, 2026, the board, by a _____ vote, approves payments, totaling \$135,475.39. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26738134 through 26738182, totaling \$135,475.39

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

Check Nbr	Vendor Name	Check Date	Check Amount
26738134	Amend Music Center	07/23/2026	342.58
26738135	APS Inc	07/23/2026	132.84
26738136	Brown, Julie Ann	07/23/2026	61.00
26738137	Bryson Sales & Service	07/23/2026	854.84
26738138	Ccooper Services	07/23/2026	570.00
26738139	City of Pullman Water	07/23/2026	9,855.05
26738140	Coleman Oil Company LLC	07/23/2026	2,494.62
26738141	Curt Johnson and Emilie Cousin	07/23/2026	363.70
26738142	Dept Of Labor & Industries/Boi	07/23/2026	2,590.50
26738143	Dunlap, Ryan D	07/23/2026	50.00
26738144	Employment Security Dept	07/23/2026	3,726.41
26738145	Envoy Plan Services, Inc.	07/23/2026	17.50
26738146	Four Star Supply Co., Inc	07/23/2026	488.14
26738147	Golden Waffles	07/23/2026	12.75
26738148	HD Supply Facilities Maint	07/23/2026	321.65
26738149	HD SUPPLY	07/23/2026	3,129.52
26738150	Hildenbrand, Kasee	07/23/2026	300.00
26738151	J & H Printing Inc.	07/23/2026	334.23
26738152	Kimball Midwest	07/23/2026	59.13
26738153	King County Director's Assoc	07/23/2026	1,920.54
26738154	Kuhl Auto Parts, LLC	07/23/2026	357.45
26738155	Lionbridge Technologies Inc.	07/23/2026	24.99
26738156	McCune's Instruments	07/23/2026	87.20
26738157	Minert & Associates Inc	07/23/2026	351.00
26738158	Mobility Concepts	07/23/2026	1,228.50
26738159	Moscow-Pullman Bldg. Supply	07/23/2026	1,363.04
26738160	Moscow-Pullman Daily News	07/23/2026	82.67
26738161	Musician's Friend	07/23/2026	351.54
26738162	NEWESD 101	07/23/2026	5,865.96
26738163	Northwest Auto Parts	07/23/2026	5.63
26738164	Oakesdale School District	07/23/2026	168.20
26738165	OFFICE DEPOT	07/23/2026	67.79
26738166	Otis Elevator Co	07/23/2026	349.31

Check Nbr	Vendor Name	Check Date	Check Amount
26738167	PAPE Machinery, Inc.	07/23/2026	890.44
26738168	Phelps, Brittany Jean	07/23/2026	5,201.25
26738169	Pollestad, Juston B	07/23/2026	150.00
26738170	Project Lead the Way	07/23/2026	2,592.00
26738171	Pullman Disposal	07/23/2026	7,488.99
26738172	RWC Group	07/23/2026	1,922.32
26738173	SILKE Communication	07/23/2026	540.00
26738174	SolvePath LLC	07/23/2026	900.00
26738175	TK Elevator Corporation	07/23/2026	5,651.30
26738176	US Foods, Inc.	07/23/2026	2,887.57
26738177	WA ST Center for Childhood Dea	07/23/2026	225.00
26738178	Walter E Nelson Co	07/23/2026	4,329.20
26738179	Whitman County Landfill	07/23/2026	58.20
26738180	WSIPC	07/23/2026	905.27
26738181	Zero Emissions Northwest	07/23/2026	4,110.76
26738182	Connection Inc	07/23/2026	59,694.81
49	Computer	Check(s) For a Total of	135,475.39

	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
	49	Computer	Checks For a Total of	135,475.39
Total For	49	Manual, Wire Tran, ACH & Computer	Checks	135,475.39
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	135,475.39

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-51.27	0.00	75,831.85	75,780.58
20	Capital Projects	0.00	0.00	59,694.81	59,694.81

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 July 22, 2026, the board, by a _____ vote, approves payments, totaling \$580.99. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26738183 through 26738190, totaling \$580.99

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

Check Nbr	Vendor Name	Check Date	Check Amount
26738183	Anderson, Samuel L	07/23/2026	17.62
26738184	Bromley, Daniel Patrick	07/23/2026	17.62
26738185	Gibson, Angela Kae	07/23/2026	26.10
26738186	Henrichs, Jason A	07/23/2026	67.00
26738187	Lopez, Autumn M	07/23/2026	11.75
26738188	Newbold, Chelsea Lynn	07/23/2026	261.00
26738189	SaintPierre, Carrie Elizabeth	07/23/2026	2.90
26738190	Wendt, Cody Ogden	07/23/2026	177.00

8	Computer	Check(s) For a Total of	580.99
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	8	Computer	Checks For a Total of	580.99
Total For	8	Manual, Wire Tran, ACH & Computer	Checks	580.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	580.99

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	580.99	580.99

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

As of July 22, 2026, the board, by a _____ vote, approves payments, totaling \$59,694.81, and voids/cancellations, totaling \$59,694.81. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 26738191 through 26738191, totaling \$59,694.81
Voids/Cancellations, totaling \$59,694.81

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

Check Nbr	Vendor Name	Check Date	Check Amount
26738191	Connection Inc	07/23/2026	59,694.81
1	Computer	Check(s) For a Total of	59,694.81

Check Nbr	Vendor Name	Check Date	Check Amount
26738182	Connection Inc	07/09/2026	59,694.81
1	Void	Check(s) For a Total of	59,694.81

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	59,694.81
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	59,694.81
Less	1	Voided	Checks For a Total of	59,694.81
			Net Amount	0.00

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	59,694.81	59,694.81
20	Capital Projects	0.00	0.00	-59,694.81	-59,694.81

Comptax

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 July 22, 2026, the board, by a _____ vote, approves payments, totaling \$832.47. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 202500091 through 202500094, totaling \$832.47

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

Check Nbr	Vendor Name	Check Date	Check Amount
202500091	Department Of Revenue	07/13/2026	143.33
202500092	Department Of Revenue	07/13/2026	62.70
202500093	Department Of Revenue	07/13/2026	128.50
202500094	Department Of Revenue	07/13/2026	497.94

4	Wire Transfer Check(s) For a Total of	832.47
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	0	Manual	Checks For a Total of	0.00
	4	Wire Transfer	Checks For a Total of	832.47
	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	832.47
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	832.47

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	271.83	0.00	0.00	271.83
40	Associated Stude	560.64	0.00	0.00	560.64

Coversheet

Student Transfer Requests

Section:	IV. Consent Agenda
Item:	E. Student Transfer Requests
Purpose:	FYI
Submitted by:	
Related Material:	2026 07.22 Regular Board Meeting - Student Transfer Requests.pdf



SCHOOL BOARD REPORT

Student Transfer Requests

July 22, 2026

Transfer Requests 2026-2027

Released to PSD

- R. Martinez, Grade 9, Released from Colton School District – New
- R. Sandoval, Grade 12, Released from Endicott School District – Renewal
- P. Hust, Grade 12, Released from Palouse School District – Renewal
- A. Hust, Grade 10, Released from Palouse School District – Renewal

Released from PSD

- G. Cummings, Grade 11, Released to Washington Connections Academy in the Goldendale School District – New
- J. Wright, Released to Washington Virtual Academy in the Omak School District – New
- J. Logue, Grade 10, Released to Washington Virtual Academy in the Omak School District – Renewal
- V. Johnson, Grade 11, Released to Washington Online School in the Colton School District – Renewal
- C. Gibb, Grade TK, Released to Leonard M Jennings Elementary in the Colton School District – New
- I. Stately, Grade 10, Released to Washington Virtual Academy in the Omak School District – Renewal

Rescinded Transfer Requests

- No new rescindments at this time

Coversheet

Budget Status Report

Section:	IV. Consent Agenda
Item:	F. Budget Status Report
Purpose:	
Submitted by:	
Related Material:	Budget Status Report_June 2026.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 June, 2026

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	6,237,000	130,058.60	6,249,567.78		12,567.78-	100.20
2000 Local Support Non Tax	866,200	49,974.92	622,078.67		244,121.33	71.82
3000 State Revenue-General Purpose	27,525,776	1,642,505.71	21,905,640.50		5,620,135.50	79.58
4000 State Revenue-Special Purpose	8,024,251	519,045.53	6,241,565.89		1,782,685.11	77.78
5000 Federal Revenue-General Purpose	0	.00	.00		.00	0.00
6000 Federal Revenue-Special Purpose	2,323,968	200,395.07	1,745,482.84		578,485.16	75.11
7000 Other School Districts	24,000	327.80	2,418.46		21,581.54	10.08
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
Total REVENUES/OTHER FIN. SOURCES	45,611,695	2,542,307.63	36,866,754.14		8,744,940.86	80.83
B. EXPENDITURES						
00 Regular Instruction	23,864,724	2,170,590.15	19,898,184.44	3,216,971.87	749,567.69	96.86
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	6,175,213	634,518.53	5,135,278.35	882,631.02	157,303.63	97.45
30 Vocational Ed Instruction	1,980,012	158,905.19	1,428,465.10	327,623.90	223,923.00	88.69
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Education Instruction	2,338,230	180,999.87	1,613,869.80	264,995.71	459,364.49	80.35
70 Other Instruction Programs	694,619	5,820.29	82,311.69	11,642.36	600,664.95	13.53
80 Community Services	9,850	11,128.47	21,737.12	0.00	11,887.12-	220.68
90 Support Services	10,549,047	750,658.90	9,090,110.92	1,474,798.02	15,861.94-	100.15
Total EXPENDITURES	45,611,695	3,912,621.40	37,269,957.42	6,178,662.88	2,163,074.70	95.26
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>UNUSUAL/INFREQUENT-INFLOWS (GL 968)</u>	0	.00	.00		.00	0.00
F. <u>UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)</u>	0	.00	.00		.00	0.00
G. <u>NET CHANGE IN FUND BALANCE</u> <u>(A-B-C-D+E-F)</u>	0	1,370,313.77-	403,203.28-		403,203.28-	0.00
H. <u>TOTAL BEGINNING FUND BALANCE</u>	3,904,808		3,827,095.22			
I. <u>G/L 896, 897, 898 ACCOUNTING</u> <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	3,904,808		3,423,891.94			

K. 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	46,059.14
G/L 891 Unassigned Min Fnd Bal Policy	3,340,599	3,280,749.55
<u>TOTAL</u>	3,904,808	3,423,891.94

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 June, 2026

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	297,000	5,862.47	296,985.31		14.69	100.00
2000 Local Support Non-Tax	121,000	16,946.10	139,767.60		18,767.60-	115.51
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
Total REVENUES/OTHER FIN. SOURCES	1,618,000	22,808.57	1,645,245.91		27,245.91-	101.68
B. EXPENDITURES						
10 Sites	1,240,000	15,744.72	654,018.96	295.00	585,686.04	52.77
20 Buildings	2,222,000	505.31	26,200.88	0.00	2,195,799.12	1.18
30 Equipment	260,096	3,012.61	70,906.48	64,035.93	125,153.59	51.88
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
Total EXPENDITURES	3,726,596	19,262.64	751,126.32	64,330.93	2,911,138.75	21.88
C. OTHER FIN. USES TRANS. OUT (GL 536)	100,000	.00	100,000.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. UNUSUAL/INFREQUENT-INFLOWS (GL 968)	0	.00	.00		.00	0.00
F. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)	0	.00	.00		.00	0.00
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	2,208,596-	3,545.93	794,119.59		3,002,715.59	135.96-
H. TOTAL BEGINNING FUND BALANCE	2,705,515		2,649,981.19			
I. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	496,919		3,444,100.78			

K. 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	740.53-
G/L 862 Committed from Levy Proceeds	0	11,924.88
G/L 863 Restricted from State Proceeds	0	1,736,800.46
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 868 Restricted from CTE Carryover R	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	1,696,115.97
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	496,919	3,444,100.78

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 June, 2026

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	7,087,920	155,897.90	7,115,698.53		27,778.53-	100.39
2000 Local support Non-Tax	90,000	10,224.77	80,342.92		9,657.08	89.27
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
Total REVENUES/OTHER FIN. SOURCES	7,177,920	166,122.67	7,196,041.45		18,121.45-	100.25
B. EXPENDITURES						
Matured Bond Expenditures	4,625,000	.00	4,625,000.00	0.00	.00	100.00
Interest on Bonds	2,335,591	1,112,082.68	2,335,590.36	0.00	.64	100.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	10,000	.00	1,050.00	0.00	8,950.00	10.50
Total EXPENDITURES	6,970,591	1,112,082.68	6,961,640.36	0.00	8,950.64	99.87
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. UNUSUAL/INFREQUENT-INFLOWS (GL 968)	0	.00	.00		.00	0.00
F. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)	0	.00	.00		.00	0.00
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	207,329	945,960.01-	234,401.09		27,072.09	13.06
H. TOTAL BEGINNING FUND BALANCE	3,766,324		3,713,129.79			
I. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	3,973,653		3,947,530.88			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,973,653		3,947,530.88			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	3,973,653		3,947,530.88			

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 June, 2026

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	295,555	2,562.46	142,736.32		152,818.68	48.29
2000 Athletics	178,470	8,258.97	156,299.71		22,170.29	87.58
3000 Classes	15,300	6,205.00	20,235.00		4,935.00-	132.25
4000 Clubs	130,150	13,538.28	210,456.49		80,306.49-	161.70
6000 Private Moneys	7,000	.00	5,851.18		1,148.82	83.59
Total REVENUES	626,475	30,564.71	535,578.70		90,896.30	85.49
B. EXPENDITURES						
1000 General Student Body	251,275	14,959.33	49,696.00	3,316.00	198,263.00	21.10
2000 Athletics	239,057	17,610.21	216,147.65	17,399.54	5,509.81	97.70
3000 Classes	20,640	4,909.09	11,448.53	861.54	8,329.93	59.64
4000 Clubs	221,905	2,504.49	177,326.73	774.21	43,804.06	80.26
6000 Private Moneys	7,000	.00	5,851.18	0.00	1,148.82	83.59
Total EXPENDITURES	739,877	39,983.12	460,470.09	22,351.29	257,055.62	65.26
C. EXCESS OF REVENUES						
OVER (UNDER) EXPENDITURES (A-B)	113,402-	9,418.41-	75,108.61		188,510.61	166.23-
D. UNUSUAL/INFREQUENT-INFLOWS (GL 968)	0	.00	.00		.00	0.00
E. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)	0	.00	.00		.00	0.00
F. NET CHANGE IN FUND BALANCE (C+D-E)	113,402-	9,418.41-	75,108.61		188,510.61	166.23-
G. TOTAL BEGINNING FUND BALANCE	614,281		564,893.54			
H. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
I. TOTAL ENDING FUND BALANCE (F+G + OR - H)	500,879		640,002.15			
J. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	500,879		640,002.15			
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			
TOTAL	500,879		640,002.15			

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 June, 2026

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Non Tax	30,000	2,507.78	29,186.81		813.19	97.29
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
Total REVENUES/OTHER FIN. SOURCES	330,518	2,507.78	29,186.81		301,331.19	8.83
B. EXPENDITURES						
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
Total EXPENDITURES	285,000	.00	194,128.18	0.00	90,871.82	68.12
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. UNUSUAL/INFREQUENT-INFLWS (GL 968)	0	.00	.00		.00	0.00
F. UNUSUAL/INFREQUENT-OUTFLOWS (GL 538)	0	.00	.00		.00	0.00
G. NET CHANGE IN FUND BALANCE (A-B-C-D+E-F)	45,518	2,507.78	164,941.37-		210,459.37-	462.37-
H. TOTAL BEGINNING FUND BALANCE	847,828		1,013,651.70			
I. G/L 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	893,346		848,710.33			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	893,346		848,710.33			
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 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	893,346		848,710.33			

Coversheet

Records Destruction Log

Section:	IV. Consent Agenda
Item:	G. Records Destruction Log
Purpose:	
Submitted by:	
Related Material:	Records Destruction Log - JES 7.22.26.pdf Records Destruction Log - Nutrition Services 7.22.26.pdf

6570F: Pullman School District Records Destruction Log

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

Legal Disposition Authority (taken from Records Retention Schedule)				Agency Records			
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period	Description (Box/item numbers, volume, etc.)	Dates Covered	Date Minimum Retention Met	Method(s) of Destruction (See examples, below*)
P-223 Count Day Reports	SD51-01-37	retain 4 years	4	P-223 Count Day Records	2020-2021 & 2021-2022	Yes	Shredding
Daily attendance reports	SD51-01-37	retain 4 years	4	Daily attendance records	2020-2021 & 2021-2022	Yes	Shredding
FLASH excusal form	SD51-06A-11	retain 5 years	5	Curriculum waivers	2018-2019, 2017-2018, 2016-2017	Yes	Shredding
FLASH excusal form	SD51-06A-11	retain 5 years	5	Curriculum waivers	2015-2016, 2014-2015, 2013-2014	Yes	Shredding
FLASH excusal form	SD51-06A-11	retain 5 years	5	Curriculum waivers	2012-2013	Yes	Shredding

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

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

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

Employee Signature: Kelly Crossno Printed Name: Kelly Crossno Division: Jefferson Elementary
 Records Manager Signature: Kelly Crossno Printed Name: Kelly Crossno Valent M...

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

6570F: Pullman School District Records Destruction Log

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

Legal Disposition Authority (taken from Records Retention Schedule)				Agency Records			
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period	Description (Box/item numbers, volume, etc.)	Dates Covered	Date Minimum Retention Met	Method(s) of Destruction (See examples, below*)
School Nutrition Program Reimbursement Eligibility	SD2025-0110	4 years	4 years	Approval letter application documents	2019 - 2021	Y	Confidential Shred

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

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

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

Employee Signature: Jessie Campbell Printed Name: Jessie Campbell Division: School Nutrition
 Records Manager Signature: Robert Maxwell Printed Name: Robert Maxwell

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

Coversheet

2025-2026 Highly Capable Program End-of-Year Report

Section:	IV. Consent Agenda
Item:	H. 2025-2026 Highly Capable Program End-of-Year Report
Purpose:	
Submitted by:	
Related Material:	2025-26 Highly Capable EOY Report.pdf

2025-26 Highly Capable EOY Report – School Board Approval

Pullman School District #267

Highly Capable District Plan PDF

Highly Capable Program End-of-Year Survey-Universal Screening Process

The LEA implemented a Universal Screening process for all students in two grade levels (K–2 and 3–6) during the 2025–26 school year as required by RCW 28A.185 by checking the box below.

A. Program Evaluation-Academic Achievement

Check the data your LEA gathered and analyzed to evaluate the effectiveness of the 2025–26 Highly Capable Program (HCP)–relative to academic achievement–elementary and secondary grades. This data should capture academic performance at the individual and student group level, as well as the whole-group level: for example, all HCP students in each grade level, all HCP students in a specific grade band, and all HCP students in the program. Check all that apply.

State Assessments Student Growth Percentiles (SGP compares to students who scored similarly in previous years)-Classroom-based Assessments Performance Assessments Teacher Anecdotal Observation Grades

Changes to improve Academic Achievement

Based on this evaluation data, did the LEA make changes to the program or will you make changes next school year to improve the academic achievement of identified students? If yes, briefly describe. If no, mark N/A.

B. Program Evaluation-Address Student Needs and Capabilities

Check the data your LEA analyzed to evaluate how well the 2025-26 HCP addressed the needs and capabilities of identified students-in all the grade levels your LEA serves. Check all that apply.

HCP Services match to identified content strengths of students (Math only, ELA only, or both) Parent Survey Staff Anecdotal Observation

Changes to Improve Capacity to Meet the Needs and Capabilities of Students

Based on this evaluation data, did the LEA make changes to the program to improve its capacity to meet the needs and capabilities of identified students? If yes, briefly describe. If no, mark N/A.

C. Program Evaluation-Program Administration and Operations

Check the data your LEA gathered and analyzed to evaluate the effectiveness of the 2025–26 HCP relative to program administration and operation. Check all that apply.

Variety of Services offered over grade levels Continuum of Services over time for each identified student LEA Procedures Goals for LEA Program Communications

Changes to Improve Program Administration and Operations

Based on this evaluation data, did the LEA make changes to improve the program: for example, policy and procedure, the identification process, continuum of services, or address areas of non-compliance? If yes, briefly describe. If no, mark N/A.

D. Strategies to Offer Equitable Opportunity to All Students Who Need Highly Capable Services

Review these research-based strategies that LEAs use to address barriers that prevent students from equitable opportunities to be identified for Highly Capable services. Check all that were used in your LEA's identification procedures and practices this school year.

Uses whole-grade assessments (universal screening) to find students who are potentially Highly Capable, then follows up with parents and teachers to complete referral process. Reviews all achievement databases (MAPS, SBAC, etc.) for evidence of high potential. Tests during school day in student's home school or provides transportation for testing outside of school day with parent agreement. Provides referral information in multiple languages preferred by families. Includes HiCap referral information in enrollment packets. Reviews data for evidence of accelerated growth in acquiring language for ELs compared to peers. Prioritizes access for homeless or highly mobile students who may have missed referral windows. Has written procedures in place that promote referrals of low-income students, including recommendations from any source as potentially Highly Capable. Uses local, LEA norms for standardized assessments, as appropriate. Reviews prior year's identification data to determine effectiveness of strategies to address equity.

D. Other Strategies to Offer Equitable Opportunity to All Students Who Need Highly Capable Services

If you use a strategy that is not on this list, please enter in the text box.

Identification Procedures

If you have no students identified and served you must implement new strategies to offer equitable opportunities in the 2026–27 school year to correct this. Review the Strategies to Offer Equitable Opportunity listed in Section D. Choose several new strategies to implement in the 2026–27 school year. Use the text box to list these changes to Highly Capable program operation. Mark N/A if not applicable.

E. Professional Learning Report-Highly Capable Specialists/Coordinators

Report the number of Highly Capable Specialists/Coordinators who attended professional learning events specific to HCP program administration and operation, AND training focused on the instructional and curricular needs of HCP students.

E. Professional Learning Report-General Ed Teachers

Report the number of General Education teachers who attended professional learning events specific to HCP program administration and operation, AND training focused on the instructional and curricular needs of HCP students.

E. Professional Learning Report-Administrators

Report the number of Administrators who attended professional learning events specific to HCP program administration and operation, AND training focused on the instructional and curricular needs of HCP students.

E. Professional Learning Report-Types of PL Events

Of the LEA staff who attended professional learning events specific to HCP program administration and operation, indicate which events they attended. Check all that apply.

District PLC–Professional Learning Community for HiCap Teachers/Coordinators
District HiCap Workshop/Conference/Training

E. Professional Learning Report-Other

Other Professional Learning-If there is a training strategy that is not on the list, enter it in the text box. Mark N/A if not applicable.

F. CEDARS Data

Enter total unduplicated number of students in all grades identified in CEDARS coded with any Gifted Value 32, 33, 34, and 35.

EOY Report Complete

I confirm that all answers are complete and this report is final. You must click SAVE, REFRESH the page and then wait for this box to become editable.

Coversheet

2026-2027 ASB Clubs and Fundraisers

Section:	V. Action Items
Item:	A. 2026-2027 ASB Clubs and Fundraisers
Purpose:	
Submitted by:	
Related Material:	ES ASB Clubs and Fundraisers 2026-27.pdf PSD Clubs and Fundraisers 2026-27.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

2026-27 ASB Clubs and Fundraisers

Executive Summary

June 24th 2026

By: Juston Pollestad

Executive Director of Operations

Background:

Each summer, the Board is asked to review and approve the anticipated student clubs, activities, and associated fundraising efforts for the 2026–2027 school year. The proposed list, included in the Board packet, reflects the clubs and organizations expected to operate during the upcoming fiscal year and provides authorization for related fundraising activities that support student programs and experiences.

Recommended Board Action:

Approval of the clubs and fundraisers for the fiscal year 2026-2027.

Motion to Approve

I move the Board approve the anticipated clubs and fundraisers as presented for the fiscal year 2026-2027.

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____

2026-27 PSD Clubs and Fundraisers

Pullman High School

Clubs & Activities	Fundraisers
AAPI	
Art Club	
Band	Popcorn
Baseball	Program Sales, media guide, Greyhound Buddies
Black Student Union	
Boys Basketball	
Boys Golf	
Boys Soccer	
Boys Swim	
Boys Tennis	
Cheerleading	Junior Cheer Camp
Class-Senior	Reindeer Games
Class-Junior	Prom, Movie Night
Class-Sophomore	TOLO
Class-Freshman	
Computer Club	
Cross Country	WSU Concessions, 5K fundraiser
Dance Team	Hug Notes
Distributive Education Clubs of America (DECA)	Dig to Donate, DECA Night
Drama Club	Theater Productions (Fall & Winter, Spring)
Executive Council	Halloween Dance, Toy drive, Coin drive Winter Dance, ATVP
Family, Career and Community Leaders Of America (FCCLA)	We Help Too- Socks
Football	
FFA	Plant Sale, Charitable-Alternatives to Violence on the Palouse (donation jars)
Girls Basketball	
Girls Golf	Club Sales
Girls Soccer	
Girls Swim	
Girls Tennis	
Greyhound Minds Matter	
Junior Statesman of America	
Key Club	Valentine's Day Flowers
Knowledge Bowl	
Lego Club	
Math Club	
Math Team	
Multimedia	
Orchestra	Disney & desserts, popcorn, concession sales
Origami Club	
Ping Pong Club	
Environmental Club	WSU Concessions
Science Bowl	
Science Olympiad	Letter Writing Campaign
Skills USA Welding and Machining	Escape Room
Skills USA	
Visual Communication	
Softball	
Spirit Club	Homecoming Dance

STEM Explorers	
Tabletop	Chess Tournament
Track	WSU Concessions
Vocal/Choir	Popcorn
Volleyball	
Wrestling	
Mem Book/Annual	Yearbook sales

Lincoln Middle School

Clubs & Activities	Fundraisers
6001 Donations Charitable...	Multiple food drives
Art Club	
ASB	Fan Gear/Popcorn Fundraiser
Boys Basketball	
Chess Club	
Cross Country	
Cubing Club	
Drama Club	
Esports	
Football	
Garden Club	
Girls Basketball	
GSA–Gender Sexuality Alliance	
Intramurals	
6 th Jazz Band	
7/8 Jazz Band	
Jazz Choir	Dessert Concert
Magic The Gathering	
Math Team	
Pokemon Club	
Science Bowl	
Science Olympiad	
Spirit Club	Popcorn Sales/Turkey Trot/T-Shirts/Gear
SOCA Students of Color Alliance	
Volleyball	
Wrestling	T-Shirts/Gear
WTSA-WA Tech Student Association	
Yearbook	

Franklin Elementary School

Clubs & Activities	Fundraisers
5 th Grade Camp	
Blogging Club	
Chess Club	
Fox Council	
Fox Den Club	
Fox Minds Matter	
Fox School Spirit	
Garden/Green Club	
Jazz Choir	
Library Club	
Math Olympiads	
Patrol Team	
Pickle Ball Club	
Reading Club	
STEAM Club	

Jefferson Elementary School

Clubs & Activities	Fundraisers
5 th Grade Camp	Candy Sales
Chess Club	
Coding Club	
Destination Imagination	
Environmental/Recycling Club	
Gardening Club	
Geography Club	
Green Team	
Jefferson Joggers	
Lego Club	
Multicultural Club	
Safety Patrol	
Spanish Club	
Student Council	

Kamiak Elementary School

Clubs & Activities	Fundraisers
5 th Grade Camp	
Art Club	
Chess Club	
Cross Country Club	
Drama Club	
Geography Club	
Green Team Environmental Club	
Kestrels Minds Matter	
Lego Club	
Math Club	
Safety Patrol	
STEM Club	
Student Council	

Sunnyside Elementary School

Clubs & Activities	Fundraisers
5 th Grade Camp	
Chess Club	
Coding Club	
Greenhouse/Horticulture Club	
K-Kids Club	
Knitting/Crocheting Club	
Math Olympiad	
Spelling Bee	
Sunnyside singers	
Recycling club	
Rock Painting Club	
Board Game club	
Building club	

Coversheet

2026-2027 School Meal Prices

Section:	VI. Discussion Items
Item:	A. 2026-2027 School Meal Prices
Purpose:	
Submitted by:	
Related Material:	ES 2026-27 Meal Prices.pdf pullman26.27-ple-tool.xlsx



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School Meal Prices 2026-2027

Executive Summary

July 22, 2026

By: Juston Pollestad

Executive Director of Operations

Background:

Section 205 of the Healthy, Hunger-Free Kids Act of 2010 requires school districts to gradually increase paid lunch prices to better reflect the difference between the Federal free meal reimbursement and the Federal paid meal reimbursement. The amount of required price increases is determined by The Paid Lunch Equity (PLE) tool. PLE is used to determine the weighted average paid lunch price. This tool determines the new paid lunch price. For the 2026-2027 school year this difference or “paid lunch equity” with a 10 cents cap is \$3.71.

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Increase
Elementary Lunch	\$2.90	\$2.90	\$3.05	\$3.10	\$3.20	\$3.25	\$3.30	\$3.40	\$0.10
Middle School Lunch	\$3.00	\$3.25	\$3.25	\$3.25	\$3.35	\$3.50	\$3.55	\$3.65	\$0.10
High School Lunch	\$3.25	\$3.50	\$3.50	\$3.50	\$3.60	\$3.75	\$3.80	\$3.90	\$0.10
Adult Lunch	\$4.25	\$4.25	\$4.71	\$4.75	\$4.75	\$5.00	\$5.20	\$5.20	\$0.00
Breakfast, Elem	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.05	\$0.05
Breakfast, LMS				\$2.10	\$2.10	\$2.25	\$2.25	\$2.30	\$0.05
Breakfast, PHS	\$2.25	\$2.25	\$2.25	\$2.25	\$2.25	\$2.40	\$2.40	\$2.50	\$0.05
Adult Breakfast	\$2.75	\$2.75	\$2.75	\$2.75	\$3.00	\$3.00	\$3.20	\$3.20	\$0.00

Special considerations:

- Jefferson Elementary and Kamiak Elementary schools are not included in these calculations because these schools participate in the Community Eligibility Provision (CEP) are not required to be included in the Paid Lunch Equity tool.
- Franklin Elementary for school year 2026-2027 meets the House Bill 1238 RCW 28A.235.135 eligibility for free meals for all students.
Per OSPI Child Nutrition, “RCW 28A.235.135 requires LEAs to provide breakfast and lunch at no cost to students enrolled at elementary schools where 30% or more of enrolled children are eligible for free or reduced-price meals. The state legislature also provided supplemental funds to ensure all meals served at qualifying elementary schools will be reimbursed at the federal free rate. RCW 28A.235.135 does not supersede RCW 28A.235.300 which requires the operation of the USDA Community Eligibility Provision (CEP) at schools with an Identified Student Percentage (ISP) of 40% or greater.” Eligibility is determined annually based on the previous year’s October Building Data. In October 2025 32.97% of the students attending Franklin Elementary qualified for free or reduced priced meals.

Therefore, the paid lunch eligibility meal pricing is based on anticipated paid lunches sold at Sunnyside Elementary, Lincoln Middle School, and Pullman High School.



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To meet the required meal price increases I propose the following increases in the price of paid lunches:

Elementary School	\$0.10 to \$3.40 per lunch
Lincoln Middle School	\$0.10 to \$3.65 per lunch
Pullman High School	\$0.10 to \$3.90 per lunch

Breakfast prices have not increased 8 years or more. Due to increasing food and supply costs I propose an increase in paid breakfast prices as follows:

Elementary School	\$0.05 to \$2.05 per breakfast
Lincoln Middle School	\$0.05 to \$2.30 per breakfast
Pullman High School	\$0.05 to \$2.50 per breakfast

Recommended Board Action:

Approve the 2026-2027 meal prices as listed above.

Motion to Approve

I move the Board adopt the 2026-2027 meal price schedule as listed above.

☐ Approved

☐ Not Approved

Date: _____ **Board Secretary Signature:** _____

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

pullman26.27-ple-tool.xlsx

Coversheet

2026-2027 Assessment Plan

Section:	VI. Discussion Items
Item:	B. 2026-2027 Assessment Plan
Purpose:	
Submitted by:	
Related Material:	ES 2026-27 Assessment Plan 7.22.26.pdf PSD Assessment Plan 26-27 FINAL.pdf



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2026-2027 Pullman School District Assessment Plan

Executive Summary

July 22, 2026

By: Ryan Mulvey

Assistant Superintendent

Background:

Per Policy 2090, an annual review of the assessment processes and procedures is required to determine if the purposes of the evaluation program are being accomplished. Every year the district shall utilize a variety of assessment processes to regularly assess the achievement levels of all students. These assessments shall include state-mandated standardized tests, district tests and surveys, and a variety of teacher-designed tools.

Recommended Board Action:

Approval of 2026-2027 Assessment Plan.

Motion to Approve

I move that we approve the 2026-2027 Assessment Plan for the Pullman School District.

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____



Pullman School District Assessment Plan 2026-2027

Assessment Program	Grade Level	2026-2027 Testing Window	Notes
District Assessments			
MAP: (Measures of Academic Progress) • Reading (Language Use optional) • Math	Grades K – 8, some 9-12	Fall: September 7 - September 25 Winter: January 25 - February 12 Spring: May 10 - June 4	Second Grade takes: • 2-5 version for reading • K-2 version for math Audio for math is required at all grade levels.
DIBELS: (Dynamic Indicators of Basic Early Literacy Skills) • Reading	Grades K-5	Fall: Grades 2-5 September 7 - 11 Fall: Grades K-1 October 12 - 16 Winter: K-5 January 11 - 22 Spring: K-5 May 17 - June 4	Benchmark DIBELS will be administered by CORE+ staff. Progress monitoring of the lowest strand will be completed by classroom teachers. Composite scores will be utilized to establish Ambitious Zones of Growth Goals.
AP Testing: (Advanced Placement)	Grades 9-12	May 3 - 7 May 10 -14	Optional: testing is open to any students who would like to participate in AP testing. List of complete dates and times for each subject to be determined.
<u>Student Universal Wellness Screener</u>	Grades K - 12	TBD	A 15-question screener in the areas of social, emotional, belonging, and feelings about academics.



Pullman School District Assessment Plan 2026-2027

Assessment Program	Grade Level	2026-2027 Testing Window	Notes
State Assessments - Standard			
<u>SBA - Summative:</u> (Smarter Balanced Assessments) • ELA • Math	Grades 3 – 8, 10, & 11*-12*	March 1 - May 28	*Available to students who have not yet passed the ELA and/or math assessment and want to use as a pathway to demonstrate post-secondary career or college readiness or who previously tested and would like to attempt a higher score.
<u>SBA - Interim:</u> (Smarter Balanced Assessments) • ELA • Math	Grades 3 – 8, 10, & 11	TBD	Grade level teams need to create a plan for administering interims and submit by Oct. 4
<u>WCAS:</u> (Washington Comprehensive Assessment of Science) • Science	Grades 5, 8, & 11	April 12 - June 2	
<u>WA-AIM:</u> (Washington Access to Instruction & Measurement) • ELA • Math • Science	Math & ELA: Grades 3-8 & 10 Science: Grades 5, 8, & 11	January 265 - May 7 (2 data points advised – six weeks between pre & post assessment)	Students with significant cognitive disabilities may participate in this assessment as an alternative to SBA and WCAS assessments for the purpose of meeting accountability and demonstrating post-secondary career or college readiness.



Pullman School District Assessment Plan 2026-2027

Assessment Program	Grade Level	2026-2027 Testing Window	Notes
State Assessments – Standard, continued.			
<u>WaKIDS:</u> (Washington Kindergarten Inventory of Developing Skills) • Social-emotional • Language • Physical • Literacy • Cognitive • Math	Grade K	Fall: November 16 Winter: March 15 Spring: June 14	Required for all kindergarten students in the fall. Some students will be re assessed in the spring in the cognitive and language domains only.
<u>Primary Reading:</u> State mandated oral assessment of fluency & accuracy	Grade 2 (Fall DIBELS)	September 7 - 11	This is a second grade reading assessment administered via paper/pencil.

<u>OSPI Developed Assessments/CBA:</u> (Classroom Based Assessments) • Social Studies • The Arts • Health & Physical Education • Educational Technology	Grades K – 12	Completed By May 2	Required for: • Civics: ○ At least grades 4 or 5, 7 or 8, and 11 or 12 • The Arts: ○ At least one grade at each school • Health: ○ At least one grade at each school • Physical Education: ○ At least one grade at each school Optional for: • Social Studies (other than civics) • Educational Technology
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Pullman School District Assessment Plan 2026-2027

Assessment Program	Grade Level	2026-2027 Testing Window	Notes
State Assessments – English Language Proficiency Washington State has adopted the WIDA English Language Development Standards Framework and will transition into using the new standards and related assessments in the 2021-22 school year. WIDA is a 40-state consortium that promotes educational equity for multilingual learners through language development standards, assessments, and high-quality professional learning for P-12 educators.			
<u>WIDA Screener for Kindergarten and WIDA Screener</u>	Grades K - 12	August 26 – June 11, 2027 Administered no later than the student’s 10th day of attendance	Required for newly enrolled students who first learned or actively speak a language other than English at home, as well as newly enrolled Native American students who are academically at risk. K is only offered via paper/pencil, 1-12 is online.

<u>WIDA ACCESS Annual Test</u> Assesses language proficiency growth of Multilingual learners. • Reading • Listening • Writing • Speaking	Grades K - 12	January 25 - March 19	Required annually for all qualified Multilingual Learners.
<u>WIDA Alternative ACCESS</u>	Grades K-12	January 25 - March 19	Students with significant cognitive disabilities may participate in this assessment as an alternative to WIDA ACCESS for the purpose of meeting the annual requirement for all qualified Multilingual Learners.



Pullman School District Assessment Plan 2026-2027

Links to additional information:

- Program specific information: Click on hyperlinked Assessment Program titles above
- Washington Comprehensive Assessment Program (WCAP) Portal: <https://wa.portal.cambiumast.com>
- OSPI Assessment Overview: <http://www.k12.wa.us/assessment/StateTesting/default.aspx>
- State Testing Timelines/Calendar: <http://www.k12.wa.us/assessment/StateTesting/timelines-calendars.aspx>
- Multiple Pathways to Graduation: <https://ospi.k12.wa.us/student-success/graduation/graduation-pathways>
- Graduation Class Graduation Pathways: <https://ospi.k12.wa.us/student-success/graduation>

Coversheet

Board Policy 6100 Revenues from Local, State & Federal Sources

Section:	VI. Discussion Items
Item:	C. Board Policy 6100 Revenues from Local, State & Federal Sources
Purpose:	
Submitted by:	
Related Material:	Executive Summary Policy 6100.pdf 6100 Revenues-Local, State and Federal Sources 7.22.26.pdf



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

Policy 6100 Revenues-Local State and Federal Sources

An Executive Summary

July 22, 2026

Dani Lynas

Finance Director

Background:

Policy 6100 changes include:

- Minor word and format changes.
- Added language for Native American grant requirements.

Recommended Board Action:

Approval of Policy 6100.

Motion to approve:

I move that we approve the adoption of Policy 6100 Revenues-Local State and Federal Sources.

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy

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MANAGEMENT SUPPORT

Revenues from Local, State & Federal Sources

~~The Pullman School District Board of Directors recognizes the following revenue sources:~~

I. Policy Statement

~~The district will manage and expend revenues from local, state, and federal sources in compliance with applicable state and federal requirements, ensuring transparency, audit readiness, and alignment with the state's program of basic education.~~

II. ~~Use of Local Revenues for Enrichment~~ Revenues from Local Resources

~~Pursuant to RCW 28A.150.276, A~~Hall local revenues will be used only for documented and demonstrated enrichment of the state's program of basic education.

Local revenues include the following:

- Enrichment levies collected under RCW 84.52.053;
- Local effort assistance funding received under chapter 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, state and federal payments in lieu of taxes, or any local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

Enrichment of the state's program of basic education includes supplementing the following:

- The minimum instructional offerings of RCW 28A.150.220 or 28A.150.260;
- The staffing ratios or program components of RCW 28A.150.260, including providing additional staff for class size reduction beyond class sizes allocated in the prototypical school model and additional staff beyond the staffing ratios allocated in the prototypical school formula;
- The program components of RCW 28A.150.200, 28A.150.220, or 28A.150.260; or
- The program of professional learning as defined by RCW 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.

The district can pay for the following with local revenues:

- Extracurricular activities;
- Extended school days;
- An extended school year;
- Additional course offerings beyond the minimum instructional program established in the state's statutory program of basic education;
- Activities associated with early learning programs;
- Any additional salary costs attributable to the provision or administration of permitted enrichment activities; and
- Additional activities or enhancements that the office of the superintendent of public instruction determines to be documented and demonstrated enrichment and for which the superintendent approves proposed expenditures during the preballot approval process required by RCW 84.52.053 and 28A.505.240.

The district will follow the following process for Enrichment Levies:

- As necessary, the district will consider ~~the necessity of~~ requesting voter approval of an enrichment levy. ~~excess property tax to be collected in the year following voter approval.~~ Such a levy, ~~if any,~~ will be for an ~~in that~~ amount permitted by law, ~~which the board~~

Pullman School District Board Policy

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~~determines necessary to provide educational services beyond those provided by state appropriations.~~

- The board will solicit advice from staff and community members prior to establishing the amount and purposes of the ~~special~~ levy ~~request~~.
- The ~~special~~ levy ~~being collected~~ will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law. ~~In addition, districts must report their planned usage of levy proceeds to OSPI prior to the levy going to ballot as required by law.~~
- OSPI must approve the district's expenditure plan for the enrichment levy before the district can submit the levy to the voters.

The district will respond ~~Response~~ to ~~Audit Findings~~audit findings on the ~~Use-use~~ of ~~Local-local~~ Revenues-revenues as follows:

- As part of the state auditor's regular financial audit, it will review the district's expenditures to ensure they are in compliance with RCW 28A.150.176276, the statute that limits the district's use of local revenues to supplementing the state's basic education program.
- Within 30 days of receiving the auditor's findings, the board will hold a public hearing to review the findings.

III. Revenues from State Resources

~~The responsibility for financing~~Financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or enrichment ~~excess property tax~~ levies approved by district voters.

~~The~~For example, the state provides special purpose appropriations for programs of transportation, for children with disabilities and for such other programs as it deems appropriate to assist schools.

~~When-If~~ the superintendent or designee identifies an optional state grant and determines that where in the superintendent's or designee's reasonable professional judgment the benefits of and advantages from accepting the grant outweigh the costs a report may be provided to- the board describing the benefits will receive a report and the costs associated with accepting the grant. After reviewing the report, the board may formally authorize accepting the grant~~participation~~.

IV. Revenues from the Federal Government

The ~~objective of the board is~~district seeks to provide the best educational services possible within available ~~resources available to the district~~. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board will receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs, and new obligations that the program may require. Before authorizing participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The ~~board-district~~ agrees to comply with all applicable federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- Maintenance of fiscal records that show the receipt and disposition of federal funds;
- Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs that are supported

Pullman School District Board Policy

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by federal funds;

- Provision for testing to identify target students as well as to measure program results; and
- Provision for staff and parent involvement, program planning, budget development, and program evaluation.

The district agrees to comply with Title I requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

- ~~1.~~ All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
- ~~2.~~ Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
- ~~3.~~ Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and
- ~~4.~~ Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

The district further assures that a district-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

V. Federal Impact Funds (~~Indian~~)

Federal impact funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district will follow federal requirements, including providing parents of “Native American children” (as defined in 34 C.F.R. § 222.90 as “Indian children”) ~~gives assurance that tribes and parents of Indian children will be afforded with~~ the opportunity to make recommendations regarding the needs of their children ~~and will be involved in the planning and development of the basic education program,~~ including those educational programs and services to be provided with federal impact funds. ~~Indian-Native American children that are~~ students of the district will have the equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent or designee will establish procedures to assure the involvement of the tribes and parents of ~~Indian students~~ Native American children in the development of the basic education program, including the education services to be provided with federal impact funds and the participation of ~~Indian children~~ Native American children in the program on an equal basis. The superintendent or designee will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Native American children who are students of the district ~~Indian students.~~

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The district will review its policy annually to ensure it complies with and is implemented in accordance with 34 CFR § 222.94. If the district determines, after input from the tribe and parents of Native American children, that its policy and procedure do not meet the requirements of this regulation, the district will amend its policy and procedure to conform to those requirements within 90 days of its determination. If the district amends its policy and procedure, it shall, within 30 days, send a copy of the amended policy or procedure to (i) the Impact Aid Program Director for approval; and (ii) the affected tribe or tribes.

Legal References:

~~RCW 28A.150.230 District school directors' responsibilities~~

~~RCW 28A.150.250 Annual basic education allocation — Full funding — Withholding of funds for noncompliance~~

~~RCW 28A.300.070 Receipt of federal funds for school purposes — Superintendent of public instruction to administer~~

~~RCW 84.52.0531 Levies by school districts — Maximum dollar amount for maintenance and operation support — Restrictions — Maximum levy percentage — Levy reduction funds — Rules.~~

~~Chapter 180-16 WAC State Support of Public Schools~~

~~Public Law 81-874 Impact Aid~~

Management Resources:

~~2019 — March 2019 Policy Issue~~

~~2018 — June Policy Alert~~

~~2017 — July Issue~~

Cross References:

~~Board Policy 6020~~ ~~System of Funds and Accounts~~

Legal References:

~~RCW 28A.150.230~~ ~~District school directors - responsibilities~~

~~RCW 28A.150.250~~ ~~Annual basic education allocation — Full funding — Withholding of funds for noncompliance~~

~~RCW 28A.300.070~~ ~~Receipt of federal funds for school purposes — Superintendent of public instruction to administer~~

~~RCW 84.52.053~~ ~~Levies by school districts — Maximum dollar amount for maintenance and operation support — Restrictions — Maximum levy percentage — Levy reduction funds — Rules.~~

~~Chapter 180-16 WAC~~ ~~State Support of Public Schools~~

~~Public Law 81-874~~ ~~Impact Aid~~

Management Resources:

~~2026 — July Policy Issue~~

~~2019 — July Policy Issue~~

~~2019 — March 2019 Policy Issue~~

~~2018 — June Policy Alert~~

~~2017 — July Issue~~

Classification: Critical

Adoption Date: April 14, 1999

Revised Date: April 2006

Revised Date: December 12, 2018

Revised Date: August 14, 2019

Coversheet

Resolution 25-26:08 Cancellation of Outstanding Warrants

Section:	VI. Discussion Items
Item:	D. Resolution 25-26:08 Cancellation of Outstanding Warrants
Purpose:	
Submitted by:	
Related Material:	Executive Summary Cancellation of Outstanding Warrants.pdf Cancellation of Outstanding Warrants Resolution.pdf



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

Cancellation of Outstanding Warrants Resolution 25-26:08

Executive Summary

July 22, 2026

By: Dani Lynas
Finance Director

Background:

The Washington State Department of Revenue requires us to send unclaimed property in the form of warrants issued from accounts payable and payroll that have been outstanding for at least one year.

An effort has been made to contact the recipients of the unclaimed property warrants on 06/26/25, 07/24/2025, 08/01/2025, 03/13/2026, 02/12/2026 and 1/14/2026. Per RCW 39.56.040, we are required to send the balance of unclaimed property to the Washington State Department of Revenue, where the payees will be able to recover their property.

Recommended Board Action:

I recommend the board approve Resolution 25-26:08 to cancel warrants representing unclaimed property.

Motion to Approve

I move that we approve Cancellation of Outstanding Warrants Resolution 25-26:08 representing unclaimed property.

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District No. 267
Pullman, WA 99163

Resolution 25-26:08

Cancellation of Outstanding Warrants

WHEREAS, per RCW 39.56.040 requires the cancellation of warrants not presented for payment within one (1) year of the date of issue; and

WHEREAS, the following outstanding warrant(s) have not been presented for payment:

FUND	Warrant No.	Issue Date	Payee	Amount
General	26736267	06/26/2025	Kobe Clouthier	\$236.00
General	26736326	06/30/2025	Kobe Clouthier	\$110.35
General	26736337	06/30/2025	Kevin Rushton	\$16.36

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Whitman County Auditor and the Whitman County Treasurer be authorized to cancel the above-listed outstanding warrant(s).

Signed this 22th day of July, 2026.

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

Attest:

Dr. Robert Maxwell, Secretary

Coversheet

Annual Organizational Meeting

Section:	VI. Discussion Items
Item:	E. Annual Organizational Meeting
Purpose:	
Submitted by:	
Related Material:	Representatives and Committee Appointment 2026-27.pdf



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2026-2027 Annual Organizational Meeting
Representatives and Committee Appointment

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

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

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

Other Committees – For Your Information

WSSDA Nominating Committee	
OSPI School Facilities and Organization Citizen Advisory Panel	

Board Liaisons – 2026-2027

Franklin Elementary – Craig Nelson
 Jefferson Elementary – Lisa Waananen Jones
 Sunnyside Elementary – Stephanie Horn
 Kamiak Elementary – Arron Carter

Lincoln Middle School – Deena Bayoumi
 Pullman High School – Stephanie Horn / Arron Carter

Coversheet

Board Policy Discussion – Social Media Use for Board Directors

Section: VI. Discussion Items
Item: F. Board Policy Discussion – Social Media Use for Board Directors
Purpose:
Submitted by:
Related Material:
ES Discussion - Social Media Policy for Board Directors 7.22.26.pdf
4309 Social Media 3.25.20.pdf
4309P Guidelines District Social Media Accounts 1.22.25.pdf
4309P4 Guidelines for School Board Member Social Media Use DRAFT 12.11.19.pdf
2022 Electronic Resources and Internet Safety 3.25.20.pdf
2022P Electronic Resources-Internet Safety for Students 4.27.22.pdf
5022 Electronic Resources and Internet Safety for Staff 3.25.20.pdf
5022P Electronic Resources and Internet Safety for Staff 3.25.20.pdf
Social Media Policy Draft_Director Bayoumi.pdf
Stanwood-Camano Board of Directors Example Policy 1817.pdf
WSSDA 1815-Ethical Conduct for School Directors.pdf



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Board Policy Discussion – Social Media Use for Board Directors

Executive Summary

July 22, 2026

Arron Carter

School Board President

Background:

There has been interest among Board and community members to review, update, and strengthen our policy about social media use. Identifying the proper use of social media as Board members, and the ethics associated with its use will be essential given the current place social media has in our society. We have provided various policies and procedures for discussion by the Board. These include current policies and procedures in place, drafted language of new/updated/model policies, and those recently drafted by other districts. The review and discussion of these policies will help determine if we are satisfied with our current policies, or if we need to propose new language to be adopted.

Recommended Board Action:

Motion to Approve

☐ Approved

☐ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy

4309

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COMMUNITY RELATIONS

Social Media

The Pullman School District Board of Directors recognizes that social media is a tool that can be used to enrich and strengthen our community relationships, and promote and enhance our education and communication goals.

“Social Media” means a broadly accessible internet-based communications platform used to interact with other users and share content among users of a network. Examples of social media include but are not limited to Facebook, Twitter, Instagram, YouTube, blogs, and Remind.com.

The district acknowledges that many existing laws and policies apply to social media use by district staff, students, and the public. These include but are not limited to laws and policies in the areas of civility, privacy, public records retention and disclosure, copyright, ballot measures, access to district resources, and First Amendment rights. The district will comply with these laws and update its existing policies and procedures appropriately.

Employees managing social media accounts or posting on behalf of Pullman School District are required to be familiar with and follow the district’s procedures related to social media.

Signing the 5022F1 Employee Account User Agreement upon employment is an agreement to comply with the policies and related procedures outlined in Policy 5022 Electronic Resources and Internet Safety for Staff and Policy 4309 Social Media.

Cross-References:

2021	Library Information and Technology Programs
2022	Electronic Resources and Internet Safety for Students
2022P	Electronic Resources and Internet Safety for Students
2024	Online Learning
2025	Copyright Compliance
2025P	Copyright Compliance
2331	Guest Speakers
2331P	Guest Speakers
3200	Student Rights and Responsibilities
3207	Prohibition of Harassment, Intimidation, and Bullying
3207P	Prohibition of Harassment, Intimidation, and Bullying
3220	Freedom of Expression
3220P	Freedom of Expression
3231	Student Records
3231P	Student Records
3235	Protection of Student Personal Information
3235P	Protection of Student Personal Information
4020	Confidential Communications
4040	Public Access to District Records
4120	School Support Organizations
4120P	School Support Organizations
4217	Effective Communication
4217P	Effective Communication
5011	Sexual Harassment
5011P	Sexual Harassment
5022	Electronic Resources and Internet Safety for Staff
5252	Staff Participation in Political Activities
5252P	Staff Participation in Political Activities
5253	Maintaining Professional Staff/Student Boundaries
5253P	Maintaining Professional Staff/Student Boundaries

Adopted: March 25, 2020

Pullman School District Administrative Procedure

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COMMUNITY RELATIONS

Guidelines for District Social Media Accounts

Pullman School District requires approval of all district-associated social media accounts (see form 4309F).

Please note:

- A. All content published on the district's social media sites is considered public record and can be requested as part of the Public Records Act (RCW 42.56).
- B. Irresponsible social media use can risk legal action against Pullman School District.
- C. Use of any social media network and postings, displays, or communications on any social media network must comply with all state and federal laws.
- D. Staff are required to adhere to the standards outlined in Policy 5253 Maintaining Professional Staff/Student Boundaries and its procedures. Public social networking sites are not the place to conduct school business with students or parents.

District social media accounts are expected to follow district standards, as outlined in this procedure and in form 4309F.

Only social media accounts approved by the district may use the district's name, the name of any of its schools or departments, its mascots or team names, or otherwise present words or images that purport to identify the social media account with the Pullman School District, its schools, departments, activities, or programs.

The district will own and a designee will regularly maintain and monitor any district-level accounts on social media sites. Social media is not intended to be used for policy decisions or items of legal and fiscal significance that have not been previously released to the public. Posting content via social media does not constitute giving official notice to the district, and all such inquiries should be directed to the appropriate program.

The district's use of social media is intended to promote the district's mission, goals, and specific learning objectives of a course of study. While the district may choose to allow user-generated content on its social media sites, by doing so the district does not intend to create an open public forum for speech. Nor does the district express approval or support for the views expressed by third-parties that appear on its social media sites.

The district will also post, where feasible, notice on its social media sites alerting users that all content related to district business on the site is a public record, subject to retention and disclosure. Social media content shall be preserved in accord with the applicable retention schedule, and in a format that preserves the integrity of the original record and is easily accessible. This policy applies to third-party hosted and internal social media tools that the district chooses to utilize. This includes social media tools that are hosted on district servers or networks, which are not accessible by the public.

Guidelines for Staff

I. Staff are allowed to set up social media accounts for schools, programs and departments.

These accounts must be pre-approved by the school principal and district, and staff must agree to the page/account owner requirements. Please refer to the Social Media Account Registration Form (4309F) for guidelines and procedures.

II. Setting up a social media account for your school, program or department:

- A. To receive approval and establish a social media account for a school, program, or department, please return a completed *Social Media Account Registration Form* (4309F) to the district office.

Pullman School District Administrative Procedure

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- B. Many staff have Twitter accounts staff use that do not represent their school or program, but do represent them or their classrooms. If an account meets at least one of the following criteria, it must also be registered with the district.
 1. The account is connected to a Pullman School District email address.
 2. The account's primary purpose is to promote the classroom, school, or district.

III. Requirements for staff use of all district-associated social media platforms:

- A. **Check the Photo/Media Opt-Out List:** Families who do not want their student's photo or video published are required to notify their student's school office. School secretaries are required to track this information and have it readily available to district staff. Staff are personally responsible for checking the photo/media opt-out list before posting any photo or video on social media. *Please note: The photo opt-out list is reset at the start of every school year. The list can be updated at any point in the year. It is important to review the list before posting any photos or videos on an approved school, program or department social media account.*
- B. **Get Permission.** Staff should check with colleagues before posting their photographs and/or video images. Additionally, students, parents, and colleagues should not be cited or referenced without their approval. It is acceptable to discuss general details about projects, lessons, or events as long as the information provided does not make it easy for someone to identify the individual or violate any privacy law.

IV. Guidelines for staff use of all district-associated social media platforms:

- A. **Share information.** Schools are encouraged to provide the district office with content for the district's social media pages. Staff in central office departments should also work with the district office to incorporate specific messages into district-managed social media tools.
- B. **Be professional.** Staff are responsible for exercising good judgment when posting.
- C. **Be transparent.** Staff members that are posting about their work on a district-affiliated site should use their real name and identify their employment relationship with the district. If staff members publish to a site outside the district's network, they should use a disclaimer to state in clear terms that the views expressed are their own and do not reflect the views of Pullman School District.

V. Disciplinary Action

Violation of any of the requirements or guidelines explained in the Social Media Policy and Procedures by district employees could be cause for disciplinary action up to and including termination of employment.

Staff are required to adhere to the standards outlined in Policy 5253 Maintaining Professional Staff/Student Boundaries and its procedures. Public social networking sites are not the place to conduct school business with students or parents.

Pullman School District reserves the right to change this and other policies at any time, and without prior notice. Please contact the district office by phone at 509.332.3581 or by email at info@psd267.org with any questions.

Adopted Date: March 25, 2020
 Revised: February 24, 2021
 Revised: January 11, 2023
 Revised: January 22, 2025

Pullman School District Administrative Procedure

4309P4

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Based on content in Highline School District guidelines

Note: WSSDA does not have a version of this procedure

COMMUNITY RELATIONS

Guidelines for School Board Member Social Media Use

Pullman School District Board of Directors must consider the following guidelines when using social media in accordance with the board's Social Media Policy 4309.

The following are recommendations regarding board member use of social media, intended to be helpful in guiding our board members' social media interactions:

- A. Boards members should post responsibly on social media.
- B. Board members may not share:
 - a. Personal information about students, employees, other board members, and citizens.
 - b. Information that the school district has contractually agreed to keep confidential, for example, proprietary information, trade secrets, and security information.
 - c. Legally protected privileged information, such as attorney-client, physician-patient, and other privileged information recognized by a court.
- C. Social media sites are not the place for a private conversation. Face-to-face meetings or telephone conversations may be more appropriate.
- D. Statements that are harassing, discriminatory, defamatory, and terroristic are not suitable and could subject board members, and possibly the school district, to legal action. Board members are not permitted not use abusive, profane, threatening, or offensive language.
- E. Board members are not permitted to post self-promotions, items for sale, commercial messages, and advertisements that are associated with the school district.
- F. Board members are not permitted to conduct board business on social media sites. Instead, use these sites for listening or reading about others' opinions, making announcements, having conversations, and obtaining feedback.
- G. Board members must comply with the law and relevant policies including school districts' policies regarding acceptable use, student records, harassment and discrimination, and copyright laws; the internet service provider's terms; the website disclaimers, terms of use, and privacy policies; and federal, state, and local laws, including the open meetings act and public records act. Also, respect the rights of other users to an open and hospitable technology environment, regardless of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression and identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

Pullman School District Board Policy

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INSTRUCTION

Electronic Resources and Internet Safety for Students

The Pullman School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

I. Electronic Resources

The district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The superintendent or designee will: 1) create electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities.

II. Internet Safety

To help ensure student safety and citizenship with electronic resources, all students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

To promote Internet safety and appropriate online behavior of students as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account district electronic resources, community norms, privacy rights, responsible use, and issues of concern with student use of electronic resources.

As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

III. Social Media

Student educational social media use can be found in Policy 4309 Social Media and related procedures. Please refer to Procedure 2022P Electronic Resources and Internet Safety for Students for guidelines on student social media use for instructional purposes.

Pullman School District Board Policy

2022

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Definition

“Social Media” means a broadly accessible internet-based communications platform used to interact with other users and share content among users of a network. Examples of social media include but are not limited to Facebook, Twitter, Instagram, YouTube, blogs, and Remind.com.

This policy utilizes the same language as Washington State School Directors' Association's (WSSDA) Policy 2022 Electronic Resources and Internet Safety.

Cross References:

Board Policy 2020/P	Curriculum Development and Adoption of Instructional Materials
Board Policy 2025/P	Copyright Compliance
Board Policy 3200	Student Rights and Responsibilities
Board Policy 3207/P	Prohibition of Harassment, Intimidation and Bullying
Board Policy 3231/P	Student Records
Board Policy 3241/P	Student Discipline
Board Policy 4309/P	Social Media Use
Board Policy 4400/P	District Election Activities
Board Policy 5022/P	Electronic Resources and Internet Safety for Staff
Board Policy 5281/P	Disciplinary Action and Discharge

Legal References

18 USC 2510-2522,	Electronic Communication Privacy Act
Pub. L. No. 110-385	Protecting Children in the 21 st Century Act

Management Resources:

Policy News, June 2015
Policy News, October 2012
Policy News, February 2012
Policy News, June 2008 Electronic Resources
Policy News, June 2001 Congress Requires Internet Blocking at School
Policy News, August 1998 Permission required to review e-mail

Adoption date: February 28, 1996

Revised date: January 12, 2000

Revised date: August 22, 2000

Revised date: October 18, 2000

Revised date: August 24, 2005

Revised date: February 10, 2010

Revised date: August 8, 2012

Revised date: August 9, 2017

Revised date: May 23, 2018

Revised date: March 25, 2020

INSTRUCTION**Electronic Resources and Internet Safety for Students****I. Automated Electronic Notification**

In certain circumstances the school district and individual schools communicate notifications, such as attendance information and school closure/delays, to parents and staff using automated phone calling, e-mail, and/or text messaging. The district is not responsible for charges incurred by individuals for text messages or cell phone calls made by the district. Charges may be incurred for text messages between individuals and the district. Individuals should check with their wireless carrier for possible charges. To comply with wireless carrier requirements and protect against unsolicited text messages, individuals may receive a text message to the wireless cell phone number that the district has on file requesting that individuals opt in to receive important information from the district via text messaging. Individuals may opt out of receiving text messages from the district by notifying the district or school(s).

II. K-20 and Computer Network Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student behavior online are no different from face-to-face interactions.

This procedure must accompany any request for a PSD network account and is also required for access to any PSD network. The student/ is required to change the password the first time they use the account and routinely thereafter. The account may only be used during the time the user is a student/staff member of the district. Anyone who receives an account is responsible for making sure it is used properly.

III. Internet Access

It is assumed that students will be accessing the Internet on a routine basis. The district provides protection for your student and their activity online while on campus or when using district-supplied technology at home. In some cases, the district will provide access to online content for students under the age of 18 for educational purposes only and where appropriate. Student enrollment in the district implies parental/guardian consent, allowing their student access to such resources as needed. Parents or guardians must sign an Internet Opt-Out form (2022F) in order to inform the district if they do not wish their student to have access to the Internet.

IV. Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Network and E-mail Services and Limitations

The following are district provided network services available to students. Related services may be added or discontinued as determined by the district.

- A. Unique user name/password to log into district computers
- B. The same user name /password accesses the district PEP (Pullman Education Portal) server
- C. The same user name/password accesses the district Google domain
- D. The same user name/password accesses the district Microsoft Office365 domain
- E. Access to a select set of instructional websites (third party providers) used by various district teachers/specialists
- F. Access to district data storage

- G. Access to limited Cloud Storage (Microsoft, Google)
- H. Access to district email accounts

The following limitations apply:

- A. The district makes no guarantee for the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the accounts.
- B. The district is not responsible for the accuracy or quality of the information obtained from the Internet.
- C. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.
- D. Account users are responsible for any losses sustained by the district or its affiliates, resulting from the account users' intentional misuse of the accounts.

V. Use of Personal Electronic Devices

In accordance with all district policies and procedures, students may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

VI. Acceptable network use by students includes:

- A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages under the guidance of district staff that support educational instruction and research;
- C. Parents may opt out of the online publication of original educational material, curriculum related materials and student work by completing the Pullman Public Schools Media Opt Out form. Sources outside the classroom or school must be cited appropriately;
- D. The connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the district network is allowed. The user assumes responsibility for confirming that the device is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all procedures in this document.

VII. Unacceptable network use by district students includes but is not limited to:

- A. Personal gain, commercial solicitation and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) on district equipment without permission or approval from the Information Technology Department;
- D. Support for or opposition to ballot measures, candidates and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- F. Unauthorized access to other district computers, networks and information systems;
- G. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- H. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
- J. Attaching any device (wired or wireless) that interferes with the normal operations of the district network or electronic services is forbidden. Personal Wireless Access points or laptops running a DHCP service

would be an example of harmful devices. Any such device will be confiscated and additional disciplinary action may be taken; or

- K. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by their own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

VIII. Internet Safety

Personal Information and Inappropriate Content:

- A. Students should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
- B. Students should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy;
- D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority; and
- E. Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

IX. Guidelines for Student Social Media Use for Instructional Purposes

With regard to social media used for instructional purposes, Pullman School District students are required to adhere to the following guidelines, in accordance with board Policy 2022, Electronic Resources and Internet Safety for Students, and Policy 4309 and Procedure 4309P regarding Social Media. The district reserves the right to determine if any behavior not addressed in the list below constitutes acceptable or unacceptable social media use for instructional purposes.

- A. Students are not permitted to promote illegal drugs, illegal activities, violence, and drinking.
- B. Students are expected to follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, students are expected to do so in a respectful way. Students must ensure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- C. Students are expected to abide by the Internet Safety guidelines in Procedure 2022P. Students should never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Students should never share their password.

Recommended Best Practices for Student Social Media Use:

- A. State/post only what you want the world to see. Imagine your parents, the teachers, and the administrators visiting your social media. Once you share something it is likely available after you remove it from the social media site and could remain on the Internet permanently.
- B. Students should not misrepresent themselves by using someone else's identity.
- C. Students should stay informed and cautious about new problems that are associated with the use of social media.
- D. Students are expected to use good judgment and are responsible for their behavior when using social media. Students will be held accountable for the content of their social media activity, and are responsible for complying with the school district's student conduct requirements. Student social media activity may

not disrupt the learning atmosphere, educational programs, school activities, or infringe on the rights of others.

- E. Students are encouraged to run updated malware protection to avoid spyware, adware, spiders, bots, crawlers and other infections that may be placed on social media sites and computers to obtain personal information, breach security, and cause various technology problems.

These guidelines apply to all school district environments, whether the social media site is accessed on school district property or beyond school district property (including but not limited to, at a third-party's contracted property).

X. Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a decision made by district administration.

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for their use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's internet filter or conceal internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- D. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by students to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;
- E. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- F. The district may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets; and
- G. The district will provide a procedure for students to anonymously request access to internet websites blocked by the district's filtering software. The procedure will indicate a timeframe for a designated school official to respond to the request. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request. The district will provide an appeal process for requests that are denied.

XI. Internet Safety Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

- A. Age appropriate materials will be made available for use across grade levels.
- B. Training on online safety issues and materials implementation will be made available for administration, staff and families.

XII. Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is subject to federal copyright law. Permission to publish a student's work requires permission from the parent or guardian.

XIII. Ownership of Work

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the district. Assuming parental permission has been established (see Section XII Copyright), staff members must obtain a student's permission prior to distributing their work to parties outside the school.

XIV. Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- A. Change passwords according to district policy;
- B. Do not use another user's account;
- C. Do not insert passwords into e-mail or other communications;
- D. If you write down your user account password, keep it in a secure location;
- E. Do not store passwords in a file without encryption;
- F. Do not use the "remember password" feature of internet browsers; and
- G. Lock the screen or log off if leaving the computer.

XV. Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

XVI. No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- A. The network;
- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
- D. User document files, folders and electronic communications;
- E. E-mail;
- F. Internet access; and
- G. Any and all information transmitted or received in connection with network and e-mail use.

No student user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

XVII. Security and Proprietary Information

- A. Users should take all necessary steps to prevent unauthorized access to their account and/or stored information. Most important is to log off of computers after use.

- B. Passwords must be kept secure and accounts should not be shared. Authorized users are responsible for the security of their passwords and accounts. User level passwords should be changed yearly.
- C. Users must not lock the computer with a password protected screensaver. If a user will be away from the computer for an extended period of time, they must “log off” then log back on upon return.
- D. Because information contained on portable computers is especially vulnerable, special care should be exercised. Laptops must not be left unattended and private information must not be stored on a laptop.
- E. All district owned computers run approved virus-scanning software with a current virus database. However, users should not assume that all files will be virus free. Users must use caution when navigating the Internet and pay close attention to pop-up dialog boxes.
- F. Users must not open email attachments received from unknown senders.
- G. The district assumes no responsibility or liability for damage resulting from use of flash RAM drives (also known as thumb or jump drives) or from the incidental spread of viruses.
- H. Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents’ names on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium.
 - 1. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent’s permission.
 - 2. Account users will abide by all school district security policies.
- I. Students should not reveal personal information about another individual on any electronic medium without first obtaining permission.
- J. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy.
- K. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

XVIII. Educational Applications and Programs

District staff may suggest but not require students to download or sign up for applications or programs on personal electronic devices. Such applications and programs are designed to help facilitate lectures, student assessment, communication, and teacher-student feedback, among other things.

Prior to requesting students to download or sign up for educational applications or programs, staff will review “terms of use,” “terms of service,” and/or “privacy policy” of each application or program to ensure that it will not compromise students’ personally identifiable information, safety, and privacy. Staff will also provide notice in writing of potential use of any educational application or program to the Assistant Superintendent and/or the Director of Information Services, including the anticipated purpose of such application or program. Specific expectations of use will be reviewed with students.

Staff should also, as appropriate, provide notice to students’ parents/guardians that the staff person has requested that students download or sign up for an application or program, including a brief statement on the purpose of application or program.

XIX. Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Digital storage is provided as a privilege and space is finite. The system administrator may be required to take action to reduce space by moving excessive data to alternate storage areas in an effort to solve a problem. The system administrator will avoid deletion of data unless there is no alternative to ensuring continued use of the system for all users. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

XX. Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures (and agree to abide by the provisions set forth in the district's user agreement). Violation of any of the conditions of use explained in the (district's user agreement), Electronic Resources and Internet Safety for Students policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

XXI. Accessibility of Electronic Resources

Federal law prohibits people, on the basis of disability (such as seeing and hearing impairments), from being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination by the district. To ensure that individuals with disabilities have equal access to district programs, activities, and services, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

This procedure utilizes the same language as Washington State School Directors' Association's (WSSDA) Procedure 2022P Electronic Resources and Internet Safety.

Approval Date: August 2007

Revised: January 27, 2010

Revised: July 25, 2012

Revised: July 26, 2017

Revised: March 25, 2020

Revised: April 27, 2022

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INSTRUCTION

Electronic Resources and Internet Safety for Staff

The Pullman School District Board of Directors recognizes that an effective public education system develops educators who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that staff need to be proficient and safe users of information, media, and technology to succeed in a digital world.

I. Electronic Resources

The district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. The district's technology will enable educators to communicate, learn, share, collaborate and create.

The superintendent or designee will: 1) create electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities.

II. Internet Safety

To help ensure staff safety and citizenship with electronic resources, all staff will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

To promote Internet safety, appropriate online behavior, use of electronic resources and access to material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines and related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account district electronic resources, community norms, privacy rights, responsible use, and issues of concern with staff use of electronic resources.

As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

III. Social Media

Staff guidelines for personal, educational, and professional social media use can be found in Policy 4309 Social Media and related procedures.

Definition

"Social Media" means a broadly accessible internet-based communications platform used to interact with other users and share content among users of a network. Examples of social media include but are not limited to Facebook, Twitter, Instagram, YouTube, blogs, and Remind.com.

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Signing the 5022F1 Employee Account User Agreement upon employment is an agreement to comply with the policies and related procedures outlined in Policy 5022 Electronic Resources and Internet Safety for Staff and Policy 4309 Social Media.

This policy utilizes the same language as Washington State School Directors' Association's (WSSDA) Policy 2022 Electronic Resources and Internet Safety.

Cross References:

Board Policy, 2020 /P	Curriculum Development and Adoption of Instructional Materials
Board Policy, 2022 /P	Electronic Resources and Internet Safety for Students
Board Policy 2025 /P	Copyright Compliance
Board Policy 3200	Student Rights and Responsibilities
Board Policy 3207 /P	Prohibition of Harassment, Intimidation and Bullying
Board Policy 3231 /P	Student Records
Board Policy 3241 /P	Student Discipline
Board Policy 4309 /P	Social Media Use
Board Policy 4400 /P	District Election Activities
Board Policy 5281 /P	Disciplinary Action and Discharge

Legal References

18 USC 2510-2522,	Electronic Communication Privacy Act
Pub. L. No. 110-385	Protecting Children in the 21 st Century Act

Management Resources:

Policy News, June 2015
Policy News, October 2012
Policy News, February 2012
Policy News, June 2008 Electronic Resources
Policy News, June 2001 Congress Requires Internet Blocking at School
Policy News, August 1998 Permission required to review e-mail

Adopted Date: March 25, 2020

INSTRUCTION**Electronic Resources and Internet Safety for Staff****I. Automated Electronic Notification**

In certain circumstances the school district and individual schools communicate notifications, such as attendance information and school closure/delays, to parents and staff using automated phone calling, e-mail, and/or text messaging. The district is not responsible for charges incurred by individuals for text messages or cell phone calls made by the district. Charges may be incurred for text messages between staff and the district. Staff should check with their wireless carrier for possible charges. To comply with wireless carrier requirements and protect against unsolicited text messages, staff may receive a text message to the wireless cell phone number that the district has on file requesting that individuals opt in to receive important information from the district via text messaging. Individuals may opt out of receiving text messages from the district by notifying the district or school(s).

II. K-20 and Computer Network Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for staff behavior online are no different from face-to-face interactions. This procedure must accompany any request for a PSD network account and is also required for access to any PSD network. The staff member is required to change the password the first time they use the account and routinely thereafter. The account may only be used during the time the user is a student/staff member of the district. Anyone who receives an account is responsible for making sure it is used properly.

III. Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Network and E-mail Services and Limitations

The following are district provided network services available to staff. Related services may be added or discontinued as determined by the district.

- A. Unique user name/password to log into district computers
- B. The same user name /password accesses the district PEP (Pullman Education Portal) server
- C. The same user name/password accesses the district Google domain
- D. The same user name/password accesses the district Microsoft Office365 domain
- E. Access to a select set of instructional websites (third party providers) used by various district teachers/specialists
- F. Access to district data storage
- G. Access to limited Cloud Storage (Microsoft, Google)
- H. Access to district email accounts

The following limitations apply

- A. The district makes no guarantee for the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the accounts.
- B. The district is not responsible for the accuracy or quality of the information obtained from the Internet.
- C. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

- D. Account users are responsible for any losses sustained by the district or its affiliates, resulting from the account users' intentional misuse of the accounts.

IV. Use of Personal Electronic Devices

In accordance with all district policies and procedures, staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

IV. Acceptable network use by district staff includes:

- A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages under the guidance of district building or district administrative staff that support educational instruction and research;
- C. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- D. Staff use of the network for incidental personal use in accordance with all district policies and procedures;
- E. The connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the district network is allowed. The user assumes responsibility for confirming that the device is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all procedures in this document.

V. Unacceptable network use by district staff includes but is not limited to:

- A. Personal gain, commercial solicitation and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) on district equipment without permission or approval from the Information Technology Department;
- D. Support for or opposition to ballot measures, candidates and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- F. Unauthorized access to other district computers, networks and information systems;
- G. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- H. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
- J. Attaching any device (wired or wireless) that interferes with the normal operations of the district network or electronic services is forbidden. Personal Wireless Access points or laptops running a DHCP service would be an example of harmful devices. Any such device will be confiscated and additional disciplinary action may be taken; or
- K. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by their own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

VI. Internet Safety**Personal Information and Inappropriate Content:**

- A. Staff should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
- B. Staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy;
- D. If staff encounter dangerous or inappropriate information or messages, they should notify the Information Technology department with details about the event; and
- E. Staff should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

VII. Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a decision made by district administration.

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for their use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's internet filter or conceal internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
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- E. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- F. The district may monitor staff use of the district network, including when accessed on staff members' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets; and
- G. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.
- H. The district will provide a procedure for staff members to anonymously request access to internet websites blocked by the district's filtering software. The procedure will indicate a timeframe for a designated school official to respond to the request. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request. The district will provide an appeal process for requests that are denied.

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X. Ownership of Work

All work completed by employees as part of their employment will be considered property of the district. The district will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the district. Assuming parental permission has been established (see Section IX Copyright), staff members must obtain a student's permission prior to distributing their work to parties outside the school.

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- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
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Director of Information Services, including the anticipated purpose of such application or program. Specific expectations of use will be reviewed with students.

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XVII. Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures (and agree to abide by the provisions set forth in the district's user agreement). Violation of any of the conditions of use explained in the (district's user agreement), Electronic Resources and Internet Safety for Staff policy or in these procedures could be cause for disciplinary action, up to and including termination.

XVIII. Accessibility of Electronic Resources

Federal law prohibits people, on the basis of disability (such as seeing and hearing impairments), from being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination by the district. To ensure that individuals with disabilities have equal access to district programs, activities, and services, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any such staff member with questions about how to comply with this requirement should consult with the Communications Coordinator.

This policy utilizes the same language as Washington State School Directors' Association's (WSSDA) Procedure 2022P Electronic Resources and Internet Safety.

Adopted Date: March 25, 2020

Sample Policy 1. Personal Social Media Use by Board Members

This policy outlines the roles, responsibilities, and best practice recommendations for the use of social media by individual Board directors in their capacity as elected officials. The Pullman School Board is committed to open and progressive communications between Board directors and constituents utilizing available and future online technology.

“Social Media” is third-party hosted online technologies that facilitate social interactions and dialogue. These online technologies may include, but are not limited to social networking sites (Facebook, Linked-In, Instagram, and TikTok), micro-blogging tools (Twitter, RSS feeds), other networking sites (YouTube), blogs, etc.

“Comment” is any response to a post, article, or social media content submitted by a commenter.

Social media may be used by the individual Board directors to communicate with the public. When used in relation to school district business, social media must be archived in compliance with applicable record retention laws.

While social media communication does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and posts should reflect the same professional behavior displayed during school board meetings and school district events.

Social media cannot be used to conduct official school district business other than to informally communicate with the public. Examples of official school district business includes making policy decisions, official public notice, and discussing items of legal or fiscal significance that have not previously been released to the public.

School directors may not post content that promotes or advertises commercial services, entities, or products. School directors may not post or release proprietary, legal, or otherwise confidential information on social media websites.

Under Washington’s Public Records Act (RCW 42.56 and related law), any communication that relates to the conduct of government business — including social media posts and constituent responses — may be considered a public record even if posted on a personal account. This means such posts must be retained and produced in response to public records requests if they document district business. The school district will treat relevant social media content like any other record of government action.

A board member’s social media use is “official” (and thus subject to record retention, forum rules, etc.) if it’s used to further board business.

Social media interactions (likes, responses, comments, etc.) among a quorum of board members that amount to discussion of board business outside of a publicly noticed meeting constitutes a violation the OPMA (Open Public Meetings Act).

Sample Policy 2. Personal Social Media Use by Board Members

I. Purpose

The Board of Directors recognize that social media is a widely used communication platform and that individual Board members may have personal social media accounts. This policy establishes expectations to ensure that personal use of social media by Board members complies with Washington law, upholds transparency, protects confidential information, and preserves public trust in the governance of the District.

II. Scope

This policy applies to Pullman School District Board of Directors when using personal social media accounts that reference, relate to, or could reasonably be perceived as connected to Pullman School District ("District") business or governance.

III. Definitions

- **Personal Social Media Account:** A social media account owned and controlled by an individual Board member that is not an official District account.
- **District Business:** Matters related to the governance, programs, operations, policies, or decisions of the Pullman School District.

IV. Guidelines

Board members shall:

- Conduct themselves ethically, professionally, and in ways that foster trust and confidence
- Comply with applicable Washington statutes, including the **Open Public Meetings Act (OPMA)** (Chapter 42.30 RCW) and the **Public Records Act (PRA)** (Chapter 42.56 RCW)
- Respect the authority of the Board as a collective body and the role of the Superintendent in District administration.

V. Personal vs. Official Capacity

1. Personal social media accounts remain the property of the individual Board member.
2. Posts that relate to District governance or Board business may be deemed part of the District's records under the PRA. RCW 42.56.010 et seq. requires that public records include all writings related to agency business regardless of format and location. This includes any comments, "likes/dislikes", or emojis.
3. If posting/reposting about any topic that deals with the School District, Board members are required to include a disclaimer on personal social media accounts stating:

"The views expressed on this personal account are my own and do not represent the official positions of the Pullman School District Board of Directors."

VI. Permissible Use

Board members may use personal social media accounts to:

- Share publicly available information about District meetings, events, or decisions.
- Provide general educational content or personal viewpoints on general education issues.
- Encourage community input and engagement
- Direct constituents to official District channels if seeking formal response or public comment.

VII. Prohibited Use

Board members shall not use personal social media accounts to:

1. **Engage in Board Business Outside Proper Meetings**
 - Board members must not engage in interactive discussion with other Board members via personal social media about pending items of District business in a way that could constitute a “meeting” under the OPMA.
2. **Disclose Confidential Information**
 - Do not post or share confidential or protected information including student records, personnel matters, collective bargaining strategy, or attorney-client communications. The release of such information may violate state or federal confidentiality laws.
3. **Interfere with Superintendent Authority**
 - Board members shall not use personal social media to direct employees, influence staffing decisions, or otherwise interfere with administration of District operations.
4. **Misrepresent Board Authority**
 - Avoid any representation that personal social media posts are official statements of the Board unless expressly authorized by a Board action.

VIII. Public Records Act Obligations

Under the PRA, public records include information about District business regardless of where the record is stored. Electronic communications and social media content may be subject to public records requests. RCW 42.56.010 et seq.

Board members shall:

- Preserve social media content about District business as directed by the District’s Public Records Officer;
- Refrain from deleting content that may be responsive to a public records request; and
- Cooperate with records requests in coordination with District administrative staff.

IX. OPMA Compliance

The OPMA requires that meetings of public agencies, including school districts, be open and public and that governing bodies conduct deliberations openly. RCW 42.30.030 et seq.

Board members **must not** use personal social media to deliberate or reach decisions collaboratively outside of noticed public meetings.

X. Review and Updates

This policy shall be reviewed by the Board at least every two years and updated as necessary to remain consistent with legal requirements and best practices.

Stanwood-Camano Board of Directors Example

Policy 1817

TECHNOLOGY USE BY BOARD MEMBERS

This policy is intended to support compliance with the Public Records Act and the Open Public Meetings Act, while protecting the personal interests of Board Members. Board Members should be familiar with and follow the policy outlined below regarding the use of technology.

Electronic Devices:

The Stanwood-Camano School District (“District”) shall make available to each elected Board Member a District laptop (“District-Issued Laptop”).

Board Members are encouraged to use their District-Issued Laptop for all business conducted in their capacity as a District Board Member (“District Business”). District Business is anything related to the conduct or performance of a governmental or proprietary function of the District or within the Board Member’s role or duties as a Board Member, including but not limited to communications with constituents related to District issues or matters considered as a Board Member that have or may come before the Board for discussion or action, Board deliberations, District operations, policy matters, personnel, finances or any matter within the scope of the Board Member’s official duties.. This does not include personal communications with family or others that are not within the scope of District Business.

Board Members shall refrain from using District-Issued Laptops for personal use, as District-Issued Laptops are the property of the District and the District retains the right to monitor, log, and inspect all user activity, files, internet browsing history, and communications, without prior notice.

Board Members shall use District-Issued Laptops in accordance with all relevant laws related to the use of electronic devices and all District policies, procedures, and practices. The District will provide training on laws, District policies and data security to each Board Member on an annual basis.

Board Members shall exercise reasonable care to avoid exposing District-Issued Laptops to malicious activity. If a concern arises, they will contact the District administration.

Digital Accounts:

The District shall provide each Board Member with access to official District communication accounts (“District Accounts”), including a District email account. The District will assist each Board member in setting up and accessing District Accounts.

Board Members shall use District Accounts for conducting District Business.

Board Members shall not use District Accounts for personal use, as District Accounts are the property of the District and the District retains the right to monitor, log, and inspect all user activity and communications within District Accounts, without prior notice.

Board Members shall refrain from using Unofficial Accounts to conduct District Business. “Unofficial Accounts” are those not provided by the District, including but not limited to non-District issued email accounts, non-District issued and administered text or instant messaging apps or platforms, non-District issued phones, and non-District administered social media accounts.

Retention of Records:

Board Members shall exercise reasonable care to retain public records, in compliance with the Public Records Act.

Board Members shall not delete or alter records, communications, or website or other history from District-Issued Laptops or District Accounts.

In the event that District Business related records are sent and/or received by a Board Member on a device other than the District-Issued Laptop or via an Unofficial Account, the Board Member shall promptly forward the record in its original form with all attachments to the Public Records Officer for the District within ten (10) business days. Within that time period, Board Members shall consult with the Public Records Officer if they need assistance forwarding the material. The District has established the following email for forward of all such records: publicrecords@stanwood.wednet.edu

All District Account records, District-Issued Laptop records and District Business related records on any device or account or from any source will be subject to applicable District records retention schedules. Board Members shall be aware of the independent technology retention limits for electronic records on non-District issued devices and Unofficial Accounts and shall work with the Public Records Officer to ensure such records are maintained in accordance with the applicable retention schedules.

Direct/Other Communications:

Due to urgency or convenience, the District recognizes that Board Members might occasionally use texts or telephonic communication which relate to District Business when the Board Member has not been provided a District-issued cell phone or is not able to utilize a District-issued landline telephone number. Board Members acknowledge that such contacts will constitute public records even if conducted on a personal electronic device or non-District Account. The Board Member shall promptly forward to the Public Records Officer all communications occurring using this non-District device or account. Upon request from the District, Board Members may also be asked to provide cell phone or telephone logs showing the contacts. The District has established the following email for forward of all such records: publicrecords@stanwood.wednet.edu

When communicating with another District representative who has been assigned a District-issued cell phone or landline, all such communications relating to District Business shall occur using the District-issued contact of the other party to the extent feasible. The District and Board acknowledge that emergent circumstances may impact communication means. In such cases, the Board member shall also forward all copies of the communication showing the contacts to the

email address stated above within ten (10) business days. Within that time period, Board Members shall consult with the Public Records Officer if they need assistance forwarding the material.

Board Members agree that, should they use a District-Issued Laptop or District Account for records related to District Business, that they authorize the District to search and obtain such records from their devices and accounts. With regard to District Business related communication on a device other than the District-Issued Laptop or via an official Account, in addition to the required retention and forwarding of those records as required above by this Policy, a Board Member shall also cooperate with the District to recover or restore any deleted or unavailable District Business related records. Board Members shall also cooperate by preparing and submitting any form or affidavit required by State law and the Public Records Act to facilitate compliance of the District. Such forms and affidavits shall detail under penalty of perjury, at a minimum, (1) what accounts and devices were searched, (2) when each search was conducted, (3) what search terms or methods were used for each search, and (4) whether the Board Member contacted any third-party service providers or others for records and, if so, (a) the contact information, (b) date of contacts and (c) the responses received.



Title: **Ethical Conduct for School Directors**

Code: 1815

Section: WSSDA Model Policies

Section: 1000 - Board of Directors

Each board member has taken an oath of office to support the constitutions of the United States and Washington state, and the laws of Washington state. Further, each board member is subject to the Code of Ethics for Municipal Officers, chapter 42.23 RCW.

The board and each of its members are committed to upholding the oath of office and to ethical behavior.

Ethical behavior is an individual responsibility.

Each board member and the board as a whole will base their conduct on these core ethical principles:

Objectivity – Board members must place the public’s interest before any private interest or outside obligation. Choices need to be made on the merits.

Selflessness – Board members should not take actions or make decisions in the performance of their position to gain financial or other benefits for themselves, their family, or their friends.

Stewardship – Board members should conserve public resources and funds against misuse and abuse.

Transparency – Board members must practice open and accountable government. They should be as open as possible about their decisions and actions, while protecting truly confidential information.

Integrity – Board members should not place themselves under any financial or other obligation to outside individuals or organizations that might inappropriately influence them in the performance of their official duties.

Failure to adhere to these core ethical principles or failure to comply with other policies adopted by the board or the law may result in the school board taking formal censure of the offending school director in accordance with **1825 – Addressing School Board Director Violations**. **Modify as accurate for your district.** In addition, willful or negligent noncompliance with state law may result in further consequences, such as individual civil penalties, recall petitions, and forfeiture of office.

Adopted: **October 13, 2021**

Last Revised: **July 16, 2025**

Classification: **Discretionary**

Legal References:

- [RCW 28A.320.040 Bylaws for board and school government](#)
- [RCW 28A.635.050 Certain corrupt practices of school officials - Penalty](#)
- [RCW 42.20 Misconduct of Public Officers](#)
- [RCW 28A.343.360 Oath of Office](#)
- [Engrossed Substitute House Bill 1296 \(2025\), Section 305\(2\)](#)
- [RCW 29A.56.110 Initiating proceedings - Statement - Contents - Verification - Definitions](#)

Management Resources:

- [2025 - July Issue](#)
- [2021 - October Issue](#)

Cross References:

- [1111 - Oath of Office](#)
- [1220 - Board Officers and Duties of Board Members](#)
- [1610 - Conflicts of Interest 2nd Class Districts](#)
- [1610 - Conflicts of Interest 1st Class Districts](#)
- [5271 - Reporting Improper Governmental Action \(Whistleblower Protection\)](#)

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Coversheet

Administrative Requirements Update

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



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

Monthly Administrative Requirements

July

☐ Grant Application Proposals

Person(s) Responsible: Asst. Superintendent

- Title III – State Transitional Bilingual
- Hi Cap - State
- Title IIA & IID
- Title 1 – Federal
- LAP – State
- Title V – Innovative Program – Federal
- Title IV – Safe & Drug Free Schools – Federal
- TAP – Teachers Assistance Program - State

☐ Year End Reports + Report to Board

Person(s) Responsible: Asst. Superintendent

- Title I
- LAP
- Hi Cap
- Bilingual, Form 1051E

☐ Special Education End of Year Reports – Due July 15

Person(s) Responsible: Asst. Director of Special Services & Program Manager – State & Federal Programs

- COSF
- Initial Evaluation Timeline Report
- Transition from Part C to Part B Report

☐ ASB Clubs and Fundraisers to board for approval

○ *Person(s) Responsible: Exec. Director of Operations & Principals*

☐ Organize joint meeting with PPD

○ *Person(s) Responsible: Exec. Director of Operations*

☐ Credit and clock hours for certified staff

○ *Person(s) Responsible: Human Resources Manager*

☐ Submit Federal Special Ed iGrant– Due July 1

○ *Person(s) Responsible: Asst. Director of Special Services & Program Manager – State & Federal Programs*

☐ Budget Hearing & Adoption

○ *Person(s) Responsible: Finance Director*

☐ Provide Pullman Police Department with data collected annually by the district as outlined in 4311P for review by the Pullman Police Advisory Committee

○ *Person(s) Responsible: Admin Assistant to Supt & School Resource Officer*

August

☐ New Employee Orientation

○ *Person(s) Responsible: Superintendent, HR Manager, Finance Director, Principals*

- ☐ Title I Parental Involvement Meetings
 - *Person(s) Responsible: Assistant Superintendent*
- ☐ McKinney-Vento Data Collection
 - *Person(s) Responsible: Assistant Superintendent*
- ☐ Revise Crisis Plan
 - *Person(s) Responsible: Exec. Director of Operations*
- ☐ Small Works Roster
 - *Person(s) Responsible: Exec. Director of Operations & Maintenance Supervisor*
- ☐ National School Lunch & Breakfast Application
 - *Person(s) Responsible: Exec. Director of Operations & Nutrition Services Supervisor*
- ☐ Free & Reduced Applications
 - *Person(s) Responsible: Exec. Director of Operations & Nutrition Services Supervisor*
- ☐ Food Service Bids
 - *Person(s) Responsible: Exec. Director of Operations & Nutrition Services Supervisor*
- ☐ Gas/Diesel Bids
 - *Person(s) Responsible: Exec. Director of Operations & Transportation Supervisor*
- ☐ Annual Bus Mileage report 1021
 - *Person(s) Responsible: Exec. Director of Operations & Transportation Supervisor*
- ☐ Required Annual Published Notifications – (must go in newsletter/email to all parents)
 - *Person(s) Responsible: Superintendent's Office*
- ☐ **REMINDER – ALL volunteers must complete a new volunteer packet each year
- ☐ Minimum Basic Education Compliance Review
 - *Person(s) Responsible: Superintendent*
- ☐ Staff Directory
 - *Person(s) Responsible: Superintendent's Office*
- ☐ Update & Distribute Extension list (need updates from secretaries)
 - *Person(s) Responsible: Superintendent's Office*
- ☐ Credit and Clock Hours for Certificated Staff
 - *Person(s) Responsible: HR Manager*
- ☐ Reminders to all staff: professional development procedures, Red Rover information, personal leave procedures
 - *Person(s) Responsible: HR Manager*
- ☐ Voc Ed Final Report
 - *Person(s) Responsible: High School Principal & CTE Director*
- ☐ Collect Data Sharing Agreement – Disclosure of Free/Reduced-Price Information from identified staff members
 - *Person(s) Responsible: Exec. Director of Operations & Nutrition Services Supervisor*

Coversheet

Procedures

Section:	VII. Informational Items
Item:	B. Procedures
Purpose:	
Submitted by:	
Related Material:	6100P Revenues-Local State Federal Sources RETIRED 7.22.26.pdf 6220P Bid-or RFP Requirements 7.22.26.pdf

Pullman School District Administrative Procedure 6100P

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MANAGEMENT SUPPORT

Revenues from Local, State and Federal Sources

Internal Controls—Title I

The following controls are established for the Title I program:

- ~~All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to effectively carry out the objectives of the current program, and for the benefit of eligible participants;~~
- ~~Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or which benefit only eligible Title I participants;~~
- ~~Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and~~
- ~~Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.~~

Federal Impact Funds (Indian)

~~The district will disseminate material related to the P.L. 81-874 application, program evaluations and program plans and/or changes to parents of Indian children and tribal officials no later than eight weeks before the application is submitted. The district will seek input from tribal officials and the parents of Indian children regarding:~~

- ~~The participation of Indian children in the district's education program on an equal basis;~~
- ~~Their views regarding the P.L. 81-874 application, program evaluation and program plans; and~~
- ~~Their recommendations regarding the needs of Indian children, the ways tribal leaders and parents can assist their children to achieve the benefits of P.L. 81-874 programs, and the overall education program and parental participation allowed.~~

~~At the board meeting immediately preceding the submission of the P.L. 81-874 application, the board will review the application and input provided by tribal officials and the parents of Indian children. Notice of the meeting location, time and topics related to the district's P.L. 81-874 application will be printed in the local newspaper.~~

~~The district will form a parent teacher task force to involve tribal officials and parents of Indian children in the planning and development of education programs assisted with the district's P.L. 81-874 funds. The task force will also assess the efficacy of the district's efforts to obtain meaningful input from tribal officials and parents of Indian children, and the responsiveness of the district in modifying its policies and procedures following input. The task force will report its findings and recommendations to the board at a public hearing at least once per year.~~

~~Following a conclusion by the board that such an action is necessary, the district will form an ad hoc task force to recommend to the board a modified educational program to ensure the equal participation of Indian children. The task force will report its recommendations to the board in a public hearing.~~

~~The district will also conduct planning and information sessions during the year. All parents of Indian students and representatives of the tribal council will be invited to attend these meetings. At these sessions, the district may:~~

- ~~Review the annual descriptive guide of the district;~~
- ~~Explain how Indian students gain access to and are served by the district's education programs, and how educational programs are modified to ensure equal opportunity and participation by Indian students;~~
- ~~Review the identified needs of the district with particular attention directed towards assessing the needs of Indian students; and~~
- ~~Discuss proposed programs and services, as recommended by the task force, which are being considered to satisfy the stated needs and the extent to which Indian students are expected to be served.~~

~~Parents of Indian students and members of the tribal council will be advised of the Federal Impact Funds policy and procedure. Expressions of concerns and/or suggestions regarding the policies/procedures of the district are welcome. Any parent of Indian students or a member of the council may file a complaint regarding the application of P.L. 81-~~

Pullman School District Administrative Procedure 6100P

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~~874 funds with the district. Said complaint should be submitted in writing to the superintendent of schools. Any complaint not satisfactorily resolved may be submitted in writing to the board of directors of the district. The board may elect to respond in writing to the complaint or hold an informal hearing with the complainant(s). A decision will be rendered within twenty (20) working days following submittal of the complaint to the board.~~

~~Adoption Date: May, 1999
Revised: February 28, 2018~~

Pullman School District Administrative Procedure

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MANAGEMENT SUPPORT

Bid or Request for Proposal Requirements

I. Informal Competitive Bidding

For purchases of goods or services, other than public works, that fall within the district's range for informal bidding, the following process will be used.

- A. The district will reach out to various sources to obtain quotations for the goods or services to be purchased.
- B. The district will get quotations from no less than three different sources.
- C. If there are not three sources available, the district will record the attempts to contact all available sources and document the limited number of sources.
- D. Quotations shall be documented and be available for the public to review following the awarding of the contract.

II. Formal Competitive Bidding Process

The following procedures will be in effect for purchasing and public works through the bidding or request for proposal process:

1. The district will prepare clear and definite plans or specifications for the goods or services to be purchased.
2. The district will provide notice of the call for formal bids by publication in at least one newspaper of general circulation in the district once a week for two consecutive weeks.
 1. The notice will direct potential bidders to full bid requirements.
 2. The notice will provide notice of how sealed bids are to be received.
 3. The notice will also include information about the date, time, and place where bids will be opened.
3. The district will publicly open and read formal bids on the date, time, and place named in the notice and then will file the bids for public inspection. Any interested member of the public may attend the bid opening. It will be the bidder's sole responsibility to see that the district receives his/her bid prior to the time set for opening of bids. The district will return any bid received after the time set for opening the bids to the bidder unopened and without consideration. The district will accept proposals in the place named and no later than the date and time named in the notice;
4. Formal bid or proposal tabulations may be presented at a meeting of the board for study purposes;
5. The board will award a formal contract on the basis of staff recommendations;
6. Specifications using brand names and manufacturers' catalog numbers are for identifying and establishing a quality standard. The board may consider bids or proposals on equal items providing the bidder or proposer specifies brand and model and furnishes descriptive literature. The board will condition its acceptance of alternative "equal" items upon its inspection and testing after receipt. If the board does not find the items to be equal, the board will return the items at the seller's expense and cancel the contract;
7. The district will reserve the right to reject any or all bids or proposals, waive any formalities, and/or irregularities, and cancel the solicitation, if a reason exists;
 1. The district may reject bids by resolution; and

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2. Provide notice of acceptable of further bids in the same manner as the original notice.
8. On construction projects, the bidder will include a notarized statement agreeing to comply with prevailing wage and affirmative action requirements. The bidder will also provide payment and performance bonds;
9. For public works projects estimated to cost \$350,000 or less, the superintendent or designee may solicit bids by telephone, electronic or written quotations from contractors on the appropriate small works roster. The district will not break a project into units or phases in order to come within the scope of the small works roster process or limited public works process. Each year, the district will publish a notice of opportunity regarding the small works roster in at least one newspaper of general circulation in the district and then revise the small works roster accordingly. The district will also add responsible contractors to the small works roster any time a contractor submits a written request and necessary records. The application form shall be designed to collect such information as (1) name of contractor, (2) state of Washington contractor's license number, (3) bonding verification, (4) liability insurance coverage, (5) related contracts completed, and (6) references (bond and clients). Contractors desiring to be placed on or remain on the small works roster are required to keep current records of applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the district.

III. Small Works Process

For public works contracts that are ~~under \$350,000 exclusive of state sales tax~~below the thresholds established in RCW 39.04.152, the district may utilize a small works roster for the project.

In establishing the small works roster, the district must require contractors wishing to be placed on the roster to indicate if they are women, minority, or veteran-owned, or meet statutory definitions of a small business. The district will either create its own small works roster or it may, through interlocal agreements, use small works rosters created by another district or governmental entity.

All solicitation=for bids or direct contracts shall include a scope of work that includes the nature of the work as well as materials and equipment to be furnished. It is not necessary to have detailed plans and specifications.

For any work being done through a small works roster, the district will secure written or electronic quotations to ensure that a competitive price is obtained. The district will award the contract to the lowest responsible and responsive bidder. For small works contracts under \$150,000 not including sales taxes, the district may directly contract with a contractor meeting the statutory definition of a small business as follows:

1. If the district's small works roster has six or more small businesses, the district must rotate through the businesses on the roster and must utilize different contractors for different projects.
2. If there are five or fewer small businesses on the roster, the district may choose to directly contract with any of the businesses.
3. In all cases, the district must contact any small, minority, women, or veteran-owned businesses on the roster when using this method.

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If the contract is under \$5,000, there is no requirement for retainage or performance bonds. For any other small works process, the district may waive or reduce the retention requirements by assuming the liability for any non-payment of labors, mechanics, subcontractors, material, persons, suppliers, taxes and any penalties relating to these.

The following will be in effect for purchasing and public works awards:

- A. The contract for the work or purchase shall be awarded to the lowest responsible bidder as described in RCW 39.26.160(2), but the board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. In determining whether the bidder is a responsible bidder under RCW 39.26.160(2), the district must consider the following elements:
 1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 2. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 3. Whether the bidder can perform the contract within the time specified;
 4. The quality of performance of previous contracts or services;
 5. The previous and existing compliance by the bidder with laws relating to the contract or services;
 6. Whether, within the three-year period immediately preceding the date of the bid solicitation, the bidder has been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated any provision of chapter 49.46, 49.48, or 49.52 RCW, as defined in RCW 49.48.082. Before awarded a contract, a bidder shall submit to the district a signed statement in accordance with RCW 9A.72.085, verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection of RCW; and
 7. The district may secure such other information as may have bearing on the decision to award the contract.
- B. Before award of a public works contract, a bidder must meet the following responsibility criteria to be a responsible bidder and qualified for award of a public works project. The bidder must:
 1. At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
 2. Have a current state unified business identifier number;
 3. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number, as required in Title 50 RCW; and a state excise tax registration number, as required in Title 82 RCW;

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4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
 5. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington State Apprenticeship and Training Council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes, as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation;
 6. Until December 31, 2013, not have violated RCW 39.04.370 more than one time as determined by the Department of Labor and Industries; and
 7. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW (before award of a contract, a bidder shall submit to the district a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection).
- C. For any public works contract, the district shall retain a portion of the amount paid to the contractor, based on the following guidelines:
1. For any contract awarded using the small works roster procedure that is valued under \$5,000, the district may waive retainage.
 2. For any contract under \$150,000, the district may retain ten percent (10%) of the contract in lieu of a payment and performance bond.
 3. For any other contract, the district will retain five percent (5%) of the contract until such time as the project has been accepted as complete and all liens released.
 4. The contractor may submit a bond to cover amounts that would otherwise be retained by the district.
 5. Amounts retained by the district will either:
 - a. Be held in a fund by the district;
 - b. Be deposited in an interest-bearing account for the contractor; or
 - c. Be deposited in an escrow account for the investment in bonds and securities as identified by the contractor.

In addition to the bidder responsibility criteria, the district may adopt relevant supplemental criteria in accordance with RCW 39.04.350(3) for determining bidder responsibility, applicable to a particular project with which the bidder must meet.

Formal written contracts will be prepared for all major construction and repair projects. After a majority of the board votes to approve a contract, the board president/chair and secretary sign the contract on behalf of the board and record the action in the minutes. All contracts will provide that, in the event that the district files suit to enforce the terms of the contract, the venue will be the county where the district is located. All contracts will also provide that if the district is successful in the suit, the court may order reimbursement of the district's attorney fees and court costs, as the court deems reasonable. Any contract for services with an entity or individual other than an employee of the district shall include a provision requiring the contractor to prohibit any of its employees who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322 and who would have contact with children at a public school during the

Pullman School District Administrative Procedure

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course of his or her employment from working at a public school. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

When purchases are made with Federal funds, the district will follow these additional guidelines and procedures.

1. The district will, to the greatest extent practicable, ensure that goods, products, or materials are produced in the United States (2 CFR 200.322).
2. When bids or competitive solicitation is required, the district will ensure that the requirements are not written in such a way as to prevent competition, such as specifying a name brand of item (2 CFR 200.319).
3. The district will ensure that there are enough qualified sources to ensure maximum open and free competition, and that potential bidders are not unjustly precluded from bidding (2 CFR 200.319).
4. All contracts shall include the following provisions in the contract language, as applicable (2 CFR Appendix II to Part 200):
 - a. It must address remedies for instances where contractor violate the terms of the contract.
 - b. If in excess of \$10,000, it must include language addressing termination for cause.
 - c. It must include an Equal Employment Opportunity clause.
 - d. If the contract is for a public work project, language that the Davis-Bacon Act will be followed, mandating that laborers and mechanics shall be paid at the prevailing wage rate.
 - e. If the contract is in excess of \$100,000, language must be included for overtime payments for laborers and mechanics who work in excess of 40 hours per week, and that they will not be required to work in unsanitary, hazardous, or dangerous conditions.
 - f. If the contract is in excess of \$150,000, it must include language that requires adherence to the standards of the Clean Air Act and the Federal Water Pollution Control Act.
 - g. That the contractor, and any subcontractors, are not suspended or debarred from receiving Federal funding.
5. If the district is using Federal funds for a construction or public works project, the district will ensure the contractor pays prevailing wages pursuant to the Davis-Bacon Act (40 USC 3141 et seq., 29 CFR 5.5). This includes receiving and retaining certified payroll records from the contractor and any subcontractor(s) on the project.

When procuring food for all child nutrition-related programs, the district will follow these additional guidelines.

1. Purchases of food should include, to the maximum extent possible, items that meet the requirements of being domestically grown or substantially produced in the United States. Substantially produced means over 51% of the processed food comes from products produced in the United States.
2. The district may include language providing for a preference for unprocessed food purchased for child nutrition program to be grown locally.
 - a. "Locally" shall include "Washington grown" in accordance with RCW 15.64.060.
 - b. "Unprocessed" means the food that is delivered to the district retains its inherent character, as defined in 7 CFR 210.22(g)(2), 7 CFR 215.14a(e),

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7 CFR 220.16(f)(2), 7 CFR 225.17(e)(2), and 7 CFR 226.22(n)(2), as applicable to the appropriate program.

- c. Such language preference may include a provision to award contracts to companies that are not the lowest responsive, responsible bidder in an effort to meet these provisions.

To the extent it is practicable to do so, the district will ensure that materials purchases of supplies made with Federal funds contain the highest levels of recovered materials possible, under the Solid Waste Disposal Act.

Approved: 9/00

Revised date: .3/06

Revised date: April 28, 2010

Revised date: November 28, 2018

Revised date: February 12, 2020

Revised date: October 25, 2023

Revised date: September 11, 2024

Coversheet

Expense Claim Audit - Community Update Board Schedule

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



BOARD DIRECTOR SCHEDULES

Expense Claim Audit Schedule

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

Community Update Board Report Schedule

Month	Submitter	Deadline
September 2026	District – Supt.	Need by end of July
October	Arron Carter	Need by end of August
November	Lisa Waananen Jones	Need by end of September
December	Deena Bayoumi	Need by end of October
January 2027	District – Asst. Supt.	Need by end of November
February	Stephanie Horn	Need by end of December
March	Craig Nelson	Need by end of January
April	District – Exec. Dir of Operations	Need by end of February
May	Arron Carter	Need by end of March
June	Lisa Waananen Jones	Need by end of April
July	Deena Bayoumi	Need by end of May
August	Stephanie Horn	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 2026-2027 Board Meeting Content Calendar 5.27.26.pdf



PULLMAN SCHOOL DISTRICT

2025-2026 BOARD OF DIRECTORS MEETING CALENDAR

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

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

August 6 - Work Session at District Office

- Board of Distinction Application

August 13 - Regular Board Meeting

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

August 27 - Regular Board Meeting

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

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

September 3 - Work Session at Sunnyside Elementary

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

September 10 - Regular Board Meeting

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

September 24 - Regular Board Meeting

- Report: Highly Capable Services Report

September - WSSDA Legislative Assembly

October 1 - Work Session at Jefferson Elementary

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

October 8 - Regular Board Meeting

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

October 22 - Regular Board Meeting

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

November 5- Work Session at Pullman High School

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

November 12 - Regular Board Meeting

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

November 20-22, 2025 - Annual WSSDA Conference

December 3 - Work Session at District Office

- Board Goals & Strategic Plan Review
- WSSDA Conference Reflections

December 10 - Regular Board Meeting

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

January 14 - Regular Board Meeting

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

January 28 - Regular Board Meeting

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

February - WSSDA Legislative Conference

February 4- Work Session at Kamiak Elementary

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

February 11 - Regular Board Meeting

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

February 25 – Regular Board Meeting

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

March 4 – Work Session at Franklin Elementary

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

March 11 – Regular Board Meeting

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

March 25 – Regular Board Meeting

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

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

- Board Policy and/or Professional Development Workshop

April 15 – Regular Board Meeting

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

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

April 29 – Regular Board Meeting

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

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

May 6 – Work Session at District Office

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

May 13 – Regular Board Meeting

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

May 27 – Regular Board Meeting

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

June 10 – Regular Board Meeting

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

June 17 – Work Session at District Office

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

June 24 – Regular Board Meeting

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

July – School Board Advance

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

July 8 – Regular Board Meeting (*Tentative*)

July 22 – Regular Board Meeting

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

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



PULLMAN SCHOOL DISTRICT

2026-2027 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 5 - Work Session at District Office

- Board of Distinction Application

August 12 - Regular Board Meeting

- 2026-2027 Assessment Plan
- Budget Hearing
- Adopt School District Budget

August 26 - Regular Board Meeting

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

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

September 2 - Work Session at Kamiak Elementary

- School Showcase: Kamiak Elementary
- 2026-2027 Board Professional Development Plan
- Professional Learning Communities (PLC) Update and/or Board Training

September 9 - Regular Board Meeting

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

September 23 - Regular Board Meeting

- Report: Highly Capable Services Report

September - WSSDA Legislative Assembly

October 7 - Work Session at Franklin Elementary

- School Showcase: Franklin Elementary
- Elementary Principals Present 2026-2027 School Improvement Plans

October 14 - Regular Board Meeting

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

October 28 - Regular Board Meeting

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

November 4 - Work Session at Lincoln Middle School

- School Showcase: Lincoln Middle School
- Secondary Principals Present 2026-2027 School Improvement Plans
- Professional Learning Communities (PLC) Board Training

November 12 - Regular Board Meeting

**Please note, this meeting is scheduled on a Thursday in observance of Veteran's Day.*

- School Showcase: Kamiak Elementary
- Approve: 2026-2027 School Improvement Plans
- Present Classified Employee Award
- Report: Year-End Finance Report
- Report: Special Education Services Update
- Report: Sustainability Committee Update
- Discussion: Diversity, Equity, Inclusion & Belonging Task Force Annual Review

November 19-21, 2026 - Annual WSSDA Conference

December 2 - Work Session at District Office

- Board Goals & Strategic Plan Review
- WSSDA Conference Reflections

December 9 - Regular Board Meeting

- School Showcase: Sunnyside Elementary
- Report: LMS & PHS Student Ambassadors
- 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 13 - Regular Board Meeting

- School Showcase: Franklin Elementary
- Report: Technology Services
- Annual Review: 1101F Board Operating Protocols & 1101F2 Board Communication Protocols

January 27 - Regular Board Meeting

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

February - WSSDA Legislative Conference

February 3 - Work Session at Jefferson Elementary

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

February 10 – Regular Board Meeting

- School Showcase: Pullman High School (Visual/Performing Arts)
- Report: Scratch Cooking/Nutrition Services Program Update

February 24 – Regular Board Meeting

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

March 3 – Work Session at Sunnyside Elementary

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

March 10 – Regular Board Meeting

- School Showcase: Kamiak Elementary
- Annual Review: Social Media Policy 4309/P
- LMS/PHS Fee Schedules for Next School Year
- LMS/PHS Course Approvals for Next School Year

March 24 – Regular Board Meeting

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

April 14 – Regular Board Meeting

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

April 28 – Regular Board Meeting

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

May 5 – Work Session at District Office

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

May 12 – 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 26 – Regular Board Meeting

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

June 9 – Regular Board Meeting

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

June 16 – Work Session at District Office

- School Improvement Plans – Elementary & Secondary Principals Present Summary of 2026-2027 Progress

June 23 – Regular Board Meeting

- Report: Professional Learning Communities (PLC) Summary
- Report: LMS and PHS Athletics and Activities, Title IX (*every three years, next report 2029*)
- Report: Wellness & Workforce Mental Health Committee
- Approve: ASB Fundraisers and Clubs
- Classified Staffing

July – School Board Retreat

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

July 14 – Regular Board Meeting (*Tentative*)

July 28 – 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 27, 2026

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
Students First We Provide: • A consistently welcoming, healthy, safe environment • Personalized learning for the growth and individual success of each student • Supportive, sustained relationships with each student	Prioritize actions to ensure a caring and safe environment to cultivate the highest levels of learning.	• Student climate survey conducted (Fall) every 2-years by CEE <i>Tentatively scheduled for 2026 administration.</i> • Student Achievement Measurements - State Assessments: ELA, Math and Science - District Assessments: Reading and Math - Chronic Absenteeism (5th, 8th and 9th grade) - Graduation Rates (based upon 4-year and 5-year cohorts) - Advanced Placement (AP) • Professional Learning Communities • Annual Board Reports: - Affirmative Action Plan Report - ASB Fundraisers and Clubs Report - Student Ambassador Program Reports - Special Education Services Report & Reducing Restraint & Eliminating Isolation Project Updates - Alternative Learning Experiences Report - English Language Development Program Report - Highly Capable Program Report - Safety Report - Summer School Report - Nutrition Services & Summer Meal Program Update

Mutual Respect • Inclusive culture in which we value each individual and celebrate our community's diversity	Foster a growth mindset that values the beliefs and experiences of all.	• Closing achievement gap (State/District Assessment Data) Reviewed data for target populations during Annual School Board Retreat Principals present School Improvement Plans outlining goals, target outcomes, and measures for the 2025-26 school year. Principals present an end-of-year summary update of progress towards School Improvement Plan goals, target outcomes, and measures for the 2025-26 school year. • Community/Staff climate survey conducted every 2-years by CEE <i>Tentatively scheduled for 2026 administration.</i> • "A Community of Belonging" Update during Regular Board meetings • Staff Professional Learning
Cultivate Trust • Communicate transparently • We assure fiscal responsibility now and for the future	Plan expenditures to meet students educational needs. Facilitate Board Listening Sessions and Communication Plan/Schedule	• Community/Staff climate survey conducted every 2-years by CEE <i>Tentatively scheduled for 2026 administration.</i> • Annual Budget/Fiscal Audit Report - Annual Budget Presentation - Annual Year End Finance Report - Public Hearing – Budget - Regular Budget Status Reports to Board - Finance Committee meeting notes posted on district website • Facilitate Open Access to Information - School/District Websites and Board OnTrack Committee/Board Meeting Documents - ParentSquare & StudentSquare (<i>students in grades 9-12</i>) - Language Access Plan - Board Content Calendar/Schedule
Build Together • We honor our students' futures • We cultivate authentic, collaborative relationships based on shared purpose	Empower all stakeholders to collaborate and pursue innovative means that prepare students for the future. Grow and build community partnerships.	• Conduct Open House Events for Families • Family/Teacher Conferences (K-8) Attendance Rates • Career and Technical Course Offerings Board Report

		- Annual CTE Program Report - Annual Secondary Course Offerings - CTE Advisory Committee • Data Reporting of AP and College in the Classroom Opportunities Board Report • Extracurricular Participation Rates – Clubs/Activities and Athletics • Encourage community involvement through school/districts events, volunteer opportunities, and community presentations
Take Action • We are accountable through measurable goals • We commit to constructive feedback and continuous improvement	Monitor teaching and learning; enhance curriculum, instruction, and assessment.	• Graduation rates (based upon 4- and 5-year cohorts) • Annual Alumni Outcome Survey conducted 18 months and 5 years after graduation • District Committees: - Curriculum Advisory Council - English Language Development Program Advisory Committee - Highly Capable Advisory Committee - Instructional Materials Adoption Committee • Student Attendance Rates – Chronic Absenteeism (5th, 8th and 9th grade) • Annual Board Reports: - Curriculum Adoption Update, Cycle & Development - Spring Assessment Results (December) - School Improvement Plans (Fall) & End-of-Year Summary of Progress (June) - Minimum Basic Education Compliance Report • Board Meeting Schedule/Content Calendar
Shared Decisions • Data and feedback inform decisions about best practices, professional development, and student support programs	Support professional development, quality facilities, and sustainable initiatives to meet our mission and vision.	• Staff Professional Learning Surveys Staff provide feedback on professional learning days through the clock-hour and evaluation process.

		• Annual Course Offerings and Program Board Reports - Secondary Course Offerings - Sustainability Committee Report - Risk Management Report - Maintenance/Facilities/Asset Preservation Program Report • Staff Professional Learning Opportunities - 2025-2026 Professional Learning Days - August 20-21 & 25-26, 2025 - October 10, 2025 - January 16, 2026 - February 13, 2026 • District Staff Mentoring Program • District Committees - Finance Committee - Curriculum Advisory Council - Sustainability Committee - English Language Development Program Advisory Committee - Highly Capable Advisory Committee - Academic Calendar Committee (<i>convened every 2 school years</i>) - Monthly PEA and Admin Team meetings - Student Ambassador Programs - Facilities Committee
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