



# Pullman School District

## Board Work Session

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### Date and Time

Wednesday August 5, 2026 at 4:30 PM PDT

### Location

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

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### Agenda

#### I. Opening Items

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

#### II. Agenda Items

- A. Board of Distinction Application  
Presenter: Board of Directors

<https://wssda.org/member-services/recognition/boards-of-distinction/>

- B. Board Goals & Professional Development Plan

Presenter: Board of Directors

**C.** Board Policy Review – Social Media Use for Board Directors

Presenter(s): Board of Directors

**III. Closing Items**

**A.** Adjourn Meeting

# Coversheet

## Board Goals & Professional Development Plan

|                          |                                                                    |
|--------------------------|--------------------------------------------------------------------|
| <b>Section:</b>          | II. Agenda Items                                                   |
| <b>Item:</b>             | B. Board Goals & Professional Development Plan                     |
| <b>Purpose:</b>          |                                                                    |
| <b>Submitted by:</b>     |                                                                    |
| <b>Related Material:</b> | 2026-2027 PSD Board of Directors Professional Development Plan.pdf |



**PULLMAN PUBLIC SCHOOLS**  
**SCHOOL BOARD GOALS**  
**SCHOOL YEAR: 2026-2027**

*The Pullman School District Board of Directors operates under the guidance of a comprehensive set of standards from the Washington State School Directors' Association (WSSDA). For the 2025-2026 school year, the Board of Directors selected school board standards 3 and 5 as a focus.*

**WSSDA School Board Standard 3: Create conditions district-wide for student and staff success by:**

- a. Providing for the safety and security of all students and staff.*
- b. Employing and supporting quality teachers, administrators and other staff and providing for their professional development.*
- c. Providing for learning essentials, including rigorous curriculum, technology and high quality facilities.*
- d. Ensuring management of the organization, operations, and resources for an efficient and effective learning environment.*
- e. Adopting and monitoring an annual budget that allocates resources based on the district's vision, goals and priorities for student learning.*

**WSSDA School Board Standard 5: Engage local community and represent the values and expectations they hold for their schools by:**

- a. Collaborating with families and community members, responding to diverse interests and needs, and mobilizing community resources.*
- b. Ensuring school board and district transparency through a process that is open and accountable.*
- c. Ensuring district information and decisions are communicated community-wide.*
- d. Soliciting input from staff and a wide spectrum of the community so that a diverse range of interests and perspectives on issues is considered.*

## SCHOOL IMPROVEMENT PLANS – AREAS OF FOCUS

### 2026-2027 SCHOOL YEAR

- Student attendance – chronic absenteeism (5<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade)
- Increasing achievement for target populations in the subject areas of English Language Arts (ELA) and Mathematics

## PROFESSIONAL DEVELOPMENT PLAN

### WSSDA Educational Equity Training

**Initial State Requirement:** Each school director must take any two of WSSDA's educational equity courses. Newly elected or appointed directors must meet the initial professional development requirement within two years of taking office.

**Continuing State Requirement:** In subsequent terms of office after completing the initial professional development requirement, directors will need to take one elective course per term.

**Requirement:**

- Initial Requirement: 5 hours – Two trainings
- Continuing Requirement: 2.5 hours – One training

### WSSDA Open Government Training

**State Requirement:** Complete Open Government, Public Records Act, and Public Records Retention Training within 90 days of taking the Oath of Office or appointment following appointment or election. They must also receive refresher training at intervals of no more than 4 years.

### WSSDA Tribal Consultation Training (Optional for Board Directors)

These trainings are produced and delivered by OSPI's Office of Native Education. **Starting September 1, 2024**, school directors, superintendents, and any other staff at school districts that are required to perform tribal consultation under Title VI of the federal Every Student Succeeds Act must take and certify completion of tribal consultation training.

**This impacts districts with enrollment over 50% and/or Title VI Indian Education Grants over \$40,000. Currently this does not apply to PSD, as a result this training is optional.**

### Board Professional Development Schedule

*Standing Goal: "Adjusting resources for the purpose of closing achievement gaps among students and measuring the effectiveness of strategies."*

- **August 5, 2026 Work Session**
  - Board Goals & Professional Development Plan Review
- **September 2, 2026 Work Session**
  - Career and Technical Education (CTE) Audit Review
  - Strategic Plan Review
- **October 7, 2026 Work Session**
  - Review Elementary School Improvement Plans with Elementary Principals
- **November 4, 2026 Work Session**
  - Review Secondary School Improvement Plans with Secondary Principals
  - Strategic Plan Review
- **November 19-21, 2026 Annual WSSDA Conference**
- **December 2, 2026 Work Session**
  - Board Goals & Strategic Plan Review/Mid-Year Update
  - WSSDA Conference Reflections

- **February 3, 2027**
  - *Strategic Plan Review (if needed)*
  - *Board Policy and/or Professional Development: Topic TBD*
- **March 3, 2027**
  - *Board Policy and/or Professional Development: Topic TBD*
  - *Strategic Plan Review (if needed)*
- **May 5, 2027**
  - *Board Self-Assessment Review Workshop*
  - *Strategic Plan Review (if needed)*
- **June 16, 2027 Work Session**
  - *Summary of 2026-2027 School Improvement Plan Progress*

### **Diversity, Equity, Inclusion & Belonging (DEIB)**

*Continue our work with belonging, equity, diversity, and inclusion.*

Training provided during the staff professional learning days:

- *October 9, 2026*
- *February 12, 2027*
- *March 22, 2027*

# Coversheet

## Board Policy Review – Social Media Use for Board Directors

|                          |                                                                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section:</b>          | II. Agenda Items                                                                                                                                          |
| <b>Item:</b>             | C. Board Policy Review – Social Media Use for Board Directors                                                                                             |
| <b>Purpose:</b>          |                                                                                                                                                           |
| <b>Submitted by:</b>     |                                                                                                                                                           |
| <b>Related Material:</b> | 1101F2 Board Communication Protocols 8.27.25.pdf<br>WSSDA 1815-Ethical Conduct for School Directors.pdf<br>Social Media Policy Draft_Director Bayoumi.pdf |

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

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

**I. Open Public Meetings Act Requirements**

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

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

**II. Communication Procedures**

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

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



**III. Internal Communication Protocols**

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

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

#### IV. External Communication Protocols

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

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

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

## V. Two-Way Communication Protocols

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

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

### Board Liaisons

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

Expectations for liaison two-way communication:

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

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

|                             |  |
|-----------------------------|--|
| Pullman Chamber of Commerce |  |
|-----------------------------|--|

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

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

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

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

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

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

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

*Adopted by Board on August 27, 2025*



Title: **Ethical Conduct for School Directors**

Code: 1815

Section: WSSDA Model Policies

Section: 1000 - Board of Directors

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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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## 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.