Pullman School District

Regular Board Meeting

Date and Time

Wednesday October 28, 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. PHS ASB Report

B. Board Reports

C. Superintendent's Report

D. Program Reports

- Pullman Education Foundation
- Report: Curriculum Adoption Update, Cycle & Development

E. A Community of Belonging - Update

III. Public Comment

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

IV. Consent Agenda

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

A. Minutes - October 14, 2026 Board Meeting

B. Minutes - October 20, 2026 Board Community Listening Session

C. Minutes - October 20, 2026 Board Work Session

D. Personnel Report

E. Professional/Personal Services Contract Report

F. 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.

G. Student Transfer Requests

H. ASB Fundraisers

I. Records Destruction Log

V. Action Items

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

A. 2026-2027 Board Goals & Board Development Plan

Presenter: Board of Directors

B. 3205 Sexual Harassment of Students Prohibited

Presenter: Ryan Mulvey, Assistant Superintendent

C. 3246 Restraint and Isolation

Presenter: Ryan Mulvey, Assistant Superintendent

D. 4020 Confidential Communications - RETIRED

Presenter: Bob Maxwell, Superintendent

E. 5001 Hiring of Retired School Employees

Presenter: Bob Maxwell, Superintendent

F. 1815 Ethical Conduct for School Directors - NEW

Presenter: Arron Carter, Board President

G. 1101F2 Board Communication Protocols

Presenter: Arron Carter, Board President

VI. Discussion Items

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

A. 2320 Field Trips, Excursions and Outdoor Education

Presenter: Bob Maxwell, Superintendent

B. 3418 Response to Student Injury or Illness

Presenter: Bob Maxwell, Superintendent

C. 5004 Infection Control Program

Presenter: Bob Maxwell, Superintendent

D. 6625 Private Vehicle Transportation

Presenter: Bob Maxwell, Superintendent

E. 6114 Gifts and Donations

Presenter: Juston Pollestad, Executive Director of Operations

VII. Informational Items

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

A. Administrative Requirements Update

B. Enrollment

Current Enrollment
For 2026-2027 School Year
Budgeted FTE: 2586
Current FTE: 2536.28
Current Average FTE: 2532.76

C. Expense Claim Audit - Community Update Board Schedule

D. Board Calendar

E. Non-Substantive Policy Updates

F. Procedures

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

VIII. Executive Session

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

A. Personnel

IX. Closing Items

A. Adjourn Meeting

The president will adjourn the meeting.

Coversheet

Minutes - October 14, 2026 Board Meeting

Section:	IV. Consent Agenda
Item:	A. Minutes - October 14, 2026 Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on October 14, 2026 2026_10_14_board_meeting_minutes.pdf

DRAFT

Pullman School District

Minutes

Regular Board Meeting

Date and Time
Wednesday October 14, 2026 at 6:30 PM

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

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

Directors Absent
None

Guests Present
Bob Maxwell, Courtney Hodge, Danielle Lynas, 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 Oct 14, 2026 at 6:30 PM.

C. Flag Salute

D. Land Acknowledgement Statement

E. Approval of Agenda

Changes to the agenda:

- ASB Fundraiser - added to consent agenda
- 1101F2 Updated revised draft from policy committee

Lisa Waananen Jones made a motion to approve the agenda as updated.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Reports, Correspondence & Program

A. PHS ASB Report

The PHS ASB student representative provided an update on recent and upcoming activities, including the October 30 Trunk or Treat event in the PHS parking lot, the December 11 Clash of Combine event being organized with Moscow ASB, and ongoing efforts to secure donors. The representative also noted that the band and orchestra concerts had taken place and shared information about the orchestra's Disney and Desserts fundraiser scheduled for October 17 at PHS.

B. Board Reports

- Director Horn reported on Policy Committee collaboration and her attendance at the Sunnyside Elementary (SES) PTO meeting. She shared updates on successful STEAM Night and the Book Fair, noted student attendance is at 95%, aligning with Board goals, and highlighted the upcoming Move-a-thon and November Turkey Trot. She also noted that her other committee meetings had not taken place yet and shared that she was looking forward to attending the WSSDA Conference.
- Director Bayoumi reported that the Diversity, Equity, Inclusion & Belonging (DEIB) Task Force met on October 13 to discuss goals and objectives for the upcoming year. Although several members were unable to attend and a chair was not selected, the group discussed developing a survey for various stakeholder groups and conducting age-specific focus groups. The next meeting is scheduled for November 2 from 5:15 to 6:15 p.m., tentatively at Pullman High School (PHS). She noted that the Sustainability Committee had not yet met, shared that LMS extended its fundraiser by two days to support athletics and activities, and reminded Board members of the upcoming deadline to vote for WSSDA representatives.

- Director Nelson reported that the Finance and Wellness Committees were scheduled to meet on October 15. He shared that the most recent Franklin Elementary staff meeting focused on building behavior goals and described the discussion as collaborative. He also noted that Matt Coulter invited him to speak to a PHS class, where he previewed some of the listening session questions with students and plans to share their feedback at the listening session next week.
- Director Waananen Jones shared an update on Jefferson Elementary fundraising activities and efforts.
- Director Carter reported on the PHS Booster Auction and upcoming Disney and Desserts event, noting that it is free and open to the public. He shared that athletics and activities are underway and that Kamiak Elementary (KES) is awaiting completion of the slide. Director Carter highlighted the October 20 Board Listening Session, focused on graduation requirements and preparing students for the future. He encouraged students, staff, employers, and community members to participate and provide feedback on potential legislative changes to graduation requirements to help inform the Board's discussions during the upcoming legislative session. He also expressed appreciation for community feedback and encouraged individuals to work with school administrators to address concerns at the building level, noting that most issues are best handled through the administrative supervisory structure. He clarified that this was not intended to discourage communication with the Board. Finally, he noted that the November work session would focus on reviewing the second priority of the Strategic Plan.

C. Superintendent's Report

Superintendent Maxwell shared that October is National Principals Month and encouraged families, staff, and community members to send e-cards to recognize principals. He announced the October 15th COVID-19 and flu vaccine clinic at PHS, the October 16th District Surplus Sale, and the December 5th Annual Kiwanis Pancake Breakfast and Music Fest at Lincoln Middle School (LMS).

Dr. Maxwell and the Board recognized Sandra Woodrow for her instrumental role in the Kiwanis Stuff the Bus efforts benefiting students. Sandra expressed appreciation for the District's support and partnership in making the event possible.

D. Program Reports

Jefferson Elementary Showcase

Presenter(s): Nathan Weber, Assistant Principal & Jefferson Elementary Guiding Coalition Members (Diane Hathaway, Jill Patera, Trisha Doumit, & Niki Wolf)

Jefferson Elementary School's presentation highlighted student growth in ELA, with reported increases in proficiency across grade levels. The Building Guiding Coalition outlined a focus on aligning grade-level instruction around essential standards, emphasizing a smaller number of priority standards to improve student learning. Next steps for grade-level teams include developing screeners and unit plans, creating

common assessments, using student data binders to encourage student investment in learning, and analyzing assessment data to guide instructional decisions and support Tier 1 instruction.

District Choice Report

Presenter: Bob Maxwell, Superintendent

The presentation provided an overview of homeschool and student transfer data for the 2026–27 school year. As of October 2026, 115 students were homeschooled, and 94 resident students were attending schools outside the District, with 71% enrolled in online schools. Transfer-outs increased from the previous year, with nearly half of those students in grades 9–12. The District also welcomed 56 transfer-in students, 71.4% of whom were returning students. The presentation included historical trends and grade-level distributions for homeschool, transfer-out, and transfer-in students.

In response to Board questions, Superintendent Maxwell clarified that known transfer students to private schools are identified in the data. He also explained that elementary transfer students rank their top three school choices, with placement determined by several factors.

Risk Management Report

Presenter: Juston Pollestad, Executive Director of Operations

The Risk Management Program Annual Review outlined the District's risk management efforts to protect students, staff, facilities, and public resources. Total insurance costs have increased 145%, from $356,549 in 2020–21 to a projected $871,820 in 2026–27, driven primarily by district-wide coverage and increased transportation insurance costs. Have been working with brokers to look at other insurance options and through that process and the feedback we have gotten is is that we are good candidate to be insured which is in part of the efforts of our staff. The presentation highlighted ongoing loss prevention efforts, including safety committees, facility inspections, emergency preparedness, staff training, and facility improvements. Looking ahead, the District will continue monitoring coverage and costs while prioritizing prevention, emergency readiness, and fiscal responsibility.

In response to Board questions, Executive Director Pollestad explained that the ESD is coordinating regional emergency preparedness training to promote consistent procedures and communication across districts, supporting coordination with local law enforcement. Superintendent Maxwell noted that reciprocal agreements are in place with neighboring districts for emergency resources and support, including transportation assistance, and that preventative maintenance efforts have helped manage insurance costs. In response to questions about the impact of other districts' practices on insurance rates, Director Lynas confirmed that district-wide risk management practices can affect rates and that consistent prevention strategies are beneficial.

E. A Community of Belonging - Update

Superintendent Maxwell highlighted WSU's ongoing breakfast series, which provides opportunities for community listening and collaboration. The most recent discussion focused on expanding workforce development opportunities and strengthening collaboration across the community. The breakfasts are held approximately monthly, though not every month.

III. Public Comment

A. Speaker(s)

No speakers.

IV. Consent Agenda

A. Minutes - October 7, 2026 Board Work Session

Craig Nelson made a motion to approve the minutes as part of the consent agenda from Board Work Session on 10-07-26.
Deena Bayoumi seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Minutes - September 23, 2026 Board Meeting

Craig Nelson made a motion to approve the minutes as part of the consent agendafrom Regular Board Meeting on 09-23-26.
Deena Bayoumi seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Personnel Report

D. Professional/Personal Services Contract Report

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. In addition, payroll warrants in the amount of $3,663,588.77 are also approved.

Fund: ASB
Check Numbers 26738487 through 26738496, totaling $33,031.22
Check Numbers 26738486 through 26738486, totaling $900.00
AP ACH Numbers 9000000483 through 9000000483, totaling $14,709.62
AP ACH Numbers 9000000482 through 9000000482, totaling $243.28

Fund: Capital Projects

Check Numbers 26738498 through 26738498, totaling $13,552.30
AP ACH Numbers 9000000484 through 9000000484, totaling $865.60

Fund: General
Payroll warrant numbers 26738455 to 26738485, totaling $3,663,588.77
Check Numbers 26738503 through 26738562, totaling $287,684.02
Check Numbers 26738499 through 26738502, totaling $217.00
AP ACH Numbers 9000000489 through 9000000500, totaling $21,961.79
AP ACH Numbers 9000000486 through 9000000488, totaling $70.48
AP ACH Numbers 9000000485 through 9000000485, totaling $40,742.46

Fund: Debt Service
Check Numbers 26738497 through 26738497, totaling $1,400.00

F. Student Transfer Requests

G. Records Destruction Logs

H. Budget Status Report

I. ASB Fundraisers

J. Consent Agenda Approval

Craig Nelson made a motion to approve the consent agenda (Items A-I).
Deena Bayoumi seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Action Items

A. 5401 Sick Leave

Presenter: Dani Lynas, Finance Director
This item was presented at the previous board meeting and there have been no questions since it was last presented.
Deena Bayoumi made a motion to approve the revisions to Board Policy 5401 Sick Leave.
Stephanie Horn seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 1825 Addressing School Director Violations - NEW

Presenter: Arron Carter, Board President
This item was presented at the previous board meeting which came about after review of the communication protocols. This is a standard policy that WSSDA recommends.

Craig Nelson made a motion to to approve the adoption of Board Policy 1825 Addressing School Director Violations.
Stephanie Horn seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Discussion Items

A. 2026-2027 Board Professional Development Plan

Presenter: Board of Directors
The Board reviewed the 2026–2027 Board Professional Development Plan, which establishes annual learning goals and may be revised as needed. The Board discussed whether “professional development” accurately describes Board learning, noting that Board members are not a certified professional body. Suggestions included “Board Director Development,” “Member Development,” and “Board Improvement Plan.” The Board also discussed the plan’s focus on ethical conduct, continued learning, and responsible stewardship. Director Carter invited Board members to submit suggestions for an alternate title.

B. 3205 Sexual Harassment of Students Prohibited

Presenter: Ryan Mulvey, Assistant Superintendent
The Board reviewed revisions to Policy 3205, Sexual Harassment of Students Prohibited, reflecting updated WSSDA guidance and changes to Chapter 392-190 WAC regarding the handling of sexual harassment complaints. The revisions include the requirement to apply the preponderance of the evidence standard when determining whether sexual harassment occurred. In response to a Board question about the previous standard, Assistant Superintendent Mulvey agreed to research the prior terminology and follow up, explaining that the preponderance standard simply means it is more likely than not that the conduct occurred.

C. 3246 Restraint and Isolation

Presenter: Ryan Mulvey, Assistant Superintendent
Policy 3246 Restraint and Isolation, has been revised by WSSDA and highlighted in the July Policy and Legal News. The revisions address new requirements under HB 1795, including prohibited restraint practices, restrictions on isolation rooms, and expanded incident reporting and oversight. These policy changes don't change district practice, we are already following a stricter practice around restraint and isolation.

D. 4020 Confidential Communications - RETIRED

Presenter: Bob Maxwell, Superintendent
WSSDA retired Policy 4020 in its July Policy and Legal News because its language was unclear and its subject matter is addressed in other existing policies and procedures, including Policy 5253 – Maintaining Professional Staff/Student Boundaries, Policy 3231 –

Student Records, and Policy 3421 – Child Abuse and Neglect. As a result, the District is recommending the retirement of Policy 4020.

E. 5001 Hiring of Retired School Employees

Presenter: Bob Maxwell, Superintendent

The Board reviewed revisions to Policy 5001, Hiring of Retired School Employees, reflecting updates to state law and WSSDA's model policy. Changes include extending the rehiring time cap provisions through January 1, 2030, and clarifying required notices regarding the potential loss of benefit accrual for certain state retirement plans. Superintendent Maxwell explained that rehired retirees may have their pension suspended while they resume contributions and earn service credit, subject to applicable position and hour limits. In response to a Board question, Superintendent Maxwell confirmed that the retirement plans referenced are state plans.

F. 1815 Ethical Conduct for School Directors - NEW

Presenter: Arron Carter, Board President

The Board reviewed new Policy 1815, Ethical Conduct for School Directors, presented as a standalone policy in response to previous Board discussions regarding communication protocols and aligned with WSSDA's current model policy. The Board discussed clarifying the language regarding objectivity and merit in decision-making, including a suggestion to state that decisions should be based on the merits of the situation. The Board also discussed adding a link to the referenced RCW Code of Ethics. Board members were encouraged to submit suggested revisions to the Policy Committee.

G. 1101F2 Board Communication Protocols

Presenter: Arron Carter, Board President

The Board reviewed proposed revisions to Policy 1101F2, Board Communication Protocols, including clarifications regarding social media use and the ethical conduct of Board directors during communications. The revisions incorporate feedback from legal counsel and reference Policies 1815 and 1825, continuing the Board's efforts to clarify expectations and improve communication.

Director Waananen Jones expressed support for the revisions. The Board discussed the signature requirement, with Director Nelson questioning why the protocol requires a signature when other policies do not and stating that he would not sign it. Director Carter explained that the signature reaffirms the Board's commitment to the protocols. Directors also discussed reviewing WSSDA policies to better understand the purpose of similar signature requirements.

VII. Informational Items

A. Administrative Requirements Update

- October

B. Enrollment

Current Enrollment
For 2026-2027 School Year
Budgeted FTE: 2586
Current FTE: 2563.41
Current Average FTE: 2559.38

C. Expense Claim Audit - Community Update Board Schedule

D. Board Calendar

E. Non-Substantive Policy Updates

- 3420 Anaphylaxis Prevention and Response

F. Procedures

- 3205P Sexual Harassment of Students Prohibited
- 3246P Restraint and Isolation
- 3420P Anaphylaxis Prevention and Response
- 5401P Sick Leave
- 6970F Naming of School Facilities-Rooms

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

VIII. Executive Session

A. Personnel

A. Carter announced there will be an Executive Session to discuss negotiations that will end at 8:35pm. No action will be taken.

The board meeting reconvened into an open session at 8:35pm, and the chair announced that the executive session end time would be extended 35 minutes before returning to executive session.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:10 PM.

Respectfully Submitted,
Arron Carter

Documents used during the meeting

- 2026-2027 Homeschool & Choice Transfer Report.pdf
- Risk_Management_Annual_Review_2026.pdf
- JES Board Presentation.pdf
- 2026_10_07_board_meeting_minutes.pdf
- 2026_09_23_board_meeting_minutes.pdf
- Board Report - 10.14.2026 Personnel.pdf
- Coaches & Activity Advisors (2026-2027).pdf
- Board Report - Contracts 10.14.2026.pdf
- Payroll Warrant Authorization Form_September 2026.pdf
- CK Summaries 10.14.26.pdf
- 2026 10.14 Regular Board Meeting - Student Transfer Requests.pdf
- Records Destruction Logs - IPrograms 10.14.26 Updated.pdf
- September 2026_Budget Status Report.pdf
- ASB Fundraiser - PHS Sci Olympiad 10.14.26.pdf
- ES 5401 Sick Leave 9.23.26.pdf
- 5401 Sick Leave 9.23.26.pdf
- ES 1825 Addressing School Director Violations 9.23.26.pdf
- 1825 Addressing School Director Violations 9.23.26.pdf
- ES 2026-27 Board Professional Development Plan 10.14.26.pdf
- 2026-2027 PSD Board of Directors Professional Development Plan.pdf
- ES 3205 Sexual Harassment of Students Prohibited 10.14.26.pdf
- 3205 Sexual Harassment of Students Prohibited 10.14.26.pdf
- ES 3246 Restraint and Isolation 10.14.26.pdf
- 3246 Restraint and Isolation 10.14.26.pdf
- ES 4020 Confidential Communications - RETIRE 10.14.26.pdf
- 4020 Confidential Communications 10.14.26 RETIRED.pdf
- ES 5001 Hiring of Retired School Employees 10.14.26.pdf
- 5001 Hiring of Retired School Employees 10.14.26.pdf

- ES 1815 Ethical Conduct for School Directors 10.14.26.pdf
- 1815 Ethical Conduct for School Directors 10.14.26.pdf
- ES 1101F2 Board Communication Protocols 9.23.26.pdf
- 1101F2 Board - Communication Protocols 10.14.26.pdf
- October Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2026-2027 Board Meeting Content Calendar 5.27.26.pdf
- 3420 Anaphylaxis Prevention and Response 10.14.26.pdf
- 3205P Sexual Harassment of Students Prohibited 10.14.26.pdf
- 3246P Restraint and Isolation 10.14.26.pdf
- 3420P Anaphylaxis Prevention and Response 10.14.26.pdf
- 5401P Sick Leave 10.14.26.pdf
- 6970F Naming of School Facilities-Rooms 10.14.26.pdf
- 2026-27 Strategic Plan Goals_Priorities_Success Indicators.pdf
- Jefferson Elementary Showcase 10.14.26.pdf

DRAFT

Pullman School District

Minutes

Regular Board Meeting

Date and Time
Wednesday October 14, 2026 at 6:30 PM

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

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

Directors Absent
None

Guests Present
Bob Maxwell, Courtney Hodge, Danielle Lynas, 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 Oct 14, 2026 at 6:30 PM.

C. Flag Salute

D. Land Acknowledgement Statement

E. Approval of Agenda

Changes to the agenda:

- ASB Fundraiser - added to consent agenda
- 1101F2 Updated revised draft from policy committee

Lisa Waananen Jones made a motion to approve the agenda as updated.
Craig Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Reports, Correspondence & Program

A. PHS ASB Report

The PHS ASB student representative provided an update on recent and upcoming activities, including the October 30 Trunk or Treat event in the PHS parking lot, the December 11 Clash of Combine event being organized with Moscow ASB, and ongoing efforts to secure donors. The representative also noted that the band and orchestra concerts had taken place and shared information about the orchestra's Disney and Desserts fundraiser scheduled for October 17 at PHS.

B. Board Reports

- Director Horn reported on Policy Committee collaboration and her attendance at the Sunnyside Elementary (SES) PTO meeting. She shared updates on successful STEAM Night and the Book Fair, noted student attendance is at 95%, aligning with Board goals, and highlighted the upcoming Move-a-thon and November Turkey Trot. She also noted that her other committee meetings had not taken place yet and shared that she was looking forward to attending the WSSDA Conference.
- Director Bayoumi reported that the Diversity, Equity, Inclusion & Belonging (DEIB) Task Force met on October 13 to discuss goals and objectives for the upcoming year. Although several members were unable to attend and a chair was not selected, the group discussed developing a survey for various stakeholder groups and conducting age-specific focus groups. The next meeting is scheduled for November 2 from 5:15 to 6:15 p.m., tentatively at Pullman High School (PHS). She noted that the Sustainability Committee had not yet met, shared that LMS extended its fundraiser by two days to support athletics and activities, and reminded Board members of the upcoming deadline to vote for WSSDA representatives.

- Director Nelson reported that the Finance and Wellness Committees were scheduled to meet on October 15. He shared that the most recent Franklin Elementary staff meeting focused on building behavior goals and described the discussion as collaborative. He also noted that Matt Coulter invited him to speak to a PHS class, where he previewed some of the listening session questions with students and plans to share their feedback at the listening session next week.
- Director Waananen Jones shared an update on Jefferson Elementary fundraising activities and efforts.
- Director Carter reported on the PHS Booster Auction and upcoming Disney and Desserts event, noting that it is free and open to the public. He shared that athletics and activities are underway and that Kamiak Elementary (KES) is awaiting completion of the slide. Director Carter highlighted the October 20 Board Listening Session, focused on graduation requirements and preparing students for the future. He encouraged students, staff, employers, and community members to participate and provide feedback on potential legislative changes to graduation requirements to help inform the Board's discussions during the upcoming legislative session. He also expressed appreciation for community feedback and encouraged individuals to work with school administrators to address concerns at the building level, noting that most issues are best handled through the administrative supervisory structure. He clarified that this was not intended to discourage communication with the Board. Finally, he noted that the November work session would focus on reviewing the second priority of the Strategic Plan.

C. Superintendent's Report

Superintendent Maxwell shared that October is National Principals Month and encouraged families, staff, and community members to send e-cards to recognize principals. He announced the October 15th COVID-19 and flu vaccine clinic at PHS, the October 16th District Surplus Sale, and the December 5th Annual Kiwanis Pancake Breakfast and Music Fest at Lincoln Middle School (LMS).

Dr. Maxwell and the Board recognized Sandra Woodrow for her instrumental role in the Kiwanis Stuff the Bus efforts benefiting students. Sandra expressed appreciation for the District's support and partnership in making the event possible.

D. Program Reports

Jefferson Elementary Showcase

Presenter(s): Nathan Weber, Assistant Principal & Jefferson Elementary Guiding Coalition Members (Diane Hathaway, Jill Patera, Trisha Doumit, & Niki Wolf)

Jefferson Elementary School's presentation highlighted student growth in ELA, with reported increases in proficiency across grade levels. The Building Guiding Coalition outlined a focus on aligning grade-level instruction around essential standards, emphasizing a smaller number of priority standards to improve student learning. Next steps for grade-level teams include developing screeners and unit plans, creating

common assessments, using student data binders to encourage student investment in learning, and analyzing assessment data to guide instructional decisions and support Tier 1 instruction.

District Choice Report

Presenter: Bob Maxwell, Superintendent

The presentation provided an overview of homeschool and student transfer data for the 2026–27 school year. As of October 2026, 115 students were homeschooled, and 94 resident students were attending schools outside the District, with 71% enrolled in online schools. Transfer-outs increased from the previous year, with nearly half of those students in grades 9–12. The District also welcomed 56 transfer-in students, 71.4% of whom were returning students. The presentation included historical trends and grade-level distributions for homeschool, transfer-out, and transfer-in students.

In response to Board questions, Superintendent Maxwell clarified that known transfer students to private schools are identified in the data. He also explained that elementary transfer students rank their top three school choices, with placement determined by several factors.

Risk Management Report

Presenter: Juston Pollestad, Executive Director of Operations

The Risk Management Program Annual Review outlined the District's risk management efforts to protect students, staff, facilities, and public resources. Total insurance costs have increased 145%, from $356,549 in 2020–21 to a projected $871,820 in 2026–27, driven primarily by district-wide coverage and increased transportation insurance costs. Have been working with brokers to look at other insurance options and through that process and the feedback we have gotten is is that we are good candidate to be insured which is in part of the efforts of our staff. The presentation highlighted ongoing loss prevention efforts, including safety committees, facility inspections, emergency preparedness, staff training, and facility improvements. Looking ahead, the District will continue monitoring coverage and costs while prioritizing prevention, emergency readiness, and fiscal responsibility.

In response to Board questions, Executive Director Pollestad explained that the ESD is coordinating regional emergency preparedness training to promote consistent procedures and communication across districts, supporting coordination with local law enforcement. Superintendent Maxwell noted that reciprocal agreements are in place with neighboring districts for emergency resources and support, including transportation assistance, and that preventative maintenance efforts have helped manage insurance costs. In response to questions about the impact of other districts' practices on insurance rates, Director Lynas confirmed that district-wide risk management practices can affect rates and that consistent prevention strategies are beneficial.

E. A Community of Belonging - Update

Superintendent Maxwell highlighted WSU's ongoing breakfast series, which provides opportunities for community listening and collaboration. The most recent discussion focused on expanding workforce development opportunities and strengthening collaboration across the community. The breakfasts are held approximately monthly, though not every month.

III. Public Comment

A. Speaker(s)

No speakers.

IV. Consent Agenda

A. Minutes - October 7, 2026 Board Work Session

Craig Nelson made a motion to approve the minutes as part of the consent agenda from Board Work Session on 10-07-26.
Deena Bayoumi seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Minutes - September 23, 2026 Board Meeting

Craig Nelson made a motion to approve the minutes as part of the consent agendafrom Regular Board Meeting on 09-23-26.
Deena Bayoumi seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Personnel Report

D. Professional/Personal Services Contract Report

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. In addition, payroll warrants in the amount of $3,663,588.77 are also approved.

Fund: ASB
Check Numbers 26738487 through 26738496, totaling $33,031.22
Check Numbers 26738486 through 26738486, totaling $900.00
AP ACH Numbers 9000000483 through 9000000483, totaling $14,709.62
AP ACH Numbers 9000000482 through 9000000482, totaling $243.28

Fund: Capital Projects

Check Numbers 26738498 through 26738498, totaling $13,552.30
AP ACH Numbers 9000000484 through 9000000484, totaling $865.60

Fund: General
Payroll warrant numbers 26738455 to 26738485, totaling $3,663,588.77
Check Numbers 26738503 through 26738562, totaling $287,684.02
Check Numbers 26738499 through 26738502, totaling $217.00
AP ACH Numbers 9000000489 through 9000000500, totaling $21,961.79
AP ACH Numbers 9000000486 through 9000000488, totaling $70.48
AP ACH Numbers 9000000485 through 9000000485, totaling $40,742.46

Fund: Debt Service
Check Numbers 26738497 through 26738497, totaling $1,400.00

F. Student Transfer Requests

G. Records Destruction Logs

H. Budget Status Report

I. ASB Fundraisers

J. Consent Agenda Approval

Craig Nelson made a motion to approve the consent agenda (Items A-I).
Deena Bayoumi seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Action Items

A. 5401 Sick Leave

Presenter: Dani Lynas, Finance Director
This item was presented at the previous board meeting and there have been no questions since it was last presented.
Deena Bayoumi made a motion to approve the revisions to Board Policy 5401 Sick Leave.
Stephanie Horn seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 1825 Addressing School Director Violations - NEW

Presenter: Arron Carter, Board President
This item was presented at the previous board meeting which came about after review of the communication protocols. This is a standard policy that WSSDA recommends.

Craig Nelson made a motion to to approve the adoption of Board Policy 1825 Addressing School Director Violations.
Stephanie Horn seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Discussion Items

A. 2026-2027 Board Professional Development Plan

Presenter: Board of Directors
The Board reviewed the 2026–2027 Board Professional Development Plan, which establishes annual learning goals and may be revised as needed. The Board discussed whether “professional development” accurately describes Board learning, noting that Board members are not a certified professional body. Suggestions included “Board Director Development,” “Member Development,” and “Board Improvement Plan.” The Board also discussed the plan’s focus on ethical conduct, continued learning, and responsible stewardship. Director Carter invited Board members to submit suggestions for an alternate title.

B. 3205 Sexual Harassment of Students Prohibited

Presenter: Ryan Mulvey, Assistant Superintendent
The Board reviewed revisions to Policy 3205, Sexual Harassment of Students Prohibited, reflecting updated WSSDA guidance and changes to Chapter 392-190 WAC regarding the handling of sexual harassment complaints. The revisions include the requirement to apply the preponderance of the evidence standard when determining whether sexual harassment occurred. In response to a Board question about the previous standard, Assistant Superintendent Mulvey agreed to research the prior terminology and follow up, explaining that the preponderance standard simply means it is more likely than not that the conduct occurred.

C. 3246 Restraint and Isolation

Presenter: Ryan Mulvey, Assistant Superintendent
Policy 3246 Restraint and Isolation, has been revised by WSSDA and highlighted in the July Policy and Legal News. The revisions address new requirements under HB 1795, including prohibited restraint practices, restrictions on isolation rooms, and expanded incident reporting and oversight. These policy changes don't change district practice, we are already following a stricter practice around restraint and isolation.

D. 4020 Confidential Communications - RETIRED

Presenter: Bob Maxwell, Superintendent
WSSDA retired Policy 4020 in its July Policy and Legal News because its language was unclear and its subject matter is addressed in other existing policies and procedures, including Policy 5253 – Maintaining Professional Staff/Student Boundaries, Policy 3231 –

Student Records, and Policy 3421 – Child Abuse and Neglect. As a result, the District is recommending the retirement of Policy 4020.

E. 5001 Hiring of Retired School Employees

Presenter: Bob Maxwell, Superintendent

The Board reviewed revisions to Policy 5001, Hiring of Retired School Employees, reflecting updates to state law and WSSDA's model policy. Changes include extending the rehiring time cap provisions through January 1, 2030, and clarifying required notices regarding the potential loss of benefit accrual for certain state retirement plans. Superintendent Maxwell explained that rehired retirees may have their pension suspended while they resume contributions and earn service credit, subject to applicable position and hour limits. In response to a Board question, Superintendent Maxwell confirmed that the retirement plans referenced are state plans.

F. 1815 Ethical Conduct for School Directors - NEW

Presenter: Arron Carter, Board President

The Board reviewed new Policy 1815, Ethical Conduct for School Directors, presented as a standalone policy in response to previous Board discussions regarding communication protocols and aligned with WSSDA's current model policy. The Board discussed clarifying the language regarding objectivity and merit in decision-making, including a suggestion to state that decisions should be based on the merits of the situation. The Board also discussed adding a link to the referenced RCW Code of Ethics. Board members were encouraged to submit suggested revisions to the Policy Committee.

G. 1101F2 Board Communication Protocols

Presenter: Arron Carter, Board President

The Board reviewed proposed revisions to Policy 1101F2, Board Communication Protocols, including clarifications regarding social media use and the ethical conduct of Board directors during communications. The revisions incorporate feedback from legal counsel and reference Policies 1815 and 1825, continuing the Board's efforts to clarify expectations and improve communication.

Director Waananen Jones expressed support for the revisions. The Board discussed the signature requirement, with Director Nelson questioning why the protocol requires a signature when other policies do not and stating that he would not sign it. Director Carter explained that the signature reaffirms the Board's commitment to the protocols. Directors also discussed reviewing WSSDA policies to better understand the purpose of similar signature requirements.

VII. Informational Items

A. Administrative Requirements Update

• October

B. Enrollment

Current Enrollment
For 2026-2027 School Year
Budgeted FTE: 2586
Current FTE: 2563.41
Current Average FTE: 2559.38

C. Expense Claim Audit - Community Update Board Schedule

D. Board Calendar

E. Non-Substantive Policy Updates

• 3420 Anaphylaxis Prevention and Response

F. Procedures

• 3205P Sexual Harassment of Students Prohibited
• 3246P Restraint and Isolation
• 3420P Anaphylaxis Prevention and Response
• 5401P Sick Leave
• 6970F Naming of School Facilities-Rooms

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

VIII. Executive Session

A. Personnel

A. Carter announced there will be an Executive Session to discuss negotiations that will end at 8:35pm. No action will be taken.

The board meeting reconvened into an open session at 8:35pm, and the chair announced that the executive session end time would be extended 35 minutes before returning to executive session.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:10 PM.

Respectfully Submitted,
Arron Carter

Documents used during the meeting

- 2026-2027 Homeschool & Choice Transfer Report.pdf
- Risk_Management_Annual_Review_2026.pdf
- JES Board Presentation.pdf
- 2026_10_07_board_meeting_minutes.pdf
- 2026_09_23_board_meeting_minutes.pdf
- Board Report - 10.14.2026 Personnel.pdf
- Coaches & Activity Advisors (2026-2027).pdf
- Board Report - Contracts 10.14.2026.pdf
- Payroll Warrant Authorization Form_September 2026.pdf
- CK Summaries 10.14.26.pdf
- 2026 10.14 Regular Board Meeting - Student Transfer Requests.pdf
- Records Destruction Logs - IPrograms 10.14.26 Updated.pdf
- September 2026_Budget Status Report.pdf
- ASB Fundraiser - PHS Sci Olympiad 10.14.26.pdf
- ES 5401 Sick Leave 9.23.26.pdf
- 5401 Sick Leave 9.23.26.pdf
- ES 1825 Addressing School Director Violations 9.23.26.pdf
- 1825 Addressing School Director Violations 9.23.26.pdf
- ES 2026-27 Board Professional Development Plan 10.14.26.pdf
- 2026-2027 PSD Board of Directors Professional Development Plan.pdf
- ES 3205 Sexual Harassment of Students Prohibited 10.14.26.pdf
- 3205 Sexual Harassment of Students Prohibited 10.14.26.pdf
- ES 3246 Restraint and Isolation 10.14.26.pdf
- 3246 Restraint and Isolation 10.14.26.pdf
- ES 4020 Confidential Communications - RETIRE 10.14.26.pdf
- 4020 Confidential Communications 10.14.26 RETIRED.pdf
- ES 5001 Hiring of Retired School Employees 10.14.26.pdf
- 5001 Hiring of Retired School Employees 10.14.26.pdf

- ES 1815 Ethical Conduct for School Directors 10.14.26.pdf
- 1815 Ethical Conduct for School Directors 10.14.26.pdf
- ES 1101F2 Board Communication Protocols 9.23.26.pdf
- 1101F2 Board - Communication Protocols 10.14.26.pdf
- October Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 2026-2027 Board Meeting Content Calendar 5.27.26.pdf
- 3420 Anaphylaxis Prevention and Response 10.14.26.pdf
- 3205P Sexual Harassment of Students Prohibited 10.14.26.pdf
- 3246P Restraint and Isolation 10.14.26.pdf
- 3420P Anaphylaxis Prevention and Response 10.14.26.pdf
- 5401P Sick Leave 10.14.26.pdf
- 6970F Naming of School Facilities-Rooms 10.14.26.pdf
- 2026-27 Strategic Plan Goals_Priorities_Success Indicators.pdf
- Jefferson Elementary Showcase 10.14.26.pdf

Coversheet

Minutes - October 20, 2026 Board Community Listening Session

Section:	IV. Consent Agenda
Item:	B. Minutes - October 20, 2026 Board Community Listening Session
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Community Listening Session on October 20, 2026 2026_10_20_board listening session minutes.pdf

DRAFT

Pullman School District

Minutes

Community Listening Session

Hosted by the PSD Board of Directors

Date and Time
Tuesday October 20, 2026 at 6:00 PM

Location
Lincoln Middle School
315 SE Crestview St.
Pullman, WA 99163

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

Directors Absent
None

Guests Present
Bob Maxwell, Courtney Hodge, 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 Tuesday Oct 20, 2026 at 6:30 PM.

II. Agenda Items

A. Community Listening Session

The Pullman Public Schools Board of Directors hosted a Community Listening Session focused on what students need from their education today and what they should be prepared for when they graduate.

Assistant Superintendent Ryan Mulvey provided an overview the FutureReady Proposal highlighting major changes to the current proposed requirement framework which included the change from 17 core credits to 15, implementation of personalized pathway requirements, and continued elective requirements to ultimately give student's more choice in how they meet their requirements.

Themes from the community listening session regarding student preparation for future goals and proposed changes to state graduation requirements highlighted the importance of balancing student choice and personalized pathways with a well-rounded education that provides opportunities to explore new interests, including career and technical education (CTE), arts, and hands-on learning. Participants emphasized keeping postsecondary options open for students while developing transferable skills such as creative problem-solving, collaboration, communication, and accountability. Discussion also focused on potential impacts to course offerings, staffing, curriculum, and teacher preparation, as well as opportunities to incorporate practical applications and innovative instructional approaches across subject areas. Additional themes included the role of student interests in engagement and attendance, the importance of early career exploration, and the need to provide early support and equitable opportunities for students.

III. 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 7:04 PM.

Respectfully Submitted,
Arron Carter

DRAFT

Pullman School District

Minutes

Community Listening Session

Hosted by the PSD Board of Directors

Date and Time
Tuesday October 20, 2026 at 6:00 PM

Location
Lincoln Middle School
315 SE Crestview St.
Pullman, WA 99163

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

Directors Absent
None

Guests Present
Bob Maxwell, Courtney Hodge, 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 Tuesday Oct 20, 2026 at 6:30 PM.

II. Agenda Items

A. Community Listening Session

The Pullman Public Schools Board of Directors hosted a Community Listening Session focused on what students need from their education today and what they should be prepared for when they graduate.

Assistant Superintendent Ryan Mulvey provided an overview the FutureReady Proposal highlighting major changes to the current proposed requirement framework which included the change from 17 core credits to 15, implementation of personalized pathway requirements, and continued elective requirements to ultimately give student's more choice in how they meet their requirements.

Themes from the community listening session regarding student preparation for future goals and proposed changes to state graduation requirements highlighted the importance of balancing student choice and personalized pathways with a well-rounded education that provides opportunities to explore new interests, including career and technical education (CTE), arts, and hands-on learning. Participants emphasized keeping postsecondary options open for students while developing transferable skills such as creative problem-solving, collaboration, communication, and accountability. Discussion also focused on potential impacts to course offerings, staffing, curriculum, and teacher preparation, as well as opportunities to incorporate practical applications and innovative instructional approaches across subject areas. Additional themes included the role of student interests in engagement and attendance, the importance of early career exploration, and the need to provide early support and equitable opportunities for students.

III. 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 7:04 PM.

Respectfully Submitted,
Arron Carter

Coversheet

Minutes - October 20, 2026 Board Work Session

Section:	IV. Consent Agenda
Item:	C. Minutes - October 20, 2026 Board Work Session
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Work Session on October 20, 2026 2026_10_20_board_work session_minutes.pdf

DRAFT

Pullman School District

Minutes

Board Work Session

Date and Time
Tuesday October 20, 2026 at 7:00 PM

Location
Lincoln Middle School
315 SE Crestview St.
Pullman, WA 99163

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

Directors Absent
None

Guests Present
Bob Maxwell, Courtney Hodge, 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 Tuesday Oct 20, 2026 at 7:04 PM.

II. Agenda Items

A. Community Listening Session Debrief

The Board discussed student feedback shared by Board Director Nelson from the senior civic class, which included student stress related to competing academic and extracurricular demands, the need for improved coordination of major assignments and assessments, time and stress management skills, technology instruction, fundraising opportunities, and equitable access to athletic uniforms. Additional discussion addressed student attendance and engagement, keeping postsecondary pathways open, and expanding elementary enrichment opportunities through clubs, community partnerships, and potential summer camps. Board members also identified the importance of early intervention and support for students experiencing barriers to success, including concerns about achievement gaps.

The Board discussed potential next steps for responding to the proposed state graduation requirement changes, noting that the proposal remains subject to legislative action and that its final impact on the district is not yet known. Discussion included reviewing the proposal's implications across departments, gathering additional feedback from the community and other school districts, developing district talking points, and determining the district's position on individual components of the proposal to inform future advocacy efforts.

III. 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 8:00 PM.

Respectfully Submitted,
Arron Carter

DRAFT

Pullman School District

Minutes

Board Work Session

Date and Time
Tuesday October 20, 2026 at 7:00 PM

Location
Lincoln Middle School
315 SE Crestview St.
Pullman, WA 99163

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

Directors Absent
None

Guests Present
Bob Maxwell, Courtney Hodge, 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 Tuesday Oct 20, 2026 at 7:04 PM.

II. Agenda Items

A. Community Listening Session Debrief

The Board discussed student feedback shared by Board Director Nelson from the senior civic class, which included student stress related to competing academic and extracurricular demands, the need for improved coordination of major assignments and assessments, time and stress management skills, technology instruction, fundraising opportunities, and equitable access to athletic uniforms. Additional discussion addressed student attendance and engagement, keeping postsecondary pathways open, and expanding elementary enrichment opportunities through clubs, community partnerships, and potential summer camps. Board members also identified the importance of early intervention and support for students experiencing barriers to success, including concerns about achievement gaps.

The Board discussed potential next steps for responding to the proposed state graduation requirement changes, noting that the proposal remains subject to legislative action and that its final impact on the district is not yet known. Discussion included reviewing the proposal's implications across departments, gathering additional feedback from the community and other school districts, developing district talking points, and determining the district's position on individual components of the proposal to inform future advocacy efforts.

III. 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 8:00 PM.

Respectfully Submitted,
Arron Carter

Coversheet

Personnel Report

Section: IV. Consent Agenda
Item: D. Personnel Report
Purpose: FYI
Submitted by:
Related Material:
Board Report - 10.28.2026 Personnel.pdf
Unrepresented Classified Employee Wage Schedule 2026-2027 UPDATED 10.28.26.pdf
Student Activity Stipend Schedule 2026-2027 (DRAFT 10.28.26).pdf

MEMORANDUM

TO: Board of Directors

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

DATE: October 28, 2026

SUBJECT: **Personnel Report**

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

I recommend the Board of Directors accept the following:

Certified:

Classified: **Kimberly Freeman** as head cook at Lincoln Middle School

Rose Mukui as custodian at Pullman High School

Serhiy Romanyuk, custodian at Lincoln Middle School, separation from employment within 90-day probationary period

Urica Weis as preschool special education paraeducator

I recommend the Board of Directors approve the following change to the Unrepresented Classified Employee Wage Schedule for the 2026-2027 school year (see attached):

- Addition of Certified Nursing Assistant position

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

Ryan Hodge, assistant boys basketball coach at Lincoln Middle School, assistant girls basketball coach at Lincoln Middle School, and support assistant softball coach at Pullman High School, resignation

Niki Wolf as core+ team leader for the 2026-2027 school year

Changes to the **Student Activity Stipend Schedule** (see attached) as follows:

- Update the starting hourly salary for the **Step 1, Assistant** level to $17.73 to align with Washington's new minimum wage
- Move the **Senior Class Advisor** position from Level 6 (Head) to Level 8 to align with the adjusted responsibilities of the position
- Addition of the **LMS Garden Club Advisor** position at Level 12, which was inadvertently omitted from the previous schedule
- Elimination of positions that are obsolete or not currently being filled

For Your Information:

William Prewett, regular route bus driver, has received approval to take one day of unpaid leave in November

Barb Travis, core+ paraeducator at Kamiak Elementary School, request for 11 hours of unpaid leave during non-student time in October was approved

Thad Wheatley, physical education teacher at Jefferson Elementary School, has received approval to take one day of unpaid leave in October

Unrepresented Classified Employee
Wage Schedule
2026-2027

Transportation	Step 1	Step 2	Step 3	Step 4	Step 5
Bus Driver	28.34	29.55	30.80	32.11	33.48
Assistant Transportation & Vehicle Technician Supervisor	34.16	35.61	37.12	38.70	40.34
Diesel/Equipment Mechanic	35.88	37.40	38.99	40.65	42.38
Non-CDL Van Driver	24.32	25.35	26.43	27.56	28.73
Transportation Clerk	22.88	23.85	24.86	25.92	27.02

Food Services	Step 1	Step 2	Step 3	Step 4	Step 5
Food Service Worker	19.01	19.82	20.66	21.54	22.46
Assistant Cook/Cashier	20.98	21.87	22.80	23.77	24.78
Elementary Head Cook	22.04	22.98	23.96	24.97	26.04
Secondary Head Cook	24.32	25.35	26.43	27.56	28.73

District Office Staff	Step 1	Step 2	Step 3	Step 4	Step 5
Instructional Programs Clerk	29.88	31.15	32.47	33.85	35.29
Payroll/HR Technician	35.88	37.40	38.99	40.65	42.38

Maintenance	Step 1	Step 2	Step 3	Step 4	Step 5
Maintenance Technician	31.01	32.33	33.70	35.14	36.63

Special Services	Step 1	Step 2	Step 3	Step 4	Step 5
Certified Nursing Assistant	**22.73**	**23.70**	**24.70**	**25.75**	**26.85**
Nurse	35.88	37.40	38.99	40.65	42.38

PENDING BOARD APPROVAL

Pullman School District No. 267

STUDENT ACTIVITY STIPEND SCHEDULE

2026-2027

Level/Hours		STEP 1 1-2 years	STEP 2 3-4 years	STEP 3 5-6 years	STEP 4 7-8 years	STEP 5 9-10 years	STEP 6 11-14 years	STEP 7 15+ years
Assistant		17.73	18.15	18.65	19.15	19.65	20.15	20.65
Head		20.65	22.10	23.55	25.00	26.45	27.90	29.35
Level 1	PHS Football, PHS Basketball							
Hours:	330							
Assistant		5851	5990	6155	6320	6485	6650	6815
Head		6815	7293	7772	8250	8729	9207	9686
Level 2	PHS Volleyball, PHS Wrestling, PHS Baseball, PHS Softball, PHS Track, PHS Swimming, PHS Tennis (grandfathered)							
Hours:	300							
Assistant		5319	5445	5595	5745	5895	6045	6195
Head		6195	6630	7065	7500	7935	8370	8805
Level 3	PHS Cross Country, PHS Soccer, PHS Golf, PHS Tennis							
Hours:	270							
Assistant		4787	4901	5036	5171	5306	5441	5576
Head		5576	5967	6359	6750	7142	7533	7925
Level 4	Head: PHS ASB Advisor, LMS Assistant Activities Manager; ~~Assistant: PHS Dance Team;~~ Head/Assistant: PHS Cheer (per season), PHS Drama (per season)							
Hours:	210							
Assistant		3723	3812	3917	4022	4127	4232	4337
Head		4337	4641	4946	5250	5555	5859	6164
Level 5	Head: PHS Bowling, PHS Auditorium Manager							
Hours:	180							
Assistant		3191	3267	3357	3447	3537	3627	3717
Head		3717	3978	4239	4500	4761	5022	5283
Level 6	Head: ~~PHS Senior Class Advisor,~~ LMS Math Team; Assistant: LMS ASB Advisor, LMS Jazz Band, LMS Jazz Choir; Head/Assistant: LMS Coaches - Cross Country, Football, Volleyball, Basketball, Wrestling, Track (8th grade varsity coach at head level, all others at assistant level)							
Hours:	150							
Assistant		2660	2723	2798	2873	2948	3023	3098
Head		3098	3315	3533	3750	3968	4185	4403
Level 7	Head: PHS Spirit Club, LMS Yearbook Club; Assistant: PHS Knowledge Bowl, PHS Support Assistant Coaches for Baseball, Softball, Soccer & Wrestling (based on number of participants and need, regular season only), LMS Spirit Club; Head/Assistant: ~~PHS Intramural Badminton,~~ LMS Intramural Bowling, ~~LMS Intramural Tennis~~							
Hours:	135							
Assistant		2394	2450	2518	2585	2653	2720	2788
Head		2788	2984	3179	3375	3571	3767	3962
Level 8	PHS Science Olympiad/Bowl, ~~PHS Destination Imagination,~~ PHS Math Team, PHS Key Club, PHS Debate Club, LMS Science Olympiad/Bowl							
Hours:	120							
		2128	2178	2238	2298	2358	2418	2478
Level 9	~~PHS Weight Training Club~~							
Hours:	105							
		1862	1906	1958	2011	2063	2116	2168
Level 10	LMS Drama Club, ~~LMS Intramurals (6th grade),~~ LMS Channel 3, PHS Senior Class Advisor, PHS Junior Class Advisor, PHS Assistant Drama Coach II (per season)							
Hours:	90							
		1596	1634	1679	1724	1769	1814	1859
Level 11	LMS Builder's Club							
Hours:	75							
		1330	1361	1399	1436	1474	1511	1549
Level 12	~~PHS/~~LMS Art Club, LMS Jazz Ensemble, ~~LMS Vocal Ensemble, LMS Leadership Service Club, LMS Culinary Club, LMS Outdoor Education Club, LMS Rube Goldberg Club,~~ LMS Chess Club, ~~LMS Recycle Club,~~ LMS Debate Club, LMS Garden Club, ~~LMS Photography Club,~~ LMS Magic the Gathering Club, LMS Gender and Sexuality Alliance Club, LMS Students of Color Alliance Club							
Hours:	60							
		1064	1089	1119	1149	1179	1209	1239
Level 13	~~PHS Ping Pong Club, Building Tutoring Advisor,~~ Pokémon Club Advisor							
Hours:	45							
		798	817	839	862	884	907	929
Level 14	Elementary Activity Supervisor I, PHS Freshman Class Advisor, PHS Sophomore Class Advisor, ~~PHS World Language Club, PHS Fellowship of Christian Athletes Club~~							
Hours:	30							
		532	545	560	575	590	605	620

Pullman School District No. 267

STUDENT ACTIVITY STIPEND SCHEDULE

2026-2027

Level/Hours		STEP 1 1-2 years	STEP 2 3-4 years	STEP 3 5-6 years	STEP 4 7-8 years	STEP 5 9-10 years	STEP 6 11-14 years	STEP 7 15+ years
Assistant		17.73	18.15	18.65	19.15	19.65	20.15	20.65
Head		20.65	22.10	23.55	25.00	26.45	27.90	29.35
Level 15	Elementary Activity Supervisor II							
Hours:	15							
		266	272	280	287	295	302	310
Level 16	Elementary Activity Supervisor III							
Hours:	10							
		177	182	187	192	197	202	207
Level 17	Elementary Activity Supervisor IV							
Hours:	5							
		89	91	93	96	98	101	103
Level 18	Elementary Activity Supervisor V							
Hours:	2.5							
		44	45	47	48	49	50	52

EFFECTIVE 9/1/2026

PENDING BOARD APPROVAL

Coversheet

Professional/Personal Services Contract Report

Section: IV. Consent Agenda
Item: E. Professional/Personal Services Contract Report
Purpose:
Submitted by:
Related Material: Board Report - Contracts 10.28.2026.pdf

MEMORANDUM

TO: Board of Directors

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

DATE October 28, 2026

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

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

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

Leader Services, a division of LDP, Inc. to provide annual training and Medicaid claims processing services required by Chapter 149, Law of 1993, State of Washington, and related administrative directives from the Washington State Office of the Superintendent of Public Instruction, September 1, 2026, through August 31, 2027, fee will be $1.40 per encounter (an individual Medicaid eligible service provided to an individual child on a specific day).

Washington State School for the Blind to provide an Itinerant Teacher for an assessment of a District blind/low vision student, October 1, 2026 through the end of the 2026-2027 school year, $960.00 for setup of services, staffing, and access to up to 1 day of service time.

Coversheet

Warrants

Section: IV. Consent Agenda
Item: F. Warrants
Purpose: FYI
Submitted by:
Related Material: CK Summaries 10.28.26.pdf

AP Check Register

Comp Tax

Accounts Payable Run: 10/26/2026

PULLMAN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2026, the Board, by a _____ vote, approves payments, totaling $1,887.64, and/or voids (cancellations), totaling $0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: WIRE TRANSFERS

Check Numbers 0 through 1, totaling $1,887.64

☐ In addition to the Check Summary Report below, we have also reviewed the following related documentation:

_____

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

AP Check Register

Accounts Payable Run: 10/26/2026 **PULLMAN SCHOOL DISTRICT**

Accounts Payable Run: COMP TAX 9.30.26 **Run Type:** R - Regular

Payment Number	Payee	Net Payment Amount
0	Department Of Revenue	$1,315.72
1	Department Of Revenue	$571.92
	Regular Checks: 2	$1,887.64
	Total: **2**	**$1,887.64**

AP Check Register

Accounts Payable Run: 10/26/2026 **PULLMAN SCHOOL DISTRICT**

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	$1,315.72	$0.00	$0.00	$1,315.72
40 - Associated Student Body Fund	$571.92	$0.00	$0.00	$571.92

AP Check Register

LMS ASB

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

BOARD CERTIFICATION STATEMENT

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2026, the Board, by a _____ vote, approves payments, totaling $2,031.18, and/or voids (cancellations), totaling $0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/WARRANTS

Check Numbers 26738563 through 26738564, totaling $2,031.18

☐ In addition to the Check Summary Report below, we have also reviewed the following related documentation:

_____

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Accounts Payable Run: LMS ASB 10.29.26 **Run Type:** R - Regular

Payment Number	Payee	Net Payment Amount
26738563	Game One	$1,931.18
26738564	Pullman School Dist - Revolving Fund	$100.00

Regular Checks:	2	$2,031.18
Total:	**2**	**$2,031.18**

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
40 - Associated Student Body Fund	$0.00	$0.00	$2,031.18	$2,031.18

AP Check Register

PHS ASB

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

BOARD CERTIFICATION STATEMENT

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2026, the Board, by a _____ vote, approves payments, totaling $18,136.26, and/or voids (cancellations), totaling $0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/WARRANTS

Check Numbers 26738565 through 26738570, totaling $18,136.26

☐ In addition to the Check Summary Report below, we have also reviewed the following related documentation:

_____

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Accounts Payable Run: PHS ASB 10.29.26 **Run Type:** R - Regular

Payment Number	Payee	Net Payment Amount
26738565	BSN Sports	$2,318.07
26738566	Community Action Center	$255.00
26738567	DECA Inc.	$60.00
26738568	Electrical Contractors NW Inc.	$14,225.91
26738569	J & H Printing Inc.	$1,125.28
26738570	National FFA Organization	$152.00
	Regular Checks: 6	$18,136.26
	Total: **6**	**$18,136.26**

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
40 - Associated Student Body Fund	$0.00	$0.00	$18,136.26	$18,136.26

AP Check Register

GF REIMACH

Accounts Payable Run: 10/29/2026

PULLMAN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2026, the Board, by a _____ vote, approves payments, totaling $200.00, and/or voids (cancellations), totaling $0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/WARRANTS

AP ACH Numbers 9000000501 through 9000000501, totaling $200.00

☐ In addition to the Check Summary Report below, we have also reviewed the following related documentation:

_____

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Accounts Payable Run: GF REIM 10.29.26 **Run Type:** R - Regular

Payment Number	Payee	Net Payment Amount
9000000501	Prewett, William C	$200.00

ACH Payments:	1	$200.00
Total:	**1**	**$200.00**

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	$0.00	$0.00	$200.00	$200.00

AP Check Register

GF ACH

Accounts Payable Run: 10/29/2026

PULLMAN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2026, the Board, by a _____ vote, approves payments, totaling $6,201.95, and/or voids (cancellations), totaling $0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/WARRANTS

AP ACH Numbers 9000000502 through 9000000505, totaling $6,201.95

☐ In addition to the Check Summary Report below, we have also reviewed the following related documentation:

_____

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Accounts Payable Run: GF ACH 10.29.26 **Run Type:** R - Regular

Payment Number	Payee	Net Payment Amount
9000000502	Dept of Licensing	$240.00
9000000503	M Gold Dairy/ DFA MILK	$4,886.21
9000000504	NCS Pearson, INC	$75.74
9000000505	United Schools Insurance Program	$1,000.00

ACH Payments:	4	$6,201.95
Total:	**4**	**$6,201.95**

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	$0.00	$0.00	$6,201.95	$6,201.95

AP Check Register

GF REIM

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

BOARD CERTIFICATION STATEMENT

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2026, the Board, by a _____ vote, approves payments, totaling $595.87, and/or voids (cancellations), totaling $0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/WARRANTS

Check Numbers 26738571 through 26738573, totaling $595.87

☐ In addition to the Check Summary Report below, we have also reviewed the following related documentation:

_____

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Accounts Payable Run: GF REIM CHK 10.29.26 **Run Type:** R - Regular

Payment Number	Payee	Net Payment Amount
26738571	Dobbins, Natalie Christine	$246.87
26738572	Peppel, Duane A	$150.00
26738573	Stevens, Joni Jane	$199.00
	Regular Checks: 3	$595.87
	Total: **3**	**$595.87**

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	$0.00	$0.00	$595.87	$595.87

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

BOARD CERTIFICATION STATEMENT

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of October 28, 2026, the Board, by a _____ vote, approves payments, totaling $269,863.82, and/or voids (cancellations), totaling $0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/WARRANTS

Check Numbers 26738574 through 26738626, totaling $269,773.65

AP ACH Numbers 9000000506 through 9000000506, totaling $90.17

☐ In addition to the Check Summary Report below, we have also reviewed the following related documentation:

_____

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Accounts Payable Run: GF 10.29.26 **Run Type:** R - Regular

Payment Number	Payee	Net Payment Amount
26738574	Alden & Associates Inc	$18,229.54
26738575	Allegra Print & Imaging	$774.85
26738576	Amable Consulting LLC, Megan Itani	$4,062.50
26738577	Avista Utilities	$64,792.28
26738578	B & H Photo-Video	$3,055.57
26738579	Bargreen Ellingson	$35.51
26738580	Bethany Shin Speech Therapy LLC	$6,205.00
26738581	Brookes Publishing Co	$396.26
26738582	Broughton, Alexandra D	$1,440.00
26738583	Bryson Sales & Service	$1,090.95
26738584	Charlies Produce	$1,685.65
26738585	Envoy Plan Services, Inc.	$12.50
26738586	ERNN	$1,490.00
26738587	Ferguson Enterprises Inc	$527.48
26738588	Four Star Supply Co., Inc	$267.40
26738589	HD SUPPLY	$1,186.46
26738590	Hill, Paul	$260.00
26738591	Inland North Waste, Latah Sanitatio	$560.00
26738592	J & H Printing Inc.	$1,027.49
26738593	JPS Books + Logistics	$601.75
26738594	Kendall Hunt Publishing Co.	$43.28
26738595	King County Director's Assoc	$1,804.45
26738596	Kuhl Auto Parts, LLC	$271.10
26738597	Level 3 Communications, LUMEN	$398.69
26738598	LinguaLinx, Inc.	$60.00
26738599	Logik Systems, Inc	$26,438.40
26738600	Math Learning Center	$262.28
26738601	Minert & Associates Inc	$679.00

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Accounts Payable Run: GF 10.29.26 **Run Type:** R - Regular

Payment Number	Payee	Net Payment Amount
26738602	Moscow-Pullman Bldg. Supply	$194.64
26738603	Moscow-Pullman Daily News	$58.45
26738604	NENA	$263.00
26738605	NEWESD 101	$8,436.22
26738606	Northwest Auto Parts	$9.46
26738607	OFFICE DEPOT	$817.06
26738608	Omega Electric	$681.03
26738609	Overhead Door, Inc	$398.85
26738610	Palouse Locksmith	$88.61
26738611	ParentSquare	$4,163.34
26738612	Penland, Sarah	$60.90
26738613	Pullman Ace LLC	$12.97
26738614	Pullman Regional Hospital	$2,520.00
26738615	Pullman School Dist - Revolving Fund	$438.15
26738616	Riverside Insights	$45.93
26738617	RWC Group	$1,418.59
26738618	Scholastic Inc	$90.50
26738619	Stevens - Clay PS	$50,226.00
26738620	Tools4ever	$14,029.56
26738621	US Foods, Inc.	$35,581.36
26738622	WA ST Center for Childhood Deafness & Hearing	$1,125.00
26738623	Walter E Nelson Co	$5,981.83
26738624	Whitman County Fire District 12	$1,991.93
26738625	Whitman County Landfill	$40.55
26738626	Zero Emissions Northwest	$3,441.33
9000000506	IML Security Supply	$90.17
	Regular Checks: 53	$269,773.65
	ACH Payments: 1	$90.17
	Total: **54**	**$269,863.82**

AP Check Register

Accounts Payable Run: 10/29/2026 **PULLMAN SCHOOL DISTRICT**

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	$0.00	$278.11	$269,585.71	$269,863.82

Coversheet

Student Transfer Requests

Section: IV. Consent Agenda
Item: G. Student Transfer Requests
Purpose:
Submitted by:
Related Material: 2026 10.28 Regular Board Meeting - Student Transfer Requests.pdf

SCHOOL BOARD REPORT
Student Transfer Requests
October 28, 2026

Transfer Requests 2026-2027

Released to PSD

- No new requests at this time

Released from PSD

- J. Perkins, Grade 12, Released to Washington Digital Academy in the South Bend School District – New
- M. Somerlott, Grade 12, Released to Insight School of Washington in the Quillayute Valley School District – New
- Z. Poschwatta, Grade 1, Released to Washington Connections Academy in the Mary M. Knight School District – New
- E. Anderson, Grade 8, Released to Columbia Virtual Academy in the Kettle Falls School District – Renewal

Rescinded Transfer Requests

- No rescinded transfers at this time

Coversheet

ASB Fundraisers

Section: IV. Consent Agenda
Item: H. ASB Fundraisers
Purpose:
Submitted by:
Related Material: ASB Fundraiser - PHS Math Team_Test Writing 10.28.26.pdf
ASB Fundraiser - PHS ASB_Spirit Packs 10.28.26.pdf
ASB Fundraiser - PHS Orchestra_Chukar Cherries 10.28.26.pdf
ASB Fundraiser - PHS Orchestra_Coffee 10.28.26.pdf
ASB Fundraiser - PHS FCCLA_Butter Braids 10.28.26.pdf
ASB Fundraiser - PHS Key Club_Food Drive 10.28.26.pdf
ASB Fundraiser - PHS FCCLA_Funky Socks 10.28.26.pdf
ASB Fundraiser - PHS FCCLA_Cupcake Sale 10.28.26.pdf
ASB Fundraiser - PHS ASB_Coin Wars 10.28.26.pdf

Fundraising/Activity Form

REC'D OCT 12 2026

☑ ASB ☐ ASB Charitable ☐ General Fund

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

School: Pullman High School Group Name: Math Team Account #: 4023

Proposed Fundraising Activity: Test Writing

Intended Use of Proceeds: Transportation cost and Math competition registration fees

Estimated Revenues:$ 1,200 Estimated

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: $1,200

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☒
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 9/23/26 End: 3/12/27

Team/Club Leader (student): 10/2/26 *(Signature & Date)* ASB Bookkeeper (staff): *(Signature & Date)*

Coach/Club Advisor (staff): 9/22/26 *(Signature & Date)* Principal's *Pre-Approval*: 10/9/26 *(Signature & Date)*

Student Leadership(student): 10/7/26 *(Signature & Date)* Activity Coordinator: *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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

Activity Coordinator: _____ *(Signature & Date)*

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

Fundraising/Activity Form

☐ ASB ☒ ASB Charitable ☐ General Fund

REC'D OCT 12 2026

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

School: PHS Group Name: ASB Account #: _____

Proposed Fundraising Activity: Selling Spirit packs for clash of the combine

Intended Use of Proceeds: Donate to ATVP

Estimated Revenues:$ 1000 Estimated 0

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 1000

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☑ No ☐
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 12/7/2026 End: 12/11/2026

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

Coach/Club Advisor (staff): _____ *(Signature & Date)* Principal's *Pre-Approval*: _____ 10/9/26 *(Signature & Date)*

Student Leadership(student): _____ *(Signature & Date)* Activity Coordinator: _____ *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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

Activity Coordinator: _____ *(Signature & Date)*

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

REC'D OCT 09 2026

Fundraising/Activity Form

☒ ASB ☐ ASB Charitable ☐ General Fund

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

School: Pullman HS Group Name: Orchestra Account #: 4018

Proposed Fundraising Activity: Selling Chukar Cherries

Intended Use of Proceeds: Disney trip

Estimated Revenues:$ 5,000.00 Estimated 0

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: $5,000.00

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☒
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 11/2/26 End: 11/17/26

Team/Club Leader (student): Rebecca Greiting 9/25/26 (Signature & Date) ASB Bookkeeper (staff): (Signature & Date)

Coach/Club Advisor (staff): Katharine Conell 9/25/26 (Signature & Date) Principal's *Pre-Approval*: 10/9/26 (Signature & Date)

Student Leadership(student): (Signature & Date) Activity Coordinator: (Signature & Date)

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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

Activity Coordinator: (Signature & Date)

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

REC'D OCT 09 2026

Fundraising/Activity Form

☒ ASB ☐ ASB Charitable ☐ General Fund

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

School: Pullman HS Group Name: Orchestra Account #: 4018

Proposed Fundraising Activity: Landgrove Coffee

Intended Use of Proceeds: Disney trip

Estimated Revenues:$ 5,000.00 Estimated 0

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: $5,000.00

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☒
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 11/2/26 End: 11/17/26

Team/Club Leader (student): Rebecca Gnirting 9/25/26 *(Signature & Date)* ASB Bookkeeper (staff): *(Signature & Date)*

Coach/Club Advisor (staff): Katharine Cook 9/25/26 *(Signature & Date)* Principal's *Pre-Approval*: 10/9/26 *(Signature & Date)*

Student Leadership(student): 10/1/26 *(Signature & Date)* Activity Coordinator: *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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

Activity Coordinator: _____ *(Signature & Date)*

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

Fundraising/Activity Form

REC'D OCT 26 2026

☒ ASB ☐ ASB Charitable ☐ General Fund

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

School: PHS Group Name: FCCLA Account #: 4033

Proposed Fundraising Activity: Butter Braids

Intended Use of Proceeds: pay for state fees

Estimated Revenues:$ 1500.00 Estimated 800.00

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 700.00

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☒
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 1/18/27 End: 2/5/27

Team/Club Leader (student): Amalia Griffin 10-14-26 *(Signature & Date)* ASB Bookkeeper (staff): *(Signature & Date)*

Coach/Club Advisor (staff): 10/14/26 *(Signature & Date)* Principal's *Pre-Approval*: 10/22/26 *(Signature & Date)*

Student Leadership(student): 10/21/26 *(Signature & Date)* Activity Coordinator: 10/22/26 *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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

Activity Coordinator: 10/22/26 *(Signature & Date)*

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

Fundraising/Activity Form

REC'D OCT 26 2026

☐ ASB ☒ ASB Charitable ☐ General Fund

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

School: PHS Group Name: Key Club Account #: 4010

Proposed Fundraising Activity: Food Drive

Intended Use of Proceeds: Donate the food to the Community Action Center

Estimated Revenues:$ 0 Estimated 0

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 0

Will the fundraiser be held for the benefit of an organization outside the district? Yes ■ No ☐
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 12/5 End: 12/5

Team/Club Leader (student): 10/7/26 *(Signature & Date)* ASB Bookkeeper (staff): 10-8-26 *(Signature & Date)*

Coach/Club Advisor (staff): 10/7/26 *(Signature & Date)* Principal's ***Pre-Approval***: 10/ *(Signature & Date)*

Student Leadership(student): 10/14/26 *(Signature & Date)* Activity Coordinator: *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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

Activity Coordinator: _____ *(Signature & Date)*

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

Fundraising/Activity Form

REC'D OCT 26 2026

☒ ASB ☐ ASB Charitable ☐ General Fund

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

School: PHS Group Name: FCCLA Account #: 4033

Proposed Fundraising Activity: Funky Socks Sales

Intended Use of Proceeds: pay for state competition

Estimated Revenues:$ 1000.00 Estimated 500.00

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 500.00

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☒
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 11/2/26 End: 11/13/26

Team/Club Leader (student): [signature] 10-14-26 *(Signature & Date)* ASB Bookkeeper (staff): [signature] *(Signature & Date)*

Coach/Club Advisor (staff): [signature] 10/14/26 *(Signature & Date)* Principal's *Pre-Approval*: [signature] 10/20/26 *(Signature & Date)*

Student Leadership(student): [signature] 10/21/26 *(Signature & Date)* Activity Coordinator: [signature] 10/22/26 *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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

Activity Coordinator: [signature] 10/22/26 *(Signature & Date)*

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

Fundraising/Activity Form

REC'D OCT 26 2026

☒ ASB ☐ ASB Charitable ☐ General Fund

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

School: PHS Group Name: FCCLA Account #: 4033

Proposed Fundraising Activity: cupcake sale during school musical

Intended Use of Proceeds: payment toward state fees

Estimated Revenues:$ 600.00 Estimated 200.00

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 400.00

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☒
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 2/18/27 End: 2/27/27

Team/Club Leader (student): [signature] 10-14-26 (Signature & Date) ASB Bookkeeper (staff): [signature] (Signature & Date)

Coach/Club Advisor (staff): [signature] 10/14/26 (Signature & Date) Principal's *Pre-Approval*: [signature] 10/22/26 (Signature & Date)

Student Leadership(student): [signature] 10/21/26 (Signature & Date) Activity Coordinator: [signature] 10/22/26 (Signature & Date)

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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

Activity Coordinator: [signature] 10/22/26 (Signature & Date)

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

Fundraising/Activity Form

REC'D OCT 2 6 2026

☐ ASB ☒ ASB Charitable ☐ General Fund

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

School: Pullman High School Group Name: ASB Account #: [redacted] 6001

Proposed Fundraising Activity: Coin Wars

Intended Use of Proceeds: ATVP donation

Estimated Revenues:$ 2,200.00 Estimated Ø.00

Expenses: $ Estimated Revenues-Estimated Expenses=Estimated Profit: 2,200.00

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☑ No ☐
If *yes*, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: 12/7/2026 End: 12/11/2026

Team/Club Leader (student): [redacted] *(Signature & Date)* ASB Bookkeeper (staff): *(Signature & Date)*

Coach/Club Advisor (staff): *(Signature & Date)* Principal's *Pre-Approval*: 10/22/26 *(Signature & Date)*

Student Leadership(student): *(Signature & Date)* Activity Coordinator: *(Signature & Date)*

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

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

C. Accounting Summary of Fundraiser (Reconciliation)

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

D. Final Approval of Reconciliation

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

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

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

Activity Coordinator: *(Signature & Date)*

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

Coversheet

Records Destruction Log

Section: IV. Consent Agenda
Item: I. Records Destruction Log
Purpose:
Submitted by:
Related Material: Records Destruction Log - I Programs 10.28.26.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*)
4.3. Student Discipline Isolation and Restraint - Under Age 18	SD2025-13 Rev. 0	Public Schools (K-12) Records Retention Sched	Retain until 3 years after student attains age 18, then destroy	Students who turned 21 years of age during the following years. 2020, 2024, 2025, 2026	2017-2018 2018 - 2019	2020 2024	secure shredding
					17-18 & 18-19 2018-2019	2025 2026	secure 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: _____ Printed Name: Tauna Johnson Division: Instructional Programs

Records Manager Signature: _____ Printed Name: Ryan Mulvey

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

Coversheet

2026-2027 Board Goals & Board Development Plan

Section: V. Action Items
Item: A. 2026-2027 Board Goals & Board Development Plan
Purpose:
Submitted by:
Related Material: ES 2026-27 Board Goals and Development Plan 10.28.26.pdf
2026-2027 Board Goals and Board Development Plan.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

2026-2027 Board Goals & Development Plan

Executive Summary

Board of Directors

October 14, 2026

Background:

Annually, the board establishes development goals for the school year. Presented is the board goals and development plan for the 2026-2027 school year as determined by the Board of Directors. The content of the plan is subject to change.

Recommended Board Action:

Approval of the Board Goals and Development Plan for the 2026-2027 school year.

Motion to Approve

I move that we approve the Board Goals and Development Plan for the 2026-2027 school year.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

PULLMAN PUBLIC SCHOOLS

SCHOOL BOARD GOALS & BOARD DEVELOPMENT PLAN

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 (5th, 8th, and 9th grade)
- Increasing achievement for target populations in the subject areas of English Language Arts (ELA) and Mathematics

BOARD 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 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 & Board 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 Board Member Development: Topic TBD*
- **March 3, 2027**
  - *Board Policy and/or Board Member 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

3205 Sexual Harassment of Students Prohibited

Section: V. Action Items
Item: B. 3205 Sexual Harassment of Students Prohibited
Purpose:
Submitted by:
Related Material: ES 3205 Sexual Harassment of Students Prohibited 10.14.26.pdf
3205 Sexual Harassment of Students Prohibited 10.14.26.pdf

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

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

3205 Sexual Harassment of Students Prohibited

Executive Summary

October 14, 2026

Ryan Mulvey

Assistant Superintendent

Background:

Policy 3205 Sexual Harassment of Students Prohibited has been revised by WSSDA and was highlighted in the September Policy and Legal News. WSSDA has revised the model policy to address new regulations in chapter 392-190 WAC. Some of those changes impact the state process for handling sexual harassment complaints. For example, when determining whether sexual harassment has occurred, a school district must apply the preponderance of the evidence standard per WAC 392-190-065(3)(b). Additionally, a new regulation addresses retaliation. See WAC 392-190-064. Therefore, 3205 was updated to reflect those changes.

Recommended Board Action:

Approval of Board Policy 3205 Sexual Harassment of Students Prohibited.

Motion to Approve

I move to approve the revisions to Board Policy 3205 Sexual Harassment of Students Prohibited.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 3205

STUDENTS

Sexual Harassment of Students Prohibited

The Pullman School District Board of Directors is committed to providing a positive and productive education environment free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

I. Definitions

For purposes of this policy and procedure, the term "sexual harassment" has the same meaning as provided under state and federal law. Under state law, "sexual harassment" is defined in RCW 28A.640.020(2)(f) and WAC 392-190-008(4). Under Title IX, "sexual harassment" is defined in 34 CFR 106.30. ~~For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.~~

~~The term "sexual harassment" may include:~~

- ~~acts of sexual violence~~
- ~~unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;~~
- ~~unwelcome sexual advances;~~
- ~~Unwelcome requests for sexual favors;~~
- ~~Sexual demands when submission is a stated or implied condition of obtaining an educational benefit;~~
- ~~Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.~~

~~A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.~~

II. ~~Investigation and~~ Response to Sexual Harassment

If the district knows, or reasonably should know, that sexual harassment has occurred ~~created a hostile environment~~, it will promptly investigate and take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment (as defined in WAC 392-190-0555(1)(b)) if one exists, prevent the harassment from recurring, and remedy the effects of the harassment, as appropriate. ~~to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or~~

~~informally. The district will take these steps every time a complaint alleging sexual harassment comes to the attention of the district, either formally or informally.~~

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

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

III. Retaliation and False Allegations

The district will not adopt any policy, procedure, or practice that would limit a person's right to file a sexual harassment complaint under the district's sexual harassment complaint procedure or have the effect of discouraging any person from using the complaint procedure. The district must not intimidate, threaten, coerce, or discriminate against any person for the purpose of interfering with any right secured by this policy and its accompanying procedure or because the individual has made a complaint or participated in an investigation under the district's sexual harassment complaint procedure.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

IV. Staff Responsibilities

The superintendent or designee will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

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

~~Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.~~

~~District/school staff~~Staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district~~/school~~, or the individual acting on behalf of the district~~/school~~, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

V. ~~Notice and Training~~Notification

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

~~At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientation.~~

~~This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. Information about the~~ This policy and its accompanying procedure will be ~~clearly stated and~~ conspicuously posted in~~-~~ each school building and~~,~~ provided to each employee. Information about the policy and its accompanying procedure will be included in any district or school publication that sets forth the rules, regulations, procedures, and standards of conduct. ~~and reproduced in each student, staff, volunteer, and parent handbook. Such notices will identify the district's Title IX coordinator and provide contact information, including the coordinator's email address.~~ The district must publish the information in handbooks and on school and district websites consistent with the requirements in RCW 28A.300.286.

The superintendent or designee will develop a process for discussing this policy and its accompanying procedure. The discussion will, at minimum, address the definition of sexual harassment and issues covered by this policy and its accompanying procedure.

VI. Policy Review

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

Cross References:

Board Policy, 3207/P	Prohibition of Harassment, Intimidation, and Bullying of Students
Board Policy, 3210/P	Nondiscrimination
Board Policy, 3211/P	Gender-Inclusive Schools
Board Policy, 3241/P	Student Discipline
Board Policy, 5010/P	Nondiscrimination and Affirmative Action
Board Policy, 5011/P	Sex Discrimination and Sex-Based Harassment of District Staff Prohibited

Legal Reference:

20. U.S.C. 1681-1688	Title IX of the Education Amendments of 1972
WAC 392-190-008	Definitions
WAC 392-190-0555	Discriminatory Harassment
WAC 392-190-057	Sexual Harassment policy – Required criteria
WAC 392-190-058	Sexual Harassment – Notification
WAC 392-190-064	Protections against retaliation
WAC 392-190-065	Complaint procedure—Level I complaint to school district
WAC 392-190-070	Complaint procedure—Level II appeal to school board
WAC 392-190-075	Complaint procedure—Level III complaint to OSPI
RCW 28A.640.020	Regulations, guidelines to eliminate discrimination – Scope – Sexual harassment policies
RCW 28A.300.286	Discrimination, harassment, intimidation, and bullying—Policies and complaint procedures—Posting of model student handbook language
34 C.F.R. Part 106 ~~106 et seq.~~	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Management Resources

Policy & Legal News, September 2026
Policy & Legal News, August 2024
Policy & Legal News, August 2020
Policy alert, July 2015
Policy & Legal News, December 2014
Policy & Legal News, October 2010

Pullman School District Board Policy 3205

Classification: ~~Essential~~ Critical

Adoption Date: December 11, 2019
Revised Date: September 9, 2020
Revised Date: January 8, 2025
Revised Date: February 26, 2025

Coversheet

3246 Restraint and Isolation

Section: V. Action Items
Item: C. 3246 Restraint and Isolation
Purpose:
Submitted by:
Related Material: ES 3246 Restraint and Isolation 10.14.26.pdf
3246 Restraint and Isolation 10.14.26.pdf

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

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

3246 Restraint and Isolation

Executive Summary

October 14, 2026

Ryan Mulvey

Assistant Superintendent

Background:

Policy 3246 Restraint and Isolation, has been revised by WSSDA and highlighted in the July Policy and Legal News. The revisions address new requirements under HB 1795, including prohibited restraint practices, restrictions on isolation rooms, and expanded incident reporting and oversight.

Recommended Board Action:

Approval of Board Policy 3246 Restraint and Isolation.

Motion to Approve

I move to approve the revisions to Board Policy 3246 Restraint and Isolation.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 3246

STUDENTS

Restraint~~,~~ and Isolation ~~and Other Uses of Reasonable Force~~

It is the policy of the Pullman School District board of directors that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district, including those who have an individualized education program (IEP) or plan developed under section 504 of the Rehabilitation Act of 1973, will remain free from unreasonable restraint~~,~~ and ~~restraint devices,~~ isolation~~, and other uses of physical force~~. Under no circumstances will these techniques be used as a form of discipline or punishment.

This policy is intended to address district students. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with adults or other youth from outside the district as allowed by law.

Use of restraint~~,~~ or isolation~~, and other forms of reasonable force~~ may only be used on ~~any~~ a student when reasonably necessary to control spontaneous behavior that poses an ~~"~~imminent likelihood of serious harm~~"~~ as defined by ~~RCW 71.05.020 and Chapter 392-172A WAC~~ RCW 28A.600.485 and explained in the procedure accompanying this policy. ~~Serious harm includes physical harm to self, another, or district property. Staff will closely monitor such actions to prevent harm to the student and will use the minimum amount of restraint and isolation appropriate to protect the safety of students and staff. The restraint, isolation, and other forms of reasonable force will be discontinued when the likelihood of serious harm has dissipated.~~

The superintendent or a designee will develop procedures to implement this policy and ensure that the district complies with laws governing restraint and isolation of students. ~~, including review, reporting and parent/guardian notification of incidents involving restraint or isolation as required by law. Additionally, the superintendent will annually report to the board on incidents involving the use of force.~~

Cross References:
Board Policy, 2161/P - Special Education and Related Services for Eligible Students
Board Policy, 2162/P - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973

Legal References:

RCW 28A.150.300	Corporal Punishment Prohibited – Adoption of Policy
RCW 9A.16.020	Use of Force — When lawful
RCW 9A.16.100	Use of Force on Children — Policy — Actions presumed unreasonable
RCW 28A.155.210	Use of restraint or isolation — Requirement for procedures to notify parent or guardian ~~— Additional procedures for compliance~~
~~RCW 28A.600.485~~	~~Restraint of students with individualized education programs or plans developed under section 504 of the rehabilitation act of 1973—Procedures—Summary of incidents of isolation or restraint—Publishing to web site~~
RCW 28A.600.485	Restraint of students—Use of restraint or isolation specified in individualized education programs or plans developed under section 504 of the rehabilitation act of 1973—Procedures—Summary of incidents of isolation or restraint—Publishing to website
~~RCW 71.05.020~~	~~Definitions~~
~~WAC 392-172A~~	~~Provision of Special Education Services~~
WAC 392-172A-01092	Imminent
WAC 392-172A-01107	Isolation
WAC 392-172A-01109	Likelihood of serious harm
WAC 392-172A-01162	Restraint
WAC 392-172A-02076	Prohibited practices
WAC 392-172A-02110	Isolation or restraint—Conditions

Management Resources:

2026 – July Issue
2024 – August Issue
2021 – December Issue
2016 - March Issue
2015 - July Policy Alert

Pullman School District Board Policy 3246

2013 - December Issue
2013 - July Issue
Policy News, December 2008 Use of Reasonable Force Policy

Classification: ~~Essential~~Critical

Adoption Date: **November 14, 2000**
Revised: **October 23, 2013**
Revised: **August 9, 2017**
Revised: **January 26, 2022**
Revised: **December 11, 2024**

Coversheet

4020 Confidential Communications - RETIRED

Section: V. Action Items
Item: D. 4020 Confidential Communications - RETIRED
Purpose:
Submitted by:
Related Material: ES 4020 Confidential Communications - RETIRE 10.14.26.pdf
4020 Confidential Communications 10.14.26 RETIRED.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

4020 Confidential Communications - RETIRE

Executive Summary

October 14, 2026

Bob Maxwell

Superintendent

Background:

WSSDA retired Policy 4020 in its July Policy and Legal News because its language was unclear and its subject matter is addressed in other existing policies and procedures, including Policy 5253 – Maintaining Professional Staff/Student Boundaries, Policy 3231 – Student Records, and Policy 3421 – Child Abuse and Neglect. As a result, the District is recommending the retirement of Policy 4020.

Recommended Board Action:

Approval to retire Board Policy 4020 Confidential Communications.

Motion to Approve

I move to approve the retirement of Board Policy 4020 Confidential Communications.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 4020

COMMUNITY RELATIONS

Confidential Communications

The Pullman School District Board of Directors recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. A staff member may, in his/her professional judgment, treat information received from a student as confidential while at other times decide to disclose what was learned to the school administration, law enforcement officers (including child protective services), other staff members or the student's parents. The staff member should advise the student regarding the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents. If the staff member intends to advise the parents, the student should be informed prior to such action.

The following guidelines are established to assist staff members in making appropriate decisions regarding confidential information and/or communications:

1.0 Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the records custodian shall remain confidential and shall be used only for the purpose that its access was granted. (Policy 3231)

2.0 While certain professionals may have a legal confidential relationship as in attorney-client communications, school staff members including counselors (except licensed psychologists) do not possess a confidentiality privilege.

3.0 A staff member is expected to reveal information given by a student when there is a reasonable likelihood that a crime has or will be committed or that a student's physical welfare may be endangered, (e.g. child abuse, sale of drugs, suicidal ideation).

4.0 A staff member should exercise professional judgment regarding the sharing of student disclosed information when there is reasonable likelihood that the student's general welfare may be endangered.

5.0 If district officials determine there is a specific threat to the health or safety of a student or any other individual, it may disclose otherwise confidential student information to appropriate parties, as allowed by the Family Educational Rights and Privacy Act (FERPA).

6.0 A staff member is encouraged to assist the student by offering suggestions regarding the availability of community services to assist a student in dealing with personal matters, (e.g. sexual activity, sexually transmitted diseases, pregnancy). The staff member should encourage the student to discuss such matters with his/her parents. Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others.

Cross Reference:
Board Policy 2121 Substance Abuse Program
Board Policy 2140 Guidance and Counseling
Board Policy 3231 Student Records
Board Policy 4340 Public Access to District Records
Board Policy 5260 Personnel Records

Legal References:
RCW 26.44.030 Reports - Duty and authority to make - Duty of receiving agency

Adoption Date: 3-13-91
Revised Date: 2-8-95
Revised Date: October 18, 2000
Revised Date: September 22, 2010
Revised Date: March 14, 2018

Coversheet

5001 Hiring of Retired School Employees

Section: V. Action Items
Item: E. 5001 Hiring of Retired School Employees
Purpose:
Submitted by:
Related Material: ES 5001 Hiring of Retired School Employees 10.14.26.pdf
5001 Hiring of Retired School Employees 10.14.26.pdf

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

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

5001 Hiring of Retired School Employees

Executive Summary

October 14, 2026

Bob Maxwell
Superintendent

Background:

Policy 5001 Hiring of Retired School Employees has been revised by WSSDA and was highlighted in the September Policy and Legal News. WSSDA has made minor updates to the model policy to reflect the 2025 revisions to the RCWs. For example, WSSDA revised the rehiring time caps from July 1, 2025, to January 1, 2030, and also addressed statutory notices regarding the loss of benefit accrual if the employee opts to reestablish membership under TRS plans 2 and 3, SERS plans 2 and 3, and PERS plan 1.

Recommended Board Action:

Approval of Board Policy 5001 Hiring of Retired School Employees.

Motion to Approve

I move to approve the revisions to Board Policy 5001 Hiring of Retired School Employees.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 5001

PERSONNEL

Hiring of Retired School Employees

The Pullman School District Board of Directors directs the district to recruit, select, and employ the best-qualified individuals as employees. The district may employ persons retired from the Teachers' Retirement System (TRS), the School Employees' Retirement System (SERS), or the Public Employees' Retirement System (PERS). A retired employee will only be rehired pursuant to this district policy.

I. TRS Plan 1 Retirees

TRS Plan 1 retirees who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative position for up to 867 hours in a school year without suspension of their pension benefits.

Until ~~July 1, 2025~~January 1, 2030, TRS Plan 1 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a school year and continue to receive their pension payments.

II. TRS Plan 2 & Plan 3 Retirees

TRS Plan 2 and Plan 3 retirees who reenter employment more than one calendar month after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

TRS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.32.765(3)(b) or 41.32.875(3)(b) and who reenter employment more than one calendar month after their accrual date and after June 9, 2016, may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.

Until ~~July 1, 2025~~January 1, 2030, TRS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

III. SERS Plan 2 & 3 Retirees

SERS Plan 2 and Plan 3 retirees who reenter employment more than one calendar month after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

~~SERS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) and who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.~~

Until ~~July 1, 2025~~January 1, 2030, SERS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) or 41.35.680(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

If a rehired retiree under SERS plan 2 or plan 3, opts to reestablish SERS membership under RCW 41.35.030 they will no longer be eligible to retirement benefit accrual and shall make contributions to receive membership credit.

IV. PERS Retirees

PERS retirees who reenter employment more than one calendar month after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

Until ~~July 1, 2025~~January 1, 2030, PERS retirees who enter reemployment more than 100 days after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.40.630(3)(b) or 41.40.820(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

If a rehired retiree under PERS plan 1, opts to reestablish PERS membership under RCW 41.40.023(12), they will no longer be eligible to retirement benefit accrual and shall make contributions to receive membership credit.

V. District Responsibilities

The district will abide by the following process when considering a retiree for employment:

A. The board of directors will approve a process for recruitment and selection of employees, including those vacancies for which a retiree applicant may be considered;

B. Applicant(s) will be evaluated and considered equally, selecting the candidate who best meets the needs of the district;

C. There will be no prearranged employment agreement or commitment to rehire an employee after retirement. Mere inquiries about post-retirement employment do not constitute an agreement;

D. Employment will be limited to a maximum of a one-year, non-continuing contract or appointment;

E. Subject to any applicable bargaining agreements, vacancies filled by retirees will be annually reviewed by the board to determine whether the retiree will be rehired for another year of employment;

F. The district will provide the retiree with the same terms and conditions of employment as other appointees or employees in comparable positions with the exception of sick-leave cash-out; and

G. The district will report the number of hours worked by the retiree to DRS.

VI. Retired Employee Responsibilities

The following conditions of employment will apply to retirees that are re-employed:

A. Retired applicants will disclose to the district whether they are retired from a Washington state retirement plan.

B. Employees must satisfy the DRS requirement for separation and retirement from service prior to accepting a retire/rehire position with the district.

C. Retirees are subject to the same collective bargaining membership as other one-year temporary employees.

D. Retirees are responsible for tracking service hours during post-retirement employment among multiple employers.

Cross References:

Board Policy ~~5610~~5610	Substitute Employment
Board Policy ~~5612~~5612	Temporary Administrators
Board Policy ~~5050~~5050	Contracts

Legal References:

RCW 28A. 405.900	Certain certificated employees exempt from chapter provisions
Chapter 41.32 RCW	Teachers' retirement
RCW 41.32.570	Post-retirement employment – Reduction or suspension of pension payments
RCW 41.32.802	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400- Reestablishment of membership
RCW 41.32.862	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400- Reestablishment of membership
Chapter 41.35 RCW	Washington school employees' retirement system
RCW 41.35.060	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400- Reestablishment of membership
Chapter 41.40 RCW	Washington public employees' retirement system
RCW 41.40.037	Service by retirees – Break in employment requirement – Reduction of retirement allowance upon reemployment- Reestablishment of membership

Management Resources:

2026 – September Issue
2023 – April Issue
2022 – June Issue
2016 - July Issue
2011 - August Issue
Policy News, June 2007 Revisions to Retire/Rehire Law

Classification: ~~Essential~~Critical

Adoption Date: March 28, 2012
Revised Date: June 28, 2017
Revised Date: August 10, 2022
Revised Date: April 26, 2023

Coversheet

1815 Ethical Conduct for School Directors - NEW

Section: V. Action Items
Item: F. 1815 Ethical Conduct for School Directors - NEW
Purpose:
Submitted by:
Related Material: ES 1815 Ethical Conduct for School Directors 10.14.26.pdf
1815 Ethical Conduct for School Directors 10.28.26.pdf

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

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

1815 Ethical Conduct for School Directors - NEW

Executive Summary

October 14, 2026

Arron Carter

Board President

Background:

In response to previous board discussion, 1815 Ethical Conduct for School Directors is being presented and is aligned with the most recent WSSDA sample model policy. WSSDA established this policy to support school boards in articulating the core ethical standards and in establishing a fair and neutral process for responding when behavior becomes problematic.

Recommended Board Action:

Approval to adopt Board Policy 1815 Ethical Conduct for School Directors.

Motion to Approve

I move to approve the adoption of Board Policy 1815 Ethical Conduct for School Directors.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 1815

BOARD OF DIRECTORS

Ethical Conduct for School 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 impartially and on the merits of the topic.
- 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. 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.

Cross References:

Board Policy, 1111	Oath of Office
Board Policy, 1220	Board Officers and Duties of Board Members
Board Policy, 1610	Conflicts of Interest 2nd Class Districts
Board Policy, 5271	Reporting Improper Governmental Action (Whistleblower Protection)

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:

Pullman School District Board Policy 1815

2025 - July Issue
2021 - October Issue

Classification: Discretionary

Adopted Date:

Coversheet

1101F2 Board Communication Protocols

Section: V. Action Items
Item: G. 1101F2 Board Communication Protocols
Purpose:
Submitted by:
Related Material: ES 1101F2 Board Communication Protocols 9.23.26.pdf
1101F2 Board - Communication Protocols 10.14.26.pdf

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

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

1101F2 Board Communication Protocols

Executive Summary

September 23, 2026

Arron Carter

Board President

Background:

Updates to the Board communication policy to include clarifications on the use of social media, and the ethical conduct of Board directors to be used during communication. This continues our discussion from our annual retreat to work toward improved communication and clarify policy.

Recommended Board Action:

Approval of revisions to 1101F2 Board Communication Protocols.

Motion to Approve

I move to approve the revisions to 1101F2 Board Communication Protocols.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

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. Communicating Concerns or Complaints

Issue Type	**Initial Point of Contact**	**Next Level** *(if unresolved)*	**Final Level**
1. Complaints	The district has adopted several complaint procedures. Some of those include the following: • 3205/P Sexual Harassment of Students Prohibited • 3207/P Prohibition of Harassment, Intimidation and Bullying of Students • 3210/P Non-Discrimination • 3211/P Gender-Inclusive Schools • 3241/P Student Discipline • 4220/P Complaints Concerning Staff or Programs • 5010/P Non-Discrimination and Affirmative Action • 5011/P Sex Discrimination and Sex-Based Harassment of Staff Prohibited • 5270/P Resolution of Staff Complaints • 5271/P Reporting Improper Governmental Action *Policies and Procedures can be found at: https://app2.boardontrack.com/public/t6gNEZ/documents?categoryId=49252* Staff, administrators, and board members are expected to follow the complaint procedures described in district polices and procedures. Not all complaints will fall within an established complaint procedure. In those instances when a complaint doesn't fall within an established complaint procedure, the board expects administrators to use their professional judgment to address those complaints If a board member receives a complaint or criticism about district personnel, the information is to be referred to the superintendent. *(Policy 1101 and the superintendent contract)* 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. 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).		
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	Board Chair & Board Policy Representative *(if needed for policy-level concern)* The superintendent should be allowed to address district-level concerns. The Board will only address

			these concerns if necessary.
3. Resource Requests (Supplies/Materials)	Building Administrator Asst. Superintendent and/or Applicable Program Director	Superintendent & Finance Director	Applicable District Committee Discussion. If needed, a Program Report can be provided at a Regular Board meeting
4. Program/Facilities Needs/Improvements	Building Administrator Asst. Superintendent and/or Applicable Program Director	Superintendent and Finance Director *(if applicable)*	Applicable District Committee Discussion. If needed, a Program Report can be provided at a Regular Board meeting
5. Advocacy – Internal (Gov't relations, legislative)	Board Chair	N/A	Board Chair & Superintendent *(to align with legislative priorities)*
6. Emergency (911 calls, urgent situations)	Staff follow district emergency protocols	Superintendent is notified	Board is notified by Superintendent or their designee
7. Concerns or Complaints About Board Director Ethics: The Board follows policy 1815 regarding ethical conduct for School Directors.			
8. Addressing School Board Director Violations: Failure to adhere or comply with policies adopted by the Board may result action taken in accordance with policy 1825.			

IV. External Communication Protocols

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

Communication Type	Protocols
The president will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board. *(Policy 1220)* 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. *(Policy 1220)*	

Advocacy – External (Federal, State, Local)	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. *(Policy 1220)* The legislative representative may also serve as the liaison between local government agencies and the board.
Civic Organizations	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.
Attending Events as School Board Representatives	Attend events to support school programs and strengthen community relationships. 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
Students, Families and Community Members	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. Communication Using Social Media:

The district maintains official social media accounts to communicate district information to the public. Board members may use personal social media accounts to express individual views, discuss public education, and share publicly available district information. Personal accounts may not be used to conduct board business, exercise board authority, act in a board member's official capacity, or solicit public input as part of an official board process outside established governance procedures.

Board members must distinguish their personal expression from their official conduct as board members. A board member may speak on behalf of the district or board only when authorized to do so. (See Policy 1220). Board members should clarify that views expressed on personal accounts are their own and do not represent the district's or board's official views or positions. Board members should refer the public to the district's official communication channels for announcements of district actions or positions. A disclaimer does not change the nature of a communication that otherwise constitutes official district or board business.

Board member communication must comply with applicable law and district policies, including Policies 1220, 1620, 1815, and 1825, protect confidential and legally protected information, and refrain from using public resources or district email accounts to post on personal social media accounts. Nothing herein is intended to restrict a board member's personal expression or to treat all communications about public education or district matters as official board communications.

~~The district maintains official social media accounts to share news, alerts, and special recognition for students and staff. Directors may use personal social media accounts to communicate with the public and share official posts; however, they must follow the guidelines below to comply with the Open Public Meetings Act, Chapter 42.30 RCW (OPMA), and the Public Records Act, Chapter 42.56 RCW (PRA).~~

~~Acceptable use of Directors' personal social media accounts includes:~~

- ~~Sharing publicly available information about District meetings, events, or decisions.~~
- ~~Providing general educational content or personal viewpoints on general education issues.~~
- ~~Encouraging community input and engagement.~~
- ~~Directing constituents to official district channels if seeking information, formal response, or public comment.~~

~~When using social media, Board Directors are expected to promote trust, transparency, and effective governance while complying with applicable laws and Board policies. Personal social media accounts remain the property of~~

~~the individual Board Director, but under the PRA, any social media posts and comments related to district matters are part of the public record. Directors must retain these posts and produce them in response to public records requests.~~

~~Board Directors are encouraged to consider how students, families, employees, and community members may perceive social media posts. The content and tenor of online conversations, discussions, and posts should adhere to professional standards of conduct and respectful discourse displayed during school board meetings and school district events.~~

~~***Board Directors must refrain from:***~~

- ~~Conducting any district business, including matters related to governance (e.g., policy decisions), official public notice, or legal or fiscal significance that have not been voted upon by the school board.~~
- ~~Engaging or interacting in any way with other Board Directors that may be perceived as deliberation or about pending items that could constitute a "meeting" under OPMA.~~
- ~~Disclosing confidential or protected information, including student information, personnel matters, discussions occurring during Executive Session, collective bargaining, or pending litigation.~~
- ~~Interfering with administration of district operations or otherwise undermining Superintendent authority by directing employees or influencing staffing decisions.~~
- ~~Misrepresenting Board authority or posting anything that implies social media posts represent the official positions of the Pullman School District Board of Directors. To avoid confusion, Board Directors should include a disclaimer clarifying that the individual views expressed on personal accounts do not represent the official views or positions of the PSD Board of Directors.~~
- ~~Posting any content that promotes or advertises commercial services, entities, or products.~~
- ~~Influencing a school district election or ballot measures.~~

VI. 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, and invite 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.

~~VI.~~ VII. 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.

Liaisons	**Organization/Committee/School**
For school/district representative/committee appointments, please refer to the district website: https://www.pullmanschools.org/meet-board-members	
Local Civic Organizations: *(List all that are assigned a board liaison)*	
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
Revised Date:

Coversheet

2320 Field Trips, Excursions and Outdoor Education

Section: VI. Discussion Items
Item: A. 2320 Field Trips, Excursions and Outdoor Education
Purpose:
Submitted by:
Related Material: ES 2320 Field Trips. Excursions and Outdoor Education 10.28.26.pdf
2320 Field Trips Excursions-Outdoor Ed 10.28.26.pdf

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

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

2320 Field Trips. Excursions and Outdoor Education

Executive Summary

October 28, 2026

Bob Maxwell

Superintendent

Background:

Board Policy 2320 includes minimal revisions to align with the WSSDA sample policy and clarify existing language. Procedure 2320P underwent more extensive revisions, clarifying the definition of excursions and supervision requirement of one adult for every ten students.

Recommended Board Action:

Approval of Board Policy 2320 Field Trips. Excursions and Outdoor Education.

Motion to Approve

I move to approve the revisions to Board Policy 2320 Field Trips. Excursions and Outdoor Education

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 2320

INSTRUCTION

Field Trips, Excursions and Outdoor Education

The Pullman School District Board of Directors recognizes that field trips, ~~excursions, and outdoor education,~~ when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom ~~procedures~~ activities by providing learning experiences in an environment beyond the classroom. ~~Transportation of students will adhere to School Board Policies 6620 and 6625.~~

Field trips ~~which~~ that take students out of the state beyond 25 miles of the Washington State border, or outside an 80 mile radius of Pullman~~, and/or are planned to~~ or keep students out of the district overnight~~,~~ must be approved in advance by the board. Outdoor education ~~camp~~ resident school plans ~~shall~~ will be presented to the board for annual approval. The Superintendent has the authority to approve all other field trips.

The Superintendent ~~shall~~ will develop procedures for the operation of a field trip or an outdoor education activity which will ensure ~~shall insure~~ that the safety of the student ~~shall be~~ is protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities ~~which~~ that enhance its usefulness. Private vehicles may be used to transport students~~,~~ if approval is obtained in advance from ~~accordance with procedures created by~~ the ~~Superintendent~~principal.

No staff member may recruit students for any privately arranged field trip or excursion without administrator approval and board permission.

Cross References:	Board Policy 6620	Special Transportation
	Board Policy 6625	Private Vehicle Transportation
	Board Policy 3520	Student Fees, Fines, Charges
Legal References:	RCW 28A.330.100(5)	Additional powers of board
	RCW 67.20.020	Parks — Contracts for cooperation
	WAC 180-87-090	Improper remunerative conduct

Adoption Date: May 14, 2008

Coversheet

3418 Response to Student Injury or Illness

Section: VI. Discussion Items
Item: B. 3418 Response to Student Injury or Illness
Purpose:
Submitted by:
Related Material: ES 3418 Response to Student Injury and Illness 10.28.26.pdf
3418 Response to Student Injury or Illness 10.28.26.pdf

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

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

3418 Response to Student Injury and Illness

Executive Summary

October 28, 2026

Bob Maxwell

Superintendent

Background:

Policy 3418 Response to Student Injury and Illness has been revised by WSSDA and was highlighted in the July Policy and Legal News. WSSDA has revised this model policy and Policy 5004 Infection Control Program to address new regulations in Senate Bill 5790 - Concerning Medical Equipment in Schools which expands what "emergency response" entails in Washington schools by requiring bleeding control equipment and staff training for traumatic injuries. These revisions are to align board policy with this legislation and RCW 28A.210.440.

Recommended Board Action:

Approval of Board Policy 3418 Response to Student Injury and Illness.

Motion to Approve

I move to approve the revisions to Board Policy 33418 Response to Student Injury and Illness.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 3418

STUDENTS

Response to Student Injury or Illness

The Pullman School District Board of Directors recognizes that schools are responsible for providing first aid or emergency treatment in case of injury or illness of a student. To that end, staff designated to provide student health support should be certified in First Aid/CPR/AED. The board encourages all school staff to become certified in first aid. School staff will refer to the joint Department of Health and Office of the Superintendent document *How to Respond: Illness and Injury at School* for guidance. Emergency treatment under this policy includes response to traumatic injuries involving life-threatening blood loss, consistent with state law requirements for bleeding control equipment, staff training, and emergency medical response.

Further medical attention in non-emergency cases is the responsibility of the parent or guardian. Schools will notify the parent or guardian of students who suffer injuries, illness or physical trauma at school or at any school-sponsored activity as soon as practicable.

The superintendent will establish procedures to be followed consistent with this policy.

Cross Reference:

Board Policy, 3124/P	Removal/Release of Student During School Hours
Board Policy, 3422/P	Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest

Management Resources:
2014 – June Issue
2020 – September Alert
2026 – July Issue

Classification: Important

Adoption Date: June 9, 2010
Revised Date: March 10, 2021

Coversheet

5004 Infection Control Program

Section: VI. Discussion Items
Item: C. 5004 Infection Control Program
Purpose:
Submitted by:
Related Material: ES 5004 Infection Control Program 10.28.26.pdf
5004 Infection Control Program 10.28.26.pdf

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

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

5004 Infection Control Program

Executive Summary

October 28, 2026

Bob Maxwell

Superintendent

Background:

Policy 5004 Infection Control Program has been revised by WSSDA and was highlighted in the July Policy and Legal News. WSSDA has revised this model policy and Policy 3418 Response to Student Injury and Illness to address new regulations in Senate Bill 5790 - Concerning Medical Equipment in Schools which expands what "emergency response" entails in Washington schools by requiring bleeding control equipment and staff training for traumatic injuries. These revisions are to align board policy with this legislation and RCW 28A.210.440.

Recommended Board Action:

Approval of Board Policy 5004 Infection Control Program.

Motion to Approve

I move to approve the revisions to Board Policy 5004 Infection Control Program.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 5004

MANAGEMENT SUPPORT

Infection Control Program

I. Immunization

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the Pullman School District Board of Directors strongly urges that school staff members (including substitutes, student teachers, and volunteers) provide documentation of immunization or evidence of immunity against certain vaccine-preventable diseases. The following immunizations are recommended for school staff: measles, mumps, rubella (MMR), varicella (chickenpox), diphtheria, tetanus, and pertussis (Tdap and Td), and influenza (flu). Staff members born prior to January 1, 1957 need not provide evidence of immunity to measles; these individuals are considered naturally immune.

In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. If excluded, ~~he/she~~a staff member is not eligible to receive sick leave benefits because of the exclusion itself. To qualify for benefits, ~~he/she~~the staff member must be ill or temporarily physically-disabled, or ~~is~~ benefits must otherwise be provided for in a collective bargaining agreement.

II. Blood or Other Potentially Infectious Material

The district will implement an infection control program consistent with chapter 296-823 WAC (Occupational Exposure to Bloodborne Pathogens) and provide training to employees in accordance with chapter 392-198 WAC (Training—School Employees—Blood-Borne Pathogens).

Further, the district will make available to employees and volunteers bleedings control equipment in accordance with RCW 28A.210.440 (Bleeding control equipment and other medical materials—Training).

~~The superintendent or designee will evaluate all job duties of district employees to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious material. The district will maintain a list of job classifications where employees have reasonably anticipated exposure to blood or other potentially infectious material. The hepatitis B vaccine will be provided at the district's expense to all employees identified as having risk of directly contacting blood or other potentially infectious material at work. In the event that an employee has a specific exposure to blood or other potentially infectious material, the employee will be provided, at district expense, with confidential medical evaluation and other follow-up as required by law.~~

~~The district will provide annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material. All employees will receive district provided training on HIV/AIDS within six months of initial employment.~~

~~Records will be kept in strict confidence regarding the hepatitis B vaccine status of all employees with reasonably anticipated exposure to blood or other potentially infectious material and for each occupational exposure an employee has to blood or other potentially infectious material. The records will be kept for the duration of the employee's employment, plus thirty years. The district will also keep records that employees have received appropriate training.~~

III. Preventing, Suppressing, and Controlling Contagious and Infectious Diseases

The district will follow lawful regulations, orders, and proclamations about preventing, suppressing, and controlling contagious and infectious diseases.

Pullman School District Board Policy 5004

Cross-reference:

Board policy, ~~3414~~3414/P	~~———~~Infectious Disease
Board policy, 5630	Volunteers

Legal Reference:

Chapter 246-110 WAC	Contagious disease -- School districts and ~~day~~ child care centers
Chapter 296-823 WAC	Occupation exposure to bloodborne pathogens
Chapter 392-198 WAC	Training--school employees--~~HIV/AIDS~~Blood-borne pathogens
WAC 246-100-036	Responsibilities and duties - Local health officers
RCW 28A.210.440	Bleeding control equipment and other medical materials—Training
RCW 43.06.220	State of emergency - Powers of governor pursuant to proclamation
RCW 43.70.130	Powers and duties of secretary - General
RCW 70.05.070	Local health officer - Powers and duties
RCW 70.05.120	Violations - Remedies - Penalties

Management Resources:
2026 – July Policy Issue
2022 – December Policy Issue
2020 - September Alert
2015 – June Policy Issue
2015 – April Policy Issue

Classification: ~~**Encouraged**~~ **Important**

Adoption Date: April 14, 1999
Revised: July 16, 2008
Revised: May 27, 2015
Revised: March 9, 2022
Revised: March 8, 2023

Coversheet

6625 Private Vehicle Transportation

Section: VI. Discussion Items
Item: D. 6625 Private Vehicle Transportation
Purpose:
Submitted by:
Related Material: ES 6625 Private Vehicle Transportation 10.28.26.pdf
6625 Private Vehicle Transportation 10.28.26.pdf

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

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

6625 Private Vehicle Transportation

Executive Summary

October 28, 2026

Bob Maxwell

Superintendent

Background:

Board Policy 6625 Private Vehicle Transportation was last revised in 2015 and has been revised to align with the WSSDA sample policy.

Recommended Board Action:

Approval of Board Policy 6625 Private Vehicle Transportation.

Motion to Approve

I move to approve the revisions to Board Policy 6625 Private Vehicle Transportation.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 6625

MANAGEMENT SUPPORT

Private Vehicle Transportation

The Pullman School District Board of Directors authorizes the use of private vehicles under the following circumstances:

A. Under unusual circumstances, the district may request parents, or a responsible adult, to drive children to school in their own vehicles on a per-mile cost reimbursable basis. The transportation department determines when "in-lieu" transportation would be advantageous to the district and arranges its implementation. In cases where ~~families form~~ car pools are formed by families, reimbursement ~~may~~ will be provided only to the parent/guradian whose car is used to transport the students to school~~.~~; or

B. Upon written approval of the principal, staff may transport students when a student's welfare is involved~~,~~; when due care dictates prompt action, when engaged in occasional field trip activity or when engaged in an occasional extracurricular activity. The staff member will acknowledge that they agree to ~~Staff transporting students for any other reason than an emergency affecting health and/or safety, are required to be an approved school district driver (1. Driver's record abstract on file, 2. Current and valid first aid card, 3. Employee has completed a transportation safety course).The staff member shall~~ assume full responsibility for any liability or property damage, comprehensive or collision, made by or against the driver/owner of the vehicle. The district's liability insurance ~~shall~~ will cover the risk assumed by the district. The ~~district shall reimburse the~~ mileage of the staff member will be reimbursed by the district.

Under unusual circumstances and upon written approval of the principal/designee, a parent may transport ~~his/her~~their own student to and or from a school related, athletic, or extracurricular activity.

The superintendent ~~shall~~ will establish procedures for the use of private auto transportation.

Legal References:

RCW 28A.160.030 Authorizing individual transportation or other arrangements

WAC 392-143-070 ~~All~~ Other vehicles ~~other than school buses~~ used to transport students

~~RCW 28A.160 Transporting of children to school or school activities--Transporting of elderly--Insurance~~

~~RCW 28A.160.020 Authorization for private school students to ride buses--Conditions~~

~~RCW 28A.160.030 Authorizing individual transportation or other arrangements--Pupils must provide their own transportation, when~~

~~WAC 392-141 Transportation Authority and State Reimbursement~~

~~WAC 392-172-204 Transportation (Handicapped)~~

~~WAC 392-172-035 Definitions of "free appropriate, public education," "adult student," "handicapped student," "parent," and "school district"~~

~~WAC 392-145-011 School District Requirements~~

~~WAC 392-145-016 Rules for Students Riding School Buses~~

~~WAC 392-145-070 Rail Grade Crossings~~

~~WAC 392-145-021 General Operating Requirements~~

Classification: Important

Pullman School District Board Policy 6625

Adoption Date: January 10, 1996
Revised Date: April 28, 1999
Revised Date: April 2006
Revised Date: January 14, 2015

Coversheet

6114 Gifts and Donations

Section: VI. Discussion Items
Item: E. 6114 Gifts and Donations
Purpose:
Submitted by:
Related Material: ES 6114 Gifts and Donations 10.28.26.pdf
6114 Gifts and Donations 10.28.26.pdf

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

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

6114 Gifts and Donations

Executive Summary

October 28, 2026

Juston Pollestad

Executive Director of Operations

Background:

The Pullman School District recognizes that families may experience financial hardship that results in unpaid student meal balances. To support students and families, the district may accept monetary donations from individuals, businesses, foundations, and community organizations for the purpose of reducing unpaid student meal debt.

Recommended Board Action:

Approval of Board Policy 6114 Gifts and Donations.

Motion to Approve

I move to approve the revisions to Board Policy 6114 Gifts and Donations.

❑ Approved ❑ Not Approved

Date: _____

Board Secretary Signature: _____

Pullman School District Board Policy 6114

MANAGEMENT SUPPORT

Gifts and Donations

The Pullman School District Board of Directors recognizes that individuals and organizations in the community may wish to contribute money, additional supplies, or equipment to enhance or extend the instructional program. All gifts or donations to the district, including those from private fundraising sources such as Donors Choose, become the property of the district. If gifts or donations are given to an individual staff member for their use that staff member may use such item for the duration of their employment with the district.

The Board recognizes that students and/or parents may wish to express their appreciation to school staff by giving gifts. In recognition of the fact that not all families can afford to show their appreciation with gifts, the Board encourages letters of appreciation and discourages the giving of all but small, inexpensive gifts instead.

The use of crowdfunding sites, such as GoFundMe, Indiegogo, and Kickstarter, are not permitted, except as outlined in Procedure 6114.

Any gift or donation to the district of real property can be accepted only by board approval.

Any gift or donation to the district or to an individual school or department of money, materials or equipment having a value of $10,000 or greater shall be approved by the School Board in a public meeting. The Superintendent or designee will determine whether or not to accept gifts, grants, or donations with a value of less than $10,000.

In no event shall any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the Board's authorization. The board will not authorize gifts that are deemed to be inappropriate, which carry with them unsuitable conditions, which will obligate the district to future expenditures from the general fund, or which are out of proportion to the value of the gift. All gifts or donations accepted by the district, including those from private fundraising sources such as Donors Choose, will become district property and, except as approved by the Board, will be accepted without obligation relative to use and /or disposal.

Donors of equipment and/or materials shall upon request be held free and without harm for any liability or expense that may arise or be caused in any way by such use by school staff, students or any other individuals or groups who choose to use the equipment or materials.

I. **Unsolicited Gifts or Donations to the District** (Including to a School, Classroom, or Program)

   Money or additional supplies and equipment donated by booster clubs or other groups or patrons to support specific teams or extra-curricular activities are not to result in unacceptable levels of disparity of allocation favoring one team or gender.

II. **Solicited Gifts or Donations to the District** (Including to a School, Classroom, or Program)

Certificated staff seeking donations for their classroom must obtain prior approval from the building principal. Other staff or administrators seeking donations to benefit an entire school or the district as a whole must obtain prior approval from the Superintendent or his/her designee. In no event will any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the board's authorization.

III. Food Service Debt Donations

The Pullman School District recognizes that families may experience financial hardship that results in unpaid student meal balances. To support students and families, the district may accept monetary donations from individuals, businesses, foundations, and community organizations for the purpose of reducing unpaid student meal debt.

All donations designated for this purpose shall be deposited into the district's Food Service Donation Account and administered by Nutrition Services in coordination with the Business Office.

Donated funds shall be distributed in accordance with the district's administrative procedure to ensure they are applied in a fair, transparent, equitable, and fiscally responsible manner while protecting student privacy.

The administration and accounting of donated funds shall comply with all applicable federal and state laws, regulations, and district financial policies governing school nutrition programs.

The Superintendent or designee is authorized to develop and implement administrative procedures ~~in support~~necessary to carry out ~~of~~ this policy.

Cross References:
3515 Student Incentives
6100 Revenues from Local, State, and Federal Sources

Legal Reference:
RCW 28A.320.030 Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration
WAC 392-190-025 Recreational and athletic activities.

Management Resources:
2015 - June Policy Issue

Adoption Date: September 11, 1991
Revised Date: February 24, 1999
Revised Date: January 25, 2017
Revised Date: April 26, 2017

Coversheet

Administrative Requirements Update

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

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

Monthly Administrative Requirements

October

- ☐ F196 – Budget Year End
  - *Person(s) Responsible: Finance Director*
- ☐ Ridership Report 1022
  - *Person(s) Responsible: Exec Dir of Operations & Transportation Supervisor*
- ☐ Annual Report to board "State of the District"
  - *Person(s) Responsible: Superintendent*
- ☐ Home Based Instruction Report
  - *Person(s) Responsible: Transfers Coordinator*
- ☐ Disability Awareness Month
  - *(during the month of October, each public school shall conduct or promote educational activities that provide instruction, awareness, and understanding of disability history and people with disabilities. The activities may include, but not be limited to, school assemblies or guest speaker presentations.)*
  - *Person(s) Responsible: Principals*
- ☐ Post School Survey for Special Education Leavers
  - *Person(s) Responsible: Director/Asst Dir of Special Services*
- ☐ Elementary Principals Present School Improvement Plans to Board
  - *Person(s) Responsible: Elementary Principals*
- ☐ District Choice Report
  - *Person(s) Responsible: Transfers Coordinator*

November:

- ☐ Special Education Report Prep – *Due:*
  Person(s) Responsible: Director/Asst Dir of Special Services
  - IDEAB Child Count
  - November 1st Special Education Count
  - Least restrictive environment IDEAB
- ☐ Levy Certification to County
  - *Person(s) Responsible: Finance Director*
- ☐ Home Based Instruction Report
  - *Person(s) Responsible: Choice/Transfers Coordinator*
- ☐ Verify Free & Reduced
  - *Person(s) Responsible: Nutrition Services Supervisor*
- ☐ Initial submission of S275/277 Report
  - *Person(s) Responsible: Human Resources Manager*
- ☐ Review winterization prep with Maintenance and Custodians
  - *Person(s) Responsible: Executive Director of Operations*

- ☐ Veterans' Day:
  RCW 28A.230.160 requires that all Washington public schools observe Veterans Day by providing educational activities during the school week preceding the 11th day of November of each year. The responsibility for the preparation and presentation of the activities will be with the principal or head teacher of each school building. The laws dictates that activities be at least 60 minutes total throughout the week and will embrace topics tending to instill a loyalty and devotion to the institutions and laws of this state and nation.
    - *Person(s) Responsible: Principals*
- ☐ Secondary Principals Present School Improvement Plans to Board
    - *Person(s) Responsible: Secondary Principals*
- ☐ School Improvement Plans – to Board for Approval

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 2026	Arron Carter
September	Stephanie Horn
October	Lisa Waananen Jones
November	Craig Nelson
December	Deena Bayoumi
January 2027	Arron Carter
February	Stephanie Horn
March	Lisa Waananen Jones
April	Craig Nelson
May	Deena Bayoumi
June	Arron Carter
July	Stephanie Horn

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: 2026-2027 Board Meeting Content Calendar 5.27.26.pdf

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

Non-Substantive Policy Updates

Section: VII. Informational Items
Item: E. Non-Substantive Policy Updates
Purpose:
Submitted by:
Related Material: 6600 Transportation 10.28.26.pdf

Pullman School District Administrative Policy 6600

MANAGEMENT SUPPORT

Transportation

I. The district may provide transportation to and from school for a student:

A. Whose residence is beyond the one-mile radius from the school to which the student is assigned;
B. Whose walking route to school is hazardous;
C. Whose disability prevents them from walking or providing for their own welfare while walking; or
D. Who has another compelling and legally sufficient reason to receive transportation services. The parent or guardian of a student whose assigned bus stop is beyond the maximum walking distance may receive reimbursement for private transportation at the state mileage reimbursement rate.

At the request of an eligible student, the district may allow the student to transport their infant on a school bus or other student transportation vehicle provided by the district. The infant must be transported in a rear-facing child restraint system as defined in the federal motor vehicle safety standards found in 49 C.F.R. § 572.213. If the district denies the student's request to transport their infant by school bus, the district must authorize other arrangements for individual transportation in accordance with RCW 28A.160.030. For purposes of this paragraph, "eligible student" means any student served by the transportation program of the district or compensated for individual transportation arrangements authorized by RCW 28A.160.030 whose route stop is outside the walk area for a student's school, except if the student to be transported is disabled under RCW 28A.155.020 and is either not ambulatory or not capable of protecting their own welfare while traveling to or from the school or agency where special education services are provided, in which case no mileage distance restriction applies.

Each year the superintendent or designee will present to the board the number of students who live within the minimum distance of their schools and for whom there appears sufficient justification for the district to provide transportation. In this report, the superintendent or designee will also provide the reasons why each of these students is transported.

The district's transportation program will comply in all ways with state law and regulation. Transportation services of the district may include approved bus routes, district-approved field trips, school activities (participants only) and extracurricular activities (rooters). The superintendent or designee is authorized to permit a parent/guardian of a student enrolled in school to ride a bus when excess seating is available and private or other public transportation is not reasonably available.

The board of directors may authorize children attending an approved private school to ride a school bus provided that the bus route and stops are not altered, space is available, and a fee to cover the per seat cost for such transportation is collected.

II. Routes and Schedules

The superintendent or designee will be responsible for scheduling bus transportation, including the determination of routes and bus stops as well as overseeing the transportation program.

The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses insofar as this is consistent with rendering safe and reasonably equal service to all students entitled to such service. The board may authorize the use of a district-owned passenger car in lieu of a bus for transporting students to and from school.

In order to operate the transportation system as safely and efficiently as possible, the following factors will be considered in establishing bus routes:

A. Where an alternate route may be considered without sacrifice of efficiency or economy, preference will be given to that route more directly serving the largest number of students.
B. Location of bus stops may be determined by such factors as student safety, economy and efficiency. Students may be required to walk up to one mile from their home to their bus stop provided that the walking route is safe; and
C. School schedules will be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary trips.

The district will apply for state transportation apportionment funds and will maintain the records required ~~obtaining~~ to obtain such funding.

III. Emergency Routes and Schedules

The district will develop emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the superintendent's or designee's judgment, too hazardous. At the beginning of the school year, copies of emergency routes and schedules will be distributed to parents with instructions on how to obtain emergency information.

If roads are closed to buses but not to private vehicles, the district may continue to operate the instructional programs of the schools without providing bus transportation until the roads are again open to buses.

IV. School Bus Trespass

It is a gross misdemeanor for individuals to enter or remain unlawfully on a school bus, do any act that creates a substantial risk of harm to passengers or the driver, and cause a substantial interruption or impairment of services rendered by the bus. This doesn't apply to enrolled students, law enforcement officers or other authorized personnel engaged in the performance of their official duties, individuals with written consent from the district allowing them to enter or remain on the school bus, and emergency situations where entering the bus is necessary to protect the safety or wellbeing of students or others.

The district will implement educational programs and awareness campaigns to inform students, parents, and the community about the importance of maintaining safety and security on school buses. These initiatives will highlight the potential criminal consequences of school bus trespassing.

If the district receives the funds to do so, it will affix placards warning of the consequences of school bus trespassing to the outside of all its school buses so they are easily visible

Legal References:

RCW 28A.160.020	Authorization for private school students to ride buses--Conditions
RCW 28A.160.030	Authorizing individual transportation or other arrangements
WAC 392-141	Transportation - State allocation for operations
WAC 392-172A-02095	Transportation (Special Education)
RCW 28A.160.160	Student transportation allocations – Definitions
RCW 28A.160.240	Transportation of infants
RCW 9A.52.092	School Bus Trespass

Management Resources

Policy News, October 2024
Policy News, February 2021

Classification: Encouraged

Adoption Date: April 14, 1999
Revised Date: January 8, 2025

Coversheet

Procedures

Section: VII. Informational Items
Item: F. Procedures
Purpose:
Submitted by:
Related Material: 3418P Response to Student Injury or Illness 10.28.26.pdf
5004P Infection Control Program 10.28.26 RETIRED.pdf
6114P Gifts and Donations 10.28.26.pdf
6600P Transportation 10.28.26.pdf
6625P Private Vehicle Transportation 10.28.26.pdf

Pullman School District Board Procedure 3418P

STUDENTS

Response to Student Injury or Illness- Procedure

I. Evaluation

When a student is injured or ill at school or during any school-sponsored activity to any degree, it is the responsibility of staff to see that immediate care and attention is provided to the student unless or until the staff member is relieved by a staff member certified in first aid, a nurse, a doctor, or emergency personnel.

Except in cases of very minor injuries (e.g., cuts, scrapes, rug burns) that, in the judgment of the school nurse, staff member certified in first aid or principal designee do not pose a serious health risk to the student and will not worsen if the student remains at school, the principal or designee and school nurse (if not already notified) will be promptly notified of any student's: 1) injury; 2) illness; or 3) physical trauma that could have caused injuries as yet unobservable.

The school nurse or staff member certified in first aid will determine whether the injury, illness or trauma is serious enough to warrant calling 911. Upon finding that it is not, either individual will provide appropriate first aid to the student consistent with their training.

II. Emergency Treatment

Upon recommendation of the school nurse or a staff member certified in first aid, Emergency Medical Services (EMS) will be called immediately and the student will be transported to the hospital by EMS. Students with uncontrolled bleeding and those who have suffered temporary suffocation, cardiac arrest, fractures or head, neck, eye, ear, or spinal injuries will only be moved and transported by EMS. When a traumatic injury involving severe bleeding occurs, trained school employees may provide immediate bleeding control assistance consistent with their training while emergency medical services are contacted.

III. Injury and Bleeding Control Response

In accordance with state law, the district shall maintain and make available bleeding control equipment on each school campus for use in the event of a traumatic injury involving life-threatening blood loss.

Bleeding control equipment shall be stored in easily accessible locations on each school campus and shall include, at a minimum, the equipment required by law. Each school shall ensure that the minimum number of employees required by state law are trained in the use of bleeding control equipment. Training may be completed through in-person or online programs produced by nationally recognized organizations or equivalent providers approved by the district. Bleeding control equipment shall be inspected and inventoried annually and after each use. Expired, damaged, or missing equipment shall be replaced as necessary.

The use of bleeding control equipment under this procedure is not considered medication administration and does not require student-specific authorization, a health care provider order, or nurse delegation.

~~III.~~**IV. Parent Or Emergency Contact Notification**

Except in cases of very minor injuries as described above, the principal or designee will notify the parent (or, if the parent cannot be reached, the emergency contact), to advise them of the student's condition as soon as practicable.

The student's parent/guardian or emergency contact will decide, in non-emergency cases, whether: 1) the parent/guardian or emergency contact will transport the student to the hospital; 2) the parent/guardian or emergency contact will pick up the student or 3) the student will remain at school.

~~IV.~~V. Advanced Directives

The district will consult with its legal counsel prior to accepting any advance directives to physicians to limit medical treatment.

VI. Relationship to Other Policy or Procedure

The procedures related to the administration of prescription and over-the-counter medications are addressed under separate District policy and procedure.

Adoption Date: May 26, 2010
Revised: February 24, 2021

Pullman School District Administrative Procedure 5004P

MANAGEMENT SUPPORT

Infection Control Program

I. Immunization

A. Staff members, including substitutes, student teachers and volunteers, are encouraged to complete an immunization history form to be placed on file at the district office. In the event of an outbreak of a vaccine-preventable disease in a school, the local health officer has the authority to exclude all susceptible persons, including school staff. Susceptible, as related to measles, means any staff member born after January 1, 1957 who does not have documented evidence of immunity.

B. A staff member who is excluded is not eligible to receive sick leave benefits unless they are ill or physically disabled or is otherwise provided for in the collective bargaining agreement.

C. If a staff member needs to be vaccinated, they should contact a personal physician or clinic.

II. Blood or Other Potentially Infectious Material

A. The district's infection control program will be consistent with Chapter WAC 296-823 Occupational exposure to blood-borne pathogens.

B. All employees with reasonably anticipated on-the-job exposure to blood or other potentially infectious material will be identified. Potentially infectious human body fluids are blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult to differentiate between body fluids. Examples of employees with reasonably anticipated risk of exposure include, but are not limited to, school nurses; teachers and aides in classrooms for students with disabilities and classrooms for institutionalized or group home resident students; bus drivers of such students, or who provide first aid; communication disorders specialists for such students; coaches or assistants who provide first aid, and first aid providers. All job duties should be evaluated by the superintendent or their designee for the risk of exposure to blood or potentially infectious material. The district will maintain a list of job classifications with reasonably anticipated exposure to blood or other potentially infectious material.

C. All employees identified as having reasonably anticipated exposure to blood or other potentially infectious material will be offered the hepatitis B vaccine at the district's expense.

D. If an employee has a specific exposure to blood or other potentially infectious material, the district will provide a free and confidential medical evaluation and other follow-up as required by law.

E. Employees with reasonably anticipated exposure to blood and other potentially infectious material will participate in district-provided training within ten days of employment and annually before the first day of school. The training will include:

1. A general description of blood-borne diseases;
2. An explanation of modes of transmission of blood-borne pathogens;
3. An explanation on the use and limitations of methods of control;
4. Information about personal protective equipment;
5. Information on the Hepatitis B vaccine;
6. A description of procedures to follow if an exposure incident occurs;
7. An explanation of signs, labels, tags and color coding used to designate biohazards;
8. Where to obtain a copy of Chapter WAC 296-823 Occupational exposure to blood-borne pathogens;
9. An explanation of the district's infection control plan and how to obtain a copy;
10. How to identify tasks and activities that may involve exposure to blood or other potentially infectious material; and
11. Appropriate actions to take in emergencies involving blood or other potentially infectious material.

F. The training will be provided by a qualified person and will include opportunities for questions. The district will provide training to all employees regarding HIV/AIDS. The training will be provided within six months of initial employment. The training will include:
   1. History and epidemiology of HIV/AIDS;
   2. Methods of transmission of HIV;
   3. Methods of prevention of HIV infection including universal precautions for handling body fluids;
   4. Current treatment for symptoms of HIV and prognosis of disease prevention;
   5. State and federal laws barring discrimination against persons with HIV/AIDS; and
   6. State and federal laws regulating the confidentiality of a person's HIV antibody status.

G. The Hepatitis B vaccination status and records regarding any occupational exposure, if any, will be kept in strict confidence during employment, plus thirty years, for any employee with reasonably anticipated exposure to blood or other potentially infectious material. The records of occupational exposures will include:
   1. The employee's name and social security number;
   2. The employee's Hepatitis B vaccination status;
   3. Examination results, medical testing and follow-up procedure records;
   4. The healthcare professional's written opinion; and
   5. A copy of information provided to the healthcare professional.

H. The district will also keep records of training sessions including the dates, a summary of the material, names and qualifications of the trainers and names of employees attending the training.

   These records will be kept for three years.

Approval Date: 5/99
Revised: April 28, 2010
Revised: February 23, 2022
Revised: March 8, 2023

Pullman School District Administrative Procedure 6114P

MANAGEMENT SUPPORT

Gifts and Donations

All district fundraising and grant activities shall promote P-12 education and/or enhance educational opportunities for students. Activities may include soliciting gifts and donations (including online fundraising such as Kickstarter, Go Fund Me, Donors Choose, etc.) that are reasonably related to the pursuit of the district's objectives, or obtaining grants to generate additional funds or goods for classroom, building or district activities that are linked to the district's educational program. Fundraising and grant activities must have prior approval from principal/supervisor and be in alignment with Policy and Procedure 6114. This procedure also establishes the process used by Nutrition Services to distribute donated funds intended to reduce unpaid student meal balances in a fair, equitable, transparent, and consistent manner.

I. Gifts

~~I.~~ A. Equipment and material that are donated to a school or are brought to the school for temporary use shall be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal shall be responsible for selecting other appropriate staff members to assist in the review process. If the equipment and/or materials are found to be unsuitable, the principal shall indicate the reason(s) in writing. If found to be acceptable, the principal will submit a work order for appropriate installation. Donated playground equipment must be referred to the superintendent's office before acceptance is granted. All gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

~~II.~~ B. Any gift presented to the district shall satisfy the following criteria:

~~A.~~ 1. The purpose or use consistent with philosophy and programs of the district;

~~B.~~ 2. The district shall assume only a minimum financial obligation to district for installation, maintenance and operation;

~~C.~~ 3. The equipment will be free from health and /or safety hazards;

~~D.~~ 4. The equipment will be free from a direct or implied commercial endorsement.

~~III.~~ C. Non-school funding will not result in unacceptable levels of disparity of allocation favoring one team or gender. The Assistant Principal will assist the Assistant Superintendent by working directly with the high school booster club and the principal/designee of other schools to advise booster clubs/PTO/PTA in regard to non-discrimination requirements for the purpose of avoiding disparities in funding that would favor one sex over the other. In addition, the following process and protocol will be implemented by assuring one of the following:

~~A.~~ 1. Distribution of such funds equally between female and male programs.
~~B.~~ 2. Deposit all outside donations into a general athletic fund for all teams rather than allowing them to be given directly to a specific team.
~~C.~~ 3. Refuse the donation unless the donor accepts equal distribution.
~~D.~~ 4. Commit financial support from district resources to those activities that do not receive equitable non-school support.

Pullman School District Administrative Procedure 6114P

~~IV.~~II. Guidelines – Gifts and Online Donations

A. Read and review Policy and Procedure 6114.
B. Submit Form 6114F - Grants & Online Donation Approval Form to the building principal for initial approval. Must be submitted at least 3 weeks prior to anticipated start of the fundraising project or grant due date. *Additional approvals may be needed (see below in #8.)*
C. Principal either a) approves and submits to the district for additional approvals or b) disapproves and returns to individual. If the proposal is disapproved at any level, it is not appealable.
D. If additional district personnel approve, the proposal is submitted to the district Business Office.
E. If approved, the Business Office will return signed copies to both the individual and principal.
F. Funds received must be receipted by the Business Office, and goods received must be inventoried in accordance with Board policies and procedures.
G. All goods and/or funds secured from this individual fundraiser/grant (non-ASB) must be used and/or expended in accordance with the originally approved fundraising/grant proposal.
H. If funds are being raised for technology (e.g., computers/laptops, printers, iPads, software, Chrome books, etc.), approval from the Director of Informational Technology is *required*. The Director of Informational Technology may approve with the condition that the item will NOT be on the district network and/or NOT supported by the Information Technology Department.

III. Food Service Debt Donations

A. Receipt of Donations

Monetary donations designated for student meal debt shall be deposited into the district's Food Service Donation Account.

Nutrition Services, in coordination with the Business Office, shall maintain records of:

1. Donations received
2. Amounts distributed
3. Student meal balances reduced
4. Remaining balances after distribution

B. Distribution Schedule

Donated funds shall normally be distributed once each fiscal year, within 60 days following the close of the fiscal year. This schedule allows families an opportunity to resolve outstanding balances before donations are applied, allows multiple donations to accumulate for greater impact, and aligns with year-end accounting practices. The Superintendent or designee may authorize an interim distribution if a significant donation is received or other circumstances warrant an earlier distribution.

C. Priority Distribution of Donations

Donated funds shall be distributed in the following order of priority.

1. **Priority 1 – Inactive Free and Reduced Meal Accounts**

   Donated funds shall first be used to pay all negative balances in full for inactive student accounts that qualified for Free and Reduced meals.

   If available donated funds are insufficient to pay all eligible balances in full, the remaining funds shall be distributed proportionally among all eligible accounts

within this priority group using the Equal Proportional Distribution Methodology described in Section III. D.

No funds shall be distributed to the next priority group until all available funds designated for this priority have been exhausted or all eligible balances have been satisfied.

2. Priority 2 – Inactive Accounts Under $100

After Priority 1 has been completed, donated funds shall be used to pay all remaining inactive student meal accounts with negative balances under $100 in full.

If available donated funds are insufficient to pay all eligible balances in full, the remaining funds shall be distributed proportionally among all eligible accounts within this priority group using the Equal Proportional Distribution Methodology described in Section III. D.

No funds shall be distributed to the next priority group until all available funds designated for this priority have been exhausted or all eligible balances have been satisfied.

3. Priority 3 – Remaining Eligible Accounts

After Priorities 1 and 2 have been completed, Nutrition Services shall create a list of all remaining student meal accounts with balances greater than $100, including:

a. Active accounts
b. Inactive accounts
c. Free and Reduced meal accounts

Any remaining donated funds shall be distributed proportionally among all remaining eligible accounts using the Equal Proportional Distribution Methodology described in Section III. D.

D. Equal Proportional Distribution Methodology

1. Initial Distribution
   a. Determine the total remaining donation balance.
   b. Determine the number of eligible student accounts.
   c. Calculate the equal proportional allocation by dividing the remaining donation balance by the number of eligible student accounts.
   d. Apply the equal proportional allocation or the student's remaining balance, whichever is less, to each eligible account.

2. Subsequent Distribution Rounds

After each distribution round:

   a. Recalculate the remaining donation balance.
   b. Remove any accounts that have been paid in full.
   c. Determine the number of student accounts still carrying a balance.
   d. Calculate a new equal proportional allocation by dividing the remaining donation balance by the number of remaining eligible accounts.
   e. Apply the new equal proportional allocation or the student's remaining balance, whichever is less.

Continue this process until all donated funds have been distributed.

It is expected that some student accounts may continue to carry a balance after donated funds have been exhausted.

E. Documentation

Nutrition Services shall maintain documentation of:

1. Total donations received
2. Date(s) of distribution
3. Accounts receiving assistance
4. Amount applied to each account
5. Remaining student meal debt

Records shall be maintained in accordance with district record retention requirements and applicable financial accounting standards.

F. Student Privacy

Donated funds shall be administered in a manner that protects the privacy of students and families.

Public reporting if requested, may include:

1. Total donations received
2. Total student meal debt reduced
3. Number of student account assisted

Individual student names, account balances, or other personally identifiable information shall not be disclosed.

G. Administrative Authority

The Superintendent or designee may modify the distribution process when necessary to comply with changes in federal or state law, accounting requirements, or other legal or operational requirements, provided the modifications remain consistent with the intent of this policy. Any deviation from the distribution priorities or methodology described in this procedure shall be documented by Nutrition Services and approved by the Superintendent or designee.

Approved Date: September 1991
Revised Date: February 1999
Revised Date: January 11, 2017
Revised Date: December 11, 2019

Pullman School District Administrative Procedure 6600P

MANAGEMENT SUPPORT

Transportation ~~- Route and Schedules~~

~~1.0~~ I. Route ~~and Schedule~~ Guidelines

Routes should be established so as to:

~~1.1~~ A. Avoid, whenever possible, left-hand turns when entering or exiting high-speed roadways~~.~~;

~~1.2 Design routes to go on streets with lower traffic volumes and lower speeds.~~

~~1.3~~ B. Avoid students crossing a ~~three lane~~ or four-lane road~~.~~;

~~1.3.1 If unavoidable, adults must be present to physically cross students.~~

~~1.3.2 Elementary students will not be dropped off until an adult is present to cross students.~~

~~1.4~~ C. Minimize stopping on multi-lane roads, unless the bus can get completely off the road~~.~~;

~~1.4.1 Hazard lights are required at these stops.~~

~~1.5~~ D. Avoid, if possible, crossing railroad tracks~~.~~;

~~1.5.1 Bus drivers will stop at ALL railroad crossings, using the state mandated sequence.~~

~~• In order to lessen the potential for collisions, school bus drivers shall use simultaneously flashing amber hazard lamps within two hundred feet prior to stopping for a rail grade crossing.~~

~~• The school bus driver shall open the door and driver window to listen for approaching trains.~~

~~• Drivers shall take reasonable action to insure that passengers are quiet and shall turn off all noise making devices such as fans and radios while listening for approaching trains.~~

~~• Drivers shall not proceed until the door is closed, visibility is clear, and the school bus can safely proceed across and completely clear the rail grade.~~

~~• Driver shall not change gears of a school bus equipped with a manual transmission while the school bus is crossing a rail grade. (WAC 392-145-070)~~

~~1.6 Know the weight limit of a bridge if on a county road or highway, before routing over the bridge.~~

~~1.7~~ E. Provide transportation to students who live within the distance specified for state funding from school or who would have to walk on a roadway declared unsafe by the board~~.~~;

~~1.7.1 Residence is beyond the one mile radius from the school which the student is assigned~~

~~1.7.2 Transit passes will be issued to middle school and high school students who reside beyond the one mile radius from the school~~

~~1.8~~ F. Deliver students to their school no more than thirty (30) minutes before school starts. NOTE: It is desired that students arrive at school within five (5) to ten (10) minutes of starting time~~.~~;

Pullman School District Administrative Procedure 6600P

~~1.9~~ G. Pick up students at school within ~~ten (10)~~five (5) minutes of dismissal, unless a delay is caused by a double run, or another guideline. In that case, students should be picked up within no more than thirty~~—~~(30) minutes~~.~~;

~~1.10~~ H. Allow for a minimum "dead head" time between and to runs and no more than fifteen (15) minutes standby time between runs, provided that unless approved by the superintendent, all waiting time ~~shall~~ will be on school property~~.~~;

~~1.11~~ I. Avoid travel on dead end roads, unless it is necessary within these guidelines and there is an ample, safe area in which a bus can turn around, without backing~~.~~;

~~1.11.1 Avoid backing. If backing up is unavoidable, pick up students before backing. When dropping students off, drop students only after backing up and being in a position to drive forward.~~

~~1.12~~ J. Fill each bus to rated capacity, provided that it is economically feasible and within the other routing guidelines~~.~~;

~~1.13~~ K. Have minimum overlap or duplication in bus routes serving the same school; and~~.~~

~~1.14~~ L. Avoid travel on private roads, drives or property~~,~~ ~~and~~ on unimproved roads (not surfaced to county/city standards)~~,~~ or roads which are in such bad condition as to cause damage to a bus.

~~1.14.1 Absolutely no driving on un-graveled dirt roads.~~

~~1.15 Where feasible, keep the maximum time on any single route to 45 minutes.~~

~~2.0~~ II. Bus Stop Guidelines

~~Satisfactory school bus~~Bus stops ~~must~~ will be established which: ~~identified along streets and highways where buses can travel with the least amount of risk.~~

~~2.1~~ A. Are~~Stops will be~~ frequent enough so students do not have to walk more than one (1) mile to and from the bus. Bus stops may be more frequent when the road has been declared unsafe for walking~~.~~;

~~2.2~~ B. ~~Stops will be~~Are located where students can stand a safe distance from the road~~.~~;

~~2.2.1 Driver will establish where students will line up and how far back from the bus. Twelve foot (12') rule. Driver will tell the students where it is safe.~~

~~2.3 Bus stops will be located as to require as few students as possible to cross roadways with no students crossing multiple lane roads and highways.~~

~~2.3.1 If unavoidable, adults must be present to physically cross students.~~
~~2.3.2 Elementary students will not be dropped off until an adult is present to cross them.~~

~~2.4 Bus stops should be corner stops and not midblock stops. Corner stops are preferable because driver expectations for stopping occur at corners.~~

~~2.4.1 Consider blocking the cross traffic for better safety.~~
~~2.4.2 Avoid locating school bus stops at busy intersections.~~

Pullman School District Administrative Procedure 6600P

~~2.5 Bus stops will not be located in cu-de-sacs unless the vehicle is picking up students with disabilities.~~

~~2.6 Avoid stops that require backing up.~~

~~2.6.1 If backing is unavoidable, pick up students before backing. When dropping students off, drop off students only after backing up and being in a position to drive forward.~~

~~2.7~~ C. Allow, where possible, the bus to get completely off of the road~~.~~;

~~2.7.1 Hazard lights are required to be used.~~

~~2.8~~ D. Provide at least 500 feet on 35-mile-per-hour roadways, and 800 feet on 50-mile-per-hour roadways of unobstructed visibility, both ways~~.~~;

~~2.8.1 A school bus stop sign will be posted if distance is not adequate.~~

~~2.8.2 Depending on whose jurisdiction where the stop is located, the city or county will be contacted to place appropriate signage.~~

~~2.9 No bus stop will be located in close proximity to rail road crossings.~~

~~2.10~~ E. Require as few students as possible to ~~Students may not~~ cross roadways with no students crossing multiple lane roads and highways; and ~~unless there are adult crossing guards or there is a traffic control signal within 300 feet of the bus stop.~~

~~2.11~~ F. Are ~~Bus stops will be~~ located where no damage is likely to occur to private property and where the number of students waiting does not create unsafe conditions and/or situations. ~~Property owners will be asked to sign a hold harmless agreement where transportation vehicles use private property.~~

~~2.12 Property owners will be asked to sign a hold harmless agreement where transportation vehicles use private property.~~

~~2.13 When adding a new SPED student onto a route, it may take up to three (3) days to start on the route, since the pickup times for other students may need to be adjusted.~~

~~2.14 Kindergartens will be met by parent/guardian or designated adult.~~

~~2.14.1 If no adult is present, student will be taken back to their assigned school and the parent will then be responsible for transporting their student home.~~

~~2.15 The school district views the bus stop as an extension of the school grounds and will enforce all school district policies (i.e. bus discipline, bullying, harassment, weapons, tobacco, etc.) at the bus stop.~~

~~2.16 If a regular education bus stop is not active for a two (2) week period, the stop will be put on a will call status.~~

~~2.17 If a student on a SPED route does not ride for three (3) days in a row, and does not call transportation to cancel their ride for those days, the stop will be put on a will call status.~~

2.18 Drivers will not change a bus stop, add a stop to a route or do undocumented route sheet stops without first checking with the transportation supervisor. The supervisor will have the final say if it will be a stop or not.

2.19 Drivers shall be provided with a route sheet or manifest, with stops sequenced by, or under the direction of, the transportation director

3.0 Emergency Routes and Schedules

During adverse weather conditions it may become necessary to exercise one or a combination of the following emergency operating procedures. All announcements of alternate operating schedules and/or school closures will be communicated via the following radio stations. These announcements will start by 6:00 a.m. and/or as required in an early closure situation.

- KQQQ (1150) and KHTR (104.3 FM)
- KRPL (1400 AM) and ZFUN (106.1 FM)
- KWSU (1250 AM) and KRFA (91.7 FM)
- KCLX in Colfax (99.5 FM)
- KRLF in Pullman (88.5 FM)

The following television channels are also contacted: Channels 2, 4 and 6 in Spokane; and Channel 3 in Lewiston.

3.1 Emergency Rural Bus Routes

These schedules will be distributed to all rural bus riders by their bus drivers.

3.2 Late School Starting Time

It may be necessary to delay school starting times by one to two hours in order to take advantage of daylight hours and/or improving weather and/or road conditions. This will also allow in-town students more time to get to school and avoid heavy traffic periods. The delay will be announced via the above radio and television stations. Schools will be open and students may come earlier, if necessary. Schools will normally be dismissed at the regular time.

3.3 No School Buses

Under extreme or prolonged days of bad weather it may be necessary to operate without any school buses running. Under these conditions it will be necessary for parents and students to provide their own transportation to school. Normally, schools will operate both morning and afternoon kindergarten under these circumstances.

3.4 Early School Dismissal

On some occasions weather conditions may deteriorate during the school day and necessitate early dismissal of schools. Rural students will be returned to their homes only if there is adult supervision and/or a vehicle to receive them at the point they leave the bus. Rural students who cannot be transported to their home will be returned to their applicable school where arrangements will be made for staying at their emergency in-town address. In-town elementary students without parents at home will not be released until arrangements have been made for a baby-sitter and/or alternate supervision.

3.5 Transit System Not Operating

Pullman School District Administrative Procedure 6600P

~~If the in-town transit system is not operating and school buses are operating, those middle and high school students who are normally transported to school via the city transit system, should walk to the school nearest their home where they will be picked up by a Pullman school bus.~~

~~3.6 School Closure~~

~~Closure will be announced via the mentioned radio stations. When school is closed, all activities and athletic events will be cancelled at home or away. At the discretion of the high school principal, high school varsity sports or other major activities may hold "non-required practices".~~

Approved: October 1993
Revised: May 1999
Revised: November 18, 2015

Pullman School District Board Policy 6625P

MANAGEMENT SUPPORT

Private Vehicle Transportation

~~1.0~~ I. "In Lieu" Transportation

The following procedures shall apply when "in lieu" transportation is used:

~~1.1~~ A. All requests for "in lieu" transportation shall be directed to the transportation department.

~~1.2~~ B. The transportation department shall distribute instructions and reimbursement claim forms for all approved requests. The driver of the private vehicle shall acknowledge that the driver or owner assumes full responsibility for any liability, property damage or collision claims associated with "in lieu" transportation.

~~1.3~~ C. The school shall accept claim forms on a monthly basis and verify attendance, and transmit completed claim forms to the transportation department.

~~1.4~~ D. The transportation department shall forward complete claim forms to fiscal services office.

~~2.0~~ II. Private Vehicle Transportation

Whenever students are transported via private auto during field trips or other officially sanctioned activities, the following requirements are necessary:

~~2.1~~ A. The parent of each student shall sign a permission slip consenting to the use of private transportation.

~~2.2~~ B. The principal shall assume responsibility for determining that the driver of the automobile is properly licensed, and has provided proof of current auto liability insurance.

~~2.3~~ C. The district's liability coverage shall cover the risk assumed by the district. The driver of the vehicle shall assume full responsibility for any liability or property damage, comprehensive, or collision claims made by or against the driver or owner of the vehicle. The district shall not be obligated to pursue action against another party who may, through negligence, do damage to either persons or vehicles enroute to school events.

~~2.4~~ D. Normally students are not permitted to transport other students to or from an athletic or extra curricular activity, nor is the individual transfer of a student acting on ~~his/her~~ their own behalf permitted. However, under unusual circumstances, permission for local transport maybe authorized by a principal only.

Approved: 01/10/96
Revised: 4/28/99

Coversheet

The Pullman Promise: Priorities, Goals, Success Indicators

Section:	VII. Informational Items
Item:	G. The Pullman Promise: Priorities, Goals, Success Indicators
Purpose:	FYI
Submitted by:	
Related Material:	2026-27 Strategic Plan Goals_Priorities_Success Indicators.pdf

PULLMAN PUBLIC SCHOOLS

The Pullman Promise

Priorities, Goals, Success Indicators

2026-2027

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** *Tentatively scheduled for 2026 administration.* • **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** *Tentatively scheduled for 2026 administration.* • **"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** *Tentatively scheduled for 2026 administration.* • **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 *(students in grades 9-12)* - 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 *(convened every 2 school years)* - Monthly PEA and Admin Team meetings - Student Ambassador Programs - Facilities Committee