



PULLMAN PUBLIC SCHOOLS

240 SE Dexter St, Pullman, WA 99163 • Phone 509.332.3581 • Fax 509.336.7202
Ensuring learning while challenging and supporting each student to achieve full potential

MEMO

To: Pullman School District Board of Directors

From: Kelsey Winningham
Jefferson Elementary School Principal

Date: October 8, 2025

Re: **Request for Out-of-State Travel**

Conference: Effective Instruction: Tier I Best Practices Institute

- Location: Irving, TX
- Dates: November 11-13, 2025
- Attendees:
 - Diane Hathaway, 1st grade teacher
 - Jill Patera, 2nd grade teacher
 - Samantha Schertenleib, 5th grade teacher
 - TBD (it will be either Kinder or Core+)
 - Kelsey Winningham, Principal

To help emphasize our work at JES for Year 1, Tier 1. This will be paid for with the LAP- High Poverty grant that JES receives.