



## Pullman School District

# Minutes

## Regular Board Meeting

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### Date and Time

Wednesday August 13, 2025 at 6:30 PM

### Location

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

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### Directors Present

Arron Carter, Craig Nelson, Lisa Waananen Jones, Nathan Roberts

### Directors Absent

Amanda Tanner

### Guests Present

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

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Nathan Roberts called a meeting of the board of directors of Pullman School District to order on Wednesday Aug 13, 2025 at 6:30 PM.

*Nathan Roberts*

Signed by Nathan Roberts on 9/10/2025

**C. Flag Salute**

**D. Land Acknowledgement Statement**

**E. Approval of Agenda**

Lisa Waananen Jones made a motion to approve the agenda.

Arron Carter seconded the motion.

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

**II. Reports, Correspondence & Program**

**A. Board Reports**

- Craig Nelson: Reported attending the PHS Kick Off event, noting it was well organized and included support from several community groups..
- Lisa Waananen Jones: Reported attending the community “Stuff the Bus” kickoff event through Kiwanis, noting strong representation from building administrators, district leadership, and community partners. She also highlighted the success of the summer meal program, which serves all youth ages 1–18, including many not enrolled in the district, making it a valuable first connection with the schools.
- Arron Carter: Reported that Lincoln Middle School launched the year with Spartan Start Up and expressed appreciation for the staff’s efforts in preparing for students’ return.
- Nathan Roberts: No report.

**B. Superintendent’s Report**

Appreciation was expressed for board members’ attendance at district and community activities. Staff recognitions included Melissa Mayer, PHS CTE Teacher & Advisor, named Washington ACTE Teacher of the Year, and Jill Bickelhaupt, PHS CTE Teacher, Director, & Advisor, named 2025 FACSE Outstanding Administrator of the Year. Administrators and staff attended Professional Learning Communities training in Spokane, with leftover credits extending participation opportunities. Appreciation was shared for Pullman Regional Hospital’s Fifth Quarter Rally fundraiser supporting high school athletic training programs. A reminder was given about the Lentil Festival on August 16, where PSD and the Pullman Education Foundation will host booths, with donations benefiting education. An update was also provided on headcount enrollment for the 2025–26 school year.

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

- Received news that the Nez Perce Tribe has awarded the district a \$9,500 grant which will involve Since Time Immemorial (STI) training for our staff at the October professional learning day, as well as incorporating STI into the district’s 5th grade

*Nathan Roberts*

Signed by Nathan Roberts on 9/10/2025

outdoor education experience. The district is working to continue to increase the partnership with the Nez Perce Tribe.

### **III. Public Comment**

#### **A. Speakers**

No speakers.

### **IV. Consent Agenda**

#### **A. Minutes - July 23, 2025 Regular Board Meeting**

Arron Carter made a motion to approve the minutes as part of the consent agenda from Regular Board Meeting on 07-23-25.

Craig Nelson seconded the motion.

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

#### **B. Minutes - August 6, 2025 Board Work Session**

Arron Carter made a motion to approve the minutes as part of the consent agenda from Board Work Session on 08-06-25.

Craig Nelson seconded the motion.

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

#### **C. Personnel Report**

#### **D. Professional/Personal Services Contracts**

#### **E. Warrants**

#### **F. Student Transfer Requests**

#### **G. Overnight Field Trip Request**

#### **H. Records Destruction Logs**

#### **I. ASB Fundraisers**

#### **J. Consent Agenda Approval**

Arron Carter made a motion to approve the consent agenda (Items IV. A-I).

Craig Nelson seconded the motion.

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

### **V. Public Hearing: 2025-2026 Budget**

#### **A.**

*Nathan Roberts*

Signed by Nathan Roberts on 9/10/2025

## **Public Hearing**

The board recessed into a public hearing at 6:41pm to listen to public comment on the 2025-2026 Budget.

*There was no comment.*

At 6:42pm the board resumed the regular board meeting.

## **VI. Action Items**

### **A. Pullman School District - ZEN Solar Power Purchase Agreements**

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

At the previous meeting, the Board discussed ZEN Solar's Power Purchase Agreement (PPA) proposals for Pullman School District. Following that discussion, the Director Pollestad provided responses to the board via email from David Funk to the questions raised by the Board. ZEN Solar has proposed the installation of solar panels at four district facilities: Pullman High School (PHS), Lincoln Middle School (LMS), Kamiak Elementary School (KES), and the Transportation Facility.

UPDATE: ZEN just finished work at Harrington School District. Their project is up and running.

Arron Carter made a motion to approve the ZEN Solar Power Purchase Agreements.

Lisa Waananen Jones seconded the motion.

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

### **B. 2025-2026 Budget Presentation**

#### **Presenter: Diane Hodge, Finance Director**

Director Hodge recommended the approval of the 2025-2026 budget for the five funds and the four-year budget plan summary with the four-year enrollment projection as presented.

Lisa Waananen Jones made a motion to approve the 2025–2026 fiscal year budgets as presented in Resolution 25-26:01.

Arron Carter seconded the motion.

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

### **C. 2025-2026 State and Federal Grants Approval**

#### **Presenter: Ryan Mulvey, Assistant Superintendent**

The item was previously presented with no questions received since. An adjustment was noted with the release of federal Title program funds. The board discussed how and when updates on allocations could be provided, posting information online for community access, and including finalized amounts as an informational item. It was noted that

*Nathan Roberts*

Signed by Nathan Roberts on 9/10/2025

allocations may shift as state amounts are finalized and enrollment impacts funding. A November update will be provided to review the amounts at that time.

Arron Carter made a motion to approve the 2025-2026 State and Federal Grants.

Lisa Waananen Jones seconded the motion.

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

#### **D. 2025-2026 School Meal Prices**

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

This item was presented at the last board meeting and no questions have been received since it was last presented. The amount of required price increases is determined by The Paid Lunch Equity (PLE) tool. PLE is used to determine the weighted average paid lunch price. This tool determines the new paid lunch price. For the 2025-2026 school year this difference or “paid lunch equity” with a 10 cents cap is \$3.61. It was noted that Franklin, Jefferson and Kamiak will have free meals this year.

Arron Carter made a motion to approve the 2025-2026 school meal prices.

Lisa Waananen Jones seconded the motion.

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

#### **E. 2025-2026 Clubs and Fundraisers**

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

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

Arron Carter made a motion to approve the 2025-2026 clubs and fundraisers.

Craig Nelson seconded the motion.

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

#### **F. Prime Vendor Contract Renewal**

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

Following a question at the last meeting regarding cost savings, Director Pollestad reported that while exact savings are difficult to quantify, the agreement provides both financial benefits and improved meal quality with efficient deliveries. Pullman School District participates in an inter-local agreement with Spokane Public Schools, receiving the same negotiated food prices. US Foods has agreed to renew as the prime vendor for grocery, bread, dairy, and produce for the 2025–26 school year, and continuation of the partnership is recommended.

Arron Carter made a motion to approve the renewal of the yearly Prime Vendor Contract with US Foods for the school year 2025-2026.

Lisa Waananen Jones seconded the motion.

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

#### **G. Annual Organizational Meeting**

*Nathan Roberts*

Signed by Nathan Roberts on 9/10/2025

The board reviewed the process for creating committees, which may be formed by majority vote and are limited to two members. Board President Nathan Roberts appointed directors to serve on committees for the 2025–26 school year. It was clarified that the Communications Committee has not convened since 2019 but remains available to meet if needed.

Arron Carter made a motion to approve the Annual Organizational Meeting.

Lisa Waananen Jones seconded the motion.

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

## **VII. Discussion Items**

### **A. Resolution 24-25:12 Cancellation of Outstanding Warrants**

**Presenter: Diane Hodge, Finance Director**

The Washington State Department of Revenue requires us to send unclaimed property in the form of warrants issued from accounts payable and payroll that have been outstanding for at least one year. An effort has been made to contact the recipients of the unclaimed warrants on 3.27.24, 4.29.24, and 5.31.24. Per RCW 39.56.040, we are required to send the balance of unclaimed property to the Washington State Department of Revenue, where the payees will be able to recover their property.

### **B. 2025-2026 Minimum Basic Ed Compliance Report**

**Presenter: Bob Maxwell, Superintendent**

The district is in compliance with the Basic Education Act, offering a district-wide average of 1,027 instructional hours for grades 1–12, 180 school days, and PHS meeting all state graduation requirements. Discussion included the recent LMS time change with clarification that the change did result in an increase of about 20 instructional hours from last year, and the differences in hours across schools due to bell schedules and conference days.

### **C. 2020 Course Design, Selection, and Adoption of Instructional Materials**

**Presenter: Ryan Mulvey, Assistant Superintendent**

Policy 2020 Course Design, Selection, and Adoption of Instructional Materials was highlighted in the WSSDA April 2025 Policy & Legal News. Policy 2020 has been aligned with the most recent WSSDA sample policy.

Revisions reflect compliance with two engrossed substitute bills:

-ESB 5462: Promoting inclusive learning standards and instructional materials in public schools

-ESHB 2231: Modifying requirements for public school instructional and supplemental instructional materials

Assistant Superintendent noted the major revisions outlined in the policy.

### **D.**

*Nathan Roberts*

Signed by Nathan Roberts on 9/10/2025

## **2021 Library Information and Technology Programs**

### **Presenter: Ryan Mulvey, Assistant Superintendent**

Policy 2021 Library Information and Technology Programs was highlighted in the WSSDA April 2025 Policy & Legal News. Policy 2021 has been aligned with the most recent WSSDA sample policy.

Revisions reflect compliance with two engrossed substitute bills:

-ESB 5462: Promoting inclusive learning standards and instructional materials in public schools

-ESHB 2231: Modifying requirements for public school instructional and supplemental instructional materials

Assistant Superintendent noted the major revisions outlined in the policy which includes the addition of instruction around digital citizenship for students.

## **E. 1101F2 Board Communication Protocols**

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

This item came out from a board discussion at the Annual Board Retreat and it was also discussed at the August Board Work Session. The Pullman School District Board of Directors recognizes the importance of clear, consistent, and transparent communication to build trust and strengthen relationships with staff, families, students, and the broader community. To support this goal, the board is working to formalize internal and external communication protocols that align with Open Public Meetings Act (OPMA) requirements, existing board policies and procedures, and best practices for governance. These protocols aim to clarify communication roles and responsibilities within the board.

The board discussed potential liaison roles with different community groups for which a board member would be assigned as a liaison to allow more opportunity to be more responsive and delegate as a board.

Director Roberts addressed Director Waananen Jones' question about having a communication officer, noting that board don't generally have a communication officer because that role is a staffed position in the district.

LWJ: This document does a good job of addressing diverse communication channels while also recognizing the roles of district staff. The liaison role could be helpful to expand not only for organizations but also topics (i.e. Pullman Aquatic Center) which would allows board members to expand their expertise on topics facing our community.

NR: Asked the board to send a list of civic organizations to be included in the liaison table to be inputted and added to the table.

LWJ: As invitations come up, can we add later?

*Nathan Roberts*

Signed by Nathan Roberts on 9/10/2025

NR: Yes, can bring back as an informational item. Will look at adding language around directing board members to be assigned "topics" as they come up in the community.

AC: Would it be good to add if a concern is brought about from a community member regarding a board member, might need to be included.

**\*\*NOTE TO SELF, ARRON'S QUESTION MIGHT ALREADY BE IN POLICY.**

## **VIII. Informational Items**

### **A. Administrative Requirements Update**

### **B. Expense Claim Audit - Community Update Board Schedule**

### **C. Non-Substantive Policy Updates**

- 1111 Oath of Office
- 3143 Notif. Dissemination Student Offenses
- 3210 Nondiscrimination
- 4260 Use of School Facilities

### **D. Procedures**

- 2020P Course Design, Selection, and Adoption of Inst. Materials
- 2024P Online Learning
- 2161P Spec Education-Related Srvcs
- 2161F Referral Form for Special Education

### **E. Board Calendar & Communication Plan**

### **F. The Pullman Promise: Priorities, Goals, Success Indicators**

## **IX. Executive or Closed Session**

### **A. Executive Session**

**N. Roberts announced there will be an Executive Session to discuss negotiations and personnel that will end at 7:35pm.**

*The board meeting reconvened into an open session at 7:35pm, and the chair announced that the executive session end time would be extended 5 minutes before returning to executive session.*

*Nathan Roberts*

Signed by Nathan Roberts on 9/10/2025



## **X. 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 7:40 PM.

Respectfully Submitted,  
Nathan Roberts

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### **Documents used during the meeting**

- Board Report - 8.13.2025 Personnel.pdf
- Unrepresented Classified Employee Wage Schedule 2025-2026.pdf
- Board Report - Contracts 8.13.2025.pdf
- Payroll Warrant Authorization Form\_July 2025.pdf
- CK Summaries 8.13.25.pdf
- 2025 08.13 Regular Board Meeting - Student Transfer Requests.pdf
- Overnight Field Trip Request - PHS Cross Country SEP 2025.pdf
- Records Destruction Log - Nutrition Services 8.13.25.pdf
- ASB Fundraiser - LMS ASB 8.13.25.pdf
- ASB Fundraiser - LMS Science Olympiad 8.13.25.pdf
- ASB Fundraiser - PHS Football 8.13.25.pdf
- ES ZEN Solar Power Purchase Agreement 7.23.25.pdf
- ZEN Power Purchase Agreement\_Pullman SD\_Pullman HS.pdf
- ZEN Power Purchase Agreement\_Pullman SD\_Lincoln MS.pdf
- ZEN Power Purchase Agreement\_Pullman SD\_Bus Depot.pdf
- ZEN Power Purchase Agreement\_Pullman SD\_Kamiak ES.pdf
- 2025-26 Budget Executive Summary.pdf
- 2025-26 Board Budget Resolution.pdf
- 2025-26 Pullman FINAL OSPI Budget.pdf
- PSD Grant Matrix 2025-26.pdf
- ES 2025-26 State and Federal Grants Approval 7.23.25.pdf
- ES 2025-26 Meal Prices.pdf
- ES Clubs and Fundraisers 7.23.25.pdf
- PSD Clubs and Fundraisers 25-26.pdf
- ES Prime Vendor Contract Renewal 7.23.25.pdf

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- Interlocal Agreement - PullmanSD and SpokaneSD.pdf
- Representatives and Committee Appointment 2025-26.pdf
- Cancellation of Outstanding Warrants.pdf
- Resolution 24-25.12 Cancellation of Outstanding Warrants.pdf
- Exec Summary Minimum Basic Ed Compliance Report 8.13.25.pdf
- 2025-26 Minimum Basic Education Requirement Collection.pdf
- ES 2020 Course Design-Selection-Adoption Inst Materials 8.13.25.pdf
- 2020 Course Design, Selection, and Adoption of Inst. Materials 8.13.25.pdf
- ES 2021 Library Information and Tech Programs 8.13.25.pdf
- 2021 Library Information and Technology Programs 8.13.25.pdf
- ES 1101F2 Board Communication Protocols 8.13.25.pdf
- 1101F2 Board Communication Protocols DRAFT 8.13.25.pdf
- August Administrative Requirements Update.pdf
- Expense Claim Audit Comm Update Schedule.pdf
- 1111 Oath of Office 8.13.25.pdf
- 3143 Notif. Dissemination Student Offenses 8.13.25.pdf
- 3210 Nondiscrimination 8.13.25.pdf
- 4260 Use of School Facilities 8.13.25.pdf
- 2020P Course Design, Selection, and Adoption of Inst. Materials 8.13.25.pdf
- 2024P Online Learning 8.13.25.pdf
- 2161P Spec Education-Related Srvcs 8.13.25.pdf
- 2161F Referral Form for Special Education 8.13.25.pdf
- 2025-2026 Board Meeting Content Calendar REV 6.9.25.pdf
- Board of Directors Communication Plan 2025.pdf
- The Pullman Promise.pdf

*Nathan Roberts*

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