DRAFT

Pullman School District

Minutes

Finance Committee Meeting

Date and Time
Thursday September 11, 2025 at 3:30 PM

Location
Superintendent Maxwell's Office
District Office
240 SE Dexter St, Pullman WA 99163

Committee Members Present
Bob Maxwell, Cameron Grow, Dagny Myers, Diane Hodge, Juston Pollestad, Lisa Waananen Jones, Pam Brantner, Ryan Mulvey

Committee Members Absent
Arron Carter

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Diane Hodge called a meeting of the Finance Committee Committee of Pullman School District to order on Thursday Sep 11, 2025 at 3:30 PM.

C. Approve Minutes

II. Finance Committee

A. Item 1: 2024-25 Year End

Diane reviewed the cash flow and shared a very preliminary fund balance estimate of 8.5%–9.0%. She noted that some 2024–25 invoices, including utilities, still need to be paid. The board's goal is to gradually increase the ending fund balance to 10% in order to cover one month's payroll and accounts payable.

Ryan asked about the fluctuations in the monthly cash flow, specifically why April appears so high. Diane explained that April is the month when levy collections are received. She also noted that year-end closing will not begin until October, so the final 2024–25 ending fund balance will not be available until the end of October.

B. Item 2: Enrollment

The budgeted enrollment for 2025–26 was **2,540**. Current preliminary enrollment is **2,642**, and the district is hopeful that the majority of this increase will be maintained throughout the year. This figure does not include Running Start students, whose numbers will be available with the October count. Historically, the district loses at least 20 FTE in April, May, and June.

C. Item 3: Collective Bargaining Agreements

The district reported that collective bargaining agreements have been settled with all three groups. All groups accepted IPD for the first year and IPD plus 0.5% for the second and third years. Special education teachers will see an increase from six to seven extended days, and additional vacation days were granted to ESP. The Certified CBA focused on seniority and reduction in force language, while paraeducators will receive a one-time payment of $275 upon earning their general paraeducator training certificate.

D. Item 4: Property

Juston and Bob provided an update on district property matters, including the Johnson property, the Aquatic Center, and potential land near Kamiak Elementary. Work is still being finalized with the Johnson property, and the district is nearing the point of putting bids out in the coming months. Discussions with SEL regarding the Aquatic Center are moving forward, though there have been a few challenges with the City. SEL has been very supportive throughout the process. The district is also considering the possible purchase of land near Kamiak Elementary. Steve Mader is selling approximately 300 acres, and a 47-acre flat parcel within that property may be well suited for Pullman School District's needs for the Aquatic Center encumbrance provision.

E. Item 5: District Office Facilities Planning

Juston reviewed the current facilities fee schedule and tiers, noting that the schedule needs to better align with district policy. The committee discussed the existing rates and considered whether adjustments to the fee schedule are appropriate, noting that most districts have higher fees. Lisa inquired whether the City could pay a flat fee for sports. The discussion also included separating the fee schedule into school day and non-school day rates and combining holiday and non-school day rates into a single column for clarity.

F. Item 6: Bulk Ordering

Diane discussed the number of micro-purchases coming through on purchase orders for small amounts, such as $7 or $12, and the associated administrative costs and paperwork. She suggested holding Amazon orders until the end of the day and placing them all at once to reduce processing. Elementary teachers receive $300 for classroom supplies, and Diane proposed that they plan their purchases in advance and place orders only a few times per year instead of multiple small purchases throughout the year. Juston noted that he has already spoken with Michael Bessey about ordering maintenance and custodial supplies in bulk to improve efficiency.

G. Item 7: Committee Recommendations to the Board

Juston will take the updated facilities fee schedule to the board for discussion.

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 5:00 PM.

Respectfully Submitted,
Bob Maxwell

Next meeting will be October 16, 2025, at 3:30 p.m.