



APPLICATION FOR APPOINTMENT TO PULLMAN PUBLIC SCHOOLS BOARD OF DIRECTORS TO FILL A VACANCY

Our Mission: Ensuring Learning While Challenging and Supporting Each Student to Achieve Full Potential

Thank you for your interest in serving the community as a member of the Pullman School District Board of Directors. The quality of our schools is the result of the many strong partnerships that exist among families, students, community agencies and organizations, and the high value the whole community places on quality education for all its children and youth. Pullman School District offers the most comprehensive academic programs in the region and many opportunities for children to extend classroom learning through curricular and co-curricular enrichment. In the Pullman School District, our primary focus is each student's learning. You are invited to visit the district website at www.pullmanschools.org, as well as each of our school websites to learn about our programs.

The current board vacancy is a position representing **Director District #1**. Remaining board members will appoint a qualified person to serve until the term for this position ends. The term for this position ends at the first official meeting of the school board that follows the certification of the November 2023 elections.

Board Member Eligibility, Requirements & Public Disclosure

To be eligible for appointment to the Pullman School Board in Director District #1

- You must reside within the Director District of the vacant seat (https://www.pullmanschools.org/school_board/school_board_-_district_map); and
- You must be eligible to vote (<https://www.sos.wa.gov/elections/voters/voter-eligibility.aspx>).

If you hold, participate in, or are involved in any contract(s) with the Pullman School Board or the district, please explain your involvement in your cover letter. If you hold any other elected public office, please state what office and where in your cover letter.

Please note that:

- Once a board member application is filed with the district, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of state law, along with the answers to the application questions, will be posted on the Pullman School District website as part of the board's meeting agenda prior to the initial interviews.

If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).

The timeline for filling the school board member vacancy is as follows:

Board candidate applications available online: **January 12, 2023**

Applications due to Superintendent's Office: **February 10, 2023**

Candidate interviews: **Week of February 27, 2023**

Board member selection and appointment: **March 8, 2023 Regular Board Meeting**

New board member sworn in at regular board meeting: **March 22, 2023**

Your application and any correspondence should be addressed to: Superintendent's Office, Dr. Bob Maxwell, Superintendent, Pullman School District, 240 SE Dexter St, Pullman, WA 99163. Please submit the following items: Application (page 4); cover letter of **no more than one page** indicating your interest and general qualifications for the position; resume of **no more than 2 pages**; and answers to the Application Questions of **no more than 2 pages total**.

Board Member Duties & Compensation

The Pullman School District is governed by a five-member Board of Directors. Board members are elected from specific geographic areas of the district, but the board works as a body to serve the district at large. The superintendent reports to the school board and leads the day-to-day operations of the district. The school board does not supervise or evaluate any staff members other than the superintendent. The Pullman School District has approximately 2,650 students and employs approximately 385 people, both certificated and classified. The General Fund budget for the 2022-2023 school year is \$43.4 million.

The duties of a school board member will likely involve an average minimum commitment of 10-15 hours per month for preparation, participation, and attendance at meetings.

- Attendance is required at regular board meetings, which are typically held on the second and fourth Wednesday evenings of each month, at 6:30 p.m. Attendance is also required at a daylong Annual Board Retreat in July.
- School board members have school site visits (including commencement proceedings), occasional special meetings, and closed/executive sessions. Members also represent the school board at various school-related and community functions.
- School board members also may participate in meetings and conferences with the Washington State School Directors Association (WSSDA). Attendance is strongly encouraged at the Annual WSSDA Conference, typically held each November.
- School board meeting agendas with supporting documentation, voting, and policies and procedures are managed through an online web-based system providing paperless distribution and management.

For more information about serving on a school board in the state of Washington please click on the links below:

- <https://wssda.org/leadership-development/board-development/becoming-a-school-director/>
- <https://www.wssda.org/wp-content/uploads/2019/10/ServingOnYourLocalSB.pdf>

Board compensation is described in [Board Policy 1733 Board Member Compensation](#), and reimbursement of expenses is described in [Board Policy 1731 Board Member Expenses](#). Both policies and corresponding procedures can be found on the school district website under the School Board link on the homepage.

Legal Requirements

Pursuant to Board Policy and Procedure 1105-1115, the Board of Directors of the Pullman School District shall consist of five members elected by ballot by the registered voters of the district. For more information about the legal requirements for Pullman School District's Board of Directors, please click the links below:

- Board [Policy 1105/Procedure 1105P](#) – Director Districts
- Board [Policy 1110](#) - Elections
- Board [Procedure 1110P](#) - Candidate Orientation
- Board [Policy 1111](#) – Oath of Office
- Board [Policy 1112](#) – Director Orientation
- Board [Policy 1113](#) – Board Member Residency
- Board [Policy 1114](#) – Resignation
- Board [Policy 1115/Procedure 1115P](#) – Vacancies

District policies and corresponding procedures can be found on the school district website under the School Board link on the homepage or by clicking the link below:

<https://app.eduportal.com/publicfolders/1114848/list/55979>

A school board election shall be held on the Tuesday following the first Monday in November of the off-numbered years, as specified by state law. Every person elected to the office of school director shall begin their term of office at the first official meeting of the Board of Directors following certification of the election results.

**APPLICATION FOR APPOINTMENT TO
PULLMAN SCHOOL DISTRICT BOARD OF DIRECTORS
DIRECTOR DISTRICT #1**

Applicant Information

(Please type or print)

Applicant Name _____

Residence Address _____

Phone _____ Alternate Phone _____

E-Mail Address _____

Cover Letter, Resume and Application Questions

Please include a one-page cover letter and a résumé of no more than two pages with this application. Additionally, please respond to the following application questions in no more than two pages.

1. Why are you interested in becoming a member of the Pullman School District’s Board of Directors?
2. What experiences, talents, skills, and/or knowledge do you bring to the school board that you would like to highlight?
3. Given what you know of the community of Pullman and the Pullman School District, what do you believe one or two of the board’s primary priorities should be for the next couple of years?
4. Do you have experience serving on boards, committees, community service projects? If so, please describe.

Please return this form, your cover letter, résumé, and answers to the Application Questions to the Superintendent’s Office of the Pullman School District **no later than 4:00 p.m. on Friday, February 10, 2023.** *Applications received after 4:00 pm will not be accepted.* Completed applications and any correspondence may be hand-delivered, mailed, or emailed to the addresses below. **Please contact the Superintendent’s Office by phone at (509) 332-3581 or by email at rmaxwell@psd267.org for questions and information regarding this application process.**

If sent by mail, please address to: **Superintendent’s Office
Pullman School District
240 SE Dexter St.
Pullman, WA 99163**

If sent via email, please send to: rmaxwell@psd267.org

