

Washington Center for Deaf and Hard of Hearing Youth



October 25, 2019

***Washington Center for Deaf and
Hard of Hearing Youth
Board of Trustees Meeting Packet
October 25, 2019***

- Agenda
- Board of Trustees contact information
- 2019/2020 school calendar

AGENDA ITEMS

- Board meeting minutes
 - September 13, 2019
 - October 11, 2019
- Reports
 - Board Committee Report
 - Executive Director – Rick Hauan
 - Superintendent – Shauna Bilyeu
 - Business Office Director – Kai Matthews
 - Outreach – Kris Ching, Carol Carrothers

INFORMATIONAL ITEMS

- On-campus enrollment data
- CDHY Board of Trustees By-Laws

**Washington Center for Deaf and Hard of Hearing Youth
Board of Trustees Meeting
October 25, 2019**

Agenda

- | | |
|----------------|---|
| 10:00am | Call meeting to order and determine a quorum is present. Approve minutes from September 13 and October 11 Board Meetings. |
| 10:10 | Classroom Visits |
| 11:00am | Reports: <ul style="list-style-type: none">○ Board Committee Report○ Executive Director – Rick Hauan○ Superintendent – Shauna Bilyeu○ Business Office Director – Kai Matthews○ Outreach – Kris Ching, Carol Carrothers |
| 11:30am | Kalani Cox – Audiology |
| 12:00pm | Lunch |
| 12:30pm | Public Comments |
| 1-3pm | Executive Session pursuant to <i>RCW 42.30.110 (1) (f) "To receive and evaluate complaints or charges brought against a public officer or employee;" and, RCW 42.30.110 (1) (i) "...to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency."</i> |
| 3pm | Adjourn |

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

BOARD OF TRUSTEES

Rick Hauan, Director (360) 418-0400 (rick.hauan@cdhl.wa.gov)
 Shauna Bilyeu, Superintendent (360) 418-0402 (shauna.bilyeu@cdhl.wa.gov)

<i>Voting Members</i>	<i>Address</i>	<i>Cong Dist.</i>	<i>Contact Information</i>	<i>Date Apptd.</i>	<i>Term Expires</i>	<i>E-Mail/Fax</i>
Maria Christianson	3796 Brown Road Ferndale, WA 98248	1	(360) 402-0162 Text	11/18/13	07/01/23	maria.christianson@cdhl.wa.gov
Allie "AJ" Joiner	15806 18 th Ave. W., B 102 Lynnwood, WA 98087	2	(425) 329-8433 VP	08/30/06	07/01/20	allie.joiner@cdhl.wa.gov
Nancy Sinkovitz	6403 NE 75 th Street Vancouver, WA 98661	3	(360) 910-0338	10/01/14	07/01/20	nancy.sinkovitz@cdhl.wa.gov
Nita Kamphuis	635 S. Hawaii Place Kennewick, WA 99336	4	(509) 539-0962 (cell)	07/23/18	07/01/23	nita.kamphuis@cdhl.wa.gov
Char Parsley	3427 W. 7 th Avenue Spokane, WA 99224	5	(509) 315-2128 VP (509) 329-8535 Text	03/16/07	07/01/21	char.parsley@cdhl.wa.gov
Rita Reandeau	1470 Yukon Harbor Rd., SE Port Orchard, WA 98366	6	Cell: (360) 551-3034	08/19/04	07/01/19	rita.reandeau@cdhl.wa.gov
Ariele Belo, Vice Chair	1625 19 th Avenue Seattle, WA 98122	7	(206) 388-1275 TTY (206) 452-7955 (Video & Voice)	01/30/07	07/01/21	ariele.belo@cdhl.wa.gov
Sidney Weldele-Wallace,	19501 SE 332 nd Place Auburn, WA 98092	8	(253) 833-6487 (253) 833-9111 ext. 4705 (253) 569-8000 cell	06/27/02	07/01/21	sidney.weldele-walla@cdhl.wa.gov
Nancy Fitta, Chair	512 63 rd Ave Ct NE Tacoma, WA 98422	9	(253) 517-1070 (253) 922-0539 (253) 376-0414 cell	05/01/13	07/01/20	nancy.fitta@cdhl.wa.gov

WASHINGTON SCHOOL FOR THE DEAF

2019/2020 School Year

July 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

December 19

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29	30	31				

May 20

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31						

August 19

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January 20

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June 20

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September 19

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29	30					

February 20

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October 19

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27	28	29	30	31		

March 20

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29	30	31				

November 19

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April 20

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12	13	14	15	16	17	18
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26	27	28	29	30		

Mark Your Calendars!

Deaf Awareness Week
September 23 - 27, 2019

Homecoming
October 10, 2019

Open House
October 10, 2019

All Star Day
May 28, 2020

Graduation
June 4, 2020

Staff Notes: Safety Training: Aug 19-20
New Employee Orientation: Aug 16

Legend



- First/last day of school
- Non-school days
- Early Release Dates
- Residential Travel days

Red

Early Release: Residential students go to the cottages, day students will ride bus home

September 19; October 17; November 21,
March 19; April 23; May 21

Teacher Planning Days : 11/27/19 & 1/24/20

No day student transportation provided

After School Program

Fall: September 9-October 30
Winter: December 2- January 22
Early Spring: February 10- March 25
Spring: April 13- May 20

Registration Day*	Sunday, August 25, 2019	Mid-Winter Break:	February 17-18, 2020
First Day of School	Monday, August 26, 2019	Spring Break	March 30-April 3, 2020
Labor Day	Monday, September 2, 2019	Memorial Day**	Monday, May 25, 2020
Veterans' Day**	Monday, November 11, 2019	Last Day of School	June 11th, 2019
Thanksgiving Break	November 28-29, 2019		
Winter Break	December 23-January 3, 2020		
Martin Luther King Jr. Day**	Monday, January 20, 2020	*No transportation provided on Registration Day	
President's Day	Monday, February 17, 2020	**Holiday and travel day	

Statewide and School Testing Windows

MAP (Measure of Academic Progress) 2-12th grades

September 30 - October 11
March 16 - March 27

State Testing

Retakes:
October 21-25
May 4 - 8

WCAS (Science for 5th, 8th, 11th grades)

May 18 - 22

Quarters end: 1st Quarter: November 1st, 2019; 2nd Quarter: January 24, 2020;
3rd Quarter: April 10th, 2020; 4th Quarter: June 10th, 2020

Agenda Items

Washington Center for Deaf and Hard of Hearing Youth

Board of Trustees Meeting

September 13, 2019

Board Members:

Present:	Maria Christianson (District #1) Allie Joiner (District #2) Nancy Sinkovitz (District #3) Nita Kamphuis (District #4) Rita Reandeau (District #6) Ariele Belo (District #7) Nancy Fitta (District #9)
Absent:	Char Parsley (District #5) – Excused Sidney Weldele-Wallace (District #8) – Excused Vacant (District #10)
Executive Director:	Rick Hauan
Superintendent:	Shauna Bilyeu
Legal Counsel:	Tsering Cornell
Director of Business Operations:	Kai Matthews
Recorder:	Laura Anderson
Interpreters:	Abel Cosentino Heather White

Nancy Fitta, chair, called the Board meeting to order at 10:00 AM. It was determined a quorum was present.

Approval of meeting minutes for the meeting on June 13, 2019

Rita Reandeau moved to approve the minutes for June 13, 2019 as written. Nita Kamphuis seconded the motion. Motion passed six in favor one abstention.

Review of meeting minutes July 26th

There were several errors in the documentation on the minutes from July 26, 2019. Corrections were made to the minutes.

Approval of meeting minutes July 26th:

Rita Reandeau moved to approve the minutes with corrections noted. Nancy Sinkovitz seconded the motion. The motion was voted on and approved unanimously.

COMMITTEE REPORTS:

Finance Committee – Rita Reandeau

The Finance Committee met on September 9, 2019. Due to the complexity of the new reporting structure, the Finance Committee required additional time to go thru monthly reports. Supplemental budgets were completed and discussed at the Finance Committee meeting for presentation due on the September 20, 2019. First new revision was presented. Format changes provide more clarity and transparency of financial information.

Kai Matthews reported on the end of year process and other deadlines that impact the agency during the month of September.

1. Final disclosure forms, due on the September 11th were submitted on-time.
2. Fiscal year 2019 books are officially closed.
3. After receiving the supplemental budget of \$1.4 million, the agency returned \$296,937.33 to the state.
4. A comprehensive Monthly Financial Status Report (MFSR) was presented to the finance committee and the full Board. This report will be provided at every Board of Trustee meeting from this point forward.

Report for Fiscal Month 1 and Business Office updates:

- Budget for July 2019 totals \$2,230,082. Actual Expenditures are \$968,867 which indicates we did not expend all monies allocated this month.
- Revenues for August totaled approximately \$60,000
- We have a new employee, April Jacobus, who started recently as a Fiscal Analyst 3. This position was a reclassified after a resignation to meet current agency need.
- CDHY recently posted an open recruitment for a Fiscal Analyst 1. This position will be responsible for receipting and other functions necessary for business office processes.
- Supplemental Decision Packages were submitted for Fiscal Year 2020. These requests include:
 - Operating Budget Requests
 - Retirement Buyout Costs \$50,000
 - Student Transportation \$25,000
 - STRIVE Program \$91,000
 - Language Access \$73,000 to fund language coaches
 - Capital Budget Requests
 - Campus Building Demolition \$5,423,000. Cost includes the demolition of 4 buildings on campus that are unsafe or pose a hazard. These buildings are:
 1. Epperson building and annex
 2. The Boiler House
 3. Cafeteria and kitchen
 4. Red Barn

- Architect firm Schreiber – Whitehead provided detailed estimates. CDHY has two years to process the request for new buildings.

Allie Joiner moved to approve the operating budget requests. Rita Reandeau seconded the motion. The motion was voted on and approved unanimously.

Allie Joiner will join the Capital Committee to replace Larry Swift who retired in July

Rita Reandeau moved to approve the capital budget request for demolition. Nita Kamphuis seconded the motion. The motion was voted on and approved unanimously.

Executive Director Report:

The report is included in your Board of Trustees Packet.

Here are some highlights of the report.

1. Enrollment for schools have been increasing. We started this school year with 125 students at WSD! Great news reflecting on the FANTASTIC work to meet student academic needs both at WSD and as a result of our efforts through Outreach.
2. We have been working for several months with the Office of the Superintendent of Public Instruction (OSPI), Washington Sensory Disabilities Services (WSDS), which is a Special Needs Project funded by OSPI, and Washington State School for the Blind to move the WSDS to CDHY and WSSB who are responsible for the coordination and delivery of services for children who are deaf/hard-of-hearing, blind/visually impaired or deaf-blind. Funds for this activity and all functions of this special project will transition to CDHY and WSSB in two phases. The first phase of this transfer occurred August 1, 2019 and with the grant migrating to CDHY on September 1, 2019. The final transition is scheduled to happen January 2020. This project is fully funded by OSPI and brings over \$800,000 for services to students across the state of Washington.
3. Our opening day with staff occurred on August 19, 2019. Shauna Bilyeu met with staff on campus at WSD and I met with staff in our Tacoma Office. We are off to another great year serving deaf and hard of hearing youth both on campus and other locations through the state through our Outreach Team and the WSDS partnership.
4. I met with Colorado Dept of Education and Colorado School for the Deaf and the Blind to review the final report, which is over 120 pages, prior to the publication. This work was completed through a contract with Colorado Department of Education and CDHY. The work is completed and we have invoiced for the final payment for this contract.
5. The first day back for students was August 26. Our annual ice cream social was a tremendous success! It is always such a great time to be able to see all of the students and the excitement of the first day of school.

Discussion of meeting locations:

- Costs associated with meetings in other locations needs to be reviewed. No Board of Trustee locations for 2020 were confirmed. The Board would like the 1st and last meeting of the school year will be on campus. CDHY must notify the Code Reviser of specific dates and locations for all meetings in 2020 by the end of the calendar year.

Superintendent Report

An in depth report is included in the Board packet. Expansion on that report is below:

1. D.E.A.F. will be participating in ***Give More***. There will be Facebook posts all day on September 19, 2019. There are different prizes for donations, based on the time.. D.E.A.F. members are donating between 5:00 and 7:00. Information is online. Just go to Google and search for ***D.E.A.F. Give More 24.***
2. Special needs classroom (STRIVE) update: Historically, WSD has had a difficult time providing a classroom for students who are deaf and have other needs. Teachers of the deaf are trained to teach deaf and hard of hearing children and the impacts of being. Most teachers of the deaf are not trained to work with children with additional disabilities or academic or developmental challenges. This new classroom is designed to meet the unique needs of deaf children with additional disabilities. One great resource that is available has been done in partnership with Vancouver Public Schools. They are allowing our staff to attend specialized professional development to meet these special needs of students. The current STRIVE classroom is 3rd to 6th grade. We hope to expand the program next year. ESD112 has also partnered with us and has given us an exhaustive list of items to address in the physical classroom necessary to support the STRIVE classroom. A big thank you to both of these partners.

Policy Committee

Discussion relating to the 2000 series (Student Instruction) centered on how to address the unique needs of the WSD campus. The 2000 and 3000 series (students) focus on issues pertaining to instruction and student protections. The question is should the agency name or the school name be present on these policies. After some discussion it was determined that WSD should remain to be on policies focused on instructional practices.

Nancy Sinkovitz commented on the process for updating policies. The Policy Committee asked that proposed policies developed by staff and those developed by the Committee have more in depth discussion/review within the policy committee. Once policies are discussed and vetted in the Policy Committee they will be forwarded to the AAG responsible for supporting CDHY. After the draft language is reviewed by both the Policy Committee and the AAG, policies will be presented to the full board for a first and second reading and recommendation for approval.

The Board requested Board Policy 6250P be provided – policy board requested had to ability to review to procedure. Due to nature it is on the table for the board's review. No action required at this time. Nancy Sinkovitz reminded the board that in the July meeting we adopted the new bylaws. They can be posted on the website.

Rick Hauan reported that we are currently in the process of moving Board of Trustee section to the new CDHY website. There may be a delay in posting to the website. Staff are currently working on solutions

with ESD 112 to rectify the ability to post and move data between websites. They have been the contractor we have used for the development of both WSD and CDHY websites.

11:58 Recess for lunch until 12:30

Reconvened into open session at 12:31

Public Comments to the Board:

Sarah Decker: I currently stand before you as a union shop steward for WFSE. Both WFSE and WPEA would like to share concerns with the Board. Last year was a rough year for staff at CDHY.

Ms. Decker read the following written statement to the Board of Trustees:

I am here as a spokesperson for the faculty and staff at CDHY.

I am here to share the message of CDHY employees, and it is a message of frustration and disappointment.

Last year was a rough year— as a matter of fact the past decade has been smattered with various pains for employees these pains continue to compound without relief.

To keep this short, we have 2 primary concerns we would like to put before the board:

First – our executive director is too often absent - this is not a complaint about his lack of physical presence on the WSD campus, but an assertion that his leadership, direction, guidance, and responsibility is noticeably and inexcusably vacant from our agency.

Second – we are tired of the lack of transparency concerning our programs and our financial operations. This is a concern for the practical implications of program mismanagement and fiscal irresponsibility that leads to the favoritism, inequity, and hostility that is poisoning our work environment.

The fact of the matter is that the faculty and staff have raised these and other concerns over the past several years starting at the lowest level and have not received a complete and satisfactory response from anyone. We understand that you as a board as well as our Executive director have been informally notified about the 93% vote of no confidence, and you were also informally notified regarding the group grievance petition, yet there has been no noticeable action or attempt to find remedy by you or our executive director.

Whether it is bred out of fear, apathy, ignorance, insecurity or any other barrier you may have - the complete lack of substantive action from our leadership is abhorrent.

It is the perspective of CDHY faculty and staff that if you as a board continue to squander your authority, fail to think critically and act prudently and do not keep yourselves or our leadership accountable then you are complicit in the negligent leadership and are thereby harming our agency, and most significantly stifling the services our students depend upon.

We are not asserting that we are 100% right in every claim that any staff members have made over 'the last few years as there can be different perspectives or missing information, however it is certain that none of you who are in a position to do so has stepped up to verify and rectify our concerns.

We collectively request that you the CDHY governing board of trustees acknowledge our concerns and provide a plan of how you intend to respond to these concerns by your next board meeting.

The Board Chair asked the visitors if there is anyone who would like to make other comments to the board directly.

Those who addressed the Board:

Nathan Boyes: I wanted to reiterate what was just said. He told the Board that he asked at his initial interview for his job what he would like to happen. He stated that he wanted to have people visit his classroom. I wanted the board to come and visit my classroom and that has never happened.

Amy Blades: I have worked here since 2009 as a teacher and now a counselor. There is a lot of fear from top to bottom. I want this to be resolved.

Toni Stromberg: I was a former student at WSD I came here after I was mainstreamed and this place saved my life. I have two kids that attend here. I want this place to continue and I love this school.

Dana Miles: I am a teacher here and work in English Language Arts. I grew up here. My mother was a teacher here. This is the best school in Washington state. It distresses me as I see the resources going away. There were 20 teachers and now there are 15. I don't know why we can't get what we need? Students are not at grade level and it is frustrating.

The Board Chair thanked the audience for their thoughts and concerns and indicated that all will be taken under advisement. After opening the floor for any additional comments, the Chair thanked the staff for their comments. No additional comments were made. The Chair stated that guests were welcome to stay for the remainder of the open public meeting.

Board of Trustee Meeting Dates:

- October 25 – WSD
- December 13 – WSD

2020:

- February 7
- March 13
- May 8
- June 5
- July 23 and 24 (Retreat)
- September 11 WSD

- October 9
- November 13

Discussion regarding meeting in locations in congressional districts around the state. One consideration is cost of travel to other locations. The Board discussed the benefit of choosing strategic locations around the state and including interactions with stakeholders and potential visitors as well as members for the Outreach team.

Ariel Belo asked if it was possible to set up video phones to make it more cost effective to attend, participate and watch. Allie Joiner asked what costs and meeting planning challenges are associated with meeting virtually. Kai Matthews indicated that Zoom is the current platform for virtual meetings. Considerations are an added cost to provide language access and interpreting. While Zoom is an effective way to hold meetings, often the video freezes and significantly interrupts the ability to conduct a meeting who rely on virtual interpreting. Video quality using this platform is dependent on the lowest bandwidth participant. This has been a substantial challenge while holding meetings with more than just a few participants. Kai Matthews will run some costs for travel to participate. Allie Joiner asked if it was possible to use resources like Video Remote Interpreter, like hospitals use. Kai Matthews indicated that while we have contracts with providers to use this resource, the meeting logistics can be challenging. The Board tabled the discussion about meeting locations and will resume the discussion at a later meeting. The Board Chair indicated that we must have a decision no later than the meeting on December 13, 2019.

Strategic Interactive Writing Instruction (SIWI) Research update

Shannon Graham reporting

This was a research project that began in 2011 by a University of Tennessee Doctoral Candidate. Initially it did not include deaf students. The work is based on Cognitive Theory. Research is based on metacognitive learning using language acquisition theory.

Researchers received an IES grant. This grant focuses on grades 3-6 and includes 23 schools in 13 states including WA. We joined this study in 2018-19 school year. Data from the research was shared with the Board.

What's next?:

Select staff at WSD has received training for one week in the summer. Shannon Graham will begin the data collection for the current year beginning September 16, 2019

SIWI research staff is coming to WSD in the spring 2020 to provide training for all teachers. The current focus for this study is for deaf and hard-of-hearing students only.

Rest Break – 10 minutes

Executive Session: 1:40 to 3:00

The Chair announced that the Board would go into executive session from 1:40 until 3:00 pursuant to RCW 42.30.110(1)(g) *"To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;"* and RCW 42.30.110(1)(i) *"To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation."*

Resuming open session:

The Board returned to open session at 3:00.

The next regularly scheduled Board meeting is October 25, 2019. The Board announced that they will hold a special meeting on October 11, 2019 09:30 – 12:00. The special meeting will be to have an executive session to discuss components of a plan to address concerns raised during the public comments. No reports will be reviewed and no committee work will be scheduled. Nita is available, but can only attend Zoom.

Adjourned at 3:09 pm

Nancy Fitta, Board Chair
CDHY Board of Trustees

Rick Hauan, Executive Director
CDHY

Date

Date

**Washington Center for Deaf and Hard of Hearing Youth
Special Board of Trustees Meeting
October 11, 2019**

Board Members: Allie Joiner (District #2)
Nancy Sinkovitz (District #3)
Nita Kamphuis (District #4)- Zoom
Char Parsley (District #5)
Nancy Fitta (District #9)

Absent: Maria Christianson (District #1)
Rita Reandeau (District #6)
Ariele Belo (District #7)
Sidney Weldele-Wallace (District #8)

Legal Counsel: Tsering Cornell

Executive Director: Rick Hauan

Superintendent: Shauna Bilyeu

Recorder: Kelly Moore

Interpreters: Heather White and Judi Webb

Guests: Kai Mathews, Director of Business Operations
Jessica Sydnor, Human Resources Manager
Kris Ching, Outreach Director Birth-5
Carol Carrothers, Director of Outreach Team K-12

The special meeting was called to order by Nancy Fitta, Chair, at 9:30 a.m. It was determined a quorum was present.

Executive Session

The Board went into Executive Session at 9:32 a.m. *pursuant to RCW 42.30.110 (1) (f) "To receive and evaluate complaints or charges brought against a public officer or employee;" and, RCW 42.30.110 (1) (i) "...to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency."*

At 11:30 a.m. an announcement was made that executive session would be extended to 12:30 p.m.

Executive Session under RCW 42.30.110 has ended at 12:32 p.m.

Board of Trustees meeting for October 25, 2019

By unanimous consent, the meeting on October 25, 2019, to be held as usual.

- Kim Witherspoon will be here representing Tsering Cornell as she is unable to attend.
- Tsering Cornell may join by telephone during Executive Session with updates.

Adjournment

Hearing no objections, the meeting was adjourned at 12:36 p.m.

Nancy Fitta, Board Chair
CDHY Board of Trustees

Rick Hauan, Executive Director
CDHY

Date

Date

WSDS/CDHY Board Report

Report from: Rick Hauan

Date: 10/25/19

What activities/projects have you been doing since our last meeting?

Ongoing meetings

- Governor's Goal Council
- Executive and Small Agency Cabinet
- Results Washington leadership meetings
- CDHY Leadership Meetings
- Executive Leadership Team meetings
- CDHY/WSD Leadership Team meetings
- Outreach staff meetings
- Finance Committee meetings

September 2019

- Results Washington dry run practice for presenting to Governor Inslee. Our topic is high school graduation rates. We are highlighting Deaf2Deaf Biztown as a tool to prepare students for life after high school
- Met with OFM, WFSE leadership to share information, discuss concerns and set a path for future communication
- Hands and Voices Leadership Conference, Gallaudet University
- Met with Suzi LeVine, Secretary for Employment Securities Division
- Presented to Governor Inslee with Cathy Corrado at Results WA
- Met with Michael Dickneite from Seattle Public Schools
- Met with Lindsay Klarman, Executive Director, Hearing, Speech and Deaf Center (HSDC)
- Met with EHDDI representative and CDHY staff to explore new born hearing screening follow-up testing with Kalani Cox at CDHY

October 2019

- Met with Outreach Directors to review progress on their portion of the strategic plan
- Jessica Sydnor and I met with the state HR director
- LEAN / Results Washington Conference
- Board of Trustees meeting
- WSDS Meeting
- Special Education Director Meeting ESD 114
- Deaf Nation Expo

Superintendent's Report
October 25, 2019

- **Enrollment:** 128 students, with one student pending to start diagnostic once additional staffing is in place. 10 students are in diagnostic evaluation period. Staff have led two tours in the last month for potential students and their families.
- **Staff updates:** Several departments are going through recruitments: business office filled the vacant FA1 position; facilities, administration and the academic department all have postings up. Human Resources can share more details. Facilities administrative assistant Lee Ellis will retire at the end of November.
- **Campus Updates:** HVAC in Divine continues to be problematic: temperatures around the building are uneven. We are looking into requesting a specialist to come in and look at the problem. The card lock printer is up and working! Staff will begin to receive new badges that also function as their key card in the near future. The Department of Archeology and Historical Preservation (DAHP) has deemed the four buildings slated for demolishment as eligible for the National Register of Historic places and asked for more information regarding alternatives to demolishing the buildings. Architect Keith Schreiber is preparing a response.
- **Academic Updates:** Students have completed MAP testing for the fall session. The end of first quarter is November 1st. Classes are busy with field trips at the elementary level (pumpkin patch, Mt. St. Helens), and college recruitments (RIT, Gallaudet) at the secondary level. Middle school and high school students participated in anti-bullying Unity day October 23rd. Staff and students wore orange to show their support against bullying and marched around campus.
- **School Events and General News:**
 - Give More 24 raised over \$4,000.00 for DEAF! It was a great day!
 - Open House and Homecoming were a huge success! To make it even better, our football team beat Lake Quinault!
 - Seniors Maya Schaut and Jose Ramirez were voted Homecoming King and Queen.
 - The cross-country team completed it's first ever season with a very nice email from another coach congratulating our students and coaches on being a class act.
 - 8th grader Julian Robinson and his family were featured in a video made by the Washington Education Ombuds. See the video on WSD's facebook page.
 - WSD Deaf Academic Bowl team is off to a great start! The team participated in a screening and placed in the Western regionals, which will be in Hawaii! The team will compete at the end of February.
 - Terrier World Store is up and running! In addition to Terrier gear, coffee, smoothies and snacks are available.



STATE OF WASHINGTON
WASHINGTON CENTER FOR
DEAF AND HARD OF HEARING YOUTH
611 Grand Blvd., S-26, • Vancouver, Washington 98661-4918 • (360) 696-6525
Administration FAX (360) 696-6291 • Business Office FAX (360) 418-0418

TO: Board of Trustees - Finance Committee, WA Center for Deaf & Hard of Hearing Youth

FROM: Kai Matthews, Director of Business Operations

CC: Rick Hauan, Executive Director
Shauna Bilyeu, Superintendent Washington School for the Deaf
Jessica Sydnor, Director of Human Resources
Carol Carrothers, Director of K-12 Outreach Services
Kris Ching, Director B-5 Outreach Services

DATE: September 30, 2019

SUBJECT: August 2019 Monthly Financial Status Report

To the Finance Committee,

For the second month of the fiscal year the Washington Center for Deaf and Hard of Hearing Youth incurred \$1,238,907 in expenditures compared to a budget of \$1,164,370. Results of operations produced a \$74,537 overspend for the month. The overspend in August stems from higher payroll costs related to mandatory safety training and expenditures from July that were processed in the most recent month. Fiscal year-to-date CDHY maintains a positive \$1,043,488 budget variance.

Revenues for August total \$82,806 which is \$32,486 more than projected. The positive variance is due to invoicing for services rendered in July and for services completed in the prior fiscal year. Forward looking estimates show revenue on track to meet the financial plan in September. Enclosed you will find numerous reports accompanied by managements discussion and analysis of the August financial activity which offers greater insight into the dollar figures referenced above.

Please feel free to reach out to me directly if you have any questions or need additional information.

Kai Matthews /s/
Director of Business Operations
Washington Center for Deaf & Hard of Hearing Youth
Washington School for the Deaf
Office: 360-418-4326 Cell: 360-607-4814
kai.matthews@cdhy.wa.gov

Washington Center for Deaf Hard of Hearing Youth
Fund Level Financial Summary
Fiscal Month 02 - August 2019

Expenditure Summary

		Current Month			Year to Date			
Account Name	Code	CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance	Remaining
General Fund - Campus	001 *	\$998,757	\$1,077,676	(\$78,919)	\$2,956,726	\$1,913,238	\$1,043,488	\$10,405,762
General Fund - Outreach	001	\$164,913	\$156,444	\$8,469	\$375,435	\$289,748	\$85,687	\$1,717,252
CDHY Account	19H	\$700	\$0	\$700	\$62,291	\$0	\$62,291	\$69,291
Pension Fund Account	489	\$0	\$0	\$0	\$0	\$0	\$0	\$364,000
Industrial Insurance Account	03K	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$1,164,370	\$1,234,120	(\$69,750)	\$3,394,452	\$2,202,986	\$1,191,466	\$12,556,305

* Indicates narrative information is available in the MFSR letter or Managements Discussion and Analysis.

CDHY Account - 19H Revenue Summary

		Current Month			Year to Date		
Revenue Source		CM Budget	CM Revenue	Variance	YTD Budget	YTD Revenue	Accumulative
Outreach Services		\$33,600	\$81,109	\$47,509	\$75,600	\$109,473	\$109,473
Academic Services	*	\$15,900	\$0	(\$15,900)	\$25,800	\$0	\$0
Interpreter Services		\$820	\$0	(\$820)	\$820	\$0	\$0
Transportation Services		\$0	\$0	\$0	\$0	\$0	\$0
Food Sales		\$0	\$0	\$0	\$0	\$0	\$0
Facility Rentals		\$0	\$1,697	\$1,697	\$0	\$1,697	\$1,697
Total		\$50,320	\$82,806	\$32,486	\$102,220	\$111,170	\$111,170

* Indicates narrative information is available in the MFSR letter or Managements Discussion and Analysis.

19H Account Balance Summary

Opening Balance	\$452,830
CM Revenue	\$54,034
CM Expenditures	\$0
Closing Balance	\$506,864



Washington Center for Deaf Hard of Hearing Youth
Organizational Level Financial Summary

Fiscal Month 02 - August 2019

Expenditure Summary

Organizational Component	Current Month			Year to Date			Unspent	Unspent%
	CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance		
Academic Services *	\$501,463	\$511,394	(\$9,931)	\$930,284	\$828,100	\$102,184	\$4,027,310	82.9%
Administrative Services	\$107,512	\$98,841	\$8,671	\$287,127	\$197,001	\$90,126	\$1,265,359	86.5%
Agency Wide Expenses *	\$64,166	\$174,839	(\$110,673)	\$371,789	\$311,840	\$59,949	\$1,113,946	78.1%
Facilities & Maintenance	\$63,152	\$65,567	(\$2,415)	\$179,059	\$156,891	\$22,168	\$655,718	80.7%
Nutrition Services	\$42,314	\$25,742	\$16,572	\$61,880	\$46,277	\$15,603	\$364,419	88.7%
Student Life Services	\$160,048	\$168,306	(\$8,258)	\$337,834	\$296,853	\$40,981	\$2,031,046	87.2%
Outreach Services	\$165,613	\$161,230	\$4,383	\$437,726	\$294,691	\$143,035	\$1,800,625	85.9%
Technology Services	\$50,563	\$30,442	\$20,121	\$195,473	\$68,610	\$126,863	\$561,193	89.1%
Transportation Services *	\$9,539	\$2,546	\$6,993	\$593,280	\$6,905	\$586,375	\$732,507	99.1%
Total	\$1,164,370	\$1,238,907	(\$74,537)	\$3,394,452	\$2,207,168	\$1,187,284	\$12,552,123	85.0%

** Indicates narrative information is available in the MFSR letter or Managements Discussion and Analysis.*

Academic Services	Superintendent, Academic Administration, Certificated Academic Staff, Teacher Assistants, WSD Library, Curriculum & Development, and other related services.
Administrative Services	Directors Office, Business Office, Human Resources, Board of Trustees, and Agency Contingency.
Agency Wide Expenses	Interpreter Department, Central Service Billing Charges, and General Agency Wide Costs.
Facilities & Maintenance	Facilities Administration, Custodial, and Maintenance.
Nutrition Services	Nutrition Services Administration and Nutrition Services Staff.
Student Life Services	Residential Administration, Student Life Counselors, Athletics and Recreation, Nurses, and Post High School Coordinator.
Outreach Services	Outreach Administration, Outreach Staff, Early Learning Staff, Outreach Technology, Outreach Interpreting, Washington Sensory Disability Services (WSDS).
Technology Services	Technology Support Staff, Recurring Technology Costs, Student Learning.



Monthly Financial Status Report – August 2019 FM2

Managements Discussion and Analysis

Fund Level Analysis

001 – The General Fund

The budget for the general fund for FM2 totals \$1,163,670 and expenditures for the same time period total \$1,234,120. The deficit of \$70,450 for August is caused by three major factors. The first factor is the delay from purchases made on the agency credit card from July that totals about \$82,000. The second factor is increased payroll costs from safety training held at the WSD campus, estimated costs for safety training are still being calculated and are estimated to be \$50,000 - \$60,000. The final factor is leave buyout costs for employees that have separated that cost \$19,000.

For August the general fund reported no revenues and \$46,000 in recoveries of expenditures. The bulk of these recoveries are for pass through activity and safety net reimbursements from OSPI.

Note: There is an expenditure variance at the fund level for Outreach programs. Expenditures reported at the fund level are \$4,943 less than reported in lower levels of reports. A correction has been processed in FM3 to correct the majority of this variance.

19H – CDHY Account

The CDHY account recorded no expenditures in August and \$82,806 in revenues. Of the \$82,806 in revenue, \$54,034 was collected in cash increasing the available fund balance to \$506,864.

19H Account Balance Summary

Opening Balance	\$452,830
CM Revenue	\$54,034
CM Expenditures	\$0
Closing Balance	\$506,864

489 – Pension Fund Stabilization Account

The pension fund stabilization account incurred no expenditures in the current reporting period, and will not record any expenditures until June of 2020.

03K – Industrial Insurance Premium Refund Account

The expenditure authority figures won't be available until the CAFR is released, so all qualifying expenditures for this account are going to be recorded in the general fund for now. Once the expenditure authority schedule is published we will move the funds from 001 to 03K.

651 & 800 – Pupil & Trust Accounts

Pupil and trust account reporting is delayed to the implementation of revised administrative processes. This process revision is expected to be complete by the end of September 2019.

Organization Level Analysis

Academic Services

The unspent balance of the academic services department is lower than the overall agency total of 85% due to: a large leave buyout for a retired staff member, increased costs for safety training, and the payment of 25 classroom smartboards that were recently installed.

Agency Wide Expenses

Agency wide expenses have the lowest unspent budget balance (78.1%) compared to the overall agency due to delayed reporting from purchase card activity. The \$82,000 paid for July's purchases are being held in the agency wide account and will be transferred to each program once a full reconciliation is complete. The business office is actively taking steps to move purchase volume away from the credit card method for timely and accurate reporting.

Transportation Services

Transportation services has the highest unspent budget balance of 99.1% compared to the agency total of 85%. This high balance is due to school not starting until the end of August and transportation provider's usual invoicing practices (the time between providing services and billing). This positive variance is expected to drop as the school year goes on.

Program Level Analysis

02200 – Academic Administration

Expenditures for August are understated due to an error in cost transfers. \$11,216 in expenditures will be added in September to correct the balance.

02220 – Academic Certificated Staff

Payroll costs for August exceed the financial plan (budget) by \$34,512. The overage is due to additional pay days for mandated safety training and a pending expense transfer back to the academic administration code.

02230 – Teachers Assistant

Payroll costs exceeded budget due to safety training days. This resulted in an estimated \$23,551 in additional charges.

02290 – Related Services

Payroll costs exceeded budget due to safety training days. This resulted in an estimated \$10,208 in additional charges.

03000 – Agency Wide Expenses

Agency wide expenses exceeded the budget for August by \$82,419 due to \$82,681 in charges from July's credit card bill. All charges for agency credit card purchase are initially paid out of program so that payment to the bank is made on time. This allows us time to move the costs to the correct programs.

03100 – Interpreting

The interpreting department overspent by \$4,350 in August. This is due to higher than anticipated benefits costs, and increased use interpreter services (both staff and freelance).

02600 – Facilities Administration

Facilities overspent in August by \$3,244 primarily due to service procured from boiler and combustion services. Overall the department is still underspent for the year.

02320 – Student Life Counselors

This department has a relatively high overspend due to a substantial leave buy out for a retired staff member (estimated \$17,000) and additional costs related to safety training (\$11,000 in salary without benefits).

04000 – Outreach Administration

Outreach administration has a \$12,670 overspend in goods in services. This is due to the entire agency travel activity for July being charged to this account (similar to the

charge in the agency wide budget code). Once a reconciliation is complete these charges will be disbursed to all of the correct budget codes throughout the agency.

04110 – Contract Outreach Services

This budget code requires allotment clean up that will be complete by the next report, and expense transfers to the correct budget code for August. Initially all outreach staffing costs were budgeted to this code in error, and since then have been transferred to the correct code of 04100.

Object Level Analysis

A – Salaries and Wages

The budget for salary and wages for August is \$603,108. Expenditures for the same time period are \$656,998, which is a \$53,890 overspend. As previously noted the bulk of the overspend stems from additional paid time for safety training, and leave buyout costs. Overtime as a percent of classified staff salary is 1.26% (goal is less than 2.0%). The below table offers additional detail related to payroll costs.

Pay Category	Budget	Expense	Variance
Overtime and Call-Back	\$0	\$7,038	(\$7,038)
Sick Leave Buy-Out	\$0	\$4,578	(\$4,578)
State Classified	\$528,970	\$556,682	(\$27,712)
State Exempt	\$74,138	\$74,138	\$0
Terminal Leave	\$0	\$14,562	(\$14,562)
Total	\$603,108	\$656,998	(\$53,890)

B – Benefits and Payroll Taxes

Benefits and payroll taxes has a budget of \$259,721 for August, and with \$264,907 in reported expenditures there is a \$5,186 negative variance in this category. Many benefit cost components are relative to salary expenses (when salary cost rise there should be an anticipated increase in benefits costs as well).

E – Goods and Services

The budget for goods and services is \$107,218. Expenditures for August total \$180,492 creating a \$73,274 negative variance. The bulk of this large variance is due to delayed processing of July's credit card bill.

G – Travel Expenses

Travel expenditures for the month total \$2,727 out of a budget of \$5,975. This balance does not include pending credit card charges that will be distributed to object G from object E in September.

J – Capital Outlays

Charges to capital outlays include \$175,000 for new classroom smartboards out of a budget of \$185,000.

N – Grants and Benefits

This category incurred no expenditures in August and has a positive budget variance of \$544,396.

S – Interagency Reimbursements

CDHY recovered \$46,003 in expenses in August. \$32,000 is from OSPI for the disbursement of teacher certification bonuses, and \$14,000 from safety net reimbursements.

End of Managements Discussion and Analysis

CDHL Board of Trustees Meeting

Birth-to-5 Outreach Report

Report from: Kris Ching Date: Oct 16, 2019

What have you been doing since our last meeting?

- Wenatchee Family Night October 8 at a local elementary school from 5:30-7:00pm. There were approximately 35 people there including parents, students (elementary-HS graduates), Deaf/HH community members, district staff (interpreters, TOD, teacher aides, administrators), WA Hands & Voices (Christine Griffin), DVR (Ashley Schweigert), CDHY (Kristi Morrison & Kris). The evening started with simple Mexican food for dinner (funded by WA H&V through Dept of Health EHDDI HRSA grant). Twina Paulus, Deaf professional (teacher aide), did an ASL lesson focusing on the apple harvest – which is extremely pertinent given it is harvest season in the Apple Capital of the World! We did an apple activity in table groups using all the signs we learned during the lesson (whole, sliced, and dried apples were available to eat). Many pictures and videos were also used while Twina signed apple vocabulary and introduced activities in orchards for harvest, eating, baking/cooking, etc.
 - After the apple activity, the parents moved to a conference room for a discussion on barriers they experience in their child's/children's education, lead by Christine Griffin. Time was limited so the discussion was brief. There were both ASL and Spanish interpreters at all times. It was a great turn-out and enjoyable evening.
- Kerianne Christie and Krissy Walker attended Salish Sea Deaf School Family Night on Sept 26 and Oct 24
 - Krissy lead group activities including ice breakers and playing ASL games. She and Kerianne represent CDHY at these monthly events.
 - HSDC Bellingham is presenting in Oct
- Western Regional Early Intervention Conference (WREIC) September 11-13 in Broomfield, CO. Attended by Kris, Kerianne (TOD), Kristi (TOD), Susan (TOD), Krissy (Deaf Family Engagement Specialist), and Nancy, DeEtte and her team also attended. ☑ Great opportunities to network with other states and the variety of individuals. The Deaf/HH strand was excellent this year, starting with an all-day pre-conference session on mindfulness strategies.
- National Hands & Voices Leadership Conference Sept 19-22 in Washington DC. Attended by Kris and Rick, along with 4 people/parents from the WA Hands & Voices chapter. Hands & Voices is a parent lead organization on a national level, and many states have chapters. This is a unique conference because of that – although these parent leaders are running an organization in professional roles, there is a noticeable difference in the energy. Over the past couple few years, I noticed a change/improvement in the level of involvement from individuals who are Deaf/HH. H&V truly embodies collaboration with parents, D/HH individuals, professionals, and students. Special “naming circle” activity to put closure on the conference.

- Sept 26 – Marcie Rider, follow-up coordinator from WA State Dept of Health EHDDI (Early Hearing-loss Detection Diagnosis & Intervention) team attended a meeting at WSD Audiology office along with Kalani Cox, Rick, Shauna, April McArthur, and Kris to discuss the possibility of WSD Audiology becoming a site to perform infant hearing screenings and provide follow-up diagnostic testing.
- Kris and Rick serve on the WA State Dept of Health EHDDI (Early Hearing-loss Detection Diagnosis & Intervention) Advisory Committee. Kris is part of a workgroup from the advisory committee. The workgroup is preparing for Nov 5 EHDDI Advisory Committee meeting presentations on transition from Part C to Part B. Karin Neidt, WA EHDDI Coordinator has invited several professionals from school districts and OSPI to attend the Nov 5 meeting in efforts to collaborate on preschool eligibility criteria in our state. Presentations will include information from OSPI TAP-5 (technical assistance paper), Expanded Core Curriculum, IDEA Special Considerations for Deaf/HH Students, and NASDSE Educational Service Guidelines on D/HH.

What is on your horizon (include dates)?

- Nov 4 - Birth-3 State Agencies meeting in Olympia at DCYF-ESIT – Quarterly Meeting
 - Includes representatives from CDHY (Kris & Kerianne), WSSB (DeEtte Snyder), Deaf-Blind Project (Katie Humes), Dept of Children Youth & Families (DCYF) Early Support for Infants & Toddlers (ESIT) Part C (Adrienne O'Brien), ODHHS (Claudia Foy), Dept of Services for the Blind (Janet George), Dept of Health Early Hearing-loss Detection Diagnosis & Intervention (EHDDI) (Karin Neidt)
- Nov 5 - Dept of Health EHDDI Advisory Committee Meeting in Kent
- Nov 5 – Preschool Inclusion Collaboration Team (PICT) Zoom meeting
 - Includes statewide representatives, Kris Ching is attending for CDHY
 - First meeting to describe the purpose of this group
- Nov 13 – WA Hands & Voices Board meeting in Seattle
 - Kris has served on the board since 2008 and just renewed her term for 2 more years

Washington State Center for Deaf & Hard of Hearing Youth Board of Trustees Meeting

Report by Carol Carrothers

Date 10/18/19

What activities/projects have you been doing since our last meeting?

One of the most exciting projects at this time is I have been meeting with Rep. Laurie Dolan about getting seed money to establish an ITP at WWU, CWU and EWU/Spokane Falls. We have met, each University Legislative Liaison has joined the discussion and we are all writing a letter proposing what we would establish if we were able to get financial support from the legislature. Our proposals are due to Rep. Dolan by November 8th.

Rep. Dolan also hopes to have a meeting with WEA and myself to see how we can get more educational interpreters to want to join the mentorship program. We currently have 30 applicants for the program that Charlene Williams has designed. Since the program is free, I anticipated more would have signed up. I believe they haven't because there is no deadline. We have 4 Deaf individuals teaching a course each to the participants and hearing mentors meeting with them 1:1 to help with their interpreting skills. Charlene has been fantastic getting this program up and running. Money was given to us by OSPI. I expect big gains in the participants that have wanted to join.

We currently have 49 different Consultation Service Agreements with districts. That is a lot for this time of year and it is largely because of Kai's changes with our contract system. It is much more efficient, flexible and faster. This has helped us get services to districts in a timely manner.

In August, 7 interpreters from NTID came to present a STEM workshop. They have invited 4 of us to go visit them in Rochester. Paul Bert, Christy Camarata, Charlene Williams and myself plan to go the last week of October. They are paying for the flight, hotel and meals for us through their grant. We hope to learn about scheduling and mentoring practices.

What is on your horizon (include dates)?

Describe how you plan on collaborating and with whom?

Informational Items

Washington School for the Deaf

Enrollment Information

Month: As October 25, 2019

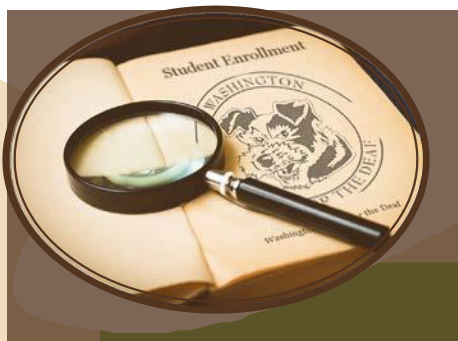
School Year: 2019-2020

Elementary: 53 Middle: 25 High: 41 Enrollment: 119

Day: 63 Residential: 59 Behavior Referrals: 59

WaCAD: 8

*These are on-campus enrollment numbers only.
Outreach data is included in the outreach report in this packet.*



WSD

**WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH
BOARD OF TRUSTEES
BY-LAWS**

ARTICLE I

NAME

Section 1. The official name of the agency is Washington Center for Deaf and Hard of Hearing Youth (CDHY) as provided in RCW 72.40 and it operates under the provisions of RCW 72.40.

ARTICLE II

PURPOSE AND GOALS

Section 1. The Board of Trustees of the Washington Center for Deaf and Hard of Hearing Youth (CDHY) is established by the state of Washington per RCW 72.40 and RCW 72.42 to plan, direct and oversee all aspects of CDHY's operations to ensure quality in the educational and residential programs at Washington School for the Deaf, quality in the services provided through the outreach team, and to provide students in the state of Washington with an opportunity to achieve those skills recognized as requisite to learning and future success.

In order to achieve its primary goal of providing each child with the necessary skills, commensurate with his/her ability, to become effective citizens, the board will exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the state statute and regulation. RCW 72.40 and RCW 72.42 delineate the legal powers, duties, and responsibilities of the board.

Section 2. Acting on behalf of the state of Washington, the Board of Trustees will fulfill the following functions:

- a) **Responsible Governance:** The board, with participation of stakeholders, will envision the future of the agency's educational programs and formulate goals, define outcomes and set the course for the agency. This will be done within the context of racial, ethnic, religious and sexual diversity and with a commitment to the educational excellence for all students.
- b) **Creating Conditions for Student and Staff Success:** The board will establish a structure, which creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework. This includes employing an executive director, developing and approving policies, overseeing budgets, setting high instructional and learning

goals for staff and students and nurturing a climate conducive to continuous improvement.

- c) **Community Engagement:** The board will serve as education's key advocate on behalf of the students served. The board will work to advance the state's vision for the agency, pursue agency goals, encourage progress, energize systemic change and ensure that the students are treated as whole persons in a diverse society.
- d) **High Expectations for Student Learning:** The board will continuously articulate the belief that all students can learn, and that each student's learning can improve regardless of existing circumstances or resources. The board will act as leaders of a vision of shared learning that is supported by all departments in the agency with input from staff, parents and statewide stakeholders.
- e) **Accountability for Student Learning at the Washington School for the Deaf:** The board's accountability for student learning will include adopting a system of continuous assessment of all conditions affecting education, including assessments for measuring staff and student progress. The public will be kept informed about programs and progress. Staff and board training will be provided to ensure continuous improvement of student achievement.

ARTICLE III

MEMBERSHIP

Section 1. The board will consist of 10 members representing each of the 10 congressional districts in the state and will be appointed by the Governor and approved by the Senate. Except as otherwise provided by law, board members will hold office for terms of five years.

Section 2. Newly appointed trustees will take office at the first official meeting of the Board of Trustees after appointment has been completed by the Governor's office.

ARTICLE IV

OFFICERS

Section 1. The officers of the Board of Trustees shall be a chair and vice-chair. At the last regular meeting of the school year, the board will elect from among its members a chair and a vice chair to serve one-year terms. A chair or vice chair may be re-elected to serve up to four one-year terms in total.

Section 2. The executive director or designee will act as board secretary and perform all the duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the executive director or designee will document and publish all proceedings.

ARTICLE V

DUTIES OF BOARD OFFICERS AND MEMBERS

Section 1. Chair: The Chair is elected from among the members and shall serve for one year and shall serve until their successor is appointed or qualified. The Chair presides at all meetings of the board and signs all papers and documents as required by law or as authorized by action of the board. The Chair conducts the meetings in the manner prescribed by the board's policies. The Chair has the full right to participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It is the responsibility of the board Chair to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so that the agenda is treated in an expeditious manner.

The Chair 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 Executive Director, copies of the correspondence received on behalf of the board.

The Chair is authorized to consult with the Executive Director on issues such as board meeting, study session and board retreat planning prior to presentation to the full board and perform tasks to facilitate board meetings.

In dealing with the media and the public in general, the Chair or his/her designee will serve as the spokesperson of the board. The Chair is authorized to report and discuss those actions that have been taken and those decisions made by the board as a body. The Chair will avoid speculating upon actions or decisions that the board may take but has not yet taken.

Section 2. Vice Chair: The Vice Chair is elected from among the members and shall serve for one year and shall serve until their successor is appointed or qualified. The Vice Chair will preside at board meetings in the absence of the Chair and will perform all the duties of the Chair in case of his/her absence or disability.

Section 3. Board Secretary: The Executive Director or his/her designee shall serve as board secretary. The board secretary shall maintain all records of meetings and other official action of the board. The board secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports. The board secretary, or his or her designee, must attend all regular and special meetings of the board, and shall keep all official minutes of all such meetings except in executive sessions.

Section 4. Duties of Individual Board Members: The authority of individual board members is limited to participating in actions taken by the board when legally in session. The board or staff will not be bound in any way by any action taken or statement made by any individual board member except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each board member will review the agenda and any study materials distributed prior to the meeting and to be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend board meetings regularly. Members' physical presence at board meetings is preferred. Whenever possible, each trustee will give advance notice to the Chair or Executive Director of his/her inability to attend a board meeting. A majority of the voting members of the board in office constitutes a quorum, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner as prescribed by its bylaws, rules or regulations.

Absence of any board member from four consecutive regular meetings of the board, unless on account of sickness or authorized by resolution of the board, shall be enough cause for the remaining members of the board to ask that member to resign or be removed from office by majority vote of the board, and the Governor shall be asked to remove any appointee based on a majority vote.

Section 5. Board Assessments: The Board shall conduct, at least annually, two assessments, (1) an assessment of the agency and (2) a self-assessment, as described below:

- a) At the conclusion of each year, the board will assess its own performance in terms of generally accepted principles of successful governing board operations and in relation to its annual goals and objectives. The board will prepare and submit by July 1st of each even-numbered year a report to the Governor and the appropriate committees of the Legislature, containing a detailed summary of the center's progress on performance objectives and the center's work, facility conditions, and revenues and costs of the center for the previous year and which contains those recommendations it deems necessary and advisable for the governor and the legislature to act on.
- b) The board self-assessment will address performance in the key functions of the Board of Trustees:
 - Board functions of responsible school/agency governance;
 - Communication of and commitment to high expectations for student learning;
 - Creating conditions agency-wide for student and staff success;
 - Holding the agency accountable for student learning; and
 - Engagement of the CDHY community in education.

The results of the self-assessment will be used in setting goals for the subsequent year.

Section 6. Relationship with and Evaluation of Executive Director:

- a) A successful operation requires a close, effective working relationship between the board and the Executive Director. The relationship must be one of trust, goodwill and candor. The board exercises powers expressly required and implied by law and makes recommendations to the governor. The Executive Director is the board's professional advisor, to whom the board delegates executive responsibility, including such powers required to manage the agency in a manner consistent with board policy and state and federal law. In order to perform their responsibilities, the board members must be familiar with the operations within the agency. The Executive Director will establish communication procedures which can enhance the board members' understanding of student programs and/or school/agency operations.
- b) The Executive Director, as an executive officer of the board (secretary), is responsible for the administration of the agency under applicable laws and policies of the agency. The board delineates the duties of the Executive Director and uses them as the basis for evaluating the Executive Director's performance. Unless specifically limited, the Executive Director may delegate to other staff the exercise of any powers and the discharge of any duties imposed by agency policy or a vote of the board. The delegation of power or duty does not relieve the Executive Director of responsibility for the actions taken under such a delegation.
- c) The Executive Director will have the opportunity for confidential conferences with the board members as needed each year, for the purpose of reviewing the Executive Director in his/her performance, provided any such meetings shall comply with the Open Public Meetings Act. The board will establish evaluative criteria and will be responsible for evaluating the performance of the Executive Director. The board will submit an evaluation of the Executive Director to the Governor by July 1st of each odd-numbered year that includes a recommendation regarding the retention of the Executive Director.

The board may recommend to the governor at any time that the Executive Director be removed for conduct deemed by the board to be detrimental to the interests of the center.

Section 7. Board of Trustees Orientation: The board will help newly appointed trustees to understand the policies and procedures of the board. To facilitate this process, new trustees will receive an orientation and be provided with access to the following materials within ninety (90) days of appointment (written materials may be provided upon request):

- 1. Open Public Meetings Act
- 2. Public Records Act

3. Board of Trustees Procedures
4. Board Policies
5. Board Minutes (previous year)
6. Agency Budget Summary
7. Monthly Financial Status Reports (most recent)
8. Organizational Chart
9. Collective Bargaining Agreements
10. Staff Handbook(s)
11. Student and Parent Handbook
12. Student Rights, Responsibilities and Conduct
13. Most Recent Accreditation Report(s)
14. Achievement Test Results and Relevant Data for Evaluating Student Learning

The board chair, or a designee, and the executive director, along with the assigned Assistant Attorney General (as necessary) will assist each new trustee in the review of these materials and will review the role and function of the various administrators employed by the agency. The orientation will include how to:

- Arrange for visits of school or administrative offices
- Request information regarding school operations
- Respond to a complaint concerning staff or program
- Handle confidential information
- Request travel reimbursement

Trustees will be encouraged to visit classrooms and attend meetings, workshops, school activities, and conferences to increase their knowledge and competencies.

ARTICLE VI

MEETINGS

Section 1. Meetings: Board meetings will be scheduled in compliance with the law, and as deemed by the board to be in the best interests of the agency. Meetings shall occur at least quarterly but may be held more frequently at such times as the board by resolution determines or the bylaws of the board prescribe. The board will function through (1) regular meetings, (2) special meetings and (3) emergency meetings.

- a) Regular meetings are held at times and places as determined by the presiding officer or by majority vote of the board. The schedule of the date, time, and place of the regular meetings shall be filed with the code reviser on or before January of each year for publication in the Washington state register. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date. An agenda of business to be transacted, along with the date, time and location of the meeting, must be posted on the agency website not less than twenty-four (24) hours in advance of the published start time of the meeting.

- b) Special meetings may be called by the Chair or at the request of a majority of the board members.

A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail. The notice must be posted on the agency's website.

The agency must also prominently display the notice at the main entrance of the agency's headquarters/administration office, as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

The written notice requirement will be deemed waived if a member: (1) Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by fax, or electronic mail; or (2) Is present at the time the meeting convenes.

Final disposition will not be taken on any matter other than those items stated in the meeting notice.

- c) In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

Section 2. Public Notice: Public notice will be properly given for any special meetings; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the Clarke Hall 150, WSD campus.

All meetings will be open to the public except for executive or closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the Executive Director or his/her designee no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the Executive Director or his/her designee, as board secretary, will be the office of the board. The agency's public records will be open for inspection in the manner provided by and subject to the limitation of the law and policy.

Section 3. Quorum: A majority of the voting members of the board in office constitutes a quorum, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner as prescribed by its bylaws, rules, or regulations.

Section 4. Meeting Conduct and Order of Business:

- a) All board meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the Executive Director or a board member and must be approved by majority vote of the board members present. At a special meeting final action may be taken only on that business contained in the notice of the special meeting.
- b) It is acknowledged that communication among deaf members and participants is enhanced with face to face communication. Therefore, physical attendance at board meetings will always be preferred. However, if the ability to participate is impacted due to another disability or circumstances other than a schedule conflict and convenience, it is recognized that less than optimal participation via videoconference or teleconferencing will be accepted given sufficient notice of the request. Telecommunicating by a board member for a board meeting would be acceptable not more than once per year. Any or all board members may attend a board meeting and vote via any communication platform - including videoconference or teleconference. Any such videoconference or teleconferencing, at a minimum, shall provide simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate and 4) the communication platform is generally known and accessible to the public.
- c) The board will establish its regular order of business but may elect to change the order by a majority vote of the members present. All votes on motions and resolutions will be by a "show of hands" vote. All votes will be approved by majority of those present and voting unless otherwise required by law. No action will be taken by secret ballot at any meeting required to be open to the public.
- d) A "show of hands" vote of all the members of the board is required for the election of board officers or for the selection of candidates for Executive Director to submit to the Governor for his/her consideration, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.
- e) All communication between board members regarding board business will be done in compliance with the Open Public Meetings Act, Chapter 42.30 RCW. During board meetings, board members will refrain from communicating electronically

(e.g., by e-mail, text, social media) with their fellow board members whether present or absent.

Section 5. Meeting Agendas: The Executive Director or his/her designee shall serve as board secretary. Anyone, other than a board member or the Executive Director or his/her designee, desiring that an item be placed on the agenda of a board meeting, must first submit a written request to the board secretary no later than twelve o'clock noon (12:00 p.m.) twelve (12) business days before the next scheduled meeting of the board. The board secretary will relate the request to the Chair of the board as soon as feasible. The Chair will determine whether the item is to be placed on the agenda. The Chair or designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

- a) **Proposed Agenda:** The board secretary will be responsible for preparing the proposed agenda for each meeting in consultation with the board Chair. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be provided to each board member at least five (5) business days in advance of the meeting and will be made publicly available at least twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the agency website not less than twenty-four (24) hours prior to the start time of the meeting.

At a special meeting, final action may be taken only on that business contained in the original notice of the special meeting and agenda.

- b) **Consent Agenda:** To expedite business at a board meeting, the board may approve the use of a consent agenda, which includes those items considered to be routine in nature. If used, the consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item that appears on the consent agenda may be removed by request of a board member and instead be placed on the regular agenda. Removed items may be either taken up immediately after the consent agenda or placed later on the agenda at the discretion of the board. The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Section 6. Meeting Minutes: The secretary of the board keeps the minutes of all board meetings. Minutes become official after approval at the board's next regularly scheduled meeting and must be retained as a permanent record of the agency. Minutes must be comprehensive and will show:

- The date, time and place of the meeting;
- The presiding officer;
- Members in attendance;
- Items discussed during the meeting and the results of any voting that may have occurred;

- Action to recess for executive session with a general statement of the purpose;
- Time of adjournment; and
- Signature of presiding officer and date minutes approved

When issues are discussed that may require a detailed record, the board may direct the secretary to record the discussion. Audio or video recordings will be maintained as required by state law and the agency's retention schedule.

Unofficial minutes will be provided to board members in advance of the next regularly scheduled meeting of the board and will also be available to other interested citizens. Minutes may be adopted with the consent agenda, provided that members have had an opportunity to review them before adoption.

The file of permanent minutes of all board meetings will be maintained in the office of the board secretary to be made available for inspection upon request of any interested citizen. Except as otherwise provided by law, permanent minutes will not be destroyed until approved for destruction as required by state law and the agency's retention schedule. Permanent minutes should be preserved in a manner that protects them from loss.

Section 7. Public Comment: The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may present to the board. If possible, such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require or will benefit from public comment. Written and in-person comment will be accepted by the board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education and services for children served by the agency or will promote the effective, efficient or safe management and operation of the agency. Individuals wishing to be heard by the board will first be recognized by the Chair.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the Chair. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The Chair maintains the right to regulate the subject matter of that which may be presented or discussed at the open meeting including, but not limited to, matters which are the subject of current or pending grievances, adjudicative or disciplinary proceedings; and statements that are too lengthy, personally directed, abusive, obscene, or irrelevant, to the extent permitted by the Open Public Meetings Act, Chapter 42.30 RCW.

Section 8. Annual Organization Meeting: At the last regular meeting of the school year, the board will elect from among its members a chair and a vice chair to serve one-year terms. A newly appointed board member will not be eligible to serve as an officer

within the first year of such appointment. A chair or vice chair may be re-elected to serve up to four one-year terms in total.

If a board member is unable to continue to serve as an officer, a replacement will be elected immediately. In the absence of both the chair and the vice chair, the board will elect a president pro tempore who will perform the functions of the chair/vice chair during the chair/vice chair's absence.

The executive director or designee will act as board secretary and perform all the duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the executive director or designee will document and publish all proceedings.

The newly elected chair and vice chair will assume their duties July 1st.

Section 9. Executive Sessions: Before convening in executive session, the Chair will publicly announce the general purpose for excluding the public from the meeting place and time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Chair.

An executive session may be conducted for one or more of the following purposes:

- a) To receive and evaluate complaints or charges brought against a director or staff member; however, upon the request of such director or staff member, a public hearing or a meeting open to the public will be conducted on such complaint or charge;
- b) To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the agency will occur in a meeting open to the public, and when the board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action will be taken in a meeting open to the public;
- c) To discuss with legal counsel representing the agency matters relating to the agency enforcement actions, or litigation or potential litigation to which the agency, the board, or a member acting in an official capacity is, or is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;
- d) Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically threatened; litigation that the agency reasonably believes may be commenced; or the litigation or legal risks of a proposed action or current practice of the agency, if public discussion is likely to result in an adverse or financial consequence to the agency;

- e) To consider the election of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- f) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
- g) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs; or
- h) Any other purpose permitted under the Open Public Meetings Act.

Section 10. Closed Sessions/Private Meetings: The Open Public Meetings Act does not apply to certain board activities and public notice is not required prior to holding a closed session for any of the following purposes;

- a) Consideration of a quasi-judicial matter between named parties, as distinguished from a matter having a general effect on the public or a class or group.
- b) Matters governed by Chapter 34.05 RCW, the Administrative Procedure Act.
- c) Collective bargaining sessions with employee organizations or professional negotiations with an employee, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or that portion of a meeting in which the board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.
- d) Any other purpose permitted under the Open Public Meetings Act.

ARTICLE VII

COMMITTEES

Section 1. Committees of the board may be created by a majority of the board. The purpose and terms of committees will be determined by a majority vote of the board. No more than four board members will serve on any appointed committee. Said committees to serve for such period of time as designated by the chair or board.

Section 2. The chair, subject to the approval of the board, shall appoint board members to serve on such committees. Vacancies occurring in any committee shall be filled by appointment by the chair with the approval of the board.

ARTICLE VIII

BOARD MEMBER EXPENSES

The actual expenses of board members while traveling to and from and attending board and committee meetings will be paid. Board members will use discretion in accruing actual expenses for which they will seek reimbursement. The expenses of board members who attend conferences or meetings as representatives of the agency may be paid. Such expenses for conferences may be paid in advance. A board member may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for services such as baggage handling when the costs are incurred while the individual is engaged in agency business or other approved travel.

ARTICLE IX

INSURANCE

The agency shall maintain sufficient insurance to protect the board and its individual members against liability from actions of the board or its individual members while each is acting on behalf of the agency and within his/her authority as a board member.

An individual board member may participate at his/her own cost in any of the personal liability, life, health, health care accident disability, salary protection or other form of insurance made available to agency staff if plan sponsors permit such participation.

ARTICLE X

POLICIES

Section 1. Policy Adoption and Administrative Procedures: Proposed new policies and proposed changes in existing policies shall be provided in writing to the Board for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of CDHY, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to a proposed policy or amendment shall be directed to the Board Secretary prior to the second reading. The Board may invite statements from staff members or patrons as an order of business.

The Executive Director shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board. When a written procedure is developed, the Executive Director shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though it may revise them when it appears that they are not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the Board prior to their issuance. The Executive Director may request prior Board consultation.

Section 2. Suspension of a Policy: A policy of the board will be subject to suspension by a majority vote of the members present, provided all board members have received notice of the meeting and the notice included a proposal to suspend the policy and an explanation of the purpose.

Section 3. Administration in the Absence of a Policy or Procedure: The Executive Director, Superintendent or their designees will be authorized to use their best judgement in the absence of a specific policy or procedure, provided that such action will not be in conflict with the general aims and objectives of the agency or with any local, state or national ordinances, statutes, regulations or directives.

Whenever a staff member that creates a potential for controversy or a potential for the incurring of agency financial obligation, or where the situation is likely to recur frequently has taken action in the absence of specific policy, then such action will be brought to the attention of the board at its next regular meeting. In situations where a reasonable person could determine that the above actions taken by a staff member should be brought to the immediate attention of the board, the Executive Director will be notified and he/she will immediately consult with the board chair as to the advisability of calling a special board meeting to review the staff members' action.

ARTICLE XI

CONFLICT OF INTEREST

In addition to other applicable provisions of law pertaining to conflicts of interest of public officials, no board member, appointive or otherwise, may participate in any decision on any board contract in which the board member has any interested, direct or indirect, with any firm, partnership, corporation, or association which would be the recipient of any aid under Chapter 43.160 RCW. In any instance where the participation occurs, the board shall void the transaction, and the involved member shall be subject to whatever further sanctions may be provided by law. The board shall frame and adopt a code of ethics for its members, which shall be designed to protect the state and its citizens from any unethical conduct by the board.

ARTICLE XII

AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting of the Board of Trustees by a majority vote of the full board, provided the amendment has been submitted in writing at the previous regular board meeting.

Adopted July 26, 2019