

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
Board of Trustees Meeting  
June 13, 2019**

**Board Members:**

**Present:**

Allie Joiner (District #2)  
Nancy Sinkovitz (District #3)  
Nita Kamphuis (District #4)  
Char Parsley(District #5)  
Rita Reandeau (District #6)  
Ariele Belo (District #7)  
Sidney Weldele-Wallace (District #8)  
Nancy Fitta (District #9)  
Larry Swift (District #10)

**Absent:**

Maria Christianson (District #1) - *Excused*

**Executive Director:**

Rick Hauan

**Superintendent:**

Shauna Bilyeu

**Legal Counsel:**

Tsering Cornell

**Recorder:**

Karen Stauber

**Interpreters:**

Abel Cosentino  
Rich Hall

**Guests:**

Sarah Decker, Lean Specialist  
Catherine Thomas  
Jessica Sydnor  
Earlyse Swift  
Dane Bevan, Facilities Manager

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Nancy Fitta, chair, called the Board meeting to order at 9:51am. It was determined a quorum was present. Rita Reandeau indicated that she is unable to speak today, however will present comments as needed through written dialogue. Larry Swift, who sits to her left or the Board chair will read the notes on her behalf.

**Review of the Minutes from May 10, 2019:**

1. Correction: Graduation was June 12, 2019 however was mistakenly listed as June 14, 2019 in *End-of-Year Events*.
  - a. Comment: Nine students graduated. Congratulations to the graduates for their hard work was noted by the Board.
2. Nancy Fitta addressed the Board commending staff for the assembly she attended earlier on the morning of May 10, 2019 not June 10, 2019 as listed under the Executive Director report.
3. Request from the Board to increase the font size of the notes and add page numbers.

**Approval of meeting minutes**

Board Meeting May 10, 2019

Char Parsley moved to approve the May 10, 2019 meeting minutes with corrections noted above. Ariele Belo seconded the motion. The motion was voted on and approved. Sidney Weldele-Wallace abstained as she did not attend the May 10, 2019 meeting.

**Committee Reports**

**Finance Committee:**

Rita Reandeau, chair of the Finance Committee reported:

The draft biennial budget is complete. The final budget will be presented to the full Board for approval at the meeting July 26, 2019.

The Director of Human Resources/interim Director of Business Operations reported that purchase requests resulting from recent legislative approval for the supplemental budget totaling approximately \$500,000 has been processed. Purchase requests received were for repairs, goods and materials (supplies), technology and professional development (conferences). Requests were accepted through June 12, 2019. Staff is still in the process of completing the processing of these requests.

**Discussion:**

- Teacher salary adjustments may happen as we anticipate changes to the pay scale in Vancouver Public Schools which is the basis of our teacher salaries. Additionally, a bargaining session with the WPEA is likely to occur during the summer break.
- Although we have emerged from our budget challenges in a very strong position, we must now focus on rebuilding trust and morale with staff.
- The professional development and travel restriction has been lifted.
- With a strong budget comments from the board supported reinstating the summer programming for youth and families.

- The Board would like to explore ways to reach out to people of color, particularly the Hispanic community.
- Through the biennial budget process and decision package requests, agency staff have significantly broadened understanding of using the process and tools to request operational funding increases.

### **Department Reports:**

#### **Executive Director**

Rick Hauan, Executive Director

The report details are in the packet. Rick addressed one item included in his report. This was his recent trip to Colorado where he is participating in a review of Colorado School for the Deaf and the Blind. CDHL is under contract with Colorado Department of Education and is being paid to complete this review. The review has been helpful in reflecting on other state systems and relate it to possible application here in Washington. Both what works and what is a challenge.

#### **Director of Human Resources**

Jessica Sydnor

With the successful passing of the 2019 supplemental and 2019-21 biennial budget and the school year winding down, the focus is now on recruitment and hiring. While there has not been a lot of turnover in our agency we do have positions previously held vacant as well as a few resignations and retirements. These vacancies need to be filled as soon as possible. Jessica provided an overview of the open positions. Jessica indicated she is in constant communication with our DES consultant, Kai Matthews ensuring each position is included in the 2019-21 budget.

One significant position that has a direct impact on the Board is the Executive Assistant to the Executive Director. This position will be posted as soon as possible. It is a critical position for the operation of CDHL. The process for this position is a bit more complex as it is an exempt position with significant responsibility. We will be conducting a national search for this position. As previously stated this, is an allocated position and is included in the budget.

The Board expressed their sincere appreciation for Jessica and her dedication and hard work over the last year. They acknowledged that she has been filling three jobs. That of Interim Director of Business Operations, her own position as Director of Human Resources and as the Nutrition Services supervisor. The Board thanked her and is relieved that her heavy work load will lift this fall, as these positions are filled.

Jessica indicated that she will have a summarized report of HR activity prepared and delivered at the Board meeting on July 26, 2019.

**Superintendent**

Shauna Bilyeu

Shauna thanked the Board for attending graduation last night and being so engaged with activities on-campus at WSD. Three of the students have been attending the school since preschool.

There was discussion around the nine students graduating and leaving. Enrollment has continued to remain stable and there is a strong list of potential students that will join the student body in the fall. WSD continues to experience a trend increasing student enrollment in the elementary program. Current enrollment for the WSD is 113, which is one of the highest numbers in recent years.

Shauna needs to be excused at the lunch break, as her daughter is graduating tonight. The Board supported that activity and congratulated her on her daughter's graduation.

The discussion relating to graduation lead to a conversation about the Board being informed on up-coming events both on-campus as well as events around the state. The Board is very supportive of these events and would like a calendar of events so they can attend whenever possible. Some events discussed were community events not necessarily sponsored by CDHL. It is more challenging to include relevant community events that are not sponsored by CDHL. It was noted that parents are hungry for events and the Board is willing to attend community events.

**Outreach**

Kris Ching, Director of Outreach Services B-5

Carol Carrothers, Director of Outreach Services K-12

There are reports in the packet. Neither Kris or Carol were able to attend the meeting today. The Board was encouraged to contact them directly if they have any comments or questions.

**Discussion:**

**2019-2020 Board of Trustee Meeting Dates**

Current dates published with the Code Reviser:

- September 13, 2019 at WSD

- October 11, 2019 This meeting needs to be changed to October 25, 2019 due to a scheduling conflict.
- November 8, 2019 CANCEL
- ADD a meeting December 13, 2019

The Board directed the Executive Director to make the appropriate changes needed with the Code Reviser for meeting adjustments in 2019.

Proposed 2020 dates:

- January – no meeting
- February 7, 2020
- March 13, 2020
- April – no meeting
- May 8, 2020
- June 5, 2020
  - NOTE: This is not a Friday meeting as it occurs the day after graduation which occurs on June 4, 2020
- July 23, 24, 202 – Board retreat
- August – no meeting
- September 11, 2020
- October 9, 2020
- November 13, 2020
- December – no meeting

Information regarding the meetings in 2020 needs to be submitted to the Code Reviser no later than November 30, 2019 including meeting locations.

### **Meeting Locations.**

Meetings will be held around the state. Conducting Board meetings in various locations around the state provides an opportunity for citizens to attend Board meetings in their region. CDHL is responsible to serve deaf/hard-of-hearing children, their families and school districts across the state. If a Board meeting is held in various communities it allows for a community event in conjunction with the Board Meeting. We did this several years ago having an event the night before. These community events were well attended and appreciative of the information shared and understanding resources that are available statewide. In discussing Board related costs of holding meetings in various locations the cheapest location to hold the meeting is Tacoma as we have a facility there, more Board members live close enough to not incur lodging and meal costs. The most expensive areas to hold a meeting is Vancouver, Pasco and Spokane as it increases travel related costs. The Executive Director indicated that at least three meetings should be held in Vancouver to allow staff from WSD to have access to the Board. One of these is the day after graduation enabling Board members to attend graduation. The

above dates will be finalized with locations at the retreat in July. Another comment was that we contact the legislators to inform so they can attend the meetings, especially social events the night before.

**Discussion: Board of Trustees Retreat Agenda**

The retreat will be July 25-26 at WSD. Committee work on the first day and open public work on the second day. The policy committee needs at minimum of 4 hours to meet at the retreat.

**Board Officer Elections**

Char Parsley nominated **Nancy Fitta** to the position of **Chair**

Nancy Fitta accepted the nomination

Allie Joiner seconded the motion

Passed unanimously

Char Parsley nominated Ariele Belo to the position of Vice-Chair

Ariele accepted the nomination

Rita Reandeau seconded the nomination

Passed unanimously

**Board Comments**

Larry will be retiring at the end of this board meeting. This is his last meeting. Larry took some time and reflected on his time served. He's been on the Board 17 years since 2002 when it began and it was a hard time when the school was looking at closing. There have been so many good works and seeing the agency grow and serve more kids. The commitment to high academic achievement and bilingual education as well as a lot of other things. He is very proud of the work the Board has done and sees a bright future for the agency! The Chair thanked Larry for his service on behalf of the board. There were lots of nods of support and agreement. There was a group photo.

**Recess for lunch at 11:46 am**

**Reconvene at 12:34 pm**

Jessica Sydnor, Director of Human Relations introduced the new Facilities Manager, Dane Bevan.

Rita Reandeau left at lunch time as she was not feeling well. She gave Nancy Fitta proxy to vote on her behalf.

**Public Comments**

Sarah spoke on behalf of another staff member asking the Board to consider changing the public comment time to make it more accessible to staff. She offered a suggestion that it would

be helpful to set up an email for questions or comments. For the majority of staff in the academic department it is easier to attend Board meetings when students are not on campus. Sarah also indicated that it would be helpful to have an established time to make it easier for staff to plan and attend the portion of the meeting that is meaningful for them. By noon on Friday students are usually gone. Staff appreciates the opportunity to address the Board.

**Discussion:**

It was suggested that the public comments be held after lunch, but due to timing it became apparent that there would never be a time where it would be accessible for all staff. Public comments will remain after lunch, but lunch could be moved so that it is slightly later, thus allowing academic department staff to attend between 12:30 and 1:00 pm.

**Bylaws Articles 1-5 (1<sup>st</sup> reading)**

A completed draft of the Board bylaws is attached.

**Discussion:**

1. Roman numerals are not right and will be fixed before retreat.
2. The agency name will change July 26<sup>th</sup> from Washington State Center for Childhood Deafness and Hearing Loss (CDHL) to the Washington Center for Deaf and Hard of Hearing Youth (CDHY). Should the Bylaws reflect the new name? The statute identifies the previous name. Any clerical changes that identifies the prior name does not take action to change documents to the new name. We will make name changes ready for retreat.
3. Purposed and Goals – no comments leave in tact
4. Membership – no comments
5. Officers – no comments
6. Duties of Board Officers & Members – vice chair – correction “**serve for one years**” year
7. Board Secretary – gives flexibility but doesn’t take away responsibility. The Executive Director is the secretary to the Board. Leave this section unchanged.
8. Duties of Individual Board Members – last paragraph legal authority to vacate position The AAG will look into it. The Governor appoints Board members. Revise this paragraph to make the language similar to conflict of interest section.
9. Discussion – missing meetings language unexcused absences.
  - a. Missing four meetings seems like a lot insert “unexcused” in front of four. So it would read: “Four unexcused meetings...” Attendance is critical. The committee will discuss this section further.
  - b. The AAG commented that the term “unexcused” is implied in the paragraph. It is fine as it stands.
10. Board Assessment
  - a. Address how and when the Board conducts a self-assessment

11. Statute requires us to do it but need to do a self-assessment. Separate from assessment of programs Rubric set up & regular schedule helps assessment of agency & self-assessment .
12. Evaluation of Executive Director
13. Board of Trustees Orientation
  - a. New person joins Board needs to have access
  - b. Timeline is not stated and should be – 90 days was agreed upon
  - c. List – make numbers and not in table
  - d. Can move up publication dates in future so everything is available for the retreat.
  - e. Conflict of Interest – can be removed
  - f. Basics of School Laws – can be removed
  - g. Discussion to be selective
  - h. Moving to cloud based file by next year. Electronic access is easier to access and manage.

The Board will review for second reading and adoption at the Board Retreat in July.

**Executive Session**

1:38 – The Board will convene in Executive Session under RCW 42.30.110(1) at 1:38 to discuss with legal counsel representing the agency matters relating to the agency enforcement actions or litigation or potential litigation. Executive Session is expected to last until 2:20. No final action will be taken during this executive session.

The Executive Session under RCW 42.30.110 ended at 2:20.

Public session reconvened at 2:20

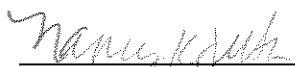
The Board was provided a copy of a draft letter for the evaluation of the Executive Director as


Larry Swift moved to authorize Board Chair, Nancy Fitta to finalize the letter, put it on agency letterhead and submit to the Governor to comply with RCW 72.42.041(4). Sydney Weldele-Wallace seconded the motion. The motion was voted on and approved.

required by law on odd numbered years. There was discussion about the letter and support for the language used evaluating the Executive Director. The Board supports the Executive Director and recommends that the Executive Director be retained.

**Adjournment**

Seeing no objections, the Board chair adjourned the meeting at 2:26 pm.

  
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 Nancy Fitta, Chair, Board of Trustees  
 9-13-19  
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 Date

  
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 Rick Hauan, Executive Director CDHY  
 9/13/19  
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 Date