

# Washington State Center for Childhood Deafness & Hearing Loss



May 10, 2019

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS**  
*Board of Trustees Meeting Packet*  
**May 10, 2019**

- Agenda
- Board of Trustees contact information
- 2018/2019 school calendar

**AGENDA ITEMS**

- Board meeting minutes
  - March 8, 2019
  - April 12, 2019
- Reports:
  - Executive Director - Rick Hauan
  - Superintendent – Shauna Bilyeu
  - Outreach – Kris Ching, Kathy Froehlich, Carol Carrothers
- Policy Review and Discussion
  - **1<sup>st</sup> Review** CDHL Bylaws
  - **2<sup>nd</sup> Reading** - Policy 6001 Internal Control
  - **2<sup>nd</sup> Reading** - Policy 6002 Minimum Reporting Requirement–Finance Committee Mtgs
  - **2<sup>nd</sup> Reading** - Policy 6010 Petty Cash
  - **2<sup>nd</sup> Reading** - Policy 6202 Purchasing Cards

**INFORMATIONAL ITEMS**

- On-campus enrollment data

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
Board of Trustees Meeting  
May 10, 2019**

**Business Meeting**

9:45 a.m.	<b>Call meeting to order and determine a quorum is present. Approve minutes from March 8 and April 12 Board Meetings.</b>
30 minutes	<b>Committee Reports</b>
30 minutes	<b>Reports:</b> <ul style="list-style-type: none"><li>○ <b>Executive Director – Rick Hauan</b></li><li>○ <b>Superintendent – Shauna Bilyeu</b></li><li>○ <b>Outreach – Kris Ching, Kathy Froehlich, Carol Carrothers</b></li></ul>
1 hour	<b>Bylaw/Policy Review and Discussion</b>
45 minutes	<b>Lunch (BOT Picture)</b>
15 minutes	<b>Public Comment Opportunity</b>
15 minutes	<b>Strategic Plan Update</b>
2 hours	<b>Executive Session</b> pursuant to RCW 42.30.110(1)(g) <i>“To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee....”</i>
3:15pm	<b>Adjourn</b>

# WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

## BOARD OF TRUSTEES

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

<i><b>Voting Members</b></i>	<i><b>Address</b></i>	<i><b>Cong Dist.</b></i>	<i><b>Contact Information</b></i>	<i><b>Date Apptd.</b></i>	<i><b>Term Expires</b></i>	<i><b>E-Mail/Fax</b></i>
Maria Christianson	3796 Brown Road Ferndale, WA 98248	1	(360) 402-0162 Text	11/18/13	07/01/23	<a href="mailto:maria.christianson@cdhl.wa.gov">maria.christianson@cdhl.wa.gov</a>
Allie "AJ" Joiner	15806 18 <sup>th</sup> Ave. W., B 102 Lynnwood, WA 98087	2	(425) 329-8433 VP	08/30/06	07/01/20	<a href="mailto:allie.joiner@cdhl.wa.gov">allie.joiner@cdhl.wa.gov</a>
Nancy Sinkovitz	6403 NE 75 <sup>th</sup> Street Vancouver, WA 98661	3	(360) 910-0338	10/01/14	07/01/20	<a href="mailto:nancy.sinkovitz@cdhl.wa.gov">nancy.sinkovitz@cdhl.wa.gov</a>
Nita Kamphuis	635 S. Hawaii Place Kennewick, WA 99336	4	(509) 539-0962 (cell)	07/23/18	07/01/23	<a href="mailto:nita.kamphuis@cdhl.wa.gov">nita.kamphuis@cdhl.wa.gov</a>
Char Parsley	3427 W. 7 <sup>th</sup> Avenue Spokane, WA 99224	5	(509) 315-2128 VP (509) 329-8535 Text	03/16/07	07/01/21	<a href="mailto:char.parsley@cdhl.wa.gov">char.parsley@cdhl.wa.gov</a>
Rita Reandeau	1470 Yukon Harbor Rd., SE Port Orchard, WA 98366	6	Cell: (360) 551-3034	08/19/04	07/01/19	<a href="mailto:rita.reandeau@cdhl.wa.gov">rita.reandeau@cdhl.wa.gov</a>
Ariele Belo, Vice Chair	1625 19 <sup>th</sup> Avenue Seattle, WA 98122	7	(206) 388-1275 TTY (206) 452-7955 (Video & Voice)	01/30/07	07/01/21	<a href="mailto:ariele.belo@cdhl.wa.gov">ariele.belo@cdhl.wa.gov</a>
Sidney Weldele-Wallace,	19501 SE 332 <sup>nd</sup> Place Auburn, WA 98092	8	(253) 833-6487 (253) 833-9111 ext. 4705 (253) 569-8000 cell	06/27/02	07/01/21	<a href="mailto:sidney.weldele-walla@cdhl.wa.gov">sidney.weldele-walla@cdhl.wa.gov</a>
Nancy Fitta, Chair	512 63 <sup>rd</sup> Ave Ct NE Tacoma, WA 98422	9	(253) 517-1070 (253) 922-0539 (253) 376-0414 cell	05/01/13	07/01/20	<a href="mailto:nancy.fitta@cdhl.wa.gov">nancy.fitta@cdhl.wa.gov</a>
Larry Swift	2306 Glen Kerry Ct., SE Lacey, WA 98513	10	(360) 491-8745	07/31/02	07/01/19	<a href="mailto:larry.swift@cdhl.wa.gov">larry.swift@cdhl.wa.gov</a>

# WASHINGTON SCHOOL FOR THE DEAF

## 2018/2019 School Year

July 18

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May 19

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August 18

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January 19

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March 19

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November 18

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April 19

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### \*Mark Your Calendars!\*

**Deaf Awareness Week**  
September 24 - 28, 2018

**Homecoming**  
October 17, 2018

**Open House**  
October 17, 2018

**WSBC/WSBCC 2019**  
January 31 - February 1, 2019  
Washington School for the Deaf

**Flying Hands ASL Literacy Competition**  
March 14, 2019

**All Star Day**  
May 30, 2019

**Graduation**  
June 12, 2019

### 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 20; October 18; December 20;  
February 14; March 21; April 18; May 16

### **Teacher Planning Day - January 25**

No day student transportation

### **After School Program**

**Fall: September 10 - October 30**  
**Winter: December 3 - January 23**  
**Early Spring: February 11 - March 27**  
**Spring: April 15 - May 22**

Registration Day*	<b>August 26, 2018</b>	Break for WSBC	<b>January 31 - February 1, 2019</b>
First Day of School	<b>August 27, 2018</b>	Spring Break	<b>April 1-5, 2019</b>
Labor Day	<b>September 3, 2018</b>	Memorial Day**	<b>May 27, 2019</b>
Veterans' Day	<b>November 12, 2018</b>	Last Day of School	<b>June 14, 2019</b>
Thanksgiving Break	<b>November 22-23, 2018</b>		
Winter Break	<b>December 24 - January 4, 2019</b>		
Martin Luther King Jr. Day**	<b>January 21, 2019</b>		
President's Day	<b>February 18, 2019</b>		

\*No transportation provided on Registration Day  
\*\*Holiday and travel day

### **Statewide and School Testing Windows**

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

October 1-12, 2018  
March 18-19, 2019

#### **SBAC (Smarter Balanced Assessment Consortium)**

October 22-26, 2018 (re-takes for 11th/12th grades)  
May 6-10, 2019

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

May 20-24, 2019

**Quarters end: 1st Quarter: November 2, 2018; 2nd Quarter: January 24, 2019;**  
**3rd Quarter: April 12, 2019; 4th Quarter: June 14, 2019**

# Agenda Items

**Washington State Center for  
Childhood Deafness & Hearing Loss  
Board of Trustees Meeting  
March 8, 2019**

**Board Members:** Allie Joiner (District #2)  
Nancy Sinkovitz (District #3)  
Nita Kamphuis (District #4)  
Rita Reandeau (District #6)  
Sidney Weldele-Wallace (District #8)  
Nancy Fitta (District #9)  
Larry Swift (District #10)

**Absent:** Maria Christianson (District #1)  
Char Parsley (District #5)  
Ariel Belo (District #7)

**Executive Director:** Rick Hauan  
**Superintendent:** Shauna Bilyeu  
**Legal Counsel:** Tsering Cornell  
**Recorder:** Jessica Sydnor  
**Interpreters:** Abel Costentino, Daniel Mroz  
**Guests:** Erica Pedro, Behavior Specialist  
Toni Stromberg, ILS/WaCAD Program Supervisor

Nancy Fitta, chair, called the board meeting to order at 9:55am. It was determined a quorum was present.

**Agenda adjustments:** The executive session is cancelled, there is no committee report out in the agenda which is needed and we need to add a public forum section to the agenda. Nancy Fitta will make determinations about time adjustment for the agenda today as presentations permit. Larry Swift moves we amend the agenda, Sydney seconds the agenda, the board votes in favor of the agenda adjustments.

**Approval of The Minutes:**

November 2018: Sydney Weldele-Wallace motions to approve both sets of minutes, Nita Kamphuis seconds the motion. Board votes in favor of approval of November 2018 meetings.

Larry Swift motions to approve the December minutes, Nita seconds with amendment to indicate Sydney Weldele-Wallace was absent and to include the interpreter names and the board votes to approve the December 2018 minutes.

**Presentation:**

Battle of the Books: Jenn Christianson and students presented information about the Battle of the Books to the board. The students read all of the assigned books outside school hours and board congratulates them for their success and dedication to the event. Allie Joiner requests the name of the books the students read are sent to her via email.

Shannon Graham provided a presentation regarding curriculum adoption cycles. The Board asked questions regarding the cycle and training related to implementing new curriculum. ASL and Deaf studies are being included as a new addition to the agency cycle, now that standards are published. Leadership hopes to adopt an ASL/Deaf Studies curriculum in the near future. Allie Joiner commends Shannon Graham and administration recognizing an ASL curriculum as a large project to implement. Nancy Fitta motions to approve the change to our adoption cycle (change to 3 year rotation and to include ASL/Deaf Studies curriculum), Allie Joiner seconds and the board vote unanimously to accept the changes.

**Committee, Executive and Superintendent Reports:**

Rita Reandeau provided the Finance Committee report. Our perceived deficit is growing smaller with each passing month. The Board is hopeful any remaining budget deficit will be addressed by supplemental funding. The committee continues to work on improving processes and documenting procedures. The business office and outreach team communication has improved and Rick Hauan is assisting with this improvement effort. Rick Hauan met with OFM this week regarding our decision packages and was encouraged that our decision packages are looking very positive due to Governor support. Nancy Fitta expressed appreciation for all the effort from the staff members to try to research, rebuild and improve our overall financial situations. She is encouraged that legislation is asking questions and learning about our agency. Rick Hauan acknowledges Erica Pedro's work to assist with the decision package drafting process and the various bill initiatives she has lead. Allie Joiner would like more information about HB 1623.

Larry Swift reports the Capital committee has not had an opportunity to meet recently and requests that Shauna Bilyeu provides an update. Shauna Bilyeu shared she has worked with DES to complete three studies to assist with the demolition and site restoration funding requests. The studies results have been provided to the agency. We have 4 building (Epperson counted as 1 building) and two of the buildings are quite complicated to address. The old cafeteria and boiler plant have hazardous materials and the boiler plan is in very poor shape and needs to come down soon. The two boilers in the boiler plant have been dismantled in a very specific way. We do not have original drawings for the 1911 and 1914 construction projects which impacts the assessment of the red barn. Shauna Bilyeu explained that we continue to add utilities as we modified the campus over the years which has caused a "spider web" effect of conduit, wiring and plumbing. This will be difficult to manage as our water lines will need to be completely rerouted around the campus. Also, our fire alarm panel is under the red barn which will need to be addressed prior to demolition. The agency is requesting to re-appropriate the remaining \$750,000 to next fiscal year and then submit additional funding requests to address the actual costs we discovered through the study process. Shauna Bilyeu will send her PowerPoint presentation to the board.



Nancy Sinkovitz provided an update from the Policy committee. The committee has fourteen policies to review this afternoon and they hope to be able to get through them all. Nancy Sinkovitz would like to board to review the 6000 series first as those financial related.

Maria Christianson shared the curriculum committee has not had an opportunity to meet and would like to connect with Outreach Directors to form a better understanding of the needs.

Rick Hauan provided the Executive Director report (see board packet). Rick Hauan explained the interpreter legislative initiatives and clarified our agency is not the lead but will partner with OSPI to implement new strategies. HB 1623 is currently with appropriations and it is not clear if this will be funding during this legislative session. Rick Hauan updated the board regarding the agency name change bill, which is moving along, is not out of the House and moving to the Senate next Friday March 15, 2019 at 8am.

Shauna Bilyeu provided a brief Superintendent's report for the sake of time. The board discussed the enrollment numbers. We have average just below 100 students annually and this year we have 109 students currently. The Deaf Academic Bowl team has made it into the nationals. They will be going to Gallaudet University in April to compete. One of our students has made the All Star basketball team and WSBC was a very successful event.

Kris Ching provided an update about Family Nights around the state. Events have been occurring on the east side of the state, including Walla Walla, Pasco, Olympia and the Salish Sea School. Kris Ching shared information about the Hands and Voices and Guide By Your Side programs. There are new webinars set up for parents and professionals to learn more information about infant deaf and hard of hearing resources and family engagement information. There are discussions with Early Support for Infants and Toddlers and Department Children, Youth and Families about creating an interagency contract where CDHL will receive a significant amount of money to provide services to districts without establishing contracts with the districts directly. Nita Kamphuis would like some ability to help parents to learn ASL via technology, that would be group led (scheduled online class time), etc. Kris Ching explained the new CDHL website will be another resource location for parents and we hope to provide some ASL learning links and available program information. Allie Joiner has requested a schedule of the Family Nights around the state. Erica Pedro wanted to remind the board to read the Terriers Time Outreach section for information about family events, professional development opportunity and ASL resources for those interested to learn. She also said our website will go live at the end of the March.

**Public Forum:**

There were no comments during this time.

Adjourn for lunch 11:57a – return at 12:40p

**Policy Discussion:**

Policy 6001: The Board discussed the internal controls and reasonable assurances. No decisions were made about this policy.

Policy 6002: Larry Swift offered to share his edits to the policy and Rick Hauan and Tsering Cornell offered to follow up with a separate policy that may better address the responsibilities of the Finance Committee

Policy 6010: Sidney wanted to know if there should be any dollar amount limits for petty cash. Jess explained we have different petty cash needs per department and recommended we include a petty cash procedure to include that information. Rita recommends any variance is reported to leadership level (local fund authorizer and/or business director)

Policy 6202: The board referred to the updated policy draft (see finance committee policy draft). Nancy Fitta discussed some potential changes to purchase card use. Nancy Fitta explained the report of timeliness and card use to the board. Rick Hauan reminds the board the travel card is separate and more limited based on business needs. Rita Reandeau recommends we add language about failure to comply with p-card policy to include loss of ability for p-card use and possible discipline.

Policy 1000: Nancy Fitta mentioned all policy drafts will need to be edited when the agency name changes. Nancy Sinkovitz and Tsering Cornell reminds the board the 1000 series are new to the agency. The 1000 series are essentially the Board of Trustees bylaws. Tsering Cornell mentioned it may be clearer to just title these policies into the set of bylaws. The board discussed the difference between bylaws and policies and determined to review all language for first read today, edit the policy series to be bylaws and bringing that back to board for the 2<sup>nd</sup> read as bylaws.

Policy 1005: Nancy Fitta asked if the Basic Functions policy should reflect specific training needs. The Board discussed adding clarification to this policy as part of the bylaws.

Policy 1112: Rita Reandeau mentioned concerns for the board's ability to track on these areas listed in the policies. Nancy Sinkovitz mentioned the board chair, AAG and Exec Director are responsible for training new board members. Rick Hauan suggests more spelled out language about the responsibilities of Board secretary and Executive director to ensure training is carried out.

Policy 1210: Tsering Cornell mentioned the board might want to consider changing the board chair term to a two year term as it is our normal practice to extend the term. This will also align better with governor and legislative timelines.

Policy 1220: Nancy Fitta asks when the new chair becomes responsible for all requirements. Nancy Fitta is concerned about the transitions and their impact to budget requests and processes. Rick Hauan recommends chair terms will end by July 1<sup>st</sup>.

Rita Reandeau asked if we do not get through the entire 1000 series, does this mean we will be continuing with the first read at the next meeting and the board confirmed the bylaws will be the first read at the next meeting.

**Adjournment:**

Hearing no objection, the meeting adjourned at 2:02pm.

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Nancy Fitta, Chair  
CDHL Board of Trustees

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Rick Hauan, Executive Director  
CDHL

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Date

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Date

**Washington State Center for  
Childhood Deafness & Hearing Loss  
Board of Trustees Meeting  
April 12, 2019**

**Board Members:** Allie Joiner (District #2)  
Nita Kamphuis (District #4)  
Char Parsley (District #5)  
Rita Reandeau (District #6)  
Ariel Belo (District #7)  
Sidney Weldele-Wallace (District #8)  
Nancy Fitta (District #9)  
Larry Swift (District #10)

**Absent:** Maria Christianson (District #1)  
Nancy Sinkovitz (District #3)

**Executive Director:** Rick Hauan  
**Superintendent:** Shauna Bilyeu  
**Legal Counsel:** Tsering Cornell  
**Recorder:** Jessica Sydnor  
**Interpreters:** Daniel Mroz and Rich Hall  
**Guests:** Erica Pedro, Behavior Specialist  
Toni Stromberg, ILS/WaCAD Program Supervisor  
Krissy Walker, Outreach Family Engagement Specialist  
Shawn Broderick, ASL Specialist  
Kris Ching, Director of Outreach  
Carol Carrothers, Director of Outreach

**Executive Staff Absent (excused):**

**Superintendent:** Shauna Bilyeu

Nancy Fitta, chair, called the board meeting to order at 9:55am. It was determined a quorum was present. Shauna Bilyeu is excused because she is graduating from her Superintendent's program tomorrow. Rita Reandeau recommended a card be sent to Shauna from the Board.

**Approval of the Minutes:**

Board Meeting March 8, 2019.

There are several typos in the minutes from March 8, 2019. Jessica Sydnor indicated the minutes will be reviewed for errors and presented to the Board at the next meeting on May, 10, 2019. The Board will hold on approval of minutes until all corrections are made. The minutes will be reviewed and approved at the May meeting.

**Committee Reports:****Finance Committee:**

Rita Reandeau reported the Finance Committee meet on April 9, 2019 (Rita Reandeau and Larry Swift attended) to discuss the proposed legislative budgets HB 1109 and SB 5153. Kai Matthews is continually analyzing the budget to determine the potential end-of-year deficit. The budget situation is significantly improving every month, managers are operating conservatively but it is still expected we will close the year in the red if supplemental requests are not funded.

The Finance Committee is developing a restructured format for delivering the information to the general Board at each meeting. Nancy Fitta said the new reporting format will provide additional detail in a consistent design.

Allie Joiner expressed concerns about the number of deaf role models on the Outreach Team. Rita Reandeau suggested the Curriculum and Community Committee take this into consideration at their next meeting. Nita Kamphuis commented that she has had an opportunity to work directly with some of the deaf Outreach members. She reports that the interaction she had in the Pasco School District was very positive and made a significant contribution to the team there.

Rita Reandeau said that some of the Business Office staff met with the Finance Committee to discuss some errors and complications associated with the outreach service billings and the ability to invoice school districts for services rendered. The Finance Committee clarified to the Business Office personnel that the role of the finance committee is to provide oversight, not support for the day to day operations. They referred the Business Office personnel back to the leadership team members who are responsible for the day-to-day oversight for guidance. It is reported that with the addition of Christy Camarata (WSDS), who is now involved in the data clean-up activities progress has been made in the overall process. The Finance Committee expressed their appreciation and applauded the efforts and hard work of the Business Office has demonstrated in working through this new process. The Finance Committee also emphasized the primary objective of our agency is to serve DHH students at WSD *and* throughout the state. The Finance Committee acknowledged some process decisions are made to align with service delivery ensuring all decisions comply with the law, however, not all decisions will align with everyone's preferences. Larry Swift added the Business Office posed the question about what level the Board Finance Committee should be involved in issues that impact the work. Larry Swift indicated that the Board is engaged in on-going discussions relating to the role of the Board and establishing clear processes. Rita Reandeau commented that Larry Swift will be missed when his Board term expires. Larry Swift confirmed that he will not be requesting reinstatement to the Board. The Board thanks Larry Swift for his 17 years of service to the Board and the agency.

**Other Committee Reports:**

Nancy Fitta asked if any other committee had an opportunity to meet since the last meeting. Char Parsley said there were some emails exchanged regarding policy but no meetings. Sidney Weldele-Wallace said the Curriculum and Community committee has not met and has not made any progress. Larry Swift said the Capital committee has also not had an opportunity to meet. The Board discussed the delay of the demolition project associated with increased projected expenses.

**Executive Director Report:**

A written report is contained in the Board packet. Rick Hauan reviewed his report with the Board. Rick acknowledged the hard work of the Business Office. Rick discussed the national work to identify guidelines for what is need to educate deaf and hard of hearing students. Rick also talked about the contract with Colorado Department of Education to conduct a program review for the Colorado School for the Deaf and Blind.

An event called “Building Community” was held in Seattle to address the community response and need for comprehensive educational programs and resources in the greater Seattle area. The meeting notes have not been finalized. Rick will bring the notes to the next Board meeting. The next Building Community event will be May 21, 2019 from 5pm to 7pm in John Stanford Center for Educational Excellence.

Carol Carrothers commented that the event was well attended and community is excited to gather to discuss next steps in creating a stronger community supporting deaf/hard of hearing youth and their families. Kris Ching said there were some really great comments and ideas to improve services in their region. Arielle Bello said the community expressed a need for more collaboration and partnering with various service agencies. Allie Joiner asked how these forums are funded. Rick Hauan explained it is funded and fully supported financially through Seattle Public Schools. This activity is done in collaboration with CDHL and other area agencies who serve deaf/hard of hearing children and Youth. This effort is not intended to be separate from the school district, but more work is needed to address the goals to be set. Rick expressed the importance of focus to the community request and while there has been great work done so far, there is still more work to do. Nancy Fitta asked if the goal is to create a day school operated by CDHL. Rick explained the hope is to collaborate to create a school or program focusing on delivering services to deaf/hard of hearing youth. At this time, CDHL does not have funding for this endeavor. If a program is designed and articulated, CDHL will review options and respond to an effort lead by local school districts to seek funding. At this time CDHL is not requested to make this happen. There was some discussion about how CDHL would participate. Rick Hauan responded that CDHL continues to be responsive to the needs identified by the district. If additional resources of any kind are needed, CDHL will work with stakeholders and policy makers to support this effort. Allie Joiner would like to see more involvement from the “policy makers” for the development of supports for deaf/hard of hearing children and youth in the Seattle area.

**Biztown Report:**

Cathy Corrado provided a presentation about the Biztown event that occurred March 27-28. Biztown was a tremendously successful event this year. Hundreds of students from over 30 districts representing all regions of the state were in attendance and were highly involved in the activities focusing on, job awareness, workplace readiness and learning, personal finance, business sense and career development for positive transition to career after graduation. Department of Vocational Rehabilitation (DVR) again provided funding for this activity through a contract relationship with CDHL. This relationship has been happening for the last several years as the event has really grown. Given the support of DVR this year we were able to do several exciting activities that truly make this a “one-of-a-kind” event for deaf/hard of hearing youth across Washington State. We were able to commission several films to be produced interviewing professionals at their job site. Before resources in this area was a video from Australia

filmed on an iPhone which doesn't meet the need. We currently have 6 films of approximately 2-3 minutes each. We are working through the process of posting them on social media sites and will be using them extensively. Teachers have already expressed interest to use them as a resource for their students. We are currently working out how to make the videos accessible for anyone in the state to use. Currently they are accessible via our Facebook page.

There were 117 Pre-Employment Transition Services (Pre-ETS) forms which are required to secure funding and demonstrate student participation. This is a data driven mechanism that allows data collection and drives funding. The agency will receive \$1000 per submitted Pre-ETS form provided to DVR. Collection of these forms also require follow-up with school administrators to ensure students who attended were counted.

Stowe Beecher presented about WSD student's Biztown experience with the students who attended the event. The theme/focus of this year's event is "you don't become the CEO right out of high school, you have to work your way up." The students had an opportunity to be interviewed by various professionals and to talk with deaf professionals working in a variety of fields. Students commented on how valuable the event was and it really made them consider different aspects of

#### **Outreach Team Report:**

Carol Carrothers announced and invites the Board of Trustees to attend Family Camp is coming up on May 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> in Ellensburg at the Lazy F Camp and Retreat Center. There will be an ASL immersion night on the first night. The program is registration is now full. The students will have an opportunity to take pictures with Storm Troopers.

Deaf Fiesta was April 6. The event was a tremendous success with 22 families who attended. This is an event that is done in partnership with Seattle Children's Hospital. Each year attendance grows. Instruction is provided in Spanish with ASL translation available.

Deidre Curle talked to the Board about why she loves her job so much. She said that every day is different and she has an opportunity to work with various and skilled professionals.

Krissy Walker explained her position with Outreach as a Family Engagement Specialist, which is a new position for the program effective July 2018. She talked about the technology she uses to provide resources to families, such as Marco Polo. Krissy talked about the importance of Family Nights and the impact to family engagement.

Shawn Broderick explained his position as the Outreach ASL Specialist and some of the questions he gets when visiting districts and students. Shawn talked about how some of the students he serves have not worked with a deaf professional. Shawn talked about the importance of deaf role models and how professional development program like Deaf 101 are so critical.

Rick Hauan described the positive cultural changes within the team as a result of some of the new staff members and commends the team for their efforts in providing a fully inclusive environment and support for each other and embracing a fully accessible environment both in the meetings and in working with each other in team settings. Shawn said he wished we could expand the team because

there is more and more need throughout the state. Allie Joiner asked what resources would be helpful to continue the effort. Shawn said we need more video options and additional trained paraprofessionals. Shawn shared concern about several isolated groups of DHH kids when maybe a centralized approach would be better and more robust for students. Shawn also talked about the variety of ASL evaluation options available and we are currently using the Fremont rubric. Shawn and his ASL team continue to seek out more options for assessment and more tools to deliver language instruction.

*Adjourn for lunch 11:58a*

*Reconvene 12:30p*

The Board of Trustees recognized Judy Smith for her many years of dedication, service and commitment to the Board, the school and the agency. Larry Swift presented her with a gift on behalf of the Board.

**Website update:**

Erica Pedro provide the Board with an update about the CDHL website. The website is complete and live. Erica talked about the scope of the project and the importance of the resources that are made available via the website. The next steps of the project will include videos and some technology advances toward distance learning. The website outlines the services available to school districts, students and families. Erica expressed appreciation for working with administration to complete the first phase of this vital project. Erica provided a demonstration of how to navigate the new website [www.cdhl.wa.gov](http://www.cdhl.wa.gov) and expressed the importance and intentional design to provide ease of navigation. Erica also thanks the Outreach Team for their assistance in gathering and organizing the information to create a beautiful website. Erica and Shawn Broderick talked about the individual professional service provider videos that are currently being developed.

Ariele Belo asked for an update about the agency name change effort. Rick Hauan indicated that the bill passed the house and is now in the senate. Rick received an email on April 11 indicating action taken by legislature placed the bill on the "consent calendar." The bill should be voted on by the full senate within the next couple of days. Rick will keep the Board informed of progress and any updates as they come his way. Erica mentioned that we also have a new logo ready to implement as soon as the name change is complete and in place.

**Public Comment:**

Sarah Decker (Lean Program Manager) section in March 8 2019 minutes "The Business Office and outreach team communication has improved..." Sarah is concerned this sentence implies communication issues and takes exception as she has not received any comments or concerns that communication is not successful. She feels this is not in the Lean strategy experience and is concerned this could be damaging to teams and collaborative efforts. Sarah isn't sure how to address the concern. Rita Reandeau believes this comment from her summary of the Finance Committee meeting and indicated that it was meant at a broader level statement rather than just individual communication. Rita acknowledges the concern and thanked her for the comment. Kathy Froehlich (Contracts Specialist) says she agrees with Sarah's concern.



**Policies:**

The Board discussed some confusion regarding the draft policies and where we are in the editing process. The Board would like to see the last month's version with the updated edited version. Char Parsley stated she is struggling to follow the edits as well. Char suggests we use a naming convention to help Board members track the edits (use of watermarks). Jessica offered to help the policy committee by using labor negotiation paper passing strategies. Sidney suggested that we track on last revision date. The Board decided to hold on most policies until clarification can be provided and Nancy Sinkovitz can be involved. Tsering Cornell talked about the best process to assist with AAG side of the work and to reduce legal fees.

Policy 6010 Management Support: One change is needed for this policy. The Board discussed assigning the Director of Business and Operations as the report to designation. Larry Swift moves to approve the policy with the edit of Director of Business and Operations report to. Sidney seconds the motion and the 7 Board members approves, one abstention due to the incomplete the document (2 members absent). Larry Swift said it was helpful to see the changes but the unanswered questions were not as helpful. Sidney would like to see the final draft and not the track changes version. Char Parsley said that use of Google Docs could be helpful. Rick Hauan will work with the staff to clean up the policies so they are easier to interpret. Rita Reandeau mentioned that we have not been doing any work around the legal references sections so that is needed. Rita Reandeau asks that Kai Matthews review policy 6002.

Nancy Fitta said the Finance Committee has discussed the need for recruitment of Director of Business and Operations. Rick Hauan talked about discussions and complications as result of holding that position vacant. Due to the sensitive nature of our budget situations, Rick Hauan wanted to have a discussion in open session with Board to get feedback prior to posting the position. Larry Swift said he would like the see the qualifications to require experience with state accounting systems. Larry also explained the Board does not have appointing authority but the Executive Director would like Board feedback and approval to proceed. Larry Swift motions to move ahead with positing the position and Allie Joiner seconds. Larry stated the Finance Committee is dependent upon the expertise of the Director of Business and Operations. He expressed gratitude to Kai Matthews for his expertise and assistance to the committee. Sidney agreed this position is critical to operations. Allie Joiner agrees that we need a content expert and a person who is flexible enough to acclimate the needs of the agency and the culture. Rick Hauan would like one finance committee member to be involved on the interview panel for the Director of Business and Operations. Nancy Fitta shared a concern about staff morale as there are staff members that are concerned about our budget. Nancy requests that an update is provided to staff prior to posting the position. Larry agreed with Nancy's suggestion and wants to stress that we can conduct the search immediately and if necessary, wait to appoint the successful candidate in the new fiscal year, should the legislature not approve supplemental budget requests. Rick Hauan said he would like to share with staff members that we will not hire until we have the budget for the positions, this could mean a hire date of July 1<sup>st</sup>. Allie Joiner talked about Shawn Broderick's request for an additional ASL specialist. Nancy Fitta reminded the Board that they are not the appointing authority. Only the Executive Director may appoint. Board voted to support the decision to post the position. 8 in favor, 0 opposed.

**Executive Session:**

The Board went into executive session at 1:48pm and reconvened at 2:30pm.

Larry mentioned this has been a very difficult year and our Chair has been faced with unusual demand to which she has addressed those willingly, openly and has demonstrated great effort and commitment.

The Board commended Nancy Fitta.

**Adjournment:**

Hearing no objection, the meeting adjourned at 2:32pm.

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Nancy Fitta, Chair  
CDHL Board of Trustees

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Date

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Rick Hauan, Executive Director  
CDHL

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Date

# WSDS/CDHL Board Report

Report from: Rick Hauan

Date: 5/1/19

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

### Ongoing meetings

- Governor's Goal Council
- Executive and Small Agency Cabinet
- Executive Leadership Team meetings
- CDHL/WSD Leadership Team meetings
- Outreach staff meetings
- Outreach Director's video conference calls
- Finance Committee meetings
- Monthly Agency Budget Development and Review meeting
- Weekly Education Legislative meeting in the Governor's Conference Room

### **April 2019**

- WSDS meeting
- WSDS/CDHL/WSSB Partner and Program meeting
  - Discussed the partnership with OSPI and the project agencies
  - Beginning a process of review to look at the feasibility of accepting the WSDS Special Needs Grant from OSPI
- CDHL/WSD Staff Recognition Reception – It was fantastic to spend some time with the staff!
- Met with Michael Dickneite to debrief the Seattle Community Building event and plan for the next event on May 21
- Outreach Team meeting
  - Special presentation by Kai Matthews exploring possibilities for Outreach and Business office working protocols
- CDHL Board Finance Committee meeting
  - Review Decision Packages and status of FY 19 budget
  - Discussed moving ahead with posting and filling vacant positions once the budget is passed. Working with OFM and DES to address agency needs for leadership created by the vacancy of the Director, Business and Operations
  - Reviewed supplemental and biennial budget bills SB 5153 and HB 1109. Passage of either bill would more than rectify any budget issues as it fills the gaps created this year by the salary increases sanctioned by the legislature and the transportation costs linked to the master contract negotiated by DES.
- Met with ESD 114 Olympic ESD Special Education Directors
- Met with Jennifer Acuña and Stephanie Fleck regarding Pre-school program and planning for contracting for service next year
- Met with Representative Monica Stonier regarding HB 1109
- Colorado School for the Deaf and the Blind (CSDB) Program Review (under contract with Colorado Department of Education)
- CEASD Business meeting and conference
- Met with Outreach Directors and several Outreach staff members

- On-going discussion to review and establish stronger program implementation and alignment needs including caseload balance, program implementation and supports needed, additional resources needed at the local level, review student numbers served in the local district, business office interface and the on-going migration of contract management and staff deployment in alignment with business office practices

Superintendent's Report  
May 10, 2019

Updates:

- Students see the light at the end of the tunnel! Statewide assessments are finishing up this month. Kudos go to all of the teachers and staff for working to ensure that our students have an optimal assessment environment.
- The week of May 6<sup>th</sup>-10<sup>th</sup> is Teacher Appreciation Week. Staff were treated to a breakfast served by administration and a special student presentation! We love our staff!
- Tuesday, May 7<sup>th</sup> I, along with several students and Social Studies teacher Carly Leannah, got to witness Governor Inslee sign the bill that officially changes our agency name! This will be effective July 1.
- Jim Sporleder, of trauma-informed schools will present to our academic staff May 16<sup>th</sup>. Jim is a well-known speaker and presenter in the area of understanding how trauma impacts the brain. Our staff will participate in a book study next year and begin to implement the principles of for being a trauma-responsive school.
- Educator Appreciation Week is May 6<sup>th</sup>-10<sup>th</sup>. Staff enjoyed a breakfast made by administrators and other surprises.
- The facilities manager position has been filled: Dane Bevan will begin work on Monday, May 20<sup>th</sup>. We are super excited to have him begin working with Warren Pratt and learn about our campus. Dane joins us from
- The key card access project continues to progress, with a few slight delays here and there.
- All Star Day is May 30<sup>th</sup>. A guest presenter from NASA will be here.
- WSD graduation is June 12<sup>th</sup>. There are 11 seniors!

# CDHL Board of Trustees Meeting

## Birth-to-5 Outreach Report

Report from: Kris Ching      Date: April 29, 2019

Deaf/HH

Blind/VI

Deaf/Blind

WSD/CDHL

WSSB

### What have you been doing since our last meeting?

#### April

- April 4 – Birth-3 D/HH Statewide Professional Learning Community (PLC) meeting – Zoom
  - Kim Hamren and Cass Parker presented to the group on tele-therapy or virtual home visits
- April 9 – Preschool student observation in South Kitsap for potential placement in OESD-CDHL DHH Preschool program in Bremerton School District
- April 9 – Wenatchee Family Night
- April 10 – WSDS meeting at WSSB
- April 10 – Outreach planning meeting with Kai Mathews
- April 11 – Outreach Team meeting held at WSD...All Staff dessert recognition celebration in the cafeteria
- April 12 – Meeting with Family Engagement Specialist, Krissy – planning for next year
- April 12 – CDHL Board of Trustees meeting
- April 15 – Prep with Christine Griffin for IECC presentation on Keeping Our Children Safe
- April 15 – Family Engagement Specialist position discussion with HR
- April 15 – ESIT Public Policy Committee meeting via Zoom
- April 15 – CDHL-WSD Leadership Team meeting
- April 16 – ESIT weekly call-in with Frank Ordway from Dept of Youth Children & Families DCYF
  - Kris serves on 2 committees with ESIT, one is Public Policy – this group meets monthly as well as participates in weekly call-in to receive legislative updates from Mr. Ordway related to early childhood DCYF-ESIT
- April 16 – CDHL Budget meeting with Kai Mathews
- April 16 – Executive Leadership meeting with Kai Mathews
- April 17 – Pasco Family Night, Krissy & Jer
- April 18 – CDHL Executive Leadership meeting via Zoom
- April 18 – Kris met with early intervention leaders from King, Pierce, and Snohomish counties to discuss capacity issues in their region – Zoom
- April 19 – Prep with Christine Griffin for IECC presentation
- April 22 – CDHL Strategic planning meeting
- April 22 – Prep with Christine
- April 29 – more prep for IECC and Family Camp
- April 30 – ESIT weekly call-in with Frank Ordway for Public Policy Committee

## **May**

- May 1- pack van for birth-3 Family Camp
- May 2 – IECC presentations
  - 3 Prong Approach for Vision & Hearing Screening for Birth-3 Year Olds - Kris & DeEtte Snyder of WSSB
  - The Partnership between Early Language Development and Social Skills – Kerianne Christie & Krissy Walker
  - Keeping Our Children Safe – Kris & Christine Griffin
- May 3-5 Deaf Family Camp in Thorp, WA – this is the 18<sup>th</sup> year!
- May 6 – CDHL Exec Team meeting
- May 6 – WA Hands & Voices Program and Family Committee meeting – Zoom
  - Kris serves on this committee and is the chair of the Family Engagement Committee for WA Hands & Voices
- May 8 – WSDS meeting in Ellensburg
- May 9 – All Staff Budget Updates meetings at WSD
- May 10 – CDHL Board of Trustees meeting

## **What is on your horizon (include dates)?**

1. May 14 Wenatchee Family Night
2. May 15 – Pasco Family Night
3. May 16 – All day training with ESD 123 – Kris & DeEtte Snyder
4. May 17 – ESD 123 SPED Director meeting
5. May 22 – ESIT Local Lead Agency (LLA) meeting in Wenatchee
6. May 23 – Birth-3 PLC meeting
7. May 30 – OESD-CDHL DHH Preschool Family BBQ
8. May 31 – Last day of school for OESD-CDHL Preschool

## **How do you plan on collaborating and with who?**

WSDS-WSSB-CDHL Preschool Summit

## **IDEAS**

### **How do we lead? What does that look like? (Ted Talk/Book Study/etc.)**

Allow parents to have a voice and make comments during meetings – consciously give them support and space to express their thoughts and ideas. Our combined voices/stories give more power to the message to make change.

### **How we can work at staff professional development together?**

Preschool summer summit...

**Washington State Center for Childhood  
Deafness & Hearing Loss  
Board of Trustees Meeting**

**Report by Carol Carrothers**

**Date 4/29/19**

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

3/28 CDHL Website is up and running! Congratulations to Erica Pedro for all the hard work.

4/2 – 4/29 EIPA tested 4 (performance)

EIPA tested 15 (written)

4/6 Deaf Fiesta: Huge success. 21 families and numerous kids. Excellent presentations by a variety of people. Children's Hospital puts this on.

4/16 Budget meeting & meeting with Kai

4/17 Special Education directors meeting ESD 105

4/18 National Outreach Conference via Zoom: Great but too busy of a day to focus 100% on it.

4/23 Presented Outreach Activities to Academic and classified staff: Campus has often stated they don't know what Outreach does. I presented to them the activities and things we are asked to provide statewide. It was well received. A lot of the information seemed to be new to them.

4/24 Presented Outreach Activities to Residential Staff

4/25 meeting with Renton SD (we provide direct services to Renton this year two days a week)

4/30 Richland SD observation of two students

5/3 ASL immersion day at Camp: 3 classes (2 adult and 1 child class)

5/4 – 5/5 Family Camp for 38 families for a total of 60 adults and 67 children, 51 volunteers, 15 presenters/facilitators

Workshops include: Mom/teen panel, Neuroplasticity by Dr. Brooke Dubler, Deaf Culture Sensitivity panel, Parent small groups, and state of the state from Rick. This



year has a “Star Wars” theme with Storm troopers as our special guests. Children’s program includes fishing, art, science, drama, bouncy house, outdoor games, hayride, outdoor fire with smores and storytelling.

*What is on your horizon (include dates)?*

*WSDS meeting May 8, Outreach meeting May 9<sup>th</sup>, Seattle 2<sup>nd</sup> meeting May 21, Pasco May 22, May 23 Shoreline*

*Describe how you plan on collaborating and with whom?*

*Special Ed. Technology Center providing webinars for them in the fall.*

*CCTS providing ASL to some of their web pages.*

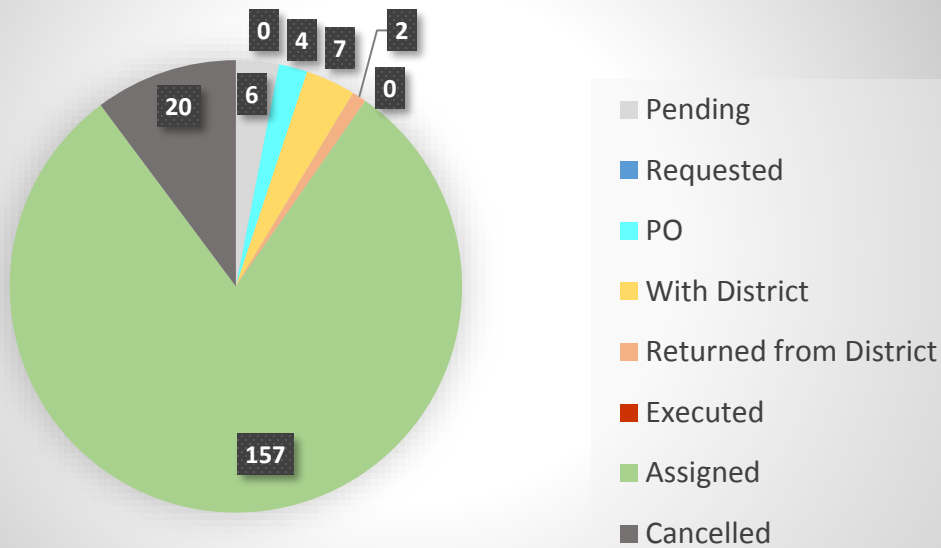
# 2018-2019 CDHL Outreach Report

Data as of April 26, 2019

Kathy Froehlich – Contract Specialist

## CONTRACTS / PURCHASE ORDERS

### Job Count by Process Step



### Contract /PO Count by Category

	A/P	B-3	Contractor	FTE	K-12	OPEN	PK	WSD	Grand Total
TOTAL	24	19	6	13	88	10	23	12	195

### Number of Executed Jobs

(Includes contracts and purchase orders)

	2016 2018												2019				Grand Total
	Jan	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
Totals	1	1	1	1	8	8	27	18	16	17	12	11	21	12	3		157

## OUTREACH DETAILS

VISIT = A trip by a consultant on a day (may or may not include travel, may provide zero or more services)

SERVICE = a billable activity based on the outreach fee structure

\*Data not accounting for canceled dates

\*Data can be broken down by Staff and Contractors

## PROCESS MEASURES

Average time from contract request until contract is sent to vendor – 7.79 days

Average time for contract/PO to be returned by vendor – 15.5 days

Average time for consultant(s) to be assigned to executed contract/PO – 7.7 days

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS AND HEARING  
LOSS  
BOARD OF TRUSTEES  
BY-LAWS

**ARTICLE I**

**NAME**

Section 1. The official name of the agency is Washington State Center for Childhood Deafness and Hearing Loss (CDHL) as provided in RCW 72.40 and it operates under the provisions of RCW 72.40.

**ARTICLE I**

**PURPOSE AND GOALS**

**Section 1.** The Board of Trustees of the Washington State Center for Childhood Deafness and Hearing Loss (CDHL) is established by the state of Washington per RCW 72.40 and RCW 72.42 to plan, direct and oversee all aspects of CDHL'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 III**

#### **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 two 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 IV**

### **DUTIES OF BOARD OFFICERS AND MEMBERS**

**Section 1. Chair:** The Chair is elected from among the members and shall serve for two years 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 two years 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 declare by resolution that such board member position is vacated.

**Section 5. Board Assessment:** 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.

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 CDHL community in education.

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

**Section 6. Evaluation of the Executive Director:** 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.

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 CDHL community in education.

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

**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 be provided with copies of the following materials:

Open public meetings act
Conflict of Interest
Basics of School Law
Board of Trustees Procedures
Organizational Chart
Board Policies
Collective Bargaining Agreements
Agency Budget
Financial Status Reports (most recent)
Board Minutes (previous year)
Public Disclosure of Information
Student Rights, Responsibilities and Conduct
Staff Handbook(s)
Student and Parent Handbook
Most Recent Accreditation Report(s)
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 V**

### **MEETINGS**

**Section 1.** 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 3. 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 4. 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 5. 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) Board members are not required to be physically present to attend a board meeting. 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 optional 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.

**Section 6. 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 three (3) 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 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 two-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 two two-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 1<sup>st</sup>.

**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 VI**

### **COMMITTEES**

**Section 1.** The chair, subject to the approval of the board, shall appoint all committees of a permanent, temporary, or special nature. Said committees to serve for such period of time as designated by the chair or board.

**Section 2.** Vacancies occurring in any committee shall be filled by appointment by the chair with the approval of the board.

## **ARTICLE VII**

### **AMENDMENT OF BYLAWS**

**Section 1.** These bylaws can be amended at any regular meeting of the Board of Trustees by a two-thirds vote provided the amendment has been submitted in writing at the previous regular board meeting.

DRAFT

**WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS &  
HEARING LOSS**

**POLICY:** 6001

Adopted:

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**SUBJECT: Internal Controls**

Approved by:

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Nancy Fitta, CDHL Board of Trustees Chair

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The Washington Center for Deafness and Hearing Loss (CDHL) is committed to safeguarding its assets, checking for accuracy and reliability, promoting operational efficiency and encouraging adherence to policies for accounting and financial controls. Internal controls are a process designed to provide reasonable assurance about the achievement of an entity's objectives. This includes:

- Safeguarding assets.
- Checking accuracy and reliability of accounting data.
- Promoting operational efficiency.
- Encouraging adherence to policies for accounting and financial controls.

To support the internal control framework, policies and procedures are to be developed by the director of business operations or a delegate assigned by the executive director. Procedures are practices to support policies and provide day-to-day and specific guidance to employees conducting various activities. These control activities include:

- Dual verification of accounting transactions in the official system of record (AFRS) and any supporting subsidiary systems.
- Periodic reconciliation of all financial records and reporting systems under direct management of the business office staff.
- Verification of transactions through agency forms and electronic communication.
- Physical controls and documentation of assets.
- Adequate separation of duties.
- Ongoing coaching and training of sound financial management practices, and risk related policies and procedures.

Periodically, executive leadership will conduct a comprehensive review of the internal control structure to determine if it is adequately addressing agency risks. The findings of this review will be reported to the finance committee.

Documentation of activities conducted in connection with risk assessments, review of internal control activities and follow-up actions will be maintained. This will include any checklists and methods used to complete the activities.

The director of business operations will act as the internal control officer. Annually, this officer (or delegate) will provide assurance to the agency executive director in writing that the agency has performed the required risk assessments and the necessary evaluative processes.

DRAFT



**WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS &  
HEARING LOSS**

**POLICY:** 6002

Adopted:

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**SUBJECT: Financial Oversight**

Approved by:

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Nancy Fitta, CDHL Board of Trustees Chair

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The Board of Trustees and the Executive Director share responsibility for the financial welfare of CDHL. The Board of Trustees governance is dependent upon the agency's financial reports and OFM and audit reports that are provided its members. The Executive Director is ultimately responsible to the Board and the Governor for the financial well-being of the agency.

The Board of Trustees will designate a Financial Committee, representative of the Board, with the responsibility of ongoing review and oversight of the agency's budget, spending plan and fiscal reporting. The Financial Committee will provide a report of the agency's budget status to the Board of Trustees at each scheduled meeting. The Financial Committee will make recommendations to the Board of Trustees related to proposed budget approval, modifications to spending plans or any other actions deemed necessary as it relates to the fiscal integrity of the agency.

### **Designation of Duties**

#### **Executive Director**

The Executive Director, working with the Director of Business Operations, shall

- Provide accurate, timely and useful information as scheduled for review by the Financial Committee but on no less than a monthly basis. This information shall be provided electronically to committee members prior to committee meetings whenever possible.
- Request approval by the Board for all operating and capital budget proposals prior to being submitted to the governor.
- Act as a liaison between the agency and the governor's office regarding budget proposals.
- Monitor and take such action as needed as the agency's appropriations are considered through the legislative process.
- Provide oversight that all financial requirements are followed by staff.
- Bring to the Board's immediate attention any matters that may compromise the financial welfare of the agency.

## **Board of Trustees**

The Board of Trustees shall

- Designate a Financial Committee to provide regular and ongoing oversight of the agency's financial status.
- Receive and review regular financial reports from the committee.
- Approve an annual budget, any supplemental or capital proposals and spending plans for the agency prior to submission to the governor.
- When calendar conflicts arise, the Board may designate the Financial Committee to act on behalf of the Board, until the Board is able to ratify the Committee's action at the next scheduled meeting.

## **Financial Committee**

The Financial Committee shall

- Regularly review and provide oversight of financial reports and spending plans provided by the Director of Business Operations and the Executive Director of the agency.
- Request additional information or changes in the format and detail used in reports received from staff when needed for increased clarity and understanding.
- Report its findings and provide any recommendations for action to the Board at its regularly scheduled meetings.
- Have the Financial Committee Chair or designee, participate in the exit interview concluded by the State Auditor's office following each audit required by that office.

The Board recognizes the vital importance of accurate, timely and useful information. As such, the Financial Committee shall be provided and shall review the following information.

### **At the close of each fiscal month:**

- A thorough financial narrative detailing the most recent fiscal month's expenditures compared to the approved budget. Included in this narrative should be explanations for deviations from the spending plan, actions plan to address any variances that may potentially have a negative effect on students and/or staff, and justifiable fact based projections related to expenditures, account balances and remaining fiscal year expenditure authority.
- A statement that summarizes revenue received, expenditures and balances for any non-appropriated/non-allotted accounts. Local accounts not in the custody of the state treasure shall include a formal reconciliation signed by the Director of Business Operations or designee and the Executive Director. These statements shall include narratives that describe any challenges related to revenue generating activities, grants, and/or recoveries.

**On a quarterly basis:**

- A report by the Director of Business Operations or designee, in collaboration with department and program managers related to the expenditures of their budget allocations and describing any factors causing deviations from the financial plan and what actions are being taken to reduce/eliminate any negative effects.

**On an annual basis:**

- A report of all fiscal year financial activity, revenues received and expenditures within the agency, including sub-categories, objectives and activities.
- All proposed budget requests shall to be approved by the Board prior to submission to the governor. The Committee shall review all budget proposals and make recommendations on such proposals to the Board.

**WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS &  
HEARING LOSS**

**POLICY:** 6010

Adopted:

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**SUBJECT: Petty Cash**

Approved by:

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Nancy Fitta, CDHL Board of Trustees Chair

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Petty cash means a sum of money set aside for the purpose of making change or for paying small obligations when issuing a warrant is not practical, economical or timely.

Petty cash draw from any account in the custody or care of the business office is subject to the following:

- Each petty cash fund shall be assigned a custodian responsible for that petty cash fund.
- All petty cash funds shall be documented individually using an official state or agency form that notates at a minimum:
  - The fund custodian
  - The amount of the fund
  - The general purpose (change, expense, or other).

Uses of petty cash otherwise not indicated for the general purpose of the fund is prohibited. Any authorized expenditures from the funds require supporting documentation (receipts, invoices or sales slips).

On a monthly basis, both the fund custodian and a member of the business office must count all petty cash accounts from both local and state funds. Confirmation of the fund amount at the time of counting shall be documented in a formal log. Variances from the authorized amount shall be noted or supporting documentation for authorized expenditures provided. Variances will be reported to the Director of Business Operations.

All petty cash accounts must be replenished by June 30th of each year.

**WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS &  
HEARING LOSS**

**POLICY:** 6202

Adopted:

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**SUBJECT: Purchase Cards**

Approved by:

Nancy Fitta, CDHL Board of Trustees Chair

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The purchase card is intended to improve the efficiency, flexibility and convenience related to purchasing goods and services. Purchase cards provide an alternative procurement method for purchases. They are not intended to be considered a procurement approach, or to be used to avoid or bypass purchasing policies.

Acceptable purchase charge uses include:

- Goods and services for official state business purchased in person, by mail, by phone, by fax or over the internet that do not exceed \$600 excluding tax and shipping (not including the exceptions listed below).
- Regular recurring charges for communication services, utilities, or any expenditure routine in nature that does not require in-depth analysis or lower level research and does not exceed \$5000.
- Emergency campus related needs that directly correlate to the welfare of students and staff.
- Purchases complying with all applicable state statutes, rules, policies, and procedures.
- Purchases within spending and other limits established on the card, as established by the agency administrator within the pre-determined agency aggregate limit.
- Purchases between Washington State agencies, *but only when*:
  - The paying and/or receiving account is a local account (not a treasury, treasury trust, nor petty cash account); and
  - The receiving agency agrees to accept the inter-agency purchase card payments. Receiving agencies have the right to refuse acceptance of purchase card payments from other state agencies.

Unacceptable use of purchase cards includes, but are not limited to:

- Cash advances.
- Purchases in excess of the limits authorized for the card.
- Gifts/donations.
- Splitting purchases to circumvent the daily or monthly purchase limits on a card, or to avoid competitive bidding limits or purchasing authority limits.

- Purchases between internal departments within an agency, unless prior written approval is received by the Office of Financial Management (OFM).
- Except as noted in SAAM 45.10.50, purchases between state agencies.
- Purchases between internal departments within an agency, unless prior written approval is received by the Office of Financial Management (OFM).
- Except as noted in SAAM 45.10.50, purchases between state agencies.
- Prepayments unless otherwise authorized by statute or rule.
- Purchases from any merchant, product, or service normally considered to be inappropriate use of state funds, including, but not limited to:
  - Items for personal use.
  - Materials or services from any member of the card user's immediate family.
  - Equipment, materials, services, or suppliers restricted by state statutes, rules, policies, procedures, guidelines or contractual agreements.
  - Alcoholic beverages or liquor licenses, unless permitted by statute or rule.

CDHL utilizes department cards; individuals are not assigned their own purchase card. Employees may use the card after becoming a designated card user as approved by the agency director or designee. For each designated card user, a Card User Agreement Form must be signed and training on internal procedures must be obtained.

The agency purchases and procurement officer acts as the card custodian, providing a purchase card to designated card users as purchasing needs arise. Unless in use, purchase cards will always be safeguarded in the safe.

The director of business operations is the agency program administrator. This person is responsible for the management and oversight of the purchase card program, including appointing the approving official, issuance and cancellation of purchase cards, and monitoring of the approving official, card custodian and designated card users.

Failure to follow these policies may subject an employee to loss of privilege and result in discipline.

# **Informational Items**

# Washington School for the Deaf

## Enrollment Information

**Month:** As May 10, 2019

**School Year:** 2018/2019

Elementary: 49      Middle: 20      High: 42      Enrollment: 111

Day: 54      Residential: 57      Behavior Referrals: 51

WaCAD: 7

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



# WSD