

Washington Center for Deaf and Hard of Hearing Youth



December 13, 2019

***Washington Center for Deaf and
Hard of Hearing Youth***
Board of Trustees Meeting Packet
December 13, 2019

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

AGENDA ITEMS

- Board meeting minutes
 - October 25, 2019
- Reports
 - Board Committee Report
 - Superintendent – Shauna Bilyeu
 - Business Office Director – Kai Matthews
 - Outreach – Kris Ching, Carol Carrothers

INFORMATIONAL ITEMS

- On-campus enrollment data

**Washington Center for Deaf and Hard of Hearing Youth
Board of Trustees Meeting
December 13, 2019**

Agenda

- | | |
|----------------|---|
| 10:00am | Call meeting to order and determine a quorum is present. Approve minutes from the October 25 Board Meeting. |
| 10:15am | Reports: <ul style="list-style-type: none">○ Board Committee Report○ Superintendent – Shauna Bilyeu○ Business Office Director – Kai Matthews○ Outreach – Kris Ching, Carol Carrothers |
| 10:45am | Interpreting Department Reporting |
| 11:15am | Strategic Plans Presentation |
| 11:45am | Lunch |
| 12:30pm | Public Comments |
| 12:45pm | Finalize remainder year board meeting locations and dates |
| 1-2pm | Executive Session pursuant to <i>RCW 42.30.110 (1) (f) “To receive and evaluate complaints or charges brought against a public officer or employee;” and, RCW 42.30.110 (1) (i) “...to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.”</i> |

Agenda Items

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

BOARD OF TRUSTEES

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

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

WASHINGTON SCHOOL FOR THE DEAF

2019/2020 School Year

July 19

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December 19

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August 19

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June 20

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September 19

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October 19

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March 20

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November 19

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April 20

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Mark Your Calendars!

Deaf Awareness Week
September 23 - 27, 2019

Homecoming
October 10, 2019

Open House
October 10, 2019

All Star Day
May 28, 2020

Graduation
June 4, 2020

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

Legend



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

Red

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

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

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

No day student transportation provided

After School Program

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

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

Statewide and School Testing Windows

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

September 30 - October 11
March 16 - March 27

State Testing

Retakes:
October 21-25
May 4 - 8

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

May 18 - 22

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

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

Board Members:

Present: Maria Christianson (District #1)
Allie "AJ" Joiner (District #2)
Nancy Sinkovitz (District #3)
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)

Executive Director: Rick Hauan
Superintendent: Shauna Bilyeu
Legal Counsel: Kim Witherspoon, in place of Tsering Cornell
Recorder: Shalese Mosley
Interpreters: Judi Webb and Jake Sparks

Guests: Kai Matthews, Business Office Director
Kris Ching, Outreach
Carol Carrothers, Outreach
Kalani Cox, Audiology

Nancy Fitta, chair called the board meeting to order at 10:00. Established quorum was present. Due to a court conflict, Kim Witherspoon AAG alternate attended in place of Tsering Cornell who sent her regrets to miss the meeting. Ms. Cornell will be available by phone for executive session. Kim Witherspoon has to leave at 1:45 at which time Tsering will call in.

Approval of meeting minutes for the meeting on September 13, 2019:

Rita Reandeau moved to approve the minutes for September 13, 2019 with corrections listed under discussion. Ariele Belo seconded the motion. Motion passed eight in favor, Sidney Weldele-Wallace abstained as she was absent at the meeting.

Discussion:

1. Nancy Sinkovitz requested clarification – board policy, following sentence about board policy was unclear. Area: Policy Committee - Sentence begins: "Policy board request has to be

reviewed to process and then due to..." Determined to be grammatically unclear and ambiguous. Rick Hauan proposed a change to "Board requested the ability to review the procedure regarding policy 6250."

2. Allie "AJ" Joiner: Discussion of meeting locations – Awkward sentence – "The board would like the first and last meeting of the school year will be on the campus." Requested change: "To be"

Board meeting – 10/11/19

Nita Fitta moved to approve the minutes for the special meeting on October 11, 2019. Nita Kamphuis seconded the motion. Motion passed five in favor four abstention due to absence at the meeting.

Classroom visits:

Shauna Bilyeu has made arrangements for classroom visits.

Agenda amended to visit classrooms.

Classroom visit details:

Shauna Bilyeu explains map given pre-classroom visits; available classrooms have open doors. Northrop Elementary second floor: team teaching re: Stephanie and Tay, one deaf one hearing team, 2-4th graders. Stations set up for you to see. Also 5-6th grade science class with Michelle Clark. Devine Hall is on modified schedule for Friday. ASL teacher and counselor Amy are ready to show the Board the presentation and what they'll be doing this month. If desired to see other classes, come at another time. Teachers are ready for the board to visit in groups of 1-2 or 3 members. Interpreters are available for classroom visits.

Rita Reandeau asked how the classrooms were chosen. Shauna Bilyeu replied she sent general email and explaining what wanted to do today; teachers replied with who was willing; some teachers said now wasn't a good time. First time doing this. In the future, we can do it more smoothly.

General Session breaks for classroom visits at 10:17am

Board Chair reopened the meeting at 10:50

Comments:

1. Nancy Fitta – "filled by bucket" – wonderful to see kids and fill energy
2. Nita – "Highlight of my week" "Thanks to Shauna for setting this up."
3. Rita—with a door ajar, able to go in. Teachers to work with children of children vocabulary, academics, attention – teachers were doing a great job
4. Nancy Sinkovitz – "Interesting to see how they use technology here." Seeing how teachers can see what students are doing on their iPads
5. Allie "AJ" Joiner: -- "I had fun with the students I was with." Asked permission to see paper; he had paper on solar system; "Earth" missing the "h" – he signed it, realized he missed "h," and

cool to see he recognized it. Another boy had list of questions and answers – I asked him which is the prettiest of all planets – his answer was Earth, there was some free thinking there

Shauna will arrange for a classroom visit for future Board Meeting Days. Time confirmed for next meeting from 9:15–9:45. Three interpreters will be available for visits.

Reports

Board Committee Reports

Policy Committee – Nancy Sinkovitz, Committee Chair

The Policy Committee have met virtually and will meet at the lunch break. The committee will work with academic staff to finalize recommendations for policy adoption. Policy 2000, 2005 was revised to add WSD and referred back to the academic department. The Policy Committee is in the process of finalizing documents to support the new Board of Trustee Bi-laws developing code of ethics regarding conflict of interest. Policy Committee 2000 series plan, wrote draft policy for 2027. The Board would like to review policies for first read at the December board meeting.

Finance Committee – Rita Reandeau, Committee Chair

The Finance Committee met via Zoom October 23. The committee reviewed the most recent Monthly Finance Status Report (MFSR) which was the report for August, 2019. To review, in July we saw a significant budget surplus (\$1.2 million) as allotments are not evenly spread over the year. Kai Matthews will adjust the allotments for the coming years to meet actuals at the end of the year. Due to the significant surplus reflected in July, Mr. Matthews anticipates a small overspend when looking at each month from September through the end of year which is accounted for the “front loading” of the budget and the significant surplus in July 2019. The monthly expenditure goal is to spend between what is allocated but not to exceed an average of an excess of \$110,000. This will result in a balanced budget at year end. Again, the budget will be respreads based on trend data for FY 2021.

19H budget: CDHY Outreach Team revenue is very healthy. Working with Outreach Directors and others on the Executive Leadership Team, Mr. Matthews is developing a strong long range plan. Data are presented to the Board Finance Committee monthly and with staff at quarterly in-person meetings. Leadership Team members review department meetings monthly.

Finance Committee members indicated that meeting via Zoom makes it quite difficult to review information and have dialogue about questions. Due to language and technology challenges Communication and document sharing is rather awkward.

Nancy Sinkovitz commended Kai for offering quarterly staff training and communication meetings. This provides the opportunity to understand the components in the monthly reports. Kai thanked Nancy Sinkovitz and indicated that staff seemed to appreciate the information and the opportunity to understand the budget better. One concern raised by staff was the schedule of meeting times. Mr. Matthews will adjust time slots for future meetings.

Kris commented that Kai has been attending some of the deaf community events representing both CDHY and WSD and has put together a presentation table including swag for these activities.

Allie "AJ" Joiner indicated she recently received an email Jessica Sydnor regarding Open Enrollment. Nancy Fitta replied that at the Board's request Board members now receive all staff emails. This email from Jessica was to inform all staff of the Open Enrollment for the month of November.

Nancy Sinkovitz commented that she appreciates getting all staff emails because information was easily accessible.

Mr. Matthews shared that his department is now fully staffed, following several resignations over the summer and early fall. April Jacobus and Alina ??? have joined the business office. Comments from guests indicated that both have been very warm and helpful as they have been learning about our agency operational and communication norms.

Capital Budget – Shauna Bilyeu and Kai Matthews

Shauna Bilyeu, Superintendent indicated that we received several very specific questions regarding the Capital Decision Package. Our architect, Schreiber – Whitehead has been a big ally and has assisted us in the process. They have led the conversations with DES and other stakeholders and vendors understand the importance and complexity with the relocation of underground utilities and the site assessment. One on-going challenge is clearly describing and articulating the importance of removing the derelict nature of the buildings that need to be deconstructed. The Department of Archaeology and Historical Preservation is trying to assist us with the preservation of artifacts and thinks we should keep all of our buildings. Nita Kamphuis commented that walking through main parking lot off Evergreen is enlightening. It is sad that buildings are going away, however, the condition and location of the buildings are impeding our ability to meet the needs of our students.

Shauna went on to explain that some buildings are just not seismically safe. Some historical value, however, they are just not safe.

Discussion regarding how to best message our needs to the Legislature ensued. The Board thanked Shauna and Kai for their work and supports moving forward with developing and submitting requests for funding to support the school and statewide services, both for operational needs and capital needs.

Newborn Hearing Screening – Kalani Cox, Director of Audiology

Nancy Fitta introduced Kalani Cox to the Board and thanked her for her statewide leadership for Educational Audiology and for the information and expertise she brings to our agency.

Dr. Cox described the recent activity with Department of Health and conversations with leadership and community partners to bring universal newborn hearing screens to the agency. Two tests used – OAEs and ABR/BAER. Tests cochlea, inner ear cells.

We were able to use spend down money in June to purchase the equipment required to provide this service.

Dr. Cox is working with Early Hearing Detection Diagnosis and Intervention at Washington Department of Health to establish a clear procedure. Ideally, CDHY/WSD want to be on all the lists of seeing them through the whole process. The 2017 Hospital and Audiology Data shows that 3% referred for follow up from the initial screening. This equates to 27 referrals with 6 identified as deaf/hard of hearing at the local level.

Benefits to providing this service here at CDHY/WSD:

- Brings families to campus to learn about all opportunities that this agency offers
- Out reach potential; portable to setup in a clinic for families unable to travel
- Billable - \$30/each screening

Vancouver Clinic will be starting CI Program in August 20210 – Seattle and Spokane right now. Opportunity for our agency to get in and help as they've already shared they will be overwhelmed.

The screening requires a 30-minute session which is reimbursable through insurance for \$350.

Proposal: Once we have identified a clear process at the end of the school year, Dr. Cox is recommending we explore the possibility of hiring an Audiology Assistant, under the supervision of a licensed audiologist. This individual can provide new born hearing screenings and follow-up information.

Sidney Weldele-Wallace expressed her joy at this proposal. She explained how lost she felt from that first test on through their family's journey to obtain appropriate intervention and services. She expressed her appreciation for how far this process has come. A joy! Heart swell.

Shauna: We are in the pre-planning phases of this: budget impact, etc. Doing all HW, but then involving others. Department of Health came already with Kris, Kalani, Shauna, an initial conversation. What do we need to be successful? Farther out, but very exciting. Where we will do this and have a nice place for parents to wait; reception; billing; lots of pieces we have to figure out first.

Before lunch, opinion of the board: further questions?

12:02 – Recess for lunch until 12:30

Reconvened into open session at 12:34

Public Comments to the Board:

Nancy Fitta: Staff member desired to speak with the board; request change time or add second so that member may speak with us. Taking consensus of when finished. Consensus is 3pm. If finished and back in public session before 3, request for public comments session after the executive session. Rita Reandeanu expressed hesitation. The Board listened and responded to the request purposely decided to establish a consistent public comment time. She indicated that she didn't want to change agenda. Nancy Fitta indicated that the staff member understood, just request consideration for adjusting the meeting time.

The question was put for a vote to stay with published agenda time – 7 agreed; 2 would be fine changing it.

Public Comments—none.

Information from HR regarding the Executive Assistant position will be screening applicants. Executive Leadership Team will interview the applicants. We have 7 applicants selected for final interviews from a pool of 45.

Kris Ching: Commented how awesome the business office is doing again. Last few years, outreach and business have had difficulty working together and clarity of expectations. April Jacobus – Financial Analyst 3. Turns out contract requests often within the same day; kind, easy to work with. With Alina and Elena, too, game-changer. Positive changes in our agency. THANK YOU Business office!!

Carol Carrothers: Reiterated the same sentiment. The business office responds quicker, faster, is more flexible, explains what is needed and is more efficient. So much excitement to work with them!

Kris: Even though we have changed our rate to be an hourly rate that for Birth – 3 services is at times an increase in our service rate compared to last year. Because of the clear communication and tools to share with agencies, while I have received one email back about a question the other agency accepted and understood our new construct. Things are smoother, and there are positive changes with how we communicate with outside stakeholders.

Nancy Sinkovitz: Our board bylaws are now posted on the CDYH website as well as the WSD website.

Executive Session: 1:05 PM – 2:55 PM

Nancy Fitta indicated that the Board would be going into executive session. ***“The board will now go into a closed meeting and executive session, pursuant to RCW 42.30.140(4)(a) to plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or review the proposals made in the negotiations or proceedings while in progress; and pursuant to RCW 42.30.110(1) to evaluate complaints against a public employee, review the performance of a public employee, and to discuss with legal counsel litigation or potential litigation.”***

Executive Session in progress from 1:05pm to 2:55pm.

Resuming open session:

The Board returned to open session at 2:55 PM.

The next regularly scheduled Board meeting is December 13, 2019.

Rita Reandeau indicated that the finance committee meeting will be at 8:00 AM on 12/13.

Meeting Adjourned at 3:00 PM

Superintendent's Report
December 13, 2019

- **Enrollment:** 125 students total. 54 elementary, 26 middle school, 38 high school and 7 WaCAD students. At the time of this writing, three students are in diagnostic and one application is pending admissions team review for a start date of Dec. 10th. Two students left WaCAD: one satisfactorily met all program criteria, and one determined that she was not ready to away from her family.
- **Staff updates:** All staff were invited to a retirement farewell party for facilities administrative assistant Lee Ellis. His last day was Nov. 21st. He will be missed! A good time was had by all and I believe that Lee knows he always has a home at WSD. We wish him the best in Arizona. Mariel Schemp will replace Lee in the facilities admin role. While the elementary department is sad to see Mariel go, we know she isn't going far and she will be a huge asset to the facilities department which supports the entire campus.
- **Campus Updates:** We have had some highs and lows recently.
 - The lows:*
 - On November 6, our internet filter crashed and could not be repaired. We were eventually able to replace the part that we needed, but it was only a partial fix as the student iPads continue to be unfiltered and because of this cannot be taken out of the school buildings. This is an ongoing issue and is impacting teacher lesson plans and homework completion. We are exploring purchasing a new filter.
 - The building bad karma has jumped from Divine to Clarke Hall. Clarke Hall experienced a water heater failure and at the time of this writing, has no hot water.
 - The highs:*
 - New ID badges/key cards are out to staff; not all departments have them, but we are getting there. The badge printer is working efficiently and quickly. Thanks to the tech team and the facilities team for making this happen!
 - I received an invite to present our "campus revitalization project" to Clark County Historic Preservation Commission (demolition/pre-design). I will attend on January 8th, along with Kai Matthews, our DES project manager, Glenn Gipe and the architect that completed the underground assessment study and predesign, Keith Schreiber. I may also bring along some other stakeholders to ensure they understand the impacts that our aging campus is having on our operations.
- **School Events and General News:**
 - DEAF hosted a staff appreciation event on November 12 and announced the 18 mini-grant winners! DEAF continues to support ongoing staff requests to enrich the education for our students. There were many creative requests this year. Some examples: a subpac (a vest that can be work when music is played to feel it), Tubelox (a life size construction toy that promotes STEM for elementary aged students), a Powells book store trip and so much more! We are lucky to have staff that want to go the extra mile for our students and for the DEAF board that supports them!
 - Basketball has begun in earnest. See our website for the game schedule.



STATE OF WASHINGTON
WASHINGTON CENTER FOR
DEAF AND HARD OF HEARING YOUTH
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Administration FAX (360) 696-6291 • Business Office FAX (360) 418-0418

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

FROM: Kai Matthews, Director of Business Operations

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

DATE: November 20, 2019

SUBJECT: October 2019 Monthly Financial Status Report

To the Finance Committee,

For the fourth month of the fiscal year the Washington Center for Deaf and Hard of Hearing Youth incurred \$1,453,824 in expenditures compared to a budget of \$1,140,396. Results of operations produced a \$313,447 overspend for the month. The overspend in October stems from expenditures related to student transportation, payroll cost overages, and increased billings for state mandated services. Fiscal year-to-date CDHY maintains a positive \$746,462 budget variance (adjusted for WSDS).

Revenues for October total \$66,630 which is \$16,588 more than projected. The positive variance is due to higher than planned invoicing for transportation, interpreting, and education support services. Forward looking estimates show revenue marginally exceeding estimates for November. Enclosed you will find numerous reports accompanied by managements discussion and analysis of the October financial activity which offers greater insight into the dollar figures referenced above.

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

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

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

Fiscal Month 04 - October 2019

Expenditure Summary

		<i>Current Month</i>			<i>Year to Date</i>			
Account Name	Code	CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance	Remaining
General Fund - Campus	001 *	\$961,813	\$1,259,875	(\$298,062)	\$4,896,182	\$4,243,139	\$653,043	\$8,075,861
General Fund - Outreach	001	\$177,883	\$193,968	(\$16,085)	\$1,344,463	\$668,248	\$676,215	\$1,338,752
CDHY Account	19H	\$700	\$0	\$700	\$63,691	\$0	\$63,691	\$69,291
Pension Fund Account	489	\$0	\$0	\$0	\$0	\$0	\$0	\$364,000
Industrial Insurance Account	03K	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$1,140,396	\$1,453,843	(\$313,447)	\$6,304,336	\$4,911,387	\$1,392,949	\$9,847,904

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

CDHY Account - 19H Revenue Summary

		<i>Current Month</i>			<i>Year to Date</i>			
Revenue Source		CM Budget	CM Revenue	Variance	YTD Budget	YTD Revenue	Variance	Accumulative
Outreach Services		\$32,892	\$18,094	(\$14,798)	\$116,892	\$193,650	\$76,758	\$193,650
Academic Services		\$15,900	\$41,700	\$25,800	\$57,600	\$43,249	(\$14,351)	\$43,249
Interpreter Services		\$0	\$1,321	\$1,321	\$820	\$1,321	\$501	\$1,321
Transportation Services		\$1,250	\$5,200	\$3,950	\$2,500	\$11,450	\$8,950	\$11,450
Food Sales		\$0	\$314	\$314	\$0	\$557	\$557	\$557
Facility Rentals		\$0	\$0	\$0	\$0	\$1,697	\$1,697	\$1,697
Total		\$50,042	\$66,630	\$16,588	\$177,812	\$251,924	\$74,112	\$251,924

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

19H Account Balance Summary

Opening Balance	\$570,119
CM Revenue	\$66,630
CM Expenditures	\$0
Closing Balance**	\$623,746

**Note closing balance may not equal open balance plus revenue to due the timing of cash receipts.



Washington Center for Deaf Hard of Hearing Youth
Organizational Level Financial Summary
Fiscal Month 04 - October 2019
Expenditure Summary

Organizational Component	Current Month			Year to Date			Unspent	Unspent%
	CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance		
Academic Services	\$388,620	\$443,190	(\$54,570)	\$1,715,524	\$1,684,092	\$31,432	\$3,171,318	65.3%
Administrative Services	\$121,342	\$104,425	\$16,917	\$528,394	\$382,327	\$146,067	\$1,080,033	73.9%
Agency Wide Expenses *	\$66,973	\$125,792	(\$42,167)	\$501,510	\$556,659	(\$55,149)	\$869,127	61.0%
Facilities & Maintenance	\$63,152	\$73,065	(\$9,913)	\$305,363	\$307,022	(\$1,659)	\$505,587	62.2%
Nutrition Services	\$43,914	\$48,027	(\$4,113)	\$147,730	\$152,083	(\$4,353)	\$258,613	63.0%
Student Life Services *	\$219,572	\$268,065	(\$48,493)	\$754,428	\$800,991	(\$46,563)	\$1,526,908	65.6%
Outreach Services	\$178,583	\$210,111	(\$31,528)	\$1,344,463	\$673,446	\$671,017	\$1,421,870	67.9%
Technology Services *	\$43,063	\$96,905	(\$53,842)	\$319,599	\$251,239	\$68,360	\$378,564	60.1%
Transportation Services	\$15,177	\$100,914	(\$85,737)	\$623,634	\$132,709	\$490,925	\$606,703	82.1%
Total	\$1,140,396	\$1,470,494	(\$313,446)	\$6,240,645	\$4,940,568	\$1,300,077	\$9,818,723	66.5%

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

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



Monthly Financial Status Report – October 2019 FM4

Managements Discussion and Analysis

Fund Level Analysis

001 – The General Fund

The budget for the general fund for FM4 totals \$1,139,696, and expenditures for the same time period total \$1,453,842. The deficit of \$314,146 for October is caused by three major factors. The first factor is the spending of front loaded budgets from July, which is expected to continue throughout the year. The second factor is increased payroll costs from related to additional campus coverage needs. The last factor is increased costs for state mandated services also contributed to the overage.

The general fund recorded \$15,181 in revenue in October. This revenue is derived from payroll expenses incurred from past accounting periods that need to be returned to the general fund. In addition to revenue the general fund recorded \$22,526 in expense recoveries that is related to expense reimbursements from the National School Lunch Program and the interpreter mentor program funded by OSPI.

19H – CDHY Account

The CDHY account recorded no expenditures in October and \$66,630 in revenues. Of the \$66,630 in revenue, \$53,627 was collected in cash increasing the available fund balance to \$623,746.

19H Account Balance Summary

Opening Balance	\$570,119
CM Revenue - Cash	\$53,627
CM Expenditures	\$0
Closing Balance	\$623,746

489 – Pension Fund Stabilization Account

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

03K – Industrial Insurance Premium Refund Account

As of FM5 (November 2019) CDHY's budget will increase by \$45,563 for 03K funding. These resources will be used to cover expenses related to safety training that occurred in August.

651 & 800 – Pupil & Trust Accounts

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

Organization Level Analysis

Agency Wide Expenses

Agency wide expenses have an unspent budget balance of 61.0% compared to the overall agency unspent balance of 66.5%. The \$82,000 for July's purchases are still in this budget code and are pending transfer. Due to a large complex amount of paperwork the expense transfers are taking longer than initially planned. Expenditures for state provided services such as personnel management support fees, motor pool, and enterprise systems fees also drove up charges in this segment. Ongoing increase in interpreting costs are also a small contributor to overages in this segment.

Note there are unallocated expenses at the Organization level that have been reported in the agency wide budget for complete reporting. These figures may vary at the program level.

Student Life Services

The student life services segment which comprises of all residential and support services for non-academic activities has a budget balance of 65.6% compared to the agency overall 66.5%. While the overall budget variance is inline with the agency overall trend, classified staff salaries have exceeded the budget with no planned offset two months in a row. Leadership is taking active steps to remedy the budget overages in this segment.

Technology Services

The technology services segment has a remaining budget balance of 60.1%, noticeably below the agency overall balance of 66.5%. Recent charges for equipment, credit card purchases, and information services has caused this segments budget to drop below the agency overall remaining balance.

Program Level Analysis

02200 – Academic Administration

Goods and services charges for the month consumed the bulk of the fiscal years budget. Charges include new media equipment, food handler's cards, and general supplies.

02230 – Teacher Assistant

This code will continue to experience overspending due to additional teacher aides this year. The overspend is expected to be offset by revenue contracts deposited into the 19H account.

02320 – Student Life Counselors

Payroll costs are exceeding budgets due to the need for additional on call support for staff that are not working for various reasons. Staffing costs are being examined for any means to reduce costs going forward.

02360 – Nurses

Payroll costs are exceeding budget, upon an initial review this appears to be an underestimation in the initial budget development. This program may need additional budget support if the overspend trend continues.

02400 – Post High School Coordinator

Payroll costs are exceeding budget, upon an initial review this appears to be an underestimation in the initial budget development. This program may need additional budget support if the overspend trend continues.

02720 – Nutrition Services Staff

The need to utilize on call staff for regular operating coverage is driving this program into the negative. Costs are mostly offset by budget savings in the nutrition services administration department however, there is concern additional budget support will be needed to sustain operations.

02600 – Facilities Administration

Unexpected leave buyouts earlier in the year along with critical repairs are driving this department over budget. Additional resources have been requested in the FY 2020 supplemental budget.

03000 – Agency Wide Expenses

Octobers overspend is due to back billings for personnel services from the office of financial management.

03100 – Interpreting Department

The interpreting department payroll overspend has increased as interpreting needs continue to exceed expectations. Benefit expenditures have had a material increase that will continue throughout the year which will require additional budget support.

04000 – Outreach Administration

Overall costs are exceeding budget due to the interpreter mentor program costs being charged to this code. Expenses for the interpreter mentor program are expected to be recovered from OSPI in the coming months.

Object Level Analysis

A – Salaries and Wages

The budget for salary and wages for October is \$702,081. Expenditures for the same time period are \$753,034 which is a \$50,953 overspend. While the budget amount is less than what was actually spent there are a few positive factors overall. October's payroll expenses include \$18,000 in adjustments and reimbursable expenses, meaning the overage is closer to \$30,000. Overtime as a percent of classified staff salary is .44% (goal is less than 2.0%). The below table offers additional detail related to payroll costs.

Pay Category	Budget	Expense	Variance
Overtime and Call-Back	\$0	\$2,916	(\$2,916)
Sick Leave Buy-Out	\$0	\$0	\$0
State Classified	\$627,943	\$656,077	(\$28,134)
State Exempt*	\$74,138	\$82,054	(7,916)
State Other**	\$0	\$10,761	(\$10,761)
Terminal Leave	\$0	\$0	\$0
Total	\$702,081	\$753,034	(\$50,953)

*Note a payroll coding error has one staff member reported as exempt.

** State Other category is for salary related expenses for WSDS grants that are to be reimbursed by OSPI.

B – Benefits and Payroll Taxes

Benefits and payroll taxes has a budget of \$289,049 for October. Actual benefits expenses of \$294,336 resulted in a minor overspend of \$5,287. Many benefit cost components are relative to salary expenses (when salary cost rises there should be an anticipated increase in benefits costs as well).

E – Goods and Services

The budget for goods and services is \$100,893. In October there were numerous large purchases that caused actual expenditures to total \$226,808. These expenditures include: equipment purchases for the academic department, numerous service fees from state mandated services, facility repairs, delayed vendor invoices for outreach support services, and large technology services/subscription costs.

G – Travel Expenses

Travel expenditures for the month total \$73,492 out of a budget of \$38,975. The bulk of the current month's overage is offset by a frontloaded budget and is the result of delayed reporting due to credit card use to arrange travel.

J – Capital Outlays

Charges to capital outlays for the month total \$53,495. The bulk of these charges are for various equipment purchases for both campus and outreach programs.

N – Grants and Benefits

This category incurred \$99,185 in expenditures in October and has a year-to-date positive budget variance of \$432,748. In the most current month travel expenses for the prior month, current month, and next month were all processed at once. This resulted in a relatively large bill related to student travel.

S – Interagency Reimbursements

CDHY recovered \$22,526 in expenditures in October. \$17,000 of that is related to the interpreter mentor program and \$5,500 is related to the national school lunch program.

End of Managements Discussion and Analysis

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

Report by Carol Carrothers

Date 11/25/19

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

This month Charlene Williams, Christy Camarata, Paul Bert and myself went to Rochester New York to visit both NTID (National Technical Institute for the Deaf) and RIT (Rochester Institute of Technology). This was the result of their STEM interpreters providing a workshop for us in August. They paid for our entire visit. Cheryl Reminder has become a national leader/mentor for interpreters in STEM courses and we have set up plans to collaborate with her for workshops, mentoring of our interpreters and a presentation with me to Special Education Directors at SPED meetings. It was a valuable and very enjoyable trip.

October 22, I went to Spokane Falls CC and spoke to their administration and to the advisory team about the need for more educational interpreters. Rep. Dolan has asked that Western, Central, Eastern and Spokane Falls CC to submit proposal plans, for the possibility of legislators allocating money to these institutions with a focus on creating interpreter training programs. We are hopeful money would be made available to set up programs throughout the state. The proposals have all been sent to Rep. Dolan. She is having Ethan write up proviso language.

Currently there are 55 districts with which we have Consultation Services Agreements (CSA). Once we have an agreement signed, we can continue to provide evaluations and consultations without having to create a new CSA. This has helped tremendously with the speed at which we can get to districts to support them. Many districts have already had multiple services.

I am working with Alabama School for the Deaf and Blind STEM Director, Harry Wood, on training for middle and high school students on cyber security and robotics. We hope to have something established this year, either a weekend or a summer week camp.

The mentorship program is moving forward. We have 5 mentors, 5 deaf ASL instructors and 23 participants.

What is on your horizon (include dates)?

Describe how you plan on collaborating and with whom?

CDHY Board of Trustees Meeting

Outreach Report: Early Childhood, Birth-to-5

Report from: Kris Ching Date: Dec 4, 2019

Family Nights:

- Oct 8 – Wenatchee Public Schools
- Oct 24 – Salish Sea Deaf School
- Nov 6 – Pasco Public Schools – Tri-Cities
- Nov 12 – Wenatchee Public Schools
- Nov 21 – Salish Sea Deaf School
- Dec 10 – Wenatchee
- Dec 17 – Salish Sea Deaf School – Holiday Party
- Dec 18 – Pasco – Holiday Party with Signing Santa

November 5 – Dept. of Health EHDDI Advisory Committee all-day meeting in Kent, WA

- Kris and Rick serve on the WA State Dept. of Health EHDDI (Early Hearing-loss Detection Diagnosis & Intervention) Advisory Committee. Kris is part of a workgroup that is focusing on transition from Part C to Part B.
- Karin Neidt, WA EHDDI Coordinator, invited professionals from several school districts and OSPI to attend the Nov 5 meeting in efforts to collaborate and clarify preschool eligibility criteria in our state.
- Kris presented to the group on the National Association of State Directors of Special Education (NASDSE) Optimizing Outcomes for Students Who Are Deaf or Hard of Hearing: Educational Service Guidelines (September 2018, 3rd edition) – specifically evaluation and eligibility. <http://clerccenter2.gallaudet.edu/ndec-dev/NASDSE/NASDSE-Guidelinesbk.pdf>
- CDHY, EHDDI, DCYF/ESIT, OSPI, and others will continue collaboration on next steps for statewide communication to school districts.

November 6 – Pasco Public Schools Family Night

- Pasco Public Schools Deaf/HH program is working on putting together a planning committee for their monthly Deaf Family Nights. This will help with advertising to students attending Pasco's program, as well as reaching out to families whose children attend other districts in the Tri-Cities and SE region.
- There were 3 families who attended on Nov 6 and several D/HH high school students participated to help with activities for the elementary children. We started the evening with a potluck dinner. After eating, the students went to the elementary classroom for activities, and the parents met in the library. Amber Havers, TOD for the elementary program, lead the parent group with *The 15 Principles for Reading to Deaf Children* from Gallaudet University. She offered lots of examples using a big story book to help guide the different principles.

- Christine Griffin, Guide By Your Side Coordinator and WA Hands & Voices president, and Kris Ching lead a parent discussion after Amber's presentation to inquire what parents are interested in for future Deaf Family Night topics of discussion and activities – getting feedback and input from parents. All the families are Latino – one Spanish speaking, another tri-lingual with Spanish, English, and ASL, and one Deaf family also tri-lingual.
 - The first suggestion from parents was to extend the dinner to one hour instead of 30 minutes to allow for more social/networking time. The parents would like to include more of their Latino culture in the family nights, as they shared their Deaf/HH children tend to miss out on or not fully understand meanings of cultural practices and celebrations. They want their children to be included in family and cultural activities.

November 19 - CDHY Outreach Team meeting in Tacoma

- Guest speaker – Scott Raub, Special Education Parent Liaison from OSPI

November 20 – Preschool consultation in Port Angeles

- Complex situation involving school district for the past 1.5 years, and now private preschool and foster care
 - Involving Krissy Walker, Julie Spigner, and Kris Ching – and interpreter Jonathan Robinson
 - CDHY is providing counseling resources, foster family support with ASL and Deaf Culture, as well as preschool consultation
 - Cathy Corrado will also consult with the private preschool team Dec 5

December 3 – Preschool evaluation in Sunnyside, WA

- Parent request for re-evaluation in the areas of language and cognitive
 - Involving Deirdre Curle and Krissy Walker
 - Kris met with the SPED director for planning of Deaf 101 training for Inspire preschool program and school district staff – as well as ongoing consultation services to specific school district staff
 - Becky Butz-Houghton will visit Dec 11 for cognitive evaluation

December 9 – Preschool Inclusion Collaboration Team (PICT) meeting in Spokane, WA

- Kris has volunteered to be a part of the statewide PICT, lead by OSPI Special Education Dept. and Division of Learning and Teaching in partnership with the Department of Children, Youth, and Families (DCYF). This team will assist in the initial development, promotion, and implementation of a new WA State Pre-K Inclusion Policy, with companion resources for a Pre-K Inclusion Toolkit.
- Two meetings are being held in December – one on the east side in Spokane 12/9 and another on the west side in Seattle, scheduled Dec 6

Informational Items

Washington School for the Deaf

Enrollment Information

Month: As December 13, 2019

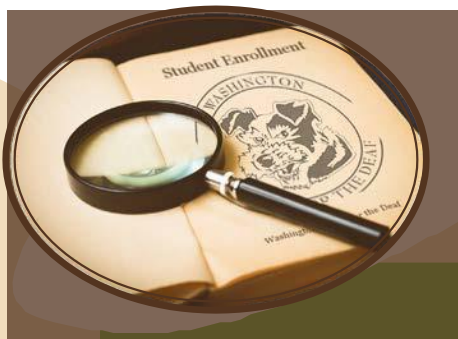
School Year: 2019-2020

Elementary: 54 Middle: 26 High: 38 Enrollment: 118

Day: 63 Residential: 52 Behavior Referrals: 63

WaCAD: 7

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



WSD