

# Washington Center for Deaf and Hard of Hearing Youth



**January 24, 2020**

***Washington Center for Deaf and  
Hard of Hearing Youth***  
Board of Trustees Meeting Packet  
***January 24, 2020***

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

**AGENDA ITEMS**

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

**INFORMATIONAL ITEMS**

- On-campus enrollment data

**Washington Center for Deaf and Hard of Hearing Youth  
Board of Trustees Meeting  
January 24, 2020**

**Agenda**

- 10:00am** Call meeting to order and determine a quorum is present. Approve minutes from the December 13, 2019 Board Meeting.
- 10:15am** Reports:
- Board Committee Report
  - Director - Rick Hauan
  - Superintendent – Shauna Bilyeu
  - Business Office Director – Kai Matthews
  - Outreach – Kris Ching, Carol Carrothers
- 11:15** Policy Review First Read
- 2000 - Student Learning Goals
  - 2027 - Agency Ownership of Staff-Created Work
  - 2220 - School Calendar
  - 2005 - School Improvement Plan
  - 2020 - Course Design, Selection and Adoption of Instructional Material
- 12:00pm** Lunch
- 12:30pm** Public Comments
- 1-3 pm** Executive Session pursuant to *RCW 42.30.110 (1) (f) "To receive and evaluate complaints or charges brought against a public officer or employee;" and, RCW 42.30.110 (1) (i) "...to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency."*

# Agenda Items

# WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

## BOARD OF TRUSTEES

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

<b>Voting Members</b>	<b>Address</b>	<b>Cong Dist.</b>	<b>Contact Information</b>	<b>Date Apptd.</b>	<b>Term Expires</b>	<b>E-Mail/Fax</b>
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>
Jennifer Acuna	105 National Avenue N. Bremerton, WA 98312	6	(360) 865-2375 (cell) (360) 478-6886	12/17/19	07/01/24	<a href="mailto:jacuna@oesd114.org">jacuna@oesd114.org</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>
Wes Henson	7137 Mirasett St. SW Olympia, WA 98512	10	(360) 628-3639	11/20/19	07/01/24	<a href="mailto:wesley.henson@cdhl.wa.gov">wesley.henson@cdhl.wa.gov</a>

# WASHINGTON SCHOOL FOR THE DEAF

## 2019/2020 School Year

July 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
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December 19

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August 19

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January 20

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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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29	30	31				

November 19

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24	25	26	27	28	29	30

April 20

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**\*Mark Your Calendars!\***

**Deaf Awareness Week**  
September 23 - 27, 2019





**Homecoming**  
October 10, 2019

**Open House**  
October 10, 2019

**All Star Day**  
May 28, 2020

**Graduation**  
June 4, 2020

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

<b>Legend</b>	<b>Early Release: Residential students go to the cottages, day students will ride bus home</b>	<b>After School Program</b>
 -First/last day of school	September 19; October 17; November 21, March 19; April 23; May 21	Fall: September 9-October 30 Winter: December 2- January 22 Early Spring: February 10- March 25 Spring: April 13- May 20
 -Non-school days	<b>Teacher Planning Days : 11/27/19 &amp; 1/24/20</b>	
 -Early Release Dates	No day student transportation provided	
 -Residential Travel days		

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

Statewide and School Testing Windows		
<b>MAP (Measure of Academic Progress) 2-12th grades</b>	<b>State Testing</b>	<b>WCAS (Science for 5th, 8th, 11th grades)</b>
September 30 - October 11	Retakes:	May 18 - 22
March 16 - March 27	October 21-25	
	May 4 - 8	

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

**WASHINGTON STATE CENTER FOR  
DEAF & HARD OF HEARING YOUTH  
Board of Trustees Meeting  
December 13<sup>th</sup>, 2018**

Board Members:	Maria Christianson	(District #1) .....	Present via Zoom
	Allie "AJ" Joiner	(District #2)	
	Nancy Sinkovitz	(District #3)	
	Nita Kamphuis	(District #4)	
	Char Parsley	(District #5).....	Absent (Excused)
	Rita Reandeau	(District #6)	
	Ariele Belo	(District #7) .....	Absent (Excused)
	Sidney Weldele-Wallace	(District #8)	
	Nancy Fitta	(District #9)	
	Wes Henson	(District #10)	

Executive Director:	Rick Hauan	
Superintendent:	Shauna Bilyeu	
Legal Counsel:	Tsering Cornell	
Recorder:	Shalese Mosley	
Interpreters:	Abel Cosentino	
	Amanda Bray	
	Linda Krusmark.....	Zoom Interpreter
	Austin Pelkey.....	Zoom Interpreter

Guests:

- Jessica Sydnor, Director of Human Resources
- Kai Matthews, Business Office Director
- Shannon Graham, Curriculum and Assessment Coordinator
- Erica Pedro, Behavioral Specialist

**CALL TO ORDER**

Board members were visiting classrooms which delayed the opening of the Board meeting. Board Chair, Nancy Fitta, called the Board meeting to order at 10:14am. It was determined a quorum was present.

Introductions for our new Board member, Wes Henson, representing District #10. He was welcomed. Introductions are made around the table of all members. WELCOME WES!!

Rita had coffee with Larry Swift the day before the Board meeting. Larry wanted to make sure and extend his hellos and best wishes to everyone.

**APPROVAL OF THE MINUTES**



Board Meeting October 25<sup>th</sup>, 2019. Several changes were identified. The secretary to the Board will make changes and bring back for review after the lunch recess.

## **BOARD REPORTS**

### **Finance Committee**

Rita shared the current Board meeting times often do not allow for current financial and budget updates to be reviewing the most current previous month end close of books. The finance committee recommends that meeting dates be adjusted. Meeting schedule will be finalized at the end of the Board meeting.

The committee reviewed reports for October and November. The Monthly Financial Status Report (MFSR) shows spending overages which are in alignment and anticipated. As a reminder the budget had a surplus, due to allocation adjustments, for the month of August. For this year only, overages are anticipated to run \$130,000 - \$150,000 which is considered “balanced.” All allotments will be adjusted at the end of the fiscal year based on actual spending. Next year, we will not have this anomaly. Kai indicated the business department is building an accurate history of expenditures in order to allocate appropriate spending by month. For this year. We must track on the annual spending.

The Board supports the monthly financial update and will try to align future meeting times to allow for more current financial information to be shared with the Board.

### **Policy Committee**

The Human Resources Director made a request to the Board Policy Committee that proposed policies be delivered to WFSE and WPEA prior to the first read at an open public Board meeting. The Board Policy Committee indicated that they would prefer that this process occur prior to submission to the Policy Committee and consideration by the Board of Trustees.

Ms. Sinkovitz referenced the Board Bylaws which are posted on the CDHY website that outlines the process for policy development and approval. In accordance with Board Bylaws, new or revised policies will be included in the Board packet for a first reading of the policy. Policies reviewed at the first reading will be edited and changes and concerns noted will be incorporated and presented to the full Board for consideration at a later meeting for a second reading of the policy. Nancy Fitta asked if there are certain circumstances where there are exceptions to this 2 step process. AAG, Tsering Cornell explained when it's in the best interest of the agency the Board may take action more quickly and adopt a policy after a first reading at an open public Board meeting. Adoption after a first reading is typically only recommended when there is a risk of being out of compliance with the law or need for immediate action to protect the agency and its interests.

The Policy Committee has asked the Superintendent and staff to develop policies in the 2000 – Instruction series as outlined in Washington State School Directors' Association (WSSDA) guidelines and submit to the Board for their review and approval. Ms. Sinkovitz shared that the 3000 - Student - series will not be reviewed until next school year (2020-21).



### Statewide Resources Committee

Sidney Weldele-Wallace requested that the Committee a review and redefine and refocus of the committee during the coming year in order to get even greater work completed.

Wes indicated an interest to join the Statewide Resources Committee. There was consensus and support for Wes joining the Statewide Resources Committee.

### **STAFF REPORTS**

#### Executive Director Report – Rick Hauan

The Executive Director Report has no specific highlights. Rick asked if there were any questions of clarification for the written report. There were none.

#### Superintendent Report – Shauna Bilyeu

Shauna extended and invitation for any Board member or other stakeholder to join Shauna and the Architect at the Vancouver Historical Society on January 8<sup>th</sup>.” They want to hear more about our campus and renovation plans. The architect has agreed that they will present to the Clark County Historical Society and the Department of Archaeology and Historical Preservation (DAHP). Both groups are striving to preserve as many of the buildings or historical documents relating to structures as possible.

### **PRESENTATIONS**

#### Interpreting Department – Presented by Catherine Thomas, Interpreter Supervisor

1. All staff interpreters have taken the EIPA, which is required for placement as an Educational Interpreter. EIPA (Educational Interpreter Performance Assessment) scores have been well above the required 3.5. Jonathan scored a 4.3 on the EIPA exam, Emily scored a 4.5 and Daniel earned a score of 4.8.
2. Macy Hines is a new intern who will be joining the team in January and living on-campus during the internship.
3. The interpreter department has implemented a policy to provide response for interpreter services within 24 hours. The interpreter response process is working very well.
4. A new resource is available providing Virtual Relay Interpreting (VRI). Purple Communications provides this service. Kudos to the coordinator located in the Purple Office located in Vancouver. VRI allows an interpreter to interpret any situation and provides “on-demand” support and costs \$3.00/minute. It is a valuable resource for those who need immediate interpreting support. This service is cost-effective when compared to physically sending an individual to a far-flung location, and will be a useful tool for the Board as well if scheduling meetings with little prior notice to obtain interpreters to attend committee or other meetings.
5. CDHY Interpreting Service Hours. These data include hours defined as both “hands in the air” (actively working) and those where service was cancelled so close to the start time where payment was still required. Hours reported do not include travel time.

Hours listed reflect the usage agency-wide including on-campus and outreach.

- 3,900 hours in 2017-2018
- 3,950 hours in 2018-2019
- 1270 hours in 2019-2020 (July 2019 – November 2019)

- Interpreter request “fill rate,” which indicates the capacity to meet all interpreter service requests, is 99.8%.

Interpreter hours are typically lower in the summer and trend upwards for the school year. Special events are reflected as spikes of usage during low use times such as summer. Events such as cheer camp, and staff trainings have increased hours during traditionally lower use periods.

6. Beginning November 1, 2019 new software called “GridCheck” will be used to track interpreter requests. This is a stand alone system separate from the email and calendar system.
7. Catherine requested a change of organizational structure and supervision moving the interpreting department from academic department to Human Resources. Ms. Thomas believes this lowers the risk for the agency. She provided an example of staff interpreters being drawn into legal matters (such as being subpoenaed) when involved in police or medical matters. Catherine also indicated that the interpreting department desires to work more collaboratively with the Statewide Outreach Team.

Ms. Thomas announced that she will be leaving the agency in January. One area Catherine would like to see change going forward is the pay scale becoming competitive in order to bring in the best candidates who truly value what the agency does here.

### Strategic Plan

The Strategic Plan has been in the process of revision for more than a year. The reason for such a lengthy process is the separation of activities for the two divisions of the agency. The Strategic Plan will have an overarching statement for the agency as a whole, and two sections reflecting the priorities for operating Washington School for the Deaf (WSD) and the Statewide Outreach Team. This presentation is divided into two sections. One focusing on activities occurring on the WSD and one focusing on Statewide Outreach.

### WSD portion of the Strategic Plan – Presented by Shannon Graham, Curriculum and Assessment Coordinator

Four categories of needs have been identified:

1. Partnerships – defined as “How we partner with the community and its stakeholders,” such as students, parents, and business owners
2. School Resources, defined as technology, textbooks, and curriculum adoption, including an instructional framework for each year
3. Instruction, Assessment of Student Learning, and Evaluation – defined as improving training on how data is assessed and in turn, how it informs instruction
4. Educational Programs—defined as what faculty and staff bring to school based on best practices and needs, including introducing a 4-week immersive ASL learning experience to give new students with lower ASL skills the preparation to undertake deeper academic work

### Outreach portion of the Strategic Plan – Erica Pedro, Behavioral Specialist

Identified goal areas and focus of sections and focused goals:

1. Statewide Consultations and Services
2. State and Local Events

3. Assessment and Evaluation
4. Transition Services
5. Technology
6. Professional Development

A large focus for Statewide Outreach is on use of technology for reports and connecting remotely. We are working on transitioning from paper documents to data developed and retained using an electronic system. Data collection and analysis is considered for every report and record. Whatever information and data we need to develop and gather, we are developing a tool to measure, analyze and report it.

AJ comments that she would like the plan to include ways to measure the success of students.

*Nancy Fitta called a recess for Lunch at 11:55am*

*The Board Returned from lunch recess at 12:31*

#### **APPROVAL OF THE MINUTES (repeat)**

Board meeting on October 25, 2019

Board Members read the revised Board meeting minutes for October 25, 2019 during lunch recess.

#### **Discussion:**

Corrections identified by Board members:

1. On the last page, change incorrect acronyms to CDHY
2. The word “Hesitated” is stricken under “Rita hesitated”
3. On the top of page 5 – verb tense change to “wants”
4. On page 6 – “Public Comments” – 2<sup>nd</sup> paragraph – “Kai introduced April, Financial Analyst...” the period is missing.

Sidney Weldele-Wallace moved to approve the minutes for October 25, 2019 with corrections listed under discussion. Nita Kamphuis seconded the motion. Motion passed seven in favor, Wes Henson abstained as he was not on the Board at the time of the previous meeting.

Rick Hauan announced that we will have a new recorder for the Board. Erica Rader will join our CDHY team as the new Executive Assistant as of January 1<sup>st</sup>, 2020. We will have an opportunity for a meet and greet at the next board meeting.

#### **PUBLIC COMMENTS**

Catherine Thomas:

She wanted to reassure the Board that the work being done with the union is at “the behest of the membership.” Many staff and faculty who are deaf are much more limited in their opportunities in regards to changing places of employment; they would often have to sell their house move to another state in order to continue working such an environment as the agency. Thus, they are invested in having a great place where they currently work. “The Union is not telling us what to do; the membership—the staff and faculty—are telling you what they want to see happen and what they believe is the best for this school.”

End of Public Comments

### **PRESENTATIONS (continued)**

#### Travel Process Update – Kai Matthews

Mr. Matthews presented the updated “Agency Travel Process Strategy Map.” This includes:

- Business Office travel guidance
- Travel Expense Management System (TEMS)
- Best practices and stakeholder notification
- Ongoing updates
- Related guidance

Currently, the agency is migrating from a paper based system to an electronic system for request and approval for travel reimbursements. This includes state forms such as the A20a and A40a. Both of these forms have been completed and are available to process electronically. Additionally, Board members will now use a new agency travel form called “Request for Payment.” This new form is available immediately and is designed to significantly simplify the travel reimbursement process and forms used in the past. It provides sufficient information to complete travel reimbursement on the state TEMS system. Please use this new form for all Board related travel

New material will be distributed to members regarding travel policy reimbursement guidelines, including a full-travel training scheduled at a future Board meeting.

Tsering shared that while it is honorable for members to voluntarily not take reimbursements, it may actually be a disservice to not report related expenses. By doing so it does not establish true costs for the Board to oversee the agency. Additionally, this action could dissuade future Board members from joining because of perceived out-of-pocket costs required to serve on the Board.

### **EXECUTIVE SESSION**

Board Chair, Nancy Fitta announced the Board would be moving into Executive Session. Ms. Fitta stated “It is 1:11. We are going to enter Executive Session pursuant to RCW 42.30.110 (1) (f) “To receive and evaluate complaints or charges brought against a public officer or employee;” and, RCW 42..30.110(1)(i) “...to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.”

Board entered Executive Session at 1:12 PM and will re-open at 1:55 PM

Board re-opened into open session at 1:55 PM.

### **BOARD MEETING SCHEDULE – CALENDAR YEAR 2020**

Board meetings were previously scheduled for the remainder of this school year, however, the Board must notify the Code Reviser of the schedule of meetings for calendar year 2020. This is an opportunity to adjust future meeting to be aligned better for reporting of financial reports as requested earlier in this meeting by the Finance Committee. As requested earlier in the meeting the Finance Committee is

requesting that meeting be moved to be closer to the end of the month which will allow the review of more current financial information.

Previous meeting dates

February 24<sup>th</sup>, 2020  
March 13<sup>th</sup>, 2020  
May 8<sup>th</sup>, 2020  
June 8<sup>th</sup>, 2020  
Retreat: July 23<sup>rd</sup> and 24<sup>th</sup>  
September 11<sup>th</sup>, 2020  
October 9<sup>th</sup>, 2020  
November 13<sup>th</sup>, 2020

New proposed meeting dates for 2020

January 24, 2020  
February 28, 2020  
March 27, 2020  
May 1, 2020  
June 5, 2020  
Organizational Meeting July 23 – 24, 2020  
September 25, 2020  
October 30, 2020  
December 4, 2020

Tsering Cornell recommended that to more accurately reflect the hard work done by the Board at the July multi-day meeting, the title of this meeting should be called an “Organizational Meeting.”

Nancy Fitta moved to change the current meeting dates and replace them with the newly proposed meeting dates listed above. Nita Kamphuis seconded the motion. Motion passed unanimously.

Nita Fitta moved to keep Board meetings at WSD through 2020 at this time. Sidney Weldele-Wallace seconded the motion. Motion carried unanimously.

**CLOSING COMMENTS**

Allie Joiner shared that a meeting in Seattle for the parents of children who are hard of hearing on December 11 was cancelled by Seattle Public Schools. She reported that the community in Seattle feels very abandoned by the local efforts there. The community sees CDHY as a partner and they are also looking to the agency to provide leadership and help for the development of a strong program in Seattle. Unfortunately, the involvement of CDHY to take the lead for program development is beyond what the agency can actually do.

Rick Hauan indicated that CDHY is continuing to work with Seattle Public Schools and will support the students and community as much as our agency can do.

Date

**ADJOURNMENT**

Seeing no objections, the meeting adjourned at 2:25pm.

\_\_\_\_\_  
Nancy Fitta, Chair  
CDHL Board of Trustees

\_\_\_\_\_  
Rick Hauan, Executive director  
CDHL Executive Director

Date \_\_\_\_\_

Date \_\_\_\_\_



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

Report from:         Rick Hauan        

Date:         1/24/2020        

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

### Ongoing meetings

- Governor's Goal Council
- Executive and Small Agency Cabinet
- Education Subcommittee Meetings Monday mornings during Legislative session
- Results Washington leadership meetings
- CDHY Leadership Meetings
- Executive Leadership Team meetings
- CDHY/WSD Leadership Team meetings
- Outreach staff meetings
- Finance Committee meetings

### **December 2019**

- Met with Parent and concerned citizen in Seattle Public Schools (SPS) to discuss how to improve services in Seattle
- Virtual meeting with Seattle Public Schools Special Education Director and the Chief of Student Supports to discuss future planning for implementation of additional student supports for students in SPS
- Met with the Executive Director of Hearing Speech and Deaf Center
- Met with WSDS, WSB to finalize the terms of the Memorandum of Understanding for services coordinated with WSDS.

### **January 2020**

- Meeting with Seattle Public Schools to reschedule and establish a plan for continuing the work for the Day School program in Seattle Public Schools
  - SPS is planning for an in-depth meeting with parents and stakeholders on February 10, 2020. They have requested to work collaboratively in designing the meeting and creating a comprehensive long-range plan for program development and implementation
- Monthly WSDS meeting focusing on coordination of services and providing support to districts, other service providers and families of deaf/hard-of-hearing youth and children.
- Deaf/Hard-of-hearing collaborative meeting for services provided in the Issaquah, Snoqualmie Valley, Riverview and Tahoma school district cooperative. We are working with the respective boards and Special Education departments to address unmet needs within each district.
- Met with Board Chair, Nancy Fitta to develop an evaluation tool for the Executive Director, as identified by the Board at the December 13, 2019 Board meeting.
- Demand to bargain with WFSE relating to Policy 6202, relating to use of Purchasing Cards

- Attended Governor Inslee's State of the State Address.
- Met with WFSE leadership, Assistant Director, OFM and chief of State HR
- ~~Special Education Directors' meeting ESD 114, Sequim, WA~~ Cancelled due to Snow
- Met to discuss Audiology Department future structure
- Labor Management Communication meeting with WPEA
- Special Education Directors' meeting ESD 101

***We are thrilled to welcome Erica Rader to our team!! Please join me in welcoming Erica to our team.***

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

## Superintendent's Report Date 1/24/2020

- **Enrollment:** 126 students total. 4 elementary students in diagnostic evaluation period. 7 students in WaCAD.
- **Staff updates:** A new special education/Northrop secretary was hired! We are thrilled to welcome Jacki Valadeo on board. Jacki has been working as an on-call aide this year. She moved up from California in November. Jacki will be working with Mariel Schemp to learn the various duties for this position.
- **Campus Updates:**
  - Keith Schreiber (architect with Schreiber Starling Whitehead Architects) and I presented to the Clark County Historical Commission on January 8<sup>th</sup>. This presentation revolved around the demolition/campus revitalization project that we are hoping to secure funds for with the upcoming legislation session. Several school stakeholders also joined us, including a parent and board member Wes Henson. The commissioners appeared to be interested in our project and asked to be included as an “interested party” on the MOU with Department of Archeology and Historical Preservation. I offered to give them a tour of WSD so they could see the campus. Overall, we felt the presentation was well received and that the commissioners are supportive.
  - The governor included over 4 million dollars in his budget for the demolition project. We are hoping this passes through the legislative session with no adjustments from the House or Senate.
  - The family of alumni member James Rowland (Class of '73) left their family house and all of the contents to WSD in a will. Rick and I are working the estate lawyer to determine next steps; this is a very special gift to WSD.
- **School Events and General News:**
  - The Evergreen Football Officials Association awarded the WSD football team with the 2019 Sportsmanship Award. This award is voted on by members of the EFOA (Evergreen Football Officials Association). The award is given each year to the school that demonstrated the highest level of sportsmanship throughout the entire season. Additionally, the EFOA awarded Senior Jose Ramirez a \$1000 scholarship. For the 2020



football season they will have "Terrier Sportsmanship" coins made that EFOA officials will use and handout at games to promote sportsmanship in WSD's name. This is a first for WSD and we are extremely honored and proud! Congratulations to Coach Rob McArthur, Athletic Director Ron Spratlen and the football team!

- Western States Basketball and Cheer Classic tournament is upon us! Student athletes and coaches leave for Utah on January 29<sup>th</sup>. There will be a school-wide pep rally on Tuesday, January 28<sup>th</sup>.
- WSD has been asked to set up a parent focus group for transition services for deaf and hard of hearing students. I will be working with OSPI to set this up this spring.
- We have tentatively scheduled a dual accreditation visit with CEASD and Cognia in February 2021. Jason Cox, April McArthur, Shannon Graham and I attended a workshop to learn more about the tools and accreditation process that Cognia offers.



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

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

FROM: Kai Matthews, Director of Business Operations

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

DATE: January 16, 2020

SUBJECT: December 2019 Monthly Financial Status Report

To the Finance Committee,

For the fifth month of the fiscal year the Washington Center for Deaf and Hard of Hearing Youth incurred \$1,328,481 in expenditures compared to a budget of \$1,061,063. Results of operations produced a \$267,418 overspend for the month. The overspend in December stems from payments related to the Washington Sensory Disability Services (WSDS) program, delayed invoices from prior month services and future month accruals. Currently CDHY maintains a positive \$1,011,651 budget balance that is expected to gradually decrease as the fiscal year progresses.

Revenues for December total \$62,525 which is \$4,083 (6.9%) more than projected. Food sale revenue, and higher than initially expected transportation revenue are the primary drivers of the revenue variance for December. Forward looking reports show that revenue for January may marginally miss expectations. Enclosed you will find numerous reports accompanied by managements discussion and analysis of the December 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](mailto:kai.matthews@cdhy.wa.gov)

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

*Fiscal Month 06 - December 2019*

***Expenditure Summary***

Account Name	Code	<i>Current Month</i>			<i>Year to Date</i>			Remaining
		CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance	
General Fund - Campus	001 *	\$882,480	\$1,066,911	(\$184,431)	\$6,728,202	\$6,286,054	\$442,148	\$6,032,946
General Fund - Outreach	001	\$177,883	\$261,570	(\$83,687)	\$1,700,229	\$1,195,817	\$504,412	\$811,183
CDHY Account	19H	\$700	\$0	\$700	\$65,091	\$0	\$65,091	\$65,091
Pension Fund Account	489	\$0	\$0	\$0	\$0	\$0	\$0	\$364,000
Industrial Insurance Account	03K	\$0	\$0	\$0	\$45,953	\$45,953	\$0	\$0
<b>Total</b>		<b>\$1,061,063</b>	<b>\$1,328,481</b>	<b>(\$267,418)</b>	<b>\$8,539,475</b>	<b>\$7,527,824</b>	<b>\$1,011,651</b>	<b>\$7,273,220</b>

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

***CDHY Account - 19H Revenue Summary***

Revenue Source	<i>Current Month</i>			<i>Year to Date</i>			Accumulative
	CM Budget	CM Revenue	Variance	YTD Budget	YTD Revenue	Variance	
Outreach Services	\$41,292	\$36,301	(\$4,991)	\$191,076	\$287,408	\$96,332	\$287,408
Academic Services	\$15,900	\$20,040	\$4,140	\$83,400	\$73,889	(\$9,511)	\$73,889
Interpreter Services	\$0	\$0	\$0	\$820	\$1,321	\$501	\$1,321
Transportation Services	\$1,250	\$2,600	\$1,350	\$5,000	\$16,650	\$11,650	\$16,650
Food Sales	\$0	\$3,584	\$3,584	\$0	\$4,369	\$4,369	\$4,369
Facility Rentals	\$0	\$0	\$0	\$0	\$2,860	\$2,860	\$2,860
<b>Total</b>	<b>\$58,442</b>	<b>\$62,525</b>	<b>\$4,083</b>	<b>\$280,296</b>	<b>\$386,496</b>	<b>\$106,200</b>	<b>\$386,497</b>

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

***19H Account Balance Summary***

Opening Balance	\$693,700
CM Revenue	\$62,525
<u>CM Expenditures</u>	<u>\$0</u>
Closing Balance**	\$770,225

\*\*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 06 - December 2019  
**Expenditure Summary**

Organizational Component	Current Month			Year to Date			Unspent	Unspent%
	CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance		
Academic Services	\$377,020	\$407,188	(\$30,168)	\$2,509,010	\$2,449,252	\$59,758	\$2,406,158	49.6%
Administrative Services	\$116,442	\$103,941	\$12,501	\$761,278	\$586,420	\$174,858	\$875,940	59.9%
Agency Wide Expenses *	\$69,840	\$103,626	(\$33,786)	\$660,015	\$672,639	(\$12,624)	\$753,147	52.8%
Facilities & Maintenance	\$63,152	\$83,019	(\$19,867)	\$431,667	\$467,676	(\$36,009)	\$344,933	42.4%
Nutrition Services	\$35,436	\$32,062	\$3,374	\$226,602	\$227,498	(\$896)	\$183,198	44.6%
Student Life Services *	\$173,988	\$208,077	(\$34,089)	\$1,137,127	\$1,214,170	(\$77,043)	\$1,113,729	47.8%
Outreach Services	\$178,583	\$254,821	(\$76,238)	\$1,771,701	\$1,189,855	\$581,846	\$905,461	43.2%
Technology Services *	\$37,063	\$41,186	(\$4,123)	\$393,725	\$377,194	\$16,531	\$252,609	40.1%
Transportation Services	\$9,539	\$94,560	(\$85,021)	\$648,350	\$343,119	\$305,231	\$396,293	53.6%
<b>Total</b>	<b>\$1,061,063</b>	<b>\$1,328,480</b>	<b>(\$267,417)</b>	<b>\$8,539,475</b>	<b>\$7,527,824</b>	<b>\$1,011,651</b>	<b>\$7,231,467</b>	<b>49.0%</b>

\* 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 – December 2019 FM6

## Managements Discussion and Analysis

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### **Fund Level Analysis**

#### *001 – The General Fund*

The budget for the general fund for FM6 is \$1,060,363, and expenditures for the same time period total \$1,328,481. The deficit of \$268,118 in December is caused primarily by vendor payments for the Washington Sensory Disability Services Program (WSDS), invoices from prior months services that were all processed in the same month, accruals of a future month expense and the normal overspend that occurs from the front loaded budget. Note there is currently over \$200,000 in pending payments for the WSDS program that will be recovered to CDHY in January.

The general fund recorded no revenue in December. The general fund recorded \$10,314 in expense recoveries that is related to expense reimbursements for the national school lunch program, and the sale of audiology services to another state agency.

#### *19H – CDHY Account*

The CDHY account recorded no expenditures in December and \$62,525 in revenues. All of the revenue was collected in cash in December in addition to another \$14,000 in previously billed but not paid invoices. This increased the account balance to \$770,225.

#### *19H Account Balance Summary*

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Opening Balance	\$693,700
CM Revenue	\$62,525
CM Expenditures	\$0
Closing Balance**	\$770,225

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#### *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*

In November \$45,953 was added to CDHY's budget for workplace safety. Expenses from the Campus general fund and Outreach general fund were transferred to this account. No new expenditures will occur in this account for the remainder of the year.

### *651 & 800 – Pupil & Trust Accounts*

Pupil and Trust accounts represent donation and student funds held in trust by the state as regular course of business. These accounts include donations for students and staff activities, grants held for specific purposes, student lunch money, and other school related club accounts (athletic, performing arts, etc.). In December Pupil and Trust accounts deposited \$4,989 and withdrew \$8,662. Currently these accounts have a \$220,256 balance.

## **Organization Level Analysis**

### *Agency Wide Expenses*

Agency wide expenses produced a \$33,786 overspend in December. The cause of this is due to credit card activity for the current month being charged to this account while credit card statements are reconciled, and interpreting invoices for several months that were delayed due to a technical issue that had to be processed in one month.

### *Student Life Services*

After adjusting student life services budget for payroll and cost correction there has been an identified underestimation in several departments under the student life services segment. While these underestimations represent a material dollar amount, resources to cover departmental shortfalls have been identified.

### *Technology Services*

The technology services segment has a remaining budget balance of 40.1%, noticeably below the agency overall balance of 49.0%. The driver for this massive drop below the agency overall unspent balance is due to the process of purchases made in July of this year. Particularly, a relevant amount of regular technology equipment purchases, and student based technology purchases hit the technology budget at one time. The technology department will be engaged on this matter and encouraged to adjust their spending plan accordingly.

In addition to this the technology services segment has an emergent need to procure a new internet filter for the agency. Tech services is working with the business office procure this new filter and assess budget implications.

## **Program Level Analysis**

### *02221 – On Call Certificated Staff*

This code was utilized in error. Corrections will be processed in January to reduce coding activity to zero.

### *02230 – Teacher Assistant*

This code will continue has a negative \$11,620 budget balance for December. This department's budget maintains a negative \$63,123 budget balance due to additional teacher aides hired for this year. It is expected that 19H revenues will offset any negative budget balances at year end as needed.

### *02320 – Student Life Counselors*

Payroll costs are exceeding budget, upon an initial review this appears to be an underestimation in the initial budget development. Resources have been identified to offset the budget overage.

### *02360 – Nurses*

Payroll costs are exceeding budget, upon an initial review this appears to be an underestimation in the initial budget development. Resources have been identified to offset the budget overage.

### *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. Resources have been identified to offset the budget overage.

### *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*

The agency wide expense department has a negative budget balance due to credit card activity being charged to this account while documentation is collected and reconciled0

### *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.

## Object Level Analysis

### A – Salaries and Wages

The budget for salary and wages for November is \$670,723. Expenditures for the same time period are \$701,093 which is a \$30,370 overspend. While the budget amount is less than what was actually spent there a few positive factors to note. “State Other” expenses, representing charges to reimbursable grants represent \$20,280 of the current month overage. Adjusted for these future reimbursements the actual results for this category are an overspent of \$10,090 Overtime as a percent of classified staff salary is .26% (goal is less than 2.0%). The below table offers additional detail related to payroll costs.

<b>Pay Category</b>	<b>Budget</b>	<b>Expense</b>	<b>Variance</b>
Higher Education Classified*	\$ -	\$ 2,457	\$ (2,457)
Overtime and Call-Back	\$ -	\$ 1,568	\$ (1,568)
Sick Leave Buy-Out	\$ -	\$ 2,185	\$ (2,185)
State Classified	\$ 596,585	\$ 596,614	\$ (29)
State Exempt	\$ 74,138	\$ 75,180	\$ (1,042)
State Other**	\$ -	\$ 20,280	\$ (20,280)
Terminal Leave	\$ -	\$ 2,810	\$ (2,810)
Grand Total	\$ 670,723	\$ 701,093	\$ (30,370)

\*CDHY employs no higher education classified staff, this is coding correction that will be processed in January.

\*\* 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 \$282,685 for December. Actual benefits expenses of \$296,744 resulted in an overspend of \$14,059. Benefits costs for December also include \$14,770 that are related to grant reimbursements. Adjusted for future reimbursement this amount this category has a positive \$711 balance for the month.

Note: Many benefit cost components are relative to salary expenses (when salary cost rise there should be an anticipated increase in benefits costs as well).

### E – Goods and Services

The budget for goods and services is \$90,382. In December higher than planned expenditures and cost transfers for the last fiscal year resulted in an overspend of \$88,382. The bulk of this is the result of credit card activity, previous months invoices all being processed in December, and one time repairs to campus facilities.

### G – Travel Expenses



Travel expenditures for the month total \$31,767 out of a budget of \$13,975. The bulk of the current month's overage is offset by a frontloaded.

*J – Capital Outlays*

Charges to capital outlays for the month total \$12,034. The bulk of these charges are for various equipment purchases for both campus and outreach programs.

*N – Grants and Benefits*

This category incurred \$118,392 in expenditures in December and has a year-to-date positive budget variance of \$\$250,541. The bulk of the current month's overage is offset by a frontloaded budget.

*S – Interagency Reimbursements*

CDHY recovered \$10,314 in expenditures in December. Recoveries include \$10,149 from the national school lunch program reimbursement and \$165 for providing audiology services to WSSB.

***End of Managements Discussion and Analysis***

# All Staff Finance Forum

Washington Center for Deaf and Hard of Hearing Youth

January 23, 2020



# Welcome!

## What is the finance forum?

- Information sharing about the budget & finances
- Discussion about financial performance (MFSR)
- Open meeting for questions, comments and concerns about the budget
- Ideas for future investments and funding requests



# Mid-Year Expenses Financial Recap

State General Fund			
	Campus	Outreach	Total
Expense Budget	\$ 6,728,202	\$ 1,700,229	\$ 8,428,431
Actual Expenses	<b>\$ 6,286,054</b>	<b>\$ 1,195,817</b>	<b>\$ 7,481,870</b>
Budget Variance	\$ 442,148	\$ 504,412	\$ 946,561
All Other Funds			
	Campus	Outreach	Total
Expense Budget	\$ 39,572	\$ 71,472	\$ 111,044
Actual Expenses	<b>\$ 39,572</b>	<b>\$ 6,381</b>	<b>\$ 45,953</b>
Budget Variance	\$ -	\$ 65,091	\$ 65,091



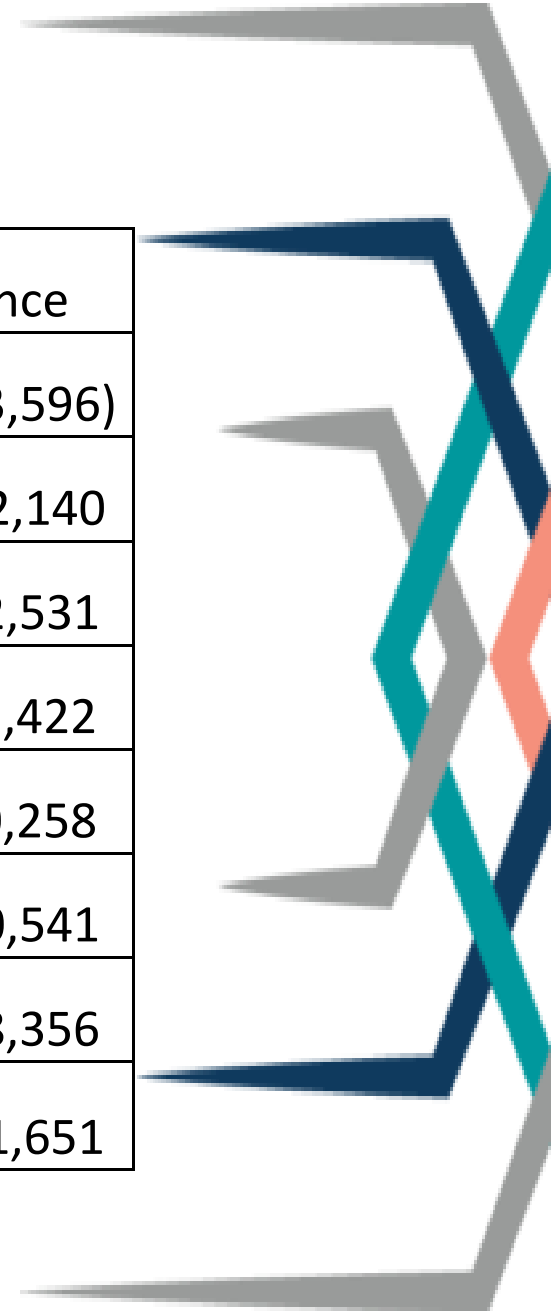
# Mid-Year Expenses Financial Recap

<i>Expenditure Summary</i>					
	<i>Year to Date</i>				
Organizational Component	YTD Budget	YTD Actual	Variance	Unspent	Unspent%
Academic Services	\$2,509,010	\$2,449,252	\$59,758	\$2,406,158	49.6%
Administrative Services	\$761,278	\$586,420	\$174,858	\$875,940	59.9%
Agency Wide Expenses *	\$660,015	\$672,639	(\$12,624)	\$753,147	52.8%
Facilities & Maintenance	\$431,667	\$467,676	(\$36,009)	\$344,933	42.4%
Nutrition Services	\$226,602	\$227,498	(\$896)	\$183,198	44.6%
Student Life Services *	\$1,137,127	\$1,214,170	(\$77,043)	\$1,113,729	47.8%
Outreach Services	\$1,771,701	\$1,189,855	\$581,846	\$905,461	43.2%
Technology Services *	\$393,725	\$377,194	\$16,531	\$252,609	40.1%
Transportation Services	\$648,350	\$343,119	\$305,231	\$396,293	53.6%
<b>Total</b>	<b>\$8,539,475</b>	<b>\$7,527,824</b>	<b>\$1,011,651</b>	<b>\$7,231,467</b>	<b>49.0%</b>

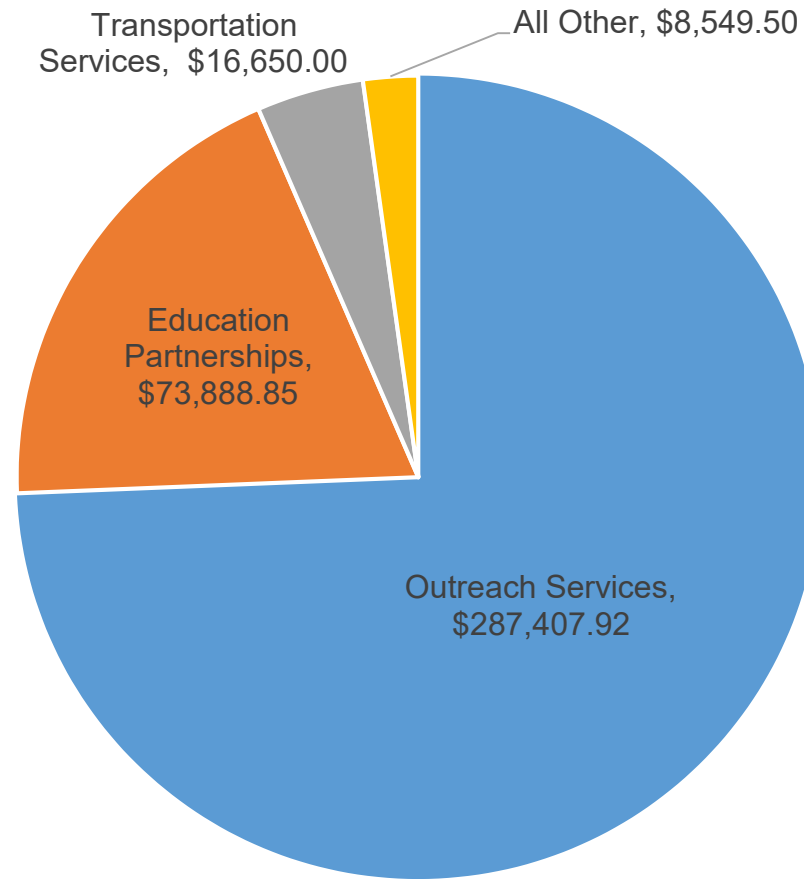


# Mid-Year Expenses Financial Recap

Object	Description	Budget	Expense	Variance
A	Salaries and Wages	\$ 4,136,768	\$ 4,230,364	\$ (93,596)
B	Employee Benefits	\$ 1,724,211	\$ 1,722,071	\$ 2,140
E	Goods and Services	\$ 1,594,443	\$ 971,912	\$ 622,531
G	Travel	\$ 251,350	\$ 179,928	\$ 71,422
J	Capital Outlays	\$ 269,365	\$ 249,107	\$ 20,258
N	Grants, Benefits & Client Services	\$ 563,338	\$ 312,797	\$ 250,541
S	Interagency Reimbursements	\$ 0	\$ (138,356)	\$ 138,356
Total		\$ 8,539,475	\$ 7,527,824	\$ 1,011,651



# Mid-Year Revenue Recap



Total Revenue from July – December 2019: \$386,497

\*Note “All Other” category includes: Facility rentals, food sales, and interpreting service revenue.



# Mid-Year Revenue Recap

Opening Account Balance	\$	424,467
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Current Revenue	\$	386,496
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Current Account Balance*	\$	770,225
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Projected Revenue	\$	350,000
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Projected Account Balance	\$	1,120,225
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# Questions?

- Something you would like expanded upon?
- Concept you would like to know more about?
- A detail that doesn't make sense?
- Questions about the future of the budget?
- Questions about financial management strategies?





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

**Report by Carol Carrothers**

**Date 1/13/2020**

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

Currently there are 61 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 of these CSAs have multiple services requested.

I am working with National Regional STEM Center Director, Harry Wood, on training for middle and high school students on cyber security and robotics. To generate interest and excitement, in May we hope to have four 2-hour workshops around the state culminating with a weeklong camp in Ellensburg for students and coaches focused on robotics. This will all depend on how many students we can get to join in.

House bill 1623 has been read and referred to the Committee on Education. It focuses on creating interpreter training programs, expansion of mentoring program for educational interpreters, and support of regionally delivered educational services for DHH students.

All of the State Needs Projects will be presenting together for WASA Special Ed Directors Academy. This is a group of first year Special Education Directors. State Needs Projects are Special Education Technology Center, Center for Transition and Change, ELearning for Educators, Expanding Capacity for Special Education Leadership, Special Education Support Center and Washington Sensory Disabilities Services.

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

Cheryl Reminder of RIT will be in the state co-presenting with Charlene Williams and myself at 4 different ESD SPED Director meetings.

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

RIT we are collaborating with their STEM Interpreter Project as well as the National Regional STEM Center out of Alabama.

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

## Report by Kris Ching

Date 1/15/2020

### Outreach Report: Early Childhood, Birth-to-5

#### Family Events:

- January 21 – Pasco Tri-Cities Deaf Family Night
- January 23 – Salish Sea Deaf School Family Night
- February 8 – WA Hands & Voices – Leading Edge Gymnastics Academy event
  - <https://www.facebook.com/wahandsandvoices>
- February 20 - Salish Sea Deaf School Family Night

#### Dec 12 – Zoom meeting with Family Engagement Specialist Ellensburg

- Taralynn Patriles is now providing Deaf Family Engagement services to families in Ellensburg and supporting Wenatchee School District's D/HH program. She is a Deaf professional with a PhD in linguistics, currently teaching at Central WA University. CDHY is fortunate to have a contract to provide these much needed services in central WA.
- Kris met with Taralynn to review all CDHY paperwork trails and data systems.

#### Dec 30 and Jan 6 – Zoom meetings for WA Hands & Voices Committees

- Kris has been on the board of WA Hands & Voices since 2008 and currently serves as co-chair on WA Hands & Voices Family Engagement Committee and is also a member of the Programs & Family Services Committee. WA Hands & Voices organization is working hard on outreach activities to help raise awareness about the organization's support and available programs such as Guide By Your Side (GBYS).
- WA Hands & Voices has been attending Deaf Family Nights around the state to get parent input on education and community supports.
- **January 8** – WA Hands & Voices Board meeting: discussing this year's budget and how to prioritize spending needs and expanding/implementing programs for future.

#### January 8 – Zoom meeting for DCYF-ESIT Public Policy Committee

- Kris is a second year member of ESIT's Public Policy Committee. This committee is tracking the transition of funds from OSPI to DCYF-ESIT for Part C services. Kris is also serving on the Interpreter Sub-committee focusing on interpreter services for birth-3 services – that meeting is scheduled for January 22.

**January 15 – Zoom meeting with Western Oregon University student teacher placed at OESD and Bremerton School District D/HH Preschool Program – Kris & Erin**

- Olympic ESD and Bremerton School District are in the second year of Deaf/HH preschool programming for local/regional students. Kerianne Christie and Kris Ching are serving as mentors for the WOU graduate student for the winter and spring semesters.

# **Informational Items**

# Washington School for the Deaf

## Enrollment Information

**Month:** As January 24, 2020

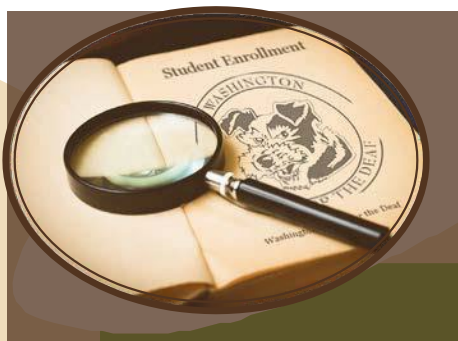
**School Year:** 2019-2020

Elementary: 56    Middle: 26    High: 37    Enrollment: 119

Day: 69    Residential: 50    Behavior Referrals: 9

WaCAD: 7

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



WSD



## WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

**POLICY:** 2000

Adopted:

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**SUBJECT:** **Student Learning Goals**

Approved by:

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Nancy Fitta, CDHY Board of Trustees Chair

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Per RCW 72.40.015, one of the primary functions of the Washington Center for Deaf and Hard of Hearing Youth (CDHY) is to manage and direct the supervision of the Washington School for the Deaf (WSD). A basic education is an evolving program of instruction that is intended to provide WSD students with the opportunity to become responsible ASL-English bilingual and respectful global citizens, to contribute to their economic well-being and that of their families and communities, to explore and understand different perspectives, and to enjoy productive and satisfying lives. With the involvement of parent and community members, the goal of WSD is to provide opportunities for every student to develop the knowledge and skills essential to:

1. Read with comprehension, write effectively, and communicate successfully in a variety of ways and settings and with a variety of audiences;
2. Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history, including different cultures and participation in representative government; geography; arts; and health and fitness;
3. Think analytically, logically, and creatively, and to integrate technology literacy and fluency as well as different experiences and knowledge to form reasoned judgments and solve problems; and
4. Understand the importance of work and finance and how performance, effort, and decisions directly affect future career and educational opportunities.

These goals will be placed within a context of a performance-based educational system in which high standards are set for all students. Parents are primary partners in the education of their children, and students take responsibility for their learning. How instruction is provided to meet these learning goals is the decision of the school board and CDHY Administration. An assessment system for determining if students have successfully learned the essential academic learning requirements based on the student learning goals will be adopted by the CDHY, as required by state law.

Legal References:

RCW 72.40.015 – Center for Deaf and Hard of Hearing Youth-Functions

RCW 28A.150.210 Basic education— Goals of school districts

RCW 28A.655.010 Washington commission on Student Learning — Definitions

Management Resources: Policy News, October 2007 Basic Education Act

Revisions

DRAFT

**WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH**

**POLICY:** 2027

Adopted:

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**SUBJECT:** **Agency Ownership of Staff-Created Work**

Approved by:

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Nancy Fitta, CDHY Board of Trustees Chair

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Consistent with federal law, the Board affirms that the original works of authorship created by staff members within the scope of employment for use in the Agency's school and programs is generally "work made for hire" and owned by the Agency. Work created by Agency employees that is "work made for hire" is also a public record and publicly accessible under Chapter 42.56 RCW and the Agency's Policy 4040.

The Executive Director will establish implementing procedures to determine whether work created by Agency employees for use in the Agency school and programs is, in fact, "work made for hire". Agency procedures will also provide a mechanism for employees to request permission to retain ownership of original works of authorship that were created within the scope of their employment, and for grieving a decision by the Agency if that request is denied.

Cross References: 2020 – Course Design, Selection and Adoption of Instructional Materials  
2022 – Electronic Resources  
2025 – Copyright Compliance  
4040 – Public Access to Agency Records

Legal Reference: 17 U.S.C. 101 et seq. Copyright Act of 1976

**WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH**

**POLICY:** 2220

Adopted:

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**SUBJECT: School Calendar**

Approved by:

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Nancy Fitta, CDHY Board of Trustees Chair

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Per RCW 72.40.015, one of the primary functions of the Washington Center for Deaf and Hard of Hearing Youth (CDHY) is to manage and direct the supervision of the Washington School for the Deaf (WSD).

In order to permit WSD staff, students and parents to make plans for their own work and vacation schedules, the Superintendent will adopt a school calendar by June 1 of each year. Following Superintendent action, staff, students, parents and community members will be advised of the school calendar.

Legal References: RCW 72.40.015 – Center for Deaf and Hard of Hearing Youth-Functions  
RCW 28A.150.203 Definitions  
RCW 28A.150.220 Basic Education – Minimum instructional requirements – Program accessibility – Rules  
WAC 180-16-215 Minimum 180 school day year

DRAFT

## WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

**POLICY:** 2005

Adopted:

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**SUBJECT: School Improvement Plan**

Approved by:

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Nancy Fitta, CDHY Board of Trustees Chair

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Per RCW 72.40.015, one of the primary functions of the Washington Center for Deaf and Hard of Hearing Youth (CDHY) is to manage and direct the supervision of the Washington School for the Deaf (WSD). WSD will develop and adopt a school improvement plan or process, with annual review for progress and necessary changes. WSD will submit its plan to the board of trustees by *September 30* of each year for initial approval and annual review.

The school improvement plan or process will be data driven and will promote a positive impact on student learning. A positive impact on student learning means promoting the continuous achievement of the state learning goals and essential academic learning requirements, and the achievement of nonacademic growth in areas such as public speaking, leadership, interpersonal relationship skills, teamwork, self-confidence social-emotional growth and resiliency. The intent is that students can meet the goals of Washington's basic education system: to become responsible citizens, to contribute to their own economic well-being and that of their families and communities, and to enjoy productive and satisfying lives.

The school improvement plan or process will be based on a building self-review that includes the active participation and input of building staff, students, parents and community members.

The improvement plan or process will address the following elements:

- A. Characteristics of effective schools as identified by the Office of the Superintendent of Public Instruction and the educational service district (a plan may focus on one or several of the characteristics for up to three years);
- B. Safe and supportive learning environments;

- C. Educational equity factors including gender, race, ethnicity, culture, language and physical and mental ability;
- D. Use of technology;
- E. Parent and community involvement; and
- F. Other factors identified by the school community for inclusion in the plan or process.

Any school participation in a program of school improvement assistance through the state accountability system or the federal Elementary and Secondary Education Act will constitute sufficient compliance with this policy.

Legal References: RCW 72.40.015 – Center for Deaf and Hard of Hearing Youth-Functions  
WAC 180-16-220 Supplemental basic education program approval requirements

Management Resources: Policy News, October 2002 State Board Requires Annual School Plan

## WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

**POLICY:** 2020

Adopted:

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**SUBJECT:** **Course Design, Selection and Adoption of Instructional Material**

Approved by:

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Nancy Fitta, CDHY Board of Trustees Chair

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Per RCW 72.40.015, one of the primary functions of the Washington Center for Deaf and Hard of Hearing Youth (CDHY) is to manage and direct the supervision of the Washington School for the Deaf (WSD). WSD recognizes its responsibility for the improvement and growth of the educational program of the school. To this end, the course designs at the school shall be evaluated, adapted and developed on a continuing basis. Instructional materials shall be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve college and career readiness.

### **Definitions**

For the purpose of policy and procedure 2020, the following definitions will apply:

**Course Design** is the process that includes identifying and sequencing essential content supporting students' skill development towards state learning standards. Course design involves providing appropriate instructional materials, professional development, and support systems for teachers as they implement the course.

**Instructional Materials** are all materials designed for use by students and their teachers as learning resources to help students to acquire facts, skills, and/or to develop cognitive processes. These instructional materials, used to help students meet state learning standards, may be printed or digital, and may include textbooks, technology-based materials, other educational media, and assessments. They may carry different licensing types from open to all rights reserved. For the purposes of this policy, there are five categories of instructional materials:

**Core Instructional Materials** are the primary instructional resources for a given course. They are Board approved and provided to all students to help meet learning standards and provide instruction towards course requirements.



**Supplemental Materials** are used in conjunction with the core instructional materials of a course. These items extend and support instruction. They include, but are not limited to, books, periodicals, visual aids, video, sound recordings, computer software and other digital content.

### **Selection and Adoption of Instructional Materials**

The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials will be selected in conformance with:

1. Applicable state and federal laws;
2. Goals and/or learning standards of the district and state; and
3. Procedures established by the instructional materials committee which address the criteria detailed in the corresponding procedure 2020P.

The board of trustees is responsible for the adoption of all core instructional materials used in the school.

The superintendent, or designee, will establish procedures for core instructional material, and adoption using criteria around evidence-based practices.

The superintendent will ensure that a listing of all core instructional materials used within the school curriculum is available for public review either in-person or online.

The intent of the board is that the superintendent delegate responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to the professional staff of the school. Staff will rely on reason and professional judgment in the selection of high-quality supplemental materials that align to state learning standards and are appropriate for the instructional program and developmental level and interests of their students.

Cross References:                    2027 - District Ownership of Staff-Created Work

Legal References:                    RCW 72.40.015 – Center for Deaf and Hard of Hearing Youth-Functions

RCW 28A.150.230 District school directors' responsibilities

RCW 28A.320.230 Instructional materials — Instructional materials committee

RCW 28A.320.170 Tribal history and culture [as amended by SSB 5433]

RCW 28A.405.060 Course of study and regulations — Enforcement — Withholding salary warrant for failure

Chapter 28A.640 RCW Sexual Equality

WAC 180-44-010 Responsibilities related to instruction

WAC 392-190-055 Textbooks and instructional materials — Scope — Elimination of bias

Management Resources: 2015 - December Issue