

**WASHINGTON STATE CENTER FOR  
DEAF & HARD OF HEARING YOUTH  
Board of Trustees Meeting  
December 13<sup>th</sup>, 2019**

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 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 an 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.

Allie Joiner commented she would like the plan to include ways to measure the success rate of graduates who are deaf/hard of hearing

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

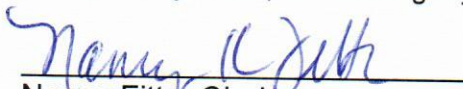
**CLOSING COMMENTS**

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.

**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 1-24-2020

Date 24 Jan 2020