

Washington Center for Deaf and Hard of Hearing Youth



October 30, 2020

***Washington Center for Deaf and
Hard of Hearing Youth***
Board of Trustees Special
Meeting Packet

- Agenda
- Board of Trustees contact information

AGENDA ITEMS

- Board meeting minutes
- Reports
 - Director – Rick Hauan - To be provided at Board meeting
 - Superintendent – Shauna Bilyeu
 - Business Office Director – Kai Matthews
 - Outreach – Kris Ching, Carol Carrothers
 - Human Resources – Jessica Sydnor
- Policies
 - 2106 Program Compliance – 3rd read
 - 2029 Animals on Agency Premises – 1st read
 - 2030 Use of Service Animals in Schools – 1st read
 - 2025 Copyright Compliance – 1st read
 - 2023 Digital Citizenship and Media Literacy – 1st read
 - 1310 Policy Adoption and Administrative Procedures - Repeal

Washington Center for Deaf and Hard of Hearing Youth Board of Trustees Meeting

Join Zoom Meeting
<https://us02web.zoom.us/j/82281273841>

Agenda

- 9:30am** Call meeting to order and determine a quorum is present. Approve minutes from the September 25, 2020 Board Meeting.
- 9:45am** Dr. Erica Pedro to speak regarding privacy policy
- 10:00am** Reports
- Director - Rick Hauan
 - Superintendent – Shauna Bilyeu
 - Business Office Director – Kai Matthews
 - Human Resources – Jessica Sydnor
 - Outreach – Kris Ching, Carol Carrothers
- 10:45am** Rick Whitney, Director of Residential speaks to Board regarding VASP
- 11:00am** Kia Matthews and Cathy Corrado give presentation regarding Transition Services
- 11:30pm** Hope Fore's
- 11:45am** Policy Review
- 2106 Program Compliance – 3rd read
 - 2029 Animals on Agency Premises – 1st read
 - 2030 Use of Service Animals in Schools – 1st read
 - 2025 Copyright Compliance – 1st read
 - 2023 Digital Citizenship and Media Literacy – 1st read
 - 1310 Policy Adoption and Administrative Procedures - Repeal
- 12:30pm** Lunch
- 1:00pm** The board will 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."*
- 1:45pm** Public comments
- 2:00pm** Adjournment

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>
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Allie "AJ" Joiner	15806 18 th Ave. W., B 102 Lynnwood, WA 98087	2	(425) 329-8433 VP	08/30/06	07/01/25	allie.joiner@cdhl.wa.gov
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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@cdhl.wa.gov
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Wes Henson	7137 Mirasett St. SW Olympia, WA 98512	10	(360) 628-3639	11/20/19	07/01/24	wesley.henson@cdhl.wa.gov

Agenda Items

****WASHINGTON STATE CENTER FOR
DEAF AND HARD OF HEARING YOUTH
Board of Trustees Meeting**
September 25, 2020**

*** In response to restrictions due to COVID-19 pandemic, this meeting was conducted via videoconferencing.*

Board Members

District	Board Member Name	Officer	Present	Absent
1	Maria Christianson		X	
2	Allie Joiner		X	
3	Nancy Sinkovitz		X	
4	Nita Kamphuis		X	
5	Char Parsley		X	
6	Jennifer Acuña		X	
7	Ariele Belo	Vice-chair	X	
8	Sidney Weldele-Wallace		X	
9	Nancy Fitta	Chair	X	
10	Wes Henson		X	

Leadership Staff

Name	Title	Present	Absent
Rick Hauan	Executive Director	X	
Shauna Bilyeu	Superintendent	X	
Tsering Cornell	Legal Counsel	X	
Erica Rader	Recorder	X	
Kai Matthews	Director, Business Operations	X	
Jessica Sydnor	Director, Human Resources		X
Kris Ching	Director, Outreach, Birth-5	X	
Carol Carrothers	Director, Outreach, K-12	X	

Interpreters

Name
Daniel Mroz
Emily Dahl

Registered Guests

Name	Role
Dr. Erica Pedro	Outreach

Board Business

Nancy Fitta, chair, called the Board meeting to order at 10:00am. It was determined a quorum was present.

Approval of meeting minutes

1. Board Meeting Minutes from August 20, 2020 were reviewed.
2. Page 2 under Safe Start Reopening Plan line 9 “there” should be changed to “Their”
3. Page 2 second question “happened” should be changed to “happen”
4. Page 2 third question, Sidney suggested taking out the reference to “trades department”
5. Page 2 fourth answer, Shauna suggested rewording the language as to a “lottery” The answer will now read “Shauna indicated we are not doing a lottery. We have to provide equality and full access to education”

Sidney Weldele-Wallace moved to approve the August 20, 2020, meeting minutes with the corrections made. Maria seconded the motion. The motion was voted on and approved.

Director’s Report

Rick Hauan, Executive Director

Rick indicated to the Board that we have been busy working on providing services on campus. We are working to make sure everyone coming to campus and those who are working on site are safe and have the proper PPE to work and learn in a safe and clean environment.

Nita Kamphuis commended WSD for continuing to provide learning for children on campus as much as possible.

Superintendent’s Report

Shauna Bilyeu, Superintendent

Shauna indicated things on campus are going well. We have Pre-K and Kindergarten/1st grade on campus Monday thru Thursday on a rotating A/B schedule. With the nice weather we have been able to have most classes outside. As we transiting to the fall and winter months Pre-K will move into the gym and Kindergarten/1st grade will move into their classroom. The classroom has been set up to allow for social distancing of students and staff. The SLC’s are doing a great job in helping. Facilities are working hard keeping everything clean and sanitized. Everyone is working hard to make this successful.

The health attestation application from Qualtrics has been a challenge to set up. We now have reports from all departments that everyone is receiving the attestation emails daily. Parents are receiving them as well.

After working so long in a remote environment, we now face an increasing challenge relating to staff morale. With the fall routine now in place we will continue to support staff. We have had good attendance through the first month of school, which is a positive indicator of staff engagement.

We have been focused on improving our virtual After School Program (ASP) which is offered by the residential staff. We currently have 108 students enrolled at WSD. Our Tech Dept. has been doing an amazing job supporting staff and students/families as much as possible. We just finished DAW (Deaf Awareness Week). We had a fundraiser with Dutch Brothers Coffee, D.E.A.F. and Papa Murphy's.

Nancy Sinkovitz indicated the D.E.A.F. fundraiser is the foundation that supports the agency. The fundraiser almost doubled what we made last year. D.E.A.F. made approximately \$7200. The fundraiser is still active and you can still donate.

Sidney indicated she got a letter from D.E.A.F. that you can add them to your Amazon account, and Amazon will donate a portion of your purchase to the organization.

Erica Rader indicated you can also add D.E.A.F. to your Fred Meyer account and it will provide a donation for a portion of your purchase to D.E.A.F.

- Q.** Nita inquired if all staff are back on campus?
- A.** Shauna indicated that staff that don't have in person classes have a choice and can chose to do their virtual classes from their home or on campus.
- Q.** Nancy F. inquired if Erica Rader would mind sending out instructions to everyone on how to set up the Amazon and Fred Meyer accounts for donations to D.E.A.F.
- A.** Erica Rader indicated she will send out instructions to the Board members on how to activate the donations on the Amazon and Fred Meyer accounts.
- Q.** Wes inquired if the 108-student count similar to the enrollment during the 2019-20 school year.
- A.** Shauna indicated it is down a little from last year due to a large graduating class. We have 108 right now which is about where we were at this time last year.
- Q.** Wes inquired as to what virtual After School Program (ASP) was and will it be opened to non-WSD students?
- A.** Shauna indicated that ASP stands for After School Program. It is operated by the residential program at WSD. open to all WSD students both residential and day students. There are plans to open this to non-WSD d/hh students under the age of 12. There are safety concerns offering services to students over the age of 12 due to bullying and age-related differences. Our pilot project is for students under the age of 12 at this time. Students will be able to meet and interact with peers and adults in a supervised virtual environment. When we are ready and can, we will start sharing information on participation with the ESD Special Education directors.

Outreach Report

Kris Ching, Outreach Birth-5

Kris indicated on 9/24/2020 they had their first family fun night. They had about 60 people attend on about 45 tiles on Zoom. Trix Bruce was the special guest at the event and did a story called "Too Hot to Hug". Kris indicated she tried to record the event but it didn't work.

Kris indicated that the Birth-3 team does not have the traditional school year break over the summer months. Services for this age is offered year-round. This year we are providing services through virtual visits and other ways to connect with children and families, and that is going well. Krissy Walker has been working with a deaf education colleague in Colorado, to refine the virtual process and share information back and forth on how to best roll out services to families in these times.

Carol Carrothers, Outreach K-12

Carol indicated the Statewide Outreach Team has been a bit slower than in years past for consultations, but requests for evaluations has remained fairly consistent. We have received 14 new evaluation requests for students. The Outreach team has been doing a lot of professional development planning and has begun implementing a new schedule for professional development. On the second and fourth Tuesday of the month from 3:30-4:45 Cathy Corrado and Shawn Broderick present through Zoom a meeting for Teachers of the Deaf and other direct service providers. On the first and third Tuesday of every month Becky Butz-Houghton, Cathy Corrado and Haley Brown have a deaf group for professional development. B-5 professional development meets every other month.

We have hired Tara Slinn from Issaquah School District and Kevin Peterson, educational audiologist to meet the growing demand for direct service in the east King county region. Tara was the previous Director of Special Education in Issaquah. Kevin brings a strong background in educational audiology. We are excited to welcome them to the Outreach Team.

Shawn Broderick is going to be hosting ASL classes for kids and families. We are working on creating a social group for high school kids to come and discuss topics.

Q. Nancy F. inquired as to how you got the information to determine who needed the professional development?

A. Carol indicated she uses list serves

Q. Jennifer Acuña indicated directors could send list serves to their regional Special Education directors and then can send to Carol so she has updated information.

A. Carol indicated that would be great and very helpful.

- Q.** Allie inquired if Carol has communicated with Mary Sellers at Bellevue College? Mary just became a 10 year and is talking about an interpreter training program.
- A.** Carol indicated she has not talked to Mary. She inquired if Allie had her contact info and could send it to her.

Business Office Report

Kai Matthews, Director of Business Operations & Technology

Kai indicated last week he signed off on the fiscal report packets. We currently have an excess of \$632,000 in the general fund, which is more than expected. Much of the excess funds are from transportation and we will continue to see unspent allocations until we get back to in person learning.

Mr. Matthews also indicated OFM (the Office of Financial Management) provided direction that decision packages for the 2021 supplemental budget were to include no general wage increase for Executive Leadership Team and furloughs for some staff. The targeted savings of \$550,000 is intended to demonstrate savings for general fund and save money associated with reduced costs as a response for pandemic response operations. We are developing proactive plans now to realize savings for the agency. This does not impact staffing levels at this time. Right now, savings will be mainly in travel and transportation. We will have reserve amounts in payroll, personnel costs are also down. Goods and services costs are down for things we can do without for now. Kai indicated that this is all temporary though.

Kai indicated the 19H account is at an all-time high with \$1.2 million in the account. He is working on strategic implementation on how to use the money.

Kai indicated the Business Office made it through the audit process and completed all the audits with the state auditor's office. He gave a big shout out to Elena who supported Kai and the rest of the business office by participating in all the audit meetings and aid needed for the audit process.

- Q.** Nancy F. inquired why we are categorized at a medium to high risk level for the audit.
- A.** Kai indicated previous to this audit we were at a high risk. So, this report is much better than our previous audit. We still have some needed training to do. DES will work with us for trainings with full access in both English and ASL.
- Q.** Nita inquired as to why we were over budget on nutrition.
- A.** Kai indicated we had some backfill needs and changes to the menu earlier in the year, but it was minimal.
- Q.** Allie inquired about the inheritance from the Rowland estate and the status of that.

- A. Kai indicated the buyer wants to buy the house for \$250,000. This will result in approximately \$230,000 - \$240,000 for our agency, after selling costs. The sale should be complete by end of October. Funds will be deposited in to the 19H account.
- A. Rick indicated he has signed off on the purchase and sale agreement, and depending on when we close we should receive the funds by the end of October.
- Q. Nancy indicated as to the audit findings, it looks like we have good practices in place.
- A. Kai indicated they had a positive experience with the Audit.
- Q. Ariel inquired if there is a way to share with staff that we are trending in a good way to help with morale?
- A. Kai indicated he sent what was in the Board packet to all staff and he is working on a good time to have a meeting to explain the report to staff who may have questions.
- Q. Wes inquired if we are holding enough money back for if travel and transportation comes back.
- A. Kai indicated he feels comfortable with the amount remaining. Preliminary estimates show we should have \$1.8 million left over for 1/3 of the year worth of travel. We can also use some of 19H if needed.
- Q. Wes inquired if some of the funds that need to be shifted are to support campus and outreach for remote learning.
- A. Kai indicated yes, we are accounting for that, and indicating to campus and outreach to get what they need. The cost is small, not huge and heavy costs.
- Q. Allie inquired if come spring if it could be possible for teachers to leave the state for trainings.
- A. Kai indicated traditionally professional development is not a high cost that ranges from \$40,000 - \$60,000 which we have set aside.
- A. Rick indicated that everyone had mandatory furloughs and no one on ELT received a COLA.

Allie Joiner motions to approve the supplemental decision packet. Nita Kamphuis seconds the motions. The decision packet was voted on and approved unanimously.

POLICY REVIEW

2021 Library Information and Technology Programs – 2nd read

Nancy S. indicated she made the changes from first read. Wes pointed out that in the sentence “additionally teachers’ duties are but no limited too,” Should have a semi-colon after “too” instead of a comma. Allie inquired if there is cultural information that would be

added to the end at the WAC's. Nancy F. indicated she doesn't know why the WAC indicated would pertain to this policy. Tsering indicated to the Board that the WAC's should be researched before adding to the policy. Nancy indicated the 005 WAC should be removed at this time.

Nancy S. indicated that researching WAC's in very time consuming. Tsering volunteers to research WAC's for policies to make sure they are up to date. Rick indicated we need to make sure the WAC's are active as well.

Policy was voted on and approved unanimously. The recorder didn't not catch who motioned or who seconded the motion.

2022 Electronic Resources and Internet Safety- 2nd read

Nancy S. indicated she made the changes from first read. Wes pointed out that "Internet" in the 3rd paragraph needs to be lower case. Nancy S. indicated she took out the references to the 4000 policies since they are not completed yet. Tsering indicated she will work on a system to track changes in policies.

Sidney inquired where the reference is to the acceptable use policy.

Nancy S. indicated 2022 has a procedure that goes with it that academic will create and that is where you will find the acceptable use policy. Shauna indicated we have parents sign acceptable use agreements.

Allie recommends using other schools' policies to create our own.

Wesley Henson Motions to approve policy 2022. Nita Kamphuis seconds the motions. Policy is voted on and approved unanimously.

2106 Program Compliance – 2nd read

Nancy S. indicated that under letter K High School Graduation Requirements, Shauna and Rick rewrote that section and it seems to fit better. Nancy F. inquired if we can adopt the policy with a whole section changed. Tsering indicated after everyone has reviewed the policy and if they approve of the language it can be adopted.

Allie indicated she does not want to lower the bar on student standards and would like to discuss this policy further.

Shauna and Rick indicated that OSPI changes the credit requirements for students. WSD's has to meet OSPI guidelines. We have increased the amount of English and ASL requirements for students to graduate. In actuality we have higher requirements than OSPI and we will never go lower.

Allie indicated she would like to know what OSPI's graduation requirements are.

Nancy F. inquired if Shauna or Rick would send the requirements to the Board for review.

Shauna indicated she will send an email of OSPI's and WSD's graduation requirements.

Char Parsley motions to bring Policy 2106 back in October for a 3rd reading. Ariele Belo seconds the motion. The motion is voted on and passed unanimously to bring back for a 3rd read in October.

PUBLIC COMMENTS

No public Comments

CLOSING COMMENTS

Nancy S. inquires of Shauna of where she wants to go with policies and online learning.

Shauna indicated that we need to work on some HR policies. Academic Leadership Team (ALT) has been meeting weekly and will add discussion on these policies to our next ALT meeting agenda.

Nancy S. indicated she is not sure how to get the ball rolling on the 4000 series policies.

Nancy F. indicated that Nancy S. could bring her policy book to the WSD campus for Erica Rader to keep in her office until it can be taken to Jennifer Acuna to hopefully be digitized.

Nancy F. would like to add "Hope Fore's" to the next meeting agenda.

Erica Pedro indicated she will work with Tsering on some web-related privacy policies to get them on the October agenda for first read.

Rick indicated privacy policies will be in a few different batches of policies. We are doing a review of those now.

Adjournment

Seeing no objection, the meeting adjourned at 12:05PM.

Nancy Fitta, Chair
CDHY Board of Trustees

Richard Hauan
CDHY Executive Director

Date

Date

Washington Center for Deaf and Hard of Hearing Youth



POLICY:

DATE:

SUBJECT: Website Privacy Policy

Prepared By:

Approved By:

The Agency shall publish the below Website Privacy Policy on its website:

Introduction

The Washington Center for Deaf and Hard of Hearing Youth (CDHY), (“us”, “we”, or “our”) operates the <https://www.cdhy.wa.gov/> and <https://www.wsd.wa.gov/> websites (the “websites”). This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our websites and the choices you have associated with that data. By using the websites, you consent to the collection and use of information in accordance with this Privacy Policy. CDHY reserves the right to revise and update this Privacy Policy at any time without notice by posting the revision on our websites. Thank you for visiting our websites and reviewing our Privacy Policy. This Privacy Policy addresses information that may be obtained by us through your use of our websites.

Information Collection and Use

We collect several different types of information for various purposes if you browse our websites. The information we collect is saved to improve our services and websites, to monitor usage of the websites, and to detect, prevent and address technical issues.

Types of Data Collected

Personal Data

While using our websites, we may ask you to provide us with personally identifiable information that can be used to contact or identify you. We will not collect personal data unless you voluntarily provide it to us by sending us email or completing an online form. The information collected is not limited to text characters and may include audio, video, and graphic information you send us. Personally identifiable information may include, but is not limited to:

- Email addresses
- First and last name
- Phone number

Additional information about personal information is in the Personal Information and Choice section of this Privacy Policy below.

Usage Data

- Internet domain and network addresses
- Browser type and browser version
- Date and time of visit
- Pages visited
- Time spent on pages visited
- Unique device identifiers
- Web traffic statistics (Google Analytics)

Embedded Content from other Websites

Pages on our websites may include embedded content (e.g. videos, images, etc.). Embedded content from other websites behave as if the individual has visited the other website. These websites may collect data, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Use of Data

Fillable Forms

We use various fillable forms throughout the websites to collect information so that we can provide the necessary services. Information is captured in our database when someone submits a form. We follow the records retention schedules set forth by the State Archives pursuant to RCW 40.14, but we do not use the information submitted for commercial purposes.

Email

We use the name and email address you provide us to respond to your email.

Transfer of Data

If you live outside the United States and choose to provide us with your information, please note that we transfer the data, including personal data, to the United States and process it there. Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer. CDHY will take reasonable steps to treat your data in accordance with this Privacy Policy.

Analytics

Google Analytics

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our website. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network. You can opt-out by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity. For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy?hl=en>

Cookies

Google Analytics utilizes cookies. Cookies are small data files stored on your hard drive or in your device memory when you visit a website. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, please refer to your browser 'help' section, and visit the Federal Trade Commission's explanation on its [website](#), or Washington State privacy resources at [Privacy.wa.gov](#). Other than utilizing Google Analytics, we do not use cookies on our websites.

Links to Other Sites

Our websites may contain links to other sites that we do not operate. When you follow a link to another site you are no longer on our websites and this Privacy Policy will not apply, instead you will be subject to the policy of the other website. We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

Personal Information and Choice

You may choose whether to provide personal information on-line.

"Personal information" is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, social security number, address, and phone number. A domain name or Internet Protocol address is not considered personal information.

We collect no personal information about you on the websites unless you voluntarily provide it to us by sending us an email or filling out an online form.

If you volunteer personal information, state law and the federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and if it is not protected by an exemption from the Public Disclosure Law, RCW 42.17 or other state law, it may be subject to public inspection and copying if not protected by federal or state law.

You are always welcome to browse our sites and you are not required to contact us by email or submit forms online. However, we will not be able to process your requests if you choose to not contact us either online, by phone, or through the mail.

If you believe that your personal information is being used for a purpose other than what was intended when submitted, you may contact us through phone or email.

You are cautioned that the collection of personal information requested from, or volunteered by, children on-line or by email will be treated the same as information given by an adult, and may be subject to public access.

Public Access to Information

Washington State law ensures that the public has a right to access appropriate records and information possessed by state government. At the same time, there are exceptions provided by both state and federal laws to the public's right to access public records that serve various needs, including the privacy of individuals.

As a state agency, all our information is governed by laws such as Washington's Public Records Act RCW 42.56. Information you send us is a public record, and it may be subject to public inspection and copying if not otherwise protected by federal or state law. Information collected through use of this site may be public information and subject to inspection and copying by members of the public. For example, the Public Records Act states that: Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of subsection (6) of this section [RCW 42.56.070(6)], Chapter 42.56 RCW, or other statute which exempts or prohibits disclosure of specific information or records.

To the extent required to prevent an unreasonable invasion of personal privacy interests protected by Chapter 42.56 RCW, an agency shall delete identifying details in a manner consistent with Chapter 42.56 RCW when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be fully explained in writing.

In the event of a conflict between this Privacy Policy and the Public Records Act or other law governing the agency's disclosure of records, the Public Records Act or other applicable law will control.

Contact Information and Correcting Personally Identifiable Information

Washington State law requires agencies that collect personally identifiable information to provide "procedures for correcting inaccurate information, including establishing mechanisms for individuals to review information about them and recommend changes in information they believe to be inaccurate." RCW 43.105.365. You can access any personally identifiable information we collect about you by contacting us via email erica.rader@cdhy.wa.gov or calling 360-418-0401. If you find factual errors in your personally identifiable information, send us a written request that clearly shows the error, and we will do our best to make the correction. We will take reasonable steps to verify your identity before granting access or making corrections.

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CDHY Board Report

Report from: Rick Hauan

Date: 10/30/2020

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

Like most state agencies across Washington State, CDHY continues to operate in a hybrid model which has most business operations and delivery of educational services provided remotely. Meetings are conducted remotely using Zoom or Microsoft Teams. Over time we have become more skilled in using technology to provide trainings and professional development opportunities to teachers, continue statewide conversations to improve services for deaf/hard of hearing youth and children and for the delivery of direct educational services.

Ongoing meetings

- Executive and Small Agency Cabinet
- Executive Leadership Team meetings
- CDHY/WSD Leadership Team meetings
- Outreach team meetings
- WSDS monthly meetings
- Finance Committee meetings
- Weekly Superintendent meetings with ESD 112
- Monthly and sometimes more frequently special education directors' meetings
- Mentor Administrative Intern – weekly meetings and monthly meetings with the university staff

Activities for October 2020

- Much of the emphasis of activities this month focus on responding to pandemic impacts to instruction and agency operation. Meetings are held nearly exclusively in a remote manner
- We received word that the Madison building where our Tacoma office is located had significant structural damage. We will be vacating that building and seeking a more permanent solution in the south Puget Sound region.
- PESB and OSPI established a series of meetings to review certification requirements for four classifications
 - Teacher of the Deaf
 - ASL teacher – Career Technical Education (CTE) which is designed to prepare high school students to pursue a career as an educational interpreter
 - ASL teacher – as a World Language
 - Review qualifications and educational interpreter standards which PESB had established in 2015-16
- Conversations with Washington Public Employees Association and Washington Federation of Public Employees
- Meetings with Labor Relations Division of State Human Resources to design a positive path forward in communications with bargaining units representing CDHY employees

- Meetings with Department of Health and Clark County Health Department to monitor employee and student safety and COVID response
- Meetings with various stakeholders and partners to maintain healthy communication and resource development and management for the delivery of services to deaf/hard of hearing youth and children and their families

Enrollment: Student enrollment continues to be steady at 108 students. Two former students will return at the start of 2nd quarter. All families have been contacted, but we are still chasing down a few registration packets.

Campus Updates: We continue to move forward with pre-demolition work. Drawings of buildings and existing utilities need to be updated; what we have on file is not completely accurate. The primary focus is currently on the Boiler House. The Boiler House will need interim stabilization while they deconstruct the old boilers, so accurate drawings are critical. "Potholing" to get details on existing underground utilities is complete. I met with WSDAA and we are hoping to get an archival movie made of the buildings before they are demolished. I reached out to ESD 112 video production services and have a meeting with them scheduled to discuss the project. For now, everything is on track timing-wise.

Academic/Residential Updates: The end of 1st quarter is fast approaching. Staff and students have adjusted to remote instruction, but no one likes it. Preschool through 1st grade classes continue to meet on a limited hybrid schedule. We are working with what we have and necessity has forced innovation. One example: for the first time ever, our elementary Halloween story will be a video with Library Libby hosting and staff dressing up as characters from the book, "Spooky Wheels on the Bus." Look for it on WSD Facebook and the WSD website on Halloween. We announced that school will remain in remote operations through the end of 2nd quarter (January 30) to all families and staff. This was not a surprise, but is definitely a downer. Morale for both students and staff continue to be a concern for me. We are looking for ways to inject a little fun in all of this. OSD has reached out to us and we are exploring the idea of having a little virtual "school spirit" competition. More details to come. Academic and Residential staff are engaged in professional development related to distance learning, trauma response, and Love and Logic. School administration is looking into professional development opportunities related to anti-bias education.

General Updates:

DEAF raised over \$7,000 for our students with Give More 24! It was a great day of giving and I am so grateful for the work that the DEAF Board does for us. Staff are currently sending in mini-grant requests and DEAF will deploy awards in December. Additionally, the Papa Johns fundraiser earned WSD \$1200. Those monies will be distributed to sports, Community ASL classes, and FAN. We do not have a final number for the Dutch Brothers fundraiser yet.



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: Executive Leadership Team

DATE: October 23, 2020

SUBJECT: Fiscal Year 2021 First Quarter Financial Report

To the Finance Committee,

For the first three months of fiscal year 2021 the Washington Center for Deaf and Hard of Hearing Youth incurred \$3,070,294 in expenditures compared to a budget of \$4,557,575. Results of operations produced as expected a \$1,487,281 underspend for the first quarter. This underspend is caused by the program budgets that have been frontloaded for the current year. Currently CDHY projects a positive \$1,750,697 budget balance remaining at the end of the year.

Revenues for July through September total \$75,225 which is \$110,069 (59.4%) less than what was collected during the same time period last year. Adjusted for one time cash receipts from last year, comparable revenue is down \$20,306 or 20.5%. Revenue projections are currently still under development however, it is reasonable to expect revenue to decline when compared to last year. The CDHY account currently has a \$1,309,284 cash balance and is expected to reach new highs this year despite lower revenue.

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
19-21 Projections: Fiscal Year 2021 Projection Summary

Agency Projection Summary:

As of FM: 15 September 2020

Funding & Resources

Segment / Org. Index		General Fund	Pension Fund	CDHY Account	Total Budget	Projected Expenses	Projected Y/E Balance
ACAD	Academic Services	\$4,577,757	\$156,881	\$0	\$4,734,638	\$4,578,576	\$156,062
ADMN	Administrative Services	\$1,411,142	\$40,946	\$0	\$1,452,088	\$1,287,390	\$164,698
AGEN	Agency Wide Expenses	\$1,497,386	\$3,414	\$0	\$1,500,800	\$1,132,213	\$368,587
FAMT	Facilities & Maintenance	\$743,954	\$18,410	\$0	\$762,364	\$720,067	\$42,297
FOOD	Nutrition Services	\$389,853	\$8,540	\$0	\$398,393	\$341,266	\$57,127
LIFE	Student Life Services	\$2,370,802	\$60,170	\$0	\$2,430,972	\$2,306,471	\$124,501
OUTR	Outreach Services	\$2,086,588	\$61,751	\$60,000	\$2,208,339	\$1,918,891	\$289,448
TECH	Technology Services	\$602,083	\$10,312	\$0	\$612,395	\$565,603	\$46,792
TRNS	Transportation Services	\$739,904	\$3,576	\$0	\$743,480	\$242,295	\$501,185
Total		\$14,419,469	\$364,000	\$60,000	\$14,843,469	\$13,092,772	\$1,750,697

Funding & Resources

Object Level		General Fund	Pension Fund	CDHY Account	Total Budget	Projected Expenses	Projected Y/E Balance
A	Salaries & Wages	\$8,752,955	\$0	\$0	\$8,752,955	\$8,314,391	\$438,564
B	Benefits & Payroll Taxes	\$3,294,453	\$364,000	\$0	\$3,658,453	\$3,483,445	\$175,008
C	Contracts	\$9,500	\$0	\$0	\$9,500	\$0	\$9,500
E	Goods & Services	\$2,249,816	\$0	\$0	\$2,249,816	\$1,700,830	\$548,986
G	Travel	\$163,799	\$0	\$40,000	\$203,799	\$72,879	\$130,920
J	Capital Equipment	\$81,365	\$0	\$20,000	\$101,365	\$68,816	\$32,549
N	Client Services & Benefits	\$647,784	\$0	\$0	\$647,784	\$204,902	\$442,882
S	Agency Reimbursements	(\$780,203)	\$0	\$0	(\$780,203)	(\$752,489)	(\$27,714)
Total		\$14,419,469	\$364,000	\$60,000	\$14,843,469	\$13,092,772	\$1,750,697



Washington Center for Deaf Hard of Hearing Youth
Fund Level Financial Summary
Fiscal Month 15 - September 2020

Expenditure Summary - General Fund

		Current Month			Year to Date			
Account Name	Code	CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance	Remaining
General Fund - Campus	001	\$931,767	\$1,013,528	(\$81,761)	\$3,587,500	\$2,625,860	\$961,640	\$12,332,881
General Fund - Outreach	001 *	\$159,161	\$136,432	\$22,729	\$970,075	\$444,434	\$525,641	\$1,562,566
CDHY Account	19H	\$700	\$0	\$700	\$31,700	\$0	\$31,700	\$31,700
Pension Fund Account	489	\$0	\$0	\$0	\$0	\$0	\$0	\$364,000
Industrial Insurance Account	03K	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$1,091,628	\$1,149,960	(\$58,332)	\$4,589,275	\$3,070,294	\$1,518,981	\$14,291,147

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

CDHY Account - 19H Revenue Summary

		Current Month			Year to Date			
Revenue Source		CM Budget	CM Revenue	Variance	YTD Budget	YTD Revenue	Variance	Accumulative
Outreach Services	*	\$0	\$47,387	\$47,387	\$0	\$70,652	\$70,652	\$70,652
Academic Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interpreter Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transportation Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food Sales		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Rentals		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other		\$0	\$0	\$0	\$0	\$4,573	\$4,573	\$0
Total		\$0	\$47,387	\$47,387	\$0	\$75,225	\$75,225	\$70,652

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

19H Account Balance Summary

Opening Balance	\$1,267,964
CM Revenue	\$47,387
CM Expenditures	\$0
Closing Balance**	\$1,315,351

**Note closing balance may not equal open balance plus revenue to due the

Washington Center for Deaf Hard of Hearing Youth
Organizational Level Financial Summary
Fiscal Month 15 - September 2020
Expenditure Summary

Organizational Component	Current Month			Year to Date			Unspent	Unspent%
	CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance		
Academic Services	\$392,206	\$392,617	(\$411)	\$1,203,608	\$1,073,472	\$130,136	\$3,671,760	77.4%
Administrative Services	\$115,412	\$111,502	\$3,910	\$387,816	\$309,233	\$78,583	\$1,142,855	78.7%
Agency Wide Expenses	\$61,794	\$140,477	(\$78,683)	\$323,731	\$370,861	(\$47,130)	\$1,129,939	75.3%
Facilities & Maintenance	\$62,829	\$61,969	\$860	\$182,056	\$186,464	(\$4,408)	\$575,900	75.5%
Nutrition Services	\$41,833	\$23,608	\$18,225	\$79,804	\$57,710	\$22,094	\$340,683	85.5%
Student Life Services	\$203,538	\$215,073	(\$11,535)	\$555,527	\$446,587	\$108,940	\$1,945,107	81.3%
Outreach Services	\$136,432	\$159,861	(\$23,429)	\$1,021,775	\$444,434	\$577,341	\$1,823,267	80.4%
Technology Services *	\$38,567	\$58,415	(\$19,848)	\$245,768	\$164,494	\$81,274	\$447,901	73.1%
Transportation Services *	\$15,588	\$9,867	\$5,721	\$609,190	\$17,039	\$592,151	\$726,441	97.7%
Total	\$1,068,199	\$1,173,389	(\$105,190)	\$4,609,275	\$3,070,294	\$1,538,981	\$11,803,853	79.4%

* 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, Audiology Services 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 Administration, Early Learning Staff, Outreach Technology, Outreach Interpreting, Outreach Audiology, and Washington Sensory Disability Services (WSDS).
Technology Services	Technology Support Staff, Recurring Technology Costs, Student Learning.

Monthly Financial Status Report – September 2020 FM15

Managements Discussion and Analysis

Fund Level Analysis

001 – The General Fund

The accumulated budget for CDHY's general fund resources total \$4,557,575 for July through September 2020. Similar to last fiscal year, many program budgets are front loaded which will result in overspent budget amounts moving forward. Fiscal year to date the general fund as incurred \$3,070,294 in expenditures and is expected to end the year with a positive budget balance of over \$1.7 million.

Year to date the general fund as recovered \$127,174 in expenses. Roughly \$64,000 in recoveries are related to NBTC payments to certificated staff and \$63,000 related to the Washington Sensory Disability Services and other partnerships with OSPI.

19H – CDHY Account

The CDHY account recorded no expenditures in the first quarter of the year and \$47,387 in revenues. Revenue collections have dropped substantially when compared to last year, and are expected to remain at depressed level so long as virtual instruction is utilized.

19H Account Balance Summary

Opening Balance	\$1,267,964
CM Revenue	\$47,387
CM Expenditures	\$0
Closing Balance	\$1,315,351

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 2021.

03K – Industrial Insurance Premium Refund Account

The 03K account will not be used in fiscal year 2021.

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 the first three months of this year Pupil and Trust accounts deposited \$9,784 and withdrew \$763. Currently these accounts have a \$242,086 balance.

Organization Level Analysis

Technology Services.

Technology services incurred an additional \$20,000 in expenditures related the upgrading the agency internet filter. These charges will have minimal impact on the technology budget.

Transportation Services.

Transportation services are generate a massive budget surplus due to virtual instruction removing the need to bus students to the WSD campus daily. The positive budget results are expected to continue throughout the remainder of the calendar year.

Program Level Analysis

Note: Most program indexes are experience material budget underspends due to virtual instruction and a reduced student presence on campus. The following program level analysis will only focus on program budget with a material overspend of their budget.

02250 – Library

Additional compensation expense related to the National School Certification program pushed compensation expenses over budget. These charges are reimbursed by OSPI and are reflected in 02220 – Academic Certificated Staff.

02260 – Curriculum Development

Additional compensation expense related to the National School Certification program pushed compensation expenses over budget. These charges are reimbursed by OSPI and are reflected in 02220 – Academic Certificated Staff. Additional charges for student software were also incurred in the first quarter increasing the overspend by \$4,000. There are sufficient resources in this program to offset the current overspend.

02600 – Facilities Administration

This department has a negative \$11,969 budget balance for the first quarter. The bulk of this overspend is related to supply purchases. It is unknown at this time if this overspend will continue.

Object Level Analysis

A – Salaries and Wages

The budget for salary and wages for the first quarter is \$1,880,418. Expenditures for the same time period are \$1,896,871 which is a \$16,453 overspend. It should be noted that CDHY has only exceeded budget compensation costs due to leave buyouts from employees that have left state service. Overtime as a percent of classified staff salary is less than zero percent (goal is less than 2.0%). The below table offers additional detail related to payroll costs. The current budget performance is within an acceptable range and should continue this trend throughout the year.

Pay Category	Budget	Expenses	Variance
Overtime and Call-Back		\$ 465	\$ (465)
State Classified	\$ 1,659,508	\$ 1,642,831	\$ 16,677
State Exempt	\$ 220,910	\$ 230,989	\$ (10,079)
Terminal Leave	\$ -	\$ 22,585	\$ (22,585)
Grand Total	\$ 1,880,418	\$ 1,896,871	\$ (16,453)

B – Benefits and Payroll Taxes

Benefits and payroll taxes has a budget of \$882,866 for the first quarter. Actual benefits expenses of \$815,792 resulted in an underspend of 67,074. This underspend is due benefits resources allocated for WSDS that will be offset by charges in objects C and N.

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).

C – Contracts

The contracts category was recently added to assist with accounting for WSDS agreements. Due to the state accounting structure object C is now being used to monitor and report reimbursable expenses to OSPI.

E – Goods and Services

The budget for goods and services is \$1,053,534. Expenditures for goods and services total \$405,420 creating an underspend of \$648,114.

G – Travel Expenses

Travel expenditures for the quarter total \$15,080 out of a budget of \$170,523. The bulk of the current month's charges are related to motor pool services for state vehicles.

J – Capital Outlays

Equipment purchases total \$36,816. The bulk of these charges are relate to technology equipment replacements.

N – Grants and Benefits

This category incurred \$4,585 in expenditures in the first quarter and has a year-to-date positive budget variance of \$505,415. This category is expected to come in under budget due to limited transportation needs.

S – Interagency Reimbursements

CDHY recovered \$127,174 in expenditures in the first quarter. \$64,428 of the recoveries are from the NBCT program operated by OSPI, \$38,864 the interpreter mentor program, \$12,554 are related to WSDS, and the remainder from smaller interagency agreements.

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End of Managements Discussion and Analysis

Human Resources
Jessica Sydnor, Director of Human Resources
Board of Trustees Report
October 30, 2020

Since the pandemic related school closure in March 2020, it has been a busy time for the Human Resources department. CDHY has been working diligently to maintain operations and programs, to keep employees meaningfully engaged and to implement the mandated furloughs per Executive Order.

Furloughs and Shared Work Program: The agency has successfully implemented the weekly July furloughs and monthly furloughs for August, September and October. CDHY requested and was granted waivers for all positions that would incur backfill expenses as a result of furloughs. This includes certificated and some classified personnel (i.e. Student Life Counselors, Instruction and Classroom Support Technicians, most Interpreters and Outreach personnel). Most employees experienced significant unemployment benefit payment delays due to Employment Security Department (ESD) back log for support and fraud issues. After a great deal of effort and support from our partners at ESD, we are pleased to report the majority of employees benefit issues have been resolved with all benefit payments received. Due to an emergency rule expiration date on October 20, 2020, the mandated November furlough has been delayed until the next calendar year. Some employees are still experiencing issues which will require continued individual support. We recognize Erica Rader (Executive Assistant to the Executive Director) for her partnership and dedication to provide employee support throughout this process. Erica has been conducting research, directly assisting employees, processing corrections and attending meetings throughout the process. We would not be as successful without her help.

Alternate Operations and Meaningful Work: The agency has been successful in implementing telework and alternate work assignments. The change in operational status has required all leadership members to work closely with employees to address technology issues, training needs and changes in assignments for productivity. From the date of mandated closure to the end of the 2019-2020 school year, most employees focused efforts to professional development, safety training and various planning activities in anticipation of our students' return to school. Upon the commencement of the 2020-2021 school year, employees focused efforts to alternate programming activities for students for both in-person and digital instruction. This has been challenging but also successful. The agency is assessing activities, working hours and essential duty assignments to ensure that employees are provided with meaningful work.

Policy: Due to new federal and state requirements, CDHY will be updating and drafting several personnel policies to be presented to the Board of Trustees throughout the 2020-2021 school year. Specifically, policies related to diversity, equity and inclusion, background checks and conduct policies will need to be addressed to ensure for compliance.

Committees: CDHY has two new committee opportunities this year. The agency is currently working to develop the policy and framework for the Diversity, Equity and Inclusion (DEI) Committee. This committee will focus efforts to diversity awareness, policy and procedural review and identifying

opportunities to partner with other agencies and organizations to support overall improvement efforts. The agency is also redefining and improving the Wellness Committee framework Dr. Erica Pedro (Outreach Behavioral Specialist/Psychologist) and Tim Vander Ploeg (Registered Nurse) have agreed to co-chair and provide content expertise leadership for the committee. The Wellness Committee framework is being revised to include expanded emotional and mental health resources related to the struggles associated with required changes due to pandemic response. We appreciate Erica and Tim for their effort to take the lead on this important project.

The Safety Committee has reconvened for the 2020-2021 school year and conducted their first meeting in September. We are pleased to report that we have fifteen committee members and every department is represented this year. The Safety Committee meets monthly with the exception of school break months.

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

Report by Carol Carrothers

Date 10/23/20

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

We have begun work on Deaf Fiesta. It will be a virtual Fiesta, similar to Deaf Ready, and we are working out the details.

We started providing EIPA written and performance tests again, beginning in September.

10/6 The TOD Professional Learning Committee met and discussed how things are going virtually teaching

10/13 We offered our first virtual professional development for school district staff. 80 people attended. Cathy and Shawn presented a Deaf 101.

10/21 Shawn began his virtual ASL class to families. 24 attended. Each time we learn more but this went well and we're hoping it builds as we go.

We have conducted about 12 evaluations.

What is on your horizon (include dates)?

November 7 8:00am – 12:00 and November 8 8:00 – 12:00 Jennifer White will offer a workshop entitled Functional Tools For Deaf Plus Students, Person Driven Accommodations

Describe how you plan on collaborating and with whom?

Collaborating with Children's Hospital on Deaf Fiesta

CDHY Board of Trustees Meeting

Outreach Report: Early Childhood, Birth-to-5

Report from: Kris Ching Date: November 4, 2020

Family Events

Family Fun Nights on via Zoom this school year. In the past Family Nights were in-person gatherings in a location that has a Deaf/HH education program or itinerant teacher of the deaf in the district collaborative events including school districts, early childhood programs, community programs, Deaf Community members, WA Hands & Voices, and CDHY. This year CDHY is partnering with WA Hands & Voices with online Family Nights. This is a learning curve for us, so are tweaking and adjusting as we build our experiences.

- Sept 24 Family Fun Night Kickoff Event (Zoom)
 - ASL Storytime with Trix Bruce
 - Approximately 55-60 attendees from all over WA
- Oct 29 Family Fun Night
 - Pumpkin Decorating Contest – decorate like a book character
 - Krissy Walker is leading a Halloween story in ASL (voice interpreted)
- Coffee & Tea Chat with Krissy
 - Krissy is offering twice a week sessions with parents to practice using ASL
 - Variety of conversation topics and guests
- Family ASL Classes with Shawn Broderick
 - Weekly family ASL classes

Birth-5 Team

- Home visits continue to be virtual. Although a small handful of families have suspended services, we also continue to get new referrals for birth-3.
- School districts are reaching out for support with transition to Part B evaluations
- The birth-5 team meets twice a month – one meeting focuses on PD lead by Kerianne, the other is time for us to connect, share, problem solve, etc.

Statewide (all meetings via Zoom)

- Updating the *Three Pronged Approach to Vision & Hearing Screening for Infants & Toddlers*
 - Nancy Hatfield, WSDS; DeEtte Snyder, WSSB; Kris
 - This tool is designed to be used by FRC and other birth-3 providers if a baby/toddler is suspected to be D/HH or Blind/Low Vision or Deaf-Blind
 - DCYF-ESIT will start requiring the Three Pronged Approach be included in the Part C intake and IFSP process
- Sept 9 Birth-3 State Agencies Workgroup meeting
 - Quarterly meeting with DCYF-ESIT, DOH-EHDDI, WSSB, Dept of Services for the Blind (DSB), ODH, WSDS Deaf-Blind Project, and CDHY

- Focuses on statewide systems across state agencies to improve services for young children and families from newborn hearing screening to early intervention, and transition to preschool
- Oct 15 Birth-3 Deaf/HH Specialists PLC
 - Quarterly meetings including early childhood D/HH specialists from all over WA: TODs, Family Engagement Specialist, WA Hands & Voices Guide By Your Side Parent Guides, SLPs
 - Kris facilitates and is one of the deliverables from the ESIT contract
 - October focused on program updates and birth-3 services/events online
 - January meeting will have guests from Hands & Voices National, Family Military Project
- Oct 21 DCYF-ESIT State Interagency Coordinating Council (State ICC) meeting
 - Agenda discussion items included: Setting a Racial Equity Mindset, Results of COVID-19 survey to ESIT families, DCYF Update & COVID-19 referral and Part C enrollment impacts
 - Kris and Kerianne attend these quarterly meetings as audience members
- Oct 23 WA State EHDDI Learning Community (WSELC) meeting
 - Lead by Lisa Mancl: WA EHDDI Learning Community Coordinator
 - Included presentations by:
 - Karin Neidt: WA EHDDI Coordinator – impacts of COVID on the EHDDI system
 - Christine Griffin: WA Hands and Voices President – impacts of COVID on families
 - Carol Good: Infant Mental Health Mentor and Promoting First Relationships Trainer – impacts of COVID on mental health of families and professionals
 - Statewide attendees include early childhood D/HH providers, FRCs, newborn hearing screeners, pediatric audiologists, EHDDI team



Transition Services Report

Presented by:

Cathy Corrado – Teacher of the Deaf


Kai Matthews – Business Director



New Partnerships



Office of the
Superintendent of Public
Instruction (OSPI) **New!**



Department of
Vocational Rehabilitation
(DVR)



Department of Financial
Institutions (DFI) **New!**





Transition Services – Strategic Expansion

Consultation Services

- Itinerant Teacher of Deaf Consultations

Transition Events

- Biz Town / Finance Park (Upgraded!)
- Deaf Ready! *(New!)*
- Summer Camp *(New!)**

Transition Resources

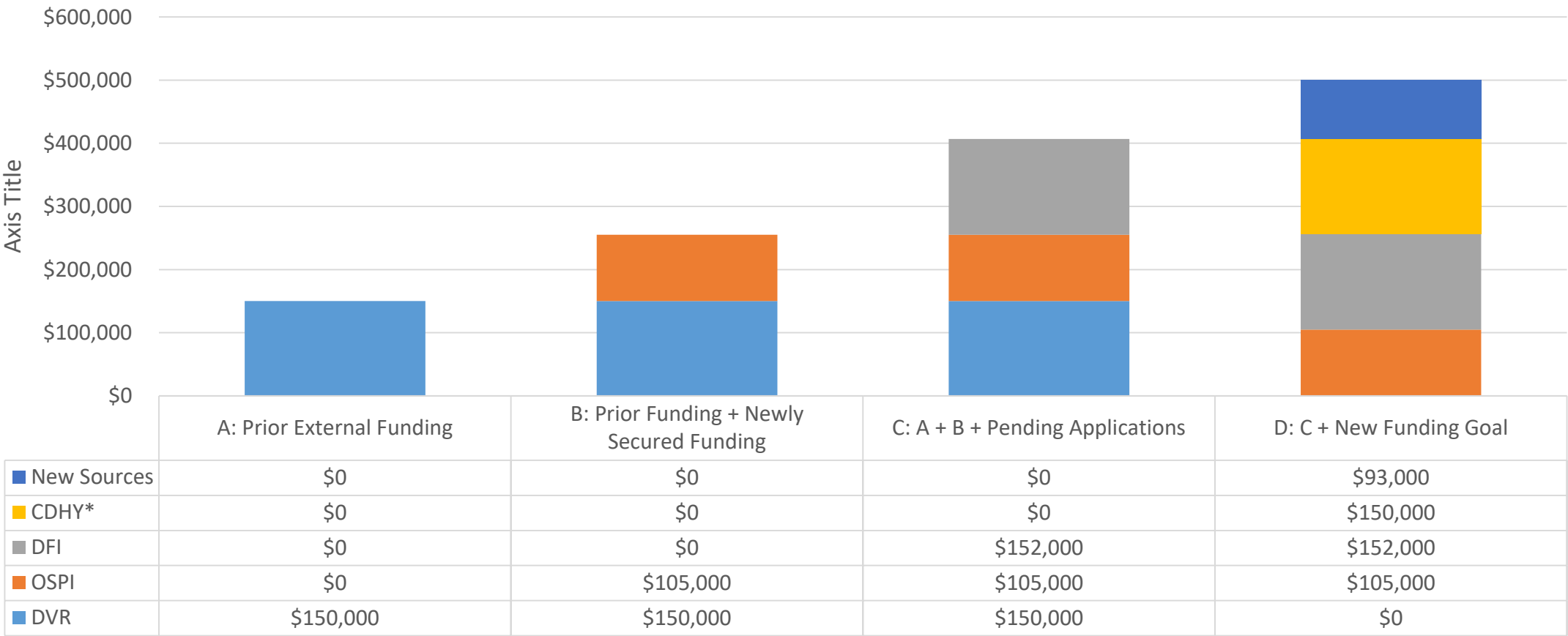
- “These Hands”
- Biz Town and Finance Park Experience Video
- “Cash on Hand” Financial Literacy Video Series *(New!)*





Funding Impact

Transition Services Funding Models





DEAF
READY!





Deaf Ready!

- **Tuesday, September 29**
 - Transportation & Warehousing
 - Trades & Manufacturing
- **Wednesday, September 30**
 - Social Services
 - Medical & Government
- **Thursday, October 1**
 - Retail, Hospitality & Services
 - Finance, IT & Sales

Participation Summary	
Participants	Attended
Student Count	25
CDHY / WSD Staff Count	7
DVR Count	6
Other	3
Presenting Employers	25
Interpreters	6
Total Participants	72





Lessons Learned and Useful Tools

Important Take Aways!

- Start with a Dry Run!
- More entry level jobs
- Spread it over 4-6 week
- Devices- IPADS problematic
- Teachers need planning time

Useful Tools and Tricks!

- Event Management Software: Cvent
- Business power point essential
- Visual Feedback Software: FlipGrid- ASL feedback offered for the first time



Questions?



WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

Policy: **2106**

Adopted:

SUBJECT: **Program Compliance**

Approved by:

Nancy Fitta, Chair, Board of Trustees

Annually, on or before October 1, the Executive Director or designee will determine if the Washington Center for Deaf and Hard of Hearing Youth (Agency) is in compliance with the following program requirements:

- A. Appropriate measures are taken to safeguard all student and Agency permanent records against loss or damage;
- B. Provision is made for the supervision of instructional practices and procedures;
- C. Current basic instructional materials are available for required courses of study;
- D. A program of guidance, counseling and testing services is maintained for students in all grades offered by the Agency;
- E. A learning resources program is maintained;
- F. The physical facilities of each building are adequate and appropriate for the educational program offered;
- G. There is adequate provision for the health and safety of all students within the custody of the Agency;
- H. A current policy statement pertaining to the administration and operation of the Agency is available online or in the administrative office including, but not limited to, policies governing the school building and classroom visitation rights of non-students;
- I. The Agency is in compliance with the statutes which prohibit unequal treatment of individuals on the basis of race, sex, creed, color, honorably discharged veteran, sexual orientation, presence of any sensory, mental

or physical disability or the use of a trained service animal by a person with a disability and national origin; in activities supported by common schools;

- J. Within Washington School for the Deaf, the Superintendent has determined that appropriate student discipline is established and enforced. The Superintendent has conferred with the certificated employees in the school building to develop and/or review building disciplinary standards and the uniform enforcement of those standards;
- K. High School Graduation requirements and rules will conform to OSPI and statutory requirements. The Executive Director and the Superintendent regularly review these requirements. WSD graduation requirements will be adjusted as necessary and presented to the Board of Trustees no later than the end of the school year prior to implementation of any changes.

Cross References: 2020 – Course Design, Selection and Adoption of Instructional Materials

Adoption Date:
Revised Dates:

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

Policy: **2029**

Adopted:

SUBJECT: **Animals on Agency Premises**

Approved by:

Nancy Fitta, Chair, Board of Trustees

Per RCW 72.40.015, one of the primary functions of the Washington Center for Deaf and Hard of Hearing Youth (Agency) is to manage and direct the supervision of the Washington School for the Deaf (WSD). The Agency is also tasked with providing statewide leadership and support for the coordination of regionally delivered educational services in the full range of communication modalities, for children who are deaf or hard of hearing.

Pets on Agency Premises

Unless the following conditions are met, pets are prohibited on all Agency premises. This restriction binds all Agency employees, students, parents, community members, and persons occupying or visiting owned or leased properties on the Agency premises.

Animals in the Classroom

The presence of animals at school can provide a valuable learning experience for students but they cannot be allowed to endanger student safety or disrupt learning. There must be a clear instructional or therapeutic purpose for keeping an animal in a school classroom. Thus, maintaining an animal in a classroom merely as a classroom pet is forbidden. Any animal brought to school must be caged or leashed with prior permission obtained from the Principal. If the instructional program involving the animal is ongoing and the animal will remain at school when school is not in session, appropriate arrangements for the animal's care must be approved in advance.

Health issues (allergies, vaccinated status of the animal) involving students and staff will be addressed before permission is given to allow the animal in school. Animals and their cages must be cleaned and maintained consistently. Animals that demonstrate aggressive tendencies, emit noxious odors, or create unsanitary conditions will not be allowed on campus.

Animals on Educational Service District (ESD) or charter buses

The ESD does not permit animals to be taken on their vehicles, so parents must arrange transportation for the animal to and from school. For charter buses,

permission is subject to contract with the bus provider. Additionally, students accessing local school district transportation are subject to that district's transportation policies.

Service Animals

With the exception of the "Liability" section herein, this policy does not apply to service animals for the disabled. See Policy 2030 for the Use of Service Animals policy.

Liability

The owner or handler of any animal, including a service animal, is responsible for the animal's behavior and shall be liable for all damages suffered by persons who may be bitten or injured, and all damages to public or private property, regardless of the former viciousness of the animal or the owner's knowledge of such viciousness.

Law Enforcement

Animals under the control of a law enforcement officer are excluded from the provisions of this policy.

Cross Reference: 2030 – Use of Service Animals in Schools

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

Adoption Date: September 8, 2006

Revised Dates: (revision date) policy number changed from 2163 to 2029

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

Policy: **2030**

Adopted:

SUBJECT: **Use of Service Animals in Schools**

Approved by:

Nancy Fitta, Chair, Board of Trustees

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

The Board of Trustees acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” as required by federal laws and Washington State’s law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A “service animal” means any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the individual’s disability.

Examples of work or tasks include, but are not limited to the following:

- Assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Providing nonviolent protection or rescue work,
- Pulling a wheelchair,
- Assisting an individual during a seizure,
- Alerting an individual to the presence of allergens,
- Retrieving items, such as medicine or the telephone,
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.

It is a civil infraction to misrepresent an animal as a service animal.

A student's parent/guardian who believes their student needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building Principal. The building Principal, in consultation with the Superintendent or designee, as appropriate, will determine whether to permit the service animal in school.

The Principal shall not ask about the nature or extent of a person's disability but may make two inquiries to determine whether an animal qualifies as a service animal. The Principal may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. The Principal shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, or require that the service animal demonstrate its task. The Principal may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for a person with a disability. In working with students and service animals WSD shall comply with all state and federal laws.

The Superintendent will develop procedures to implement the policy.

Legal References

American Disabilities Act (ADA), Revised Title II Regulations, §35 Service animals
Section 504 of the Rehabilitation Act of 1973
RCW 28A.642 Discrimination Prohibition
RCW 49.60.040 Definitions
WAC 162-26 Public accommodations, disability discrimination
WAC 392-145-021(3) General operating requirements
WAC 392-172A-01035 Child with a disability or student eligible for special education
WAC 392-172A-01155 (3) Related services
WAC 392-190 Equal education opportunity - Unlawful discrimination prohibited

Cross References

5209 - Nondiscrimination
3210 - Nondiscrimination-Students
2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
2161 - Special Education and Related Services for Eligible Students
2029 - Animals as Part of the Instructional Program

Adoption Date:
Revised Dates:

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

Policy: **2025**

Adopted:

SUBJECT: **Copyright Compliance**

Approved by:

Nancy Fitta, Chair, Board of Trustees

The Washington Center for Deaf and Hard of Hearing Youth (Agency) Board of Trustees recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes.

Severe penalties may be imposed for unauthorized copying or using of audiovisual or printed materials and computer software unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

1. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship.
2. **THE NATURE OF THE COPYRIGHTED WORK.** Agency staff may make single copies of: book chapters for use in research; instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
3. **THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
4. **THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** Agency staff shall not use materials if resulting economic loss to the copyright holder can be shown and even making a single copy of certain materials may be an

infringement. Furthermore, making multiple copies presents the danger of greater penalties and is also prohibited.

While the Agency encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of Agency staff to abide by the Agency's copying procedures and obey the requirements of the law.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the Agency's procedures or is permissible under the law should contact the Executive Director or the person designated as the copyright compliance officer. The Executive Director or designee will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

The Executive Director or designee will notify the Federal Copyright Office of the Agency's agent for receiving notifications that users of the Agency's internet network have infringed copyright. For those with copyright concerns, please contact www.CDHY.wa.gov.

Cross References: 2022 - Electronic Resources

Legal References: P.L. 105-304, Digital Millennium Copyright Act of 1998
P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title 17)

Adoption Date:
Revised Dates:

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

Policy: **2023**

Adopted:

SUBJECT: **Digital Citizenship and Media Literacy**

Approved by:

Nancy Fitta, Chair, Board of Trustees

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

A. PURPOSE

In recognition of the fact that students use technology to play, learn, and communicate while at home and at school, it is important that they learn how to use that technology responsibly. WSD is committed to educating every student on how to use technology in ways that augment their learning experience, leading to analysis, evaluation, reflection, and enhanced skills of expression. As WSD's educators guide exploration of the digital landscape, they will encourage students to be critical and creative thinkers. Students, in turn, are expected to actively engage with and express their voices in the digital landscape.

B. DEFINITIONS

WSD is dedicated to promoting and instilling principles of digital citizenship and media literacy in each of its students.

Digital Citizenship

Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use, including digital and media literacy, ethics, etiquette, and security. Digital citizenship includes the ability to access, analyze, evaluate, develop, produce, and interpret media, as well as internet safety and cyberbullying prevention and response.

Digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world, and they engage in safe, legal, and ethical behaviors. Digital citizens cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world. They advocate for themselves and others in their behavior, action, and choices.

Media Literacy

Media literacy is the ability to access, analyze, evaluate, create, and act using a variety of forms of communication. Media literacy includes the ability to understand how and why media messages and images are constructed and for what purposes they are used.

Media literate citizens examine how individuals interpret messages differently based on their skills, beliefs, backgrounds, and experiences. They also consider how values and points of view are included or excluded in various media. Media literate citizens remain continually aware of the ways in which media can influence beliefs and behavior. In addition, media literate citizens are effective communicators, able to demonstrate critical and creative thinking as they utilize appropriate media creation tools. Further, they understand the conventions and characteristics of the tools they have selected.

Media literate citizens can adapt to changing technologies and develop the new skills required as they continue to engage in life-long learning. Media literacy empowers individuals to participate as informed and active citizens in a democracy.

C. ELEMENTS OF SUCCESSFUL IMPLEMENTATION

WSD aspires to implement the following practices to promote digital citizenship and media literacy for all students.

Student instruction

In recognition of the fact that students are consumers and creators of information and ideas, WSD promotes cross-curricular integration of digital citizenship and media literacy and leadership instruction at all levels. WSD recognizes the importance of students as active participants, role models, and peer mentors in addressing the following topics:

Online safety, responsibility, and security

Students will learn how to be safe and responsible digital citizens, and they will be encouraged to teach others about issues such as cyberbullying, social networking, online predators, and risky communications.

Media literacy

Students will learn how to produce their own media; how to examine the ways in which people experience or interact with media differently; how to identify embedded values and stereotypes; how to analyze words and images critically; and how to evaluate the various sources of information with which they are presented.

Law, fair use, copyright, and intellectual property

Students will learn about the importance of navigating the digital landscape in ways that are legal, including access to and use of copyrighted materials. Students will also learn how to access and create intellectual property legally.

Online identify and personal brand

Students will learn about their “digital footprint” and the persistence of their digital information, including on social media. Students will also learn about the creation and maintenance of their self-image, reputation, and online identity.

Ethics, digital communications, and collaboration

Students will learn about fairness and civil discourse in the digital environment, including the importance of collaborating and ethically interacting with others online.

Professional Development

WSD endeavors to support teachers and instructional leaders in developing leadership skills and proficiency in the principles of digital citizenship and media literacy, both as an instructional imperative and as dynamic policy and practice.

Policy and Practices

WSD acknowledges the need for digital and online policies that are dynamic and responsive to diverse community standards and student learning outcomes. WSD annually reviews its policies and procedures on electronic resources, Internet safety, digital citizenship, and media literacy. The Agency authorizes the Superintendent to develop further procedures and guidelines if appropriate.

Communications and Engagement

WSD acknowledges that parents and community stakeholders are partners in developing students as digital citizens and life-long learners. WSD encourages parents’ active engagement in the process of educating students to become media-literate digital citizens.

Cross References:	2020 - Course Design, Selection and Adoption of Instructional Materials
	2025 - Copyright Compliance
	3207 - Prohibition of Harassment, Intimidation, and Bullying
	3231 - Student Records
	3241 - Student Discipline
	4040 - Public Access to District Records

Legal References:

RCW 28A.650.045 Digital citizenship, internet safety, and media literacy
RCW 28A.650.010 Definitions
RCW 72.40.015 – Center for Deaf and Hard of Hearing Youth-Functions

Adoption Date:

Revised Dates:

For students who reside on campus wsd shall comply with all state and federal laws.

DRAFT

POLICY ADOPTION AND ADMINISTRATIVE PROCEDURES

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of WSD, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to a proposed policy or amendment shall be directed to the Board Secretary prior to the second reading. The Board may invite statements from staff members or patrons as an order of business.

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though it may revise them when it appears that they are not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the Board prior to their issuance. The Superintendent may request prior Board consultation.

Legal Reference:

WAC 148-100-020 Meetings-Board agenda-Communication
WAC 148-100-030 Officers of the Board
WAC 148-100-040 Records of board action

Adopted: 09/22/05