

Washington Center for Deaf and Hard of Hearing Youth



December 4, 2020

Washington Center for Deaf and Hard of Hearing Youth

Board of Trustees Meeting Packet

- Agenda
- Board of Trustees contact information

AGENDA ITEMS

- Board meeting minutes
- Reports
 - Director – Rick Hauan -
 - Superintendent – Shauna Bilyeu
 - Business Office Director – Kai Matthews
 - Outreach – Carol Carrothers, Kris Ching
- Policies
 - 2029 Animals on Agency Premises – 2nd read
 - 2030 Use of Service Animals in Schools – 2nd read
 - 2025 Copyright Compliance – 2nd read
 - 2023 Digital Citizenship and Media Literacy – 2nd read

**Washington Center for Deaf and Hard of Hearing Youth
Board of Trustees Special Meeting
December 4, 2020**

Due to social distancing, the meeting will be available online only to the public:

Join Zoom Meeting

<https://us02web.zoom.us/j/86247254599>

To request access to the Board Meeting please email erica.rader@cdhy.wa.gov

Agenda

- | | |
|---------|---|
| 10:00am | Call meeting to order and determine a quorum is present. Approve minutes from the October 30, 2020 Board Meeting. |
| 10:15am | Reports: <ul style="list-style-type: none">○ Director - Rick Hauan○ Superintendent – Shauna Bilyeu○ Business Office Director – Kai Matthews○ Outreach – Carol Carrothers, Kris Ching |
| 10:45am | Julie Spigner gives presentation on the progress of the Social Media Committee |
| 11:00am | Elementary Principal April McArthur gives presentation on her work with the Language Access Work Group on HB 1130 |
| 11:30am | Dr. Shannon Graham gives presentation on school assessment data |
| 12:00pm | Policy Review Second Read <ul style="list-style-type: none">○ 2029 Animals on Agency Premises – 2nd read○ 2030 Use of Service Animals in Schools – 2nd read○ 2025 Copyright Compliance – 2nd read○ 2023 Digital Citizenship and Media Literacy – 2nd read○ Website Privacy Policy – 2nd read |
| 12:25pm | Public comments <p>To further support social distancing, the Board of Trustee’s will accept written public comments only. Submit your comments to: erica.rader@cdhy.wa.gov no later then Wednesday, December 2, 2020, 5:00 pm.</p> |
| 12:30pm | Meeting adjourned |

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

BOARD OF TRUSTEES

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

<i>Voting Members</i>	<i>Address</i>	<i>Cong Dist.</i>	<i>Contact Information</i>	<i>Date Apptd.</i>	<i>Term Expires</i>	<i>E-Mail/Fax</i>
Maria Christianson	3796 Brown Road Ferndale, WA 98248	1	(360) 402-0162 Text	11/18/13	07/01/23	maria.christianson@cdhl.wa.gov
Allie "AJ" Joiner	15806 18 th Ave. W., B 102 Lynnwood, WA 98087	2	(425) 329-8433 VP	08/30/06	07/01/25	allie.joiner@cdhl.wa.gov
Nancy Sinkovitz	6403 NE 75 th Street Vancouver, WA 98661	3	(360) 910-0338	10/01/14	07/01/25	nancy.sinkovitz@cdhl.wa.gov
Nita Kamphius	635 S. Hawaii Place Kennewick, WA 99336	4	(509) 539-0962 (cell)	07/23/18	07/01/23	nita.kamphuis@cdhl.wa.gov
Char Parsley	3427 W. 7 th Avenue Spokane, WA 99224	5	(509) 315-2128 VP (509) 329-8535 Text	03/16/07	07/01/21	char.parsley@cdhl.wa.gov
Jennifer Acuna	105 National Avenue N. Bremerton, WA 98312	6	(360) 865-2375 (cell) (360) 478-6886	12/17/19	07/01/24	jacuna@oesd114.org
Ariele Belo, Vice Chair	1625 19 th Avenue Seattle, WA 98122	7	(206) 388-1275 TTY (206) 452-7955 (Video & Voice)	01/30/07	07/01/21	ariele.belo@cdhl.wa.gov
Sidney Weldele-Wallace,	19501 SE 332 nd Place Auburn, WA 98092	8	(253) 833-6487 (253) 833-9111 ext. 4705 (253) 569-8000 cell	06/27/02	07/01/21	sidney.weldele@cdhl.wa.gov
Nancy Fitta, Chair	512 63 rd Ave Ct NE Tacoma, WA 98422	9	(253) 517-1070 (253) 922-0539 (253) 376-0414 cell	05/01/13	07/01/25	nancy.fitta@cdhl.wa.gov
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**
October 30, 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
Abel Constentino
Emily Dahl

Registered Guests

Name	Role
Dr. Erica Pedro	Outreach
Rick Whitney	Director of Residential
Cathy Corrado	Outreach
April Jacobus	Fiscal Analyst in the Business Office

Board Business

Nancy Fitta, chair, called the Board meeting to order at 9:32. It was determined a quorum was present.

Approval of meeting minutes

1. Board Meeting Minutes from September 25, 2020 were reviewed.
2. Page 3 "D.E.A.F. Fundraiser is still active" needs to be changed to "The fundraiser is not active, but anyone can donate thru the D.E.A.F website."
3. Page 5 line 2 "Mary just became a 10 year" Allie is not here to clarify so we will remove this sentence.
4. Page 8 line 15 "Fores" should be changed to "For's"
5. Page 7 line 6 "didn't not" need to remove "not"

Sidney Weldele-Wallace moved to approve the September 25, 2020, meeting minutes with the corrections made. Nita Kamphuis seconded the motion. The motion was voted on and approved.

2021 Board meeting dates

The Board members discusses what dates will work for Board meeting dates in the 2021 calendar year.

January 29th, 2021

February 26th, 2021

March 26th, 2021

April 30th, 2021

June 11th, 2021

September 24th, 2021

October 29th, 2021

December 3rd, 2021

Nita Kamphuis Motions to approve the 2021 Board meeting dates. Jennifer Acuna seconds the motion. The motion was voted on and approved.

Dr. Erica Pedro presents her website policy to the Board for review. She has been the webmaster responsible for developing the CDHY website for about 2 years now. She is working on the on-line forms side of the website now with the intent to digitize forms to make it easier for districts and parents to request assistance. They will be able to get online fill out the form online and submit them all online. There are two things that have to happen for her to roll out the digitized forms. First thing is the Board has to approve

the confidential policy. The second is getting an electronic signature platform. Then we can start using the online digital forms. When we start using the digital forms there will be an impact on how we collect data. We are working with ESD 112 and have purchased a plug-in to track student data.

Erica indicated she has used several resources to develop this confidentiality policy along with the support of Rick Hauan and Tsering Cornell. She has talked to Shauna about applying this policy, once it's approved to the WSD website and use of digital forms as well. When this policy is approved it will apply to both the CDHY and WSD websites. We will follow the records retention schedule. So we need to keep in mind when people are filling these forms out it they will be stored. We will be able to analyze data and we are working on how to do this data analysis. As to international contact we will move their data here and store it here. We have Google Analytics installed on the website and it provides us information on who is looking at the website, their location and what content is on the website. Pretty much statistic information. Erica indicated it will also alert her if the website is having technically issue. There are cookies that are necessary with Google Analytics but not on our websites. Also we have rights to modify the privacy policy. Erica indicated she tried to keep the policy as precise as possible.

Wes Henson joined the meeting at 9:55am

Nancy Sinkovitz commended Erica Pedro for the amount of work she put into this policy.

- Q.** Nancy Sinkovitz indicated we refer to CDHY as the "Agency" in our policies and recommends changing throughout. She recommended taking out staff identifiers for contact information and using an email address or phone number. It also needs a policy number.
- A.** Erica Pedro indicated she has worked with Rick Hauan and Tsering Cornell to get this policy put together.
- Q.** Erica Rader inquired if the contact email is for Public Records Requests?
- A.** Erica Pedro indicated it would be for questions or concerns on information that needs to be fixed.
- Q.** Erica Rader indicated she will work with IT to set up a generic email that will come to her that can be put on the website.
- A.** Erica Pedro indicated that is great idea.

Jennifer Acuna and Tsering Cornell present at 10:02am

Nancy Fitta indicated that Shauna and Carol are in the PESB deaf education certification meeting at this time. So they are not here to speak as to their reports.

Director's Report

Rick Hauan, Executive Director

Rick indicated PESB work that is happening is in conjunction with OSPI. They are looking at 4 areas of deaf education as well as blind low vision endorsement areas. They are working on CTE and certification standards. We have 7 people from our agency on the certification discussion at the PESB meeting.

We are still working remotely and we still have kids on campus in a hybrid model. Clark County will be opening a hybrid model for pre-k and kindergarten. We are doing well with student count at 108 with more applications coming in. All students are in a remote instructional model with the noted exception of Preschool and Kindergarten/1st grade classes which are operating on-campus in an "A/B" schedule.

Q. Nita inquired if Clark County has discussed about bringing secondary back.

A. Rick indicated secondary is off the table for now. The school for the blind will be bringing a few of their highest need kids back to campus who are not performing well in online learning. They will be doing cottage living and life skills. For us it is not feasible to keep kids in their bedrooms in isolation. We did let staff and families know that we will remain in remote until at least 2/1/2021.

Superintendent's Report

Shauna Bilyeu, Superintendent

Shauna is not present at the Board meeting today. She is attending a PESB meeting. Her report was provided in the Board packet.

HR Report

Jessica Sydnor, Director of Human Resources

Jessica indicated the complications that have been coming through with the furloughs and unemployment. Our state has negotiated furloughs for state employees. Because most of our agency staff requires backfill if absent, the majority of our staff is not impacted. The staff that is impacted have had issues at the Employment Security Department. Most of our staff have received their unemployment benefits. There was a lot of fraud in ESD throughout the state which did impact some of our employees. There was a rule change that recently came up that impacted the furloughs, and we will not be furloughing in November. State HR notified us that the November furlough has been postponed out until next year sometime between January and June. Alternate operations and meaningful work is going good. We are back to a structure and making sure everyone has something to do. State HR has pushed for Diversity and Inclusion. Jessica indicated she is working on updating eight policies for the Diversity and Inclusion verbiage. We started 2 committees since the beginning of the school year. We are working on starting a Diversity and Inclusion committee, but need to develop a

policy and framework for the committee's goals prior to commencing. Our Safety Committee is bigger this year than it's ever been. We have representation from every department. We have our Wellness Committee and we have a lot of employees who have expressed concerns of isolation during this pandemic and we want to focus on mental wellbeing in the Wellness Committee. Tim VanderPloeg and Erica Pedro are spearheading this committee.

Outreach Report

Kris Ching, Outreach Birth-5

Kris indicated last night we had our 2nd online family night and had just over 30 participants. Families from all over the state joined. Krissy Walker led the events and did a pumpkin decorating contest and it had to be a theme from a book. Krissy is also doing a coffee and tea chat with parents twice a month and Shawn Broderick is doing ASL classes weekly for families.

Nancy Fitta indicated families are really enjoying the Outreach resources

Carol Carrothers, Outreach K-12

Carol is not present at the Board meeting today. She is attending a PESB meeting. Her report was provided in the Board packet.

Business Office Report

Kai Matthews, Director of Business Operations & Technology

Kai indicated we are saving money in every single department due to COVID. We will probably be giving close to \$1.7 million back to the state. As to revenue it is down 60% compared to last year. When he took out those one time expenditures we are only down about 20%. We do have a lot of money remaining in 19H. We are looking at using some of those funds to lease a new building for Outreach. The current building Outreach was using is no longer usable. As to the house from the Rowland Estate Rick signed the final papers yesterday 10/29/2020 and we should have a check in the amount of approximately \$235,000 next week. Those funds will go into the 19H account.

- Q.** Sidney inquired at what point do you quit submitting and readjust the amount you are requesting relating to our operating and capital project.
- A.** Kai indicated we redo the numbers and readjust every time we ask.
- Q.** Nancy Fitta inquired if the buildings that are being demolished being used or not.
- A.** Kai indicated the buildings were being used for storage but they have since been cleaned out in preparation of the demolition.

Director of Residential, Rick Whitney presentation

Rick Whitney addresses the Board about the residential programs virtual cottages. With the help of Dane Bevan the tour for DCYF went well. We had a Halloween celebration yesterday and staff shipped boxes of games and items to students for the Halloween celebration. There were 54 students that participated during the day and 72 students in the evening. It was all held virtually. The staff decorated the cottages and made it very festive. The staff went through the cottages to show the kids what their cottages looked like. We had games and break out rooms so the kids could mingle with their friends. The basement of Clark Hall was decorated as well and we showed it to the high school group. So each week we are preparing for these different opportunities for our residential students. Rick Whitney gives a shout out to Toni Stromberg for all her work and taking this on. The SLC's have been awesome during all this. There was so much creative. ILS (Independent Living Skills) happens weekly with staff and students to learn how to vote, emergency preparedness and topics as such. In the evenings the cottages have study time, and it's an opportunity for students to get together and do homework and helps students with the social emotional time. This time helps students that are isolated at home and don't have that contact with other kids. We have a weekly social on Wednesday evenings to check in with staff and students. Before school there are 2 different groups for help sessions. We have a time dedicated to Drivers Ed and a variety of other things on campus. D.E.A.F. has raised funds to fix up the shed on the football field. VASP (Virtual After School Program) will begin on Monday November 2nd. This new afterschool program will go for 8 weeks and then we will have winter break. We also have fishing as one of our after school programs. We will have a workout group with 4-5 staff and students. Mr. Whitney indicated different age groups have different groups for cooking, art, games, videos, story time, drama, sports, etc. We are doing the best we can to make sure our kids succeed.

Nancy Sinkovitz commended Rick Whitney and his department on the wonderful job they are doing with the students during this virtual learning model.

Kai Matthews and Cathy Corrado presentation

Kai Matthews and Cathy Corrado give a presentation about transition services. The first part is about partnerships. What we looked at when we started looking at partnerships is who we can partner with for deaf products. We partner with OSPI. Our newest partner is DFI (Department of Financial Institution). We are looking to create a deaf summer camp with DFI. We are working on adding new events and broadening events we already have which include, Itinerant Teacher of the Deaf, Biz Town, Deaf Ready, Summer Camps, etc. Cathy indicated that OSPI reached out to her and asked what she needed to expand Biz Town. She indicated she wanted to make videos for kids to expand their knowledge of money and finances. She got connected with FEPPP to present what her vision is for Deaf Ed. FEPPP and DFI both indicated that she should apply for grants to help fund the programs. We have received two grants from OSPI through the iGrants system. We are working with deaf teen leadership and are researching the viability to run a week long 7-8 day summer camp. Kai indicated we have \$250,000 currently funded for transition services. We will add \$152,000 from a DFI grant and we will add

\$93,000. Kai also gave a huge shout out to Cathy Corrado and April Jacobus for working hard to make all this happen. Cathy indicated she and April attempted a virtual Deaf Ready event and they found a website called C-Events for the registrations. Cathy indicated we had people from all over the country attend the 3 day event. We had multiple businesses there to communicate with the students to provide information regarding the current job market in our state. Erica Pedro helped do a test run to help the businesses understand how to communicate with the interpreters and the students. We had some technical difficulties but it was worked out. Some school districts wouldn't let students register with their school email address so the numbers are kind of skewed. Cathy indicated she would like to use flip grid in the future. We needed more entry level jobs at the event. We had a lot of high level jobs. Kai indicated this event was mostly paid for by DVR and very little came out of CDHY budget.

Hope For's

Wes indicated he wants to look at the future of CDHY services that we deliver through Outreach and WSD. How we deliver services to kids who don't attend WSD. The technology capability is coming of age. The internet capacity and bandwidth is more robust for most, and consumers are getting more adept to a virtual learning environment. Can we form a team to come up with some aspirational targets to reach those kids across all age spectrums? Wes indicated he believes CDHY could come up with innovative ways to reach kids across the state.

Nancy Fitta indicated the Boards support in trying to find a way forward to reach more kids through out the state.

POLICY REVIEW

2106 – Program Compliance 3rd read

Nancy Sinkovitz. indicated Shauna sent the graduation requirements to the Board as requested at the last Board meeting. Nancy S. indicated there is a separate policy identified in the WSSDA model policies for graduation requirements. Shauna indicated we do not need a separate policy for graduation requirements given our statutory language and requirements.

Wes Henson motions to approve and adopt policy 2106. Sidney Weldele-Wallace seconds the motions. Policy 2106 is voted on and approved unanimously.

2029 – Animals on Agency Premises 1st read revised

Nancy Sinkovitz indicated the title for Policy 2063 was changed from "Animals on State Premises" to "Animals on Campus."

Policy 2029 will be brought to December Board meeting for 2nd read.

Tsering indicated the policy could be approved today if everyone agreed.

Jessica Sydnor, Director of HR indicated her concern is the policy has not been run by the bargaining unit before approval.

2030 – Use of Service Animals in Schools 1st read new

Wes indicated this seems very structured already and seems like it's already under the ADA (Americans with Disabilities Act) and inquired if this is just to mirror the applicable standards. Nancy Sinkovitz indicated that she feels comfortable that this policy is in compliance with the ADA. Nancy Sinkovitz indicated she will change WSD to "Agency" throughout.

Policy 2030 will be presented to the Board for 2nd read at the December meeting.

2025 – Copyright Compliance 1st read (new policy)

Nancy Sinkovitz indicated at the bottom of the policy it will state for those with copy right concerns please contact the agency at <http://www.cdhy.wa.gov/contact-us> .

Policy 2025 will be brought back to the Board for 2nd read at the December meeting.

2023 – Digital Citizenship and Media Literacy 1st read (new policy)

Shauna indicated this policy is specifically related to student's digital citizenship.

Policy 2023 will be brought back to the Board for 2nd read at the December meeting.

1310 –Policy Adoption and Administrative Procedures - repeal

Nancy indicated there is no need to have this policy any longer and it should be repealed. It has since been replaced.

Char Parsley motions to repeal policy 1310. Jennifer Acuna seconds the motions. The repeal of policy 1310 is voted on and approved unanimously.

12:40pm Board adjourns to recess for Lunch

1:01pm Board Reconvenes

Nancy Fitta indicated that Wes Henson, Char Parsley and Sidney Weldele-Wallace had to leave at the lunch hour

Executive Session

Board Chair, Nancy Fitta announced the Board would be moving into Executive Session. Ms. Fitta stated "It is 1:02pm 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;" RCW 42.30.110(1)(f) 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 1:02pm

Board re-opened into open session at 1:32pm

Nancy Sinkovitz addressed Policy 2025 again and indicated Wes sent her a typo and she will fix. She indicated the way we have been doing policy has been a lot of work. Nancy Sinkovitz indicated she would like to step away from doing as much policy work as she has been doing. She proposes giving the policies back to the school, and the school can determine which policies they want to present to the Board.

Rick indicated we will take the responsibility for policy draft development back. For future policies agency leadership will write proposed policies for the Board's consideration, send them to the chair of the policy committee, currently filled by as well as the Board Chair, for review prior to adding policy items to the Board agenda.

PUBLIC COMMENTS

No public Comments

Adjournment

Seeing no objection, the meeting adjourned at 1:49pm

Nancy Fitta, Chair
CDHY Board of Trustees

Richard Hauan
CDHY Executive Director

Date

Date

CDHY Board Report

Report from: Rick Hauan

Date: 12/4/2020

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

November was a very busy month! With all of the changes due to Pandemic response as well as an election and school related adjustments we all have had our hands full. Living virtually has become the way we do business. It is the “not-so-new-normal.” Meaning, we are all beginning to accept this is the way we work. We are still looking at ways to bring more of our students back to campus, however, we have accepted this will not occur until the numbers of positive cases begins to decline. As we reported at the last Board meeting our goal is to have more students come back to campus during the second semester, which begins on February 1, 2021.

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 November 2020

- Work with Leadership Team and Executive Leadership Team to revise COVID response and reopening plan
- EHDDI advisory Group meeting
- Work with OFM to identify priorities for budget needs
- Work with Employee Assistance Program (EAP) to provide support for staff as we all find balance after the death of an employee
- Work with outreach directors to enhance professional development opportunities for teams across Washington State
- Successful PERC Mediation resolution following an employee grievance
- Cathy Corrado, Kai Matthews and I worked with Gallaudet University, to identify possible partnership projects looking at broadening the impact from the financial literacy series being developed under the oversight of Cathy Corrado
- Labor Management Communication Committee (LMCC) meeting with Washington Public Employees Association (WPEA). This meeting had not taken place at the time of writing this report

Board of Trustees Report
December 4, 2020
Shauna Bilyeu

Enrollment: Student enrollment is slowly increasing. We are currently at 110 students. Two new preschool students and 1 returning high school student have bolstered our numbers. COVID is forcing us to look at partnering with districts in new and different ways, and our Outreach team has been instrumental in pointing districts in our direction to support students. I am grateful for the partnership!

Campus Updates: Pre-demolishment work continues. We are fast approaching the New Year, and this is when things will start to get busy, but for now, there is still a lot of behind-the-scenes work going on. In some good news: we received some supplemental funding for upgrading the HVAC and replacing the roofing in all of the cottages. These are badly needed upgrades and the work can commence right away as the funding is for this fiscal year.

Academic/Residential Updates: The Academic Department welcomes Gaylynne Coates as our new K-12 PE teacher. Gaylynne has been working for us in an on-call role and we are excited to have her join the team. We are sad to see Amanda Bleed, elementary SLP leave us, but we understand that she needs to be closer to her family in Minnesota. We will be working with an outside agency to fill the SLP role until we can hire someone on a permanent basis. On a much sadder note, we said goodbye to our beloved secondary department administrative assistant, David Martin on November 23rd with a livestreamed memorial service. We will plan an in-person celebration-of-life service for him when restrictions are lifted. We will miss his laughter, bad jokes, holiday celebrations and friendly office chats immensely. His role was critical to the function of the secondary department and he was a strong heartbeat of WSD. He will not be forgotten. The secondary administrative assistant position is posted until filled.

General Updates:

DEAF mini-grants were announced recently. I do not have details at the time of this writing, but I will share that there may be a new school mascot Terrier costume coming to WSD soon! Thank you to DEAF for supporting a morale booster in these times! School staff continue to work hard to ensure that our students have a fun school experience. School Spirit week will be in December. The outfit themes are as follows:

Dec 14 (Mon)- Grinch Day
Dec 15 (Tue)- Winter Vibes
Dec 16 (Wed)- Peanuts Day (Charlie Brown characters)
Dec 17 (Thurs)- Winter PJ or Onesie.

Join the fun! See you on zoom!



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

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

FROM: Kai Matthews, Director of Business Operations

CC: CDHY Executive Leadership Team

DATE: November 30, 2020

SUBJECT: Monthly Financial Status Report – Fiscal Month 16 / October 2020

To the Finance Committee,

For the month of October the Washington Center for Deaf and Hard of Hearing Youth incurred \$1,143,040 in expenditures compared to a budget of \$1,154,686. Results of operations produced an underspend of \$11,646 for the month. This underspend is caused by reduced operating expenses in most expense categories and recoveries of expenditures from prior months. Currently CDHY projects a positive \$1,883,243 budget balance remaining at the end of the year.

Revenues for October total \$31,761 which is \$34,509 (52.1%) less than what was collected during the same time period last year. The bulk of the revenue decline is due to lower academic services revenue. The CDHY account currently has a \$1,347,112 cash balance and is expected to increase by nearly 20% in November due to a large donation.

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: 16 October 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	\$4,570,315	\$164,323
ADMN	Administrative Services	\$1,411,142	\$40,946	\$0	\$1,452,088	\$1,171,482	\$280,606
AGEN	Agency Wide Expenses	\$1,497,386	\$3,414	\$0	\$1,500,800	\$1,079,835	\$420,965
FAMT	Facilities & Maintenance	\$743,954	\$18,410	\$0	\$762,364	\$783,202	(\$20,838)
FOOD	Nutrition Services	\$389,853	\$8,540	\$0	\$398,393	\$331,128	\$67,265
LIFE	Student Life Services	\$2,370,802	\$60,170	\$0	\$2,430,972	\$2,284,552	\$146,420
OUTR	Outreach Services	\$2,086,588	\$61,751	\$60,000	\$2,208,339	\$1,909,407	\$298,932
TECH	Technology Services	\$602,083	\$10,312	\$0	\$612,395	\$596,048	\$16,347
TRNS	Transportation Services	\$739,904	\$3,576	\$0	\$743,480	\$234,257	\$509,223
Total		\$14,419,469	\$364,000	\$60,000	\$14,843,469	\$12,960,226	\$1,883,243

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	\$8,231,466	\$521,489
B	Benefits & Payroll Taxes	\$3,294,453	\$364,000	\$0	\$3,658,453	\$3,451,824	\$206,629
C	Contracts	\$9,500	\$0	\$0	\$9,500	\$0	\$9,500
E	Goods & Services	\$2,249,816	\$0	\$0	\$2,249,816	\$1,699,483	\$550,333
G	Travel	\$163,799	\$0	\$40,000	\$203,799	\$71,880	\$131,919
J	Capital Equipment	\$81,365	\$0	\$20,000	\$101,365	\$78,508	\$22,857
N	Client Services & Benefits	\$647,784	\$0	\$0	\$647,784	\$222,057	\$425,727
S	Agency Reimbursements	(\$780,203)	\$0	\$0	(\$780,203)	(\$794,992)	\$14,789
Total		\$14,419,469	\$364,000	\$60,000	\$14,843,469	\$12,960,226	\$1,883,243



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

Fiscal Month 16 - October 2020

Expenditure Summary - General Fund

		<i>Current Month</i>			<i>Year to Date</i>			
Account Name	Code	CM Budget	CM Actual	Variance	YTD Budget	YTD Actual	Variance	Remaining
General Fund - Campus	001	\$945,017	\$916,737	\$28,280	\$4,532,517	\$3,542,597	\$989,920	\$12,332,881
General Fund - Outreach	001 *	\$208,969	\$226,303	(\$17,334)	\$1,179,044	\$670,738	\$508,306	\$1,336,262
CDHY Account	19H	\$700	\$0	\$700	\$52,400	\$0	\$52,400	\$52,400
Pension Fund Account	489	\$0	\$0	\$0	\$0	\$0	\$0	\$364,000
Industrial Insurance Account	03K	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$1,154,686	\$1,143,040	\$11,646	\$5,763,961	\$4,213,335	\$1,550,626	\$14,085,543

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

CDHY Account - 19H Revenue Summary

		<i>Current Month</i>			<i>Year to Date</i>			
Revenue Source		CM Budget	CM Revenue	Variance	YTD Budget	YTD Revenue	Variance	Accumulative
Outreach Services	*	\$0	\$31,761	\$31,761	\$0	\$102,413	\$102,413	\$102,413
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	\$4,573
Total		\$0	\$31,761	\$31,761	\$0	\$106,986	\$106,986	\$106,986

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

19H Account Balance Summary

Opening Balance	\$1,315,351
CM Revenue	\$31,761
CM Expenditures	\$0
Closing Balance**	\$1,347,112

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



Washington Center for Deaf Hard of Hearing Youth
Organizational Level Financial Summary
Fiscal Month 16 - October 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	\$402,683	(\$10,477)	\$1,595,814	\$1,476,155	\$119,659	\$3,269,077	68.9%
Administrative Services	\$115,612	\$95,655	\$19,957	\$503,428	\$404,887	\$98,541	\$1,047,201	72.1%
Agency Wide Expenses	\$66,794	\$38,480	\$28,314	\$390,525	\$409,342	(\$18,817)	\$1,091,458	72.7%
Facilities & Maintenance *	\$62,829	\$61,195	\$1,634	\$244,885	\$247,659	(\$2,774)	\$514,705	67.5%
Nutrition Services	\$43,833	\$23,517	\$20,316	\$123,637	\$81,227	\$42,410	\$317,166	79.6%
Student Life Services	\$203,588	\$217,591	(\$14,003)	\$759,115	\$664,178	\$94,937	\$1,727,516	72.2%
Outreach Services	\$209,669	\$226,303	(\$16,634)	\$1,231,444	\$670,738	\$560,706	\$1,596,963	70.4%
Technology Services	\$44,567	\$69,685	(\$25,118)	\$290,335	\$234,178	\$56,157	\$378,217	61.8%
Transportation Services *	\$15,588	\$7,931	\$7,657	\$624,778	\$24,971	\$599,807	\$718,509	96.6%
Total	\$1,154,686	\$1,143,040	\$11,646	\$5,763,961	\$4,213,335	\$1,550,626	\$10,660,812	71.7%

* 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 – October 2020 FM16

Managements Discussion and Analysis

Fund Level Analysis

001 – The General Fund

CDHY's general fund resources total \$1,153,986 for October 2020. Expenditures for the months total \$1,143,040, creating an underspend of \$11,646. Fiscal year to date the general fund has accumulated a positive budget balance of \$1,498,226 and is projected to the fiscal year with a positive \$1,883,243.

Year to date the general fund as recovered \$172,677 in expenses. In the most current month \$45,503 in expenditures were recovered, all of which are related to statewide outreach programs.

19H – CDHY Account

The CDHY account recorded no expenditures in October and \$31,761 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. Revenues related to academic services are driving the revenue decline, followed by consulting services revenues.

19H Account Balance Summary

Opening Balance	\$1,315,351
CM Revenue	\$31,761
CM Expenditures	\$0
Closing Balance	\$1,347,112

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 October the Pupil and Trust accounts deposited \$1,542 and withdrew \$130. Currently these accounts have a \$243,497 balance.

Organization Level Analysis

Facilities and Maintenance.

Facility repair and maintenance expenses have exceed budget estimates this year and are projected to end the year \$20,838. This overage is caused by revised cottage repair project costs.

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. There are sufficient resources in this program to offset the current overspend.

02600 – Facilities Administration

This department has a negative \$12,161 budget balance fiscal year to date. The bulk of this overspend is related to supply and repair purchases.

03000 – Agency Wide Expenses

Agency wide expenses currently has a negative budget balance of \$122,607. This is due to a keying error that will be fixed in November's MFSR.

Object Level Analysis

A – Salaries and Wages

The budget for salary and wages for October is \$729,325. Expenditures for the same time period are \$714,335 which is a \$14,990 underspend. 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		\$ 1,422	\$ (1,422)
State Classified	\$ 651,933	\$ 633,524	\$ 18,409
State Exempt	\$ 77,392	\$ 79,389	\$ (1,997)
Grand Total	\$ 729,325	\$ 714,335	\$ 14,990

B – Benefits and Payroll Taxes

Benefits and payroll taxes has a budget of \$307,914 for October. Actual benefits expenses of \$288,261 resulted in an underspend of 19,233.

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 \$87,530. Expenditures for goods and services total \$80,444 creating an underspend of \$7,086.

G – Travel Expenses

Travel expenditures for the month total \$7,302 out of a budget of \$14,808. Travel expenses continue to be under budget as virtual instruction and consultations have greatly reduced the need the travel. The bulk of the current month's charges are related to motor pool services for state vehicles.

J – Capital Outlays

Equipment purchase exceeded budget by nearly \$4,000 in the most current month however year to date the equipment budget has a positive budget balance of \$54,857.

N – Grants and Benefits

This category incurred \$17,155 in expenditures in October which is \$8,046 overspend. Year-to-date this object has a positive budget variance of \$551,187. This category is expected to come in under budget at the end of the year due to limited transportation needs.

S – Interagency Reimbursements

CDHY recovered \$45,503 in expenditures in October. The recoveries are from WSDS and the interpreter mentor program.

End of Managements Discussion and Analysis

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

Report by Carol Carrothers

Date 11/30/20

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

We are offering the EIPA Video Conference Series again. November 14th was the most recent. People are not able to participate from their own computers.

The TOD Professional Learning Community continues to meet monthly.

Shawn continues his virtual ASL class to families. The children are more engaged than ever. He has a topic, such as “animals” and asks the kids to bring their animals to the screen and then shows them the sign. They brought dogs, cats, gerbils, pictures of dinosaurs, hippos, pigs etc. It was wonderfully fun. The next topic is “food.”

November 7 8:00am – 12:00 and November 8 8:00 – 12:00 Jennifer White offered a workshop entitled Functional Tools For Deaf Plus Students, Person Driven Accommodations. It was an excellent presentation.

Kerianne Christie provided professional development November 10th on using the environment for instruction. It was well received. People gave great feedback.

November 12th, Kalani, Deidre and myself gave a presentation to an audiology class at Eastern WA. University.

December 8th Deidre will provide professional development on meeting the needs of deaf and hard of hearing in the mainstream environment.

What is on your horizon (include dates)?

After a meeting with Joan Macy, Director of Outreach for Kansas school for the deaf, I am pursuing a more formal approach to teaching ASL to families, following their model. I hope to start in January.

We hope to start social groups for deaf and hard of hearing students via zoom next month. Students will gather on zoom just to meet and say hello. Regina McGinnis and Haley Brown will be leading those discussions.

Describe how you plan on collaborating and with whom?

Collaborating with Children's Hospital on Deaf Fiesta

NAME/PROJECT: CDHY Birth-5		DATE: Nov 12, 2020					
<div><h1>WSDS Activities At A Glance</h1><div><p>The diagram shows six interconnected hexagonal icons representing OSPI's priorities: Leadership (supporting students with disabilities), Growth Mindset (increased expectations), Evidence-Based Practices (instruction and interventions), Professional Development (joint training), Resource Allocation (braided funding), and Recruitment & Retention (preparation programs).</p></div></div>		<div><div>Leadership</div><div>Growth Mindset</div><div>Evidence Based Practice</div><div>Professional Development</div><div>Resource Allocation</div><div>Recruitment & Retention</div></div>					
Description/Comments:		Check all priorities that apply:					
October 29 6pm Family Fun Night – Pumpkin Decorating Contest and ASL Storytime with Krissy Walker November Family Night Nov 18 with Regina McGinnis – ASL Storytime with Regina’s daughter and scavenger hunt!		x	x	x		x	
Online Family Survey – joint effort of WA Hands & Voices and CDHY Outreach		x	x				x
Birth-3 PLC October 15		x	x	x	x		
State ICC Racial Equity Mindset COVID		x	x		x	x	x
EHDDI Advisory Group Nov 3 COVID, transition to preschool, updating ESIT Practice Guide		x	x	x	x		

NOTE: Not all areas have to be covered, as some may not be relevant. Do the best you can.

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 the Agency 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 the Agency at <https://www.CDHY.wa.gov/contact-us/>.

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:

DRAFT