

**\*\*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/1<sup>st</sup> 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/1<sup>st</sup> 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 not active but anyone can still donate thru the D.E.A.F. website.

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 and 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 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 is 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 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 3<sup>rd</sup> 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 – 2<sup>nd</sup> 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 3<sup>rd</sup> reading. Ariele Belo seconds the motion. The motion is voted on and passed unanimously to bring back for a 3<sup>rd</sup> 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 For'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

10-30-2020

Date



Richard Hauan  
CDHY Executive Director

10/30/2020

Date