

**\*\*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 Constintino
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 29<sup>th</sup>, 2021**

**February 26<sup>th</sup>, 2021**

**March 26<sup>th</sup>, 2021**

**April 30<sup>th</sup>, 2021**

**June 11<sup>th</sup>, 2021**

**September 24<sup>th</sup>, 2021**

**October 29<sup>th</sup>, 2021**

**December 3<sup>rd</sup>, 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 fill out the forms and submit 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 confidentiality 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 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 technical 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/1<sup>st</sup> 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 well. 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 2<sup>nd</sup> 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**

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 one time payments from customers 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 creativity. 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, Itinerate 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 attended 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 3<sup>rd</sup> 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 motion. Policy 2106 is voted on and approved unanimously.

#### **2029 – Animals on Agency Premises 1<sup>st</sup> read revised**

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

Policy 2029 will be brought to December Board meeting for 2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> read at the December meeting.

### **2025 – Copyright Compliance 1<sup>st</sup> 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 2<sup>nd</sup> read at the December meeting.

### **2023 – Digital Citizenship and Media Literacy 1<sup>st</sup> 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 2<sup>nd</sup> 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.

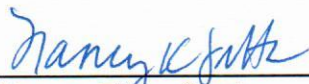
Rick indicated we will take the responsibility for policy draft development back. For future policies agency leadership will write proposed policies for the Board's consideration, send them to the chair of the policy committee, currently filled by as well as the Board Chair, for review prior to adding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

12-4-2020

Date

12-4-2020

Date