

****WASHINGTON STATE CENTER FOR
DEAF AND HARD OF HEARING YOUTH
Board of Trustees Meeting**
March 26th, 2021**

*** 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	
Jessica Sydnor	Director, Human Resources	X	
April Jacobus	Director, Business Operations	X	
Kris Ching	Director, Outreach, Birth-5	X	
Rebecca Butz-Houghton	Director, Outreach, Birth-5	X	
Carol Carrothers	Director, Outreach, K-12	X	
Erica Pedro	Director, Outreach, K-12	X	

Interpreters

Name
Abel Constintino
Emily Dahl

Registered Guests

Name	Role
Shannon Graham	Curriculum Specialist
Amy Blades	School Counselor

Board Business

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

Nancy Fitta reviewed the Zoom rules for the meeting.

1. Keep your video off unless you have a comment
2. If you have a comment, turn on your video on and raise your hand
3. Make your comment and return to video off

Approval of meeting minutes

Page 3 line 4 insert "meet" in between "to" and "with"

Page 3 line 39 change "roll" to "role"

Page 4 line 4 change "DES" to "OFM"

Page 5 line 22 change "Are" to "Our"

Page 5 line 23 change "legislator" to "legislature"

Page 6 line 23 insert "on" in between "working" and "a"

Page 7 line 13 change "prospective" to "perspective"

Char moved to approve the February 26, 2021, meeting minutes with the changes described. Ariel seconded the motion. Nita abstained. The motion passed.

Director's Report

Rick Hauan, Executive Director

Rick indicated he had some late developing news. The Senate and House have released their capital budgets. Our proposal for a new academic building is in the Governor's budget, Senate budget, but not the House budget. Operating budgets are scheduled to be released today. Rick indicated he plans to review the budget with April Jacobus, Director of Business Operations and do a full analysis for the Board's review at the April 30 Board meeting.

- Q. Nancy Sinkovitz inquired if Rick could expand on his communications efforts relating to "staff, labor and transparency" as indicated in his report.
- A. Rick reported over the past few months CDHY Executive team has been working with State HR, labor relations and union leaders to improve communications. We recently completed a mediation process with Washington Federation of State Employees (WFSE). The process was a very positive and opened dialogue to answer outstanding questions. Additionally, we partnered with State HR and Washington State Public Employees Relations Commission to provide a training

opportunity for our entire leadership team. These activities have been planned for some time. Due to pandemic limitations the timelines were extended. We were finally able to complete the training. Rick Whitney was included in the management team for mediation. He did a fantastic job to represent our residential staff needs and concerns.

- Q. Allie inquired about the results from the community meeting conducted by Seattle Public Schools.
- A. Rick indicated he has not had a planning meeting with them yet as they are still navigating school reopening after school closures due to the pandemic. Seattle Public Schools is working on how to deliver educational services to all students in their district.
- Q. Allie inquired of Rick on when he plans to meet with them to discuss program development for deaf and hard of hearing children and youth in their district.
- A. Rick has reached out to offer assistance with the process of continuing the development of a specialized program. At this time, they have been focusing on re-opening all of their schools.

Nita commented she also understands the challenges districts currently face as they try to bring staff and students back to school.

Superintendent's Report

Shauna reported the House released their capital budget and our academic and physical education building project is not on it. Rick Hauan and Shauna are scheduled to give live testimony to the House Capital Committee on Monday, March 29th. Our testimony is designed to demonstrate the extreme need to move forward with this project. Shauna reminded the Board of their ability to demonstrate support or concerns to the legislature. For the House you can provide written testimony to show support for our school and why we should be included in their budget. Earlier this week, Rick sent out a template letter for people to use if they would like to express their concern to the House.

- Q. Nancy Fitta inquired about the delay on the demolition of the old buildings because of the study again and how that will impact the first day of school.
- A. Shauna indicated the delay is only to the demo. Our demolition plan is moving forward. We have developed safety plans for when kids are back on campus.

Wes shared he is in the middle of writing letters to his legislators in congressional District 10. Wes also indicated he was reviewing our strategic plan and pointed out the concerns that have been brought up over the years for us to get a new building. Wes indicated now is a great time to continue to emphasize the importance of supporting this project.

Rick clarified there are three proposed budgets. The final budget must be passed by both branches of the legislature and signed by the governor.

Shauna clarified we are asking for fifty million dollars to complete the re-construction of our campus.

Shauna indicated teachers are on campus today preparing their classes for in-person learning that will begin on 4/19. All students will be offered in-person instruction as of April 19. Shauna is consulting with our school physician, Dr. Ebbing to ensure safety protocols meet CDC guidelines. Elementary students will be at three-foot distance. Secondary students will remain at six-foot distance. Staff are required to maintain six feet of distance at all times from students and staff. In order to maintain social distancing during meals, we will have three lunch periods.

- Q. Nita inquired about the guidance we have received from Department of Health for students in the cottages.
- A. Shauna indicated we have had students in the cottages since January 2021. Current guidelines require single occupant bedrooms. We may need to convert a boy cottage to a girl cottage since we have more girls than boys. Students will continue to eat breakfast in the cottages.
- Q. Nita asked if we have space restrictions that could result in turning residential kids away?
- A. Shauna reported that we have sent out a survey to parents and based on information we received from parents, we have capacity for our current enrolled students. We will not re-instate WACAD at this time. We are not taking any new student applications for the rest of this school year. Applications for 2021-22 school year is currently open.
- Q. Nancy Sinkovitz inquired what graduation is going to look like this year?
- A. Shauna indicated we have gotten guidance from OSPI and we can have graduations this year. We have a small graduation class of 5 kids. Graduation is scheduled for June 10th. Because we were unable to have a graduation ceremony last spring, we are trying to do a two part graduation for our Class of 2020 and for our Class of 2021. We are still developing plans and working with regulations to determine the structure of graduation.
- Q. Allie inquired if the seniors have asked about a senior trip.
- A. Shauna indicated nobody has asked but probably would not be able to approve at this point.

Nancy Fitta thanked Shauna and Rick for all their work on the budget for the new building.

Business Office Report

April Jacobus, Director of Business Operations

April indicated she will let her report speak for itself. April indicated we still have about \$1.99 million extra in general fund. This amount will go down with bringing kids back to campus.

Rick wants the board to recognize what an amazing job April Jacobus has been doing. She has been tasked with double duties right now. With doing her new job, she is still doing her prior duties as a Fiscal Analyst 3 until we fill the position.

Nita thanked April Jacobus for her dedication to the agency and welcomed her to her new role.

- Q. Wes asked if we are receiving direction to continue moving forward with budget cuts outlined last fall.
- A. April indicated we are still in a conservation mode, but at this time we have no direction to implement budget cuts. The revenue forecast is very positive.
- Q. Nancy Fitta asked if we have started to plan for spend down due to budget savings.
- A. April indicated she is working on developing spend down options so we can come in as close to budget as possible.
- Q. Nancy Sinkovitz inquired if we are getting any one time grants?
- A. April indicated we have received some grants. We are not using them for general fund-state expenditures.

Nancy Fitta wants people to think about when we should start the finance committee meetings again.

Human Resources Report

Jessica Sydnor, Director of Human Resources

Jess indicated we are still working heavily on recruitment. We have three active job postings

1. STRIVE teacher, which is designed to serve our special needs students;
2. Custodian, and;
3. Student Life Counselor.

We will be posting soon for an ASL specialist and a Fiscal Analyst 3 to fill April's previous position.

Nancy Sinkovitz thanked Jessica Sydnor for her detailed HR reports to the Board.

Outreach Reports

Kris Ching, Outreach Birth-5

Kris shared the birth-5 team typically provides in-home visits. During the pandemic closures, we have been doing them virtually. This new type of service has been well received. We have seen children and families fully engaged and children have been thriving.

At our last Board meeting you all got to meet our new Outreach directors Becky and Erica P. Becky is still completing her assigned evaluations in her role as a school

psychologist. Kris is working with Carol and Becky to transition her from her school psychologist responsibilities to her new director position.

We will be submitting a re-entry plan to ESIT on how home visits will be provided as we re-open our services across the state. We are continuing to work with our staff to develop a plan to provide in-home services.

Carol Carrothers, Outreach K-12

Carol indicated she is working with Wenatchee region ESD171. They are beginning to develop a plan for adding a teacher of the deaf in the region. Kristi Morrison works there and there is a growing need in that area.

Jennifer Acuña indicated they have a TOD person in ESD114 that will have time available to contract to provide some itinerant support in other areas of the state.

Presentation: BoardDoc's

Erica Rader and Drew Wareham

Erica R. provided an overview to the Board on the BoardDoc's system and how it could streamline Board packets and information to improve our current system. Erica explained since working in a remote environment due to COVID restrictions, it has been extremely difficult to coordinate some activities and processes such as signatures, getting Board reports posted timely, and posting completed policies and minutes to the web. BoardDoc's provides all information on a web-based platform. All documentation and communication handled electronically all the way down to the signing of the documents. Every member of the Board will be able to access the Board packet and review the agenda items. The Board chair and Executive Director can digitally sign the minutes and policies upon approval and with a click of a button they will be released for the public to view. Erica indicated she believes this will help streamline some of our Board processes.

Drew Wareham provided a PowerPoint presentation on BoardDoc's which is attached to these minutes.

- Q. Ariel inquired if there is an app or just a website?
- A. Drew indicated BoardDoc's does not have an app but is mobile friendly.
- Q. Nancy Fitta inquired if this is an annual subscription, and does the Board need to approve?
- A. Rick indicated the Board needs to take action and approve as it relates to the operation of the Board of Trustees.
- Q. Allie inquired if there will be training provided?
- A. Drew indicated there will be an unlimited amount of training available to the Board and executive team. There is support for the system 24/7, 365 for everyone.
- A. Rick indicated this will be a parallel process for a little while, and will try and do an in-person training as soon as possible.

- Q. Drew indicated his agency does not offer training in-person at this time due to COVID restrictions, but that could change by summer. We have trained 4 other deaf boards and we will work together to make it happen.

Nancy Sinkovitz indicated she is excited for the policy side of this.

Nancy Fitta motioned to approve a contract with BoardDoc's. Nita seconded the motion. Motion passed unanimously.

Shannon Graham and Amy Blades gives PowerPoint presentation on Character Strong Curriculum Adoption.

Shannon indicated herself, Wendy Schlitz and Amy Blades developed the Character Strong curriculum for the secondary program and connected this program to existing board adopted curriculum.

- Q. Nancy Sinkovitz inquired if this is something we can use for self harm prevention?

A. Shannon indicated that would be a more in-depth curriculum.

- Q. Nancy Fitta inquired if it could be used for bullying?

A. Shannon indicated yes, DESSA has bullying prevention.

Rick asked the Board to approve the curriculum for Character Strong.

Tsering indicated that under the Testing RCW 72.42.041 Sub section 8, points out this RCW supports the Board accepting this curriculum.

Nita motioned to approve the Character Strong curriculum. Ariel seconded the motion. Motion passed unanimously

POLICY REVIEW

Code of Ethics Policy 2nd read

Nancy Sinkovitz indicated the first read was done back in February 2020 and when we closed due to pandemic response, action was halted. Ms. Sinkovitz indicated she changed CDHY to Agency throughout and fixed a couple grammatical errors. Nancy S. also indicated she asked a year ago if everyone would be willing to sign the policy. She did take off the policy number section since it is not a policy in a series.

Char motioned to approve the Code of Ethics Policy with changes indicated. Wes seconded the motion. Motion passes unanimously and policy is adopted.

Executive Session

Board Chair, Nancy Fitta announced the Board would be moving into Executive Session. Ms. Fitta stated "It is 12:13pm 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 12:13pm

Board re-opened into open session at 12:34pm

PUBLIC COMMENTS

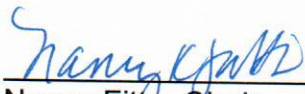
No public Comments

Rick indicated the OPMA (Open Public Meetings Act) has been extended to the end of June. We have physical limitations in our buildings and at this time we are unable to have larger in-person meetings. Right now we are not able to bring everyone for an in-person Board of Trustees meeting. Think about how we can move forward with in-person and virtual meetings.

Shauna reminded everyone to reach out to their legislators to express your concerns or support for the capital budgets currently under review.

Adjournment

Seeing no objection, the meeting adjourned at 12:37pm



Nancy Fitta, Chair
CDHY Board of Trustees

4-30-2021

Date



Richard Hauan
CDHY Executive Director

4/30/2021

Date