

Washington
Center for Deaf and Hard of Hearing Youth



July 27, 2021

***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 – Action Item
- Policy Review– Action Item
 - Diversity, Equity and Inclusion policy – 2nd read

**Washington Center for Deaf and Hard of Hearing Youth
Board of Trustees Meeting
July 27, 2021**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84821057110>

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 June 11, 2021 Board Meeting

10:15am Policy Review – Action Item
 o Diversity, Equity and Inclusion Policy – 2nd read

10:45am Board Comments

11:00am Public comments

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 than Monday July 26th, 2021 by 5:00 pm.

11:15am 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
Vacant		5				
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
Vacant		8				
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**
June 11, 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	
April Jacobus	Director, Business Operations	X	
Jessica Sydnor	Director, Human Resources	X	
Kris Ching, Becky Butz-Houghton	Director, Outreach, Birth-5		X
Carol Carrothers, Erica Pedro	Director, Outreach, K-12	X	

Interpreters

Name
Abel Constintino
Emily Dahl

Registered Guests

Name	Role
Charlene Williams	Outreach

Board Business

Nancy Fitta, chair, called the Board meeting to order at 10:05am. It was determined a quorum was present.

Nancy Fitta reviewed the Zoom guidelines for the meeting. These guidelines are used for virtual meetings to ensure full access for deaf/hard of hearing and hearing participants.

1. Keep your video off unless you would like to 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

Nancy Fitta indicated we have two months of meeting minutes to approve at this meeting. We will first look at the April 30, 2021 meeting minutes. Nancy inquired if anyone has any changes that need to be made to the minutes.

Page 4 line 32 “Nitta” changed to “Nita”

Page 4 line 33 acronym “ESSER” changed to “ESSR”

Page 5 line 2 “21/23 Biennium” changed to “21-22 school year”

Page 5 line 2 “23/25 Biennium” changed to “22-23 school year”

Wes Henson moved to approve the April 30, 2021, meeting minutes with the changes described. Nita Kamphuis seconded the motion. The motion passed.

Nancy F. indicated we will now look at the May 21, 2021 special Meeting minutes. Ms. Fitta inquired if anyone has any changes that need to be made to the minutes.

No changes were noted.

Nancy Sinkovitz moved to approve the May 21, 2021, special meeting minutes as written. Nita Kamphuis seconded the motion. The motion passed.

Char Parsley joined the meeting at 10:13am

The Chair announced this is the final meeting for Char Parsley and Sidney Weldele-Wallace. She thanked them for all of their service, their time and dedication on the Board.

Nita Kamphuis thanked Char and Sidney for everything they have contributed and wished them well on their journeys.

Allie Joiner told Char she is really going to miss her presence on the Board. She reminisced about times together with such activities as carpooling, sharing a room, and their conversations together. She thanked her for being a cherished member of the deaf community. Allie told Char she hopes to see her in Texas! Ms. Joiner shared with Sidney that she will miss her presence on the Board as well, and appreciates Sidney teaching her more about hard of hearing youth.

Rick Hauan shared that both Char and Sidney helped him be a better leader. Both Char and Sidney held the position of Board Chair. Mr. Hauan shared he enjoyed working closely with each of them during their tenure as Board Chair. He thanked them for all of their help and dedication to the agency and the deaf community. He indicated he has enjoyed working with them.

Nancy Sinkovitz shared it has been such a great pleasure working with both Char and Sidney. She appreciated all of Char's help on the policy committee. She told Sidney she served as a strong role model for her when she became a board member. Ms. Sinkovitz said she will miss both of them.

Shauna Bilyeu thanked Char and Sidney for being on the Board, being so welcoming and being friendly faces. Shauna indicated she appreciated their commitment to our school and the agency, and thanked them both for always putting deaf children first. She will miss you both.

Jess thanked Char and Sidney for such a warm welcome when she came to the agency and helping her acclimate. Jess told both of them "don't be a stranger!"

Char thanked everyone for their kind words and she did enjoy her time on the board. It felt like a family and we all had the same goals, and that was for deaf kids across the state. We have come such a long way and the Board members and staff at CDHY/WSD will all be in her heart and mind.

Sidney expressed her great pride for serving on the Board and shared gratitude for all the work we have done for the kids across the state of Washington. She feels gratified to have been a part of the great work at CDHY and WSD. She said she is so thankful for all the work that is continuing to be done with passion and dedication. She will miss everyone dearly.

Wes Henson was excused due to a prior commitment at 10:30am.

Director's Report

Rick Hauan, Executive Director

Rick indicated it has been a crazy few weeks with the school winding down after only being open for full in-person instruction for eight weeks. Mr. Hauan applauded the staff and said they have been rock stars with all of the uncertainty and changes that we faced during the past school year! He shared the Leadership team and Executive Leadership Team has been amazing through all of the ups and downs of COVID response and reopening. Everyone has been going above and beyond what could be expected or imagined.

Superintendent's Report

Shauna Bilyeu, Superintendent

Shauna announced that the last day of school will be next week on 06/17/21. She also shared about graduation which was held on June 10, 2021. The graduation ceremony was a sweet event. We were able to live stream the event for those who could not attend. We had 5 students in our graduating class. They wanted to remember the two staff members we lost last year. They honored David Martin, who passed away in

November 2020; and Paula Olson, who passed away in December of 2020 with a moment of silence. It was a touching and sweet ceremony. Shauna indicated she hopes everyone will be able to watch the WSD history docuseries which is in production and should be released this summer. One is on the Red Barn and Boiler Room; one is about the cafeteria and kitchen; and one is about the vocational program and history that was made in the Epperson building. Ms. Bilyeu also shared that Northrop has been added to the National Historic Register.

Human Resources Report

Jessica Sydnor, Director, Human Resources

Jessica indicated we are still active in recruitment. Ms. Sydnor shared about the activities related to recruitment and the successes and gaps with recruiting for vacant positions.

Business Office Report

April Jacobus, Director, Business Operations

April Jacobus shared the anticipated surplus which will be returned to the state following a very unique year. She shared that we were successful in procuring two new busses to replace the nearly 20 year old school bus we use for student transportation. She will send a picture of the new buses once they arrive on campus in the next couple of weeks. We are finishing the year and biennia in a very strong position. The next biennia is also looking very strong. We are excited about the capital project and the funding to continue the great work both on and off campus. April also shared that we are working with DES and are in the process of securing a new facility in the Puget Sound region for our Outreach Department who were displaced after a facility failure in Tacoma Public Schools Building where we have been located for several years.

Outreach Report

Kris Ching, Becky Butz-Houton, Outreach Birth-5

Kris and Becky were excused from the Board meeting due to an EHDDI conference they had to attend. They are not present at the Board meeting today.

Carol Carrothers, Erica Pedro, Outreach K-12

Carol shared that we are interviewing and wrapping up vacant ASL Specialist position next week.

Wes Henson back at 11:08

Review Rick's Evaluation

Nancy does a share screen and shows the Board the reports she drafted for Rick's evaluation to be sent to the Governor. Last month we did approve the content in this letter. Now we need to vote on sending this letter to the Governor.

Allie Joiner motioned to approve the letter as written. Sidney Weldele-Wallace seconded the motion. The motion passed. Nancy will sign and submit the letter to Governor Inslee on behalf of the Board prior to the June 30th deadline.

Agency Plan

OSPI published a bulletin requiring a vaccination and COVID reopening plan/report for all local school districts. This bulletin was published following our last Board meeting. This report/plan required Board approval. Upon notification we requested an extension to submit the report following our June 11 meeting. Upon further dialogue with OSPI it was determined the two state schools, Washington State School for the Blind (WSSB) and Washington School for the Deaf/CDHY were not required to complete the report after all.

Due to the possibility of receiving pandemic relief funding, Shauna indicated although technically the Executive Director, Superintendent or designee has the authority to complete the report she would appreciate Board approval so she may comply with the directive from OSPI and submit this report anyway as there is still a possibility we may receive funding. Within this process there is a requirement for a parent stakeholder group as well as alignment with the Diversity, Equity and Inclusion (DEI) committee activities. Ms. Bilyeu will review any decisions we make to insure we are meeting any special needs or requirements to support our students and families for which we are responsible to serve. The District Equity Screening Assessment (DESA) screening tool is being used for adults. At the time of the Board meeting we do not have a similar tool for students. Shauna indicated the leadership team has reviewed this document and supports the activities outlined.

- Q. Allie Joiner asked if we had information regarding the current and anticipated requirements for student and staff vaccinations.
- A. Shauna indicated at this time there is not a requirement for vaccines for either students or staff. Shauna shared we have provided access to vaccinations for students whose parent has requested or granted approval. In order for students to receive a vaccine, parents must sign a statement and agree to the vaccine. We have had some parents who have supported this for their child and some who have said no and that's ok.

Rick requested the Board take action on this motion to approve this plan just to be on the safe side in case we need this in the future.

Ariele Belo motioned to approve the agency plan as written. Allie Joiner seconded the motion. The motion passed.

Policy Review

DEI Policy

Erica Pedro has led a team effort to develop and present the DEI policy for review and approval. Dr. Pedro indicated she reviewed other state agency and school district policies in the development of this policy. Additionally, we also used language from other deaf agencies and universities. The focus was to develop a policy to address not only racial and cultural equity, but would include verbiage related to language accessibility and access.

Jessica Sydnor, who also worked with Dr. Pedro indicated there is a 21-day union notification required under the Collective Bargaining Agreement. Both bargaining units have been notified of the proposed policy. Under the CBA, union representatives have the right to accept the policy or file a demand to bargain on the language.

- Q. Wes Henson asked for clarification regarding the mission statement in paragraph two. The statement in the policy is not the mission statement of the school. Mr. Henson requested the language be changed to clarify the purpose of this policy.
- Q. Mr. Henson inquired what the purpose of using the language “inclusive model of excellence and universal design” in the DEI policy.
- A. Ms. Sydnor indicated the language has been developed by a work group at the Office of Financial Management (OFM) in alignment with recommendation from the newly formed Office of Equity. This language is required for state agencies. She went on to explain we can add definitions or hyperlinks to the Office of Equity for clarification and transparency.
- A. Dr. Pedro agreed to take the information under advisement and will develop language to explain areas of concern identified by the Board raised at this meeting in the policy.
- Q. Mr. Henson asked if language should be included in paragraph three to include “deaf and hard of hearing individuals” to prohibit discrimination against this group along with LGBTQ+, Blacks, and Disabled individuals.
- A. Dr. Pedro agreed. She will add “Deaf and Hard of Hearing” in that paragraph.
- Q. Mr. Henson also expressed concern regarding the language in section 3, on page 4. He stated this language could be “over politicizing ourselves” with this statement.
- A. Ms. Sydnor assured the Board all feedback, comments and concerns raised by the Board will be taken under advisement. All of the information will be addressed and incorporated or shared with the Board at the second public read of this policy. Dr. Pedro and Ms. Sydnor will take all information back to the committee for review and provide written changes of the policy to the Board at the next meeting. She thanked the Board for reviewing and sharing concerns.

Q. Ariele Belo shared her belief and support to keep the “mission statement,” currently discussed in the policy because it provides context for the history of inequity.

A. Ms. Sydnor responded with commitment to review and bring language back to expand the proposed and develop language to align the purpose statement in the policy to meet state requirements and align the policy with our agency purpose and culture.

Dr. Pedro also responded in agreement with Ms. Sydnor and provided commitment to create a checks and balances and create an all-inclusive space to honor and respect people from all backgrounds and cultures. We will review this policy with the DEI committee and bring clarified language for further review and approval by the Board.

Q. Mr. Henson asked if there is verbiage relating to goals. Specifically, he is asking if leaders are expected to meet or exceed goals identified in the policy.

A. Ms. Sydnor indicated we will have bench marks to track data gathered as we provide training. She also shared “we are never quite done in the terms of setting and reaching goals.” We will need to meet our goals and continue to improve.

Q. Nancy Fitta asked if we intend to develop procedures to accompany this policy?

A. Ms. Sydnor responded yes, we will develop new procedures to provide clarification and procedural clarification that will come out of this policy.

Rick Hauan reminded the Board this policy is designed to set standards for staff not students.

Summer retreat date

The board agrees on a 2 hour Special Board meeting on 7/27/21 from 10:00 to 12:00pm on Zoom to complete time sensitive work. As is our practice, the link will be open at 9:30 to facilitate technology access and prepare for the meeting to open at 10:00.

PUBLIC COMMENTS

Charlene Williams was present for public comments. She wanted to share how much she appreciated Char Parsley’s leadership representing the Spokane region through her time on the CDHY Board and all of her other activities in the region. Ms. Williams expressed her respect for Ms. Parsley’s contribution and has always held her to a high level. She will miss Char’s leadership very much.

Adjournment

Seeing no objection, the meeting adjourned at 12:30pm

Nancy Fitta, Chair
CDHY Board of Trustees

Richard Hauan
CDHY Executive Director

Date

Date

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

POLICY:

Adopted:

SUBJECT: Diversity, Equity and Inclusion Policy

Approved by:

Nancy Fitta, CDHY Board of Trustees Chair

The Washington Center for Deaf and Hard of Hearing Youth (CDHY) recognizes that in order to achieve our mission and vision in service of those who reside in Washington, we must embed the values of diversity, equity and inclusion in all aspects of our work. The State of Washington is diverse, and our agency must reflect that diversity. When we are representative of the people we serve, we can better address the disparities in outcomes of our services for marginalized and underrepresented communities through purposeful, tailored and equitable use of resources and programs.

The goal of the CDHY Diversity, Equity and Inclusion policy is to provide guidance in order to create an inclusive and diverse learning community with emphasis on access, success, and equity by recruiting, retaining, and ensuring the success of diverse students, faculty, and staff. CDHY aims to build a community, which values and respects one another by providing the best learning environment for faculty, staff, and student success. The CDHY Diversity, Equity, and Inclusion committee supports this vision by promoting inclusion and diversity through different learning channels and training opportunities with an emphasis on the inclusive model of excellence and universal design. CDHY recognizes that an inclusive and diverse community supports the goal of agency success through embracing our differences.

To achieve and embrace a truly diverse workforce, we must address undeniable realities such as the existence and pervasiveness of discrimination, oppression, racism, white privilege, white supremacy, white dominant culture and individual and collective biases. We must recognize oppression exists and has been reinforced through institutions, laws and policies to create structures and a system that discriminates against marginalized communities, including deaf and hard of hearing people, LGBTQ+, people with disabilities, people of color, and other marginalized communities. This system has influenced societal norms, practices, beliefs and thoughts to create a dominant culture that further reinforces and perpetuates discrimination and oppression. This dominant culture influences our individual and collective perceptions, thoughts and actions. The product of this culture and our biology is the prevalence of biases, both conscious and

unconscious, in how we perceive others, sometimes based on contrived, fabricated social constructs. These biases perpetuate discrimination and oppression of those outside of the dominant culture, leading to discriminatory hiring practices and other employment decisions, microaggressions and an unhealthy and exclusionary workforce culture. Because we are all connected, such an exclusionary work environment affects everyone, especially those who are members of marginalized communities.

To achieve inclusion, we must disrupt the othering of communities and ensure respect, equity, justice and belonging for all. We must be willing to look at our work environment through the lens of inclusivity and accessibility (e.g., gender-inclusive restrooms, heights of countertops, accessibility of presentations, and accessibility of communication). We must be willing to challenge our practices and behaviors that perpetuate a patriarchal work environment and lead to discrimination and harassment. The agency recognizes that although we cannot change the oppressive and discriminatory practices of the past, we have control over the workplace culture we create today and in the future. Much work remains for us as an agency and as individuals to accept our responsibility to address these issues. We recognize that people sit at the intersection of class, race, gender, identity, sexual orientation, expression and ability, and that there are multiple ways of identifying and experiencing barriers, oppression, inequity and marginalization.

We are leading with race when we mention oppression and marginalization because race continues to play a defining role in lived experiences and outcomes (health, education, jobs, incarceration, and housing). Systemic racism is often difficult and sensitive to address and most frequently avoided, so therefore we are invested in DEI-related work that focuses on systemic racism. By centering on systemic racism and using antiracist tools that can be applied across all areas of marginalization or oppression, we increase the ability for everyone to work toward a more equitable workplace.

Based on these undeniable truths set forth above, it is the agency's expectation that all employees regardless of position do the following:

- Utilize the CDHY equity analysis tool in decisions that affect students, staff, and families of CDHY and WSD
- Recognize your role in perpetuating inequity through your own individual biases, whether conscious or unconscious. Be willing to walk the journey toward self-awareness and reflection.
- Co-create with your colleagues a welcoming, supportive, safe, affirming, and respectful work environment.
- Accept that mistakes will be made, acknowledged, learned from and improved upon, as much of this process requires learning through iterations of growth and failure.

- Engage and support respectful dialogue and courageous conversations about audism, racism, privilege, white fragility, dominant culture, oppression and historical trauma, even when discomfort and vulnerability arise.
- Participate in continuous learning, development and training offered in the areas of equal access, audism, diversity, inclusion, cultural humility, oppression and equity.
- Identify and address microaggressions as they occur in our workplace, whether intentional or unintentional, and use these as opportunities to educate, learn, grow, listen and respond with respect.
- Offer support and encouragement by honoring each individual's truth through the affirmation and validation of their values, beliefs, principles and lived experiences.
- Read and comply with this policy.
- If you are uncertain whether you are following this policy, ask your supervisor or human resources for advice or support so you can uphold the values described here.

In recognizing the positional privilege supervisors and leaders hold and its associated responsibility, the department further directs all supervisors and leaders, with coordination and support from human resources, to do the following:

- Promote diversity in all hiring and retention activities including recruitment, interview and selection process, and retention of the employee.
- Recruit and appoint culturally, racially and ethnically diverse managers and leaders.
- Ensure required qualifications listed for a job are truly necessary for a position. Where possible, other comparable experience is considered in lieu of education requirements.
- Actively engage in initiating, promoting, championing, and supporting inclusive strategies to retain workforce diversity in race, ethnicity, sex, nationality, religion, sexual orientation, gender, age, veteran status and disability status.
- Ensure equal access to growth and leadership development, educational and training opportunities, succession planning, mentoring opportunities and other resources. This includes ensuring competitive internal and external recruitments rather than direct appointments where possible.

With support and coordination from human resources, executive leaders and supervisors will do the following:

- Ensure diversity, equity and inclusion is a continuously present focus and a core value in our agency decisions, especially as they relate to the allocation of resources.
- Include the languages and perspectives of marginalized and oppressed communities to influence and inform our priorities now and in the future.
- Strive to make the agency become an anti-oppression institution with a purposeful commitment to restoring relationships with marginalized communities.
- Support progressive facilities and environmental planning to transform the workplace into a welcoming, inclusive and accessible environment. Actively listen to the experiences of stakeholders, especially those from marginalized groups, and take action to change discriminatory or exclusionary practices.
- Continue to assess and correct workforce inequities throughout the agency including leadership appointments, promotional opportunities, training requests, access to flexible and alternate work modalities, and compensation.
- Executive leaders and supervisors will be expected to explain how they worked to comply, achieve the goals identified in this policy.
- Executive Leadership and the CDHY Diversity, Equity and Inclusion Committee will review this policy annually for changes and effectiveness.

This policy applies to all department employees, contractors and volunteers. For represented employees, the collective bargaining agreement will supersede any specific provisions of CDHY policy with which it conflicts. The directives indicated here are not optional, and failure to follow them may lead to discipline, up to and including termination.

Glossary of terms and phrases:

Universal Design: Universal design is the process of creating products/environments such that they can be accessed and used by people with a range of abilities. This differs from other design approaches where we might instead consider an average user and design to meet their needs.

Systemic Racism: Systemic racism are the policies and practices that exist throughout a whole society or organization, and that result in and support a continued unfair advantage to some people and unfair or harmful treatment of others based on race

Microaggressions: Microaggressions are direct or indirect, subtle or overt, intentional or unintentional discrimination against members of a marginalized group.

Adoption Date:
Revised Dates:

DRAFT