

*Washington State Center for
Childhood Deafness & Hearing Loss*

Board of Trustees Packet



**Washington School for the Deaf
Board of Trustees Packet
June 11, 2010**

- Agenda
- Updated Board of Trustees listing
- School Calendar 2009/2010

AGENDA ITEMS

- Minutes – April 9, 2010, Board Meeting
- Reports:
 - Director, Rick Hauan
 - Superintendent, Jane Mulholland
- Policy – 2nd^t Reading
 - Whistleblower Program (Policy #5219)
- ASL Communication Policy (draft) – for discussion purposes only (not a first reading)
 - Communication policy #5520

INFORMATIONAL ITEMS

- School Year 2009/2010
 - Enrollment
 - Behavioral Referral (BRF) – three year comparison
- Budget Reports
 - Budget Summary for the Board of Trustees
 - Charts
 - Allotment vs. Expenditures FY 2009
 - Monthly Balances FY 2009
 - WSD Expenditures by Month & Year
- Performance Goals – 3rd Quarter
- 2010/2011 School Calendar

WASHINGTON SCHOOL FOR THE DEAF
BOARD OF TRUSTEES MEETING
June 11, 2010

- 9:00 a.m. Call meeting to order and determination of a quorum
- Announcements and introduction of guests, general comments
 - Approval of April 9, 2010, meeting minutes
- 9:15 a.m. Reports
- Board Budget Committee - Pat Clothier, Rita Reandeu, Larry Swift
 - Director - Rick Hauan
 - Superintendent - Jane Mulholland
- 10:00 a.m. Policy – 2nd Reading
Whistleblower Program (Policy #5219)
- 10:30 a.m. Student Health Center Report
Joyce Sjoberg, School Nurse
- 10:45 a.m. Client Services Contracts
- Listen & Talk
 - Hope School
 - Tacoma School District
- 11:00 a.m. Academic Progress
Shauna Bilyeu, Curriculum & Assessment Coordinator
- 12:00 noon Lunch
- 1:00 p.m. Staff ASL Communication Policy discussion
Subcommittee members: Tiffany Gay, Amy Blades
(Related to Communication policy #5520)
- 2:00 p.m. Executive Session pursuant to RCW 42.30.110(1)(g) “To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee....”.
- 2:30 p.m. Election of Chair and Vice-Chair for the 2010/2011 school year
- 2:45 p.m. Plan for 2010/2011 school year
- 3:00 p.m. Adjourn

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

BOARD OF TRUSTEES

Rick Hauan, Director (360) 696-6525, ext. 0400 (rick.hauan@wsd.wa.gov)
 Jane Mulholland, Superintendent (360) 696-6525, ext. 0402 (jane.mulholland@wsd.wa.gov)
 Judy Smith, Executive Assistant (360) 696-6525, ext. 0401 (judy.smith@wsd.wa.gov)

Voting Members	Address	Cong Dist.	Contact Information	Date Apptd.	Term Expires	E-Mail/Fax
Allie "AJ" Joiner	15806 18 th Ave. W., B 102 Lynnwood, WA 98087	1	(425) 329-8433 VP	08/30/06	07/01/10	allie.joiner@wsd.wa.gov
Pat Clothier Chair	11290 Walker Road Mount Vernon, WA 98273	2	(360) 757-4259 V/TTY (H) (360) 420-4256 cell	06/27/02	07/01/10	pat.clothier@wsd.wa.gov clothierpat@gmail.com
Gail Pollock	5808 NE 36 th Avenue Vancouver, WA 98661	3	(360) 695-4769 (360) 521-4769 cell	02/09/06	07/01/10	gail.pollock@wsd.wa.gov
Nita Kamphuis	5404 S. Caballo Rd. Kennewick, WA 99338	4	(509) 627-1368 (509) 967-6050 (509) 539-0962 cell	09/19/08	07/01/13	nita.kamphuis@wsd.wa.gov
Char Parsley	3427 W. 7 th Avenue Spokane, WA 99224	5	(509) 838-3770 TTY (509) 315-2128 VP	03/16/07	07/01/11	char.parsley@wsd.wa.gov
Rita Reandeau Vice Chair	1636 Yukon Harbor Rd., SE Port Orchard, WA 98366	6	(360) 871-7367 (360) 443-3626 Cell: (360) 551-3034	08/19/04	07/01/14	rita.reandeau@wsd.wa.gov Fax: (360) 443-3662
Ariele Belo	1625 19 th Avenue Seattle, WA 98122	7	(206) 388-1275 TTY (206) 452-7955 (Video & Voice)	01/30/07	07/01/11	ariele.belo@wsd.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	07/01/11	sidney.wallace@wsd.wa.gov Fax: (253) 288-3463
Larry Swift	2306 Glen Kerry Ct., SE Lacey, WA 98513	9	(360) 491-8745	07/31/02	07/01/14	larry.swift@wsd.wa.gov Fax: (360) 491-8745

WASHINGTON SCHOOL FOR THE DEAF 2009/2010 School Year

July 09

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Key

Staff in-service days

First and last day of school

Non-school days -

Travel days - **RED**

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Mark Your Calendar!

***Open House/Kastel Bldg. Grand Opening/
Homecoming Game
September 25, 2009**

***WSBC
January 27 - 31, 2010
Arizona School for the Deaf and the Blind
Awards Night - to be announced

November 09

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After School Electives

Fall: September 15 - November 5, 2009
Winter: December 1 - January 28, 2010
Early Spring: February 9 - March 25, 2010
Spring: April 20 - June 3, 2010

New Employee Orientation	August 28	Thanksgiving Break	November 26-27
Teacher Pre-service Day	August 28	Winter Break	December 21-January 1
Registration Day**	August 30	Martin Luther King Jr. Day	January 18
First Day of School	August 31	President's Day	February 15
Labor Day	September 7	Spring Break	March 29-April 2
Ed. Reform (teachers)	September 8	Memorial Day	May 31
Safety Training for staff	November 9	High School Graduation	June 10
Veterans' Day Week	November 9-13	Last Day of School	June 18
Veterans' Day	November 11		

2009/2010 DAW & WASL SCHEDULE (tentative)

Elementary/Middle School: May 10-June 4, 2010
High School DAW (11th & 12th grade) - Nov. 1-9, 2009
High School Reading - March 16, 2010
High School Writing - March 17-18, 2010
High School Math - April 13, 2010
High School Science - April 15, 2010

**Transportation will not be provided on Registration Day

Quarters end: 1st Quarter: November 3, 2009; 2nd Quarter: February 1, 2010;
3rd Quarter: April 14, 2010; 4th Quarter: June 18, 2010

AGENDA ITEMS

**WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS
BOARD OF TRUSTEES MEETING
April 9, 2010**

Board Members: Allie Joiner (District #1)
Pat Clothier (District #2)
Gail Pollock (District #3)
Char Parsley (District #5)
Rita Reandeau (District #6)
Ariele Belo (District #7)
Sidney Weldele-Wallace (District #8)

Absent: Nita Kamphuis (District #4)
Larry Swift (District #9)

Legal Counsel: Bonnie Terada, Legal Counsel

Director: Rick Hauan

Superintendent: Jane Mulholland

Guests: Lorana Myers, Federation representative
Heidi Redford, PSO representative
Kris Rydecki, Outreach Director
April Rounds, Human Resources Manager
Frank Gianninoto, Nutrition Services Manager

Recorder: Judy Smith

Interpreters: Rosyln Ward, Don Coates

The meeting was called to order by Pat Clothier, Board Chair, at 11:10 a.m. It was determined that a quorum was present. Guests were introduced.

Agenda – April 9, 2010

Sidney Weldele-Wallace made a motion to approve the April 9, 2010, agenda as written. Gail Pollock seconded the motion. It was voted on and approved.

Minutes from March 1, 2010, meeting

Allie Joiner made a motion to approve the March 1, 2010, minutes as written. Char Parsley seconded the motion. It was voted on and approved.

Announcements

- OSPI (Office of the Superintendent of Public Instruction) will be conducting a Special Education Routine Compliance Review on Tuesday, April 13, 2010. The Entrance Session is set for 9:30 a.m. in Clarke Hall Room 130.

Board members are welcome to join. The Exit Session will be held via K-20 video conferencing on Thursday, April 15, 2010.

- Recruitment packets will be sent to 20-25 teacher training programs throughout the United States.
- “Read 500” campaign kicked off on April 6th. Students are challenged with reading 10 books between April 6 and May 28th. The reward for achieving this goal is a field trip. The Leadership Team has also been challenged and the Superintendent extended this challenge to the Board of Trustees.

Board Budget Committee Report (Pat Clothier, Rita Reandeau - Larry Swift, (absent))

- The state budget has not yet been approved. The legislature is holding a special session which is due to end Tuesday, April 13, 2010.
- Different levels of reductions were discussed at this morning’s Board Budget Committee meeting. The level of reduction will depend on how much money must be cut from the budget.
- HB 2617 – Eliminating certain boards & commissions (<http://apps.leg.wa.gov/documents/billdocs/2009-10/Pdf/Bills/Session%20Law%202010/2617-S2.SL.pdf>). This bill limits Board spending in the areas of travel, lodging, and other costs associated with holding meetings. It is important that all members of the Board review this bill as it will affect how the Board does business in the future.
- SB 6503 – Closing state agencies on certain dates (<http://apps.leg.wa.gov/documents/billdocs/2009-10/Pdf/Bills/Senate%20Passed%20Legislature/6503-S.PL.pdf>). It isn’t clear yet how this will affect CDHL/WSD staff. More information will be shared when it is received.
- Small Agency Client Services (SACS) – The shared services program has moved from a Governor’s Executive Order to a law. More information will be shared with the Board when it is received.
- End of the fiscal year purchases were discussed. Only purchases essential to the running of the school have been made.
 - Kudos to the Administrative staff for making the best choices for WSD’s students. The staff has faced the fiscal challenges proactively and the Leadership Team is to be commended for their teamwork in making sure the needs of students were first and foremost when making decisions.

Whistleblower Program (Policy #5218) – 1st Reading

Suggestions from Bonnie Terada, Legal Counsel

- Add full definition of a “Whistleblower”
- Add that the names of individual(s) who make a whistleblower report will remain confidential at all times.
- Need a statement that says that a whistleblower report submitted in “good faith” is exempt from reprisal.
- Employees need to know if they are contacted by the State Auditor’s office they are expected to comply fully. There may be a “litigation hold” put on

documents pertaining to the whistleblower report which means those documents cannot be destroyed until the “hold” is lifted.

- Bonnie Terada will send the Human Resources Manager a sample policy that addresses the issue of letters that are submitted anonymously.
- The policy will be re-submitted for a second reading at June Board meeting.

Discussion regarding letter sent to the Board regarding concerns in the Technology department

The Board Chair contacted ESD 112 regarding a possible review of the Technology department in response to a letter sent anonymously to a Board member.

- The cost for the review would be \$12,960.
- At the Board’s direction changes have been made in the Technology department to address concerns.
- This topic will be continued later in the meeting to give Board members absent from the February Board meeting a chance to read the letter sent anonymously to a Board member.

Tacoma project

- CDHL is exploring the possibility of entering into an agreement with Tacoma Public Schools for a .5 FTE (full time equivalent) employee. This resource would be used to expand teacher support around the state through a partnership with WSDS (Washington Sensory Disabilities Services). This program would be specific to the use of teaching literacy in ASL.

Spokane project

- A rough draft agreement will be sent to HOPE School in Spokane to set up a pilot program similar to the one with Listen & Talk. This program could be up and running as early as fall 2010.

Announcements continued

- Academic Bowl
 - Kudos to WSD’s Academic Bowl team for winning the Sportsmanship Award. A waiver for out-of-state travel will be submitted for next year’s competition as it will be held at Gallaudet University in Washington, D.C.
- The future of SRVOP (Shared Reading Video Outreach Program)
 - SRVOP is a very valuable program that serves students in many rural areas where deaf and hard of hearing programs are not available.
 - Building more literacy components into the program.
 - The demographic survey sent recently to school districts will provide more information as where deaf, hard of hearing, and deaf-blind students are located throughout the state.
 - SRVOP funding is a line item on CDHL’s general allocation budget.

Outreach Highlights (Kris Rydecki, Outreach Director, Donna Sorensen, Distance Learning Coordinator)

Donna Sorensen shared a PowerPoint presentation of two recent events held at WSD:

- WSD Youth Leadership Retreat: The theme of this event was “A life is like riding a bicycle”.
- Read With Your Child: Over 30 children attended this outstanding evening program.

Thanks to all the staff involved in these two wonderful events!

Executive Session

The Board went into Executive Session at 2:20 p.m. for 30 minutes pursuant to RCW 42.30.110(1)(g) “To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee....”. No action will be taken during this time.

The meeting reopened at 2:50 p.m. and closed for an additional 5 minutes. The meeting reopened at 2:55 p.m.

Discussion regarding letter sent to the Board regarding concerns in the Technology department continued

The Board feels \$12,960 fee for a review by ESD 112 is cost prohibitive. Since many of the issues outlined in the letter have been addressed, the Board will not be pursuing this matter further. The Board Chair will write a letter to ESD 112 indicating that due to the costs involved, CHDL will not be contracting with them to review the Technology department at this time.

The Leadership Team members are to inform staff if they have a concern they wish to discuss with the Board they should email the Board Chair and request to attend an upcoming Executive Session which is a private meeting held only with Board members.

Char Parsley moved that the Board Chair respond to the proposal from ESD 112 indicating that due to budgetary constraints their services for a review of the Technology department will not be needed at this time. Sidney Weldele-Wallace seconded the motion. It was voted on and approved.

HB 2617 – Eliminating certain boards & commissions (discussion continued from earlier in the meeting)

Discussion regarding future Board meetings:

- The Board must meet to review and finalize the report required in HB 1879.
- The Board must meet to approve the biennial budget. A Board meeting will be added during the month of July during fiscal years beginning with the 2011/2012 school year.
- Proposal for 2010/2011 school year (one meeting to be held in the Spokane area):
 - August 12 and 13, 2010
 - October 1, 2010
 - November 5, 2010
 - February 4, 2011

- April 15, 2011
- June 3, 2011
- Board Budget Committee may meet during the “off” months in a central location.
- After the 2010/2011 school year meetings would be:
 - Non-fiscal years: October, December, February, April
 - Fiscal years: Same as non-fiscal but add July
 - One meeting will be held off-site and the rest on-campus.
- To limit lodging costs it was suggested that Board meetings start meeting later in the morning.
- The Board asked the Director to prepare the necessary report outlining the plans discussed above. This report will be prepared and shared with the Board once final clarification of the bill is received.

Board Construction Committee

The Board Construction Committee will review the following projects:

- Auditorium repairs (if funding is approved by the legislature)
- Minor public works projects
- Next phase of the design project which includes the demolition of several buildings and the design of the new academic building.

Board members Sidney Weldele-Wallace and Ariele Belo volunteered to be on the committee. Pat will ask Larry Swift if he would like to continue his role on the Board Construction Committee.

Plan for June 11, 2010, meeting

Topics for the June 11, 2010, Board meeting:

- Election of Board Chair and Vice-Chair for the 2010/2011 school year
- Finalize members of both the Board Budget Committee and Board Construction Committees.

Adjournment

Char Parsley moved to adjourn the meeting. Rita Reandeau seconded the motion. It was voted on and approved. The meeting adjourned at 4:02 p.m.

Pat Clothier, Chair
CDHL Board of Trustees

Rick Hauan, Director
CDHL

Date

Date

Director's Report

There have been many activities since our last board meeting. Here is a synopsis of activities:

- Small Agency Client Services (SACS)
 - June 2, 2010 – Met with OFM. Discussed the role and function of SACS. Follow up meeting June 23 to ask questions and begin exploring potential impacts to CDHL.
- Legislation
 - **SB 6503** – Commonly known as the Furlough Bill. CDHL is exempt from cost savings days associated with this new law
 - **ESHB 2617** – Commonly known as the Boards and Commissions cost savings bill. Every agency is required to complete a cost analysis for the past 3 years and submit a plan for reducing travel and meeting costs. Due July 15, 2010. Restrictions go into effect July 1, 2010.
- Stakeholder meetings concluded May 5, 2010. We had a strong commitment from the Board and Core Team members.
 - Attendance at meetings: 506
 - Online Surveys: (total 558)
 - Parents: 125
 - Early Intervention: 52
 - Teachers: 106
 - Administrators: 136
 - Demographics: 48
 - Educational Interpreters: 71
 - Audiologists: 20
- Meetings, consultations with local districts:
 - Mt. Vernon
 - Tacoma
 - Spokane
 - Mead
- Guest Speaker – Presented to ASL 301 class at University of Washington
- RESPECT – Deaf/Hard of Hearing Collaboration meeting. We have expanded our meeting sites by adding via K-20 video technology at Moses Lake and Spokane. Next year we will be adding Vancouver (at WSD). This is truly a statewide effort now! Many thanks to Kris Rydecki and Carol Carrothers for their hard work!
- U.S. Federal Government Accountability Office meeting scheduled June 9, 2010

- WSD will be migrating to Skyward Student Tracking system beginning Fall 2010.
- WSD will have a dual platform (PC and Mac) beginning Fall 2010

Superintendent's Report

Literacy Activities

- Flying Hands ASL Poetry Competition: Students from WSD and around the state took part. There were 86 participants, 3 year olds through high school.
- NaNoWriMo: Winning books from the November writing month activity are now published in a "collections" book entitled Washington School for the Deaf 2009 NaNoWriMo. Award winning authors are— (elementary) Dared Redford, Morgan Burger, Mai Truong, Jacob Tufton, (middle school) LaSinda Rivas, Jeremy Descloux, Randall Smith, and (high school) Maya Ingram, Misty Johnson, Jonah Winninghoff, and Zach Descloux.
- Read 500 (04/08-05/28): All elementary/middle school students participated; 35 earned the field trip to JJ Jump.
- Librarian Awards
 - Most Books Read:
 - Brandy Pietsch, 5th grade, 216 books
 - Accelerated Reader High Point Earners:
 - Zach Descloux 353 pts
 - Olivia Mackey 261 pts
 - Tanner Stinson 119 pts
- Middle School Spelling Bee (06/11)

OSPI Compliance Review: Monitoring visit occurred 4/13/10. No systemic issues identified; 4 individual files required minor action. File corrections made and submitted 5/26/10; full approval notification received 5/27/10.

Staff Activities

- Deaf Panel (04/16): Focus to provide beginning and non-ASL users a better understanding of Deaf Culture, and to help staff understand, appreciate and feel comfortable interacting with deaf staff.

Senior Activities

- Senior Tease (06/03): Residential staff and two high school teachers performed skits and gave awards to each of the seniors
- WSDAA/Class of 2010 Tea Party (06/04): Seniors were honored by the alumni at the annual tea.

- Superintendent's Reception (06/07): Students, Leadership Team and high school staff enjoyed dinner and heard comments from students related to plans after graduation.
- Senior Trip (06/08): Students left at 4:00 a.m. and returned before midnight; destination: Long Beach, WA.
- Graduation (06/11): Ft. Vancouver High School Auditorium, 6:30 p.m.

Special Student Activities

- Parenting Unit—Independent Living Skills Program: Students became parents and were responsible for the care of their infant(s) for two weeks, 24 hours a day.
- Residential original play, "Deaf Alien," performed May 13.
- Prom (05/20/10): Wonderful evening at The Academy; Queen Maria Suarez and King Ryan Corona
- All Star Day (05/27): The nutrition services staff treated 210 students, parents and families to a delicious meal. Students received awards for school and athletic success during the school year.
- Kindergarten/Elementary Tumbling Exhibition: Students in the After School Program put on a demonstration of the gymnastic skills they have learned.
- Post High School Program Barbeque (06/09): PHSP participants prepared dinner for administrators and staff.
- Be Epic Presentation (06/10): Deaf mountain climbers Ryan Commerson and Justin Buckhold shared their experiences climbing Mt. Rainer. Ryan and Justin are a part of the Epic Extraordinaire group, an Everest climbing team. They also shared about their leadership and advocacy experiences. Ryan and Bucky are working for the Veditz Center (check them out at www.veditzcenter.org)
- Field Day (06/16)
- 8th Grade Graduation (06/18)

City Council presentation (06/07): Dan Crady, Post High School Program (PHSP) coordinator, made a 30 minute presentation to the Vancouver City Council. This was a follow-up to Mayor Leavitt's visit earlier in the year. The desired outcome of the presentation was to raise awareness of the program and identify potential job placements and apprenticeship opportunities within Vancouver. Dan did an excellent job representing the program and WSD!

Washington State Center for Childhood Deafness & Hearing Loss

POLICY: **5219**

Adopted:

SUBJECT: **Whistleblower Program**

Approved by:

Pat Clothier, Chair, Board of Trustees

PURPOSE:

The Whistleblower Act, enacted by the Washington State Legislature in 1982 and amended in 1999 and 2008, provides an avenue for state employees to report suspected improper governmental action. The state's Whistleblower Program is managed by the Washington State Auditor's Office.

The Center recognizes the importance of sharing information about the Whistleblower Act and how to access information about the state's Whistleblower Program on a regular basis. The Center will provide information about the Whistleblower Act to new employees within the first week of hire and to all active employees on an annual basis.

POLICY:

The State Auditor's Office investigates and reports on assertions of improper governmental action and the Human Rights Commission has sole responsibility for investigating asserted retaliatory actions. Each agency has a designee authorized to take Whistleblower assertions. The designee at the Center is the Human Resources Manager.

A designee is defined as someone who is in the position to pass the assertion on to the State Auditor's office and act with discretion and in a non-retaliatory fashion. If a state employee reports an assertion to the agency designee, the designee is required to share the assertion with the State Auditor's office within 15 calendar days of receipt. The State Auditor's office has the sole responsibility to determine whether assertions warrant an investigation.

An employee who is contacted by the State Auditor's Office during an investigation of an allegation is expected to cooperate fully in the investigation and is prohibited from destroying any evidence during the course of the investigation.

The identity or identifying characteristics of any person who in good faith provides information in an investigation is confidential at all times, unless the person consents to disclosure by written waiver or by acknowledging his or her identity as a witness who provides information in an investigation.

DEFINITIONS:

Improper governmental action, as defined by RCW 42.40.020, is any action by an employee undertaken in the performance of the employee's official duties which:

- Is a gross waste of public funds or resources.
- Is in violation of a federal or state law or rule, if the violation is not merely technical or of a minimum nature.
- Is of substantial and specific danger to the public health or safety.
- Is gross mismanagement.
- Prevents dissemination of scientific opinion or alters technical findings.

"Improper governmental action" does not include personnel actions, for which other remedies exist, including but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of the state civil service law, alleged labor agreement violations, reprimands, claims of discriminatory treatment, or any action which may be taken under chapter RCW 41.06.

A whistleblower is defined as any employee who in good faith reports alleged improper governmental action to the auditor or other public official initiating an investigation by the auditor under RCW 42.40.040; or an employee who is perceived by the employer as reporting, whether they did or not, alleged improper governmental action to the auditor or other public official initiating an investigation by the auditor.

"Whistleblower" also means an employee who in good faith provides information to the auditor or other public official, in connection with a whistleblower investigation and an employee who is believed to have reported asserted improper governmental action to the auditor or public official, or to have provided information in connection with a whistleblower investigation but who, in fact, has not reported such action or provided such information. A whistleblower is also an employee, who in good faith, identifies rules warranting review or provides information to the rules review committee, and an employee who is believed to have done so, but who in fact, has not done so.

Good faith means the individual providing the information or report of improper governmental activity has a reasonable basis in fact for reporting or providing the information. An individual who knowingly provides or reports, or who reasonably ought to know he or she is providing or reporting, malicious, false, or frivolous information, or information that is provided with reckless disregard for the truth, or who knowingly omits relevant information is not acting in good faith.

Public official refers to the Attorney General's designee or designees; the State Auditor's Office, the agency director; an individual designated to receive whistleblower reports by the head of each agency; or the executive ethics board.

A whistleblower assertion is a report of improper governmental action.

The Whistleblower Reporting Form is the form an employee should use to file a written assertion, or report, of suspected improper governmental action and includes the below elements. The form is found on the State Auditor's website at <https://www.sao.wa.gov/EN/Investigations/Whistleblower/Pages/default.aspx>.

- A detailed description of the improper governmental action.
 - The name(s) of the employee(s) involved.
 - The agency and location of where the action(s) occurred.
 - Date(s) of the improper governmental action(s) must be provided to the State Auditor's Office within one year after the occurrence of the action.
 - Details that may be important for the investigation – witnesses, documents, and evidence.
 - If known, the specific law or regulation that has been violated.
 - *Optional* for whistleblower: provide name, home address, and phone number.
- Note: Whistleblower assertions may be filed anonymously.**

The Whistleblower Reporting Form may be submitted to the agency designee or directly to the State Auditor's Office using any of the following methods:

- Link to Whistleblower Reporting Form:
<https://www.sao.wa.gov/EN/Investigations/Whistleblower/Pages/default.aspx>
- Fax: (360) 586-3519
- Email: whistleblower@sao.wa.gov
- Mail: Washington State Auditor's Office
Attn: State Employee Whistleblower Program
P.O. Box 40031
Olympia, WA 98504-0031

Retaliation against whistleblowers and/or whistleblower witnesses is against the law. A whistleblower who reports "improper governmental actions" in good faith is entitled to protection from reprisal or retaliatory action. Retaliatory action may include, but is not limited to, the following:

- Denial of adequate staff to perform duties;
- Frequent staff changes;
- Frequent and undesirable office changes;
- Refusal to assign meaningful work;
- Unwarranted and unsubstantiated disciplinary action or unsatisfactory performance evaluations;
- Denial of employment;
- A supervisor or superior behaving in or encouraging coworkers to behave in a hostile manner toward the whistleblower;
- A change in the physical location of the employee's workplace or a change in the basic nature of the employee's job, if either are in opposition to the employee's expressed wish; or
- Any other action that is inconsistent compared to actions taken before the employee engaged in conduct protected by RCW 42.40 or compared to other employees who have not engaged in conduct protected by RCW 42.40.

Complaints of retaliation should be submitted to the Human Rights Commission. Employees who need information about how to file a complaint of retaliation, should visit the Human Rights Commission website <http://www.hum.wa.gov>.

Staff ASL Communication Policy

Recognizing the role that open and abundant communication plays in human development, WSD affirms the right of students and staff to understand and to be understood in all communication interactions in the school environment. To accomplish this goal all CDHL staff stationed at the WSD campus are expected to use American Sign Language to support an accessible, barrier-free environment in through-the-air communication.

To provide a barrier free environment all CDHL employees stationed at the WSD campus are encouraged and expected to develop to their maximum potential communication skills in American Sign Language (ASL). Likewise, it is important for WSD community members, to learn about and respect the cultural diversity that exists in our community and the world in general. Therefore, WSD community members will have the opportunity to gain knowledge and understanding of ASL, Deaf culture and the multiple cultures, communities and languages that make up our American society. This statement of our values is intended to help facilitate effective communication among all WSD community members.

WSD recognizes that the level of American Sign Language communication skills, and the need to support and require these skills, will vary across staff members. In consideration of this, and through analysis of the type, frequency and criticality of interaction requiring, American Sign Language, communication skills level standards and timelines for achieving standards, will be established for all positions.

The Director, in consultation with the WSD community, is directed to develop procedures consistent with this policy.

Phase 2 Considerations

Phase 2 will involve development of Procedures for implementing the policy.

1. Selecting an assessment tool for measuring ASL skills of staff.
2. Determining levels of proficiency in ASL for each position.
3. Determining CDHL support in terms of resources provided to staff in developing their ASL skills.
4. Developing the necessary personnel and monetary resources to implement and sustain the policy.

DRAFT

WASHINGTON SCHOOL FOR THE DEAF

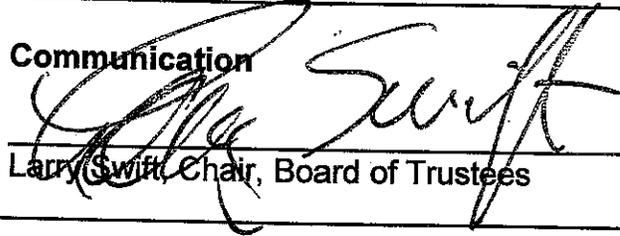
POLICY: **5520**

Adopted: **December 9, 2004**

SUBJECT:

Communication

Approved by:


Larry Swift, Chair, Board of Trustees

The Washington School for the Deaf celebrates and honors the natural language and efforts toward second language acquisition of its students, staff, parents and community members. The purpose of this communication policy is to ensure communication accessibility for all students and to provide clarity regarding appropriate communication protocol. As a predominant language of the culturally Deaf population and the first language acquired by a significant portion of our student population, reverence and use of American Sign Language (ASL) is expected. Focused educational efforts toward literacy achievement require expansive knowledge and use of English. To fully engage in school activities, interpreting and accommodations for other native world languages of our parents and community members, such as Spanish, Russian, etc., must be actively pursued. The Washington School for the Deaf strives to be a safe place where all world languages are celebrated and honored.

It is expected that all personnel that possess ASL skills sign when in the line of sight of deaf individuals.

Staff is encouraged to continually improve second language acquisition in the areas of written English and/or ASL. Periodic assessments of current proficiency levels in the second acquired language are designed to provide guidance in developing goals for improvement. Language skill assessments in ASL or written English are designed to serve as a positive staff development tool, not as a punitive mechanism. It is not the purpose of these assessments to serve as the sole determinant of the offer of employment, the continuation of employment, change conditions of employment, or supplant the employee evaluation process. Recommended levels of proficiency by job classification will be developed based on amount of contact with students and expected need for effective written communication.

The Superintendent, in consultation with staff and community stakeholders, is directed to develop such other procedures as are consistent with this policy.

INFORMATIONAL ITEMS

Enrollment Information 2009/2010 School Year

Month	Vancouver Campus										Off Campus Outreach					
	Day	Residential	Post High School Apartments	Elementary	Middle	High	Post High School	Enrolled & Post High School	45-day diagnostic placement	Partnerships	Birth to 3		Partnerships			
											Southwest WA	Central WA	Listen & Talk (school year to date)	SRVOP	Consultations (school year to date)	Distance Learning
August	39	68	3	20	26	61	3	110	14	5	--	6	--	--	--	--
September	43	68	3	22	27	62	3	114	18	5	20	8	23	--	15	--
October	41	68	1	22	26	59	1	110	19	5	23	8	25	59	15	3
November	44	67	1	23	29	59	1	112	9	5	22	9	40	60	16	--
December	42	69	1	23	29	59	1	112	8	5	21	9	45	60	18	6
January	48	66	3	26	30	58	3	117	8	5	24	8	46	61	19	6
February	43	69	4	26	28	58	4	116	5	5	26	9	49	61	20	10
March	40	71	3	26	27	58	3	114	4	5	28	8	52	61	25	9
April	39	71	2	26	27	57	2	112	0	5	25	9	53	12	33	9
May	39	70	2	25	27	57	2	111	0	5	21	9	54	10	34	9
June																

Note: SRVOP & Long Distance Learning began in October
SRVOP April & May numbers are low due to state testing

TOTALS	Vancouver Campus	Off-Campus Outreach	Total Served
Current Month Totals	111	137	249
Unduplicated count of students served on the Vancouver Campus - during the 2009/2010 school year	129		

Additional information:

Admissions Information	Students participating at:
Applications in process: 2 *Accepted for 2010/2011: 3 Waiting list: 0 Beds available: **Boys: 9 **Girls: 5	Hudson's Bay HS: 4 Fort Vancouver HS: 1

SRVOP School District Participants
Inchelium Pullman Lake Chelan Moses Lake Quincy Waterville

Behavioral Referrals (BRFs)

THREE YEAR COMPARISON - BEHAVIORAL REFERRAL FORMS (BRFs)

<i>Month</i>	2009-2010 School Year			2008-2009 School Year			2007-2008 School Year		
	<i>Enrollment</i>	<i>Days in Month</i>	<i># BRFs</i>	<i>Enrollment</i>	<i>Days in Month</i>	<i># BRFs</i>	<i>Enrollment</i>	<i>Days in Month</i>	<i># BRFs</i>
August	107	1	0	109	5	2	N/A	N/A	N/A
September	111	20	26	109	20	55	103	18	34
October	110	22	34	110	23	97	104	27	78
November	111	14	20	113	16	31	106	22	62
December	111	14	18	113	15	26	107	18	79
January	114	18	19	114	19	51	110	22	41
February	112	18	36	114	19	108	109	24	54
March	111	20	20	113	20	87	110	25	64
April	110	20	72	113	19	72	111	22	53
May	109	20	52	113	19	68	112	25	72
June		13		100	5	12	112	16	25

Budget Summary for the Board of Trustees

2009-10 School Year as of April 2010

Operating Budget - Annual - July 2009 through June 2010

Agency Annual Budget	\$8,677,000
Outreach Contracts Allotted	\$8,000
Year to Date Expenditures	<u>\$7,093,828</u>
Budget Balance for the year	\$1,591,172

Operating Budget (By Department)

Department	Annual Budget	Expenditures to Date	Balance Until Year End
Center Administration	\$1,314,812	\$1,116,259	\$198,553
School for the Deaf - Vancouver:			
<i>Superintendent's Office</i>	\$218,997	\$146,737	\$72,260
<i>Academic Program</i>	\$2,377,905	\$1,970,642	\$407,263
<i>Residential Program</i>	\$1,617,540	\$1,327,613	\$289,927
<i>Post Grad Program</i>	\$52,973	\$40,925	\$12,048
<i>Transportation Costs</i>	\$888,385	\$583,579	\$304,806
<i>Facilities</i>	\$590,386	\$503,209	\$87,177
<i>Nutrition Services</i>	\$286,821	\$240,949	\$45,872
<i>Special Activities</i>	\$0	\$0	\$0
Agency Indirect Costs	\$862,600	\$633,587	\$229,013
Statewide Outreach	\$373,873	\$398,635	\$24,762
Early Learning	\$106,794	\$94,157	\$12,637
Grants	\$6,086	\$37,536	\$43,622
Regional Center 1	\$0	\$0	\$0
Regional Center 2	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Balances	\$8,685,000	\$7,093,828	\$1,591,172

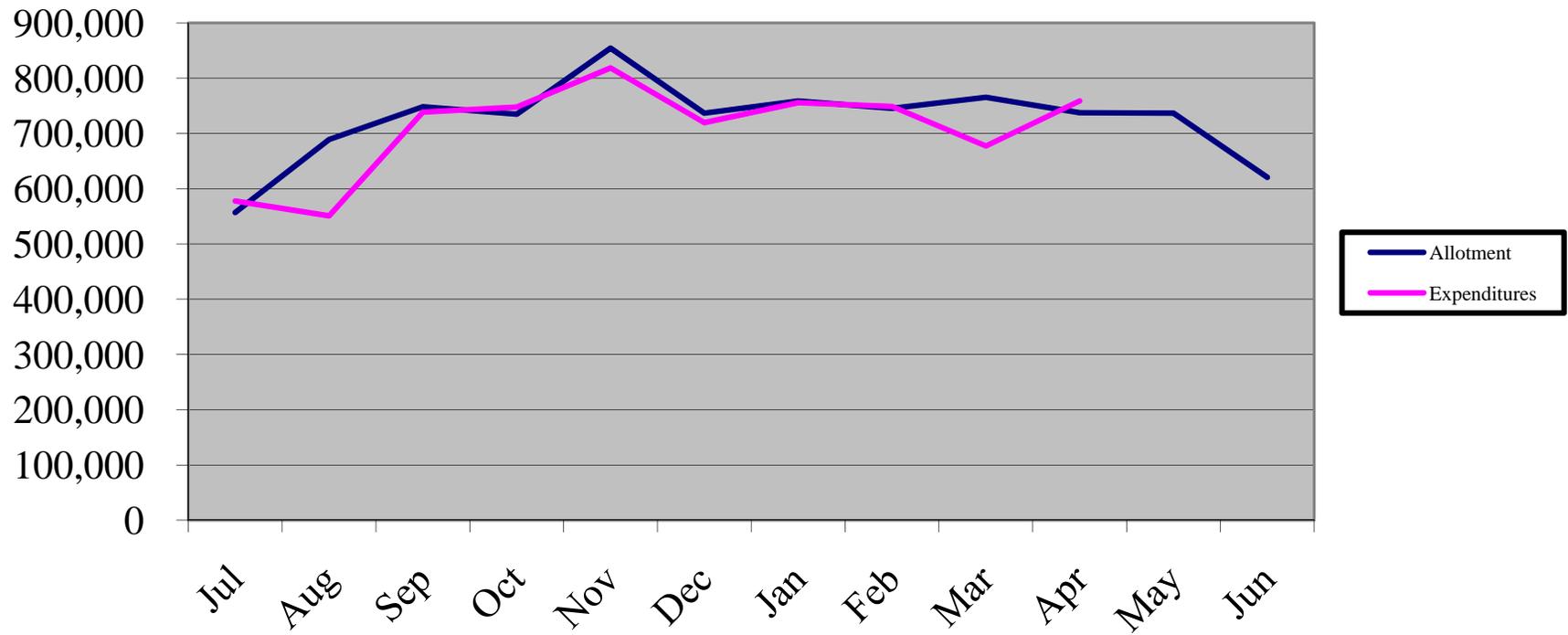
Operating Budget (By Object)

Object	Annual Budget	Expenditures to Date	Balance Until Year End
Salaries	\$5,028,030	\$4,129,453	\$898,577
Benefits	\$1,722,369	\$1,462,585	\$259,784
Goods & Services	\$1,964,313	\$1,398,405	\$565,908
Travel	\$108,000	\$107,401	\$599
Equipment/Software	\$184,000	\$195,172	\$11,172
Reimbursements - See Notes	<u>\$321,712</u>	<u>\$199,188</u>	<u>\$122,524</u>
Balances	\$8,685,000	\$7,093,828	\$1,591,172

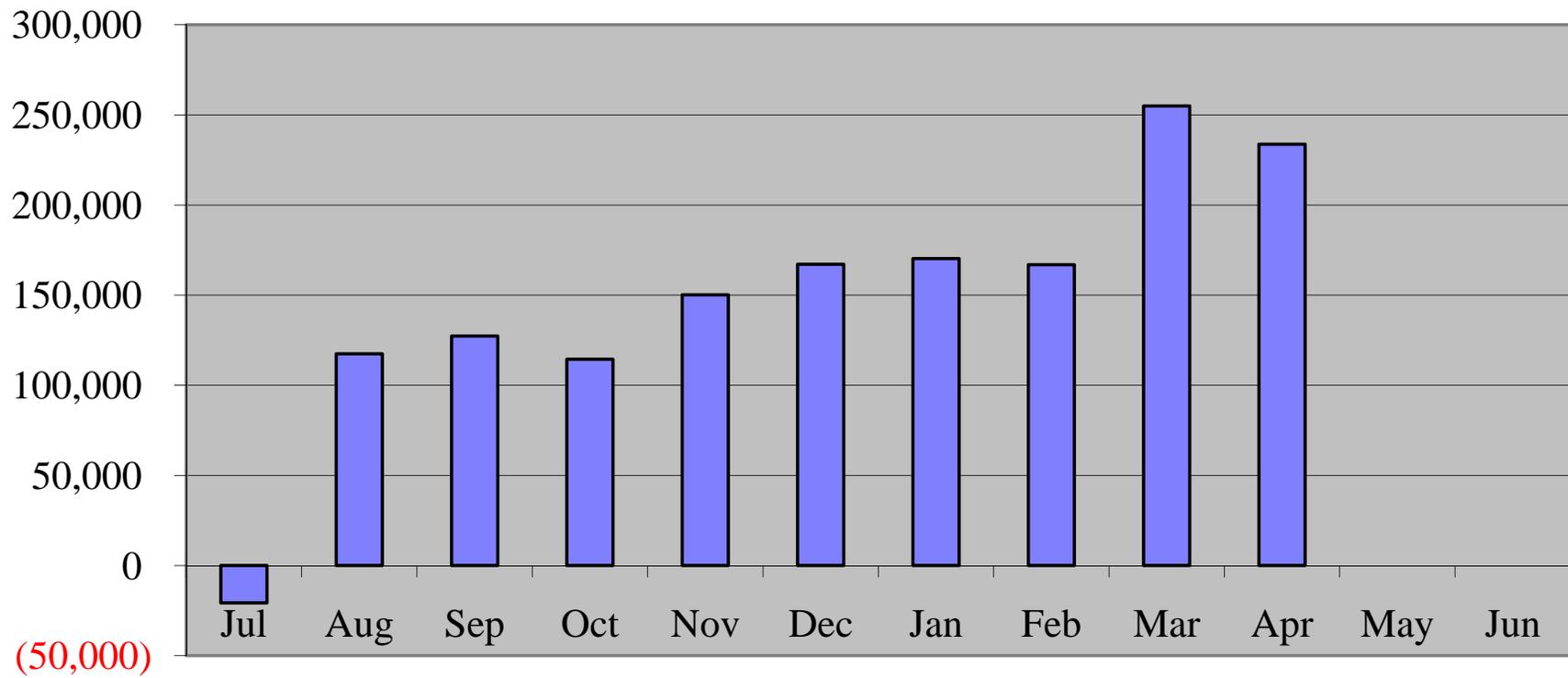
Capital Budget - Biennial

Minor Public Works Biennial Budget	\$820,000	New Construction Biennial Budget	\$1,712,543
Expenditures/Commitments to Date	\$200,000	Expenditures/Commitments to Date	\$1,712,543
Estimated Future Expenditures	<u>\$0</u>	Estimated Future Expenditures	<u>\$0</u>
Budget Balance	\$620,000	Budget Balance	\$0

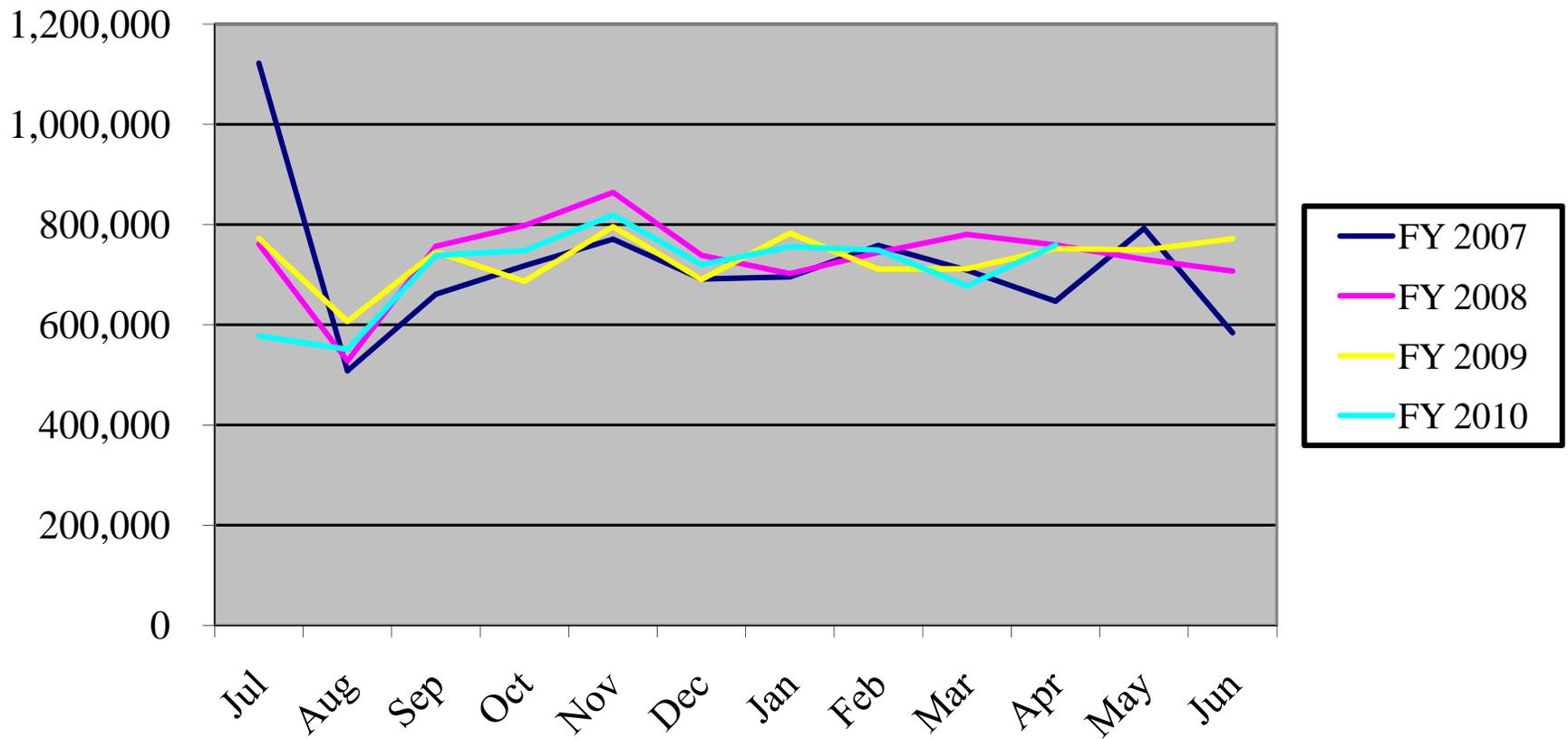
Allotment vs Expenditures FY 2010



Monthly Balances FY 2010



WSD Expenditures by Month & Year



**Washington School for the Deaf
Performance Measures
2009/2011 Biennium**

MATHEMATICS

Percentage of students making academic growth in mathematics

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target				100%
Actual	N/A	N/A	N/A	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target				100%
Actual	N/A	N/A	N/A	

Footnote: The Measures of Academic Progress (MAP) assessment will be given at the beginning and the end of each school year. The results of the two tests will be compared to determine growth. The measure represents the percentage of students making academic growth in mathematics. WSD has further delineated the data to indicate the percentage of students making .1 to .4 months of growth, .5 to .9 months of growth, and 1.0 or more year of growth during the year. These data are available upon request.

READING

Percentage of students making academic growth in reading

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target				100%
Actual	N/A	N/A	N/A	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target				100%
Actual	N/A	N/A	N/A	

Footnote: The Measures of Academic Progress (MAP) assessment will be given at the beginning and the end of each school year. The results of the two tests will be compared to determine growth. The measure represents the percentage of students making academic growth in reading. WSD has further delineated the data to indicate the percentage of students making .1 to .4 months of growth, .5 to .9 months of growth, and 1.0 or more year of growth during the year. These data are available upon request.

LANGUAGE USE

Percentage of students making academic growth in language usage

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target				100%
Actual	N/A	N/A	N/A	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target				100%
Actual	N/A	N/A	N/A	

Footnote: The Measures of Academic Progress (MAP) assessment will be given at the beginning and the end of each school year. The results of the two tests will be compared to determine growth. The measure represents the percentage of students making academic growth in language. WSD has further delineated the data to indicate the percentage of students making .1 to .4 months of growth, .5 to .9 months of growth, and 1.0 or more year of growth during the year. These data are available upon request.

JOB TRAINING AND WORK EXPERIENCE

The number of students in on campus vocational training activities preparing students for post graduation work opportunities

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	6	6	6	6
Actual	27	28	32	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	6	6	6	6
Actual				

Footnote: The target numbers represent the number of students in any quarter who are taking part in training opportunities provided on-campus.

OFF CAMPUS TRAININGS

Number of students (ages 16-21) placed in off campus work training sites.

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	8	8	8	8
Actual	7	7	8	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	8	8	8	8
Actual				

Footnote: The target represents the number of students actually in off-campus training per quarter.

DISTANCE LEARNING

Number of distance learning courses developed and maintained providing direct instruction to students who are deaf or hard of hearing remaining in their home school district.

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target				3
Actual	N/A	N/A	N/A	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target				3
Actual	N/A	N/A	N/A	

Footnote: The target represents the number of maintainable courses developed annually.

PARTNERSHIPS

Establish statewide partnerships with local school districts and other agencies to provide direct service or support service for children who are deaf or hard of hearing.

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	5	20	20	20
Actual	14	18	22	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	5	20	20	20
Actual				

Footnote: This measures the number of partnerships that exist in any quarter that will last for the school year. This is not a cumulative number.

STUDENT SAFETY

The number of students who receive a serious infraction for physical aggression.

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	0	0	0	0
Actual	1	3	4	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	0	0	0	0
Actual				

Footnote: The target represents the number of students who receive a serious infraction for physical aggression that could result in suspension from school.

OUTREACH IMPACT

Number of deaf and hard of hearing students in school districts (not enrolled in WSD) receiving consultations, evaluations, and other services.

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target		20	20	20
Actual	N/A	24	32	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target		20	20	20
Actual	N/A			

Footnote: This number of students served through outreach does not include the SRVOP numbers.

ENROLLMENT

Number of students enrolled on the Vancouver campus.

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	120	120	120	120
Actual	111	112	111	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	120	120	120	120
Actual				

WAITING LIST

Number of applicants that are currently on the waiting list for entry into the Vancouver campus residential program.

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	0	0	0	0
Actual	0	0	1	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target	0	0	0	0
Actual				

Footnote: This measure will determine if there is the need if further expansion of the program.

SUCCESS AFTER GRADUATION

Percentage of students pursuing post-secondary education or are gainfully employed within two years of graduation.

2009/2010	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target				70%
Actual	N/A	N/A	N/A	

2010/2011	July – Sept.	Oct. – Dec.	Jan. - March	April - June
Target				70%
Actual	N/A	N/A	N/A	

Footnote: None

WASHINGTON SCHOOL FOR THE DEAF 2010/2011 School Year

July 10

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 10

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 11

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 10

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 11

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 10

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

February 11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Key	
Staff in-service days	○
First and last day of school	★
Non-school days -	BLUE
Travel & non-school days -	RED
Travel days -	RED
Volleyball Tournament September 18, 2010	
Deaf Awareness Week September 20 - 24, 2010	
Open House October 15, 2010	
Homecoming October 15, 2010	
WSBC/WSBCC 2011 January 27 - 29, 2011 Utah Schools for the Deaf and the Blind	
Flying Hands ASL Poetry & Art Competition March 24, 2011	
All Star Day May 26, 2011	

October 10

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 10

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Registration Day*	August 29	President's Day**	February 21
First Day of School	August 30	Spring Break	April 4-8
Labor Day	September 6	Memorial Day	May 30
Veterans' Day	November 11	High School Graduation	June 2
Thanksgiving Break	November 25-26	Last Day of School	June 10
Winter Break	December 20-31	*No transportation provided on Registration Day	
Martin Luther King Jr. Day**	January 17	**Holiday and travel day	

After School Program

Fall: September 14 - November 4, 2010 Early Spring: February 8 - March 31, 2011
Winter: November 30, 2010 - January 27, 2011 Spring: April 19 - May 26, 2011

Statewide Testing Schedule

MSP (Measurement of Student Progress) (3-8th grades) May 2 - June 3, 2011 (tentative)	MAP (Measure of Academic Progress (2-12th grades)) Fall testing: October 4 - 29, 2010 Spring testing: April 11 - May 6, 2011	HSPE (High School Proficiency Exam) (10/11th grades) Reading: March 15, 2011 Writing: March 16-17, 2011 Science: April 13, 2011 Math: Early May, 2011	DAPE (Developmentally Appropriate Proficiency Exam) 11th & 12th grades only Selected students: Nov 1-9, 2010 Reading: March 15, 2011 Writing: March 16-17, 2011 Math: March 22, 2011
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Quarters end: 1st Quarter: October 29, 2010; 2nd Quarter: January 21, 2011;
3rd Quarter: April 1, 2011; 4th Quarter: June 10, 2011