

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
Board of Trustees Meeting  
June 14, 2018**

Board Members: Allie Joiner (District #2)  
Nancy Sinkovitz (District #3)  
Char Parsley (District #5)  
Ariele Belo (District #7)  
Sidney Weldele-Wallace (District #8)  
Nancy Fitta (District #9)  
Larry Swift (District #10)

Absent: Maria Christianson (District #1)  
Rita Reandeau (District #6)

Executive Director: Rick Hauan  
Superintendent: Shauna Bilyeu  
Legal Counsel: Tsering Cornell  
Recorder: Judy Smith  
Interpreters: Catherine Thomas, Daniel Mroz

Guests: Tom Galey, Director of Business Operations  
Jessica Sydnor, Director of Human Resources  
Sarah Decker, Outreach Coordinator  
Kris Ching, Director of Outreach

Char Parsley, chair, called the board meeting to order at 9:49 a.m. It was determined a quorum was present.

**Approval of meeting minutes**

Correction: Page 4 under "Congressional District #4 vacancy", Char Parsley and Allie Joiner interviewed *three* potential members for Congressional District #4.

Nancy Fitta moved to approve the May 11, 2018, meeting minutes with the correction noted above. Sidney Weldele-Wallace seconded the motion. The motion was voted on and approved. Larry Swift did not vote as he did not attend the May 11 meeting.

**Board Finance Committee**

We are projecting ending the year with a deficit of \$80,000 - \$90,000. At this time, we are working with OFM to identify strategies to reduce the deficit by adjusting allotments and expenditures to balance our budget. Since we are not allowed to end the year with a deficit, we will make necessary adjustments and have requested emergency discretionary funds. At the May 11<sup>th</sup> board meeting the Director of Business and Operations reported that we would be ending the year with a surplus. The week after

this report, the Director of Business and Operations informed the Executive Director that we were likely going to end the year with a deficit. OFM has agreed to provide support the agency to rectify the situation, balance the expenditures and establish protocols to eliminate the issues that has resulted in a fiscal year close in the red. The finance committee directed the Executive Director and Director of Business and Operations to conduct a forensic review to identify what factors caused the current fiscal situation. On initial review, it appears that we have several factors that have impacted our budget. Our allocation for employee benefits appear to be significantly under allocated. The Director of Business and Operations reported that the Pension Stabilization Fund allotment will have an impact on our budget. Additionally, the Board Finance Committee will receive weekly updates on the progress of budget close. The Executive Director will arrange for a training for all Board of Trustees on how to read state budget reports and the structure and interface with state budget systems from Kate Davis, OFM.

**Fact or Fiction (2<sup>nd</sup> & 3<sup>rd</sup> grade class along with teacher, Stephanie Alves de Lima)**

The 2<sup>nd</sup> and 3<sup>rd</sup> grade classes challenged the Board members to “Fact or Opinion – A Game of Knowledge” which was a highlight of today’s Board meeting.

**Rick Hauan, Executive Director**

School districts and ESDs are reaching out to CDHL for help with their existing DHH programs or requesting assistance in setting up a new program.

Seattle Area Day School: The executive director recently met with CDHL’s policy analyst and they were very encouraging regarding funding community forums in Seattle. OFM has agreed to \$50,000 each year for the next two years. This money will be used to hire a facilitator, set up, and hold community forums. The second year of funding will be used to hire a planning principal to look at curriculum as well as meet and develop relationships with school districts and families. More information will be shared at the July retreat.

Spokane: Ending the second year working with the Spokane DHH program. When the program started, there were six students, now there are 15. This program is 99% funded by Spokane Public Schools with support from CDHL. The executive director recently attended their end of the year picnic. Two years ago, 20 people attended the picnic, this year there were 225. CDHL is looking at providing itinerant services in that area.

CDHL has placed staff in various school districts. These staff are fully funded by their respective districts:

- Issaquah cooperative
  - Teacher of the Deaf
  - Educational Audiologists (2)
- ESD 114 (serves Bremerton to the coast)
- Teacher of the Deaf
- Pre-school Teacher of the Deaf (in process)
- Pasco – looking at hiring fully funded staff in that region

Working with OSPI to clarify the challenges with Senate Bill 5142 regarding educational interpreters and the timeline to achieve the required 3.5. OSPI has been supportive in working through this process.

### **Shauna Bilyeu, Superintendent**

- Thanks to the Board members who attended graduation last night.
- All Star Day was held at the end of May. Calvin Young, deaf world traveler, presented at the event. He talked about saving money and budgeting for his travels, which was a great life lesson for the students.
- The Superintendent's Dinner and Senior Tease were held last week. The Senior Tease honored Susan Barnett, former student life counselor, who recently passed way. Susan started Senior Tease several years ago and this event has always been a favorite among seniors and staff.
- Secondary department recently held a community service day. They helped sort food for the needy at FISH (Friends in Service to Humanity) for four hours. The students had a great time.
- Last day of school is Wednesday, June 20<sup>th</sup>.
- Applications for fall: Have seven applications and anticipating five more this summer.
- The Summer Sports Camp has been put on hold due to low enrollment. Plans are under way for next year for a sports camp and theater camp during summer 2019..

### **Tom Galey, Director of Business Operations & Technology**

Minor public works projects:

- In process of replacing the key card system
- Divine building reroof: The contractor and architect have suggested two options for this project:
  - Reroof over the existing roof which would last approximately 20 years and cost less or
  - Remove the current roof and add a completely new roof, which would last for approximately 30 years.
  - Since the Divine building will eventually be demolished, the second option would be the best but it will require additional permits from the city.

### **July 1<sup>st</sup> report – RCW 72.42.041(6)**

The Board members reviewed the second draft of the report due July 1. Once the outreach numbers are added, the final report will be sent to the Board chair for signature and mailing. A copy of the signed document will be sent to all Board members.

Thanks to the Executive Director for adding the requested information from the last meeting.

### **Outreach year-end summary (Sarah Decker, Outreach Coordinator)**

Sarah Decker did an excellent job of sharing year-end outreach numbers with the Board. Highlights of her presentation include:

- Outreach contracts: 158 which includes 52 school districts
- Students served: 390
- Staff served (directly and indirectly): 521
- Professional development opportunities: Over 37

Changes for next year:

- Switching to a purchase order vs contract process (effective July 1, 2018)
  - Less steps overall
  - School districts are more comfortable with purchase orders
  - Faster process
  - Will indicate more of what is needed

Focus areas for next year:

- Clean and complete data
- Timely services
- Program consistency (working on outreach procedure manuals)

The Board was very impressed with the presentation.

### **Elections and future meetings**

Election of Board Chair and Vice Chair for 2018/2019 school year

Nominations for Chair

Allie Joiner nominated Nancy Fitta for the position of Board Chair. Nancy Sinkovitz seconded the nomination. It was voted on and approved.

Nominations for Vice Chair

- Allie Joiner nominated Ariele Belo for the position of Vice Chair
- Sidney Weldele-Wallace nominated Allie Joiner as Vice Chair. Allie declined this nomination

Allie Joiner reaffirmed her nomination of Ariele Belo as Vice Chair. Nancy Fitta seconded the nomination. It was voted on and approved.

***Congratulations Nancy and Ariele!***

### **Board Summer Retreat**

Larry Swift made a motion to hold a special meeting of the Board of Trustees on July 25 and 26 at the Fife School District Offices. Allie Joiner seconded the motion. It was voted on and approved.

Suggested agenda items:

- Committee work
- Seattle Area Day School update
- Fiscal training (possibly by OFM)

- Open Public Meetings training by Tsering Cornell

**Future Board meetings dates and locations**

Future Board meeting dates and locations were discussed as follows;

- **2018**
  - September 21 – WSD campus
  - November 2 (changed from November 16) – Bellingham
- **2019**
  - February 8 – Bremerton
  - March 8 – Olympia
  - April 12 – Spokane
  - May 10 – Wenatchee
  - June 13 – WSD campus
  - September 13 – Ellensburg
  - October 11 – Pasco
  - November 8 – Edmonds
- **2020**
  - February 14 – Olympia
  - March 13 – Moses Lake
  - May 8 – Yakima
  - June 12\* - WSD campus

\*This date may change depending on the date of graduation

Allie Joiner made a motion to approve the above meeting dates and locations along with the change to the November meeting date. Ariele Belo seconded the motion. It was voted on and approved.

**Executive Session - cancelled**

**Outreach – Birth to 5 program (Kris Ching, Outreach Director)**

Kris Ching and Kerianne Christie have been working together to develop packets for families to make sure they receive the information needed to make informed decisions regarding their DHH child.

The birth-5 team is very focused on families and works with them to advocate for their child's needs as they enter school. Two new Family Engagement Specialists have been hired – Krissy Walker and Jer Loudenback.

The birth – 5 program has grown substantially especially in the Sedro Woolley area from three families to a current caseload of 17 families. The group is also working with the Salish Sea School and their preschool program.

Guide By Your Side training will be held on the WSD campus next weekend.

Kris Ching and Christine Griffin (WSD parent and Coordinator for the Washington Hands & Voices Guide By Your Side Program) co-authored an article titled “A Community of Practice: Partnership Prospers Between Providers and Parent Leaders

in Washington State. The article appeared in the Vol 19 • 2018 of ODYSSEY magazine.

**Adjournment**

Hearing no objection, the meeting adjourned at 2:47 p.m.

*Nancy K Jolly*

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Nancy Parsley, Chair  
CDHL Board of Trustees

*Via chair e-mail meeting  
current CDHL chair*

*Nancy K Jolly 9-21-18*  
\_\_\_\_\_  
Date

*Rick Hauan*

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Rick Hauan, Executive director  
CDHL Executive Director

*9/21/18*  
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Date