

Washington State Center for Childhood Deafness & Hearing Loss



March 8, 2019

**WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS
Board of Trustees Meeting
March 8, 2019**

Business Meeting

- 9:45 a.m. **Call meeting to order and determine a quorum is present. Approve minutes from November 2 Board Meeting and December 7 *Special* Board Meeting.**
- 20 minutes **Battle of the Books Presentation**
- 15 minutes **Curriculum Cycle Updates**
- 1 hour **Reports:**
 - **Executive Director – Rick Hauan**
 - **Superintendent – Shauna Bilyeu**
 - **Outreach – Kris Ching, Kathy Froehlich, Carol Carrothers**
- 1 hour **Lunch**
- 1 hour **Policy Review and Discussion**
- 30 minutes **Executive Session**
- 2:00 p.m. **Adjourn**

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)

Voting Members	Address	Cong Dist.	Contact Information	Date Apptd.	Term Expires	E-Mail/Fax
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Allie "AJ" Joiner	15806 18 th Ave. W., B 102 Lynnwood, WA 98087	2	(425) 329-8433 VP	08/30/06	07/01/20	allie.joiner@cdhl.wa.gov
Nancy Sinkovitz	6403 NE 75 th Street Vancouver, WA 98661	3	(360) 910-0338	10/01/14	07/01/20	nancy.sinkovitz@cdhl.wa.gov
Nita Kamphuis	635 S. Hawaii Place Kennewick, WA 99336	4	(509) 539-0962 (cell)	07/23/18	07/01/23	nita.kamphuis@cdhl.wa.gov
Char Parsley	3427 W. 7 th Avenue Spokane, WA 99224	5	(509) 315-2128 VP (509) 329-8535 Text	03/16/07	07/01/21	char.parsley@cdhl.wa.gov
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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
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	07/01/21	sidney.weldele-walla@cdhl.wa.gov
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	07/01/20	nancy.fitta@cdhl.wa.gov
Larry Swift	2306 Glen Kerry Ct., SE Lacey, WA 98513	10	(360) 491-8745	07/31/02	07/01/19	larry.swift@cdhl.wa.gov

WASHINGTON SCHOOL FOR THE DEAF

2018/2019 School Year

July 18

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March 19

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November 18

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Mark Your Calendars!

Deaf Awareness Week
September 24 - 28, 2018

Homecoming
October 17, 2018

Open House
October 17, 2018

WSBC/WSBCC 2019
January 31 - February 1, 2019
Washington School for the Deaf

Flying Hands ASL Literacy Competition
March 14, 2019

All Star Day
May 30, 2019

Graduation
June 12, 2019

<p style="text-align: center;"><u>Legend</u></p>  -First/last day of school  -Non-school days  -Early Release Dates  -Residential Travel days	<p style="text-align: center;"><u>Early Release: Residential students go to the cottages, day students will ride bus home</u> September 20; October 18; December 20; February 14; March 21; April 18; May 16</p> <p style="text-align: center;"><u>Teacher Planning Day - January 25</u> No day student transportation</p>	<p style="text-align: center;"><u>After School Program</u></p> <p style="text-align: center; color: green;">Fall: September 10 - October 30 Winter: December 3 - January 23 Early Spring: February 11 - March 27 Spring: April 15 - May 22</p>
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Registration Day* August 26, 2018 First Day of School August 27, 2018 Labor Day September 3, 2018 Veterans' Day November 12, 2018 Thanksgiving Break November 22-23, 2018 Winter Break December 24 - January 4, 2019 Martin Luther King Jr. Day** January 21, 2019 President's Day February 18, 2019	Break for WSBC January 31 - February 1, 2019 Spring Break April 1-5, 2019 Memorial Day** May 27, 2019 Last Day of School June 14, 2019	<p style="text-align: center;">*No transportation provided on Registration Day **Holiday and travel day</p>
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<p style="text-align: center;">Statewide and School Testing Windows</p> <p><u>MAP (Measure of Academic Progress) 2-12th grades</u> October 1-12, 2018 March 18-19, 2019</p>	<p><u>SBAC (Smarter Balanced Assessment Consortium)</u> October 22-26, 2018 (re-takes for 11th/12th grades) May 6-10, 2019</p>
<p><u>WCAS (Science for 5th, 8th, 11th grades)</u> May 20-24, 2019</p>	

**Quarters end: 1st Quarter: November 2, 2018; 2nd Quarter: January 24, 2019;
 3rd Quarter: April 12, 2019; 4th Quarter: June 14, 2019**

Agenda Items

**WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS
Board of Trustees Meeting
November 2nd, 2018**

Board Members: Maria Christianson (District #1)
Allie Joiner (District #2)
Nancy Sinkovitz (District #3)
Char Parsley (District #5)
Rita Reandeau (District #6)
Ariel Belo (District #7)
Sidney Weldele-Wallace (District #8)
Nancy Fitta (District #9)
Larry Swift (District #10)

Absent: Nita Kamphuis (District #4)

Executive Director: Rick Hauan
Superintendent: Shauna Bilyeu
Legal Counsel: Tsering Cornell
Recorder: Sarah Decker
Interpreters: Catherine Thomas, Daniel Mroz, Heather White

Guests: Erica Pedro, Behavior Specialist
Kathy Froehlich, Contract Specialist
Elena Oseguera, Fiscal Analyst
Kai Matthews, Small Agency Client Services
Rick Whitney, Residential Director
Toni Stromberg, Program Specialist

Nancy Fitta, chair, called the board meeting to order at 9:51am. It was determined a quorum was present. Agenda was reviewed and adjusted.

Approval of meeting minutes

Board Meeting September 21st, 2018

Char Parsley moved to approve the September 21st, 2018 meeting minutes as written. Allie Joiner seconded the motion. The motion was voted on and approved. Nita Kamphuis, Char Parsley, Rita Reandeau, and Sidney Weldele-Wallace abstained as they did not attend the September 21st, 2018 meeting.

Finance Committee Report

Rita Reandeau, chair of the finance committee reported: Kai Matthews from Small Agency Client Services worked with us today. The committee has been meeting to review our budget and addressing the concerns with our current shortfall.

Kai Matthews shared a condensed version at how we arrived at current shortfall. Agencies have budgets allotted for the biennium. We grew some programs in the second fiscal year of biennium 15-17 and then in the first year of the next biennium (FY18) we did not have the same level of funding and that resulted in a shortfall. Kai will continue working with the committee and agency staff to develop a better reporting process for the Board Finance Committee. We will look area by area in terms of budget management. DES will be working with us and bringing the best policies and practices that exist among their forty plus clients most of whom are state agencies. The DES team has a broad range of experience that they will bring to support our agency. The committee will meet again November 9th to work with Kai Matthews and leadership at the agency to talk about the plan for the agency given the financial shortage.

The finance committee members would like to set up buddies to help disseminate information to the other board members between regular board meetings. The buddies are set up as follows: Larry Swift & Sidney Weldele-Wallace, Rita Reandeau & Nitta Kamphuis, Nancy Fitta & Nancy Sinkovitz, Ariel Belo & Allie Joiner, Maria Christianson & Char Parsley.

Nancy Sinkovitz commented that during home coming activities staff raised concerns and questions that made it apparent that there are some misunderstandings about how the agency is structured. This indicates we need to attend to our communication to be clear and consistent with all staff. The board agreed and emphasized the focus is on the students and what they need. There was also discussion regarding the importance of one on one conversations with community members of all backgrounds. The upcoming name change may also be an opportunity to further clarify the agency purpose and structure.

Rick Huan, commented that Tsering Cornell summarized our mandates well. Noting we have 3 legal mandates and they are all of equal value. Running the state school for the deaf, provide regional services in all modalities, and capacity building which is essentially professional development; they are all of equal value. In 2008 WSD served 110 kids on campus, with 50 services provided statewide, now we are serving a hundred students on campus still and around a thousand students state wide. WSD is not less than, they are all of equal importance. It was also noted that while we have stakeholders that have a great tie to the history, campus and tradition at WSD, our constituency is growing with stakeholders who do not want Vancouver to be the only option. It is not an either or decision but we have both and we are stronger because of the options we offer. The challenge is we are short on resources and we will need to find a way to end the year fiscally responsible and communicate that way as we look for support from the governor and the legislature and we will need to make those petitions together in support of each other. We must remain connected if we divide we will not be successful, especially given current fiscal challenges.

The board finance committee expresses tremendous gratitude for Kai Matthews and his support. He serves 9 different agencies and has given us his attention and time to support us through this and his support had been very helpful. Kai Matthews mentioned that Jessica Sydnor, Shauna Bilyeu and Kay Pedisich have done a tremendous amount of work in getting information together to make good requests of the legislature for our fiscal needs.

House Keeping

Shauna – In the absence of an Executive Assistant, a position we have not filled, who used to complete the travel documents for the board it will be upon the individual board members to complete their travel documents. The process was reviewed, both forms were explained, and samples were provided to each board member. The packets provided to the board included instructions, the How-To document, a sample of each form and a blank copy of each form. Travel Authorization forms are due two weeks prior to travel and should be completed any time there is a cost to the agency.

Student Activity (DAW)

ASL department staff and a few students presented on the activities of Deaf Awareness Week (DAW). The theme this year was “With ASL everyone is included”. The information was shared by April McArthur (Bilingual Director), Stephanie Kesterke (ASL Specialist), Shayne Blaylock (ASL Specialist Assistant), and students Etasha Stone, and Leannah Clearbrook. WSD produced video about the Bilingual approach and the theme of DAW 2018 which was shown to the board. Appreciation was given to Shayne Blaylock who has done a lot of video work to help us preserve our history, and our stories.

After DAW a special guest, Sheena McFeely, came to campus and gave a presentation “The Power of You” to the secondary department. It was very inspiring as she talked about her journey and her success establishing ASL Nook. After the presentation she went to the elementary school and brought her published book “Shay & Ivy Beyond the Kingdom”.

The following week famed De’VIA artist Nancy Rourke was brought to campus through a partnership between Washington State Deaf Senior Citizens and WSD. She worked with our art teacher Billy Miles and our students. For two days the basement of Clarke Hall was set up to host students to work by age group and one table set up for a 16-foot mural. Nancy Rourke talked about her use of three primary colors of red, blue, and yellow. She talked about the two components of the Deaf journey oppression and affirmation. Nancy also hosted a community presentation where she talked about some of her art. She presented Billy Miles with a painting she created while she was here as a gift. The WSD produced video of our time with Nancy Rourke was shown to the board.

Senior Etasha Stone (Snohomish) – Shared about her experience working with Nancy and the challenge of using the three colors which she enjoyed. She plans to attend Gallaudet next year, her major is undecided.

Senior Leannah Clearbrook (Everett) – Discussed the inspiring opportunity to work with Nancy using hand shapes with the five senses and the Norwegian sign for Deaf. She also plans to attend Gallaudet in the future.

The student created mural has been installed in the Kastel cafeteria.

Academic Assessment Progress

Shannon Graham videotaped her own presentation so that she could share information even though she was out of town on the day of the board meeting attending a conference on MAP testing that she hopes to gain helpful knowledge and bring it back to WSD.

The presentation covered academic assessments at WSD. Historically we have used MAP testing to report to the state, but this can be misleading information on our students as we have a significant percentage of student that arrive on campus with one or more standard deviation delayed in various content areas such as reading, language, and math. We have set up a new way of assessing the students based on the growth percentile. This information is broken down by current students and new students who enrolled at WSD during the 2017-2018 School year.

Some of the surprises we found were the students in group 0 who we predicted would make one years' growth within the year only about half did consistently across all contract areas. When looking at new students we were surprised to find that of the new students placed in group three with a low predictor of making one year of academic progress in language the majority of them did, which far exceeded our expectations.

NWEA recommends a school wide growth target of 50-60%. Our students in group 0 are on target with their monolingual peers. We should celebrate this information. In the future we will be analyzing growth for group 2 students. We will update our performance measures to include appropriate growth targets for each group so our state reporting is more accurate and meaningful. We will also analyze the long-term growth trends and finally disseminate the results and what we learn.

The board thanks Shannon for a great presentation and very helpful information. The board sees the connection of using this information to support LEAD-K, and the bill of rights in Washington to really show how early education is so critical.

Review Letter to the Legislature

The board sent a letter to the governor in June, and since then we have gotten a new chair, done some investigating into our financial situation and recognize that we have some work to do in strengthening our system and addressing some policy gaps. Nancy Fitta would like to write a letter to the Legislators with the help of Kai Matthews, and Tsering Cornell to introduce herself and give an update of our current state and the hard work we are doing along with the importance of the work we do with Deaf and Hard of Hearing students throughout the state. The board was in agreement.

Open public comment

None

Adjourn for lunch at 11:30am

Reconvene at 12:03pm

Lean Overview

Sarah Decker provided the Board with an overview of the Lean Government Framework. This is a tool that the agency is using to help leaders learn how to manage the business of government, and to talk about gaps and intentional actions taken to close those gaps. The framework consists of 5 components that all must be attended to if leaders want to experience sustained success.

After sharing the components of the framework and the characteristics that make them work Sarah shared some of the specific Lean activities taking place at CDHL. Management has walked through the framework in each of their 9 major functional areas and will be meeting again on November 19th for a workshop to talk about how they can continue to use the framework. There have been staff attending the “Problem Solving” workshops and tackling some real struggles that they face regularly. One of our nurses is working on getting interpreters in person for students who go to the hospital or urgent care. A Student Life Counselor has worked with our technology department to solve a long standing issue that made completing forms difficult for their department. Two staff are working to improve outreach efficiency by providing real time information regarding how many visits have been assigned to consultants, and ensuring that contracts for services are in place prior to services being provided. Finally, we have two staff who are addressing food waste in the cafeteria by making some immediate changes to reduce hot meal waste and will continue looking into the root cause of the waste as they try to eliminate it all together.

Sarah also touched on her work supporting the Technology department and how open the team has been to the strategies and that the feedback shows it is making a real difference. Shauna Bilyeu was commended for her model leadership of what it means to be human centered as she leads this team.

Performance Measure Update

Erica Pedro Provided an update on the strategic plan and performance measures, the new logo, and the agency name change. Emphasizing that our work across the agency really needs to be aligned. The plan to proceed on this work is Erica Pedro will take the lead for outreach, Shannon Graham will take the lead for campus and they will meet with Shauna monthly to continue working on the strategic plan and performance measures. Then quarterly this group will also meet with Kris Ching, Carol Carrothers, April McArthur and Sarah Decker to have a larger group discussion. We know that students are successful through language so the frame is language driven education.

Shauna Bilyeu commented in a recent workshop she attended she came across the concept theory of action which was new to her. She hopes that we can explore this concept at CDHL where the agency could have a theory of action and be viewed of as a district and then each of our components (outreach, WSD, professional development) could be viewed as a school run by that district. So the district runs several schools, and each school can have their own strategic plan.

The final logo has been selected, after a vote was sent to staff, the board, community and other stakeholders. We are working with the designer now to get the vector files to be used on updating our publications. The designer will provide us files with both CDHL and CDHY in preparation for our name change so we will be ready regardless of when that change takes effect. Erica has been talking with her contact in the Governor’s office to get our agency name officially changed. The paperwork to change the agency name to the Center for Deaf and Hard of Hearing Youth has been submitted and could be

approved as quickly as three weeks from now, or we could have to wait through legislative session to get it approved. No additional funds will be requested in conjunction with the change as there are no significant financial costs associated with changing the agency name. We are on target to have the website for CDHL running January of 2019.

Rick Hauan gave a huge thanks to Erica not only for her work on the website, the logo, and the name change which has been a lot, but also her work over the last few months as she has made a huge contribution to the writing of many of the decision packages that were submitted. She has diligently worked on aligning our narratives, and we are very grateful for her hard work.

Interpreter Department

Catherine Thomas presented on the interpreting department. She shared her background as an interpreter first certified in 1985. Talked about how the interpreting department is now achieving compliance in ways that we were not when she first started. We have set up an agreement with Purple communications for emergency services 24/7 bringing us into compliance with the ADA for our own staff. Another highlight is that the department is already realizing cost savings through not filling a vacant full time position, avoiding paying for services that are not ours, and covering our services costs with recoveries. Reducing the hours of staff is not resulting in fewer services, it is actually giving us the ability to provide better services for the agency while also allowing the interpreters more professional opportunities to free lance while maintaining their benefits.

Interpreter department innovations we have made improvements by sharing our calendar allowing secretaries the ability to find good times for meetings when there is greater interpreter availability. We have an interpreter handbook, we established our own version of VRI through use of technology such as FaceTime, Zoom and other remote technology when appropriate for the interpreting assignment. One of the biggest challenges faced by the department for recruitment and retention is the state classification and pay. To believe that an educational K-12, 3.5 EIPA certified interpreter is sufficient for the deaf professionals who work at this agency many of whom are masters educated, or even have their Doctorate and are experts in their fields is a mistake. We don't want to infantilize the Deaf professionals that work here, and while we missed an opportunity to get this addressed at labor negotiations this year, we will continue to pursue that next round of negotiations in two years, and we would appreciate the boards support in bringing this discussion point to the forefront as it is not fair to Deaf adults in the state of Washington that the only classification the state has is antiquated.

Future hopes for the department include, improving the compensation package for staff interpreters, creating a position for a Certified Deaf Interpreter, improving our customer service by providing confirmations, and we continue to improve the work with Lean strategies – all of this to make the interpreting department “Bus Proof”.

Discussion was held regarding the state classification system and what the limitations are for the pay and how we need to continue to pursue a change with state HR, as well as look at other creative ways to support our staff interpreters and incentivize the work such as paying for certification, and providing or paying for classes that interpreters take to meet their continuing education requirements as part of their certification.

Policy Committee Update

Nancy Sinkovitz reported the committee had a working session for a few hours and we got a lot of work done in that session, but it is a significant challenge to the team to be so far apart physically as this work needs to be completed in person to get the best work done. There will be some recommendation for Policy additions or revisions provided by Kai Matthews related to many of our financial policies and may require the committee to prioritize the work. There was group discussion held on when committee sessions could be held.

Rita Reandeau moved to hold a special meeting of the board on Friday December 7th, 2018 at CDHL in Vancouver. Larry Swift seconded the motion. The motion was voted on and approved.

The chair will work with the rest of the board and agency to set the agenda for the special meeting and publish the notice as required.

Executive Session

The Board went into executive session pursuant to RCW 42.360.110(4) "To receive and evaluate complaints or charges brought against a public officer or employee..." at 2:31p.m. for 20 minutes. The meeting reopened at 2:51p.m. and went back into executive session for an additional 10 minutes. The meeting reopened at 3:01 p.m. and went back into executive session for an additional 5 minutes. The meeting reopened at 3:06 p.m.

Adjournment

Hearing no objection, the meeting adjourned at 3:11p.m.

Nancy Fitta, Chair
CDHL Board of Trustees

Date

**WASHINGTON STATE CENTER FOR
CHLDHOOD DEAFNESS & HEARING LOSS
Board of Trustees **Special Meeting**
December 7th, 2018**

Board Members: Maria Christianson (District #1)
Allie Joiner (District #2)
Nancy Sinkovitz (District #3)
Nita Kamphuis (District #4)
Char Parsley (District #5)
Rita Reandeau (District #6)
Ariel Belo (District #7)
Sidney Weldele-Wallace (District #8)
Nancy Fitta (District #9)
Larry Swift (District #10)

Absent:

Executive Director: Rick Huan
Superintendent: Shauna Bilyeu
Legal Counsel: Tsering Cornell
Recorder: Sarah Decker

Interpreters:

Guests: Toni Stromberg, Program Specialist

Nancy Fitta, chair, called the board meeting to order at 1:03pm. It was determined a quorum was present.

Executive Session

The Board went into executive session pursuant to RCW 42.360.110(5) "To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee..." at 1:03 p.m. for 1 hour. The meeting reopened at 2:03 p.m. and went back into executive session for an additional 1 hour. The meeting reopened at 3:03 p.m. and went back into executive session for an additional 1 hour. The meeting reopened at 4:03 p.m.

Board Planning Discussion

The board discussed how to review committee reports and decided to hand them out for board members to read at a later date.

Discussion was held regarding future committee meeting dates. The next finance committee meeting is planned for January 9th, 2019 from 1:00 P.M. to 3:00 P.M. at the Washington School for the Deaf campus in Vancouver.

The board discussed a strategy to address Policy review that Kai Matthews (Small Agency Client Services consultant) is working on. It is recommended that Kai will present those policies to the board finance committee in draft form. From there they will be sent to the Assistant Attorney General for review and

then presented to the board for first read at the February meeting, these policies will bypass review by the Policy Committee.

Legislative Activity

Allie Joiner asked for an overview of bills we know about that will be heard during the upcoming legislative session that may have an impact on our agency. Rick Hauan only knows of the one that relates to our proposed name change for the agency.

Adjournment

Hearing no objection, the meeting adjourned at 4:27 P.M.

Nancy Fitta, Chair
CDHL Board of Trustees

Date

Rick Hauan, Executive Director
CDHL

Date

- This meeting was to discuss program implementation and alignment including caseload balance, program implementation and supports needed, additional resources needed at the local level, review student numbers served in the local district, business office interface and the on-going migration of contract management and staff deployment in alignment with business office practices
- Board Finance Committee meeting
 - Reviewed month end final numbers
 - Discussed the governor's budget proposal and anticipated questions by legislative staff as the budget proposal moves through the legislative process
 - Demonstrate the support for all staff both at WSD and for staff providing service at the local level through Outreach services

January 2019

- Colorado School for the Deaf and the Blind (CSDB) Program Review Team meeting
- Tour and Program modeling for Colorado School for the Deaf and the Blind (CSDB) discussing logistics for review of the State School and program
- WSDS meeting
- Combined Outreach meeting WA State School for the Blind, Washington Sensory Disabilities Services, Washington Deaf-Blind Project, Center for Childhood Deafness and Hearing Loss Outreach Team
- State of the State address and reception
- Presented to House Education Committee on Programs at WSD and Outreach activities. Shauna Bilyeu and Scott McCallum, Superintendent, WSSB also presented on program intersectionality and overlap discussing collaborative efforts and services offered at the local level.
- Met with ESD 171 to outline D/HH regional program utilizing existing resources in Wenatchee area and administrative and specialist supports from CDHL
- Special Education Directors' meeting Sequim
- Met with Representative Dolan, and Legislative staff, OSPI representatives to discuss changes to supports offered to Educational Interpreters
- Outreach Team meeting
- Board Finance Committee meeting to review month end data from December
- Parent meeting regarding supports in the Seattle region
- Met with Jennifer Acuña to discuss current pre-school program located in ESD 114
- Met with Michael Dickneite to develop the agenda and presenter invitations for presenters for the Community Forum February 12, 2019
- Diversity, Equity, Inclusion Summit – first annual Summit focusing on developing an inclusive environment within every agency in state government
- Western States Basketball Classic – Vancouver at WSD. GO TERRIERS!!!

Superintendent's Report

February 8th, 2019

- Student enrollment continues to grow. The elementary school in particular has experienced a boom! Our preschool will soon be up to 10 students, with potentially up to three more by May! I am encouraged by this because I think it means more parents are learning about our school and the benefits of ASL-English bilingual instruction.
- Four teachers have earned their National Board Certification. Please join me in congratulating Stowe Beecher, Tyler DeShaw, Jennifer Estes and Shannon Graham on their achievement. National Boards is the top level of teaching certification in the nation. Wendy Schlitz, Ginger Speranza and Piper Gallucci are in the process of working towards theirs.
- Two teaching interns have joined our staff through May. Caulyn Crawford (Kent State) is interning with Carly Leannah, and Jared Klingele (WOU) is interning with Jenn Christianson and Tyler DeShaw.
- January ended with WSD hosting the Western States Basketball Classic (WSBC). This is a super fun event that we have the honor of hosting every five years. Four schools came: Arizona School for the Deaf and Blind, Phoenix Day School, Utah School for the Deaf and Blind and Oregon School for the Deaf. There were a large amount of alumni and fans on hand to support all of the teams, and a good time was had by all. Thanks to Ron Spratlen and Sharon Caton for spearheading the preparation for this event. It was a campus-wide effort to get ready for WSBC!
- Capital projects continue to roll: lighting upgrades have been completed in Hunter Gym (it's a lot brighter in there now!), and the floor was re-surfaced just in time for WSBC (thank you to DEAF for making that happen). The key card upgrade bids are complete and work will hopefully have begun by the time you are reading this. At the time of this writing, part two of the lighting project's costs are still being determined.
- Several WSD students will be included in a Costco video for their new logo merchandise department! This is an exciting venture that came about through our Optimism connections! We are still in the planning stages for this, so I will share more information later.
- I had the opportunity to go with Rick Hauan to present in front of the House Ed Committee in January. While it was a nerve-wracking experience for me, it was illuminating and very worthwhile. I am grateful for the opportunity to share about our campus operations. At the end of our presentation, Representative Monica Stonier made a comment about how both the Blind School and the Deaf School bring value to SW Washington! You should have seen us beam!
- The next few months will continue to be busy: a special professional development activity revolving around differentiated instruction with a guest presenter from Gallaudet is coming to campus on February 14th, our DAB team heads out to Phoenix on March 1st, and our Flying Hands competition is March 14th!

CDHL Board of Trustees Meeting

Birth-to-5 Outreach Report

Report from: Kris Ching Date: January 28, 2019

Deaf/HH

Blind/VI

Deaf/Blind

WSD/CDHL

WSSB

What have you been doing since our last meeting?

January:

Jan 8 – Weekly ESIT Public Policy Committee meeting call-in with Frank Ordway, Assistant Director of Government and Community Relations, Dept. Youth Children & Families (DCYF)

Jan 8-9 – Support for CDHL-OESD D/HH Preschool program in Bremerton

Jan 9 – WA Hands & Voices Board meeting – Seattle

Jan 10 – WSDS meeting in Renton PSESD

Jan 11 – Combined Outreach Team meeting with WSDS DeafBlind Project, WSSB, and CDHL – Fife

Jan 14 – Planning for IDEA webinar with Carol & Christine via Zoom

Jan 15 – Collect more materials/supplies for D/HH Preschool in Bremerton, deliver Jan 23 to CDHL Tacoma site

Jan 17 – Birth-3 D/HH Specialists PLC meeting via Zoom

Jan 18 – Attended ESD 123 Special Ed Director meeting

Jan 18 – Tri-Cities Family Night planning meeting – Pasco

Jan 21 – ESIT Public Policy Committee meeting

Jan 22 – Meeting with Erica Pedro for CDHL website content 😊

Jan 22 – Attend transition meeting for Sedro Woolley family

Jan 23 – IDEA Special Considerations webinar

- This presentation was a collaborative effort with Christine Griffin, interim president for WA Hand & Voices and GBYS coordinator – with Carol & Kris
- There were almost 130 attendees on Zoom, 3 in person at CDHL Tacoma office

- Tech support from Tacoma Madison was awesome!
- This is the first webinar of its kind – Zoom for statewide access, captioning, and interpreters, plus it was recorded. Christine Griffin coordinated everything! 😊

Jan 24 – CDHL Outreach Team meeting in Vancouver at WSD

Jan 28 – ASL assessment meeting with Carol, Shawn, Krissy, Kris – beginning discussions for different approach to ASL assessment for preschool students

Jan 29 – Walla Walla IEP

Jan 30-31 – visit CDHL-OESD D/HH Preschool in Bremerton

Jan 31 – Family Night in Olympia!

Feb 1 – Deaf 101 in Walla Walla

What is on your horizon (include dates)?

February 5 – Walla Walla Family Night

February 6 – Family Night in Pasco, first for this school year!!

Feb 7 – EHDDI Advisory Committee meeting

February 12 – Wenatchee Family Night

How do you plan on collaborating and with who?

- Christine Griffin, Carol, and I are collaborating on a webinar presentation on IDEA Special Considerations on January 23, 2019
- As a Board member of WA Hands & Voices, Kris is collaborating with a couple other board members on officer recruitment, as 3 of the 4 officer positions are vacant!

IDEAS

How do we lead? What does that look like? (Ted Talk/Book Study/etc.)

Allow parents to have a voice and make comments during meetings – consciously give them support and space to express their thoughts and ideas. Our combined voices/stories give more power to the message to make change.

How we can work at staff professional development together?

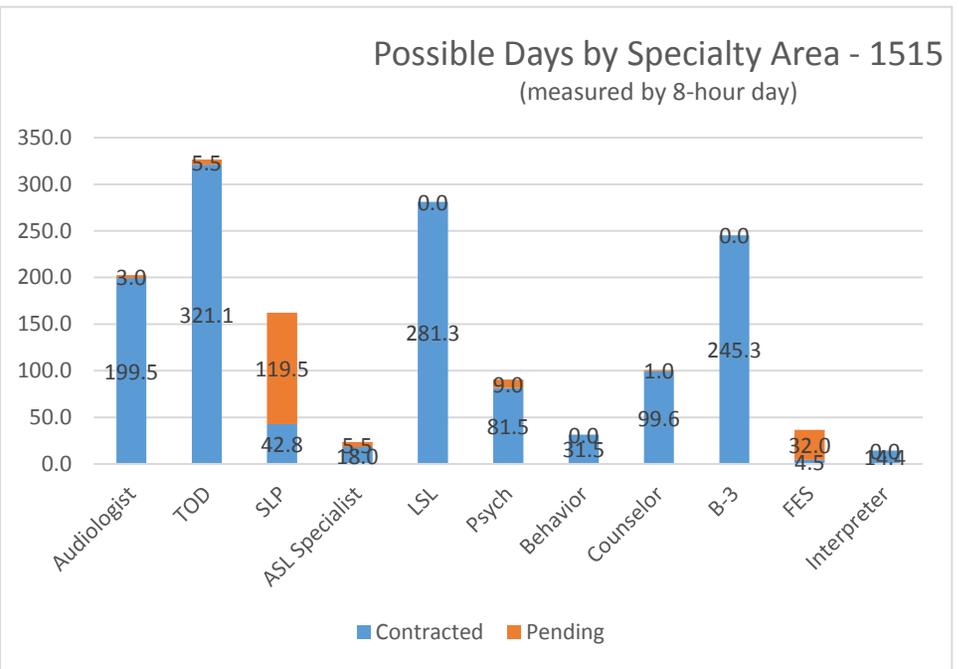
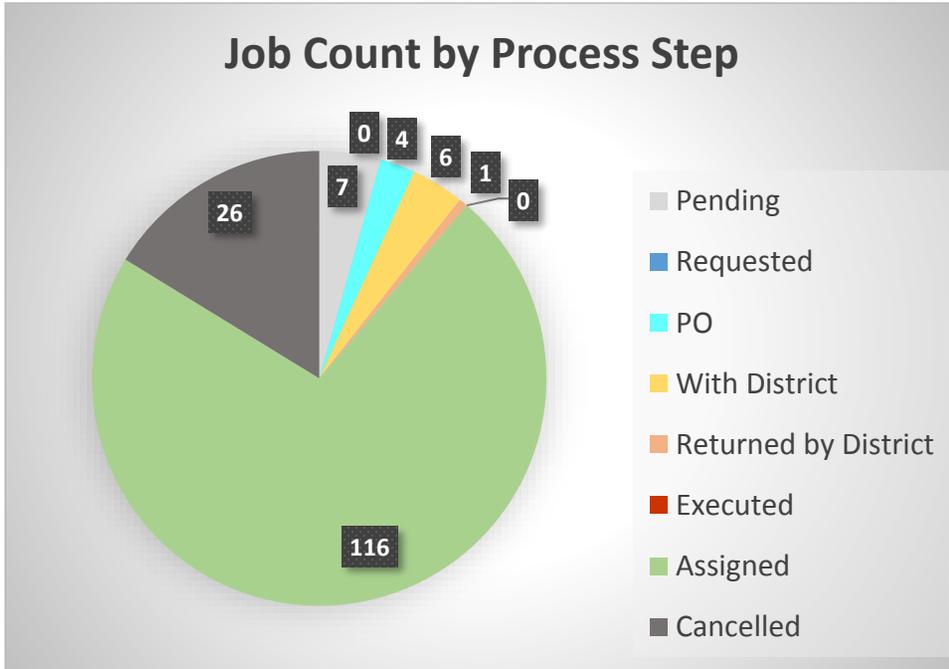
Combined Outreach meeting in January! Kris is considering organizing a preschool professional learning community – or community of practice for preschool TODs in the state.

2018-2019 CDHL Outreach Report

Data as of January 22nd, 2018

Kathy Froehlich – Contract Specialist

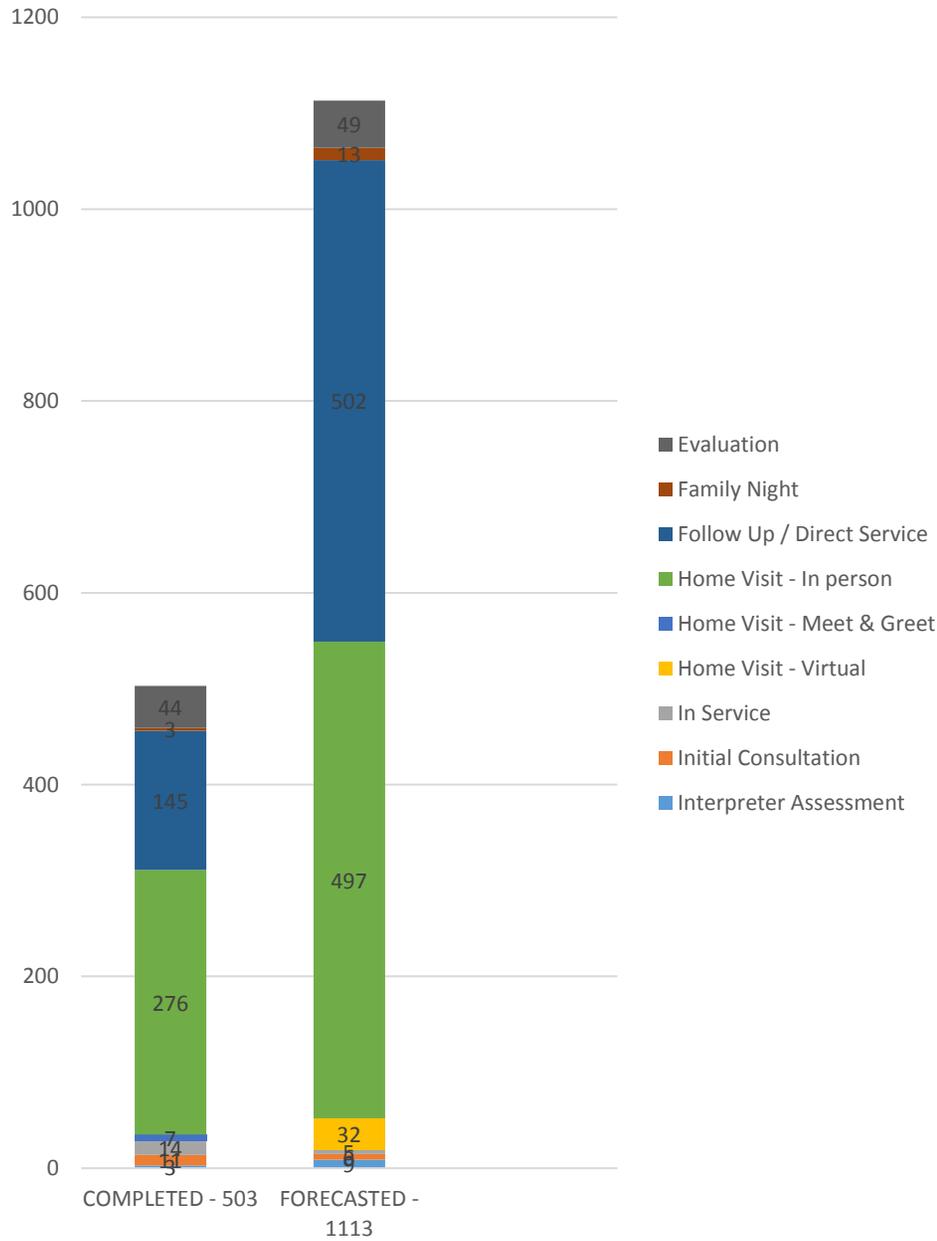
CONTRACTS / PURCHASE ORDERS



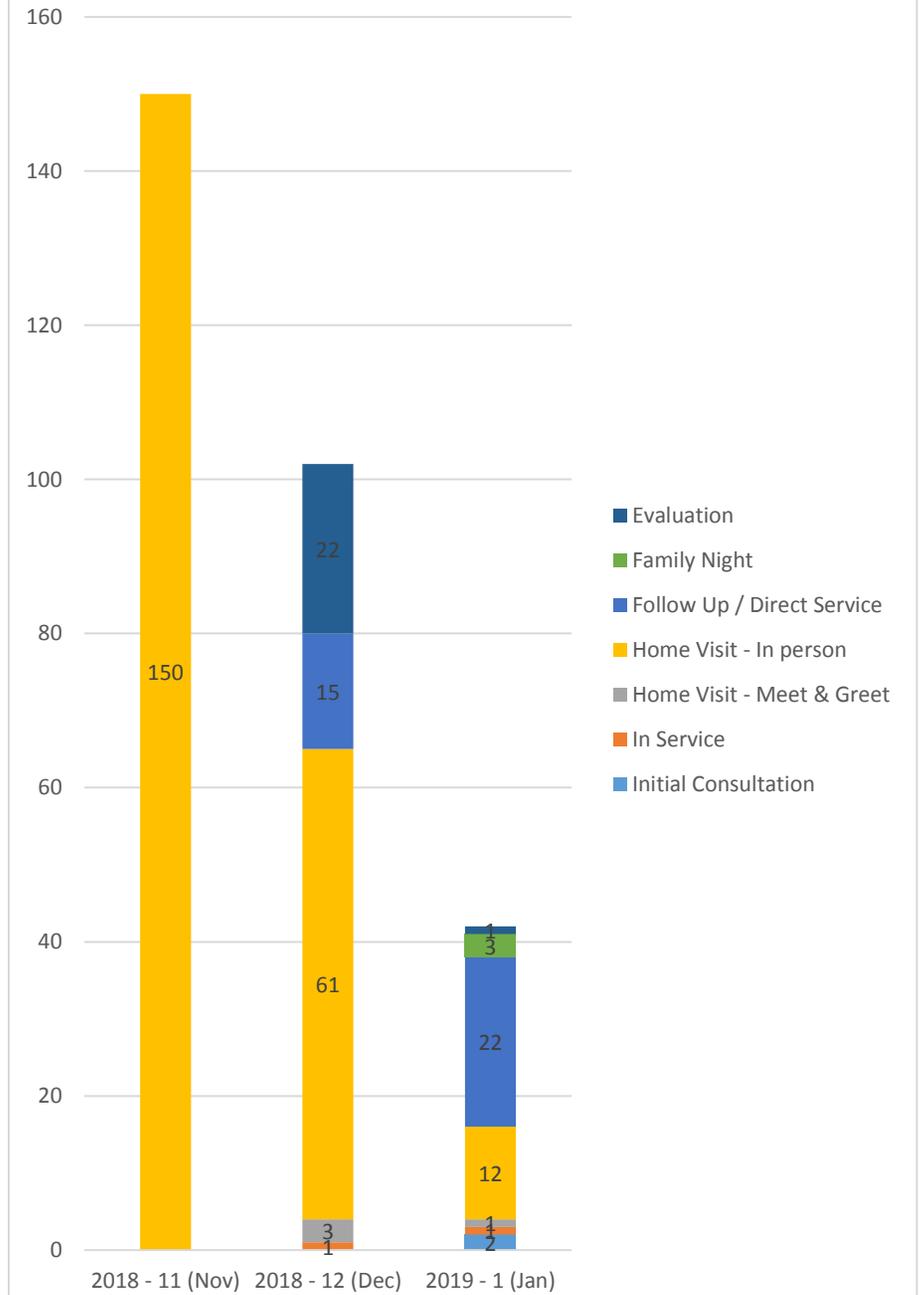
Contract /PO Count by Category (160)									
	A/P	B-3	Contractor	FTE	K-12	OPEN	PK	WSD	Grand Total
TOTAL	18	16	6	12	65	7	18	18	160

Number of Executed Jobs								
(Includes contracts and purchase orders)								
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
Totals	19	30	17	15	15	12	7	115

Caseload by Service Type



Invoiced by Month and Service



Non-billable activity

Non-billable activity							
Client Canceled	Meet and greet	Second day of service	Shadowing	Staff Cancelled	Student Absent	Travel	Grand Total
2	5	5	54	1	6	3	76

Non-contracted Activity							
	Conference	Event	Interpreting	Meeting	Miscellaneous	Training	Grand Total
Totals	16	2	3	63	13	55	152

PROCESS MEASURES

Average time from contract request until contract is sent to vendor – 9.41 days

Average time for contract/PO to be returned by vendor – 17.6 days

Average time for consultant(s) to be assigned to executed contract/PO – 9.5 days

REPORT NOTES

VISIT = A trip by a consultant on a day (may or may not include travel, may provide zero or more services)

SERVICE = a billable activity based on the outreach fee structure

*Data not accounting for canceled dates

*Data can be broken down by individual Staff and Contractors

Washington State Center for Childhood Deafness & Hearing Loss Board of Trustees Meeting

Report by Carol Carrothers

Date January 15, 2019

What activities/projects have you been doing since our last meeting?

12/6 Meeting with Theresa Smith about new legislation for K-12 Interpreters; Rep Dolan wants to write a bill. Will meet with her again and Theresa, along with a legislative aide that I have talked to about this information. We have also requested Rep. Noel Frame to participate.

12/10 I have monthly "check ins" with people I supervise, the first, second and third Monday of the month.

12/12 Zoom meeting with State Needs Project people. Very informative, and collaborative group of folks.

12/12 Attended Salish Sea Deaf School Family night. Hugely attended family night with CDHL Family engagement specialist there with Santa gifts, pictures and printed t-shirts. (75 people?)

12/13 Meeting with Bellingham SD Special Ed. Director and teacher of the deaf brainstorming how we might be able to support them. The TOD has a huge case load and doing everything. They are advertising for an audiologist. We brainstormed ideas such as a video meeting with our psychs, slp to support their teams.

12/14 Met with Christine Griffin and Kris to prepare for webinar in January to parents. Topic: Special Considerations for Deaf and Hard of Hearing Students.

12/17 Met with Taralynn Petrites. ASL instructor at CWU. Taralynn is interested in being part of legislation creating ITP in the state at CWU.

1/7/19 Meeting with Rep Dolan, Ethan Moreno and Theresa Smith by phone. Ethan drafted a bill to support employed interpreters and a University to develop an ITP, through an application process. This was brought to Glenna Gallo's attention. Collaboration will continue with people from the PESB and OSPI.

1/9 DVR and itinerant teachers of the deaf met in Tacoma; facilitated by CCTS. Fantastic first-time meeting with teachers of the deaf and DVR counselors.

1/11 Full Statewide outreach meeting held in Fife with CDHL, WSSB and the Deaf-Blind project outreach teams in attendance. Understanding Deaf-blindness was the topic. It was well received.

December and January Charlene Williams our one Mentor for interpreters throughout the state has been traveling to different parts of the state to visit those she is mentoring. While she is there, she is providing a

workshop to all interpreters interested in the area. It is free to any interpreter to join. So far she has presented in Longview, and Seattle, and will be presenting in Everett and Yakima. She is a valuable resource.

What is on your horizon (include dates)?

Feb. 23 Cathy Corrado and Shawn Broderick will present a workshop on Reading and Language in Spokane. We hope to have several throughout the state including Bellingham area, possibly Edmonds and Tacoma areas.

Policy 1000

CDHL Board of Trustees Legal Status and Operation

Legal Status

The Board of Trustees of the Washington State Center for Childhood Deafness and Hearing Loss (CDHL) is established by the state of Washington per RCW 72.40 and RCW 72.42 to plan, direct and oversee all aspects of CDHL's operations to ensure quality in the educational and residential programs at Washington School for the Deaf, quality in the services provided through the outreach team, and to provide students in the state of Washington with an opportunity to achieve those skills recognized as requisite to learning and future success.

The policies of the Board of Trustees define the organization of the board and its manner of conducting official business. The board's operating policies are those the board adopts from time to time to facilitate the performance of its responsibilities.

Organization

The official name of the agency is Washington State Center for Childhood Deafness and Hearing Loss (CDHL) as provided in RCW 72.40 and it operates under the provisions of RCW 72.40.

In order to achieve its primary goal of providing each child with the necessary skills, commensurate with his/her ability, to become effective citizens, the board will exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the state statute and regulation. RCW 72.40 and RCW 72.42 delineate the legal powers, duties, and responsibilities of the board.

Number of Members and Terms of Office

The board will consist of 10 members representing each of the 10 congressional districts in the state and will be appointed by the Governor and approved by the Senate. Except as otherwise provided by law, board members will hold office for terms of five years.

Newly appointed trustees will take office at the first official meeting of the Board of Trustees after appointment has been completed by the Governor's office.

Legal References: RCW 72.40
 RCW 72.42

Key Functions of the CDHL Board of Trustees

Acting on behalf of the state of Washington, the Board of Trustees will fulfill the following functions:

Responsible Governance:

- The board, with participation of stakeholders, will envision the future of the agency's educational programs and formulate goals, define outcomes and set the course for the agencies. This will be done within the context of racial, ethnic, and religious diversity and with a commitment to the educational excellence for all students.

Creating Conditions for Student and Staff Success:

- To achieve the vision, the board will establish a structure, which reflects local circumstances and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework. This includes employing an executive director, developing and approving policies, formulating budgets, setting high instructional and learning goals for staff and students, and nurturing a climate conducive to continuous improvement.

Community Engagement:

- The board will serve as education's key advocate on behalf of the students served. The board will work to advance the state's vision for the agency, pursue agency goals, encourage progress, energize systemic change and ensure that the students are treated as whole persons in a diversified society.

High Expectations for Student Learning:

- The board will continuously articulate the belief that all students can learn and that each student's learning can improve regardless of existing circumstances or resources. The board will act as leaders of a vision of shared learning that is supported by all departments in the agency and statewide stakeholders.

Accountability for Student Learning at the Washington School for the Deaf:

- The board's accountability for student learning will include adopting a system of continuous assessment of all conditions affecting education, including assessments for measuring staff and student progress toward goals. The public will be kept informed about programs and progress. Staff and board training will be provided to ensure continuous improvement of student achievement.

Policy 1112

CDHL Board of Trustees Orientation

The board will help newly appointed trustees to understand the policies and procedures of the board. To facilitate this process, new trustees will be provided with copies of the following materials:

Open public meetings act
Conflict of Interest
Basics of School Law
Board of Trustees Procedures
Organizational Chart
Board Policies
Collective Bargaining Agreements
Agency Budget
Financial Status Reports (most recent)
Board Minutes (previous year)
Public Disclosure of Information
Student Rights, Responsibilities and Conduct
Staff Handbook(s)
Student and Parent Handbook
Most Recent Accreditation Report(s)
Achievement Test Results and Relevant Data for Evaluating Student Learning

The board chair, or a designee, and the executive director, along with the assigned Assistant Attorney General (as necessary) will assist each new trustee in the review of these materials and will review the role and function of the various administrators employed by the agency. The orientation will include how to:

- Arrange for visits of school or administrative offices
- Request information regarding school operations
- Respond to a complaint concerning staff or program
- Handle confidential information
- Request travel reimbursement

Trustees will be encouraged to visit classrooms and attend meetings, workshops, school activities, and conferences to increase their knowledge and competencies.

Policy 1210

CDHL Board of Trustees Annual Organization Meeting

At the last regular meeting of the school year, the board will elect from among its members a chair and a vice chair to serve one-year terms. A newly appointed board member will not be eligible to serve as an officer within the first year of such appointment. A chair or vice chair may be re-elected to serve up to two one-year terms in total.

If a board member is unable to continue to serve as an officer, a replacement will be elected immediately. In the absence of both the chair and the vice chair, the board will elect a president pro tempore who will perform the functions of the chair/vice chair during the chair/vice chair's absence.

The executive director or designee will act as board secretary and perform all the duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the executive director or designee will document and publish all proceedings.

The newly elected chair and vice chair will assume their duties at the next meeting of the board.

Policy 1220
Board Officers and Duties of Board Members

The governance of the center and the school shall be vested in a Board of Trustees. The board shall consist of 10 members appointed by the Governor, with the consent of the Senate.

Chair

The Chair is elected from among the members and shall serve for one year, and shall serve until their successor is appointed or qualified. The Chair presides at all meetings of the board and signs all papers and documents as required by law or as authorized by action of the board. The Chair conducts the meetings in the manner prescribed by the board's policies. The Chair has the full right to participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It is the responsibility of the board Chair to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so that the agenda is treated in an expeditious manner.

The Chair will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the Executive Director, copies of the correspondence received on behalf of the board.

The Chair is authorized to consult with the Executive Director on issues such as board meeting, study session and board retreat planning prior to presentation to the full board and perform tasks to facilitate board meetings.

In dealing with the media and the public in general, the Chair or his/her designee will serve as the spokesperson of the board. The Chair is authorized to report and discuss those actions that have been taken and those decisions made by the board as a body. The Chair will avoid speculating upon actions or decisions that the board may take but has not yet taken.

Vice Chair

The Vice Chair is elected from among the members and shall serve for one year, and shall serve until their successor is appointed or qualified. The Vice Chair will preside at board meetings in the absence of the Chair and will perform all of the duties of the Chair in case of his/her absence or disability.

Secretary

The Executive Director or his/her designee shall serve as board secretary. The board secretary shall maintain all records of meetings and other official action of the board. The board secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports. The board secretary, or his or her designee, must attend all regular and special meetings of the board, and shall keep all official minutes of all such meetings except in executive sessions.

Duties of Individual Board Members

The authority of individual board members is limited to participating in actions taken by the board as a whole when legally in session. The board or staff will not be bound in any way by any action taken or statement made by any individual board member except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each board member will review the agenda and any study materials distributed prior to the meeting and to be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend board meetings regularly. Members' physical presence at board meetings is preferred. Whenever possible, each trustee will give advance notice to the Chair or Executive Director of his/her inability to attend a board meeting. A majority of the voting members of the board in office constitutes a quorum, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner as prescribed by its bylaws, rules or regulations.

Absence of any board member from four consecutive regular meetings of the board, unless on account of sickness or authorized by resolution of the board, shall be sufficient cause for the remaining members of the board to declare by resolution that such board member position is vacated.

Legal References:

RCW 72.42.021 Board of Trustees - Membership - Terms - Effect of New or Revised Boundaries for Congressional Districts - Vacancies
RCW 72.42.031 Bylaws - Rules - Officers - Quorum
RCW 72.42.041 Powers and Duties
RCW 72.42.070 Meetings

Policy 1400
Meeting Conduct, Order of Business and Quorum

Board meetings will be scheduled in compliance with the law, and as deemed by the board to be in the best interests of the agency. Meetings shall occur at least quarterly but may be held more frequently at such times as the board by resolution determines or the bylaws of the board prescribe. The board will function through (1) regular meetings, (2) special meetings and (3) emergency meetings.

Regular Meetings

Regular meetings are held at times and places as determined by the presiding officer or by majority vote of the board. The schedule of the date, time, and place of the regular meetings shall be filed with the code reviser on or before January of each year for publication in the Washington state register. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date. An agenda of business to be transacted, along with the date, time and location of the meeting, must be posted on the agency website not less than twenty-four (24) hours in advance of the published start time of the meeting.

Special Meetings

Special meetings may be called by the Chair or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail. The notice must be posted on the agency's website.

The agency must also prominently display the notice at the main entrance of the agency's headquarters/administration office, as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

The written notice requirement will be deemed waived if a member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

Final disposition will not be taken on any matter other than those items stated in the meeting notice.

Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

Public Notice

Public notice will be properly given for any special meetings; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the Clarke Hall 150, WSD campus.

All meetings will be open to the public with the exception of executive or closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the Executive Director or his/her designee no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the Executive Director or his/her designee, as board secretary, will be the office of the board. The agency's public records will be open for inspection in the manner provided by and subject to the limitation of the law and policy.

Quorum

A majority of the voting members of the board in office constitutes a quorum, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner as prescribed by its bylaws, rules, or regulations.

Meeting Conduct and Order of Business

All board meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the Executive Director or a board member and must be approved by majority vote of the board members present. At a special meeting final action may be taken only on that business contained in the notice of the special meeting.

Board members are not required to be physically present to attend a board meeting. It is acknowledged that communication among deaf members and participants is enhanced with face to face communication. Therefore, physical attendance at board meetings will always be preferred. However, if the ability to participate is impacted due to another disability or circumstances other than a schedule conflict and convenience, it is recognized that less than optional participation via videoconference or teleconferencing will be accepted given sufficient notice of the request. Telecommunicating by a board member for a board meeting would be acceptable not more than once per year. Any or all board members may attend a board meeting and vote via any communication platform - including videoconference or teleconference. Any such videoconference or teleconferencing, at a minimum, shall provide simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate and 4) the communication platform is generally known and accessible to the public.

The board will establish its regular order of business, but may elect to change the order by a majority vote of the members present. All votes on motions and resolutions will be by a “show of hands” vote. All votes will be approved by majority of those present and voting unless otherwise required by law. No action will be taken by secret ballot at any meeting required to be open to the public.

A “show of hands” vote of all the members of the board is required for the election of board officers or for the selection of candidates for Executive Director to submit to the Governor for his/her consideration, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

All communication between board members regarding board business will be done in compliance with the Open Public Meetings Act, Chapter 42.30 RCW. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

Public Comment

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may present to the board. If possible, such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require or will benefit from public comment. Written and in-person comment will be accepted by the board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education and services for children served by the agency or will promote the effective, efficient or safe management and operation of the agency. Individuals wishing to be heard by the board will first be recognized by the Chair.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the Chair. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The Chair maintains the right to regulate the subject matter of that which may be presented or discussed at the open meeting including, but not limited to, matters which are the subject of current or pending grievances, adjudicative or disciplinary proceedings; and statements that are too lengthy, personally directed, abusive, obscene, or irrelevant, to the extent permitted by the Open Public Meetings Act, Chapter 42.30 RCW.

Cross References:

Policy 1220 - Board Officers and Duties of Board Members

Policy 1410 - Executive or Closed Sessions

Policy 1420 - Proposed Agenda and Consent Agenda

Legal References:

RCW 42.30.030 Meetings declared open and public

RCW 42.30.031 Bylaws—Rules—Officers—Quorum.
RCW 42.30.050 Interruptions - Procedure
RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings —
Notice — Secret voting prohibited
RCW 42.30.070 Times and places for meetings - Emergencies - Exception
RCW 42.30.075 Schedule of regular meetings
RCW 42.30.080 Special Meetings
42 U.S.C. 12101-12213 Americans with Disabilities Act
RCW 72.42.031 Bylaws - Rules- Officers - Quorum
RCW 72.42.041 Powers and Duties
RCW 72.42.070 Meetings

Policy 1410 Executive or Closed Sessions

Executive Sessions

Before convening in executive session, the Chair will publicly announce the general purpose for excluding the public from the meeting place and time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Chair.

An executive session may be conducted for one or more of the following purposes:

1. To receive and evaluate complaints or charges brought against a director or staff member; however, upon the request of such director or staff member, a public hearing or a meeting open to the public will be conducted on such complaint or charge;
2. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the agency will occur in a meeting open to the public, and when the board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action will be taken in a meeting open to the public;
3. To discuss with legal counsel representing the agency matters relating to the agency enforcement actions, or litigation or potential litigation to which the agency, the board, 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;
4. Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically threatened; litigation that the agency reasonably believes may be commenced; or the litigation or legal risks of a proposed action or current practice of the agency, if public discussion is likely to result in an adverse or financial consequence to the agency;
5. To consider the election of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
6. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
7. To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs; or
8. Any other purpose permitted under the Open Public Meetings Act.

Closed Sessions/Private Meetings

The Open Public Meetings Act does not apply to certain board activities and public notice is not required prior to holding a closed session for any of the following purposes;

1. Consideration of a quasi-judicial matter between named parties, as distinguished from a matter having a general effect on the public or a class or group;

2. Matters governed by Chapter 34.05 RCW, the Administrative Procedure Act;
3. Collective bargaining sessions with employee organizations or professional negotiations with an employee, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or that portion of a meeting in which the board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.
4. Any other purpose permitted under the Open Public Meetings Act.

Legal References:

RCW 42.30.110 Executive Sessions

RCW 42.30.140 Chapter controlling — Application

RCW 72.42.041 Powers and Duties

RCW 72.42.070 Meetings

Policy 1420
Proposed Agenda and Consent Agenda

Proposed Agenda

The Executive Director or his/her designee shall serve as board secretary. Anyone, other than a board member or the Executive Director or his/her designee, desiring that an item be placed on the agenda of a board meeting, must first submit a written request to the board secretary no later than twelve o'clock noon (12:00 p.m.) twelve (12) business days before the next scheduled meeting of the board. The board secretary will relate the request to the Chair of the board as soon as feasible. The Chair will determine whether the item is to be placed on the agenda. The Chair or designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

The board secretary will be responsible for preparing the proposed agenda for each meeting in consultation with the board Chair. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be provided to each board member at least three (3) business days in advance of the meeting and will be made publically available at least twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the agency website not less than twenty-four (24) hours prior to the start time of the meeting.

At a special meeting, final action may be taken only on that business contained in the original notice of the special meeting and agenda.

Consent Agenda

To expedite business at a board meeting, the board may approve the use of a consent agenda, which includes those items considered to be routine in nature. If used, the consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item that appears on the consent agenda may be removed by request of a board member and instead be placed on the regular agenda. Removed items may be either taken up immediately after the consent agenda or placed later on the agenda at the discretion of the board. The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Cross References:

Policy 1200 1220 Board Officers and Duties of Board Members
Policy 1400 Meeting Conduct, Order of Business and Quorum

Legal References:

RCW 42.30.077 Agendas of Regular Meetings — Online Availability
RCW 42.30.080 Special Meetings
RCW 72.42.031 Bylaws-Rules-Officers-Quorum
RCW 72.42.041 Powers and Duties

Policy 1630
Evaluation of the Executive Director

The Executive Director will have the opportunity for confidential conferences with the board members as needed each year, for the purpose of reviewing the Executive Director in his/her performance, provided any such meetings shall comply with the Open Public Meetings Act. The board will establish evaluative criteria and will be responsible for evaluating the performance of the Executive Director. The board will submit an evaluation of the Executive Director to the Governor by July 1st of each odd-numbered year that includes a recommendation regarding the retention of the Executive Director.

The board may recommend to the governor at any time that the Executive Director be removed for conduct deemed by the board to be detrimental to the interests of the center.

Legal References:

RCW 42.30.110 Executive Sessions

RCW 72.40.0191 Center for Deafness and Hearing Loss - Director's Powers and Duties

RCW 72.40.024 Superintendents and director - Additional Powers and Duties

RCW 72.42.041 Powers and Duties

Policy 1820
Board Self-Assessment

At the conclusion of each year, the board will assess its own performance in terms of generally accepted principles of successful governing board operations and in relation to its annual goals and objectives. The board will prepare and submit by July 1st of each even-numbered year a report to the Governor and the appropriate committees of the Legislature, containing a detailed summary of the center's progress on performance objectives and the center's work, facility conditions, and revenues and costs of the center for the previous year and which contains those recommendations it deems necessary and advisable for the governor and the legislature to act on.

The board self-assessment will address performance in the key functions of the Board of Trustees:

- Board functions of responsible school/agency governance;
- Communication of and commitment to high expectations for student learning;
- Creating conditions agency-wide for student and staff success;
- Holding the agency accountable for student learning; and
- Engagement of the CDHL community in education.

The results of the self-assessment will be used in setting goals for the subsequent year.

Cross References:

Policy 1822 - Training and Development for Board Members

Policy 1810 - Annual Governance Goals and Objectives

Policy 1005 - Key Functions of the Board

Legal References:

RCW 72.42.031 Bylaws - Rules - Officers - Quorum

RCW 72.42.041 Powers and Duties

DRAFT POLICY NO. 6001 MANAGEMENT SUPPORT

Internal Controls

The Washington Center for Deafness and Hearing Loss (CDHL) is committed to safeguarding its assets, checking for accuracy and reliability, promoting operational efficiency and encouraging adherence to policies for accounting and financial controls. Internal controls is a process designed to provide reasonable assurance about the achievement of an entity's objectives. This includes:

- Safeguarding assets.
- Checking accuracy and reliability of accounting data.
- Promoting operational efficiency.
- Encouraging adherence to policies for accounting and financial controls.

To support the internal control framework, policies and procedures are to be developed by the director of business operations or a delegate assigned by the executive director. Procedures are practices to support policies, and provide day-to-day and specific guidance to employees conducting various activities. These control activities include:

- Dual verification of accounting transactions in the official system of record (AFRS) and any supporting subsidiary systems.
- Periodic reconciliation of all financial records and reporting systems under direct management of the business office staff.
- Verification of transactions through agency forms and electronic communication.
- Physical controls and documentation of assets.
- Adequate separation of duties.
- Ongoing coaching and training of sound financial management practices, and risk related polices and procedures.

Periodically, executive leadership will conduct a comprehensive review of the internal control structure to determine if it is adequately addressing agency risks.

Documentation of activities conducted in connection with risk assessments, review of internal control activities and follow-up actions will be maintained. This will include any checklists and methods used to complete the activities.

The director of business operations will act as the internal control officer. Annually, this officer (or delegate) will provide assurance to the agency head in writing that the agency has performed the required risk assessments and the necessary evaluative processes.

DRAFT POLICY NO. 6002 MANAGEMENT SUPPORT

Minimum Reporting Requirements – Finance Committee Meetings

The board recognizes the vital importance of accurate, timely and useful information. As such, the director of business operations or the executive director will provide to the finance committee members the following information.

At the close of each fiscal month:

- A high-level financial narrative detailing the most recent fiscal month's expenditures compared to the approved budget. Included in this narrative should be explanations for deviations from the spending plan, actions plans to address any variances that may potentially have a negative effect on students and/or staff, and justifiable fact based projections related to expenditures, account balances and remaining fiscal year expenditure authority.
- Brief statements that summaries cash inflows, outflows and balances to all local, non-appropriated/non-allotted accounts. Local accounts not in the custody of the state treasure should include a formal reconciliation signed by a member of the executive leadership team and a member of the business office staff. These statements should include narratives that describe any challenges related to revenue generating activities, grants, and/or recoveries.

On a quarterly basis:

- A financial narrative written in by the business office in collaboration with the program managers/directors about their business line or function that illustrates what factors are driving any deviations from the financial plan and what actions are being taken to reduce/eliminate any negative effects.

On an annual basis:

- A report of all fiscal year financial activity for all operating segments of the agency. This report should give a description of the segment, cost drivers, expense breakdowns at the sub-object levels, revenues generated, a comparison of budget to actual expenditures, and relevant program specific information related to financial activity.

Ongoing:

- The finance committee should receive updates periodically of any activity that involves the state auditor, any compliance related matters, and any identified risks that the agency faces that may negatively affect the agency's ability to meet its financial and legal obligations.

DRAFT POLICY NO. 6010 MANAGEMENT SUPPORT

Petty Cash

Petty cash means a sum of money set aside for the purpose of making change or for paying small obligations when issuing a warrant is not practical, economical or timely.

Petty cash draw from any account in the custody or care of the business office is subject to the following:

Each petty cash fund shall be assigned a custodian responsible for that petty cash fund.

All petty cash funds shall be documented individually using an official state or agency form that notates at a minimum:

- The fund custodian
- The amount of the fund
- The general purpose (change, expense, or other).

Uses of petty cash otherwise not indicated for the general purpose of the fund is prohibited. Any authorized expenditures from the funds require supporting documentation (receipts, invoices or sales slips).

On a monthly basis, both the fund custodian and a member of the business office must count all petty cash accounts from both local and state funds. Confirmation of the fund amount at the time of counting shall be documented in a formal log. Variances from the authorized amount shall be noted or supporting documentation for authorized expenditures provided.

All petty cash accounts must be replenished by June 30th of each year.

DRAFT POLICY NO. 6202

PURCHASING

Purchase Cards

The purchase card is intended to improve the efficiency, flexibility and convenience related to purchasing goods and services. Purchase cards provide an alternative procurement method for purchases. They are not intended to be considered a procurement approach, or to be used to avoid or bypass purchasing policies.

Acceptable purchase charge uses include:

- Goods and services for official state business purchased in person, by mail, by phone, by fax or over the internet that do not exceed \$600 excluding tax and shipping (not including the exceptions listed below).
- Regular recurring charges for communication services, utilities, or any expenditure routine in nature that does not require in-depth analysis or lower level research.
- Emergency campus related needs that directly correlate to the welfare of students and staff.
- Purchases complying with all applicable state statutes, rules, policies, and procedures.
- Purchases within spending and other limits established on the card, as established by the agency administrator within the pre-determined agency aggregate limit.
- Purchases between Washington State agencies, *but only when*:
 - The paying and/or receiving account is a local account (not a treasury, treasury trust, nor petty cash account); and
 - The receiving agency agrees to accept the inter-agency purchase card payments. Receiving agencies have the right to refuse acceptance of purchase card payments from other state agencies.

Unacceptable use of purchase cards include, but are not limited to:

- Cash advances.
- Purchases in excess of the limits authorized for the card.
- Gifts/donations.
- Splitting purchases to circumvent the daily or monthly purchase limits on a card, or to avoid competitive bidding limits or purchasing authority limits.
- Purchases between internal departments within an agency, unless prior written approval is received by the Office of Financial Management (OFM).
- Except as noted in SAAM 45.10.50, purchases between state agencies.
- Prepayments unless otherwise authorized by statute or rule.
- Purchases from any merchant, product, or service normally considered to be inappropriate use of state funds, including, but not limited to:
 - Items for personal use.
 - Materials or services from any member of the card user's immediate family.
 - Equipment, materials, services, or suppliers restricted by state statutes, rules, policies, procedures, guidelines or contractual agreements.
 - Alcoholic beverages or liquor licenses, unless permitted by statute or rule.

CDHL utilizes department cards; individuals are not assigned their own purchase card. Employees may use the card after becoming a designated card user as approved by the

agency director or designee. For each designated card user, a Card User Agreement Form must be signed and training on internal procedures must be obtained.

The agency purchase and procurement officer acts as the card custodian, providing a purchase card to designated card users as purchasing needs arise. Unless in use, purchase cards will be safeguarded in the safe at all times.

The director of business operations is the agency program administrator. This person is responsible for the management and oversight of the purchase card program, including appointing the approving official, issuance and cancellation of purchase cards, and monitoring of the approving official, card custodian and designated card users.

CDHL Telework Policy
Draft Language for Leadership Review

Purpose:

The Governor's Executive Order Number 16-07 directs agencies to adopt a written policy that defines specific criteria and procedures for teleworking. This policy establishes the Washington State Center for Childhood Deafness and Hearing Loss's (CDHL) criteria and procedures for telework as well as defines the term "Flexible Work Hours" as established by the Executive Order.

Scope:

This policy applies to all employees of CDHL who work from home or from an alternate work site not located within one of the agency offices or the WSD campus. CDHL administration/management may change telework designation at any time to address operational, monitoring or safety needs.

Definitions:

Telework: A fixed or flexible schedule that allows an employee to work from the employee's place or residence or from another designated alternate worksite. Telework assignments can be regularly or sporadically occurring.

Primary Work Station: The designated worksite as determined by administration/management at the WSD campus location or one of the CDHL regional office locations.

Policy:

Participation in the CDHL telework program is an exception to the normal agency operational policy/procedure is not an employee right or entitlement. Telework eligibility is determined per position and cannot interfere with or impede agency operations and safety procedures or impede the agency's overall mission and goals. Employees and/or supervisors are required to provide a telework plan and to Human Resources and employees may be required to provide reports of work accomplished. Employees must be available via phone, videophone, email and/or text during assigned telework work shift. Inclement weather does not automatically authorize or constitute telework.

Telework is not intended to replace the need for use of accrued leave in the event of employee's personal illness. Temporary requests for telework during Family Medical Leave certified absence must be approved in advance by Human Resources. Employees in telework status must conduct agency assigned work during the designated work shift excluding breaks and meal periods.

The Human Resources Director works with agency leadership/management to determine position telework eligibility and/or employees' requests for telework assignment. Criteria for consideration included but are not limited to:

- Essential duty assignment
- Budgetary feasibility
- Impact to student safety and programs
- Access to secure systems, private information or other sensitive state information
- Technological feasibility

- Equipment availability
- Operational impact to agency department operations
- Performance and attendance history (employee initiated requests for positions that have not been identified as telework eligible)

Agency leadership/management may change or revoke position telework eligibility to address changes to agency operational needs, employee performance and attendance concerns, system access, data security or technology related issues or concerns or safety concerns.

DRAFT

Informational Items

Washington School for the Deaf

Enrollment Information

Month: As February 8, 2019

School Year: 2018/2019

Elementary: 46

Middle: 23

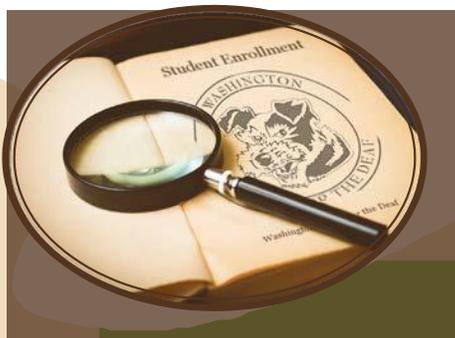
High: 40

Enrollment: 109

Day: 61 Residential: 48 Behavior Referrals: 33

WaCAD: 8

*These are on-campus enrollment numbers only.
Outreach data is included in the outreach report in this packet.*



WSD