

# Washington State Center for Childhood Deafness & Hearing Loss



April 12, 2019

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS**  
Board of Trustees Meeting Packet  
**April 12, 2019**

- Agenda
- Board of Trustees contact information
- 2018/2019 school calendar

**AGENDA ITEMS**

- Board meeting minutes
  - March 8, 2019
- Reports:
  - Executive Director - Rick Huan
  - Superintendent – Shauna Bilyeu
  - Outreach – Kris Ching, Kathy Froehlich, Carol Carrothers
- Policy Review and Discussion
  - **1<sup>st</sup> Reading** - Policy 1000 CDHL Board of Trustees Legal Status and Operation
  - **1<sup>st</sup> Reading** - Policy 1005 Key Functions of the CDHL Board of Trustees
  - **1<sup>st</sup> Reading** - Policy 1112 CDHL Board of Trustees Orientation
  - **2<sup>nd</sup> Reading** - Policy 1210 CDHL Board of Trustees Annual Organization Meeting
  - **2<sup>nd</sup> Reading** - Policy 6001 Internal Control
  - **2<sup>nd</sup> Reading** - Policy 6002 Minimum Reporting Requirement–Finance Committee Mtgs
  - **2<sup>nd</sup> Reading** - Policy 6010 Petty Cash
  - **2<sup>nd</sup> Reading** - Policy 6202 Purchasing Cards

**INFORMATIONAL ITEMS**

- On-campus enrollment data

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
Board of Trustees Meeting  
April 12, 2019**

- 9:45 a.m.      **Call meeting to order and determine a quorum is present. Approve minutes from March 8 Board Meeting**
- 30 minutes      **Committee Reports**
- 30 minutes      **Reports:**
- **Executive Director – Rick Hauan**
  - **Superintendent – Shauna Bilyeu – see notes**
  - **Outreach – Kris Ching, Kathy Froehlich, Carol Carrothers**
- 20 minutes      **BizTown Student /Staff Presentation**
- 25 minutes      **Outreach Updates**
- 15 minutes      **Public Comment Opportunity**
- 30 minutes      **Lunch**
- 1 hour          **Policy Review and Discussion**
- **1<sup>st</sup> Reading - Policy 1000 CDHL Board of Trustees Legal Status and Operation**
  - **1<sup>st</sup> Reading - Policy 1005 Key Functions of the CDHL Board of Trustees**
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  - **2<sup>nd</sup> Reading - Policy 6202 Purchasing Cards**
- 1 hour          **Executive Session** pursuant to RCW 42.30.110(1)(g) *“To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee....”*
- 2:30 p.m.      **Adjourn**

# WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

## BOARD OF TRUSTEES

Rick Hauan, Director (360) 418-0400 ([rick.hauan@cdhl.wa.gov](mailto:rick.hauan@cdhl.wa.gov))  
 Shauna Bilyeu, Superintendent (360) 418-0402 ([shauna.bilyeu@cdhl.wa.gov](mailto:shauna.bilyeu@cdhl.wa.gov))

<b>Voting Members</b>	<b>Address</b>	<b>Cong Dist.</b>	<b>Contact Information</b>	<b>Date Apptd.</b>	<b>Term Expires</b>	<b>E-Mail/Fax</b>
Maria Christianson	3796 Brown Road Ferndale, WA 98248	1	(360) 402-0162 Text	11/18/13	07/01/23	<a href="mailto:maria.christianson@cdhl.wa.gov">maria.christianson@cdhl.wa.gov</a>
Allie "AJ" Joiner	15806 18 <sup>th</sup> Ave. W., B 102 Lynnwood, WA 98087	2	(425) 329-8433 VP	08/30/06	07/01/20	<a href="mailto:allie.joiner@cdhl.wa.gov">allie.joiner@cdhl.wa.gov</a>
Nancy Sinkovitz	6403 NE 75 <sup>th</sup> Street Vancouver, WA 98661	3	(360) 910-0338	10/01/14	07/01/20	<a href="mailto:nancy.sinkovitz@cdhl.wa.gov">nancy.sinkovitz@cdhl.wa.gov</a>
Nita Kamphuis	635 S. Hawaii Place Kennewick, WA 99336	4	(509) 539-0962 (cell)	07/23/18	07/01/23	<a href="mailto:nita.kamphuis@cdhl.wa.gov">nita.kamphuis@cdhl.wa.gov</a>
Char Parsley	3427 W. 7 <sup>th</sup> Avenue Spokane, WA 99224	5	(509) 315-2128 VP (509) 329-8535 Text	03/16/07	07/01/21	<a href="mailto:char.parsley@cdhl.wa.gov">char.parsley@cdhl.wa.gov</a>
Rita Reandeau	1470 Yukon Harbor Rd., SE Port Orchard, WA 98366	6	Cell: (360) 551-3034	08/19/04	07/01/19	<a href="mailto:rita.reandeau@cdhl.wa.gov">rita.reandeau@cdhl.wa.gov</a>
Ariele Belo, Vice Chair	1625 19 <sup>th</sup> Avenue Seattle, WA 98122	7	(206) 388-1275 TTY (206) 452-7955 (Video & Voice)	01/30/07	07/01/21	<a href="mailto:ariele.belo@cdhl.wa.gov">ariele.belo@cdhl.wa.gov</a>
Sidney Weldele-Wallace,	19501 SE 332 <sup>nd</sup> Place Auburn, WA 98092	8	(253) 833-6487 (253) 833-9111 ext. 4705 (253) 569-8000 cell	06/27/02	07/01/21	<a href="mailto:sidney.weldele-walla@cdhl.wa.gov">sidney.weldele-walla@cdhl.wa.gov</a>
Nancy Fitta, Chair	512 63 <sup>rd</sup> Ave Ct NE Tacoma, WA 98422	9	(253) 517-1070 (253) 922-0539 (253) 376-0414 cell	05/01/13	07/01/20	<a href="mailto:nancy.fitta@cdhl.wa.gov">nancy.fitta@cdhl.wa.gov</a>
Larry Swift	2306 Glen Kerry Ct., SE Lacey, WA 98513	10	(360) 491-8745	07/31/02	07/01/19	<a href="mailto:larry.swift@cdhl.wa.gov">larry.swift@cdhl.wa.gov</a>

# WASHINGTON SCHOOL FOR THE DEAF

## 2018/2019 School Year

July 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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August 18

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January 19

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June 19

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October 18

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March 19

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November 18

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April 19

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

**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  
March 8, 2018**

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

Absent: Char Parsley (District #5)  
Ariel Belo (District #7)

Executive Director: Rick Hauan  
Superintendent: Shauna Bilyeu  
Legal Counsel: Tsering Cornell  
Interpreters: Abel Costentino, Daniel Mroz

Guests: Erica Pedro, Behavior Specialist  
Toni Stromberg, Program Specialist

Leadership Attendees: Jessica Sydnor, Human Resources Manager  
Kris Ching, Outreach Director

Nancy Fitta, chair, called the board meeting to order at 9:55am. It was determined a quorum was present. Agenda was reviewed and adjusted.

**Agenda adjustments:** *The executive session was cancelled, there is no committee report out in the agenda, which is needed, and we need to add a public forum section to the agenda. Nancy Fitta will make determinations about time adjustment for the agenda today as presentations permit. Larry Swift moves we amend the agenda, Sydney Weldele-Wallace seconds the agenda, the board votes in favor of the agenda adjustments.*

**Approval of meeting minutes:** Board Meeting November 2018 and December 2018 minutes

November 2018: Sydney Weldele-Wallace motions to approve both sets of minutes, Nita Kamphuis seconds the motion. Board votes in favor of approval of November 2018 meetings.  
Larry Swift motions to approve the December meeting, Nita seconds with amendment to indicate Sydney Weldele-Wallace was absent and to include the interpreter names and the board votes to approve the December 2018 minutes

### **Presentation:**

Battle of the Books: Jenn Christianson and students presented information about the Battle of the Books to the board. The students read all of the assigned books outside school hours and board congratulates them for their success and dedication to the event. Allie Joyner requests the name of the books the student read are sent to her via email.

Shannon Graham provided a presentation regarding curriculum adoption cycles. The Board asked questions regarding the cycle and training related to implementing new curriculum. ASL and Deaf studies are being included in the cycle, now that standards are published, is a new addition to the agency's curriculum cycle. Leadership hopes to adopt an ASL/Deaf Studies curriculum in the near future. Allie Joyner commends Shannon Graham and administration recognizing an ASL curriculum as a large project to implement. Nancy Fitta motions to approve the change to our adoption cycle (change to 3-year rotation and to include ASL/Deaf Studies curriculum), Allie Joiner seconds and the board voted unanimously to accept the changes.

### **Committee, Executive and Superintendent Reports:**

Rita Reandeau provided the Finance Committee report. Our perceived deficit is growing smaller with each passing month. The Board is hopeful any remaining budget deficit will be addressed by supplemental funding. The committee continues to work on improve processes and documentation procedures. The business office and outreach team communication has improved and Rick Hauan is assisting with this improvement effort. Rick Hauan and Jessica Sydnor met with OFM this week regarding our decision packages and was encouraged that our decision packages are looking very positive. This is due in part to strong Governor support. Nancy Fitta expressed appreciation for all the effort from the staff members to try to research, rebuild and improve our overall financial situations. She is encouraged that legislation is asking questions and learning about our agency. Rick Hauan acknowledges Erica Pedro's work to assist with the decision package drafting process and the various bill initiatives she has led. Allie Joiner would like more information about HB 1623.

Larry Swift reports the Capital committee has not had an opportunity to meet recently and requests that Shauna Bilyeu provides an update. Shauna Bilyeu shared she has worked with DES to complete three studies to assist with the demolition and site restoration funding requests. The study's results have been provided to the agency. We have 4 buildings (Epperson and the Epperson Annex is counted as 1 building). Two of the buildings are quite complicated to address. The old cafeteria and boiler plant have hazardous materials and the boiler plant is structurally unstable and in very poor condition and needs to come down soon. The two boilers in the boiler plant must be dismantled in a very specific way. We do not have original drawings for the 1911 and 1914 construction projects which impacts the assessment of the red barn. Shauna Bilyeu explained that historically we continued to add utilities as we modified the campus over the years which has caused a "spider web" effect of conduit, wiring and plumbing that greatly complicates the process of relocating utilities and increases the cost of doing so. This, in part, will make it very difficult to manage as our water lines will need to be completely rerouted around the campus. Also, our fire alarm panel is under the red barn which will need to be relocated prior to demolition. The agency is requesting to re-appropriate the remaining \$750,000 to next fiscal year and then submit additional funding requests to address the actual costs identified through the study process. Shauna Bilyeu will send her PowerPoint presentation to the board.

Nancy Sinkovitz provided an update from the Policy committee. The committee has fourteen policies to review this afternoon and they hope to be able to get through them all. Nancy Sinkovitz would like to board to review the 6000 series first as those financial related.

Maria Christianson shared the curriculum committee has not had an opportunity to meet and would like to connect with Outreach Directors to form a better understanding of the needs.

Rick Hauan provided the Executive Director report (see board packet). Rick Hauan explained the interpreter legislative initiatives and clarified our agency is not the lead but will partner with OSPI to implement new strategies. HB 1623 is currently with appropriations and it is not clear if this will be funding during this legislative session. Rick Hauan updated the board regarding the agency name change bill, which is moving along, has passed out of the House and is now moving through the Senate. The first hearing in the Senate is now scheduled next Friday, March 15, 2019 at 8am in the Cherberg building.

Shauna Bilyeu provided a brief Superintendent's report for the sake of time. The board discussed the enrollment numbers. In recent years we have been averaging just below 100 students annually. This year we have seen a modest increase and currently serve 109 students on campus. The Deaf Academic Bowl team has made it into the nationals. They will be going to Gallaudet University in April to compete. One of our students has made the All-Star basketball team and WSBC was a very successful event.

Kris Ching provided an update about Family Nights around the state. Events have been occurring on the east side of the state, including Walla Walla, Pasco, Olympia and the Salish Sea School. Kris Ching shared information about the Hands and Voices and Guide By Your Side programs. There are new webinars set up for parents and professionals to learn more information about infant deaf and hard of hearing resources and family engagement information. There are discussions with ECIT and DCYF about creating an interagency contract where CDHL will receive a significant amount of money to provide services to districts without establishing contracts with the districts directly. Nita Kamphuis would like some ability to help parents to learn ASL via technology, that would be group led (scheduled online class time) , etc. Kris Ching explained the new CDHL website will be another resource location for parents and we hope to provide some ASL learning links and available program information. Allie Joyner has requested a schedule of the Family Nights around the state. Erica Pedro wanted to remind the board to read the Terriers Time Outreach section for information about family events, professional development opportunity and ASL resources for those interested to learn. She also said our website will go live at the end of the March.

**Public Forum:**

There were no comments during this time.

Recess for lunch 11:57a – return at 12:40p

**Policy Discussion:**

Policy 6001: See notes

Policy 6002: See Larry's draft and Rick and Tsering to follow up with a separate policy that may better address the responsibilities of the Finance Committee

Policy 6010: Sydney wanted to know if there should be any dollar amount limits for petty cash. Jess explained we have different petty cash needs per department and recommended we include a petty cash procedure to include that information. Rita recommends any variance is reported to leadership level (local fund authorizer and/or business director)

Policy 6202: The board referred to the updated policy draft (see finance committee policy draft). Nancy discussed some potential changes to purchase card use. Nancy explained the report of timeliness and card use to the board. Rick Hauan reminds the board the travel card is separate and more limited based on business needs. Rita recommends we add language about failure to comply with p-card policy to include loss of ability for p-card use and possible discipline.

Policy 1000: Nancy mentioned all policy drafts will need to be edited when the agency name changes. Nancy Sinkovitz and Tsering Cornell reminds the board the 1000 series are new to the agency. The 1000 series are essentially the Board of Trustees Bylaws. Tsering Cornell mentioned it may be clearer to identify the policies relating to Board activities and responsibilities as Board of Trustee Bylaws. The board discussed the difference between bylaws and policies and determined to review all language for first read today. The Policy Committee will edit the policy series to be converted to bylaws and bring those back to board for review as a second read as Board of Trustees Bylaws.

Policy 1005: See notes

Policy 1112: Rita mentioned concerns for the board's ability to track on these areas listed in the policies. Nancy S mentioned the board chair, AAG and Exec Director are responsible for training new board members. Rick Hauan suggests more spelled out language about the responsibilities of Board Secretary and Executive Director to ensure training is carried out.

Policy 1210: Tsering mentioned the board might want to consider changing the board chair term to a two-year term as it is our normal practice to extend the term. This will also align better with governor and legislative timelines.

Policy 1220: Nancy Fitta asks when the new chair becomes responsible for all requirements. Nancy is concerned about the transitions and their impact to budget requests and processes. Rick Hauan recommend chair terms will end by July 1<sup>st</sup>.

Rita asked if we do not get through the entire 1000 series, does this mean we will be continuing with the first read at the next meeting and the board confirmed the bylaws will be the first read at the next meeting.

**Adjournment:**

Seeing no objections, Board Chair, Nancy Fitta pronounced the Board Meeting Adjourned at 2:02 PM.

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Nancy Fitta, Chair  
CDHL Board of Trustees

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Rick Hauan, Executive Director  
CDHL

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Date

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Date



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

- Deaf-Day(s) at Biztown
  - Two and a half days of activities for this statewide event. Cathy Corrado leads this event which brings children from across the state to learn about post-school expectations. This is a national model that is accomplished with many partners including: Department of Vocational Rehabilitation; Gallaudet University Regional Center – West; Hamilton Relay; Office of Deaf and Hard-of-Hearing; Hearing Speech and Deaf Center and many other partners.
- Outreach Budget meeting with DES and Outreach directors focusing on improving our business practices for the delivery of services.

**April 1-8, 2019**

- Spring Break

## Superintendent's Report

### April 12, 2019

- Spring has sprung! Enrollment is steady, but we have had a recent influx of tour requests, so I anticipate a few more new students to start this spring, and several more lining up for fall 2019.
- Flying Hands 2019 was a great success with schools from Montana, Oregon and Washington competing. The ASL department did a great job putting it together and running it.
- Secondary students have been enjoying frequent field trips: at the end of March, the entire high school went up to see Deaf actor Josh Castille in Romeo and Juliet in Seattle, and the high school consumer math classes attended Biztown. The high school track team went to Fremont, CA for the annual Berg-Seeger track meet, and DAB heads off to Washington DC for Nationals this month! Special Olympics students head to Special Olympics Unified Regional Soccer Tournament April 26<sup>th</sup>-April 28<sup>th</sup>.
- Prom is April 25<sup>th</sup>—the theme is vintage black white. It is at the Overlook House in Portland, OR.
- Capital updates: as of the writing in this report, the lighting project is almost half way complete; the key card access project is slated to begin April 1<sup>st</sup>. The agency's Minor Pubic Works request for \$850,000 for the biennium has been included in the Governor's budget and the Senate budget. The House only funded \$100,000. We are looking into that and hope to get some clarification soon.
- The Costco video featuring our track team is complete! Check it out at:  
<https://www.youtube.com/watch?v=OieojL1I9YM&index=1&list=PLQ5cHKtFOrAaofGOveJAfFXX2tEG58J8w>
- April events for Shauna:
  - "Graduation" from the Washington State Superintendent Credential program on April 12<sup>th</sup> in Spokane, Washington.
  - CEASD Board meeting and conference, Denver Colorado, April 24-29<sup>th</sup>

# CDHL Board of Trustees Meeting

## Birth-to-5 Outreach Report

Report from: Kris Ching      Date: April 1, 2019

Deaf/HH

Blind/VI

Deaf/Blind

WSD/CDHL

WSSB

### What have you been doing since our last meeting?

#### February – lots of cancellations or Zoom meetings due to winter weather in the PNW

- February 5 – Walla Walla Family Night - cancelled due to winter weather
- February 6 – Family Night in Pasco, first for this school year!!
  - Christine Griffin & Krissy Walker lead parent discussion – carry over from WA Hands & Voices Community Café meeting
- Feb 7 – EHDDI Advisory Committee meeting
- February 12 – Wenatchee Family Night – cancelled due to winter weather
- February 13 – Wenatchee regional meeting re: D/HH programming
- Feb 15 – 3 Prong Approach training at OESD with DeEtte, Bremerton
- Feb 20 – State ICC meeting via Zoom
- Feb 22 – Meeting with Adrienne O’Brien of ESIT for 2019-20 contract
- Feb 26 – LLA/FRC meeting via Zoom
- Feb 27 – IDEA Special Considerations webinar re-take recording (Christine, Carol, Kris)
- Feb 28 – Outreach team meeting in Tacoma

#### March

- March 3-5 EHDI Conference – Chicago
- March 8 – CDHL Board of Trustees meeting
- March 11 – Zoom meetings
  - Jer Loudenback
  - WA Hands & Voices Programs & Family Services Committee meeting
  - UW Audiology student phone interview
- March 12 – ESIT weekly Public Policy call-in with Frank Ordway, DCYF
- March 12 – Agency alignment
- March 12 – WSU visit for Dan Crady internship
- March 13 – WA Hands & Voices Webinar – O.U.R. Children Project, Keeping our Children Safe
  - Coordinated by Christine Griffin
- March 13 – Meeting with Nancy Fitta & Rita Reandeau – Carol, Kris, Rick
- March 13 – WA Hands & Voices board meeting
- March 14 – CDHL/OESD Bremerton DHH preschool visit
- March 15 – WSDS presentation to OESD Special Ed Director meeting – Kris, DeEtte, and Katie
- March 18 – ESIT Diagnosing Conditions Committee meeting – Zoom
- March 18 – CDHL-WSD Leadership Team meeting
- March 19 – Walla Walla Family Night
- March 20 – Walla Walla preschool visit

- March 21 – Vancouver B-3 meet & greet home visit
- March 21 – Birth-3 D/HH PLC meeting, statewide Zoom
- March 21 – debrief with Erica Pedro, CDHL website, Bremerton preschool
- March 23 – WA Hands & Voices national training: ASTRa – Advocacy Support and Training, Ellensburg
- March 25 – Bremerton preschool meeting
- March 26 – IEP meeting Bremerton preschool
- March 26 – CDHL Tacoma office
- March 26 – Seattle Public Schools Community meeting
- March 29 – Outreach directors meet with Kai Matheson

**What is on your horizon (include dates)?**

1. April 4 – Birth-3 State Agencies meeting
2. April 9 – Bremerton preschool student observation
3. April 9 – Wenatchee Family Night
4. April 10 – WSDS meeting
5. April 11 – CDHL Outreach Team meeting, Vancouver
6. April 17 – Pasco Family Night

**How do you plan on collaborating and with who?**

- Pasco Family Night – collaboration with school district, birth-3 agency, community members
- Walla Walla Family Night – collaboration with school district, community disability network group, parents, community members

**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?**

Preschool summer summit...

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

**Report by \_\_\_\_\_ Carol Carrothers \_\_\_\_\_**

**Date \_\_\_\_\_ 4/1/19 \_\_\_\_\_**

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

2/25 Strategic Planning meeting at WSD

2/28 Outreach Team meeting at Madison in Tacoma. Some topics addressed; Seattle day school, adding an Outreach Team section to the Terrier Times

3/4 Agency vision/mission statement meeting with leadership team

3/11 Shawn, Paul and I provided a Deaf 101 workshop in Yakima School District

3/13 Cathy and I presented our ideas for greater collaboration with DVR at their monthly meeting

3/15 Proctored four EIPA tests

3/19 Drove to Walla Walla, meet with Director Libby Thompson and student. Attended Family Night.

3/20 Attended Special Education Director meeting 105 in Yakima

3/20 Attended SLP Professional Learning Group meeting about Executive Functioning in DHH Children. Kim Peters was the speaker. This was an excellent workshop.

3/21 Met with Shoreline SD Director, Audiologist and Itinerant teacher of the deaf to talk about roles and responsibilities of the team. Kalani Cox will be going to provide consultation with their audiologist.

3/25 Attended IEP Meeting in Royal City to support our consultants and the family

3/26 Help set up for BizTown and then attended Seattle Day School meeting

3/27-3/28 Biz Town Support

3/28 CDHL Website is up and running! Congratulations to Erica Pedro for all the hard work.

*What is on your horizon (include dates)?*

Preparing for Deaf Fiesta in Ellensburg April 6<sup>th</sup> and Family Camp May 3, 4 and 5<sup>th</sup>.

Attending National Outreach Conference via zoom 4/18

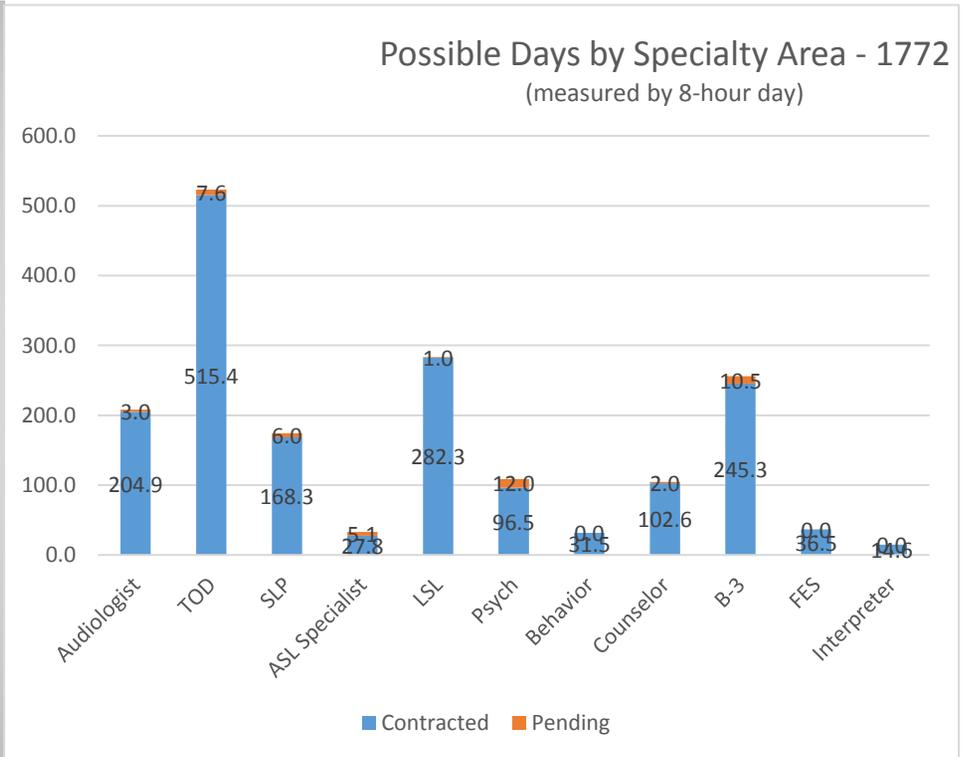
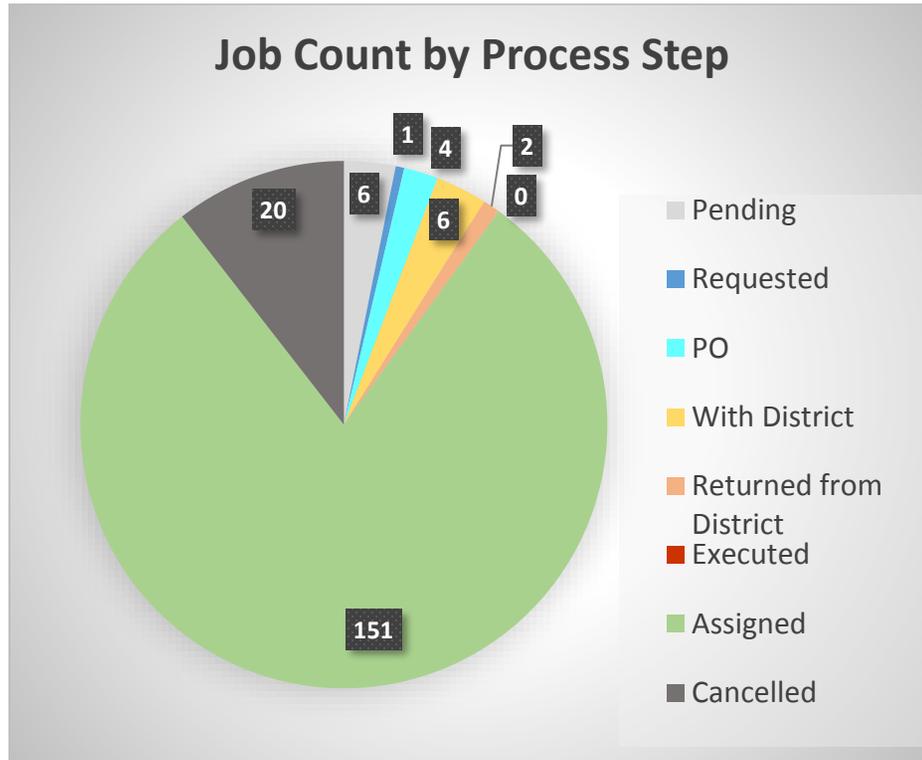
*Describe how you plan on collaborating and with whom?*

# 2018-2019 CDHL Outreach Report

Data as of March 28, 2018

Kathy Froehlich – Contract Specialist

## CONTRACTS / PURCHASE ORDERS



### Contract / PO Count by Category

	A/P	B-3	Contractor	FTE	K-12	OPEN	PK	WSD	Grand Total
TOTAL	24	19	6	13	85	10	22	12	191

### Number of Executed Jobs (Includes contracts and purchase orders)

	2018					2019					Grand Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Totals	19	30	17	15	15	12	11	22	10	151	

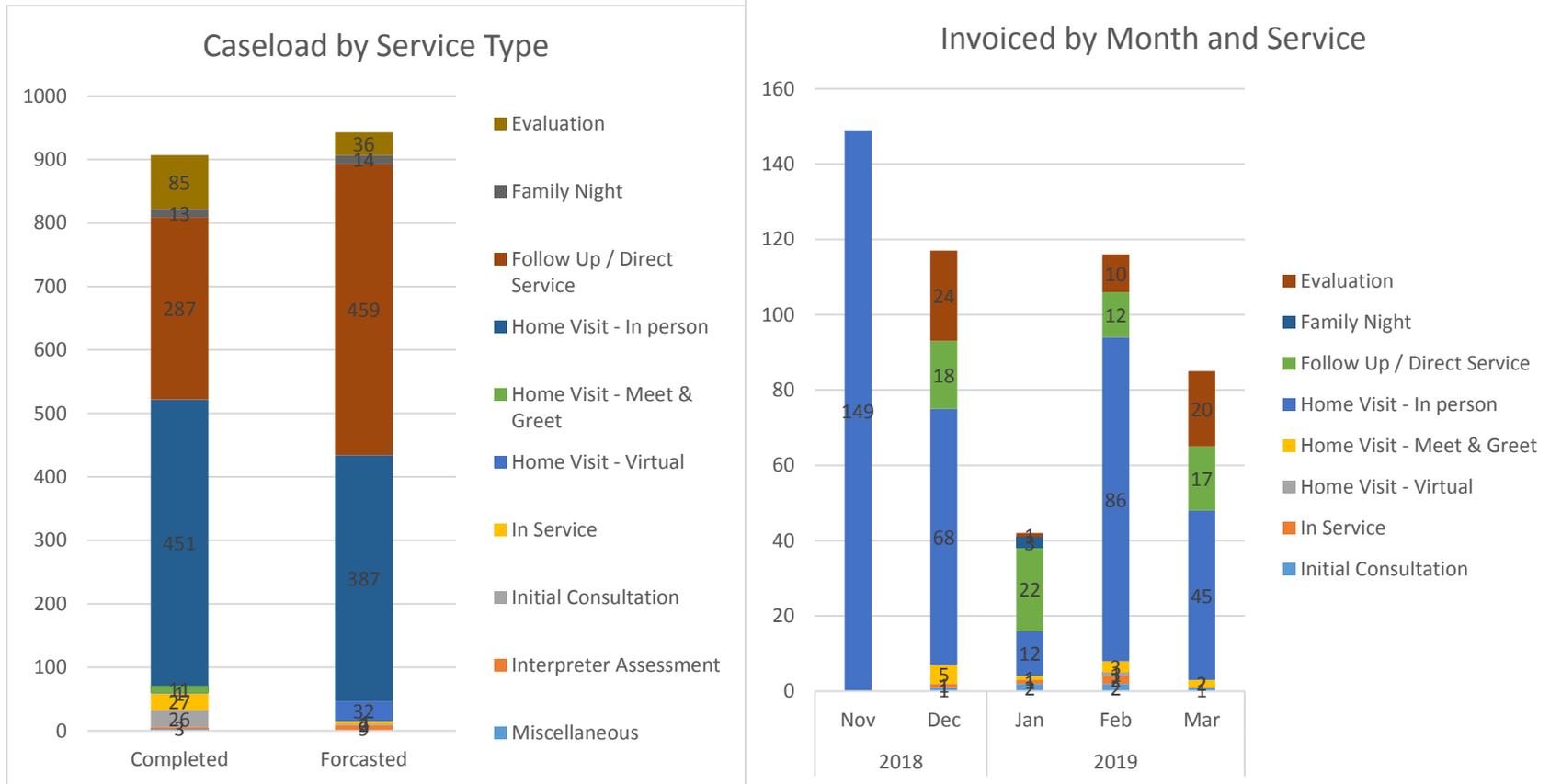
## OUTREACH DETAILS

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 Staff and Contractors



**Non-billable activity**

Non-billable activity							
Row Labels	Client Canceled	Meet and greet	Second day of service	Shadowing	Student Absent	Travel	Grand Total
Grand Total	4	5	6	56	7	3	81

Non-contracted Activity						
Row Labels	Conference	Event	Meeting	Miscellaneous	Training	Grand Total
Grand Total	4	2	40	7	44	97

**PROCESS MEASURES**

- Average time from contract request until contract is sent to vendor – 8.1 days
- Average time for contract/PO to be returned by vendor – 16.5 days
- Average time for consultant(s) to be assigned to executed contract/PO – 7.8 days

**Draft Policy 1000 (rev. 3/10/19)**  
**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  
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Legal References:           RCW 72.40  
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## **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 y. This will be done within the context of racial, ethnic, religious and sexual diversity and with a commitment to the educational excellence for all students.

### **Creating Conditions for Student and Staff Success:**

- To achieve the vision (vision is not used -should it be?), 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, overseeing 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~~ diverse 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 with input from ??? 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.

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Draft 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.

[Draft Policy 1112 \(edited on 3/10/19\)](#)  
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It was discussed that the full board will get the above information at the 2019 retreat. Rather than put a specific date in a policy I would suggest something like "The above materials will be provided to the full board on odd numbered years."  
Nancy Sink

Draft Policy 1210 (Rev. 3/10/19)

**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 two -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 two -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 . on July 1<sup>st</sup>.

[Draft Policy 1210 \(Rev. 3/10/19\)](#)

## **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 ~~two 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 ~~two one~~-year terms in total.

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## **DRAFT POLICY NO. 6001 (Rev. 3/10/19)**

### **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 policies and procedures.

Periodically, executive leadership will conduct a comprehensive review of the internal control structure to determine if it is adequately addressing agency risks. The findings of this review will be reported to the finance committee. 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 executive director in writing that the agency has performed the required risk assessments and the necessary evaluative processes.

## **DRAFT POLICY NO. 6001 (Rev. 3/10/19)** **MANAGEMENT SUPPORT**

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## **CDHL Proposed Draft Policy #6002 FINANCIAL MANAGEMENT SUPPORT**

### **Financial Oversight**

The Board of Trustees and the Executive Director share responsibility for the financial welfare of CDHL. The Board of Trustees governance is dependent upon the agency's financial reports and OFM and audit reports that are provided its members. The Executive Director is ultimately responsible to the Board and the Governor for the financial well-being of the agency.

The Board of Trustees will designate a Financial Committee, representative of the Board, with the responsibility of ongoing review and oversight of the agency's budget, spending plan and fiscal reporting. The Financial Committee will provide a report of the agency's budget status to the Board of Trustees at each scheduled meeting. The Financial Committee will make recommendations to the Board of Trustees related to proposed budget approval, modifications to spending plans or any other actions deemed necessary as it relates to the fiscal integrity of the agency.

### **Designation of Duties**

#### **Executive Director**

The Executive Director, working with the Director of Business Operations, shall

- Provide accurate, timely and useful information as scheduled for review by the Financial Committee but on no less than a monthly basis. This information shall be provided electronically to committee members prior to committee meetings whenever possible.
- Request approval by the Board for all operating and capital budget proposals prior to being submitted to the governor.
- Act as a liaison between the agency and the governor's office regarding budget proposals.
- Monitor and take such action as needed as the agency's appropriations are considered through the legislative process.
- Provide oversight that all financial requirements are followed by staff.
- Bring to the Board's immediate attention any matters that may compromise the financial welfare of the agency.

#### **Board of Trustees**

The Board of Trustees shall

- Designate a Financial Committee to provide regular and ongoing oversight of the agency's financial status.
- Receive and review regular financial reports from the committee.
- Approve an annual budget, any supplemental or capital proposals and spending plans for the agency prior to submission to the governor.
- When calendar conflicts arise the Board may designate the Financial Committee to act on behalf of the Board, until the Board is able to ratify the Committee's action at the next scheduled meeting.

## **Financial Committee**

The Financial Committee shall

- Regularly review and provide oversight of financial reports and spending plans provided by the Director of Business Operations and the Executive Director of the agency.
- Request additional information or changes in the format and detail used in reports received from staff when needed for increased clarity and understanding.
- Report its findings and provide any recommendations for action to the Board at its regularly scheduled meetings.
- Have the Financial Committee Chair or designee, participate in the exit interview concluded by the State Auditor's office following each audit required by that office.

The Board recognizes the vital importance of accurate, timely and useful information. As such, the Financial Committee shall be provided and shall review the following information.

### **At the close of each fiscal month:**

- A thorough 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.
- A statement that summarizes revenue received, expenditures and balances for any non-appropriated/non-allotted accounts. Local accounts not in the custody of the state treasure shall include a formal reconciliation signed by the Director of Business Operations or designee and the Executive Director. These statements shall include narratives that describe any challenges related to revenue generating activities, grants, and/or recoveries.

### **On a quarterly basis:**

- A report by the Director of Business Operations or designee, in collaboration with department and program managers related to the expenditures of their budget allocations and describing any factors causing 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, revenues received and expenditures within the agency, including sub-categories, objectives and activities.
- All proposed budget requests shall to be approved by the Board prior to submission to the governor. The Committee shall review all budget proposals and make recommendations on such proposals to the Board.

(Draft notes from Rita: There is or will be a policy on board committees and their composition. Therefore, I have left out a section of Larry's proposal related to "committee members..." etc. It seems those details could be outlined in another policy that describes each committee.)

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## **DRAFT POLICY NO. 6010 (Rev. 3/10/19)**

### **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. Variances will be reported to \_\_\_\_\_?

All petty cash accounts must be replenished by June 30<sup>th</sup> of each year.

**DRAFT POLICY NO. 6010 (Rev. 3/10/19)**  
**MANAGEMENT SUPPORT**

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## DRAFT POLICY NO. 6202 (Rev. 3/10/19) 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 and does not exceed \$5000
- 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. Clarify
- 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.

**Failure to follow these policies may subject an employee to loss of privilege and result in discipline.**

**DRAFT POLICY NO. 6202 (Rev. 3/10/19)**  
**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 and does not exceed \$5000-
- 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.

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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. Clarify
- 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.

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**Failure to follow these policies may subject an employee to loss of privilege and result in discipline.**

# **Informational Items**

# Washington School for the Deaf

## Enrollment Information

**Month:** As April 12, 2019

**School Year:** 2018/2019

Elementary: 45

Middle: 23

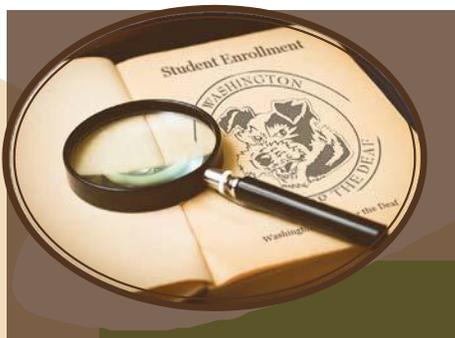
High: 42

Enrollment: 110

Day: 57 Residential: 53 Behavior Referrals: 56

WaCAD: 7

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



WSD