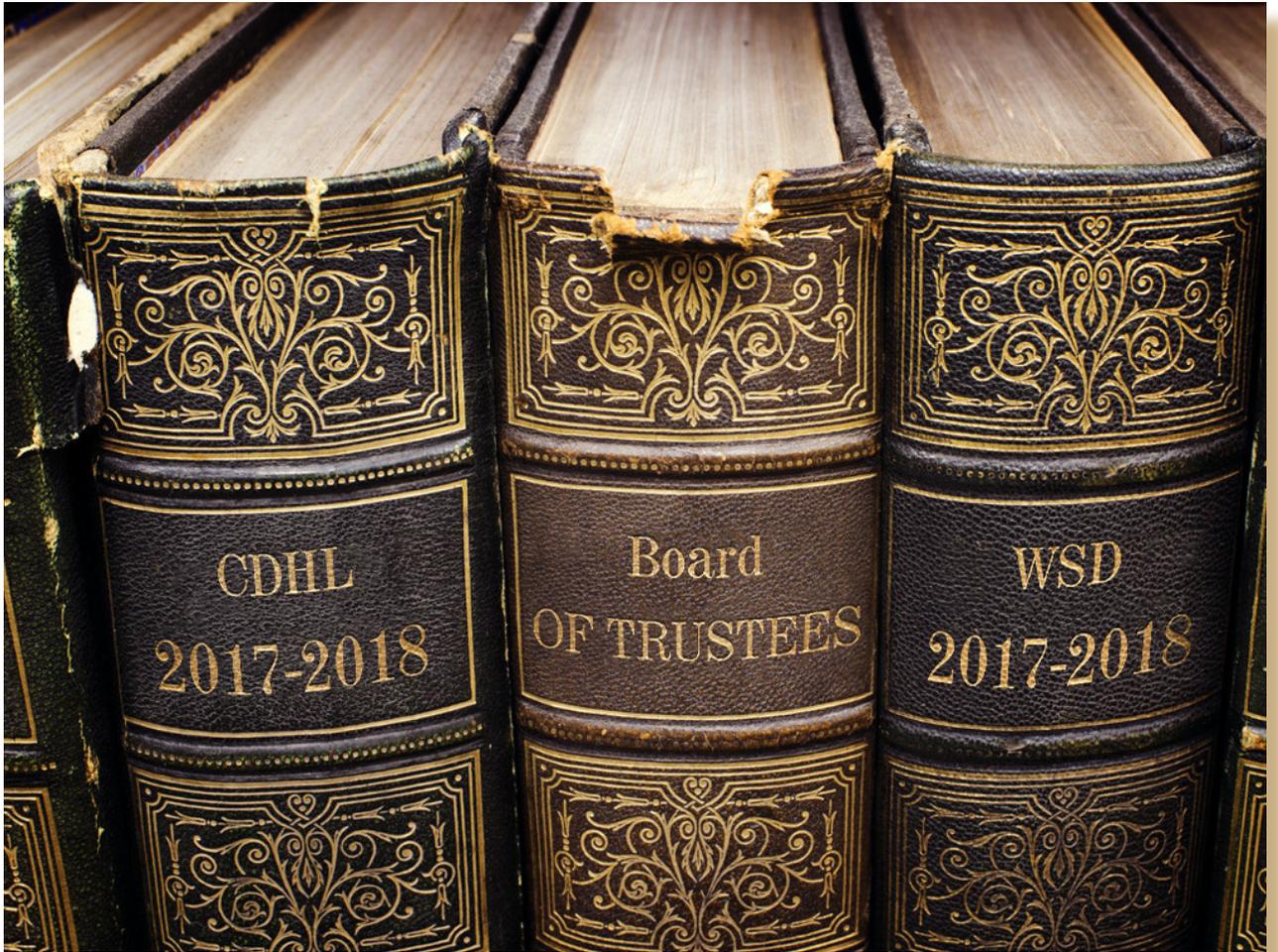


Washington State Center for Childhood Deafness & Hearing Loss  
Washington School for the Deaf

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February 2, 2018

*Serving Washington State*

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

- Agenda
- Board of Trustees contact information
- 2017/2018 school calendar

**AGENDA ITEMS**

- Special Board meeting minutes
  - December 8, 2017
- Reports:
  - Executive Director - Rick Hauan
    - Travel (procedure 6213P)
  - Superintendent – Shauna Bilyeu
  - Outreach – Kris Ching, Carol Carrothers, Sarah Decker
- Policy review and discussion
  - **3<sup>rd</sup> Reading**
    - Gay Straight Alliance (GSA) – Student Committee (policy 3403)
  - **1<sup>st</sup> Reading**
    - Travel (policy 6213)

**INFORMATIONAL ITEMS**

- On-campus enrollment data
- Oberkotter grant award: Common Ground Project – Board Relations grant

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
Board of Trustees Meeting  
Doubletree by Hilton/Olympia  
February 2, 2018**

8:30 a.m. **Board Finance Committee meeting**

**BUSINESS MEETING**

9:45 a.m. **Call to order, introduction of guests, and approval of December 8, 2017, board meeting minutes**

1 hour **Reports**

- Board Finance Committee
  - Tom Galey, Director of Business Operations & Technology
- Rick Hauan, Executive Director
  - Discuss Board committees
  - Travel (procedure 6213P)
- Shauna Bilyeu, Superintendent
- Kris Ching, Outreach Director (Birth to 5)
  - Early Learning & Human Services – transferring the working connections to the department of children, youth, and families.

45 minutes **Outreach Update**

- Carol Carrothers, Outreach Director (6-21)

30 minutes **Policy Review**

- **3<sup>rd</sup> Reading**
  - Gay Straight Alliance (GSA) – Student Committee (policy 3403)
- **1<sup>st</sup> Reading**
  - Travel (policy 6213)

30 minutes **Lunch**

2 hours **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....”

30 minutes **Discuss possible special meeting with WSSB**

- Rick Hauan, Executive Director

**Attendance at Board meetings**

- Full Board

**Plan for March 9, 2018, meeting**

**Adjournment**

*Time and order are approximate and subject to change*

# 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) 334-5448 ([shauna.bilyeu@cdhl.wa.gov](mailto:shauna.bilyeu@cdhl.wa.gov))  
 Judy Smith, Executive Assistant (360) 418-0401 ([judy.smith@cdhl.wa.gov](mailto:judy.smith@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	07/01/18	<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>
Vacant		4				<a href="#">_____</a>
Char Parsley, Chair	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>
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Ariele Belo	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, Vice 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

## 2017/2018 School Year

July 17

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October 17

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November 17

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April 18

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**\*Mark Your Calendars!\***

**Deaf Awareness Week**  
September 18-22, 2017

**Homecoming**  
October 12, 2017

**Open House**  
October 12, 2017

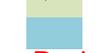
**WSBC/WSBCC 2017**  
January 24 - 28, 2018  
Phoenix School for the Deaf

**Flying Hands ASL Literacy Competition**  
March 7 - 8, 2018

**All Star Day (Secondary only)**  
May 31, 2018

**Elementary Awards Day**  
May 31, 2018

**Graduation**  
June 13, 2018

<p><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>**EARLY RELEASE DATES**</b></p> <p>1:00 p.m. - Residential students will go to the cottages, day students will ride bus home</p> <p style="text-align: center;"><i>September 21, October 19, November 16, December 14, January 18, March 15, April 19, May 17</i></p>	<p style="text-align: center;"><b><u>After School Program</u></b></p> <p style="text-align: center;"><i>Fall: September 11 - November 1</i>  <i>Winter: December 4 - January 31</i>  <i>Early Spring: February 12 - March 28</i>  <i>Spring: April 16 - May 23</i></p>
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<p>Registration Day* August 27, 2017</p> <p>First Day of School August 28, 2017</p> <p>Labor Day September 4, 2017</p> <p>Veterans' Day November 10, 2017</p> <p>Thanksgiving Break November 23-24, 2017</p> <p>Winter Break December 18, 2017 - January 2, 2018</p> <p>Martin Luther King Jr. Day** January 15, 2018</p>	<p>Mid-Winter Break February 16 - 20, 2018</p> <p>Spring Break April 2 - 6, 2018</p> <p>Memorial Day** May 28, 2018</p> <p>Last Day of School June 20, 2018</p> <p style="text-align: center;"><b>*No transportation provided on Registration Day</b></p> <p style="text-align: center;"><b>**Holiday and travel day</b></p>
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<p><b>Statewide and School Testing Window</b></p> <p><b><u>MAP (Measure of Academic Progress) 2-12th grades</u></b> October 2-27, 2017 April 16-May 11, 2018</p>	<p><b><u>SBAC (Smarter Balanced Assessment Consortium)</u></b> March 19-23, 2018</p>
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**Quarters end: 1st Quarter: November 3, 2017; 2nd Quarter: January 26, 2018;  
3rd Quarter: April 13, 2018; 4th Quarter: June 20, 2018**

# Agenda Items

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
Special Board of Trustees Meeting  
December 8, 2017**

Board Members: Allie Joiner (District #2)  
Nancy Sinkovitz (District #3)  
Char Parsley (District #5)  
Rita Reandeau (District #6)  
Ariele Belo (District #7)  
Nancy Fitta (District #9)  
Larry Swift (District #10)

Absent: Maria Christianson (District #1)  
Nita Kamphuis (District #4)  
Sidney Weldele-Wallace (District #8)

Executive director: Rick Huan  
Superintendent: Shauna Bilyeu  
Legal Counsel: Kim Witherspoon  
Recorder: Judy Smith  
Interpreters: Catherine Thomas, Daniel Mroz, Jackie Cline

Guests: Tom Galey, Director of Business Operations  
Kris Ching, Outreach Director (Birth to 5)  
Jessica Sydnor, Director of Human Resources  
Sarah Decker, Outreach Coordinator

The board meeting was called to order by Char Parsley, chair, at 9:45 a.m. It was determined a quorum was present.

**Approval of meeting minutes**

Corrections: Page 1: Rick Huan was not absent  
Page 7 (last bullet under Superintendent's report): Last sentence changed to: Advisory council members were very impressed with WSD and its programs.

Allie Joiner moved to approve the November 3, 2017, meeting minutes with the corrections noted above. Nancy Fitta seconded the motion. It was voted on and approved.

## **Board Finance Committee**

Reviewed the budget through October 2017. The percentages of expenditure from October 2016 to October 2017 remain in alignment with annual allocations.

CDHL's supplemental budget proposal will be reviewed at the upcoming legislative session but we won't know whether it has been approved or not until the session concludes March 2018. The supplemental budget includes monies to demolish five buildings: Epperson, Epperson Annex, boiler plant, old cafeteria/kitchen and the red barn. The superintendent recently met with WSDAA (Washington School for the Deaf Alumni Association) and made them aware of the future plans for the campus.

## **Superintendent's report (Shauna Bilyeu)**

Highlights from the Superintendent's report:

- Battle of the Books – Middle School team won beating Fremont and Nebraska.
- Basketball: Good start to the season
- Academic Bowl – new screening process. WSD's team will participate in a competition held in March University High School in Irvine, California.
- WSBC is scheduled for the end of January in Phoenix, Arizona.
- Attended the Statewide Transition meeting. They are looking for ways to expand membership.

HR postings

- Procurement and Supply Specialist
- ASL rater and Family Engagement Specialist
- SLC Transportation Monitor
- Administrative Assistant 3 (vacant position)
- Educational Audiologist (Issaquah and Spokane areas)
- Teacher of the Deaf (ESD 114)
- Listening and Spoken Language teacher (East King Co. Cooperative)

## **Executive Director's report (Rick Huan)**

Issaquah

- The executive director will bring the plan for the Issaquah project to the next meeting.
- Currently working with four school districts (Tahoma, Snoqualmie Valley, Riverview and Issaquah)
- Project meetings are held approximately every six weeks. Both Rick Huan and Carol Carrothers attend these meetings.
- This is year 2 of a four-year project.

EIPA update

- OSPI report to the legislature was due last week. More information will be shared at a future meeting.
- SB 5142 – The executive director is working with OSPI to clear up any confusion with the language of this law.

Comments:

- Important to establish relationships with superintendents and boards of the districts CDHL works with.
- Possibility of partnering with the University of Washington Audiology department for the recruitment of educational audiologists.

**Student Activity: Highlights from the Jr. NAD Conference in Ashland, Nebraska (Presentation by WSD students: Osvaldo Cruz, Kaja Stone, Annie Kvamme)**

Jr. NAD is a program that offers DHH students in 7-12<sup>th</sup> grades opportunities to develop leadership skills, learn and demonstrate citizenship, and meet and interact with students from other schools and states.

What we did at the Jr. NAD conference:

- Met new friends
- Attended workshops
- Took a field trip to the Nebraska School for the Deaf which is closed. Toured their museum and saw what led to the closure.
- Learned leadership skills that can be used in the future.

Annie Kvamme was chosen to National NAD Conference to be held in Hartford, Connecticut in July.

**CDHL Early Childhood Services (Kris Ching, Outreach Director, Birth to 5)**

The CDHL/WSSB Birth-3 online registry currently has 123 DHH children from 21 counties. Based on Washington birthrate data calculations, there are approximately 523 DHH children ages birth-3 and their families that should be receiving early intervention services.

CDHL works to provide complete and current information regarding services available to families with infants and toddlers who are DHH. CDHL is also working to improve birth-3 services including providing standardized information to parents, expanding family support activities, and professional development.

CDHL's staff are meeting with program specialists and administrators from the state of Maine who has a very robust birth to 3 program. They are creating scripts for early intervention providers to use with parents.

The Board and executive director commended Kris Ching and her team for the outstanding work they are providing to birth to 3 children and their families throughout the state.

**PBIS (Positive Behavior Intervention and Supports) (Wendy Schlitz)**

The PBIS program is a framework, not a curriculum that is used in many school districts across Washington. Its implementation and use at WSD adapts the standard document and is adapted as needed to fit the cultural and linguistic needs of our student population.

The mission of the WSD's PBIS program is to create a positive academic and residential environment to support students' personal, social and academic growth.

There are four components of PBIS:

- Establish expectations
- Explicit instruction of expectations
- Reinforce expectations
- Correct behavior errors

The PBIS program has been very successful including:

- School-wide expectations in each department
- Explicit instruction of expectations
- System for recognition
- More involvement/input from staff

Last year Piper Gallucci was visited by staff from the West Virginia School for the Deaf who came to look at WSD's PBIS program.

### **Policy review – 2nd reading**

#### **Gay Straight Alliance (GSA) – Student Committee (Policy: 3403) (Authors of the policy: Jessica Sydnor, Erica Pedro, Julie Spigner)**

- Governor's Executive Order 17-01 "Reaffirming Washington's Commitment to Tolerance, Diversity, and Inclusiveness" was distributed to the Board.
- Student led organization. If students request a GSA, then it is the school's duty to allow it.
- History of GSA – Erica Pedro helped create the first GSA committee in 2012. Students had noticed that insulting comments against LGBTQ students and requested a committee be set up.
- Benefits: Improving empathy, taking an active role in accountability, creating safe spaces, promoting student empowerment, networking, students gain experience as leaders, support and collaboration between this group and other groups on campus.
- Thanks to the Board for reviewing the proposal and the ongoing support from administration.

Comments from the Board:

- The term "committee" does not fit the description of this group. The board requests some analysis and rewording of the descriptor for this entity.
- The board would like clarification of the term "activity in the first paragraph/line 8: "obligation to allow for this activity."
- Last paragraph: What is meant by "committee" and define "successful program".

This policy will be brought back to the February 2<sup>nd</sup> meeting for a 3<sup>rd</sup> reading with suggested changes.

**Senior Trips (Policy: 3531)**

The Board discussed the pros and cons, along with the risks of having overnight senior trips. They also discussed the possible educational opportunities along with the higher costs and risks if overnight trips were allowed.

Larry Swift moved to adopt policy 3531 - Senior Trips as written. Allie Joiner seconded the motion. It was voted on with five members in favor of the adoption and three members against. The motion passed.

**Executive Session**

The Board went into 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....” at 2:27 p.m. for 15 minutes. The meeting reopened at 1:42 and went back into executive session for an additional 10 minutes. The meeting reopened at 1:52 p.m.

**Future Board meetings**

- February 2, 2018 meeting will be held in Olympia. Location details will be shared soon.
- The executive director would like the Board members to think about holding Board meetings in the varies congressional districts throughout the state. This will be a discussion topic at the February meeting.

**Adjournment**

Hearing no objection, the meeting was adjourned at 3:00 p.m.

\_\_\_\_\_  
Char Parsley, Chair  
CDHL Board of Trustees

\_\_\_\_\_  
Rick Hauan, Executive director  
CDHL Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Washington State Center for Childhood  
Deafness & Hearing Loss  
Board of Trustees Meeting  
February 2, 2018**

**Report by: Rick Hauan, Executive Director**

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

Ongoing meetings

- Governor's Goal Council
- Small Agency Cabinet
- Executive Leadership Team meetings
- Outreach staff meetings
- Outreach Director's conference calls

**December 2017**

- *Met with WSSB to discuss alignment of calendars and inclement weather*
- *Budget briefing with executive and small agency cabinet (OFM)*
- *Special Education Directors meeting at OESD 114/Sequim*
- *Met with Joe Finnegan to finalize Oberkotter grant submission for Common Ground*
- *Spent time with family over the holidays*

**January 2018**

- Working with OSPI to update their bulletin "Student Enrollment in State Schools that are identified as the Center for Childhood Deafness and Hearing Loss (CCDHL) and Washington School for the Blind (WSSB)
- Attended Education Sub-Cabinet meetings during the legislative session
- Met with Director of HSDC regarding birth-5 services
- Attended the Governor's State of the State address and reception
- Special Education Directors meeting at ESD 171/Wenatchee
- WSDS meeting (Renton)
- *Special Education Directors meeting at OESD 114/Sequim*
- Special Education Directors meeting at ESD 101/Spokane
- UMCC meeting with Federation union

**WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS &  
HEARING LOSS**

PROCEDURE: 6213P

DATE:

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SUBJECT: **Travel (procedures)**

Approved by: \_\_\_\_\_  
Rick Hauan, Executive Director

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**Purpose**

To define CDHL’s travel policies and expectations. Refer to [RCW 43.03](#) for state of Washington travel statutes and to the State Administrative and Accounting Manual (SAAM), [Chapter 10](#), for state of Washington policies and procedures.

**WHO MUST COMPLY WITH THESE PROCEDURES**

The following persons must comply with all applicable laws, policies and procedures for the State of Washington and CDHL:

- All CDHL employees and volunteers, unless otherwise provided by law.
- All CDHL officers shall comply with [SAAM 10.70](#), Boards, Commissions or Committees.
- Persons, other than CDHL employees, whose travel expenses are authorized by statute, but the statute is silent as to amount.
- Contractors, unless there are specific contractual arrangements modifying travel reimbursement.

These rules may be used as a guideline for payment of legally authorized travel expenses for students and other clients of the CDHL. ([SAAM 10.10.05](#))

**AGENCY RESPONSIBILITIES**

The Executive Director or designee is responsible for directing travel and approving reimbursement, and to:

1. Ensure that travel costs incurred are:
  - a. Directly work related,
  - b. Obtained at the most economical price, and
  - c. Both critical and necessary for state business
2. Exercise prudent judgment in approving travel-related costs.

3. Establish an effective system for management and control over travel-related costs. This system should include:
  - a. Written internal policies and procedures which cover the items required in this chapter.
  - b. Authorization or approval of travel costs by the Executive Director or authorized designee.
  - c. Clearly defined roles and responsibilities to include the level(s) to which the Executive Director responsibility has been delegated.
  - d. Periodic review of airline ticket purchases to ensure compliance with Subsections [10.50.40](#) and [10.50.45](#) of the SAAM manual.
  - e. The amount of time the agency requires for advance approval of meal costs at meetings, conferences, conventions, and training sessions.
  - f. A prohibition to pay parking tickets, citations, or infractions received by drivers authorized to operate vehicles on state business. Payment of fines or citations is solely the personal obligation and responsibility of the driver and NOT a qualified reimbursable obligation of the employing agency. Refer to Subsections [10.10.15](#) and [10.20.20](#).
4. Ensure travelers are not treated differently under like travel circumstances.
5. Ensure the agency uses the procurement methods required in [SAAM Chapter 10](#) and maintains an accountability record for all state travel charge card systems it or its travelers are issued.

## TRAVEL AUTHORIZATION

CDHL maintains a positive control over travel. A traveler must have prior approval to be eligible to travel and to be reimbursed for travel expenses.

### **Out-of-State Travel**

Travel anywhere outside the boundaries of the state of Washington is to be considered out-of-state and should be coded as out-of-state travel. However, with respect to the requirement for prior authorization of out-of-state travel in Subsection [10.10.50](#), travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state.

Out-of-state travel **requires** pre-approval by the Executive Director or his designee authorization form accompanying form to these procedures. .

**\*\*The following requirements apply to approval of all official CDHL travel\*\***

### **Authority to approve all travel and have access to agency travel sites (i.e. Easy Biz, Enterprise)**

CDHL employees holding the following titles are authorized to approve all travel for subordinates:

- Executive Director
- Superintendent
- Director of Business Operations & Technology
- Director of Human Resources
- Director of Outreach (Birth to 5)
- Director of Outreach (6-21)
- Executive Assistant

Administrators identify appropriate travel.

- For an employee, appropriate travel is official CDHL business away from the employee's official station.
- Appropriate travel results in some benefit to CDHL.

Administrators are to exercise prudent judgement when approving travel-related costs. ([SAAM 10.10.10](#))

Administrators are to ensure that any travel costs incurred are:

- Directly work related,
- Obtained at the most economical price, and
- Both critical and necessary for state business ([SAAM 10.10.10](#))

Administrators are to ensure that travelers are not treated differently under like travel circumstances. ([SAAM 10.10.10](#))

### **Criteria**

An approving administrator must use the following criteria when authorizing a person to travel on official state business and determining travel alternatives:

- *Economical*
  - Administrators and travelers are to select the travel alternative that is most economical to the state. Agencies must use this criterion except in the situations noted below under "Advantageous".

All costs, e.g., travel, labor, should be considered when making the determination. For example: Is it less expensive to drive than fly out of Spokane Airport? Is it cheaper to fly out of Spokane than out of Pullman?

### **Advantageous**

Administrators and travelers are to select the travel alternative that is most advantageous to the state. An agency may use this advantageous criterion only in the following situations:

- To ensure the health and safety of agency travelers
- To comply with the Americans with Disabilities Act
- To process approval for meals with meetings ([SAAM 70.15](#))
- To authorize the use of privately owned motor vehicles ([SAAM 10.50.20](#))

The personal travel plan of the traveler are not to influence this criterion.

***Alternatives to Travel***

Before approving travel, an administrator is to evaluate travel alternatives that may achieve the same result for less money, i.e., teleconferencing, video conferencing, mailing video recordings or published reports, reducing the frequency of scheduled out-of-town meetings, carpooling, or use of public transit. ([SAAM 10.10.25](#))

***Limit Numbers***

The number of sponsored travelers attending a meeting should be the minimum necessary, consistent with the benefit to CDHL.

**TRAVELER'S RESPONSIBILITIES**

A traveler on official state business is responsible for the following: ([SAAM 10.10.15](#))

***Regulations***

Being familiar with state and agency travel and transportation regulations before embarking on travel.

***Prudent Judgment***

Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.

***Personal Preference***

Paying any excess costs and any additional expenses incurred for personal preference or convenience.

***Prompt Return***

Returning as promptly as possible to either the official station or official residence when the state business is completed.

***Prior Authorization***

Securing prior authorization for travel when required. (SAAM [10.10.50](#))

**TRAVEL REIMBURSEMENT PRINCIPLES**

Travelers may be reimbursed for the following types of expenses incurred on official state business subject to the requirements and restrictions of this chapter. ([SAAM 10.20.10](#)) and [SAAM 10.70.20](#) (boards, commissions and committees).

### ***Lodging***

The actual cost of lodging up to a specified maximum. Original receipts are required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments. Refer to Section [10.30](#) and [SAAM 10.70.20](#) (boards, commissions and committees).

### ***Meals for CDHL Employees and Volunteers***

The allowable rate for meal reimbursement, refer to Subsection [10.40.30](#). Criteria has been established for meal reimbursement when employees have official business that takes them away from their official duty station for the entire duration of their regular scheduled shift plus three hours. Reimbursement must meet the mealtime criteria below and the allowance shall not exceed the maximum allowable per diem rate for their final destination. Additionally, a traveler must be in travel status during the entire meal period. Submission of reimbursement should be made using a Travel Expense Voucher form with accompanying supporting documentation.

### ***Travel Advances***

An agency may make a travel expense advance, up to 75% of allowable estimated travel costs, to defray some costs the traveler may incur while traveling on official state business away from the official station or residence, refer to [SAAM 10.80.60](#).

## **REIMBURSABLE TRANSPORTATION COSTS**

Reimbursable [transportation expenses](#) include the costs of all necessary [official state business](#) travel on railroads, airlines, ships, buses, private motor vehicles, and other usual means of conveyance.

### ***Reimbursement for privately-owned motor vehicle use***

The agency head, or authorized designee, may authorize the use of a privately-owned vehicle (POV) in the conduct of [official state business](#) when it is more [advantageous](#) or [economical](#) to the state that a [state driver](#) travel by a POV rather than a common carrier or a state-owned or leased motor vehicle. The state motor pool may provide cost comparison data to agencies as one guideline for assisting in making such a determination.

Agencies, as part of their required positive system of control over travel, may adopt and use other guidelines for satisfying the “more advantageous or economical” criteria contained in RCW [43.03.060](#). Refer to Subsection [10.10.20](#).

Reimbursement for the use of a privately owned motor vehicle on official state business is to be at the private vehicle mileage reimbursement rate specified in Subsection [10.90.20](#) (PDF file) unless the [agency](#) chooses a lesser rate.

Point-to-point mileage in the state is to be determined on the basis of the distances shown on the latest Department of Transportation Official State Highway Map or other standard highway mileage guide. [Out-of-state](#) mileage is to be determined on the basis of standard highway mileage guides.

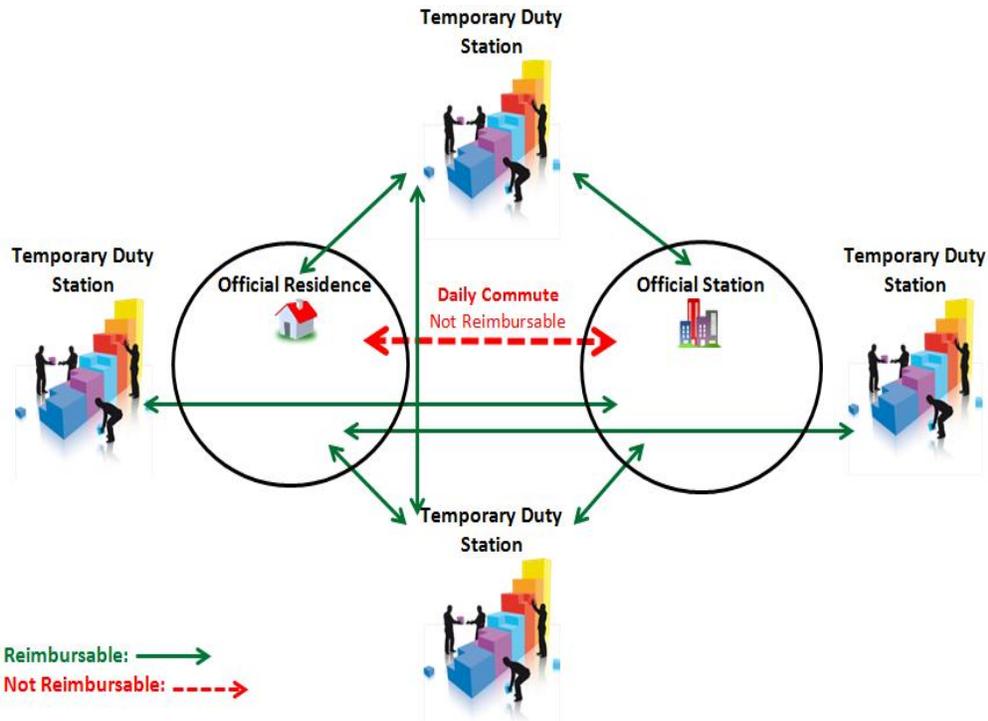
"Vicinity" or local miles, as determined by odometer readings, may be shown on the Travel Expense Voucher (form A20-A or form A20-2A) as a separate figure.

Agencies may elect to reimburse either in-state or out-of-state mileage, or both, on actual odometer readings. Agencies choosing to use actual odometer readings as the mileage reimbursement basis are not required to distinguish vicinity miles from point-to-point mileage.

***Restrictions on reimbursement for privately-owned motor vehicle use***

Daily commute transportation expenses between the traveler's [official residence](#) and [official station](#) (or agency approved teleworking site) is a personal obligation of the traveler and is not reimbursable by the state. All other miles driven on official state business are reimbursable.

**The following diagram depicts reimbursable and non-reimbursable privately owned vehicle (POV) mileage.**



Following are general guidelines and examples of POV mileage reimbursement:

- An employee may be eligible for mileage reimbursement between their official residence and official station only when the travel is in addition to their daily **commute**, and the additional travel is required for business purposes and approved by the agency. Mileage would never be paid due to a call back, split shift, or on-call situations, as this would be considered the employee's normal commute.
- Mileage reimbursement may be given when an employee passes directly through their official residence or official station.

For example: Travelers **may** be reimbursed for miles driven between their official residence and a temporary duty station even when the traveler passes through the official station on the way to and from the temporary duty station.

- Working during hours or days that the employee is not normally scheduled to work **does not** entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official station.

**Example:** An employee works 10 hour days Monday through Thursday and has Fridays off. The employee is required to come into the office on Friday to take care of an emergency. The employee leaves from home and travels to the office to take care of the emergency and returns home. The employee is not entitled to

mileage reimbursement, since the trip is considered the employee's normal commute.

- When an employee is assigned to work at more than one location (building) within their official station, they may be reimbursed only for the miles driven between the work locations. The mileage from home to the additional work/training location is not reimbursable if it is in the same city as the official station.

**Example:** An employee's official residence is in Lakewood and official station is in Olympia. The employee travels from home directly to training in Olympia. After training the employee goes by the office in Olympia to do some work before returning home. The miles driven between Lakewood and the training center in Olympia are considered the normal commute and therefore not eligible for reimbursement. However, the miles driven between the work/training locations and work are reimbursable.

Because of the potential of misuse in this area, agencies are cautioned to strictly adhere to Section [10.10](#), Travel Management Requirements and Restrictions. Agency written internal policies and procedures are to be established to ensure **all** claims for personal vehicle mileage are for travel that is **both critical and necessary** for state business.

Reimbursement for the use of a privately-owned motor vehicle is payable to only one traveler when two or more travelers are traveling in the same motor vehicle on the same trip.

#### ***Restrictions and requirements on rental motor vehicle use***

Rent motor vehicles from rental firms approved by the Department of Enterprise Services (DES) using the state charge card system.

The state charge system or the traveler's personal financial resources may be used to obtain the rental motor vehicle. For contract reporting purposes, management should notify DES with the details when personal resources are used.

When the traveler is billed individually and seeks reimbursement for purchase of rental car services, the traveler should attach the original receipts as required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments for the costs to the Travel Expense Voucher (form A20-A, or form A20-2A if applicable) or reference the file location. Record the date and purpose of the trip on the Travel Expense Voucher. For contract reporting purposes, agency management should notify DES with the details related to individual reimbursement.

Passengers may be transported in rental motor vehicles if they are engaged in the conduct of official state business and/or specifically authorized by the executive director or his his/her designee.

The state contract for rental of motor vehicles does not authorize vehicles to be used for other than official state business. Therefore, when a traveler couples a personal vacation with official state business, the traveler is expected to execute a personal contract to rent a motor vehicle for the vacation portion of the trip.

Since the use of rental motor vehicles makes it difficult to segregate charges between official use and occasional incidental personal use, the agency head or authorized designee is to establish written internal policies in accordance with Subsection [10.10.10](#) to guard against abuse and require the traveler to pay for all personal miles driven.

The state contract for rental of motor vehicles usually **includes** full insurance coverage. The state will not reimburse travelers for the cost of additional insurance coverage purchased on state contract vehicle rentals.

## TYPES OF TRAVEL COSTS NOT ELIGIBLE FOR REIMBURSEMENT

### ***Non-state Reimbursement of state travel***

State travelers are not to be reimbursed more than the actual expenses of travel except for meals which can be reimbursed on an allowance basis as listed in Subsections [10.90.10](#) and [10.90.20](#).

### ***Travel-related costs NOT reimbursed***

The following types of travel-related costs **shall not** be reimbursed:

- Alcoholic beverage expenses.
- The cost of the daily [commute](#) between the traveler's [official station](#) (or telecommuting site) and [official residence](#). For details on mileage that can be reimbursed, refer to Subsections [10.50.20](#) and [10.50.25](#).
- Certain travel expenses are considered as personal and not essential to the transaction of [official state business](#). Such non-reimbursable expenses include, but are not limited to:
  - Valet services, defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled person under the provisions of Section [10.60](#).
  - Entertainment expenses, radio or television rental and other items of a similar nature.
  - Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other non-state business locations.
  - Costs of personal trip insurance (such as personal accident insurance, personal effects insurance, and extended liability insurance), and medical and hospital services.

- Personal telephone calls. Agencies are to define business telephone calls as part of its system for management and control over travel as required in Subsection [10.10.10](#). Business telephone calls are defined as those calls that are directly work related and are critical and necessary to conducting official state business.
- Any tips or gratuities associated with personal expenses such as those listed here.
- Out of pocket charges for vehicle service calls caused by the negligence of the traveler. Examples include service charges for the delivery of fuel, retrieval of keys from locked vehicles, jump starting vehicles when the lights have been left on, etc.
- Tolls associated with the use of high occupancy toll (HOT) lanes.
- Fines from appropriate jurisdictions for all parking tickets, citations or infractions received while operating a vehicle on state business (privately owned vehicle, rental vehicle or state owned vehicle). Payment of fines and citations under these circumstances is the **sole obligation and responsibility of the traveler** and will NOT to be reimbursed or paid by the state. Refer to Subsection [10.10.15](#).
- Reimbursement for use of a privately owned vehicle when a state owned vehicle is available for use. Additionally, when CDHL is providing transportation to an event and an employee chooses a different mode of transportation, they will not receive reimbursement. ([SAAM 10.50.20](#))

## REIMBURSEMENT FOR MEALS AND LODGING

Reimbursement for meals and lodging shall not exceed the maximum allowable per diem rate for that location, unless:

- An exception is specifically provided by statute, or
- Authorized by Subsection [10.30.20](#), Subsection [10.30.25](#), or Subsection [10.40.20](#).

The maximum allowable per diem rates for the [Continental USA](#), [Non Continental USA](#), and [Foreign](#) locations are found in Subsections [10.90.10](#) and [10.90.20](#).

Either original receipts are required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments.

### ***Exceptions to the maximum allowable lodging rates***

**In the following situations**, the maximum allowable lodging amounts may not be adequate and the agency head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem (lodging and meals) amounts listed in Subsections 10.90.10 and 10.90.20. The agency head or

authorized designee approval must be made in advance of the travel.

- When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
- When costs in the area have escalated for a brief period of time either during special events or disasters.
- When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
- The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have **business interaction** with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held.
- To comply with provisions of the Americans with Disabilities Act (refer to Subsection 10.10.40), or when the health and safety of the traveler is at risk (refer to Subsection 10.10.35).
- When meeting room facilities are necessary and it is more **economical** for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

**In the following situations**, the agency head or authorized designee may approve payment of lodging expenses in excess of 150% of the applicable maximum per diem amount for the location. The agency head or authorized designee approval must be made in advance of the travel.

- The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have **business interaction** with other participants in addition to scheduled events; AND
- It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held; AND
- The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel

voucher or its file location referenced. The form of documentation is defined by each agency.

## MISCELLANEOUS TRAVEL EXPENSES

Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the traveler. Reimbursable expenses include, but are not limited to:

- Transportation services including; taxi, shuttle, limousine fares, town car, Uber and Lyft, (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls. However, as noted in Subsection 10.20.20, tolls associated with the use of high occupancy toll (HOT) lanes are considered a personal expense and **not** reimbursable.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
- Rental of room in a hotel or other place that is used to transact official state business. The room rental is reimbursable as a separate item from lodging when authorized by the agency head or authorized designee.
- Charges for necessary facsimile (fax) services.
- Charges for necessary stenographic or typing services in connection with the preparation of reports and/or correspondence, when authorized by the agency head or authorized designee.
- The actual cost of laundry and/or dry cleaning expenses, **as evidenced by a receipt**, is authorized for travelers in continuous travel status for five (5) or more days in the continental U.S.A. Either original receipts are required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments. An allowance is already included in the meals and incidental rates for travel outside CONUS (refer to Subsection 10.20.10). Use of a coin-operated Laundromat is allowable. If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$50 on the "Detail of Other Expenses" portion of the Travel Expense Voucher (form A20-A) (refer to Subsection 10.80.40).
- **Mandatory** destination or resort fees charged by lodging facilities for items such as room safes, premium high speed internet access, long- distance phone calls, laundry credit, or food and beverage credit. (Note: total lodging reimbursement must comply with requirements detailed in section 10.30).

- Fees charged for internet access required in connection with state business travel.
- Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic flights.
- As part of their system for management and control of travel related costs, agencies shall define the circumstances under which charges for transportation of equipment and materials required to perform state business are reimbursable as a miscellaneous travel expense.
- Charges for GPS devices required in connection with state business travel to ensure timely arrival of the business destination.

### STATE VEHICLE USE OF “GOOD TO GO!” PASSES

Agencies should use *Good To Go!* passes on state vehicles when it makes good business sense to do so. Factors that should be considered include:

Frequency of travel of a vehicle over tolled bridges;

Costs associated with non use of passes including increased employee travel time and higher toll rates; and

Costs/savings associated with use of passes including initial purchase costs, reduced employee travel time, and lower toll rates.

Agencies should actively manage/monitor their *Good To Go!* account. When replenishing the account, agencies should not exceed one month’s estimated usage and may not auto-replenish accounts. To avoid higher toll rates and fees associated with toll billings, agencies should maintain a positive balance in their *Good To Go!* account.

#### ***Use of High Occupancy Toll or Express Toll lanes in state vehicles***

Except as otherwise authorized in law or regulation, state owned vehicles shall utilize the High Occupancy Toll (HOT) or Express Toll lanes only when they meet the posted high occupancy vehicle (HOV) requirement. If the state vehicle is equipped with a *Good To Go!* pass, a pass disabling device must be used. The Washington State Department of Transportation (WSDOT) maintenance vehicles servicing the corridor are exempt from the posted HOV requirement.

## BOARD OF TRUSTEES (10.70)

The CDHL Board of Trustees is a class 4 rule-making capacity board.

### Meal and lodging reimbursement for members serving in a rule-making capacity

- **Class Two, Three, Four and Five Boards**

Individuals serving on either a Class Two, Three, Four, or Five board, commission, council, or committee are to be reimbursed allowable meal and lodging expenses on the same basis, and under the same regulations, as regular state officials and employees, unless specifically provided otherwise in statute. These individuals should claim reimbursement on a Travel Expense Voucher (form A20-A).

## DEFINITIONS

- **Departure from Official Station** - If travel to a destination for the traveler's own convenience is in advance of the necessary time for arrival, no reimbursement for additional meals or lodging costs shall be paid to the traveler for extra field time incurred. (SAAM 10.20.40b)
- **Return Trip** - Employee's will return as promptly as possible to either their official station or official residence when state business is completed. (SAAM 10.10.15) If a traveler remains at the destination following an official meeting or other work assignment for the traveler's own convenience, no reimbursement for additional meals or lodging costs shall be paid to the traveler for the extra field time incurred. (SAAM 10.20.40c) Agencies may authorize extra field time if it can be demonstrated that there is a direct savings to the state. (SAAM 10.20.40e)
- **Personal/Vacation Time** – Employees are allowed to couple personal/vacation time with official state business as long as the following three conditions exist. (1) The primary purpose of the trip is official state business. (2) The traveler uses, where necessary, his or her approved leave for the vacation or personal part of the trip. (3) The state agency does not incur any extra expenses beyond what it would normally. (SAAM 10.20.40d) Any additional expenses incurred will be paid by the employee.
- **Normal Return Night (defined)** - That night of travel on which it was anticipated prior to the trip the traveler would return either to the official duty station or official residence after the completion of official state business.
- **Estimated Return Time** - Per diem will be paid until the traveler returns to their official residence or official station on the "normal return night". (SAAM 10.30.50a) When travel is extended beyond the "normal return night" or the return from city changes due to personal/vacation time, per diem for the return trip will be estimated as accurately as possible based on travel times to the official destination and the time state business was concluded.

- **Bordering States** – Travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state.

Legal References:

- Chapter 10 of the State Administrative & Accounting Manual (SAAM).  
<http://www.ofm.wa.gov/policy/10.htm>

**Washington State Center for Childhood  
Deafness & Hearing Loss  
Special Board of Trustees Meeting  
February 2, 2018**

**Report by: Shauna Bilyeu, Superintendent**

**Enrollment** continues to hold steady at 103 students. 3 seniors are leaving in February due to completion of credits. WaCAD remains at full capacity.

**Events:**

**WSBC** was in Phoenix at Phoenix Day School for the Deaf, January 25-28<sup>th</sup>. Check out the results for WSBC at: [www.wsbc2018.com](http://www.wsbc2018.com). We had a pep rally and sent the teams off in style. At the time of this writing, the boys are 1-1 and the girls are 0-2. I am always proud of our students and staff, but there is one story I want to share: On Friday, January 26<sup>th</sup> I got a text from the Superintendent at Utah. She said, "Your WSD team rocks!!! They all lined up and supported our girls coming out of the locker room. It made me almost cry!" Our students are already winners in my eyes.

We will again be attending the **CEASD Education and Advocate Summit** in Washington DC to share information about the Alice Cogswell-Macy Act with our Washington state legislators as well as learning some fun US history. **Piper Gallucci** and I will be accompanying 3 high school students that were invited based on criteria that included the following: school leadership, citizenship and grades. We will be flying to Washington DC the last week of February.

Three high school students will attend **University of Washington Math Day** in March along with math teacher, **Stowe Beecher**. This program is geared towards 10<sup>th</sup>-12<sup>th</sup> graders across the state and they will attend some lectures and learn about high level mathematics applications in the real world. (There's even a lecture on the "math" behind how smart phones do auto-correct! What a great way to hook the younger generation!)

WSD continues to be a model for other schools. Staff from Virginia School for the Deaf will arrive in February for a two day visit to see our **PBIS program** in action.

**Interns:**

We currently have a teacher intern in the preschool classroom from Western Oregon University: **Sarah Erland**, and an interpreting intern from Eastern Kentucky University: **Emily Sizemore**.

**Kudos:**

OSPI conducted a School Meal Programs Administrative review for WSD on January 25<sup>th</sup>. Two reviewers met with **Shannon Jordan** and the Nutrition Services staff, inspected the kitchens, and observed meals. The reviewers were impressed with how

we are running the cafeteria and praised the team for the work they have done this year with getting breakfast up and running! I am very proud of this team!

Elementary Principal and Bilingual Services Director **April McArthur** will be presenting at the WASA conference in Tacoma in May. The theme for the conference is “Equity in Action”, and she submitted her presentation on Social Capital. We just learned that it has been accepted! This is very exciting and an honor for CDHL to represent at this conference.

**All of our staff interpreters** have now passed the EIPA! This is a feather in the caps of already excellent interpreters!

**Washington State Center for Childhood  
Deafness & Hearing Loss  
Board of Trustees Meeting  
February 2, 2018**

**Report by: Kris Ching, Outreach Director, Birth-5**

What have you been doing since our last meeting?

- Nov. 1 – 3 Pronged Approach to Screening for Vision & Hearing – DeEtte Snyder WSSB and Kris are providing this training to birth-3 providers in Whatcom County
- Nov. 2 – Birth-3 Sensory Disability State Agencies Taskforce meeting in Olympia
- Nov. 9 – Visual Communication Sign Language (VCSL) assessment checklist training in Seattle (WSDS)
- Nov. 10 – Kris and Christine Griffin, WA H&V GBYS Coordinator, submitted an article to Gallaudet’s Odyssey publication about professionals and parent leaders working together.
- Nov. 11 – WA H&V strategic planning meeting at NW School for D/HH Children
- Nov. 13 – Family Night in Wenatchee, hosted by Kristi Morrison and Justin Carvitto, both TODs in the region (every 2<sup>nd</sup> Monday of the month!)
- Nov. 28 – Planning meeting for Karen Anderson training, Zoom & Shoreline Center
- Nov. 29 – CDHL Exec. Team planning meeting for OFM transition with business office procedures
- Nov. 30 – Kris attended an IEP meeting in Bellingham to support a preschool student
- Dec. 5 – Kris and Christine Griffin meet to start planning for upcoming Community Café parent stakeholder event in Bellingham, January 2018
- Dec. 6 - Kris attends ESD 189 Special Ed. Director meeting, Anacortes

What is on your horizon (include dates)?

- Dec. 12 – CDHL and ODHH meeting in Vancouver
- Dec. 12 – Family Night in Sedro-Woolley
- Dec. 15 – 3 Pronged Approach training with DeEtte Snyder for Long Beach early childhood program
- Jan 8 – Family Night in Wenatchee
- Jan 18 – WA Hands & Voices Community Café event in Bellingham, details TBD
- Jan 25 – Birth-3 D/HH Specialist PLC statewide meeting (Zoom & CDHL Tacoma office)

- Jan 28-31 – Kris and Kerianne travel to Maine D/HH EI program to gather information on their birth-3 services delivery systems

How do you plan on collaborating and with who?

- DeEtte Snyder and Kris have been teaming on providing the 3 Pronged Approach to Screening for Vision & Hearing
- Kerianne and Kris are traveling to Portland, ME to gather materials and resources from their statewide birth-3 D/HH programming to bring to WA – we will collaborate with the Maine team as well as with the Birth-3 PLC and others as we continue to move statewide services to the next level.
- DeEtte, Katie, Nancy, Kris, Tracey, and Kerianne are collaborating on IECC presentations
- Kris submitted a presentation abstract for IECC 2018 about growing birth-3 services in a rural area – she will collaborate with Sedro Woolley SPED Director, Tony Smith, on this panel presentation.
- WA Hands & Voices collaboration on the next Community Café event – and local providers where it's held (TBD)
- Carol and Kris are collaborating on how to support parent engagement activities

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

- Dec. 12 – CDHL and ODHH meeting in Vancouver
  - Discussion with Debbie O'Willow, Carol Carrothers, Kris, Cathy Corrado, and Jane Mulholland regarding a Deaf mentor type of program for children ages 6-21. Follow up meeting scheduled for January 31.
- Dec. 12 – Family Night in Sedro-Woolley
  - This is a contracted service with Sedro-Woolley School District (SD) for every-other month family nights
  - Kerianne Christie, early childhood TOD, provides home visits (both in-person and virtual) to several families in Sedro-Woolley. Kerianne is the organizer in providing professional development sessions for birth-5 providers in the Whatcom/Skagit Counties region. She also has taken the lead on collaborating with the school district on coordinating/organizing the family nights.
- Dec. 13 – Phone meeting with Bellingham SD SPED Director regarding 4 year old child – consultation to be scheduled to support planning for kindergarten
- Dec. 14 – CDHL Outreach Staff meeting in Tacoma at Willard office
  - Although we miss the CDHL Outreach consultants on contract attending our meetings, CDHL Outreach employees are meeting monthly, getting a

lot of work done on the CDHL website content, updating outreach brochures, and refining the outreach services manual. Erica Pedro, behavior specialist, has taken the lead on these special projects and we are making good progress.

- Dec. 15 – 3 Pronged Approach training with DeEtte Snyder for Long Beach Early Childhood Program
  - The 3 Pronged Approach is a screening tool for early intervention and preschool providers, developed by Nancy Hatfield of WSDS
  - DeEtte and I have done several of these trainings to family resources coordinators (FRCs) and early childhood providers. It has helped raise awareness. One positive result is WA's Deaf-Blind Project has the most birth-3 referrals ever for consultation services - currently 15 children and their families.
- Dec. 18 – Kris and Carol provided observations to a preschooler and two 2<sup>nd</sup> grade students for Reardan SD. Follow-up to be determined...
- Jan 8 – Family Night in Wenatchee
  - This monthly family event started from the WA Hands & Voices Community Café event in October
  - Occur every 2<sup>nd</sup> Monday of each month during the school year from 6-8pm
  - Supported by Wenatchee SD, Kristi Morrison, early childhood TOD, Justin Carvitto, TOD (district employee & CDHL consultant)
- Jan 18 – WSDS-CDHL-WSSB executive team meeting at Puget Sound ESD in Renton
- Jan 18 – Meeting with Lindsay Klarman, HSDC executive director, and Ariele Belo, HSDC director of Deaf & Hard of Hearing services – with Rick, Kris, Carol about working together for preschool SLP support at HDSC
- Jan 25 – Birth-3 D/HH Specialist PLC statewide meeting (quarterly statewide meeting for professionals working in families homes who have children who are deaf and hard of hearing – includes WA Hands & Voices Parent Guides from the Guide By Your Side (GBYS) program
  - \*Christine Griffin, GBYS coordinator, and Kris recently submitted an article to Gallaudet's Odyssey magazine about this group
    - Held at Northwest School for Deaf & Hard of Hearing Children in Shoreline
    - Over 35 professionals on the email list – 17 attendants total both in person and Zoom videoconference
- Jan 28-31 – Kris and Kerianne travel to Maine D/HH EI program to gather information on their birth-3 services delivery systems

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

- Feb. 7 WA Hands & Voices Community Café Event partnered with Bellingham School District
  - Kris is a board member of WA Hands & Voices and is helping to coordinate these events with Christine Griffin and school district staff
- Feb. 12 Family Night in Wenatchee
- Feb. 13 Family Night in Sedro Woolley
- Feb. 13 – WA Hands & Voices Community Café Event partnered with Pasco Public Schools D/HH Program and CDHL
- Feb. 23 – CDHL Early Childhood professional development series in Sedro-Woolley for NW WA providers. Catherine Thomas, CDHL interpreter coordinator, will be the guest speaker for the training

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

- DeEtte, Katie, Nancy, Kris, Tracey, and Kerianne are collaborating on IECC presentations
- Kris submitted a presentation abstract for IECC 2018 about growing birth-3 services in a rural area – she will collaborate with Sedro Woolley SPED Director, Tony Smith, on this panel presentation.
- WA Hands & Voices collaboration on the next Community Café events – along with school district staff
- Carol and Kris are collaborating on everything outreach

**Washington State Center for Childhood  
Deafness & Hearing Loss  
Board of Trustees Meeting  
February 2, 2018**

**Report by Carol Carrothers, Outreach Director (6-21)**

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

11/28 Provided training to students at Eastern WA University Audiology Program with Amy Hardie

11/30 and January 25, Provided inservice training to Olympia SD with Shawn Broderick

12/2 National EIPA training on Unpacking Discourse Mapping

12/2 Training for Writing in the Classroom in Everett, Tacoma and Pasco by Cathy Corrado

12/5 State Transition Team met determined to begin developing a manual for transition for teachers, parents and student for the State of Washington

12/6 Proctored EIPA Performance Evaluation and written assessment

12/11 Attended Wenatchee Family Night

12/12 Met with Deborah O'Willow about Deaf Mentorship training

12/14 & 1/11 Staff meeting with CDHL staff at Willard

1/9 Respect meeting

1/12 Met with Spokane SD interpreters

1/17 & 1/19 ESD 105 and 123 Special Education Directors meeting

***EIPA Update:*** 138 interpreters have met the 3.5 requirement on the EIPA, plus an additional 10 who are RID certified.

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

1/30 Second meeting with ODHH and Deborah O'Willow

2/1 Meet with Spokane SD administration about interpreter scheduling

# 2017-2018 CDHL Outreach Report

Data as of January 24<sup>th</sup>, 2018

Sarah Decker Outreach Coordinator

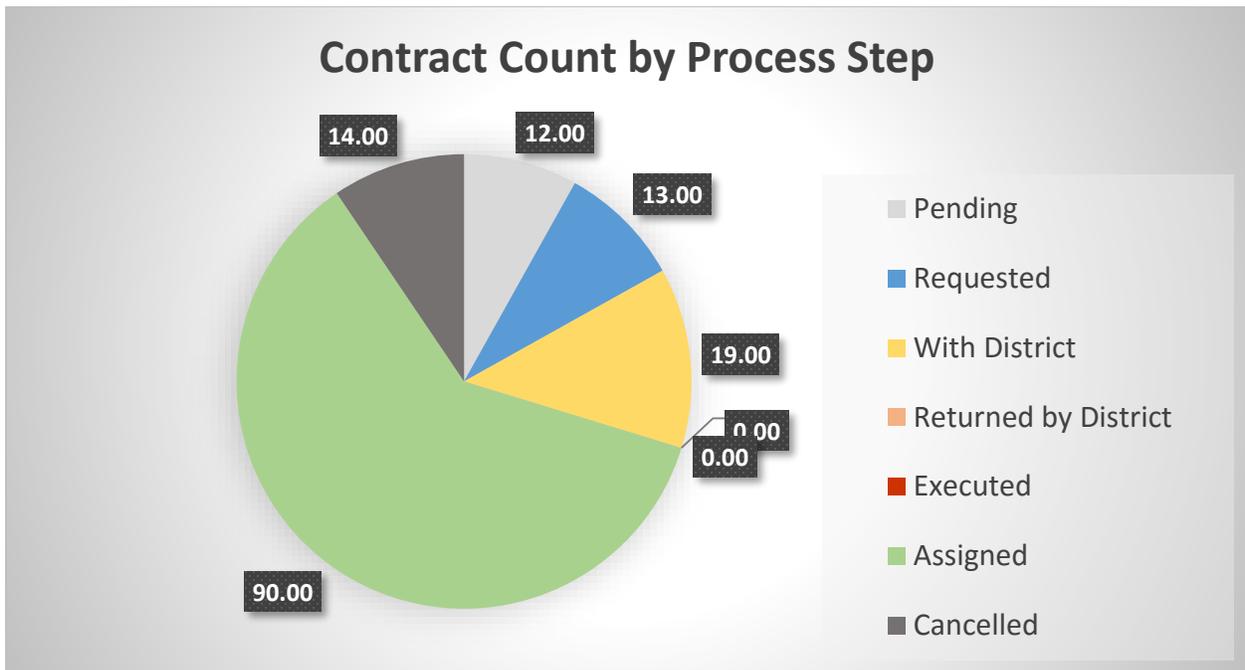
## CONTRACTS

### Number of Executed Contracts

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	21	23	16	13	14	3					

### Contract Count by Category

B-3	PK	K-12	WSD	PD	FTE	Open	Contractor
16	8	77	17	7	9	6	8



## PROCESS

Average time from contract request until contract is sent to vendor – 9 days

Average time for contract to be returned by vendor – 17 days

Average time for consultant(s) to be assigned when contract is executed – 3.5 days

## VISITS

### Contracted Visits

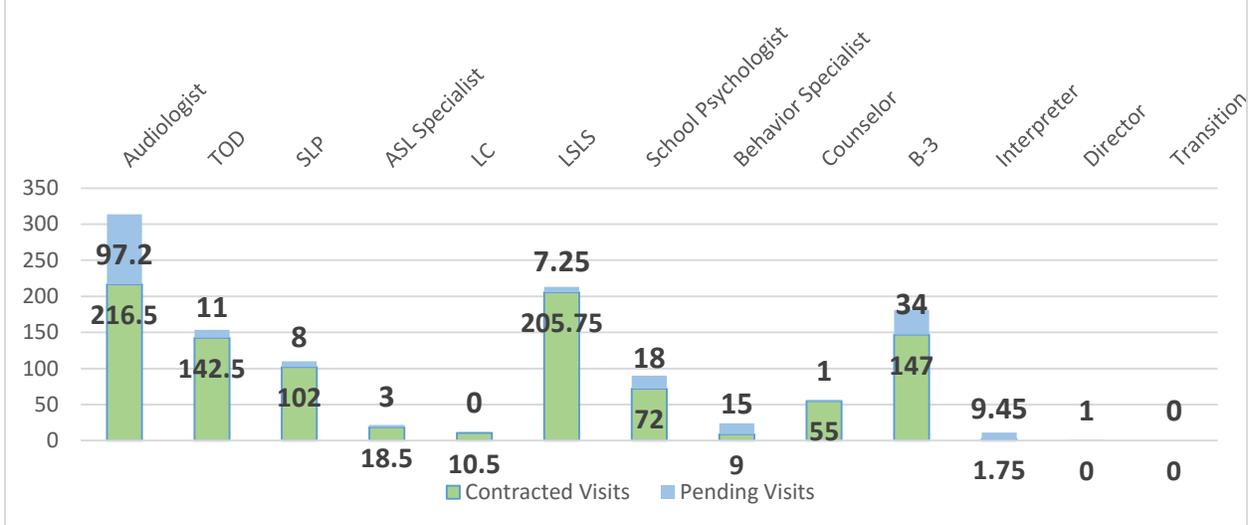
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
170	233	173.25	263	55.25	79	10					

### Completed Contract Visits

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0	8	40	80	87	46	35					

### Possible Visits by Specialty Area - 1188.4

(measured by 8-hour day)



### Birth to 5 Caseloads

School Dist/Age	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Bellingham B-3 PK			2	2	3	3						
Brewster B-3 PK	1	1	1	1	1	2						
Bridgeport B-3 PK	2	2	1	1	1	1						
Cascade B-3 PK	1	1	1	1	1	1						
Cashmere B-3 PK	1	1	1	1	1	1						
Ellensburg B-3 PK	1	1	1	1	1	2						
Moses Lake B-3 PK	1	1	1	1	1	1						
Mount Vernon B-3 PK						1						
Oak Harbor B-3 PK			1	1	1	1						
Oakville B-3 PK												
Sedro-Woolley B-3 PK		2	2	2	2	2						
Soap Lake B-3 PK	1	1	1	1	1	1						
South Bend B-3 PK				2	2	1						
Royal City B-3 PK KG	1	1	1	1	1	1						
Vancouver B-3 PK			2	1	1	1						
Wenatchee B-3 PK	1	1	1	1	1	1						
Woodland B-3 PK			1	1	1	1						
<b>Total:</b>	<b>12</b>	<b>14</b>	<b>19</b>	<b>20</b>	<b>22</b>	<b>24</b>						

**CENTER FOR CHILDHOOD DEAFNESS AND HEARING LOSS**

**POLICY:** 3403

**Adopted:** February 2, 2018

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**SUBJECT:**           **Gay Straight Alliance (GSA) – Student Committee**

Approved by:           \_\_\_\_\_

Char Parsley, Chair, CDHL Board of Trustees

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The Center for Childhood Deafness and Hearing Loss (CDHL) Board of Trustees is committed to fostering an educational environment that is safe and free from discrimination and harassment of all students regardless of gender, sexual orientation, gender identity, or gender expression. The Board recognizes the importance of creating an inclusive and safe environment that welcomes participation from all students regardless of intersectional differences, and allows students to express themselves and share experiences. The Board recognizes the obligation to provide for the GSA as per the Equal Access Act and Washington Law Against Discrimination and directs the CDHL staff to comply with all federal and state laws related to the gay-straight alliance and its activities, e.g., group meetings, fundraising, community involvement, and on-campus events to support inclusion.

The Board of Trustees directs the Executive Director to work with staff members in order to develop procedures and to ensure the GSA has the resources and time needed to foster a positive and supportive environment while maintaining a safe and healthy atmosphere for students.

Cross References:           3211 – Transgender Students

Legal References:           20 U.S.C § 4071(b)-4047  
RCW 49.60.030 Freedom From  
Discrimination – Declaration of Civil Rights  
RCW 49.60.215 Unfair practices of places of  
public resort, accommodation, assemblage,  
amusement – Trained dog guides and  
Service animals

## **WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS**

**POLICY:** 6213

Adopted: May 13, 2004

Revised:

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**SUBJECT:**           **Travel**

Approved by:

\_\_\_\_\_  
Char Parsley, CDHL Board of Trustees Chair

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### **Purpose:**

To provide guidelines that establishes control of reimbursable travel expenses and procedures that ensure the accurate and timely payment of those expenses.

The following persons must comply with all applicable laws, policies and procedures for the State of Washington and CDHL:

- All CDHL employees and volunteers, unless otherwise provided by law.
- All CDHL officers shall comply with [SAAM 10.70](#), Boards, Commissions or Committees.
- Persons, other than CDHL employees, whose travel expenses are authorized by statute, but the statute is silent as to amount.
- Contractors, unless there are specific contractual arrangements modifying travel reimbursement.

These rules may be used as a guideline for payment of legally authorized travel expenses for students and other clients of the CDHL. ([SAAM 10.10.05](#))

Any travel policies not specifically covered in this policy and accompanying procedure (6213P) will be in accordance with the Office of Financial Management (OFM) in Chapter 10 of the State Administrative & Accounting Manual (SAAM).

<http://www.ofm.wa.gov/policy/10.htm>

The CDHL Board of Trustees directs the executive director to developed procedures in accordance with this policy.

### Legal References:

- Chapter 10 of the State Administrative & Accounting Manual (SAAM).  
<http://www.ofm.wa.gov/policy/10.htm>
- Ethics law:
  - <http://app.eg.wa.gov/RCW/default.aspx?cite=42.52&full=true>
  - <http://apps.leg.wa.gov/WAC/default.aspx?cite=292>

# Informational Items

# Washington School for the Deaf

## Enrollment Information

Month: As of December 31, 2017

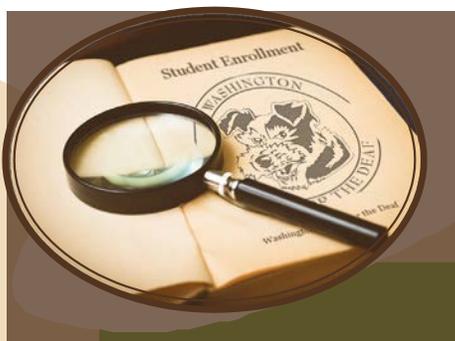
School Year: 2017/2018

Elementary: 39 Middle: 18 High: 42 Enrollment: 99

Day: 44 Residential: 55 Behavior Referrals: 19

WaCAD: **12**

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



# WSD



OBERKOTTER  
*foundation*

1600 Market Street, Suite 3600  
Philadelphia, PA 19103  
215-751-2601  
215-751-2678 Fax

December 19, 2017

Mr. Rick Hauan  
WA State Center for Childhood  
Deafness & Hearing Loss  
611 Grand Blvd  
Vancouver, WA 98661

**RE: Community Collaborations – Future Phases of Work**

Dear Rick:

I am pleased to inform you that the proposal you submitted to the Oberkotter Foundation on November 27, 2017, for a Community Collaborations Grant has been selected for funding. The Trustees of the Foundation are awarding to **WA State Center for Childhood Deafness & Hearing Loss (“CDHL”)** a grant in the amount of **\$108,000** for the period 1/1/18 – 12/31/18 for the **Common Ground Project – Board Relations Grant**. We are not funding the \$20,000 requested for website development and web master, not because that is not an important item; but because the needs of the group and the goals you are seeking to achieve may become more clear, or even change, once the full boards of the two organizations begin interacting. We would be willing to entertain a request for funding as part of a request for a future project arising out of this grant.

In addition, we know you will be seeking professional facilitation services for this project. As you have in the past, we encourage you to continue using InSyte Partners as the preferred facilitators for the project given their extensive experience with the goals of the project and their prior work with the participants in the project.

**Agreement:** Enclosed is a Grant Agreement describing the terms and conditions of the grant. Please review and sign the Agreement and return a copy of the fully executed



OBERKOTTER  
*foundation*

document to the Foundation. The Agreement may be mailed to the address above or emailed to Rosanne DiMartino at [rdimartino@oberkotterfoundation.org](mailto:rdimartino@oberkotterfoundation.org). We will then make arrangements to release the grant funds pursuant to the terms of the Agreement and this letter.

Congratulations on receiving this award. We look forward to working more closely with you.

Sincerely,

A handwritten signature in blue ink that reads "Bruce Rosenfield". The signature is written in a cursive style.

Bruce A. Rosenfield  
Trustee and Executive Director

cc: Mildred L. Oberkotter, Trustee  
David A. Pierson, Trustee