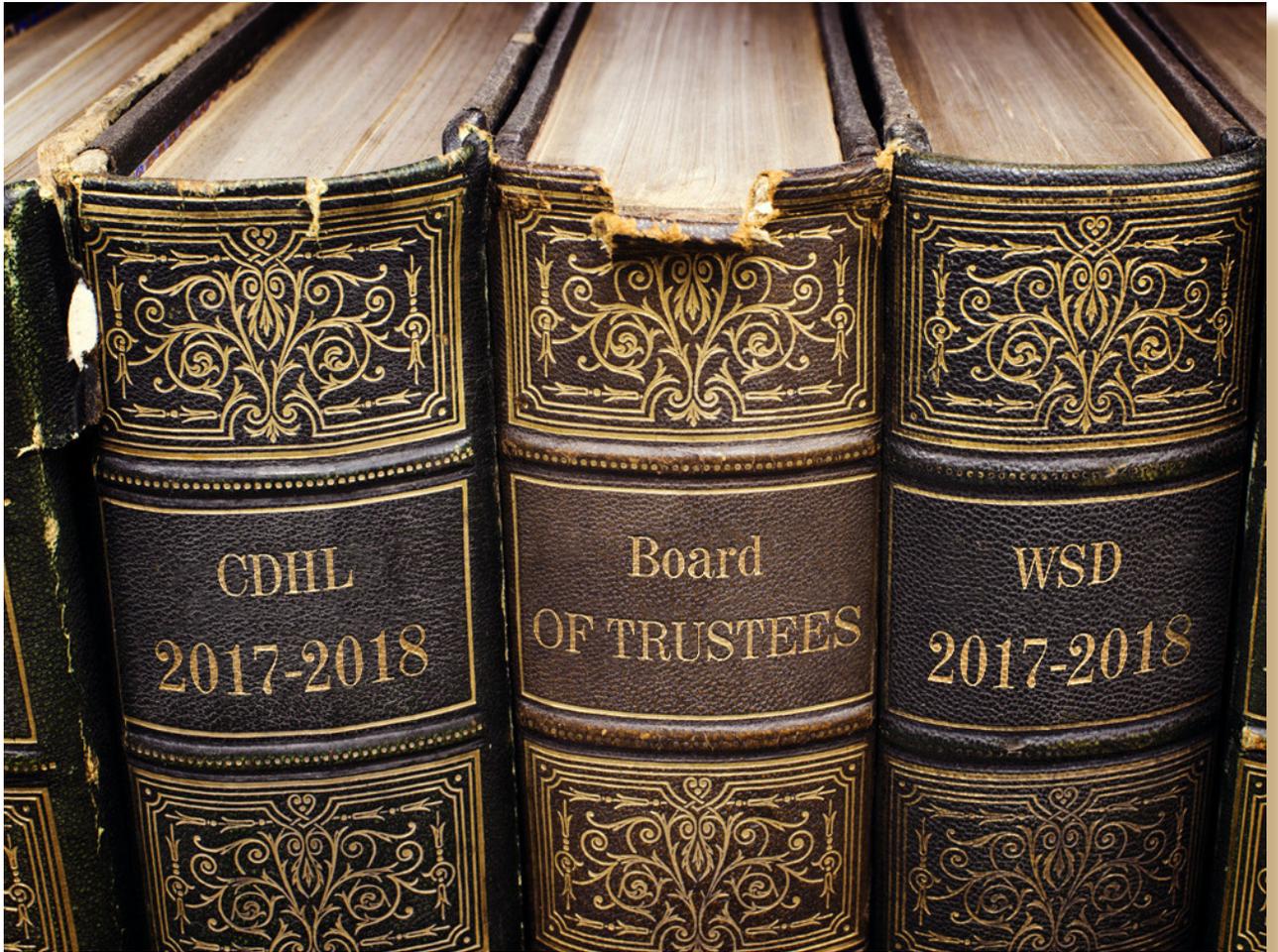


Washington State Center for Childhood Deafness & Hearing Loss
Washington School for the Deaf

C
D
H
L



W
S
D

May 11, 2018

Serving Washington State

**WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS**
Board of Trustees Meeting Packet
May 11, 2018

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

AGENDA ITEMS

- Board meeting minutes
 - March 9, 2018
- Reports:
 - Executive Director - Rick Hauan
 - Superintendent – Shauna Bilyeu
 - Outreach – Kris Ching, Carol Carrothers, Sarah Decker
- Policy review and discussion
 - **2nd Reading**
 - Travel (policy 6213)
- Review of July 1st report draft (RCW 72.41.01(6))

INFORMATIONAL ITEMS

- On-campus enrollment data
- Travel procedures (6213P)
- 2018/2019 school calendar

**WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS
Board of Trustees Meeting
May 11, 2018**

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

BUSINESS MEETING

9:45 a.m. **Call to order, introduction of guests, and approval of March 9, 2018, board meeting minutes**

30 minutes **Reports**

- Board Finance Committee
- Rick Hauan, Executive Director
- Shauna Bilyeu, Superintendent
- Tom Galey, Director of Business Operations &

30 minutes **Student Activity**

- CEASD's Education and Advocacy Summit – students visit to Washington, D.C.

30 minutes **Policy Review – 2nd reading**

- Travel (policy 6213)
 - Rick Hauan, Executive Director

30 minutes **July 1st report draft review - RCW 72.42.041(6)**

- Rick Hauan, Executive Director
- Tom Galey, Director of Business Operations

1 hour **Lunch**

45 minutes **Board Committees**

- Capital Project
- Finance
- Policy
- Statewide Resources & Curriculum

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...."

30 minutes **Board summer retreat discussion**

- Possible date/location: July 25 & 26 in Fife

Plan for June 14, 2018 and future Board meetings

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)
 Shauna Bilyeu, Superintendent (360) 334-5448 (shauna.bilyeu@cdhl.wa.gov)
 Judy Smith, Executive Assistant (360) 418-0401 (judy.smith@cdhl.wa.gov)

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

WASHINGTON SCHOOL FOR THE DEAF

2017/2018 School Year

July 17

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

December 17

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

May 18

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

August 17

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

January 18

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

June 18

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

September 17

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

February 18

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

October 17

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

March 18

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

November 17

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

April 18

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

Mark Your Calendars!

Deaf Awareness Week
September 18-22, 2017

Homecoming
October 12, 2017

Open House
October 12, 2017

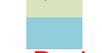
WSBC/WSBCC 2017
January 24 - 28, 2018
Phoenix School for the Deaf

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 style="text-align: center;"><u>Legend</u></p>  -First/last day of school  -Non-school days  -Early Release Dates  -Residential Travel days	<p style="text-align: center;"><u>**EARLY RELEASE DATES**</u></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;"><u>After School Program</u></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>
---	--	--

<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;">*No transportation provided on Registration Day</p> <p style="text-align: center;">**Holiday and travel day</p>
---	--

<p>Statewide and School Testing Window</p> <p><u>MAP (Measure of Academic Progress) 2-12th grades</u> October 2-27, 2017 April 16-May 11, 2018</p>	<p><u>SBAC (Smarter Balanced Assessment Consortium)</u> March 19-23, 2018</p>
--	--

**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
Board of Trustees Meeting
March 9, 2018**

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

Absent: Ariele Belo (District #7)

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

Guests: Tom Galey, Director of Business Operations
Jessica Sydnor, Director of Human Resources

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

Nancy Fitta moved to approve the February 2, 2018, meeting minutes. Maria Christianson seconded the motion. The motion was voted on and approved with one abstention as Sidney Weldele-Wallace did not attend the February 2nd meeting.

Board Finance Committee

Several capital expenditures required immediate attention and since the capital budget was not approved last year, we used general funds-state to cover necessary repairs. Now that the capital budget has been approved, expenditures can be transferred to the appropriate account.

Since there is not a Board meeting next month, the director of business operations will send out an interim budget report to the Board.

Welcome to CDHL's new Procurement Specialist

Harry Speelman, CDHL's new procurement specialist, was introduced to the Board. He comes to CDHL with over 20 years of state experience. Welcome Harry!

July 1st report – RCW 72.42.041(6)

The above law says that CDHL's Board of Trustees "Shall prepare and submit by July 1st of each even-numbered year a report to the governor and the appropriate committees of the legislature which contains a detailed summary of the center's progress on performance objectives and the center's work, facility conditions, and revenues and costs of the center for the previous year and which contains those recommendations it deems necessary and advisable for the governor and the legislature to act on;"

The executive director and director of business operations will bring a draft report for the Board's review to the May 11 Board meeting.

Executive Session

The Board went into executive session at 10:00 a.m. pursuant to RCW 42.30.110(f) The board will now go into executive session to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge. This executive session will last 30 minutes.

The Board meeting reopened at 10:30 a.m.

Student Activity – Anthology of Poems (Lillian Hart, Zara Kelly, Aree Blackmeer, and teacher, Jenn Christianson)

The students gave each Board member a copy of their "Anthology of Poems". Lillian shared her poem from the recent ASL Flying Hands Literature competition. Congratulations on her third place medal. Zara and Aree entered the art portion of the competition and did very well.

The board was very impressed with the student's work and kudos to Jenn Christianson for inspiring them.

K-12 English Language Arts Curriculum Adoption (Shannon Graham, Curriculum & Assessment Coordinator)

Shannon Graham and Tyler DeShaw have worked together for the past two years researching various language arts curriculums.

The Board felt it would help if the school-wide profile for reading chart was color coded to indicate which students are new to WSD and which students have been at WSD for some time.

The following English Language Arts curriculums were reviewed and discussed:

- Writing
 - Elementary (K-5): Lucy Calkins Units of Study in Writing by Heinemann
 - Secondary (grades 7-12): Step Up to Writing by Voyager Sopris learning
- Reading
 - Elementary: Scholastic Guided Reading Program – Fiction Focus
 - Secondary:
 - AGS Illustrated Classics
 - Study Sync by McGraw-Hill
 - Practical ELA
- Interdisciplinary curriculum with bilingual focus
 - Life Skills
 - Applied ELA
 - Response to Intervention for reading

The curriculums reviewed include physical as well as digital resources.

Allie Joiner moved to approve the adoption of the curriculum reviewed at today's meeting. Nancy Fitta seconded the motion. It was voted on and approved.

Seattle Public Schools and CDHL: Growth (Michael Dickneite, DHH Supervisor

Thanks to CDHL and the Board for their ongoing support. Seattle Public Schools (SPS) is very appreciative of the comprehensive review CDHL conducted regarding their DHH services. SPS and CDHL have an open contract that has been instrumental in providing professional development, in-classroom supports, workshops, etc.

Highlights:

- Each of the 10 educational interpreters at SPS have met the EIPA requirements. They currently have three openings for educational interpreters.
- SPS has an open contract with WSDS focusing on students with dual sensory loss.
- Pre-school services are contracted with HSDC (ASL), Listen & Talk (listening and spoken language), and Northwest School (SEE).
- TOPS is a district-wide K-8 “option school” with a social justice theme. Parents of deaf children can “opt-in” to the K-8 Deaf education magnet program at TOPS Elementary like all students who attend the various programs there.
- Roosevelt High School is the magnet school for DHH and currently has 10 students
- SPS has secured funds to send both their audiologist and SLP to Gallaudet for intensive language training.
- Three itinerant staff members serve all five service areas in Seattle Public Schools.
- Target 2021
 - Centralized magnet day program within SPS.
 - Dealing with transportation barriers.

- Not looking at replacing other programs but enhancing services for students in the greater Seattle metropolitan area.

Congratulations to Michael, SPS chief of support services, Wyeth Jesse, and the staff at SPS for their outstanding work.

Travel (policy 6213) – 1st reading

The Board reviewed proposed policy 6213 “Travel”. This policy will be brought back to the May meeting for a 2nd reading along with proposed “Travel Procedures” (6213P).

Executive Director’s report (Rick Hauan)

The Common Ground project recently received two grants from the Oberkotter Foundation:

- Board Relations (work between CEASD and OPTION boards) grant: \$108,000
- CEASD-OPTION 2018 Joint Conference grant: \$62,675.20
- The executive director is finalizing a grant end of the year reports and submission for the Common Ground group to continue their work this year.

Superintendent’s report (Shauna Bilyeu)

Two WSD students (both juniors) have been accepted to the 2018 NAD Youth Leadership Camp (YLC). YLC is an intensive educational four-week summer program for deaf and hard of hearing high school students.

Letters have been sent to parents regarding the National Walkout event to be held on Wednesday, March 14. Students from across the United States will be walking out of school for 17 minutes, representing the 17 individuals killed in the Parkland, Florida, shooting one month ago. There will be a student assembly on Monday where principal Jason Cox will discuss gun violence with smaller group discussions throughout the secondary department on Tuesday.

Three students, the superintendent and WSD’s social studies teacher attended CEASD’s Education and Advocacy Summit last week in Washington, D.C. The group spent a full day at Gallaudet, met with Senators Cantwell and Murray and visited several historical sites and museums.

Board committees

The Board is setting up three *additional* committees in addition to the current Finance committee. A sign-up sheet will be available at the May meeting for the following committees:

- Capital Project
- Policy
- Statewide Resources & Curriculum

May 11th Board meeting agenda topics

- Review draft of the July 1st report in accordance with RCW 72.42.041(6)
- Presentation by students who recently visited Washington, D.C.

- Proposed Travel policy and procedures (6213 and 6213P)
- Executive Session
- Board summer retreat
- Locations/dates September 2018 through December 2019

Adjournment

Hearing no objection, the meeting adjourned at 2:24 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
May 11, 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

March 2018

- Statewide Outreach meeting
 - Meeting with outreach staff to discuss caseload, service delivery, challenges, structure successes and upcoming events (BizTown was a significant discussion as it is coming up April 19)
- RESPECT Zoom meeting (Spokane)
 - Open session and discussion with special education directors and administrators to discuss supports needed at the local level. Special attention was given to infrastructure development and ongoing regional program development
- Meeting with Seattle area parent
 - On-going discussions to establish a day school within Seattle Public Schools
 - Community liaison with deaf community and parents of deaf children
- Attended OESD 114 Special Education Director's meeting (Sequim)
 - Continue to attend directors' meetings to establish relationships with area directors and grow supports at the regional level
- Attended EHDI Conference (Denver)
 - Met with state and national leaders on Early Detection
- Attended Hands & Voices National Board meeting (Denver)
 - Brief meeting to discuss the FL3 grant and operations of the organization and national impact
- Met with Oberkotter Foundation (Denver)

- Attended national consultation meeting with Bill Corwin with Mission Velocity. This organization helps nonprofits to identify opportunities, anticipate challenges, and accelerate their mission impact through careful analysis and creative thinking.
 - Bill Corwin is a founding member of Common Ground. I met (using grant funds) to identify next steps for Common Ground and expanding the conversation and ability to solidify the efforts to unite conversations for service delivery options in Washington and sharing our model with other states
- Participated in Common Ground conference call
 - Planning for the Shared Sessions
 - Identify presentations to be approved for the Shared Sessions at CEASD /OPTION conferences
- Staff Celebration at WSD
 - Celebrate staff
- Met with Michelle Gonzalez, special assistant to Governor Inslee. The meeting was to discuss Governor Inslee's executive order protecting rights, services for Washingtonian immigrants.
 - Looking at potential issues with data and student records as it relates to protection of status
- Attended school improvement meeting at OESD 114 (Bremerton)

April 2018

- Participating in the 2018 Collective Impact Convening (Austin)
- Common Ground meeting – Orlando (April 21)
- CEASD-OPTION Conference – Orlando (April 22-24)
- National Outreach Conference – Orlando (April 25-26)

May 2018

- Spring Family Camp – Ellensburg (May 4-6)

What is on your horizon (include dates)?

- Georgia Pathway (May 15)
- Deaf Education Community meeting – Spokane (May 23)
- 2018 ASDC (American Society for Deaf Children) – Salt Lake City (June 21-23)

**Washington State Center for Childhood
Deafness & Hearing Loss
Special Board of Trustees Meeting
May 11, 2018**

Report by: Shauna Bilyeu, Superintendent

Enrollment: Three new students were accepted, two super seniors completed their coursework and graduated on April 13th. Eight more seniors will graduate on June 13th. WaCAD remains at full capacity.

Special Events:

- **Deafopia** on May 5th in Hunter Gym: at the time of this writing, Deafopia organizers have confirmed that there are over 15 vendors coming to WSD. This is a travelling expo that showcases privately owned Deaf businesses. WSDAA, D.E.A.F., and WSD will all have booths. A **pancake feed** hosted by WSD's Jr. NAD to raise money for students Ashantay Truong and Osvaldo Cruz to attend Youth Leadership Camp this summer is being held prior to Deafopia. Cafeteria doors open at 8:00 am with pancakes made by Fort Vancouver Culinary Arts students and coffee donated by Paper Tiger!
- **Prom** is May 10th at the Water Resources Center in Vancouver.
- **All Star Day** is May 31st. We have a special speaker coming: Calvin Young. He is the author of a deaf travel blog. He will share his experiences and adventures travelling the world.
- **Cascade Park Library** is showcasing WSD student De'VIA artwork this month. Thanks to Billy Miles for spearheading this project!

Kudos:

- A routine but unannounced Department of Health inspection occurred at the beginning of April. The inspector expanded his inspection to include our student store and WaCAD kitchen in addition to our cottage and Kastel kitchens. He was very impressed with our **student store** and noted how much he appreciated being able to find the food handler cards posted easily in his report. Additionally, he noted that our Nutrition Services Department has done a stellar job of maintaining close compliance with regulations even with the changes in personnel this year.
- **DLR** completed a short visit with us this past month. They have assured us that there are no concerns and said that our residential model should be used as an example for other residential schools throughout the state.
- Our **Special Olympics soccer team** is off to state at Pacific Lutheran University the weekend of June 1st! Our coaches rock!!
- The **track and field team** continue to amaze and astound us with their speed and agility! We expect several students to go to state.
- **Six teachers** are in their second year of working on their **National Certification**. This is a tremendously laborious project and WSD is very proud of them.

**Washington State Center for Childhood
Deafness & Hearing Loss
Board of Trustees Meeting
May 11, 2018**

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

What have you been doing since our last meeting?

- March 2: WA State EHDDI Advisory meeting (Zoom) Rick attended
- March 8-9: Birth-3 introductory home visits for 2 Oak Harbor families
- March 14: WA Hands & Voices Board meeting (Zoom)
- March 15: CDHL D/HH Communication Specialists PLC meeting in Tacoma (facilitated by Deirdre Curle) Training on Children with Complex Needs with Kathee Skoggin
- March 18-21: National EHDI Conference in Denver
- March 22: Kris worked with Christine Griffin on WA H&V budget EHDI grant
- March 28: CPR/First Aid training in Tacoma for Outreach Staff
- March 29: Birth-3 PLC Tacoma and Zoom (Kris facilitates)
- April 2: Mediation meeting for Shoreline preschool transition IEP (Kris)
- April 9: Family Night in Wenatchee
- April 10: Parent Guide Interviews in Pasco for WA H&V Guide By Your Side (GBYS) program (Kris, Christine Griffin, Kristina Wendorff)
- April 11: WSD FAN

Family Nights

- Wenatchee – March 12, April 9, May 14
- WSD FAN – March 14, April 11, May 9
- Sedro Woolley – April 17, June 12

Birth-3 Referrals

The NW region of the state is exploding with referrals! Kerianne is working with 17 families now.

- Toddler Learning Center in Oak Harbor: 2 in March, 4 in April
- Whatcom Center for Early Learning: 1 in March
- Whatcom Opportunity Council: 3 in April
- Sedro Woolley SD: 1 in April

What is on your horizon (include dates)?

1. May 23: 3 Prong Approach training for Pierce County (Kris & DeEtte)
2. May 24: D/HH Birth-3 PLC meeting
3. May 24: D/HH EI Tri-Agency meeting for King County programs at HSDC (Kris is representing CDHL)
4. June 22: WA EHDDI Advisory Committee meeting in Kent
5. June 23-24: Annual WA Hands & Voices GBYS Training in Vancouver WSD

Collaboration Efforts:

May 2: Nancy Hatfield, DeEtte, and Kris presented at IECC on assessments for children who are D/HH, B/VI, or DB

May 4-6: Family Camp collaboration efforts

WA Hands & Voices Board – increasing family engagement

Tracy Wilson from Pasco SD – collaboration on WASA presentation

**Washington State Center for Childhood
Deafness & Hearing Loss
Board of Trustees Meeting
May 11, 2018**

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

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

March 6, consulting conversation with Michigan Outreach Director

March 7 WSDS meeting

March 8 Went with Becky Butz-Houghton to Pasco. Becky is providing oversight to the district to make sure all of the dhh student's needs are addressed. She will be making several trips to meet with teachers, administrators and look at student files.

March 13 Respect meeting

March 15 SLP and ITOD groups met for Professional Development with Kathee Scoggin. The topic was supporting the needs of multiply disabled.

March 16 Special Ed Director meeting ESD 123

March 26 Proctored EIPA written test

March 29 Consult with Clover Park SD and CDHL staff meeting

April 12 Meeting between WOU and CDHL/WSDS to see if we can collaborate with their teacher of the deaf training program. Consult with Cle Elum SD

April 14 Deaf Fiesta at CWU

April 18-19 Biz Town

April 20 Karen Anderson Training in Shoreline. on the needs and assessments for hard of hearing children. 92 participants.

April 22-27 CEASD Conference and National Outreach Conference

2017-2018 CDHL Outreach Report

Data as of May 2nd, 2018

Sarah Decker Outreach Coordinator

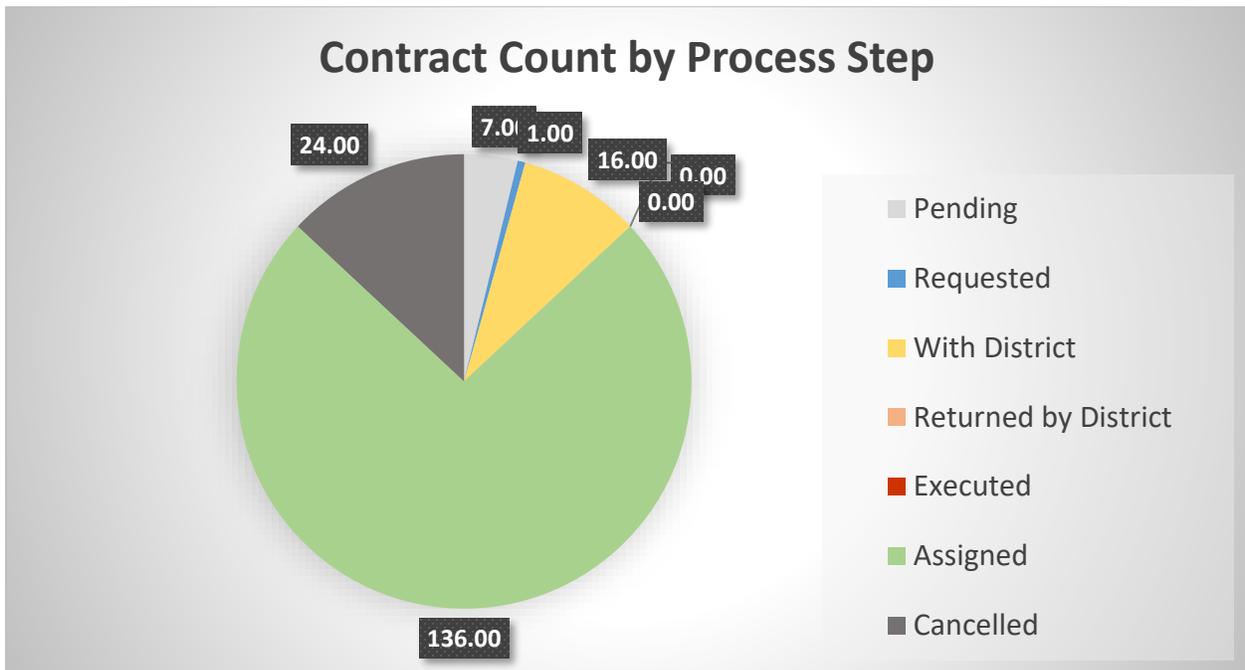
CONTRACTS

Number of Executed Contracts

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	21	23	16	13	15	3	10				

Contract Count by Category

B-3	PK	K-12	WSD	PD	FTE	Open	Contractor
22	9	95	27	7	9	7	8



PROCESS

Average time from contract request until contract is sent to vendor – 13 days

Average time for contract to be returned by vendor – 20 days

Average time for consultant(s) to be assigned to executed contract – 3 days

VISITS

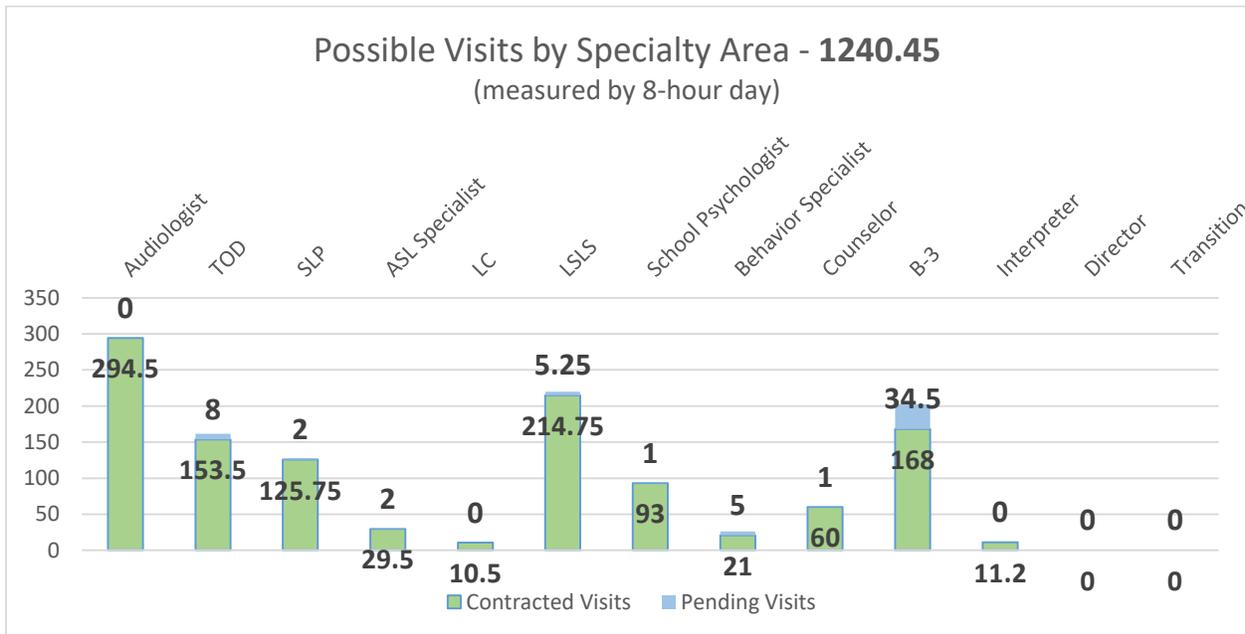
Contracted Visits

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
170	233	173.25	263	55.25	79	10	30.20	138.75	25.25	3	

Completed Contract Visits*

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0	6	31	66	81	39	81	86	82	57		

*Note – revised spreadsheet formula to count only visits occurring on executed contracts that can be billed. Removed visits on pending contracts that happen prior to contract execution. (removed 48 visits Aug-Jan)



Birth to 5 Caseloads

School Dist/Age	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Bellingham			2	2	3	3	3			4		
Brewster	1	1	1	1	1	2	1	2				
Bridgeport	2	2	1	1	1	1	1	1				
Cascade	1	1										
Cashmere	1	1	1	1	1	1	1	1				
Ellensburg	1	1	1	1		2	2	2				
Moses Lake				1	1	1	1	1				
Mount Vernon						1	1					
Oak Harbor			1	1	1	1	1			6		
Oakville							1	1	1	1		
Rochester							1	1	1	3		
Royal City	1	1	1	1	1	1	1	1				
Sedro-Woolley		2	2	2	2	2	2			2		
Soap Lake	1	1	1	1	1	1	1	1				
South Bend				2	2	1	2	2	1	2		
Tenino									1	0		
Tumwater										1		
University Place										1		
Vancouver			2	1	1	1	2			2		
Wenatchee	1	1	1	1	1	1	1	1				
Woodland			1	1	1	1						
Yelm							1	1	1	1		
Total:	12	14	19	20	22	24	27	19	*	*		

*pending caseload information from central Washington



STATE OF WASHINGTON
**WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS**
611 Grand Blvd., S-26 Blvd., • Vancouver, Washington 98661-4918 • (360) 696-6525
Administration FAX (360) 696-6291 • Business Office FAX (360) 418-0418

May 11, 2018

Purpose

Required reporting of agency activities as per RCW 72.41.041(6):

“(6) Shall prepare and submit by July 1st of each even-numbered year a report to the governor and the appropriate committees of the legislature which contains a detailed summary of the center’s progress on performance objectives and the center’s work, facility conditions, and revenues and costs of the center for the previous year which contains those recommendations it deems necessary and advisable for the governor and legislatures to act on;”

Agency Objectives

In 2009, the Washington State Center for Childhood Deafness and Hearing Loss (CDHL) was established to provide statewide leadership for the coordination and delivery of educational services to children who are deaf or hard of hearing. All activities of the center are under the authority of the executive director and the board of trustees.

There are three (3) responsibilities stipulated in RCW 72.40.015 which are:

1. To manage and direct the activities for the state school for the deaf (Washington School for the Deaf – WSD);
2. Provide statewide leadership and support to coordinate regionally delivered educational services in the full range of communication modalities for children who are deaf or hard of hearing;
3. Expand system capacity at the local and statewide level by collaborating with appropriate public and private partners for the training and professional development of educators serving children who are deaf or hard of hearing.

CDHL currently is focusing on the ten performance measure areas. They are mathematics, reading, language use, enrollment, work experience training placements, secondary community service projects, collaborative governance public and private, student safety, outreach impact, and success after graduation.

Operating Funds

At the close of 2017 fiscal year, CDHL returned \$1,060 from the agency general operating fund to the state. CDHL generated \$636,743 in revenues associated with the statewide Outreach Program in which is 54% increase from the previous fiscal year. Approximately 66 percent of the revenues are used to support the mandates in delivering services statewide.

Washington School for the Deaf (WSD) - “Go Terriers” 
The Washington State Center for Childhood Deafness & Hearing Loss supports all modes of communication. WSD is an ASL-English Bilingual campus.

Capital Funds

During the FY 17 Supplemental Budget Process, CDHL made several requests for funding, none of them were approved due state legislation not passing the capital budget. The agency leadership decided to suspend the minor public works projects due to lack of funding. However FY 18, as a result of the state legislation passing the capital budget, CDHL is able to proceed with two of the four minor public works projects (\$1,218,000) to re-roof Divine Hall which is in severe disrepair and to replace the key card lock system. Capital funding (\$1,000,000) was also approved for the predesign and the demolition of the old unoccupied buildings on campus. The planning stages for these projects are currently underway.

Facilities

The Center for Childhood Deafness and Hearing Loss is located on the Washington School for the Deaf campus in Vancouver, WA. The campus is comprised of 27 acres with 15 buildings. Of the 15 buildings, 5 buildings are in a state of disrepair and can no longer be used due to safety concerns; 5 other buildings are classified as "fair" but experience the frequent need for repair i.e. one of the buildings is in desperate need for roof repair since it is leaking water through the ceiling. The key card lock system is barely functional and specific mechanical parts of the key card lock system are no longer manufactured in industries. Our vendor is having to salvage parts from old systems. CDHL's request for minor public works to repair the roof and replace the key card lock system has been approved for FY 18/19. CDHL submitted a request for Supplemental Capital Funds for demolition and construction of a new academic and physical education building. CDHL received partial funding for predesign and demolition of the buildings scheduled during FY18/19.

Please feel free to contact me or Rick Hauan, (Executive Director), should you have any questions. My direct line is (509) 315-2128 (video phone) and my email address is char.parsley@cdhl.wa.gov. Rick Hauan's direct office line is (360) 418-0400 and email is rick.hauan@cdhl.wa.gov.

Sincerely,

Char Parsley
Chair, CDHL Board of Trustees

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

POLICY: 6213

Adopted: May 13, 2004

Revised:

SUBJECT: **Travel**

Approved by:

Char Parsley, CDHL Board of Trustees Chair

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:

- CDHL Board of Trustees members
- All state officers, employees, and volunteers that CDHL has legal authority to utilize, unless otherwise provided by law.
- 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 April 30, 2018

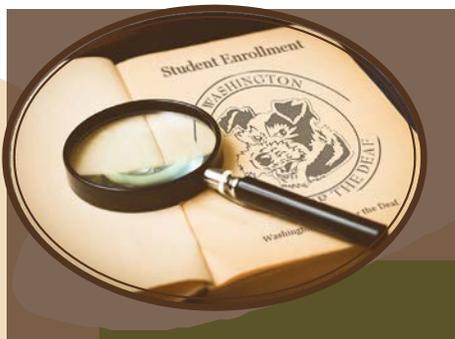
School Year: 2017/2018

Elementary: 40 Middle: 20 High: 33 Enrollment: 93

Day: 45 Residential: 46 Behavior Referrals: 26

WaCAD: 8

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



WSD

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

PROCEDURE: 6213P

DATE:

SUBJECT: **Travel (procedures)**

Approved by: _____
Rick Hauan, Executive Director

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 Board members 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.

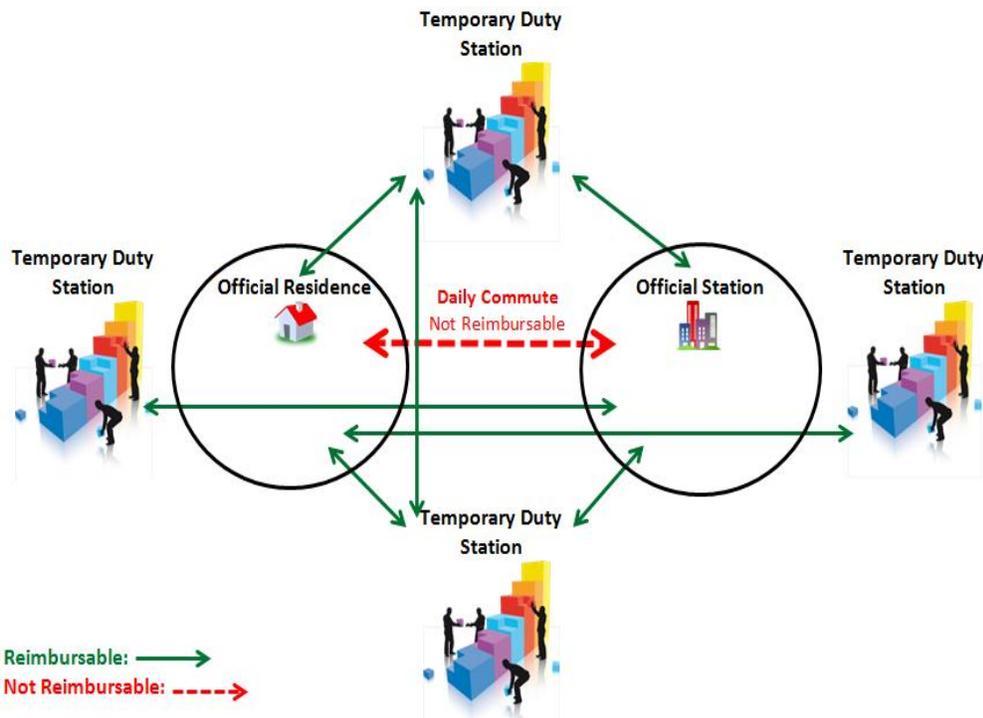
"Vicinity" or local miles, as determined by odometer readings, may be shown on the Travel Expense Voucher (form A20-A or form A20-2A) as a separate figure.

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

The CDHL Board of Trustees is a class 3 rule-making capacity board.

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

This section addresses reimbursement for those persons appointed to serve on any state board, commission, or committee in a rule-making capacity. This encompasses individuals serving on:

- A **Class Two, Three, Four, or Five board**, commission, or committee established in RCW [43.03.230](#), [43.03.240](#), [43.03.250](#), or [43.03.265](#) respectively.
- **Other** – Any part-time board, commission, council, or committee not covered by RCW [43.03.230](#), [43.03.240](#), [43.03.250](#), or [43.03.265](#), but established by either the executive, legislative, or judicial branch to participate in state government. These members have rule-making authority, perform quasi-judicial functions, have responsibility for the administration or policy direction of a state agency or program, or perform regulatory or licensing functions with respect to a specific profession, occupation, business, or industry.

Except as otherwise provided by law, members who are entitled to reimbursement are to be reimbursed for meals and lodging as follows:

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).

Others

Individuals serving on any part-time board, commission, council, committee, or other group of similar nature not covered by RCW's [43.03.230](#), [43.03.240](#), [43.03.250](#) or [43.03.265](#), are to be reimbursed under one of the following two options:

Option 1

For travel in non-high cost areas of the [Continental USA](#), reimburse members for meal and lodging expenses at the **daily**, non-high cost per diem rate displayed in Subsection [10.90.20](#) (PDF file) for each day or portion thereof spent to conduct board, commission, council, or committee business.

For travel in [high cost](#) areas of the Continental USA or in all areas outside the Continental USA, reimburse members for meal and lodging expenses at the **daily** maximum allowable per diem rate for the location for each day or portion thereof spent to conduct official business. Per diem rates for these locations are contained in Subsection [10.90.10](#).

Under this option, members attending meetings and performing other official business are considered to be in travel status and the three hour rule (Subsection [10.40.50](#)) and official station rule (Subsection [10.30.40](#)) do not apply. An internal travel policy is required for agencies that use this option.

Individuals should submit claims for reimbursement on a Travel Expense Voucher designed for members of boards and commissions (form A20-2A) after the travel has occurred.

Meal and lodging expense reimbursement under Option 1 does not meet the requirements of an accountable plan as defined by the Internal Revenue Service and is subject to federal employment taxes.

Subsection [10.30.20](#) (Exception to the Maximum Allowable Lodging Amounts) may not be used in cases where individuals paid under this option are attending board meetings.

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 SCHOOL FOR THE DEAF

2018/2019 School Year

July 18

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

December 18

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

May 19

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

August 18

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

January 19

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

June 19

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

September 18

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

February 19

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

October 18

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

March 19

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

November 18

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

April 19

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

Mark Your Calendars!

Deaf Awareness Week
September 24 - 28, 2018

Homecoming
October 18, 2018

Open House
October 18, 2018

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

Flying Hands ASL Literacy Competition
TBD

All Star Day
May 30, 2019

Graduation
June 12, 2019

<p style="text-align: center;"><u>Legend</u></p>  -First/last day of school  -Non-school days  -Early Release Dates  -Residential Travel days	<p style="text-align: center;"><u>Early Release: Residential students go to the cottages, day students will ride bus home</u> September 20; October 18; December 20; February 14; March 21; April 18; May 16</p> <p style="text-align: center;"><u>Teacher Planning Day - January 25</u> No day student transportation</p>	<p style="text-align: center;"><u>After School Program</u></p> <p style="text-align: center; color: green;">Fall: September 10 - October 30 Winter: December 3 - January 23 Early Spring: February 11 - March 27 Spring: April 15 - May 22</p>
---	---	--

Registration Day* August 26, 2018 First Day of School August 27, 2018 Labor Day September 3, 2018 Veterans' Day November 12, 2018 Thanksgiving Break November 22-23, 2018 Winter Break December 24 - January 4, 2019 Martin Luther King Jr. Day** January 21, 2019 President's Day February 18, 2019	Break for WSBC January 31 - February 1, 2019 Spring Break April 1-5, 2019 Memorial Day** May 27, 2019 Last Day of School June 14, 2019	<p style="text-align: center;">*No transportation provided on Registration Day **Holiday and travel day</p>
---	---	--

Statewide and School Testing Windows	
<u>MAP (Measure of Academic Progress) 2-12th grades</u> October 1-12, 2018 March 18-19, 2019	<u>SBAC (Smarter Balanced Assessment Consortium)</u> October 22-26, 2018 (re-takes for 11th/12th grades) May 6-10, 2019
<u>WCAS (Science for 5th, 8th, 11th grades)</u> 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**