

**WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS
Special Board Meeting
September 29, 2016**

Board Members: Allie Joiner (District #2)
Nancy Sinkovitz (District #3)
Nita Kamphuis (District # 4)
Char Parsley (District #5)
Rita Reandean (District #6)
Sidney Weldele-Wallace (District #8)
Nancy Fitta (District #9)
Larry Swift (District #10)

Absent: Maria Christianson (District #1)
Ariele Belo (District #7)

Executive Director: Rick Hauan

Legal Counsel: Sarra Yamin

Recorder: Judy Smith

Interpreters: Catherine Thomas, Dave Morrison

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

Policy Process Discussion (Jane Mulholland)

Handout: Policies recommended for development or revision. Current policies and those suggested by WSSDA are listed in the handout.

Section 1000: Board of Directors

- The laws that governs CDHL's Board of Trustees are located in RCW 72.42
- What is the Board's role as it relates to student outcomes? The academic leadership team will be asked to develop a policy as it relates to student outcomes and let the Board know what role they would like them to take.
- The Board asked Rick to research the issues for Board members who would like to use their personal email for Board work.
- Policy 1420 – Proposed Agenda and Consent Agenda: The Board would like to see standing items on each Board agenda (i.e. MAP testing outcomes)
- Jane will developed drafts for the Board's review

Series 2000: Instruction

- Policy 2000 – Student Learning Goals: This policy correlates to the student outcomes policy in series 1000.
- Policies 2164 and 2320 – CDHL policies regarding Computer Workstation Security and Acceptable Use-Computer Equipment: It was recommended that these two policies be reviewed by Tom Galey and the technology team.
- Policy 2320- CDHL's policy regarding field trips: Would like to see what is being used at the present time for field trips. What is the approval process for on and off-campus activities as well as staff responsibilities during these events.

Note: Be careful of what a policy decision is and what a day-to-day decision is. Remember that all policies are for the Center and not limited to just WSD.

Series 3000: Students

- Policy 3207 – Prohibition of Harassment, Intimidation and Bullying: Need to add a procedure regarding staff responsibility for sexual harassment.
- Policy 3400 - CDHL policy regarding missing students: There is a CDHL policy but no comparable policy from WSSDA.
- Policy 3401 and procedure 3401P - CDHL policy regarding staff coverage and supervision of students: There is a CDHL policy/procedure but no comparable policy/procedure from WSSDA.
- Policy 3410 to 3420 – health related policies: Shauna and the nurses meet with a consulting doctor as well as a variety of other sources to determine whether policies/procedures should be developed. Should also look at risk management issues as well.

Series 4000: Community Relations

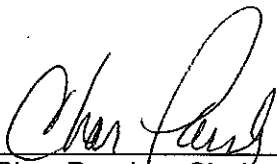
- Policy 4000 – Public Information Program: It is important that there be one voice which is the Executive Director. Not sure if a policy is needed to articulate this. This policy deals more with information sharing with the public. Possibly a policy in series 1000 (policy 1620) Board – Superintendent (Executive Director) relationship.
- Policy 4020 - Confidential Communication: This WSSDA policy relates to personnel and staff records. Question: What about when interpreters are part of the communication process? Possibly this policy into two separate policies (FERPA and mandatory reporting).

Series 5000: Personnel

- These policies and procedures will be reviewed by CDHL's Director of Human Resources.

Series 6000: Management Support

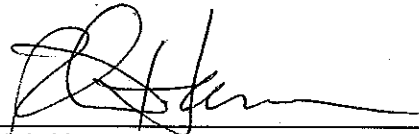
- These policies and procedures will be reviewed by CDHL's Director of Business Operations and Technology and his team.



Char Parsley, Chair
CDHL Board of Trustees

Date

11/04/16



Rick Hauan, Executive Director
CDHL

Date

4 Nov 2016