WASHINGTON STATE SCHOOL FOR THE BLIND

**BOARD OF TRUSTEES**

### Minutes from Board of Trustees Meeting

June 13, 2019

Vancouver, Washington

**Board Members Participating**: Greg Szabo, Brent Stark, Keri Clark, Reg George, Nancy McDaniel, Dennis Mathews, Lily Clifton and Berl Colley.

**Ex-Officio Members Participating:** Jim Eccles (Washington Federation of State Employees Local #1225), Joleen Ferguson (Washington Council of the Blind), Jennifer Butcher (Teacher Representative), Marci Carpenter (National Federation of the Blind of Washington), and Krista Bulger (Parent Representative).

**WSSB Staff Members Participating**: Mr. Scott McCallum (Superintendent), Stephanie Face (Teacher of the Visually Impaired (TVI), Jesse Bolt (TVI), Steve Lowry (TVI), Colleen Johnson (TVI), Dave Zilavy (Facilities Manager), Sean McCormick (Director of On-Campus Programs), and Janet Kurz (recording secretary).

**Guests**: JaReda Webb, Executive Director, Pacific Foundation for Blind Children (PFBC)

**June 13, 2019 – 12-1:15pm**

Nancy called the meeting to order at 12pm. Nancy started the meeting by remarking how wonderful graduation was.

**Recognition**

Scott stated the WSSB has five nationally board-certified teachers to celebrate and recognize. Stephanie Face described the program. Scott presented individual plaques to each teacher. Keri thanked the teachers for making the extra effort to get this certification. Stephanie, Jesse Bolt, Colleen Johnson, and Steve Lowry were presented awards.

**Business Meeting:**

Old Business:

* Approve board meeting minutes of May 2, 2019. Brent moved to approve the minutes as submitted; Keri seconded the motion. The minutes were approved unanimously.

**Department Highlights:**

Pacific Foundation for Blind Children (PFBC)-JaReda Webb

JaReda is the Executive Director of the Foundation and provided the following report:

* JaReda stated that the PFBC has one employee who is .5 FTE, however the PFBC has several programs that support the needs of children who are blind and visually impaired (BVI) in the Pacific Northwest.
* The PFBC supports the WSSB’s Birth-3 program (supporting items and activities that are outside of the state budget) including parent-to-parent workshops, parent/infant playgroups, field trips, etc.
* During the past school year, the PFBC has partnered with the Director of Optometry from the Pacific College of Optometry, Dr. Closson. Dr. Closson and JaReda have traveled to six different areas in the state (Spokane, Tumwater, Bellingham, Wenatchee, Moses Lake, and Seattle) and provided low vision evaluations to forty-three (43) children. In addition to providing the exam, the PFBC also provides the low vision devices. The program has spent close to $30,000 to provide this service. This also includes providing devices for short course students who attend courses at the WSSB.
* From June 2018 through June 2019 the PFBC has provided over $93,000 in grants.
* The PFBC hosts two fundraising events per year to help fund programs. This summer there will be a “friendraiser” in August.
* Keri remarked that her daughter was seen in the Bellingham clinic and feels it is tremendous that the students can keep their devices.
* Nancy asked how the PFBC raises funds for programs. JaReda said that there was a large donation received about 18 months ago that helped fuel this program and that she is applying for grants for the mobile low vision clinic. Nancy asked if we had unlimited funds what we would do. Scott said we would hire a full-time optometrist to provide low vision evaluations across the state. JaReda said another area might be to provide technology to each graduating senior, however there are other programs that help fund this.

Facilities Manager (Dave Zilavy)

Dave reported the following:

* Dave said it is great to be here. Prior to coming to the WSSB, Dave worked at the Washington State University-Vancouver campus for over 14 years. Dave stated that he loves the campus here and everyone seems very nice and happy.
* Dave is interested in learning if the Board has campus needs. Nancy asked if there were any upcoming projects.
  + Dave stated that one project is the pre-design for the proposed Learning Independence for Today and Tomorrow (LIFTT) building. The Department of Services for the Blind staff would also be located in that building. The building would be located where the Ahlsten building is. Scott stated this next fall this project will be requested in the capital budget process ($10-$12 million). Scott stated we have been working closely with DSB in this process.
  + Currently, WSSB just received $300,000 for remodeling of the cottages for upgrades and needed renovations (i.e. kitchens, restrooms, etc.). The goal is to have that project complete by the end of summer 2020.
  + Another project coming up is the replacement of all fluorescent lights in the Old Main building. These would be converted to LED dimmable lights (this could save up to 65% costs in electricity).
  + Another project that is wrapping up is the installation of the Alertus emergency notification system. This system is a fully accessible system (flashing lights, messages sent to computers, cell phones, etc.). This project has been in the works for two years.
  + A new lift van has been ordered and must be received before the end of the fiscal year.
  + Lily asked if the dining room utilizes Styrofoam for events. Janet reported that it only occurs 1-2 times per year. Discussion was also held regarding a new “Green Team” committee that will be in place next school year focusing on recycling, investigating environmental issues, etc.

New Business:

**Superintendent’s Report**

* Scott reported that the WSSB is investigating the potential of having the deaf/blind project come to the WSSB.
* The highlight during the month in May was the track meet. Approximately 119 children participated this year.
* Scott traveled to Louisville, Kentucky in May to participate on the EPAC committee at the American Printing House for the Blind (APH).
* Lieutenant Governor Cyrus Habib visited the WSSB in May and met with students and staff. Cyrus will be providing the keynote address at our annual fall workshop in August.
* Jim asked if we have a target date for when Information Matrix will have the final show ready. Scott stated he is assuming it will be sometime this summer and will be aired 50 times throughout the year. Scott will let staff know. WSSB will own the video and can share that as well.
* Enrollment is looking good next year to the point where we are nervous about having enough space. Currently, there are seventeen (17) new students who are planning to attend this fall. Marci asked Scott if he has any sense if the uptick in enrollment is due to students attending short courses. Scott feels that short courses have added impact. Sean McCormick has visited all of the ESD’s in the state to present to Special Education Directors about WSSB programs and services.
* Joleen asked how many Oregon state students we have. Scott said at this time we have three.
* Dennis asked if an out of state student is enrolled at the WSSB if they could be displaced due to additional students and enrollment. Scott said that priority is given to Washington state students and may also impact students being able to reside on campus during the week if they are local. Scott said another factor is having enough space for our short course students who visit. Joleen asked what capacity is. Scott said 53 rooms in the cottages. Scott said we are looking at creative options, i.e. having 18-year old students stay in the LIFTT residence.
* Scott stated that we have a student who attended a short course program at the WSSB who expressed an interest in attending the WSSB. This student resides on an island; therefore, this would entail a 12-hour (each way) transportation situation to get to the WSSB each week.
* Keri asked how increased enrollment impacts the teaching staff. Scott said we are adding some positions on campus, i.e. social worker, TVI for the school building that could provide braille instruction, technology instruction and be able to work with districts when students come to WSSB or transition back, etc. Jennifer said enrollment goes in waves and teachers are very flexible and are willing to do what they need to do. Jennifer said they are excited about the 17 potential new students.
* Scott reviewed the investment portfolio for the board. Annually, this information needs to be brought before the board. Scott reported that the WSSB is well within our investment targets.

**Election of Officers**

* Keri nominated Nancy as chair; Brent seconded the motion; the motion passed unanimously.
* Nancy nominated Greg as vice-chair; Keri seconded the motion; the motion passed unanimously.

**Committee Assignments**

* Education Committee: Chair-Brent; members Keri
* Buildings and Grounds Committee: Chair-Greg; members Keri
* Management Committee: Chair-Greg; members Nancy, Lily
* Legislative Committee: Chair-Lily; members Dennis, Marci

Miscellaneous:

* Nancy will not be at the September 27 meeting. Brent will also be out of town.
* Scott announced that this will be Jennifer Butcher’s last meeting on the board as an ex-officio member. The board thanked Jennifer for her service and contributions to the board.
* Dennis stated that he was able to present the Rodney B. Humble Outreach awards several times since he has been on the board. Dennis said that it was the most rewarding experience he has had. Dennis complimented Outreach TVI, Annie Stockton for how wonderful she is. Dennis also complimented the students in the school district for their genuine show of support for BVI students.
* Scott handed out certificates of appreciation to the Board.
* Lily asked if the new Alertus system give different notifications based on the type of emergency that is occurring on campus. Scott said yes.
* Greg reported that 8-year old Russell Winkler is the only student from the NW that is going to the national braille literacy challenge. Russell was on channel KREM 2 and stated his hope and dream is that there is a school for the blind that you can learn braille.

There being no further business, the meeting adjourned at 1:15pm. The next Board meeting will be held on September 27 at 11am on the WSSB campus.

Nancy McDaniel, Chair Scott McCallum, Superintendent

**Board Reports – June 2019**

**Outreach**

Here we are, the end of another memorable school year. This year has been a growing year for all of us in Outreach. The WSSB Outreach has proven, yet again, just how resilient and cohesive we are as a team. I couldn’t be more proud to be a part of such an amazing group of dedicated professionals!

* March 11 was Mobility Matters at Portland State University (PSU). This is an amazing event that is growing in numbers as well as impact in the field of Orientation & Mobility (O&M). It was great to represent WSSB Outreach.
* March 12 I was invited to participate in PSU’s Region Planning to help identify needs in our field and region and discuss how PSU can better prepare their teachers for those needs.
* March 15 was spent in Pasco at ESD 123 and the 20th in Wenatchee at NCESD with Sean McCormick, Director of On-Campus Programs. We addressed the Special Education Directors to share about all WSSB has to offer.
* On March 18 we had a Unified English Braille (UEB) Committee meeting to discuss how to proceed with recertification of the WA State UEB exam. We were hoping to have an electronic version of the exam ready before recertification of the exam is required in 2020. However, our platform is not yet tested. It was determined that we will use the paper test. Information about this was shared on the EVE listserv.
* The Pacific Northwest Association for Education and Rehabilitation of the Blind and Visually Impaired (AER) conference was held in Ellensburg at Central Washington University (CWU). This was a wonderful conference. I am very proud to say that seven of the WSSB Outreach team presented at the conference with even more from Irwin. Full disclosure, I am on the PNWAER Board as a member at large.
* On April 8 we had a Blind Youth Consortium meeting in Tacoma. So many great things were shared about what is going on around our region for children who are blind or visually impaired (BVI). There was much discussion around employment and apprenticeship and transition.
* April 18 Sean and I were in Spokane at the Special Education Director’s meeting. Sean shared the “I Love My School” video and about the on-campus program. And I shared about WSSB Outreach and Summer Institute. We also spent time with local teachers in the Spokane area.
* The Pacific Foundation for Blind Children (PFBC) had a Low Vision Clinic in Pasco on April 26. The response was great with all the surrounding Teachers of the Visually Impaired (TVIs) getting a chance to have at least one of their students seen by Dr. Closson. Dr. Closson saw eight (8) students at this one-day clinic.
* April 30–May 3, the Outreach of Schools for the Blind had their annual meeting at WSSB. This is something Emily Coleman (former Director of Outreach) planned before she left us last year. Emily helped plan this successful event with Outreach Directors and administrators from across the country. Next year is scheduled to be in Oklahoma. During the event we had an auction dinner and raised almost $2,000 for PFBC.
* Sean and I joined the NWESD Special Education Director’s meeting, held in Anacortes, via ZOOM. This was a great way to again share our resources and information. We had quite a few follow up questions emailed to us after the meeting.
* May 16 was the WSSB Track Meet and students from Outreach attended from around the state. Many of our Outreach teachers were in attendance as well.
* The Summer Institute team has been meeting about every other month to design this year’s program. We already have about 35 educators signed up, and we still have two months until the event. This year Summer Institute will be July 23-26.
* We increased our Outreach fees this year to reflect the increase in teacher salaries. I have compared our rates to other agencies around the state and they are comparable or lower than the others. Our rates for TVI and O&M services increased from $685 to $832 per day. The daily rate for a para-braillist increased from $350-$403.
* We are finalizing contracts for the 2019-2020 school year. Some districts have let us know they will not need services and others need more. The Outreach team is flexible and will again do our best to fill the needs as they arise.

Our end of year meeting will be June 7 at WSSB. This team loves collaborating with each other. This will be a time to support and share what we have found to be successful and interesting during the year.

June 11 I will be having knee replacement surgery. I will be taking two weeks off and then work from home for a couple more.

Thank you for your support during my first year as Director of Outreach. I love being a part of this school.

**On Campus**

Total On Campus: 55

Breakdown: 46 comprehensive students 6- 12 grade; 5 Distance learning; 4 Part-time, local

Short Course Total (Year to Date): 27

2019-20 Projected Enrollment: 69

Breakdown: 55 (15 new, 40 returning) Comprehensive Programs, 4 Part-time, 10 Distance Learning

Projected Short Course Enrollment: 36

**School Improvement Plan**

This year, our school received supports from the Office of the Superintendent of Public Instruction (OSPI) to improve our programs. WSSB was identified for supports due its low graduation rate for students receiving diplomas in four years. While this timeline for “on-time” graduation contradicts federal special education guidelines, WSSB is able to receive the benefits of supports without pressure or punishment for having students complete their instructional programs “just in time” as it relates to their needs. This support comes with grant funding and opportunities for staff to receive coaching, attend trainings, and ongoing supports from a network of content specialists. We developed three improvement area priorities that will be in place for two school years.

Improvement Priorities/Goals:

* Cultivate a culture of continuous learning for students and families
* Increase literacy skills
* Increase mathematics literacy skill

**Staffing Updates**

The Education department’s administrative assistant, Cindy Varley left WSSB this spring for another position with the state. We are actively recruiting for this replacement to support with the myriad of duties in this role. The on-campus program is recruiting for a Licensed Clinical Social Worker to support the mental health needs of our students. Supporting student mental health is a non-negotiable that requires trained professionals supporting students, families, and staff to cultivate an environment that is trauma-informed and utilizes positive, proactive supports to ensure the well-being of our students and the school community.

**Residential**

The residential department has been active in all of the events involved in closing out the school year, including getting ready for student move-out, prom, spring concert, etc. Staff are looking forward to next year’s plans of a deeper focus on Independent Living Skills (ILS), scheduled study times, and our amazing recreation and leisure programs. In anticipation of new residential students with various needs, two employees have been hired part-time as one-on-one assistants for students next year. In addition, two staff in residential have taken on extra duties as coordinators for ILS services, which includes re-developing our assessment tools, staff training in ILS teaching techniques, and completing comprehensive ILS assessments on new students. There will also be a focus on ensuring our older students not only create menus and shopping lists for their meals but will get an opportunity weekly to shop with courtesy clerks at the local Walmart for the items they need for their meals.

**Recreation**

The recreation department has undergone a radical amount of changes during the 2018-2019 school year. We have continued our extensive amount of recreation activities including tandem cycling, archery, hiking, snowmobiling, scuba diving, skiing, fishing, a photography class, writing class, and trips to the Children’s Theater just to name a few. We have also transitioned to an online portal for accepting volunteer applications, as well as volunteer hours, which has made the volunteer background check process function more efficiently. Our recreation center in the Stenehjem Fitness Center has undergone an extensive makeover which included new games, furniture, gaming tables (including pool and air hockey), popcorn machine, and various entertainment options. Our volunteer base has continued to grow with an estimated 334 registered volunteers this school year. Students are excited about the recreation center makeover and look forward to using it extensively in the future. We have in place a recreation calendar for next year and are excited about the many opportunities presented to our students.

**Transition Services**

**Learning Independence for Today and Tomorrow (LIFTT)**

* There are five participants in the program. Two participants left at the end of the second term for health reasons.
* Three participants are close to finishing their first year of college and making plans for how and where they will continue in the fall. Two of them continue to work with the Department of Services for the Blind (DSB) and job developers on employment preparation activities.
* All participants are focusing on the skills they still need to learn or master for success in independent living. Everyone participated in a unit on the process of moving into an independent living setting (apartment, dorm, room for rent, etc.). Participants learned about rental vocabulary, resources, financial obligations, etc. Unfortunately, with the current cost of housing most will not be able to afford to take that next step they hoped and are prepared for.
* A resident advisor for the 2019-20 program year was chosen this term. There was an application process and interviews of candidates who applied.
* As of this writing, there are three participants coming to the program in September. An announcement has been sent out on EVE to let everyone know that we still have room for more participants. There have been several inquiries in the month of May.

**Health Center (HC)**

* HC nurses are precepting two Washington State University (WSU) students who are RN’s, working on obtaining their BSN degrees. These nursing students have updated campus first aid bags, retrofitted CPR manikins with new feedback devices, helped at the track meet, will help during summer school and will work on a variety of other projects.
* Nurse Justine attended a nursing conference recently.
* 32 staff members participated in and completed the May staff wellness challenge. Nurse Robin and Jen Butcher, WSSB’s PE TVI will have another wellness challenge in September or October.
* HC nurses are winding down the school year, preparing to send medications home with students for the summer months.
* Nurses are preparing for summer camp and Youth Employment Solutions (YES) camp and will provide nursing support as usual

**Youth Service Specialist (YSS)**

* Coordination of WorkForce South West Washington’s *Partners in Careers (PIC) program at WSSB:* 6 WSSB juniors and 4 seniors participate in weekly soft skills classes on campus. Three of the seniors are participating in internships. A DSB contract for payroll services was finalized this quarter, and 2 of the interns have completed the necessary payroll paperwork. They are now receiving wages for their hours at the Seattle minimum wage. YSS provided the students with training, and they are now successfully completing and emailing electronic timesheets and submitting verification of hours forms to YSS for processing.
* YSS co-presented at the March 2019 PNWAER conference on the topic of DSB youth workshops and new programs.
* YSS participated in the April 2019 *Blind Youth Consortium meeting* discussion about how collaboration between agencies could create additional apprenticeship opportunities for BVI youth.
* YSS attended a *Washington Initiative for Supported Employment’s (WISE) training* in April 2019 centered on marketing and job development for individuals with disabilities.
* YSS, 8 high school students, 4 LIFTT participants and other WSSB staff members were fortunate to have the opportunity to hear *Washington State Lt. Governor Cyrus Habib* speak during a Clark College Dept. of Diversity, Equity and Inclusion Event on May 8.
* The YSS team is scheduled to participate in the *Youth Technical Assistance Center sponsored conference “All Youth Working: A Forum on Engagement and Inclusion”* at the end of May 2019.
* YSS was part of a WSSB team who talked with Microsoft staff whose focus is making employment accessible for individuals with disabilities. The team discussed the possibility of creating job shadows for WSSB students during the school year. YSS will accompany a WSSB student to a pilot job shadow at Microsoft on June 6. YSS and Microsoft staff are also discussing the possibility of a tour at their campus for this summer’s YES 1 program.
* *Skills Vancouver planning –* Skills Vancouver has been scheduled for June 24-28with an application due date of May 10*.* This year’s conservation themed activities will include a field trip to the Water Resource Center and a presentation by a Fort Vancouver archeologist.
* *Skills Longview planning –* Skills Longview has been scheduled for Aug 5-9. It will take place at Lake Sacajawea. Applications are due June 28.
* *YES 1 planning –* YES 1 has been scheduled for July 7-18. Acceptance packets were mailed to 21 youth with a due date of June 7.

**Business Office**

1. 2017-19 Operating Budget

We are on target to closing out the year with a balanced budget. Our final quarter spending plan is being implemented according to plan.

In Fund 19B, we are projecting an increase to the balance of approximately $400,000.

1. 2017-19 Operating Supplemental Budget

We received the $716,000 requested to fully fund certificated salaries commensurate with Vancouver School District and maintain the spread between certificated staff and administrators.

1. 2019 Capital Supplemental Budget

We received $120,000 to complete the pre-design phase of the Independent Living Skills Center.

1. Fiscal Year-End and Biennium Close

We will be working on the usual close-out activities to close out the year as well as the biennium:

* Continue to closely monitor and track current year expenditures
* Year-end processing on various levels (Comprehensive Annual Financial Report, Disclosure forms, Capital Asset Management report)
* Close out various grants and submit final reimbursements
* Prepare client service, facility use, and tuition contracts
* Records storage and set-up of vendor files for new biennium
* 2019 Supplemental allotments were due June 7, 2019
* 2019-21 Initial Capital and Operating allotments due August 15, 2019
* Recast of activity inventory for 2019-21 Enacted Budget due mid-September 2019
* 2020 Supplemental due September/October, 2019

1. 2019-21 Budget

In addition to our base funding, decision package funding was received as follows:

**Decision Package Requested Funded**

State Data Center/Cloud co-location $392,760 $248,000

Student Wellness and Safety $234,000 $234,000

With base funding, supplemental funding, and unappropriated authority, our funding authority is $9,403,248 in year one and $10,649,500 in year two for a biennial total of $20,052.748.

1. 2019-21 Capital Budget

Our capital budget request was submitted as follows:

Independent Living Skills Center (Pre-design/Design) $1,513,000

General Campus Preservation:

Roof Rejuvenation/Replacement $ 120,000

Remodel/Renovation-Cottage kitchens & bathrooms $ 300,000

Energy Management-Convert to LED lighting $ 80,000

Energy Management-boiler replacement $ 80,000

We did not receive the $1,513,000 for the Independent Living Skills Center but were funded for the remaining $580,000 of campus preservation funding.

We will be re-submitting a capital budget request for the Independent Living Skills Center in the upcoming supplemental cycle.

1. One Washington

We continue to work on different processes and attend various training and meetings as the state moves forward with implementing One Washington. Currently the focus is on Information Technology (IT).

**Human Resources**

**New Hires:**

* Facilities Manager – David Zilavy
* On-call Teachers Aide – Sierra Diamond
* On-call Residential Life Counselor (RLC) – Carl Talley

**Open Recruitments:**

* School Social Worker
* TVI – Snohomish County

**Trainings/Functions Attended:**

* Annual Conference – National Public Employer Labor Relations Association (NPELRA)
* HR Managers Meeting – Facilitated by Franklin Plaistowe and Marcos Rodriguez
* Personnel Manager’s Meeting – Facilitated by the Office of Financial Management (OFM)
* Quarterly Risk Manager’s Forum
* Labor Relations Roundtable – Facilitated by OFM
* Safe Schools Task Force
* HR Manager’s Meeting – ESD 112

**Ogden Resource Center (ORC)**

Currently, there are 16 full-time transcribers at the Washington Correctional Center for Women (WCCW) and 4 apprentices. The Nemeth certified transcribers are teaching a Nemeth class to the newer transcribers since there is no national Nemeth certification currently.

As of May 28, 2019; 88 braille projects are in process for customers and schools. So far for this school year, 4,296 IRC items were shipped to schools for 809 students.

1,895 students are currently registered in ORC Online. Our Census numbers for 2019 are much better with a final count of 1,506 eligible students. Approximately 100 parent permission slips were not returned for potentially eligible students.

**Buildings and Grounds**

**Campus**

The new Weishaupt boiler burner has been added to our dormant back-up steam boiler in the Boiler House. This will not only make us compliant regarding emissions but provide us with heating redundancy and efficiency for the foreseeable future. The cost of this project was about $28,000.

Between Old Main and the running track a local tree service removed the large pin oak that was rotted out three feet down from the top and was threatening to fall apart. We planted an Armstrong maple in its place.

We were notified by the new lift van manufacturer that we would not get our van delivered until after July 1, 2019. We informed them that if that was the case we could not pay for nor take delivery of the van, as these operating dollars will vanish in July 1. This put some motivation into the manufacturers coffee, and we are hoping for delivery before June 28. At this point it is a fifty-fifty proposition.

Swing shift custodian Isaiah Gutierrez resigned, and a previous custodian, Jacob Jendro was our hired candidate to fill the position. This will make for a smooth transition as we head into our summer cleaning program.

The swimming pool will be closed for maintenance from August 5-23. A TMI Salt Pool representative will be coming down July 29 to inspect our systems and make maintenance recommendations. A last visit from TMI was in 2013.

The big news of course is that Rob Tracey is almost retired. His last day of work was June 7, and he will use annual leave to fill out the month. I was hired April 8 as his replacement. This overlap in service has been critical to me to gain an understanding of the varied processes, systems, and maintenance needs on this campus. Rob has been very generous with his time and attention and knowledge. He concludes an impressive and busy 17-year tenure here as Facilities Manager. The list of changes he has shepherded through the eye of the state needle is quite impressive: Old Kennedy Gym demolished; track moved to the center of campus; bioswale installed; Stenehjem Building erected; ORC built; Irwin School gutted and remodeled; Old Main kitchen remodeled; Fries Auditorium restored; cameras installed; photovoltaic system installed on play structure roof; total reconfiguration of the 13th Street entry; added fencing and gates; rerouted electrical across campus; Ahlsten building gutted and remodeled; old steam boilers replaced; old leaky and prone-to-clogging sewer lines rerouted and replaced with new; remodeled the Discovery Courtyard; Bell tower built; designed and built the stainless steel pipe fountain adjacent to Old Main; replaced all grounds equipment, sited and installed Cottage 2.5 (modular); purchased a new lift van. And these are just the bigger jobs. All the while he was handling the day-to-day operations. Rob will be missed.

**Capital**

1. We received good news from the state legislature that our requests for capital monies were approved. WSSB was awarded $580,000 in the 2020-2021 biennium to accomplish:
2. Kitchen and bathroom upgrades to the cottages -$300,000
3. Roofing upgrades on Old Main - $120,000
4. Retrofitting Old Main fluorescent lamps with dimmable LED fixtures - $160,000

Project “c” above is ready to go as soon as the fiscal year arrives. It should be done by the time school starts this Fall. We will get about a $14,000 incentive rebate for this project from Clark PUD. Projects “a” and “b” will require scoping and bidding and will most likely happen in the Summer of 2020.

1. We completed the successful installation of a new card access system on campus. Thanks to Ed Lukowski, Information Technology Specialist 4 for all his help with the contractors. System benefits include ease of scheduling for user groups, less risk from loss of keys, and auditable access records for any of the doors involved.
2. We are currently in the finishing stages of the installation of the Alertus System. Thanks again to Ed Lukowski for his IT help on this project. The benefits of this system will allow us to broadcast mass emergency information in the best available accessible technology. Audio, text, and lighted indicators will be in many public areas, and desktop computers will also be notified.
3. We were notified by the Department of Commerce that we were not awarded a $108,000 grant for a planned solar array on the Irwin School roof. This grant was to be matched by our own $108,000 in operating monies. We are currently exploring the option of executing half of the project with operating dollars. We will have more news on this in our next report.

**Birth-3**

As you know the Birth to 3 Program continues to grow every day, week, and month! As of the end of May, we were providing direct ongoing supports to about 66 infants/toddlers and their families through 18 direct service contracts with Early Intervention (EI) agencies (including a few school districts and ESDs) in 15 counties across the state. Every week we get referrals for new kids, of all ages (infants and toddlers) and visual concerns. In total, we have provided direct services to around 160 children and families from around the state throughout this fiscal year, along a range of an initial consultation/referrals, evaluations, and direct ongoing home visits.

As for the Birth to 3 Program staff, we are in the process of hiring a 3rd full time staff person to our team, who will serve the Northwest corner of the state and include Snohomish, Skagit, Whatcom, and Island Counties. This new caseload will bring up our numbers of children and families into our program (ongoing home visits) to almost 100. In May we interviewed four excellent candidates for the position, however we are having difficulty filling the position due to the low salary offered compared to what these excellent teachers are making now. Our salary schedule in Vancouver does not compete with King/Snohomish living standards.

In addition to the Birth to 3 teachers employed by WSSB, DeEtte also coordinates a Professional Learning Community (PLC) of other TVIs around the state who also provide Birth to 3 services called Early Intervention Visual Impairment Specialists (EIVIS). The EIVIS PLC meet on a quarterly basis via Zoom and approximately 10 participate on a regular basis. We are planning an in person all day workshop here at WSSB on Friday June 14 and 18 participants are registered.

**Superintendent**

Each month I will provide, in bulleted format, a list of the more significant activities of the Superintendent’s office. For each month, I will describe a highlight or two in more detail. If at any point you would like more information or have questions, please do not hesitate to call, email, or schedule a time to meet in person. I want to make sure that you have the information that you need to advise and guide what we do to meet the needs of students who are blind or visually impaired throughout Washington State.

## March

March 19: Met with Irwin Administrators to discuss Residential Program Manager’s admin. cert. program

March 19: Met with Pam Parker, Director of Outreach and Laura Bergeron, Special Education Director, Vancouver Public Schools

March 21-23: Attended the Pacific Northwest Association for the Education and Rehabilitation of the Blind and Visually Impaired conference in Ellensburg, Washington

March 25: Attended the Senate Confirmation hearings for newly appointed board members (Brent Stark, Lily Clifton and Reg George)

March 26: Conference call with the Council of Schools and Services for the Blind (COSB) Board members

March 27: Met with the Executive Director of the Northwest Association for Blind Athletes (NWABA)

March 28: WSSB Student-Lock-In event (Stenehjem Fitness Center)

March 29: Met with Rick Hauan, Center for Deafness and Hearing Loss (CDHL)

### Highlight

I enjoyed the opportunity to observe several new board member Senate confirmation hearings. Brent Stark, Lily Clifton, and Reg George all traveled to Olympia on March 25 to participate in their Senate confirmation hearings. Brent, Lily and Reg all prepared statements for their testimony and answered any questions from the Senators.

## April

April 3: Conference call to discuss upcoming Outreach Forum held at the WSSB

April 4: Provided a tour for the Blind/Visually Impaired support group

April 4: Conference call with Producer for Information Matrix

April 8: New Facilities Manager, Dave Zilavy’s first day

April 9: Met with Mary Sarate, Director of Business and Finance and another small agency to discuss the process for WSSB to accept credit cards

April 10: Washington Sensory Disability Services (WSDS) meeting (held at the WSSB)

April 10: Met with WSDS staff, Anne Baker, Human Resources Manager, and Mary Sarate, Director of Business and Finance to discuss the possibility of moving the WSDS under WSSB and CDHL

April 11: Met with DeEtte Snyder, Birth-3 State Vision Coordinator and Mary Sarate, Director of Business and Finance to review budget and discuss the possibility of adding another Teacher of the Visually Impaired to the B-3 department

April 15: Provided a tour for: Gail Jorden, Glenda Lenthomas and Saundra Love with Chicago Lighthouse Child Development Center

April 16: Met with WSSB staff for a pre-design meeting for the proposed Transition Center

April 19: Met with Anne Baker, Human Resources Manager to discuss staffing in the Outreach and B-3 departments

April 23-26: Participated on the American Printing House for the Blind (APH) Educational Products Advisory Committee (EPAC) in Kentucky

April 26: The mobile low vision clinic provided eight (8) low vision evaluations in the Pasco area. The appointment and low vision devices were provided to the students on behalf of a grant from the Pacific Foundation for Blind Children (PFBC)

April 29: Conference call with COSB board to discuss planning for the COSB Institute (held in October)

April 29: Met with Meredith Hardin, South Region Area Manager, Department of Services for the Blind (DSB) regarding design of the proposed Transition Center

April 29: Lunch with Cindy Varley, WSSB’s administrative assistant (school building) (Cindy accepted a job offer at the Department of Fish and Wildlife)

April 30: Attended the April Results Review session relating to System Review

April 30: Met with WSSB staff for a pre-design meeting for the proposed Transition Center

### Highlight

Last fall, I was nominated to join the EPAC for the APH. I accepted the nomination for the three-year term that began this spring. I traveled to Louisville, Kentucky to work with APH product Project Leads for several days to provide feedback and direction on current and future APH product options. This provided an opportunity to take a deep dive into APH product development and the provision of their products for consumer use. The EPAC review process is required by the federal government. This process results in a written report of our findings that must be presented to the leadership of the APH and APH Ex-Officio Trustees at the APH Annual Meeting each October.

WSSB is continuing to move forward with planning on the LIFTT building. We completed a feasibility study last year on the Ahlsten Building. Recently, we have been working through the pre-design process with the architect who completed the feasibility study, representatives from the Department of Enterprise Services (DES), WSSB representatives, as well as a representative from the DSB. We hope to request funding for the design-phase of the project during the next supplemental budget request. The LIFTT building, which I often informally refer to as Independence Hall, is slated for the space currently utilized by the Ahlsten Building. Currently, we have discussed that the DSB offices and LIFTT programs would relocate to the new building. Once Independence Hall is complete, current LIFTT space will be repurposed as WSSB parent/staff housing.

## May

May 1: Provided a tour for the Outreach Forum participants (26 Outreach Directors representing state schools for the blind across the country)

May 1: Attended the Outreach Forum fundraiser benefitting the PFBC

May 2: Board of Trustees conference call

May 6: Attended the WSSB/Washington Federation of State Employees (WFSE) Union Management meeting (UMCC)

May 7: Provided a tour of campus for Lt. Governor Cyrus Habib

May 7: Met with WSSB staff regarding remodeling the WSSB cottages

May 8: Met with members of the Vancouver Dawn Lions Club-received a donation on behalf of the PFBC

May 8: Attended the “Students with Disabilities Breakfast” at Clark College; keynote speaker was Lt. Governor Cyrus Habib

May 8: Attended a WSDS meeting

May 9: Held three “Listening Sessions” with staff

May 9: Provided a tour and information regarding the WSSB to Dr. Naomi Peterson from Central Washington University

May 13: Reviewed a new security system called “Raptor”

May 13: Capital construction project for “Alertus” began

May 15: Met with Nancy McDaniel – superintendent evaluation

May 15: Met with Admin. Team to discuss Fall Workshop/In-Service

May 16: Lions Track Meet/Information Matrix Filming

May 17: Washington State University Museum project kick-off

May 22: Met with Sean McCormick and Pam Parker regarding teaching staff (assignments)

May 23: Met with legislative staff from Oregon

May 23: Met with Washington Sensory Disability Services (WSDS) staff regarding staffing

May 24: Spring Music Performance/Volunteer appreciation night

May 29: Results Washington meeting (Employee Engagement)

May 30: Tour and information session with WSU Special Education students (24)

May 31: COSB Leadership Institute Planning conference call

### Highlight

May was an extremely busy month filled with numerous highlights. We welcomed Outreach Directors from around the country to WSSB for the COSB annual Outreach Forum. The group spent several days at WSSB discussing hot-button issues, opportunities, and improvements related to providing outreach services to students who are blind or visually impaired.

Later in the month, WSSB welcomed the Lt. Governor Cyrus Habib to our campus for a tour and an

opportunity to engage with students and staff. Lt Governor Habib recalled his first dorm-style room

experience at WSSB when he attended the Youth Employment Service (YES) 1 program. He also fondly

recalled participating in the track meet at WSSB.

Finally, WSSB hosted the annual track meet on Thursday, May 16. About 119 students of all ages, from

all parts of Washington participated in this year’s festivities and competition. We had an outpouring of

parents and volunteers adding to the nearly 500 guests in attendance. Every single department at WSSB

contributed to the success of the track meet. In addition to the typical track meet festivities, we also

were joined by film-makers from the Information Matrix television show. Staff, students, and board

members contributed to the film-making efforts. If the amount of smiles were any measure of success,

the track meet was off the charts.

## June

June 3: LIFTT Facility (programming)

June 4: Northwest Association for Blind Athletes (NWABA) executive committee – conference call

June 5: Access for All Partner meeting – conference call

June 6: COSB Board meeting – conference call

June 6: Retirement celebration for Rob Tracey

June 11: WSDS meeting

June 13: Commencement, awards, board meeting, etc.

### Highlight

While certainly not a highlight, June 7 was Rob Tracey’s last official workday at WSSB. We genuinely appreciate his 17 years of service at WSSB. He will be missed. Dave Zilavy is the new Facilities Manager.

In accordance with our Investment Policy for Betterment funds, I must report the status of our investment(s) compared to the targets set in the policy. You may recall that one of our funds last year was a few percentage points outside or our minimum and maximum growth targets. We decided not to rebalance our asset classes within our investment portfolio. This year, WSSB saw a the expected leveling out of our investments so that each asset class performed within the expected target range.

The highlight for June is sure to be our day of graduation celebration on June 13.

## Ongoing

Meetings with department managers and administration team

PFBC meetings

Executive Cabinet meetings

Goal Council meetings

Clark County and Regional Superintendent meetings

NWABA Board meetings

UEB committee meetings

Oregon Commission for the Blind Board meetings

Washington DeafBlind Advisory Council meetings