

**Longview Regional  
Day School Program  
for the Deaf**

**Management Board  
Operating Guidelines  
2024-2025**

## **Purpose**

The Longview Regional Day School Program for the Deaf ("LRDSPD" or the "Program") provides for the special education needs of deaf students through a Shared Services Agreement. The goal of the LRDSPD is that each deaf student whose hearing loss impairs speech, language and academic achievement will receive specialized instruction and related services so that his/her communications skills are commensurate with hearing peers.

## **Operating Guidelines**

These Operating Guidelines are made pursuant to the Longview Regional Day School Program for the Deaf Shared Services Agreement ("SSA") and have been approved by a majority of the Members of the Management Board.

## **Organization of Management Board**

The LRDSPD is governed by a Management Board comprised of the Special Education Director, or Special Education Director's designee, from each Member and the LRDSPD Director. The Management Board shall elect a Chairperson and a Secretary. Any member of the Management Board may nominate another member of the Management Board for the role of Chairperson or secretary, including themselves and more than one person can be nominated. The Chairperson and Secretary shall serve for one-year terms. The Chairperson and Secretary may serve consecutive terms.

Special Education Directors of the member districts and the LRDSPD Director may each cast one vote in the decision-making process. As appropriate, Management Board members are responsible for keeping their respective member district superintendents and school boards informed regarding LRDSPD Management Board actions.

The primary responsibility of the Management Board is to address and discuss areas of policy pertaining to funding, membership, programming, operations, projected enrollments, and the long- and short-term needs of the LRDSPD and the SSA. Meetings of the Management Board require the attendance, whether in person or virtually, of a majority of member districts that have students directly enrolled in the Program that fiscal year. A motion, to pass, unless otherwise provided in the SSA, requires a majority of those in attendance and voting.

### **Meeting Schedule**

The Management Board shall have at least one meeting per year ("Annual Meeting"). The date of the meeting shall be determined by the Director. Members will be provided at least three weeks' notice of the Annual Meeting date. Special meetings may be scheduled, as necessary, by the Director. The Director shall provide members as much notice as possible for special meetings. Any request for an item to be placed on the agenda of an annual or special meeting must be provided to the Director no later than 14 days prior to the scheduled meeting.

### **Site Criteria**

The Management Board may determine site locations with input from the Members. However, final determination of site locations rests with the Management Board. Approval of site location must also be approved by the governing body of the Member District where the site is to be located.

Factors in determining a site may include, but are not limited to, the number of eligible students who are enrolled in the LRDSPD, the type and severity of hearing losses, the communication modes of each student, the availability of qualified personnel, and other resource or geographical concerns. In reviewing the appropriateness of the selection of an appropriate site, the Management Board shall consider the following:

- Campus ability to accommodate students' need for the least restrictive environment through a wide variety of placement options.
- Adequacy of space available to house staff and equipment needed to serve students.
- Campus additional special educational programming.
- Campus ability to support instructional and assistive listening needs of students who are deaf or hard of hearing.

### **Addition of New Member**

A school district seeking to become a Member District ("Potential Member") must submit a written request to the LRDSPD Director for consideration by the Management Board. A special meeting may be called by the Director to consider a request to join, otherwise the request will be considered at the next Annual Meeting. In either event, the membership will become effective at the initiation of the new school year. The addition of a new Member District will require amendment of the SSA and is considered a "reconfiguration". Reconfigurations

and/or amendments to the SSA require approval by each Member District's Board of Trustees.

### **Withdrawal of Member**

A Member District may withdraw from the LRDSPD by notifying the Director and other Member Districts by September 1 prior to the end of the fiscal year that the Member District intends to be its final year in the LRDSPD. Withdrawal will be effective at the end of the school year in which the withdrawal notice is provided unless agreed upon otherwise by the Management Board. The withdrawing Member District shall return to the LRDSPD any personal property, including but not limited to, supplies, equipment, testing materials, computers, and assistive technology in its possession. The withdrawing Member District will not be entitled to carry-over funds and is responsible for any legal fees or other costs associated with reconfiguration as determined by the LRDSPD, not to exceed \$5,000.00. Students served by the LRDSPD who are legal residents of the withdrawing Member District shall return to their home District at the time withdrawal is effective.

### **Membership Revocation**

Membership in the LRDSPD may be revoked by a majority vote of the Management Board for non-compliance with the terms of the SSA or these Operating Guidelines.

#### **Notice and Opportunity to Cure Breach**

Once made aware of an alleged breach of the SSA or these Operating Guidelines by a Member District, the Director will, within thirty (30) calendar days:

1. Provide the Member District accused of breach ("breaching Member District") with written notice of the alleged breach and an opportunity to cure the breach within a reasonable amount of time not to exceed thirty (30) calendar days from the date notice is provided to the Member District ("Initial Cure Period"); or
2. Call a special meeting of the Management Board for the purpose of considering whether to authorize, by majority vote, an investigation into the alleged breach. If the Management Board authorizes an investigation, the Chairperson shall, within fourteen (14) calendar days after the meeting, provide the breaching Member District written notice of the investigation. All Member Districts shall fully cooperate with an investigation initiated pursuant to these Operating Guidelines. During an investigation, a breaching Member

District will be provided an opportunity to participate in the investigation and/or otherwise respond to the allegations being investigated.

Within 30 calendar days of the conclusion of an investigation into an alleged breach, the Director shall call a special meeting of the Management Board for the purpose of considering the investigation's findings and taking all necessary, responsive action. Following said special meeting, the Director shall, within fourteen (14) calendar days, provide the breaching Member: a) written notice of the outcome of the investigation; and b) an opportunity to cure any breach identified by the investigation within a reasonable amount of time not to exceed the Initial Cure Period.

#### Failure to Cure Breach

If a breaching Member District remains in breach of the terms of the SSA and/or these Operating Guidelines following expiration of the Initial Cure Period, the Director shall promptly call a special meeting of the Management Board for the purpose of considering revocation of the breaching Member District's membership in the SSA.

Should the Management Board, by a majority vote, revoke the breaching Member District's membership in the SSA, the Director will provide the revoked Member District with notice of the Management Board's decision.

#### Effect of Revocation

A revoked Member District shall fully cooperate with the LRDSPD to discontinue student services provided under the SSA to the students of the revoked Member District. Within sixty (60) days after the Management Board's action to revoke membership, the revoked Member District shall ensure removal of its students attending the LRDSPD, or otherwise placed within the Fiscal Agent's District and/or cessation of services provided to its students by the LRDSPD.

The LRDSPD will submit a final invoice to the revoked Member District for all outstanding financial obligations of the revoked Member District under the SSA through the final date a student of the revoked Member District is provided services by the LRDSPD under the SSA. The final invoice will also include the costs incurred by the LRDSPD and associated with reconfiguration of the SSA, including legal fees, up to a maximum amount of \$5,000.00.

Disposition of LRDSPD property shall be governed by the SSA. Within thirty (30) days following the date the Management Board revokes a Member District's membership in the LRDSPD, the revoked Member District shall fully cooperate

with the LRDSPD to: identify all of the LRDSPD's personal property in its possession, arrange for transfer of the property back to the LRDSPD and/or another Member District, and/or dispose of such property as determined necessary by the LRDSPD.

#### Liability for Breach and/or Revocation

Nothing in these Operating Guidelines resolves a Member District from their obligations under, and/or responsibilities identified in, the SSA.

#### **Revision to Operating Guidelines**

If the Management Board or Fiscal Agent finds it to be advisable to add or change the contents of these Operating Guidelines, the following procedures will be implemented:

- The Management Board member or Fiscal Agent designee will bring any proposed changes to the Management Board members at the next scheduled meeting for discussion.
- If there is not a meeting currently scheduled, the person suggesting changes may request a meeting of the Management Board through the LRDSPD Director.
- In order to be accepted as a change to these Operating Guidelines, a majority vote in favor of the change(s) will be required by the Management Board.
- The revision will become effective in the next fiscal year, unless the vote in favor of the revision is unanimous, in which case, the Management Board may determine that the revision will be effective immediately. Member districts may review proposed changes with their individual legal counsel prior to submitting a vote.
- Once a revision has been approved by the Management Board, these Operating Guidelines will be revised, and new copies will be distributed to the Management Board members.

Any Operating Guidelines that are inconsistent with the SSA shall be deemed null and void.