



**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS**  
Board of Trustees Packet  
**February 6, 2015**

- Agenda
- Updated Board of Trustees listing
- 2014/2015 School Calendar

**AGENDA ITEMS**

- Board Minutes
  - November 7, 2014
- Reports:
  - Board Finance Committee
  - Director - Rick Huan
  - Superintendent - Jane Mulholland
  - Outreach - Kris Ching, Carol Carrothers
  - Human Resources – April Lynch
- Policies:
  - 1<sup>st</sup> reading
    - Ethical Conduct (5241)
  - 2<sup>nd</sup> reading
    - Special Education and Services for Eligible Students – Update (2161)
    - Affirmative Action and Equal Employment Opportunity (5220)
    - Nutrition and Physical Fitness (6701)

**INFORMATIONAL ITEMS**

- Enrollment Data

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
Board of Trustees Meeting  
Insurance Building - Olympia  
February 6, 2015**

- 8:30 a.m. Board Finance Committee meets (Executive Director's office)  
Nita Kamphuis, Larry Swift, Rita Reandeau, Maria  
Christianson, Rick Hauan, Jane Mulholland, Jessica Sydnor,  
Bonnie Terada
- 9:30 a.m. Call meeting to order and determination of a quorum  
Approval of November 7, 2014, minutes
- 9:45 a.m. Finance Committee Report  
Questions regarding administrative reports in the Board packet
- 10:15 a.m. Strategic Plan Discussion  
Rick Hauan, Executive Director
- 10:45 a.m. Break
- 11:00 a.m. Policies
- 1<sup>st</sup> reading
    - Ethical Conduct (Policy 5241)
  - 2<sup>nd</sup> reading
    - Special Education and Special Services for Eligible  
Students (Update) (Policy 2161)
    - Affirmative Action and Equal Employment  
Opportunity (Policy 5220)
    - Nutrition and Physical Fitness (Policy 6701)
- 12:00 noon Lunch
- 12:30 p.m. Executive Director's Evaluation Survey Launch
- 1:00 p.m. Statewide Transition  
Sue Ann Bube, Cinda Johnson from Seattle University
- 2:00 p.m. 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...."
- 2:30 p.m. Adjourn

# WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

## BOARD OF TRUSTEES

Rick Hauan, Director (360) 418-0400 ([rick.hauan@cdhl.wa.gov](mailto:rick.hauan@cdhl.wa.gov))  
 Jane Mulholland, Superintendent (360) 418-0402 ([jane.mulholland@cdhl.wa.gov](mailto:jane.mulholland@cdhl.wa.gov))  
 Judy Smith, Executive Assistant (360) 418-0401 ([judy.smith@cdhl.wa.gov](mailto:judy.smith@cdhl.wa.gov))

<b>Voting Members</b>	<b>Address</b>	<b>Cong Dist.</b>	<b>Contact Information</b>	<b>Date Apptd.</b>	<b>Term Expires</b>	<b>E-Mail/Fax</b>
Maria Christianson	3796 Brown Road Ferndale, WA 98248	1	(360) 402-0162 Text	11/18/13	07/01/18	<a href="mailto:maria.christianson@cdhl.wa.gov">maria.christianson@cdhl.wa.gov</a> <a href="mailto:mjochristianson@gmail.com">mjochristianson@gmail.com</a>
Allie "AJ" Joiner	15806 18 <sup>th</sup> Ave. W., B 102 Lynnwood, WA 98087	2	(425) 329-8433 VP	08/30/06	07/01/15	<a href="mailto:allie.joiner@cdhl.wa.gov">allie.joiner@cdhl.wa.gov</a>
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Rita Reandeau	1470 Yukon Harbor Rd., SE Port Orchard, WA 98366	6	(360) 871-7367 (360) 443-3626 Cell: (360) 551-3034	08/19/04	07/01/19	<a href="mailto:rita.reandeau@cdhl.wa.gov">rita.reandeau@cdhl.wa.gov</a>
Ariele Belo	1625 19 <sup>th</sup> Avenue Seattle, WA 98122	7	(206) 388-1275 TTY (206) 452-7955 (Video & Voice)	01/30/07	07/01/16	<a href="mailto:ariele.belo@cdhl.wa.gov">ariele.belo@cdhl.wa.gov</a>
Sidney Weldele-Wallace, Chair	19501 SE 332 <sup>nd</sup> Place Auburn, WA 98092	8	(253) 833-6487 (253) 833-9111 ext. 4705 (253) 569-8000 cell	06/27/02	07/01/16	<a href="mailto:sidney.wallace@cdhl.wa.gov">sidney.wallace@cdhl.wa.gov</a>
Nancy Fitta	512 63 <sup>rd</sup> Ave Ct NE Tacoma, WA 98422	9	(253) 517-1070 (253) 922-0539 (253) 376-0414 cell	05/01/13	07/01/15	<a href="mailto:nancy.fitta@cdhl.wa.gov">nancy.fitta@cdhl.wa.gov</a>
Larry Swift	2306 Glen Kerry Ct., SE Lacey, WA 98513	10	(360) 491-8745	07/31/02	07/01/19	<a href="mailto:larry.swift@cdhl.wa.gov">larry.swift@cdhl.wa.gov</a>

# WASHINGTON SCHOOL FOR THE DEAF

## 2014/2015 School Year

July 14

S	M	T	W	T	F	S
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**MARK YOUR CALENDARS!**

**Deaf Awareness Week**  
September 22 - 26, 2014

**Terrier Invitational (Volleyball)**  
September 26 - 27, 2014

**Homecoming**  
October 9, 2014

**Open House**  
October 9, 2014

**WSBC/WSBCC 2015**  
January 29 - 31, 2015  
**Utah School for the Deaf**

**ASL Poetry Competition**  
March 5, 2015

**High School Graduation**  
June 11, 2015

**8th Grade Graduation**  
June 17, 2014

October 14

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March 15

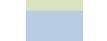
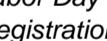
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April 15

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<p style="text-align: center;"><b>Legend</b></p>  -First and last day of school  -Non-school days  -Early Release Dates  -Residential Travel days	<p style="text-align: center;"><b>**EARLY RELEASE DATES**</b></p> <p>1:00 p.m. ~ Residential students will go to the cottages, day students will ride bus home</p> <p>September 11, October 16, November 13, December 11, January 8, February 12, April 16, May 14</p>	<p style="text-align: center;"><b>After School Program</b></p> <p style="color: green;">Fall: September 15 - November 5, 2014          Winter: December 1, 2014 - January 28, 2015          Early Spring: February 9 - April 1, 2015          Spring: April 20 - May 20, 2015</p>
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Labor Day	September 1, 2014	President's Day**	February 16, 2015
Registration Day	September 2, 2014	Spring Break	April 6-10, 2015
First Day of School	September 3, 2014	Memorial Day	May 25, 2015
Veterans' Day**	November 10 - 11, 2014	High School Graduation	June 11, 2015
Thanksgiving Break	November 24-28, 2014	8th Grade Graduation	June 17, 2015
Winter Break	Dec. 22, 2014-Jan. 2, 2015	Last Day of School	June 17, 2015
Martin Luther King Jr. Day**	January 19, 2015	<b>*No transportation provided on Registration Day</b>	
WSD's 129th Birthday	February 3, 2015	<b>**Holiday and travel day</b>	

<b>Statewide and School Testing Master Schedule</b>	
<p><b>MAP (Measure of Academic Progress) 2-12th grades</b>          Fall testing: October 2014          Spring testing: April 2015</p> <p><b>MSP (Measurement of Student Progress) 3-8th grades</b></p> <p><b>EOC (End of Course) Algebra &amp; Biology 9-12th grades</b></p>	<p><b>HSPE (High School Proficiency Exam) 10-12th grades</b>          Reading:          Writing:</p> <p><b>DAPE (Developmentally Appropriate Proficiency Exam)</b>          11th &amp; 12th grades only          Fall:          Spring:</p>

Quarters end: 1st Quarter: November 7, 2014; 2nd Quarter: January 30, 2015 ;  
 3rd Quarter: April 3, 2015; 4th Quarter: June 17, 2015

# *AGENDA ITEMS*

**WASHINGTON STATE CENTER FOR  
CHILDHOOD DEAFNESS & HEARING LOSS  
BOARD OF TRUSTEES MEETING  
November 7, 2014**

Board Members: Maria Christianson (District #1)  
Allie Joiner (District #2)  
Nancy Sinkovitz (District #3)  
Nita Kamphuis (District #4)  
Char Parsley (District #5)  
Rita Reandeau (District #6)  
Ariele Belo (District #7)  
Sidney Weldele-Wallace (District #8)  
Nancy Fitta (District #9)  
Larry Swift (District #10)

Legal Counsel: Bonnie Terada

Executive Director: Rick Huan

Superintendent: Jane Mulholland

Recorder: Judy Smith  
Interpreters: Julie Moore, Don Coates

Guests: Jessica Sydnor, Business Services Manager  
Kris Ching, Outreach Director (Birth to 5)  
Chris Newell, School Psychologist  
Renee Outlaw, SLP  
Renee Cunningham, Nutrition Services Manager

The meeting was called to order by Sidney Weldele-Wallace, chair, at 9:38 a.m. It was determined a quorum was present.

**Minutes – October 3, 2014**

Nancy Fitta moved to approve the October 3, 2014, meeting minutes with the following changes to the member list for the Statewide Transition Team:

- Change Teresa Stotler-Martin's title to WSD Transition Services Coordinator
- Add the following:
  - Toni Stromberg, WSD ILS/WaCAD Coordinator
  - Rick Huan, CDHL Executive Director

Nita Kamphuis seconded the motion. It was voted on and approved with one abstention.

Note: An Executive Session will be added to the agenda at 2:00 p.m. to discuss a personnel matter.

### **Seattle Public Schools Board Meeting**

Allie Joiner shared information from a recent Seattle Public Schools district board meeting she attended.

### **We have a full board!**

Welcome to Nancy Sinkovitz who will be representing Congressional District #3. It is exciting to have a full Board!

### **Work Experience Program (Jennifer Ellis, Work Experience Teacher)**

Work experience students prepare resumes, interview for jobs (on and off campus) and are issued WSD IDs. Several students attended the meeting and shared their experiences so far.

- Miguel: Works at Habitat for Humanity at various building sites and at “ReStore”. Habitat for Humanity ReStores are nonprofit home improvement stores and donation centers that sell new and gently used furniture, home accessories, building materials, and appliances to the public.
- Tredynn: Mechanic assistant at WSD
- Hilda: Terrier World (school store) Manager
- David: Terrier World Assistant Manager
- Maria P.: Secretary Assistant at the Southwest Center for the Deaf & Hard of Hearing
- Cassie: Recycling monitor and Teacher Aide at WSD
- Maria V.: Recycling monitor and Teacher Aide at WSD
- Luis: Works as a computer repair technician at EmpowerUp
- LaSinda: WEWO (work experience work orders) for WSD

This month DVR will be on campus to meet with the junior and senior classes.

Congratulations to all and thanks for sharing your experiences.

### **Board Finance Committee report**

September 2014 ended with a positive balance. Work on the Northrop and Clarke Hall roofs will begin in April and are due to be completed June 2015.

Capital: Next steps in planning for a new academic building include:

- Involving an individual who has experience in designing buildings for DHH students.
- Asking for an outside review to determine the classroom needs of our students. (i.e. line of sight, additional space due to visual learning)
- Submitting a supplemental request to hold meetings with stakeholders, legislators, architects, OFM and DES to gain information on what is needed for a new building.

## **Policy Review (1<sup>st</sup> reading)-**

Bonnie Terada asked that policies be reviewed with the Leadership Team first.

### Policy 6701: Nutrition and Physical Fitness

- Add a sentence encouraging residential students to follow good nutritional guidelines.
- Correction: “Food Services Program” (second sentence) – delete everything after “The board authorizes the superintendent to administer the food services program”.
- Under Free and Reduced-Price Food Services (3<sup>rd</sup> paragraph, 1<sup>st</sup> sentence): clarify “anyone”.
- Under Program Evaluation (Physical Education – second line): delete the word “district”.
- Under Physical Education (page 4 – second paragraph, last sentence): change the word “district” to “CDHL”.
- Changes will be made to the policy and brought back to the Board for a 2<sup>nd</sup> reading.

### Comments:

- Breakfast has been modified and changed to meet the needs of the students.
- A “Wellness Team” will be set up to include representatives from all departments on campus. The purpose of this team is to assist the superintendent in ongoing development and monitoring of the WSD nutrition and physical fitness program and policy.

Thanks to Renee and the Nutrition Services staff for the outstanding job they are doing.

### Policy 2161: Special Education and Special Services for Eligible Students (Update)

- Correction: Cross references (3247) – correct misspelling of the word “and”
- Delete: Management Resources

### Policy 5220: Affirmative Action and Equal Employment Opportunity

- Bonnie Terada will review and notify Judy Smith of any changes

## **Board Packet Information Discussion**

### Human Resource Management Report

- The template is provided and must be used by every state agency.
- The measures and data collection are driven by the state Human Resources (HR) department.
- Information from this report is used by state HR department to determine salary scales.
- Data is reported and posted on the state HR website as statewide information and does not show individual agency information.

### Executive Director’s report

- The Executive Director will be attending the Deaf Education Parent/Community Forum in Spokane on November 13<sup>th</sup>.

- The Chehalis/Centralia cooperative would like to open a regional program in their area.

### **Update from Kris Ching, Outreach Director (Birth-5)**

The D/HH Early Childhood State Agency Task Force held a stakeholder meeting in August at Puget Sound ESD to get feedback from early intervention stakeholders (on the west side) about the statewide EI system that is currently in place. Conversations will continue, as will planning, given limited funding and resources for D/HH Part C (B-3). The D/HH State Agency Task Force is comprised of: CDHL, ODHH, Dept. of Health & EHDDI, Early Support for Infants & Toddlers (ESIT – under Dept. of Early Learning), and WSDS.

### **Executive Director’s Evaluation**

An Administrative Evaluation Form from Goldendale School District was shared with the Board. This form could be used to review the data information gathered from the survey.

### **Strategic Plan**

A final draft of the Strategic Plan will be sent to the Board mid-January and reviewed at the February Board meeting.

Comments regarding the draft Strategic Plan

- Threat: Turning the perspective and looking forward in terms of students.
- Threat: Lack of funding to hire an ASL specialist (weakness) but what is the threat to students (effect it has on students now and in the future).
- Access: Overcoming the goals and how to overcome the threat.
- Include information regarding the residential (under “Operate WSD”) and school climate (social/emotional development). Life long skills.
- Documented areas:
  - Strength/weakness: current condition
  - Opportunity/threat: Future - overcome threats and take advantage of the opportunities to achieve success.
  - Access: What is currently happening
  - Success: Future expected outcome

### **February 6, 2015 Board meeting**

- SueAnn Bube, Director, Center for Change and Transition Service, Seattle University, will discuss transition data at this meeting.

### **Executive Session**

The Board went into Executive Session at 2:10 p.m. for 15 minutes 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....”

- The meeting reopened at 2:25 p.m. and closed for an additional 5 minutes.
- The meeting reopened at 2:30 p.m. and closed for an additional 10 minutes.

- The meeting reopened at 2:40 p.m.

**Adjournment**

Hearing no objections the meeting was adjourned at 2:45 p.m.

\_\_\_\_\_  
Sidney Weldele-Wallace, Chair  
CDHL Board of Trustees

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CDHL Board of Trustees Meeting – February 6, 2015**  
**Reports from Executive Director, Superintendent, Outreach Directors,**  
**Human Resources Manager**

<b>Rick Hauan, Director</b>
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On-going

- Governor’s Goal Council meeting on World Class Education
- Meetings with Seattle Public Schools
- Budget meetings

November 2014

- Meeting with the Executive Director of Listen & Talk
- ESD 101/Spokane Special Education Director’s meeting
- Deaf Education Parent/Community Forum (Spokane)
- Deaf Education Study Group (Spokane)
- Meeting with new Executive Director of HSDC
- Small Agency Cabinet Meeting (Governor’s office)
- ESD 113/Capital Region (Tumwater) Special Education Director’s meeting
- Meeting with Governor Inslee’s Deputy Chief of Staff

December 2014

- Legislative Liaisons meeting with the Governor’s Policy team
- Common Ground Project meeting (Tacoma)
- Meeting with members of the Governor’s staff regarding legislative issues
- Statewide Outreach Team meeting (Tacoma)
- Meeting with Director of Secondary Education at North Thurston School District (Lacey)
- Executive Cabinet meeting (Governor’s office)
- Meeting with the Coordinator, Special Education for Spokane School District
- Deaf Education Study Group (Spokane)
- ESD 123/Pasco Special Education Director’s meeting

January 2015

- Meeting with Executive Director, Special Education Services for ESD 171/ Wenatchee
- DHH meeting (Spokane)
- Student services meeting with Listen & Talk
- Legislative Session – Education Sub-Cabinet Briefing (Governor’s office) (Note: these will be held weekly through the legislative session)
- Disability Task Force meeting (Renton)
- State of the State Reception (Governor’s residence)
- 2015 State of the State Address (Governor’s office)
- ESD 113/Capital Region (Tumwater) Special Education Director’s meeting

- ESD 123/Pasco Special Education Director's meeting
- Respect & DHH Collaboration K-20's (Facilitating from ESD 101/Spokane)
- Deaf Education Study Group (Spokane)
- Deaf Education Parent/Community Forum (Spokane)
- Spokane staffing meeting (Spokane School District)
- Combined Summer Institute planning meeting (Seattle)
- National Hands & Voices Board meeting (Oceanside, California)
- Meeting with Jon Levy, Orange County (California) Department of Education

<b>Jane Mulholland, Superintendent</b>
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It has been an extremely busy last couple of months; however, many exciting things have happened and are coming up soon.

Accreditation: At the March BOT meeting, Shauna Bilyeu will provide a full report on the December accreditation review through AdvancED. For now, just know that not only did we receive full accreditation, we exceeded the standards in many of the areas as compared with other public schools. As a reminder, this is not a special education accreditation review. WSD was reviewed on the standards established for all schools. Watch for the full report and more information on the visit coming soon.

Library/Media Position: One of the recommendations of the accreditation team is that WSD re-envision what the school needs in terms of a library/media position as we move forward into this increasingly complex digital age. Four staff—Raye Schafer, Ginger Speranza, Michelle Clark and Shannon Graham—have agreed to investigate how other schools have evolved in this programming area, consider the needs WSD has now and into the future, and make a recommendation for what WSD needs going forward. WSD's tech committee will also have a chance to review and participate in this vision development, and will then create an educational technology plan identifying the software and hardware WSD will need to match the new vision. This is exciting and we are grateful to these staff for taking on this visioning task.

NAD Board Meeting: WSD hosted the National Association of the Deaf (NAD) January board meeting January 16. April McArthur will provide a report on this activity at the March meeting. It was a wonderful day. Our students and staff shone! It was an honor for WSD to host the NAD board and we were happy to have them learn more about our school. For many of the members, this was their first time in Washington. They left with a very favorable impression.

WSBC/WSCC: The Western States Basketball Classic begins January 28<sup>th</sup> in Utah. WSD basketball players, cheerleaders and coaches will fly out Wednesday morning and return Sunday in time for the Super Bowl to cheer our Seahawks to victory! Unfortunately the Western States Cheerleading Classic will not be held this year. Of the 5 teams participating in the tournament, only 2 have cheerleading squads. We will be very proud of our young men and women as they lead us in rooting for our Terriers and perform for the entire tournament at various times over the 4 days. Go Terriers!

Nursing Staff: Our former nurse, Jillian Bain, recently resigned. We have hired two new nurses: Hattie Nosko (day shift) and Alexa Roy (swing shift). We are excited about the skills they bring to WSD and are looking forward to having them be part of our WSD family.

Student Teachers/Interns: WSD currently has two interns for the spring. Ruth Reyes, from the National Technical Institute for the Deaf is working with Tyler DeShaw in high school language arts classes; Taylor Seidel from Washington State University Vancouver is working with Ginger Speranza in elementary language arts classes.

Deaf Academic Bowl (DAB): WSD's DAB team begins regional competition February 12 at the Oregon School for the Deaf. Coach Tyler DeShaw will be leading his team, which includes: Randall Smith, Kyle Culmer, Miguel Peregrino, Jeremy Descloux, and Joel Castro (Alternate). Good luck, Terriers!

Battle of the Books: We are proud to have two Battle of the Books teams this year. The Green Team is made up of Emilie Ford, Caleb Plock and Etasha Stone. The Buff Team consists of Jennifer Tudor, Adele Giles, Nic Moore and Cristian Martinez-White. They have completed their first round of competition and we were notified the Buff Team has made it to the next round of competition, which will occur within the next week! Yay, Terriers!

First semester ends January 30<sup>th</sup>! Hard to believe the second half of the school year is already upon us! I apologize for not being at the February board meeting. I will look forward to seeing you in March.

**Outreach, Kris Ching (0-5), Carol Carrothers (6-21),**

**From Kris Ching.....**

- Dec. 3: D/HH Early Childhood State Agency Task Force – follow up meeting (Dept. of Health Kent)
- Dec. 4: CDHL Outreach meeting with Listen & Talk members (videoconference)
- Dec. 11: CDHL Outreach Team meeting (Tacoma)
- Dec. 18: Preschool family home visit with Kris & April (Elk, WA)
- Dec. 18: Spokane Public Schools D/HH program review meeting – April & Kris presentations
- Dec. 19: ESD 123 SPED Director meeting
- Dec. 19: Birth-3 meeting with Kellie Horn (ESD 123 & Walla Walla county)
- Jan. 5: CDHL Admin meeting (Tacoma)
- Jan. 6: Home visits with Kristi Morrison (Wenatchee)
- Jan. 6: Birth-3 contract meeting with Janelle Bersch, Lead FRC, and Kristi M. (ESD 171)
- Jan. 7: WSDS/CDHL/WSSB meeting (Adobe Connect)

- Jan. 8: CDHL Outreach and Listen & Talk follow-up meeting (videoconference)
- Jan. 13: MOOSE Project Preschool visit (Spokane)
- Jan. 13: Preschool family follow up visit (Spokane)
- Jan. 13: ESD 101 SPED Director meeting
- Jan. 14 NCHAM (National Center for Hearing Assessment & Management – Utah State University) webinar: Collecting Developmental Outcome Data on Children Who Are Deaf and Hard of Hearing (Kris)
- Jan. 14: Seattle Public Schools D/HH program meeting – preschool discussion
- Jan. 15: Family Academy Night – FAN at WSD
- Jan. 16: ESD 112 Early Childhood Director meeting
- Jan. 18: Fitness Gear & Apparel Swap Fundraiser (WSD)
- Jan. 20: WSDS/CDHL B-3 state plan meeting – Kerianne, Kris & Nancy Hatfield (Seattle)
- Jan. 21: State Interagency Coordinating Council - ESIT Part C meeting, Kerianne & Kris (Burien)
- Jan. 22: Deaf/HH Early Childhood State Agency Task Force meeting, Kris & Kerianne (Olympia)
- Jan. 22: North Thurston Deaf/HH preschool program planning discussion, Kris & Kerianne (Lacey)
- Jan. 23: Klickitat county (White Salmon & Bingen) phone meeting – B-3 services meeting, Kris
- Jan. 26: WSDS Combined Summer Institute planning meeting, Rick, Carol, Kris, Jessica (Seattle)
- Jan. 26: CDHL Admin meeting

**Other events & news:**

- Upcoming Transition Fairs:
  - March 19 – Spokane
  - April 15 – Tacoma/Puyallup
  - May 21 – WSD/Vancouver
- 12/6: EIPA Boys Town National training via K20
- Kerianne Christie spearheaded another fundraising event for the WA Family Events Fund - Fitness Gear & Apparel Swap Fundraiser on January 18. Hands waving for her time and efforts to help replenish this important local fund! Thank you!!!

### **From Carol Carrothers.....**

- November 6: Began ongoing work with Sunnyside SD. Met with Heidi to look over the assessments she completed on her students. Discussed grouping children for reading groups.
- December 6: EIPA Training “Making Your Interpretation Dynamic: Incorporating Classifiers”
- December 11: Outreach Team Meeting in Tacoma
- December 12 and 17<sup>th</sup> work with Sunnyside SD.
- December 17 and 19<sup>th</sup> Attended ESD 105 and 123 Special Ed. Directors Meetings
- December 18: First ever Webinar with Shannon Graham. “Deaf Writers’ Application of ASL Knowledge to English Part I, Part II is January 15.
- January 6<sup>th</sup> Jae Stewart will start a pilot program with ESD 105 Teaching remotely with individual DHH students. I drove him to Yakima, Mabton and Royal School Districts to meet students he will begin to work with next week. This is a contract between CDHL and ESD 105.
- January 21 – 23 PepNet Transition Conference in Washington DC. Dan Crady, Toni Stromberg, Sue Ann Bube from the Center for Transition and Change, Jennifer White and myself will attend. December 20, one day prior to the conference State Education Department people will meet for a day of discussion. I will participate.

## **Human Resources (April Lynch)**

### **Recruiting and Hiring Update**

The CBFI Teacher position has been filled by promotional candidate Kalaya Cook, who has worked at WSD as a Teaching Assistant for more than 3 years. She recently received her master’s degree in Deaf Education and is excited about her new role.

The Student Health Center has 2 new full-time nurses Alexa Roy and Hattie Nosko as well as some new on-call nurses. One nurse filled the vacant nurse position the school has been recruiting for more than a year. The other nurse filled the newly vacated position. Both new nurses report to Shauna Bilyeu, Elementary Principal, as she supervises professional support staff.

### **SmartHealth Website Launched**

The new SmartHealth website [www.SmartHealth.hca.wa.gov](http://www.SmartHealth.hca.wa.gov), which is part of Washington State's voluntary and confidential wellness program, focuses on employee health and well-being was launched in January. As employees progress on their wellness journeys, they can qualify for wellness incentives in 2016. All employees are encouraged to participate in the new wellness program.

## CENTER FOR CHILDHOOD DEAFNESS AND HEARING LOSS

POLICY: 5241

Adopted:

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SUBJECT:           **Ethical Conduct**

Approved by:

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Chair, CDHL Board of Trustees

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**Purpose:** To provide direction to Center for Childhood Deafness and Hearing Loss (CDHL) employees in making ethical choices, acting in a manner that demonstrates high ethical standards and complying with the provisions of the Ethics in Public Service Act.

Ensuring ethical conduct in the workplace requires that we all know what ethical conduct is and then fully embrace this conduct in every aspect of our work. Agency employees are expected to conduct themselves and their business affairs in a manner consistent with the agency's values and ethical standards, as well with the Ethics Act.

**Policy Statement:** This policy implements the requirements of state ethics laws, fosters an environment where employees understand they hold a public trust, and informs employees about their ethical responsibilities. The ethics laws are designed to protect state employees from conflicts of interest or from engaging in activities where their interests or loyalties could be divided or questioned.

CDHL employees are to be familiar with state ethics laws, rules and other related policies and act in a way that is consistent with the law, rules and policies.

Compliance with the ethics requirements is an individual responsibility. Maintaining a working knowledge of the requirements will help ensure proper and ethical actions by employees.

Employees are to base their conduct on these core ethical principles:

- |              |   |
|--------------|---|
| Objectivity  | Employees must place the public's interest before any private interest or outside obligation.   |
| Selflessness | Employees should not take actions or make decisions in the performance of their position in order to gain financial or other benefits for themselves, their families, or their friends. |
| Stewardship  | Employees have a duty to preserve public resources and funds against misuse and abuse.  |

Transparency	Employees must practice open and accountable government. They should be as open as possible about their decisions and actions, while protecting truly confidential information.
Integrity	Employees should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties.

All CDHL employees are expected to maintain high professional and ethical standards at all times. Specific expectations, roles and responsibilities are as follows:

1. The agency head is responsible for and shall exercise personal leadership in establishing, maintaining, and carrying out the agency's ethics program. He or she shall make available to the ethics program sufficient resources to enable the agency to administer its program in a positive and effective manner.
2. The Human Resources Manager is designated as the agency's ethics advisor who coordinates and manages the agency's ethics program. The ethics advisor is the agency's liaison to the State's Executive Ethics Board.
3. All agency employees are responsible for knowing and adhering to the Ethics Act (RCW 42.52) and rules (WAC 292-110), applicable agency policies and procedures and for making choices that exemplify an adherence to the highest ethical standards.
4. Employees are to avoid actions that create even the appearance of using their position for personal gain or private advantage for themselves or another person.
5. Employees should notify their supervisor of any actual or potential violations of this policy. When in doubt, employees should consult with their designated ethics advisor and/or the Human Resources office.
6. Violations of the State's Ethics Act and/or this policy may lead to corrective or disciplinary action, up to and including termination.
7. The Executive Ethics Board has the authority and responsibility for investigating alleged violations of the Ethics Act and may take administrative action against an agency employee, including imposing a civil penalty for violations. Anyone may file an ethics complaint against a state employee or officer. Complaint forms are available on the Executive Ethics Board website. Complaints may be filed anonymously or the complainant may choose to remain confidential. Ethics complaints may be filed directly with the Board at the following address:

Executive Ethics Board  
PO Box 40149  
Olympia, WA 98504

8. The agency will take reasonable steps to achieve compliance with applicable laws and rules by monitoring and auditing systems designed to detect unethical conduct and by publicizing a reporting system for employees and other agents to use to report ethical violations.

**Response and Prevention:** After a violation has been reported, the agency will take all reasonable steps to respond to the violation and to prevent further similar offenses.

**General Expectations:** The Ethics in Public Service Act, RCW 42.52, applies to all state employees and officers. Each agency employee is expected to read and understand this Act. Each agency employee is expected to know and understand the agency's policies regarding certain sections of the Act, as these policies may be stricter than the Act and the employee must comply with the stricter limitations.

Detailed information on issues related to state ethics, including interpretations and clarifying examples of the Ethics Act and rules are available at the Executive Ethics Board website: [www.ethics.wa.gov](http://www.ethics.wa.gov).

1. Employees shall not:
  - a. Have a financial or other interest or engage in any business, including personal business, or professional activity that conflicts with their official duties.
  - b. Use their position to secure a special privilege for themselves, their family, friends, or any other person. A "person" is also considered to be an outside business or organization.
  - c. Receive any compensation (including gift cards) from any sources, except the state, for performing or not performing their official duties.
  - d. Accept any gifts, except as allowed under RCW 42.52.140 and 150. Gifts include food and beverages in most situations.
  - e. Disclose confidential information to unauthorized person, use confidential information for personal benefit or to benefit another, or withhold disclosure of information that can and/or should be disclosed.
  - f. Use of state resources for personal benefit or to benefit another except as allowed under agency policies and WAC 292-110-010.
  - g. Use state resources to campaign for the election of a person or ballot initiative or to lobby an elected representative.
  - h. Assist another person in a transaction involving the state if they have participated in the transaction or the transaction was part of their job responsibilities.
2. There are post-employment restrictions placed on former employees. Should you leave state service, refer to RCW 42.52.080 to determine if any of these restrictions apply to your situation *before* accepting a post-state employment job.

The Executive Ethics Board has jurisdiction over former employees regarding this section of the Act.

**Formal Advisory Opinions:** The Executive Ethics Board has the authority and responsibility to render formal advisory opinions. The service is available to any person who has a question about a matter over which the Board has jurisdiction.

Former advisory opinions are usually not used for general advice concerning a specific individual's present or proposed activities or financial transactions. Such questions should be directed to this agency's designated ethics advisor or to the Director of the Executive Ethics Board.

Legal References: RCW 42.42.140 and 150  
WAC 292-110-010  
RCW 42.52.080

# WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

POLICY: **2161**

Adopted: **May 16, 2008**

Revised:

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SUBJECT: **Special Education and Special Services for Eligible Students (Update)**

Approved by:

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Sidney Weldele-Wallace, Chair, Board of Trustees

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The Washington State Center for Childhood Deafness & Hearing Loss (CDHL) and the Washington School for the Deaf (WSD) recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. WSD adopts the state's full educational opportunity goal to provide students in need of special education services with a free appropriate public education.

Special education programs for students eligible for special education shall be an integral part of the general educational programs of WSD, and shall be operated in compliance with federal and state requirements governing special education. WSD provides a continuum of placement options which may include services within and outside the school depending on the student's needs.

Not all students with disabilities are eligible for special education services. The needs of those students will be addressed individually and, if appropriate, the student will be provided accommodations or modifications required under Section 504 of the Rehabilitation Act in accordance with WSD policy and procedures.

## **Mediation or Resolution Agreements**

The board authorizes the superintendent or designee to bind the district to a mediation or resolution agreement.

## **Commencement Exercises/Certificate of Attendance**

In order to participate in commencement exercises, students must have met the minimum criteria for graduation prior to the date of the exercise and otherwise be in good standing with their school through the commencement date. Minimum criteria for participation may be adjusted for students with an IEP whose disabilities have impacted their opportunity to accumulate credits. Each student's

IEP team will determine the student's graduation plan, including graduation date. IEP students who have attended four years of high school and need additional time to complete IEP goals and/or credits may request participation in commencement exercises. IEP students will receive a certificate of attendance until they complete their credits for graduation.

The Executive Director shall develop and maintain special education procedures necessary to implement this policy. This policy and the procedures shall be available to the public.

Cross References:

- 3247 – Isolation and Restraint of Students with IEPs and Section 504 Plans
- 3241 – Change of Placement/Expulsion
- 3231 - Student Records
- 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973

Legal References:

- Chapter 28A.155 RCW Special education
- RCW 28A.600.485 Restraint of students with individualized education programs or plans developed under section 504 of the rehabilitation act of 1973 — Procedures — Definitions.
- RCW 28A.600.486 District policy on the use of isolation and restraint — Notice to parents and guardians of children who have individualized education programs or plans developed under section 504 of the rehabilitation act of 1973.
- RCW 28A.605.020 Parents' Access to Classroom or School Sponsored Activities — Limitation
- Chapter 49.60 RCW Discrimination — Human rights commission
- WAC 392-172A Rules for the provision of special education
- 29 U.S.C. 794 Section 504 of the Rehabilitation Act of 1973, as amended by the Rehabilitation Act Amendments of 1974, Pub. L. 93-516, 29 U.S.C. 794
- 20 U.S.C. 1400 et seq. Individuals with Disabilities Education Act of 2004
- 42 U.S.C. 12131-12133 Americans with Disabilities Act of 1990
- 28 CFR Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Services
- 34 CFR Part 99 Family Education Rights and Privacy Act (FERPA)
- 34 CFR Part 104 Nondiscrimination on the basis of handicap in programs and activities receiving federal financial assistance
- 34 CFR Part 300 Assistance to States for the Education of Children With Disabilities
- 34 CFR Part 303 Early Intervention Program for Infants and Toddlers with Disabilities

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

POLICY: **5220**

Adopted:

SUBJECT: **Affirmative Action and Equal Employment Opportunity**

Approved by:

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Sidney Weldele-Wallace, Chair, Board of Trustees

Affirmative Action refers to the tools and programs designed to ensure equal opportunity and to increase active good faith efforts to attract, develop, and retain a diverse workforce.

Equal employment opportunity is the effort to provide an equal work experience, free from discrimination, for all people. Often the phrase “equal opportunity” is associated with recruitment and selection efforts, however the phrase (and concept) also applies in all other areas of employment including career growth and development opportunities, compensation and classification, corrective and disciplinary actions and in business dealings with external agencies, organizations and contractual relationships.

The Center for Childhood Deafness and Hearing Loss (CDHL) champions the commitment of the State to employ a workforce that reflects Washington's diversity in culture, race, ethnicity and gender and to provide a work environment free from discrimination. CDHL is dedicated to achieve equal employment opportunity for people of color, persons over 40 years of age, persons with disabilities, women, and disabled and Vietnam-era veterans.

An affirmative action plan is a systematic approach to identifying areas of the agency's workforce in which representation of affected group members is not reflective of the group's availability for work. CDHL will establish affirmative action goals and increase efforts to implement results-oriented activities to ensure equal employment opportunity. Employees who feel discriminated against or witness acts that violate this policy should refer the complaint procedure described in the agency's *Nondiscrimination policy (5209) and procedure (5209P)*.

***Primary roles and responsibilities for affirmative action and equal employment opportunity at CDHL include:***

<b>Role</b>	<b>Responsibilities</b>
Executive Director	Overall responsibility for implementation of the Affirmative Action and Equal Opportunity program.
Human Resources Manager	<ul style="list-style-type: none"> <li>• Overall development, communication, implementation, monitoring and auditing of this policy.</li> <li>• Administers the agency's investigation and complaint procedure.</li> <li>• Development of the agency's affirmative action plan.</li> <li>• Reporting to the Governor's Affirmative Action Policy Committee and the Equal Employment Opportunity Commission.</li> </ul>

	<ul style="list-style-type: none"> <li>• Representing the agency in matters related to review of the program.</li> <li>• Assisting the Executive Director to ensure that managers are responsible and accountable for the success of the program in their area of responsibility.</li> </ul>
Managers/Supervisors	Ensure promotion and implementation of the principles of affirmative action and equal opportunity as outlined in CDHL's Affirmative Action Plan.
All Employees	<ul style="list-style-type: none"> <li>• Maintain a working environment free from all forms of discrimination.</li> <li>• Refrain from engaging in any form of racial, religious, or sexual harassment including jokes, slurs, and innuendos. Failure to do so may result in corrective/disciplinary action.</li> <li>• Comply with and promote this policy.</li> </ul>

Legal References: WAC 357-25

# WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

POLICY: 6701

Adopted: *June 16, 2005*

Revised:

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SUBJECT: **Nutrition and Physical Fitness**

Approved by:

Sidney Weldele-Wallace, Chair, Board of Trustees

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The Washington State Center for Childhood Deafness & Hearing Loss (CDHL) Board of Trustees recognizes that childhood obesity has reached epidemic levels in Washington and throughout the country. Washington School for the Deaf (WSD) is the campus where students attend. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of WSD's youth. Therefore, it is the policy of the board to:

- Provide students access to nutritious food;
- Provide opportunities for physical activity and developmentally appropriate exercise; and
- Provide accurate information related to these topics.

The superintendent shall develop and implement a comprehensive school-wide nutrition program consistent with state and federal requirements for schools sponsoring the National School Lunch program, and will incorporate this into the health education content area. To implement the program, the superintendent shall adopt and implement a comprehensive curriculum on health, fitness and nutrition consistent with the Essential Academic Learning

Requirements (EALRs). This is outdated. We are now using the Common Core State Standards. EALRs are no longer in use. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents and public health professions in the development of the curriculum is encouraged.

Nutrition, health and fitness topics shall be integrated within the sequential, comprehensive health education curriculum taught at every grade level, kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

WSD shall take a proactive effort to encourage students to make nutritious food choices. The superintendent shall ensure that:

- A variety of healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;
- Schools shall regulate the sale or serving of foods or snacks high in fat, sodium or added sugars; and
- Nutritious meals served by the school nutrition and food services operation complies with state and federal law.

## ***Nutrition***

### **Nutrition Standards**

WSD shall provide school lunches which meet the nutritional standards required by state and federal school lunch program. Meals served in school before the end of the last lunch period shall conform to the U.S. Dietary Guidelines for Americans.

The superintendent shall establish rules for the sale of food during the school day to encourage the eating of nutritious breakfasts and lunches. Foods and beverages of minimal nutritional value, as defined by the U.S. Department of Agriculture, shall not be sold or served on school premises until 30 minutes after the end of the last lunch period.

Any food sales of an occasional nature must have the prior approval of the principal. Vending machines shall be limited to only those that dispense items which are nutritionally healthful. No food or drink items shall be offered in vending machines unless they have been approved by the principal.

### **Food Services Program**

WSD supports the philosophy of the National School Lunch program and shall provide wholesome and nutritious meals for children in the district's schools.

Because of the potential liability of the district, the food services program shall not accept donations of food other than as provided in this policy without the expressed approval of the board. Should the board approve a food donation, the superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

### **Free And Reduced-Price Food Services**

WSD shall provide free and reduced-price lunches and milk to students according to the terms of the National School Lunch program and the laws and rules of the state. WSD shall inform parents of the eligibility standards for free or reduced price meals.

Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal any decision with respect to his/her application for free or reduced-price food services to the superintendent.

WSD may provide free, nutritious meals to all children on test days, including students who do not qualify for free or reduced priced federal school meal benefits; however, WSD is responsible for the cost of providing meals to students who are ineligible for free and reduced priced meals.

The board of trustees may establish a program whereby school meals may be purchased by WSD staff at the greatest price charged any student plus an amount representing the portion of the lunch cost paid for from local, state and federal assistance (cash and food).

### **Surplus Commodities**

WSD shall use food commodities made available under the Federal Food Commodity Program for school menus.

## ***Program Evaluation***

### **Nutrition:**

- In order to evaluate the effectiveness of the school health program in promoting healthy eating and to implement program changes as necessary to increase its effectiveness, the superintendent is responsible for evaluating and assessing whether the board policy and procedure are implemented, including a periodic assessment of the school meal program with input from students, parents and staff.

### **Physical Education:**

- School physical activity/health and fitness programs will be monitored and assessed regularly in conjunction with other academic and health-related programs using tools like the Physical Best Program, (we have explored this in the past—it does not fit for our students), CDC School Health Index or an OSPI approved assessment. Results of these surveys and assessments will be reported to the board, and made available to staff, parents and the community.

### **WSD Wellness Team**

The school will convene a Nutrition and Physical Activity advisory committee, known as the WSD Wellness Team, to assist the superintendent in ongoing development and monitoring of the WSD nutrition and physical fitness program and policy. The committee will be led by the Nutrition Services Manager and be open to staff, parents, building

level administrators, school board members, students, nutritionists, health care professionals, physical education staff, the public, and interested community organizations.

The Wellness team will conduct periodic reviews and ongoing monitoring of WSD's Nutrition and Physical Fitness programs and policies. The team will set goals and establish strategies for promoting student and staff wellness on campus and assess and monitor the success of these.

### **Family and Community Involvement**

In order to promote family and community involvement in supporting and reinforcing nutrition education at WSD, the Wellness Team is responsible for ensuring:

- Nutrition education materials and meal menus are made available to parents;
- Parents are encouraged to promote their child's participation in the school meals program. If their children do not participate in the school meal program, parents should provide their children with healthy snacks/meals;
- School staff considers the various cultural preferences in development of nutrition education programs and food options.

## ***Physical Education***

### **Health and Fitness Curriculum**

The superintendent shall adopt and implement a comprehensive health and fitness curriculum consistent with the Common Core State Standards. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation procedures will utilize classroom-based assessments or other strategies and will be in place by the end of the 2015-16 school year.

All students in grades one through eight are required to complete an average of one hundred instructional minutes per week of physical education. This includes instruction and practice in basic movement and fine motor skills, progressive physical fitness, and wellness activities through age-appropriate activities. All high school students are required to complete two credits of health and fitness. This is NA for us.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such student's participation in regular physical education instruction or activities.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. WSD shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. WSD is encouraged to provide adequate co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours.

Legal References:

RCW 28A.230.040	Physical Education - Grades 1-8
RCW 28A.230.050	Physical Education in High School
RCW 28A.235.120	Meal Programs - Establishment and operation - Personnel - Agreements
RCW 28A.235.130	Milk for children at school expense
RCW 28A.623.020	Nonprofit meal program for elderly - Authorized – Restrictions
RCW 69.04	Intrastate commerce in food, drugs, and cosmetics
RCW 69.06.010	Food service worker permit
RCW 69.06.020	Permit exclusive and valid throughout state - Fee
RCW 69.06.030	Diseased persons - May not work - Employer may not hire
RCW 69.06.050	Permit to be secured within fourteen days from time of employment
RCW 69.06.070	Limited duty permit
392-410-315 WAC	Physical Education - Grade school and high school requirement.
392-410-136 WAC	Physical Education Requirement-Excuse
7 CFR	
Parts 210 and 220	National School Lunch Program
Part 245.5	Public announcement of the eligibility criteria

# Informational Items

## CDHL Data As of January 15, 2015

### WSD Campus

- Elementary School: 31
- Middle School: 21
- High School: 51
- WaCAD: 8
  - Total students: 111

### Statewide Outreach

- Birth to 5 program
  - Southwest Washington: 6
  - Central Washington: 11

Districts Served Through Statewide Outreach
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ESD 101	ESD 105	ESD 112	ESD 113	ESD 114	ESD 121	ESD 123	ESD 171	ESD 189
East Valley 361	East Valley 090	Vancouver	Centralia/Chehalis		Federal Way	Clarkson	Bridgeport	Bellingham
Freeman	Sunnyside		Elma		Highline	College Place	Ephrata	Edmonds
Mead	Yakima		North Thurston		Issaquah	Finley	Oroville	Everett
Medical Lake			Olympia		Kent	Kennewick	Wenatchee	Lake Stevens
Pullman			Raymond		Northshore	Pasco		Lakewood
			Rochester		Puyallup	Richland		Snohomish
			Yelm		Renton			
					Seattle			
					Snoqualmie			

Number of student visits contracted to date: 186

Number of students contracted to date: 77