



MESD PROGRAM ADVISORY Meeting Minutes - April 6, 2016

Attendees: Desiree Chiu, Corbett; Lori Silver, Centennial; Janell Black, Gresham-Barlow; Barb Kienle, DDSD; Paula Robinson, Riverdale; Linda Brown, ODE; Margo Lalich, Ann Vrabel, Eileen Ellis, Kris Beck, Jeanne Swift, Wendy Mendez, MESD

ξ **Review/Approve March 2016 meeting minutes**

From Lisa McConachie: The notes indicate a new CRP supervisor; that is incorrect; CRP is not adding or changing any supervision.

School Health Services

Person		Topic/Time	Info Only	Discuss & Decide	Bring Back	Notes
MaryAnne Katz, Special Needs Nurse		Diabetic Training Program Proposal	X			Handout – “Diabetic Training Program Proposal”
<p>MaryAnne presented information about the increasing numbers of diabetic students, along with a plan developed by the MESD Special Needs Nurses to universally address training needs and provide training to all school staff who might come in contact with a diabetic student. The proposed training is designed in three tiers – a fifteen-minute overview for all school staff, a more comprehensive second tier for staff who come into direct contact with diabetic students, and the third tier for staff who are delegated by the school nurse to administer treatments. School nurses will be receiving the training in May. They will be discussing this proposal with principals at their year-end meetings; and will ask for 15 minutes for the Tier 1 overview during back-to-school staff meetings in the fall.</p> <p>*** Action: MESD was asked to develop a brochure or fact sheet for parents that would define school staff responsibilities regarding diabetic students.</p>						
Margo		1:1 Work Group Update	X			
<p>Margo reported that Doana is working on a different costing method for contracted nursing services, including 1:1 nursing. She will present the proposed method to district business managers before implementing it. The department is also looking at other ways to stabilize this program, which is running at an increasing deficit.</p>						

Action items from the previous meeting:

1. When info is available on the state web site regarding exemption reporting requirements, Ann will send to districts. Ann O will ask Stacey W. what the timeline is.
 - Discussion regarding information sent to schools this week by the state immunizations department: School staff are required to log in to the state's data base to check their own schools' posted exclusion data and notify the state if there are errors. MESD is preparing copies of each school's Primary Review Summary, which contains the data that should match the state's. These summaries will be sent to each school, along with instructions for verifying the data. School staff must respond by April 15, after which the data base will be locked and unavailable for changes. There was very short notice given for this task; it is hoped that a better process will be in place by next year.
 - SHS staff were asked to help design a method for all schools to post required data to their web sites and make available to parents and others, per the requirements of recent legislation. Also, how to respond to inquiries once the data is publicly available.
 - *** Action: Margo will start the process with MESD's PIO, Laura Conroy, who will then work with district PIOs to design standard responses to questions from parents and the public (or media). Directors should send anticipated questions by e-mail to Margo.**
 - MESD will also follow up with school nurses to ensure they are informed and able to assist schools in responding to state requirements.

UPDATE: After the meeting had adjourned, Margo consulted with the MESD Immunizations Program staff and a decision was made that, for this year, MESD staff will verify all exclusion data posted to the state's web site for all Multnomah County schools, as they currently have copies of all schools' data and should be able to accomplish the review in a few days. A better process will be developed for school staff for next year.
2. SHS currently does not have the capacity to screen all pre-K students, who now are defined as any age younger than 5. Topic to be readdressed in April.

Discussion was that advisory members would bring pre-k screening needs to next meeting.
3. Directors are requesting that SHS provide information about the expectations of the school nurse; mandates for school staff (create a document similar to the Immunizations – “we do, you do” format) so that roles are understood -- school staff, principal, school nurse, especially in the event of an emergency or other health issue with a student.
 - Who enters health information into Synergy? – Typically, school staff, from the students' registration forms.
 - How to ensure teachers and principals are getting information about students with health problems, and know what to do in case of an emergency. How to ensure that this information doesn't get lost with all the other student information, especially at the beginning of the school year.
 - “Teacher Notification Forms” are completed by the school nurse and given to teachers and administrators, identifying students with health problems and outlining appropriate procedures.
 - *** Action: Could we design a cover sheet or some other means of calling this information to the attention of school staff? (Ann will draft a template letter for teacher notifications for advisory members to review. It will be available at the start of school.)**