



MESD PROGRAM ADVISORY

Date: June 7, 2017 1:00 – 3:30pm

Meeting Minutes

Agreement on Agenda Content/Deadline for Agenda Requests and Calendar of Meetings for Year

❖ **Structure of meeting:**

- **Future meetings set for the first Wednesday of the month, 1-3:30 pm**
- Agenda items to Wendy 2 weeks in advance, including time needed for each item
- If necessary, agenda items can be added at the start of the meeting and will be discussed if time allows
- Finalized agenda to members 1 week in advance, with electronic handouts when possible
- Meeting minutes sent to members within 1 week following meeting
- Guest speakers will be at the front end of the agenda

ξ **ATTENDING:** Lori Silverman, Centennial SD; Desiree Chiu, Corbett SD; Amy Straw, Jared Hayes, David Douglas SD; John Koch, Gresham-Barlow SD; Kathy Keim-Robinson, Parkrose SD; Paula Robinson, Riverdale SD; Todd Greaves, Jeanne Swift, Joni Tolon, Margo Lalich, Ann Vrabel, Mary Perkins, Wendy Mendez, MESD

School Health Services

Person	Time	Topic	Info Only	Discuss & Decide	Bring Back	Notes
Ann V & Margo L	15 Min.	ESY- program names and numbers from districts		X	Ann & Margo	
<ul style="list-style-type: none"> • PPS responded • Centennial 1 student • Gresham – no • Riverdale – no • Parkrose will not have roster until next week • David Douglas has 2 EKT • SHS shared SNN schedule for summer. SNN focus is students on IEPs needing summer nursing support. If additional students require nursing intervention SHS will require extra nurse time. No guarantee SHS will be able to staff last minute requests. • Riverdale asked if wording on the form could establish a cutoff date 						

<ul style="list-style-type: none"> - Other districts commented that they make accommodations on 1st day • Will have SUN review Form <p>Will put on Agenda for next fall to discuss cutoff date and nursing staff</p>						
Ann V & Margo L	15 Min.	Health Ed survey- district recommendations		X		
Discussion – Not enough money / in-service days - no solution, yet.						
<p>MESD STRATEGIES</p> <ul style="list-style-type: none"> • Will co-ordinate nurses to teach at the district/building level • Have regularly scheduled classes at buildings <ul style="list-style-type: none"> - Reduce travel time - More convenient - Offer all trainings - Nurses are willing – this was their solution <p>SHS will get communication out to nurses to get ideas/schedules for trainings for next year.</p>						
Ann V & Margo L	10 Min.	Toileting procedure		X		
<p>Margo L. explained formula to “Make a Decision”</p> <ul style="list-style-type: none"> • Does making a policy for having 2 persons for toileting meet criteria to make it a policy: No • Check your protocol • Suggestion to keep a log (GB) <ul style="list-style-type: none"> - Staff accountability/ support - Parent awareness - Data to support - Meet goal of independence • Gender like staff – not applicable • Gresham-Barlow has protocol that can be “tweaked” to fit all students • G-B will share protocol and log information • G-B has done cost effective research. Est. \$4100 per year spend by one aide for toileting students. Cost would double. No budget • Have data about security not safety • Outdoor school has protocol not policy <p>Issue is staff fears about false allegations. Advisory to discuss strategies to support staff, minimize fear, culture change.</p>						
Ann V & Margo L	15 Min.	Staffing options for 2017-18; review of proposals (handout)		X		
Discussion: Currently nurses are assigned to schools on a certain day. Data shows it would be more beneficial to base nurse’s time/schedule on the needs of the students. Reviewed proposed staffing model for next school year.						

- Nurses would NOT be in the health rooms for health room triage/staffing
- Schedule will need to flex depending on health needs of students
- Needs and nurse schedule based on acuity of student health needs
- Discussion of students should include lead secretary located at each building
- Dashboards supply data with a breakdown by school to support where nurses should be
 - Based also on attendance
- If a nurse has more than one school – the nurse will co-ordinate with bldg. supervisor to provide schedule of when she will be in the building
- Communication weekly

Will assess needs of students to prioritize nurse’s schedule after school begins. Will try to have tentative schedule in place by end of September for nurses

SHS – will share with districts documentation of definition of “Acuity”

SHS will send letter to administration in the fall, which will include the above suggestions.

Ann V & Margo L	5 Min.	ODE Medically Fragile data	X			
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Handouts provided today to each district with data reports for ODE re. nurse staffing as required by HB 2693. Electronic copy will also be emailed.

Ann V & Margo L	5 Min.	Year end District Dashboard reports	X			
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Dashboard reports “Nursing Activity Report(s)” showing nurse and SHA activities and student health problems were provided today to each district. Reports were run through May 15. Electronic copies will also be sent.

Ann V & Margo L	10 Min.	Recommendations for 1:1 Nursing Activities	X			
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Discussion – Can 1:1s be used in classroom for non-health related issues? Yes, but need to review job description to avoid conflict or contract violation.

- Nurse’s assessment of health issues or provided nurse intervention is a priority.
- Reference to 2nd and 3rd Bulleted item:
- Assisting other staff w/completing a delegation – Clarify delegation or nursing task
 - 1:1 can assist in clarifying protocol

- Will not train
- 1:1 can be RN or LPN based on certification
- Develop protocol
- Language should say “Clarify” not “Assist”
- Define items as “acceptable as other duties defined in contract”
- In ALL cases the needs of the student comes first

Districts will make changes to document and bring back

SHS just updated scope of work contractual agreement. They will finalize scope of job description

SHS will send to HR for wording

Crossover

Peron	Time	Topic	Info Only	Discuss & Decide	Bring Back	Notes
Lori S	15 Min.	Facilitator for 2017-18 Appreciations/Reflections of 2016-17 and Hopes for 2017-18	X	X		

Barbara Keinle will be the Advisory Meeting Facilitator for 2017-18.

Will continue with monthly Advisory Meetings being held the first Wednesday of each month 1:00 pm-3:30 pm. Wendy will send DRAFT schedule this summer.

Thanks to Lori for serving as the 2016-17 Advisory Meeting Facilitator and to Margo and Kathy for their many contributions this year and past. We wish you all the best in your retirement.