



MESD PROGRAM ADVISORY

Date: May 2, 2018 1:00 – 3:00pm

Meeting Minutes

Structure of meeting:

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

ξ **ATTENDING:** Lisa McConachie, CPR; Barbara Kienle, David Douglas SD; John Koch, Gresham-Barlow SD; Michelle Markle, Parkrose SD; Robert Cantwell, PPS; Michelle Murer, Reynolds SD; Paula Robinson, Riverdale SD; June Vining and Jordan Johnson, Trauma Intervention Program (TIP); Alexandra Lowell, Multnomah County; Todd Greaves, Ann Vrabel, Joni Tolon, Sarah Phillips, Elana Emlen, Karen Daniels, Traci Silverman, Wendy Mendez, MESD

ξ **Reviewed and Approved April 2018 meeting minutes**

Crossover

Person	Time	Topic	Info Only	Discuss & Decide	Bring Back	Notes
June Vining, Founder/Executive Director, Trauma Intervention Program (TIP)	30 Min.	Trauma Informed Network	X			

The Trauma Intervention Program (TIP) is 25 years old, founded by June Vining. TIP consists of a team of 200 specially trained volunteers including 30 teen volunteers who are active in schools and hospitals. TIP volunteers are activated by emergency responders and school districts and are on scene on average within 20 minutes. Volunteers are called to scene due to death and similar traumatic situations. TIP volunteers assist, and support flight team, support rooms, candle light vigils, etc. focusing on slowing things down and being helpful with the process. Offering suggestions and advice on how to help. Providing guidance on what information to share as well as sample letters if needed. June provided Citizen Resource Guide handout and briefly reviewed touching on “10 Things To Do And Not To Do” and each of the scenario checklists included in the guide. The Citizen Resource Guide is available at www.tipnw.org or by calling the TIP office at 503-823-3937. The Citizen Resource Guide is updated every

December.
 June requests being included in morning meeting with principal and teachers before speaking with students so that everyone is on the same page and knows expectations. June requested the POC for each of the districts. Wendy will send June the contact information for each of the component school district Student Services Directors.

Alexandra Lowell, Program Manager, Multnomah County Student Health Centers	15 Min.	Changes Coming To The Program	X			
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Due to shrinking funds and increasing costs, four Student Health Centers in PPS will close. Harrison Park and Lane will close this Fall, 2018. Chavez and George will close Fall 2019. The sites were selected based on lower client volume making the costs for operating these locations much higher. Clients served at these sites will be served at HS clinics. Plan to open up sites in Gresham and Reynolds.

Sarah Phillips and Elana Emlen	20 Min.	Trauma Informed Practices Moving Forward	X			
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Elana discussed proposed training on new School Counseling Standards. Could be called "Standards 101". Offering two (identical in content) half-day trainings – one in August and the other in September. Would include School Counselors, Curriculum, Student Services and others. It was suggested that future training on Counseling Standards be conducted in the Spring for implementation in the Fall. MESD will contact the School Counselors Association to see how this fits with their training at conferences.

Sarah gave an update on the Trauma Informed Practices training plan. She expressed appreciation for opportunity to work collaboratively with the districts. And touched briefly on areas of focus:

- Will build from the existing modules to provide training in the future to specific cohorts
- Will continue to meet with Kate at Multnomah County through June
- Will look at what are the most in demand of the 5 training modules
- If there are other pieces that training participants need for cohort specific training
- Outreach to increase pool of trainers to support educators

Student Services

Person	Time	Topic	Info Only	Discuss & Decide	Bring Back	Notes
Todd G.	5 Min.	Transition Classroom – Is it Moving For 2018-19?	X			

Todd stated that no decision was made until feedback was received from stakeholders and based on that feedback the FLS Transition Program would be staying in the current location on the first floor of the MESD Administration building. All directors agreed with this decision.

Todd G.	5 Min.	Program Updates	X			
Todd briefly reviewed program enrollment noting an increase for each of the programs since last month. Therapeutic classroom at Knott Creek serving students K-5 opening in the Fall. Have three classrooms available for growth at Knott Creek. Will be moving one FLS classroom from Knott to Shaver Elementary in Parkrose SD. MESD ESY will be July 9-August 2 Monday through Thursday with students attending 8:45am-11: 45am.						
Todd G. and Joni T.	10 Min.	Goal Book Conversation		X		<i>Handout</i>
Goal Book presentation handout provided. Discussion regarding tools available and potential costs per district. All directors agree it is a great tool but timing for collaborative purchase may not be right with it being in the middle of the biennium.						
Ann V.	10 Min.	Immunizations Updates	X			
Information not received from county before this meeting. Will forward to districts for posting. Reminder: Data must be posted three different ways.						
Ann V.	15 Min.	Advisory support for MESD dedicating time to development of shared protocols with SUN for after school medication management		X		
Ann met with administrators from SUN regarding supporting students with health needs. Nursing staff work 8am-4pm, SUN program operates until 6 pm. Discussion of options available when a student needs health assistance. School secretaries who are trained can provide assistance. Ann asked if districts would cover the cost for training SUN program staff to attend SHS training. Directors were asked to send Ann dates/times and location preference for Medication Trainings for the Fall. Ann encouraged districts to consider shared trainings rather than single district trainings. Directors requested trainings when students are in session rather than during the summer. Trainings are 90 minutes in length. Up to 50 participants with one trainer and 60-100 with two trainers.						
Joni T	15 Min.	Sexual Incident Response Protocol (SIRP) Training	X			<i>Handout</i>
<p>Joni will be attending All District School Psychologists meeting Monday, May 14th. Topics include:</p> <ol style="list-style-type: none"> 1. Presenting curriculum for Trauma Informed Care on line tools 2. Embedding of PBIS for School Psychologist doing consultation 3. Q & A – Standardization of models 4. Trainings for next year <p>Sexual Incident Response Protocol Training scheduled for Thursday, August 23rd at the DHS East Branch located at 11826 NE Glisan Street in Portland. Joni will send directors a link for registering staff for the training. Additional opportunity for training in October in Salem-Keizer at a higher cost.</p> <p>Discussed need for uniform procedure, across all component districts, on how to handle threat assessment information.</p> <p>Attachment: Copy of Multnomah County District Attorney's decision on petition seeking student threat assessment records.</p>						