



MESD PROGRAM ADVISORY

Date: November 1, 2017 1:00 – 2:15pm

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:** Denise Wright, Centennial SD; Jeanne Swift, Corbett SD; Barbara Kienle, David Douglas SD; Lisa Grotting, MECP; John Koch, Gresham-Barlow SD; Michelle Markle, Parkrose SD; Michelle Murer, Reynolds SD; Paula Robinson, Riverdale SD; Toni DePeel, State of Oregon; Todd Greaves, Ann Vrabel, Joni Tolon, Elana Emlen, Wendy Mendez, MESD

ξ **Reviewed and Approved October 2017 meeting minute**

**Crossover**

Peron	Time	Topic	Info Only	Discuss & Decide	Bring Back	Notes
Toni DePeel, Vocational Rehab Pre-Employment Transition Coordinator State of Oregon	15 Min.	Pre-Employment Transition Services	X			
Toni DePeel introduced herself and provided a brief summary of her background and experience including 19 years working in Transition. Toni provided each director with a copy of the 2017-18 edition of Oregon’s Transition Resource Handbook briefly going through the handbook directing attention to pg.47 and 61. Additional copies of the handbook are available by contacting either Toni at 971-600-8358 or Lizzie Juaniza at 503-257-1657. Toni and Lizzie work very closely and are available to answer questions.						

## Student Services

Person	Time	Topic	Info Only	Discuss & Decide	Bring Back	Notes
Elana E.	15 Min.	Nutrition and School Health	X			
<p>Elana talked about her discussion with SHA staff with regard to what types of injuries/illness they encounter most often. Most common are symptoms related to anxiety including head and stomachaches. Staff commented that often times giving students something to eat and drink provides enough relief for students to return to class. Elana discussed the relationship between nutrition and the health room.</p> <p>Elana is working on organizing a meeting for Jan/Feb with School Nutrition Directors along with community nutrition specialists to problem solve this issue and make sure food is available when needed. Elana will notify Student Services Directors once meeting is set and asks that each follow up with their district nutrition director to show support.</p>						
Todd G.	15 Min.	Local Service Plan Discussion				
<p>Todd asked that each director review the LSP and let him know of any changes that need to be made for 2018-19. Are all of the services that the districts need included in the LSP? Further discussion at Dec. Advisory meeting.</p>						
Todd G.	15 Min.	Knott Creek Expansion		X		
<p>Majority of SESP classrooms at Knott Creek are almost full. A Gr. 3-4 opened the second week of November. Teacher position posted for the elementary BH classroom. Expecting 5-6 students upon opening. Elementary BH slot cost will be the same as the BH slot cost on the service plan.</p>						
Todd G./Joni T.	15 Min.	Therapeutic Classroom		X		
<p>Six students are needed to cover the cost of opening a new classroom. Greatest need expressed is at the K-4 level. Primary focus would be on mental health. Do not expect any problems with coordination of services for those students who currently have mental health service providers such as Trillium. Slot cost will be slightly higher than the slot cost for Arata Creek due to the higher mental health component.</p>						
Ann V.	10 Min.	Immunization Update	X			
<p>Finishing data entry today. Parent letters will be sent to each school district through the pony mail system for mailing to parent/guardian. Approx. 3200 letters to East County districts and 3600 to PPS.</p> <p>School Based Health Centers usually try to reserve space to provide immunizations. Appointments are preferred but will accept walk-ins.</p>						

Ann V.	15 Min.	Talking Points on Delegation and Expectations	X			
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Was suggested that Ann provide "Best Practices" such as train deep, not one person.  
 Directors want to make decisions and recommendations based on clear understanding of real risks.  
 Talking points to include rolls of each staff for example, it is the nurse's role to interpret doctor orders, and staff's role is to follow orders.  
 Ann stated that trainings can't be shortened for any reason.  
 Nurses are spread thin and training a group is a better use of nurse's time.  
 Ann encouraged nurses in districts team together to offer efficient trainings to more school staff.  
 School building nurse is the initial contact for trainings, may contact Ann V if stuck.