

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: December 17, 2003**

**Welcome and Call to Order:** The meeting was called to order by Council Chair, Michele Prumo, R.N., M.S., at 1:15 p.m., at the Greenwood Office – Baltimore County Public Schools, Board Room A.

**Introductions:** All present were welcomed and invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of October 15, 2003, were accepted as distributed.

**Treasurer's Report:** No report.

**Maryland Healthy Schools Coalition Report:** No report.

**Chair's Report:** Deferred.

**OLD BUSINESS:**

**Fall Conference Evaluation:** The Fall Conference was held on November 19, 2003, at the Loyola Graduate Center, Timonium, MD. A summary of the evaluations returned was distributed and is filed with these Minutes. Some of the categories were: (5, being the highest rating)

**Managing Aggressive Behavior:** Many favorable comments, and

Content received 5's; Rosanne Torpey, speaker, received 5's. There were no lower ratings. Regional Networking Session received 4's and 5's.

The facility rating was mostly 5, some 4, and one each for 3, 2, and 1. Comments included the water main break situation, over which we had no control. Our Program Chair, Mary Keene, supplied bottled water, and we were able to continue with our plans.

We thank our Vice-Chair and Chair of the Program Committee, Mary Keene, for planning such a helpful, well-received conference at a great facility.

**Council Website:** Maura Rossman introduced Darby Ashmore, webmaster for our website. After showing us what the website looks like, he made suggestions to better serve those we hope to reach; he assured us that pages can easily be changed.

A motion was made by Maura Rossman, seconded by Eric Fine, and unanimously passed, that Darby Ashmore, webmaster, make a comprehensive redesign of the website. The cost will be approximately \$600.; images may cost approximately \$25. each.

Ideas from those present were shared as well. These included:

Initiate a Local School Health Council bulletin board / forum.

Keep information updated.

Use illustrations which are "public domain".

At the end of each Executive Board meeting, we should decide what will be sent to the webmaster.

Michele should supply Executive Board items, members should email other items to Maura, designating them as 'fast track' or to have them put on the agenda for the next Executive Board meeting.

(Council website, continued)

Send people to the website to register for things; this also avoids 'late mail' problems.

Post information from Regional Meetings.

Email links to Maura, who will send them to Darby.

Practice using our links, and comment to Maura.

Karen Heinrich should purchase a digital camera and take pictures at our next Regional meeting.

Committee information should be available as a "click"; this would include the names of the Committee

Chairs and the reports. (Note to Chairs: Bring your report to the meeting, or if you will be absent, send it to Maura [Sec.'s note: If you want them included in the Minutes, bring it to the meeting or email it to the Chair in time for the meeting].

## **NEW BUSINESS:**

### **Regional Meeting:**

The next Regional Meeting will be March 17, 2004, in Cecil County.

### **Regional Networking Session:**

Eric Fine distributed a report from the session which was held following the General Body Meeting at the Fall Conference; it is filed with these Minutes. A modified nominal group process was used; there were two groups. The task assigned was "Briefly list three local school health council needs or issues that you would like the state school health council to address". The results were:

#### **Group A Priorities:**

- 1) Superintendent/Health Officer Support, Funding / visibility for CSHPs,
- 2) Data Needs,
- 3) Health / P.E. COMAR compliance and CCSSO Health Education assessment support.

#### **Group B Priorities:**

##### **[Health] Issues**

- 1) Childhood obesity,
- 2) Pregnancy issues,
- 3) Management of student violent behavior and mental health,
- 4) Active for Life / Staff Wellness programs.

##### **Needs / Resources**

- 1) Uniformity in health room documentation [across the state],
- 2) Computers that can handle data needed in brief time,
- 3) Clerical help in health rooms,
- 4) Increase information sharing, more networking; local councils feel isolated,
- 5) [Create] template for problem solving.

This is the beginning of the dialogue which will continue at each Regional Meeting. Eric Fine will be in charge of this.

**Asthma Action Plans:** Deferred to January.

**Judy Covich is resigning from the Board** and will no longer be representing the Maryland Council of Public Health Nursing Directors.

**MSSHC Letterhead:** The email address will be included for each officer listed on the letterhead.

## COMMITTEE REPORTS:

(MSSHC EX.BD 12-17-03 p.3 of 4)

### **1. Family & Community Partners.** Maria Teresa Schaeffer, Chair.

M-PAC: Maryland Parent Advisory Council, was launched on November 11, 2003. Esther Parker, Maryland PTA President, will chair the council. M-PAC is a statewide group of parents and advocates appointed by Dr. Grasmick to advise Dr. Grasmick and the State Board of Education on parent involvement issues ranging from policy to implementation. For more information, go to MSDE's website, [www.marylandpublicschools.org](http://www.marylandpublicschools.org), and then go to the M-PAC icon. A brochure, "M-PAC Overview", was distributed and is filed with these Minutes. It describes the mission and organization of the council.

### **2. Food and Nutrition Programs.** Ellen Bosley, Chair.

2002-2004 Team Nutrition Grant – DHMH partners and MSDE staff, Betsy Gallun, Cheryl DePinto, Donna Mazyck, Judy Dzimiera, and Carolyn Thompson, have provided regional training programs to school nurses and health educators on "Destination Wellness" toolkits as a train-the-trainer program. Educators commit to training high school students on nutrition and physical activity lessons. Donna Mazyck, one of the planning Committee members for this grant and a trainer for the toolkits, discussed benefits of the program.

Copies of the outline for "Destination: Wellness – You're in the Driver's Seat" were distributed; a copy is filed with these Minutes. The introduction list includes Curriculum overview, Student handouts, Planning and preparing to use the Tool Kit, National health education standards, Teaching resources, and Acknowledgements. The eight lesson topics are 1) Navigating the Net: Avoiding Wrong Turns on the Information Superhighway, 2) Take a Scientific Road Trip: Use the Map and Follow the Signs, 3) What's Your Make and Model? Taking Care of Your "Vehicle", 4) Check Under the Hood: Optimize Performance with the Maintenance Check List, 5) On the Road Trip of Life: What's Your Itinerary? What are your Potholes, Detours, and Scenic Rest Stops?, 6) Outsmart Those Smooth Talkers: Save Your Money, Your Health, and Your Self Respect, 7) "Filler-Up" with Premium Fuel: Don't Run on Empty; Enjoy Regular Pit Stops, and 8) Don't Park It! Start Your Engine! Take Yourself Where You Want to Go.

Legislation: Nutrition in Schools Bill, on nutrition standards for school vending and a la carte sales, was submitted by Delegate Joan Stern.

### **3. Health Education.** Barbara Sullivan, Chair.

#### **4. Health Services.** Vicki Taliaferro, Chair.

(Report submitted by Donna Mazyck, Vicki Taliaferro, and Barbara Masiulis.)

School Health Guidelines: The committee has set a schedule for the development and review of guidelines for this school year, including emergency planning for school nurses, delegation, and retention of records, among others. The most recently released guidelines include those on the *Private Duty Nurse in Schools*; *Chain of Survival* (automated external defibrillators); and *Anaphylaxis, Management of the Student with Known and Unknown History*. The *Medication Guideline* is also being reviewed. The newly revised *First Aid Manual* should be published in the beginning of the year.

Fact Sheets: The Guidelines Committee will develop a couple of fact sheets for the MSSHC website, including the role of the school nurse with students who have chronic diseases. Still pending.

Diabetes Training: School nurses continue to receive training as trainers using the Pediatric Education for Diabetes in Schools through a grant provided by Mercy Medical Center. Regional training opportunities are scheduled for this school year.

TEAM Nutrition Training: Teams of school nurses and health educators attended regional train-the-trainer sessions on the new Maryland Tool Kit for High School.

ADHD Website: A voluntary advisory council for ADHD met on December 12, 2003, for the first time. The council will provide state agencies with input regarding the ADHD website, [www.attentionmaryland.org](http://www.attentionmaryland.org).

Statewide Forms: MSDE health services specialists are working on a state form for medications and one for diabetes management. They are currently being reviewed. Reports of physician's offices charging parents to complete these forms have surfaced. The COSH of AAP is investigating this issue.

Legislation: It is anticipated that this will be a very busy session. SHS topics may include physical activity and school nutrition legislation, funding for SBHCs through community centers federal funding and YRBSS.

**5. Local School Health Councils.** Maura Rossman, Chair.

**6. Physical Education.** Linda Coons, Chair.

**7. Program.** Mary Keene, Chair.

See "OLD BUSINESS – Fall Conference Evaluation"

**8. Public Relations / Awards.** Eric Fine, Chair.

Awards were presented at the Fall Conference on November 19, 2003:

Leadership: Gayle V. Amos, Baltimore City Public Schools.

Janet W. Neslen, MD, MPH, Carroll County Health Department, Retired.

Kathleen H. Wise, LCSW-C, Healthy Families Dorchester.

Program: Active for Life Program - Baltimore County Public Schools

Successful Schools: School-Based Mental Health - Baltimore County Public Schools

Tuberculosis Prevention - Baltimore County Public Schools

Ellen Bosley suggested that a blurb concerning the winning individuals and programs be posted on our website.

Susan Kelly suggested that a letter of appreciation be sent to Beverly Stump, Deputy Health Officer and Thomas M. Thomas, Health Officer – both of Harford County – for their dedicated efforts in the interest of school health.

**9. School Environment.** Susan Kelly, Chair.

**10. Staff Wellness.** Karen Heinrich, Chair.

**11. Student Services.** Louise Fink, Chair.

**To be included on the website:**

- 1) Minutes from our October 15, 2003 meeting,
- 2) Awards presented on November 19, 2003,
- 3) Announcement of our next Regional Meeting.

The Chair adjourned the meeting at 3:05 p.m.

**Attendance 12-17-03:** Donna Mazyck  
Teresa M. Albright Louise L. Fink  
Eric M. Fine, M.D. Karen Heinrich  
Susan Kelly Susan Reiman

Marge Hoffmaster

Maura Rossman

Ellen Bosley

Maria Teresa Schaeffer

Michele Prumo

Darby Ashmore

Barb Sullivan

Karabelle Pizzigati

Respectfully submitted,

*Teresa M. Albright*

Teresa M. Albright, B.S., M.Ed., Secretary

**MARYLAND STATE SCHOOL HEALTH COUNCIL  
EXECUTIVE BOARD MEETING**

ATTENDANCE: Date: Dec. 17, 2003

Please print!

<u>NAME</u>	<u>ORGANIZATION</u>
TERESA M. ALBRIGHT	INSTA
Louise L Fink	BCPSS
Maura Rossmann	BCHD
ERIC M FINE, MD	BEDH / MED CH
Karen Heinrich	BCRS
Ellen Bosley	MSDE
SUSAN KELLY	MD ASSOC. LOCAL ENV. HEALTH DIR
Susan Reiman	HCPS
Maria Teresa Schaeffer	MSDE
DONNA Mazyck	MSDE
MARIE HOFFMASTER	CARROLL COUNTY PUBLIC SCHOOL
Michelle Primm	BCPS
DARBY ASHMORE	CCPS / WEBMASTER MD SDC
BARB SULLIVAN	BCPS
Karabelle Pizzigati	MSBE

Please print!

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: October 15, 2003**

**Welcome and Call to Order:** The meeting was called to order by Council Chair, Michele Prumo, R.N., M.S., at 1:10 p.m., at the Greenwood Office – Baltimore County Board Room A.

10-15-03

**Introductions:** All present were welcomed and invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of September 17, 2003, were accepted with the following correction to the reference to the Chair's Report: "Roe Davis was welcomed as a member of the Executive Board. She was appointed by OCYF to represent the Local Management Board".

**Treasurer's Report:** Betsy Gallun. The report, reflecting a balance of \$11,127.75, as of October 15, 2003, was accepted.

**Maryland Healthy Schools Coalition Report:** The membership list is being updated.

**Chair's Report:**

A proposed version of our new stationery was distributed and is included with these Minutes. It was accepted with changes as follows: Letterhead to include our website address under the Council name, and correcting to "Maryland State Department of Health and Mental Hygiene"; the Executive Board to include "Governor's Office for Children, Youth and Families".

Responses (for appointments) are still being received from Superintendents and Health Officers. Continuing to pursue ideas for getting information to parents.

**OLD BUSINESS:**

**Update Website:** Maura Rossman.

The contract went out over the summer; Maura is working on getting it returned by the webmaster.

The following will be forwarded to the webmaster: names of officers, members of the Executive Board and General Body, meeting schedule, events, and fact sheets.

**Program for Annual Fall Conference, November 19, 2003:**

Large rooms are available as well as many rooms for small groups. Ellen Bosley suggested that we have a plan for networking at the tables. Expenses will be the food for continental breakfast and lunch and fee for the speaker, Rosanne Torpey, RN, MS Ed, Nursing Specialist, Sheppard Pratt Health System. AV equipment will be available at no cost.

The agenda was reviewed. The speaker will present in a large room with theater-style seating. Lunch will be served in a separate room and will be followed by the General Body business meeting. Eric Fine and Maura Rossman will plan for small groups for the Regions. Eric Fine will be in charge of the small-group process concerning listing and prioritizing recent needs assessments.

The Chair reviewed the various responsibilities and the contents for the packets.

**NEW BUSINESS:**

**Regional Meeting:** Plans for the next several meetings were discussed.

November 19, 2003, will not be in P.G. County; it will be the Fall Conference at Loyola.

December 17, 2003, will be the regular Executive Board Meeting at Greenwood, Towson.

The weather will be considered when planning the Regional Meetings. P.G. Co. will be given a choice of March or May. Cecil Co. may want the other month.

## **COMMITTEE REPORTS:**

The following reports include announcements shared at the meeting as well as reports submitted.

### **1. Family & Community Partners. Maria Schaeftér, Chair.**

A Fact Sheet "Take 15 for the Family", planned for the MSDE website, was distributed and is filed with these Minutes. This is a family literacy initiative; the goals are to build awareness among parents that involvement in their children's education is critical and to provide resources that make this involvement easy and fun.

There was discussion about how to use fact sheets and our committee involvement.

### **2. Food and Nutrition Programs. Ellen Bosley, Chair.**

"Overweight / Obesity" issues continue to be of concern.

Helpful fact sheet information should include definitions, how schools are involved, and resources.

"Action for Healthy Kids": The presentation format was circulated and is filed with these Minutes.

Three goals were endorsed by the State Board on September 23, 2003:

Time to eat at reasonable times, integration of nutrition education, and daily physical education.

"State Legislation to Improve School Foods and Beverages", a report listing the bills in various states, was circulated and is filed with these Minutes. California and West Virginia are the most progressive.

### **3. Health Education. Barbara Sullivan, Chair.**

No report.

### **4. Health Services. Vickie Taliaferro, Chair. Donna Mazyck reporting.**

School Health Guidelines: Schedule set for development and review for this school year, including emergency planning for school nurses, delegation, and retention of records, among others.

Fact Sheets will be developed for MSSHC website; they will include role of school nurse with students who have chronic diseases.

Diabetes Training. Regional training is scheduled for this school year for school nurses (training as trainers) using Pediatric Education for Diabetes in Schools through a grant provided by Mercy Medical Center.

TEAM Nutrition Training: Teams of school nurses and health educators will attend regional train the trainer sessions on the new Maryland Tool Kit for High School.

ADHA Website Press Event: On October 23, at Owings Mills Elem. School, co-chairs of the recently sunset ADHD Advisory Council, along with Dr. Grasmick, Sec. Garland, and Dr. Edwards, will unveil the new ADHD website, [www.attentionmaryland.org](http://www.attentionmaryland.org), managed at MSDE.

Statewide Forms: MSDE health services specialists are working on a state form for medications and one for diabetes management; they are currently being reviewed.

HIPAA: School nurses continue to have challenges with the release of information needed from health care providers for management of students with health concerns and for immunization information.

Blood glucose testing in classrooms: Current information compiled from local school health services programs. More discussion to follow.

### **5. Local School Health Councils. Maura Rossman, Chair.**

No report.

### **6. Physical Education. Linda Coons, Chair.**

A Health Symposium will be held in Carroll County on October 23, 2003. Issues will include "Totally Awesome Strategies for Teaching about the Risks of Tobacco" An agenda was distributed and is filed with these Minutes.

(Committee Reports, continued)

**7. Program.** Mary Keene, Chair.

See OLD BUSINESS, Program for Annual Fall Conference, November 19, 2003.

**8. Public Relations / Awards.** Eric Fine, Chair.

Awards will be presented at the Fall Conference in November. Nomination solicitations have been mailed out; those returned will be reviewed by the committee which includes Teresa Albright, Ellen Bosley, and Marge Hoffmaster.

**9. School Environment.** Susan Kelly, Chair.

In the aftermath of Hurricane Isabel, schools could have experienced hurrican-related problems. In general, the following were the most common environmental health issues for residential, commercial, and institutional properties, *including schools*:

- Impact on the water supply in some areas that were inundated during the storm,
- Flooded on-site disposal systems, and sanitary sewer overflows,
- Spoiled food in areas without electricity or emergency backup, and
- Mold and mildew.

DHMH and MDE provided information about flood recovery on their web sites. Staff from local health departments provided assistance and follow-up where necessary.

Susan Kelly and Pat Balducci will prepare a MSSHC Fact Sheet on *Indoor Air Quality*.

( Note: Susan Kelly is unable to attend the MSSHC Nov. meeting due to meeting of the Environmental Health Directors. Pat Balducci is unable to attend in Nov. due to vacation.)

**10. Staff Wellness.** Karen Heinrich, Chair.

A packet concerning the promotion of the "Active for Life" program was distributed and is filed with these minutes. The information includes explanations, forms for record keeping and evaluation, and deadlines. It is suggested that the planning begin now, with the specific activities beginning February 18, and concluding April 18. Wrap-up activities extend to May-June.

It was suggested that Karen prepare a fact sheet (for our website) to introduce the program and describe some of the options. Elizabeth Crosby suggested that it could be broadened to include other groups, using additional links.

**11. Student Services.** Louise Fink, Chair.

No report.

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The Chair adjourned the meeting at 3:00 p.m.

**Attendance 10-15-03:**

Teresa M. Albright	Michele Prumo	Mary Keene	Donna Mazyck
Barbara Masiulio	Linda Coons	Marge Hoffmaster	Dianna Davis
Donna Behrens	Cheryl DePinto	Karen Heinrich	Mardel Knight
Maura Rossman	Elizabeth A. Crosby	Marsha Freed	Eric M. Fine, MD, MPH
Ellen Bosley	Joan Stine	Susan Kelly	Maria Schaeffer

Respectfully submitted,

*Teresa M. Albright*  
Teresa M. Albright, B.S., M. Ed., Secretary



**MARYLAND STATE SCHOOL HEALTH COUNCIL  
EXECUTIVE BOARD MEETING**

ATTENDANCE: Date: October 15, 2003

Please print!

<u>NAME</u>	<u>ORGANIZATION</u>
TERESA M. ALBRIGHT	MSTA
Michele PRUMO	BCPS
Mary Keene	MACD
Donna Mazyck	MSDE
<del>Michelle</del> Barbara Masulio	MSDE
Linda Coons	CCPS
MARGE HOFFMASTER	CCPS
Shanna Davis	MD Council P.N. Nurse Director
Donna Behrens	GOCHF
Cheryl De Pinto	DHMH
Karen Heinrich	BCPS
MARCEL KNIGHT	MDE
Maura Rossman	BOHD
Clyde A. Crosby	Maryland PTA
Marsha Freed	MASHN
ERIC M FINE, MD, MPH	MED-CHI
Ellen Bosley	MSDE
JOAN STINE	DHMH
SUSAN KELLY	MD ASSOC LEHD
MARIA SCHAEFFER	MSDE

Please print!

FINANCIAL TRANSACTIONS For YEAR 2003 - 1/2003 - 10/2003

1/8/2003	Conference	\$5,464.41	Turf Valley Resort		\$17,572.22	Final Pymt Fall Conf	777
1/8/2003	Conference	\$836.00	Total Audio-Visual		\$16,736.22	AV for Fall Conf	778
1/8/2003	Speaker	\$857.30	James Garbarino		\$15,878.92	Expenses - travel	779
1/8/2003	Deposit			\$1,655.00	\$17,533.92	Conf registrations	
1/15/2003	Deposit			\$205.00	\$17,738.92	Conf. Registration	
2/13/2003	Deposit			\$650.00	\$18,388.92	Conf. Registration	
2/20/2003	Speaker	\$386.27	Nancy Brenner		\$18,002.65	Travel Expense	781
4/29/2003	Deposit			\$955.00	\$18,957.65	Conf. registration	
5/6/2003	caterer	\$169.95	Scittino's		\$18,787.70	lunch for meeting on 11/21/02	782
5/6/2003	caterer	\$20.00	Scittino's		\$18,767.70	paper goods	783
7/14/2003	U of MD	\$7,500.00	Center for School Mental Health		\$11,267.70	SHIP	784
10/15/2003	Michele Prumo	\$139.95	Web-site		\$11,127.75	reimbursement	785

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: September 17, 2003**

**Welcome and Call to Order:** The meeting was called to order by Council Chair, Michele Prumo, R.N., M.S., at 1:10 p.m., at the Greenwood Office – Baltimore County Public Schools, Board Room A.

**Introductions:** All present were welcomed and invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of June 18, 2003, were accepted as distributed.

**Maryland Healthy Schools Coalition Report:** Joe Leake, Co-chair.  
The Coalition met in late Spring. There is a new membership database. The website is up and running. A silent auction will pay for the website. Register online at [www.marylandhealthyschools.net](http://www.marylandhealthyschools.net).

**Chair's Report:**

Our website will be renewed for the next seven years for the special offer of \$136.

An update on strategies was sent to ASHA.

Letters have been sent to all Superintendents and Health Officers concerning appointment or reappointment of representatives to the General Body. Responses are coming in.

We need to discuss how to stagger terms for General Body representatives.

Roe Davis was welcomed as a member of the Executive Board, representing OCYF. She has been appointed to the Local Management Board.

Our revised Bylaws reflect the following substantive changes:

Extends the term of office for Past Chair, Chair, and Vice Chair to two years instead of one,

Eliminates the office of Second Vice Chair,

Requires the current officers to serve one more year, and

Is effective for officers beginning their terms in January 2005.

Michele Prumo represented MSSHC at The Maryland State Coordinated School Health Conference held at Timonium.

**OLD BUSINESS:**

**SHIP 2003 Report:** Mary Keene.

Everyone was pleased. A written report will be available for our next meeting.

October 28, 2003, is the first planning meeting for SHIP 2004, which is planned for August 2 – 6, 2004.

Donna Mazyck expressed thanks to Maria Schaeffer, Barbara Sullivan, and Betsy Gallun for their work with MSDE to secure credit for teachers.

Michele Prumo thanked Eric Fine for chairing the General Body Meeting in her absence.

**Joint Meeting Report:** Michele Prumo.

The Chair reviewed the structure for the meeting held on July 9, 2003, which lasted for a little over one hour. All three agencies were supportive, see us as a viable body for outreach, appreciated the priorities listed with dollar amounts, are looking to us to carry out our priorities, and appreciate our partnership with SHIP. Thank-you letters will be sent to the three Secretaries.

## **NEW BUSINESS:**

### **Discussion of Priorities for 03-04:**

Copies of a chart, "MSSHC Priorities for 2003 – 2004", were distributed; one is filed with these Minutes. The priorities were designated as a result of our Planning Retreat held in May. After the listing of our three purposes, the chart shows our seven priorities, with a timeline and cost for each, noting the purpose(s) addressed by each priority.

#### **Priorities:**

- #1. Revise Bylaws: Completed.
- #2. Website: Maura Rossman reviewed our expectations for the website (cited in earlier minutes) which was created one year ago. A signed contract is to be returned by the webmaster for work which will begin in October.
- #3. Regions: A meeting schedule was distributed with the Meeting Agenda. The Chair will contact the Prince Georges County representative regarding the plan to meet there in November 2003, for the Southern Regional Meeting. An explanation was given concerning the plan for a Regional Meeting; lunch will be provided by MSSHC. The December meeting date is tentative.
- #4. Website Information Sheets: Sheets concerning Backpack Safety and Sun Safety are already on the website. Each Committee Chair will identify a current issue for a website fact sheet. All committee chairs will declare their "hot topic" at our October meeting.

Eric Fine suggested that we add our web address to our letterhead. It was noted that we should redo our letterhead, adding OCYF, as well. These will be completed.

Maria Schaeffer shared that "family friendly" businesses are being identified; the Committee Chairs will confer with her. She noted that soon there will be a planned outreach with PTA.

Interest was expressed concerning outreach to parents using the website and also identifying other possibilities. Elizabeth Crosby said that MSSHC could have a table at the PTA Conference in November; she requested a definitive way to get out information. The PTA and Michele will discuss how to reach parents. We will be a conduit.

Michele will talk to the Maryland Business Roundtable.

- #5. SHIP
- #6. Fall Meeting (to be discussed later)
- #7. Marketing Website: Karen Heinrich will chair committee to brainstorm how to market.

## **COMMITTEE REPORTS:**

Because it was nearing time to close the meeting, all Committee Chairs, with the exception of "Program", were asked to submit a written report to the Secretary so that the information could be included with the Minutes.

### **1. Family & Community Partners. Maria Schaeffer, Chair.**

Brochures were distributed:

"Creating an Accessible Pre-K Classroom with Assistive Technology, a Make-and-Take Workshop to support Inclusive Preschools", October 25, 2003 (MSDE).

"Achievement Matters Most - Maryland's Plan for Every Student", describing the goals for Maryland public education: 1) High Achievement, 2) Effective Instruction, 3) Outstanding Teachers and Principals, 4) Safe Schools, and 5) Involved Parents.

**2. Food and Nutrition Programs.** Ellen Bosley, Chair.

All present were invited to attend the State Board Meeting on September 23, 2003.

Information sheet, "Maryland Action for Healthy Kids", was distributed. An initiative, by the same name, was launched in October 2002, to advance sound nutrition and physical activity practices in schools across the country. Currently there is both a national and local epidemic of childhood obesity, accompanied by a rise in the number of youth with Type 2 diabetes.

Work is being done with schools to achieve three goals from the Surgeon General's *Call to Action to Prevent and Decrease Overweight and Obesity*. They address 1) pre-K – 12 nutrition education, 2) schedule for school meals, and 3) daily physical education for pre-K – 12.

**3. Health Education.** Barbara Sullivan, Chair. (No report)

**4. Health Services.** Vicki Taliaferro, Chair. (No report)

**5. Local School Health Councils.** Maura Rossman, Chair. (No report)

**6. Physical Education.** Linda Coons, Chair. (No report)

**7. Program.** Mary Keene, Chair.

Following a general discussion concerning the 2003 Fall Meeting, it was decided that: The date should be November 19 (or 18, or 20).

Tentative schedule should be: Registration 9-10 a.m. // Speaker 10:15 – Lunch // Lunch // Overview and Comments on Priorities of (the 3) State Agencies // (General Body) Business Meeting with Regions Reporting // Awards. (ending at 3:30 p.m. or before)

The final agenda will be available at our October meeting.

Michele will email a "hold-that-date" notice to the Executive Board. General Body representatives will be asked to supply email addresses for others.

**8. Public Relations / Awards.** Eric Fine, Chair. (No report)

**9. School Environment.** Susan Kelly, Chair. (No report)

**10. Staff Wellness.** Karen Heinrich, Chair.

Karen is currently putting the finishing touches on the Active For Life program for Spring 2004. Promotion of the program will begin in November. Everyone is invited to join in the event. The eight-week program will run from Monday, February 23 through Sunday, April 18. The cost of this event to the employer is minimal (i.e. copying of paperwork, optional incentive prizes). A hard copy of all needed paper work will be provided. Please contact her if you are interested: Work: 410-8776397, Email [Kheinrich@bcps.org](mailto:Kheinrich@bcps.org)

**11. Student Services.** Louise Fink, Chair.

Upcoming events:

Maryland School Psychologists pre-conference:

Thursday, October 16: Wechsler Intelligence Scale for Children 4<sup>th</sup>. Dr. Andrea Hogarth, and  
Friday, October 17: "A Framework for Understanding Poverty", Ruby K. Payne, PhD.

Contact: MSPA 2500 Ailsa Avenue, Baltimore, MD 21214.

Center for School Mental Health Assistance:

The Eighth National Conference on Advancing School Based Mental Health, "Mental Health in  
Schools: Doing What Works", October 23 – 25, Portland Oregon.

Contact: CSMHA 410-706-0980.

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The Chair adjourned the meeting at 3:00 p.m.

Attendance: 9-19-03:

Michele Prumo  
Jen Weil  
Louise L. Fink  
Karen Heinrich  
Joe Leake

Mary Keene  
Maria Schaeffer  
Maura Rossman  
Pat Balducci  
Robert Jones

Helen Monk  
Vanessa Harris  
Donna Behrens  
Linda K. Coons  
Roe Davis

Donna Mazyck  
Cheryl DePinto  
Elizabeth Crosby  
Teresa M. Albright  
Ellen Bosley

Respectfully submitted,

*Teresa M. Albright*

Teresa M. Albright, B.S., M.Ed., Secretary

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: June 18, 2003**

**Welcome and Call to Order:** The meeting was called to order by Council Chair, Michele Prumo, R.N., M.S., at 1:00 p.m., at the Greenwood Office – Baltimore County Public Schools, Board Room A.

**Introductions:** All present were welcomed and invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of May 14, 2003, were accepted as distributed.

**Treasurer's Report:** Betsy Gallun. The report reflecting a balance of \$18,957.65, as of June 18, 2003, was accepted.

**Maryland Healthy Schools Coalition Report:** (No report)

**OLD BUSINESS:**

**Physical Education Committee Chair Vacancy:** The newly appointed Chair is Linda Coons, Assistant Supervisor of Health and Extracurricular Activities, Carroll County Public Schools (410-751-3056). There are several additional individuals who are willing to be an alternate or to serve on the committee.

**Second Vice Chair Vacancy:** If the proposed Bylaw amendments are accepted, this office will be omitted.

**School Health Interdisciplinary Program 2003 Report:**

Michele will draw up a letter of announcement for the MSSHC General Body Meeting and Luncheon which will be July 23, 2003, at Turf Valley, during the time of SHIP 2003. Reservations need to be sent in along with \$35. if person is attending just the meeting and luncheon.

Mary Keene is in charge of the display about the Council.

"Tent" cards with information about the Council will be placed on the dining tables.

**Ad Hoc Bylaws Committee:** Mardel Knight, Chair.

Copies of the proposed amendments were distributed. There were several grammatical changes which do not alter the substance of the bylaws. The following reflect the new language for the substantive changes proposed for ARTICLE VI and an addition to ARTICLE XI, Section 3:

(Proposed Bylaws amendments, continued)

**ARTICLE VI: OFFICERS OF THE MARYLAND STATE SCHOOL HEALTH COUNCIL**

*On January 1, 2004, the Officers, Chairperson, Vice Chairperson, and the Past Chairperson, currently serving for 2003, shall serve one more year.*

*The officers of the council shall include a Chairperson, Vice Chairperson, Secretary, Treasurer, and Past Chairperson.*

*The Secretary and Treasurer shall each serve a three-year term. The next term begins January 1, 2005.*

*Beginning January 1, 2005, the Chairperson, Vice Chairperson, and Past Chairperson shall serve a two-year term.*

*From a slate proposed by the Nominating Committee, the Executive Board shall elect from among its members, a Vice Chairperson, a Secretary, and a Treasurer.*

*Beginning January 1, 2005, the Vice Chairperson shall serve for two years; after a two-year term, the Vice Chairperson will become council Chairperson for a two-year term, and shall then serve on the Board for two years, ex officio, as Past Council Chairperson.*

*The Vice Chairperson serves as the Program Committee Chairperson.*

*If the appointment to the Board of an officer concludes prior to the fulfillment of the officer's elected term, that officer's continuance in office will be subject to reappointment by the respective appointing agency. In the event that an officer is not reappointed or is unable to complete his term in office, the Board will elect a member to complete the unexpired term. If the vacancy involves the Vice Chairperson or the Chairperson, the officers will progress to fill the vacancy, and the Board will elect a new Vice Chairperson, as described above.*

*Appointed representatives of the state agencies (DHMH, MSDE, OCYF) may be elected to serve as Treasurer or Secretary but may not be elected Vice Chairperson or Chairperson.*

and,

Adding to the language of ARTICLE XI, Section 3, Committee Reports:

*...The chairperson will also provide a copy of these reports to the Secretary.*

A motion was made by Eric Fine, seconded by Maura Rossman and passed, that the Executive Board approve these amendments. Michele Prumo will send to the members of the General Body a copy of the Bylaws, showing the proposed amendments. The mailing will occur in accordance with the thirty-day allowance prior to the meeting of the General Body, at which time the vote on the amendments will take place.



**NEW BUSINESS:**

**Action Plans to Meet Priorities:**

“Plan of Action” (covering 1 and 2) was distributed by Michele Prumo. Following discussion, consensus was reached on the following plans:

- 1) Website costs: Registration \$35./yr., Host site on server: \$25./mo. x 12 mo. = \$300./yr.,  
Webmaster - \$25./hr (guarantee 4 hours per month) = \$1200., Miscellaneous = \$200.  
Total = \$1735. - \$2000.

Michele and Maura Rossman will meet with the webmaster to begin in August or September.

- 2) Committees: With the exception of the Program and Public Relations/Awards Committees, each committee will be allowed \$100. (+ or -) from the council budget to cover printing and other costs: \$100. x 10 = \$1,000.). During the year, each committee will write at least one fact sheet for the website.

- 3) **Local School Health Council Development.** Consensus was also reached concerning the plan for Local School Health Council Development submitted by Penny Bramlett, Marge Hoffmaster, and Helen Monk; they had been asked to work on this following our May meeting. Copies of the plan were distributed; it included details in the areas of Regional Meetings, Agenda, Expenditure, and Technical Support. The complete report is filed with these Minutes.

- 4) **Meeting Schedule:** A list of Proposed Meeting Dates for 2003 – 2004 was distributed. After discussion, it was decided to schedule three Regional Meetings, with possibility of an extra time. The tentative schedule is:

September 17, Greenwood;      October 15, Greenwood;      November 19, Southern Region-P.G. County;  
December 17, Greenwood;      January 21, Greenwood;      February 18, Greenwood;  
March 17, Upper Shore Reg.;      April 21, Greenwood;      May 19, Lower Shore Region;  
June 16, Greenwood.

- 5) **Public Relations / Awards Committee:** Eric Fine, Chair of the committee, suggested that \$400. be allowed for the awards program; consensus was reached.

- 6) **Charting the Future:** Michele will create a spreadsheet for the budget and show who is responsible for the various items.

**July 9 Meeting with Department Secretaries of DHMH, MSDE, OCYF:** Michele Prumo, Mary Keene, and Maura Rossman will represent The Council. In addition to the proposed outline which was distributed and filed with these Minutes, “Need for continued funding support” was an expressed concern. It was suggested that for next year’s Joint Meeting, the information on the issues be gleaned from our Regional Meetings.

Diane Gordy suggested that the Secretary of Dept. of Human Resources be invited to attend. Michele Prumo will write a letter concerning the meeting, expressing appreciation for Diane’s work, and discuss the level of support possible from DHR.

Bob Jones expressed concern for the continued need for improvement for oral health; he suggested that the issue be raised.

Maura Rossman suggested that the website be promoted, including explanation of the constructive action the Council is taking concerning various issues.

See Committee Reports below for one “hot topic” goal from each committee to share on July 9.

## COMMITTEE REPORTS:

### **1. Family & Community Partners. Maria Schaeffer, Chair.**

**Goal:** Presentation on plans for Family and Community Involvement, use of libraries and other institutions where they are invited, perhaps using the Regional Meetings.

Maryland's Plan for Family, School and Community continues to be well received. Five thousand copies have been disseminated to schools, PTA, libraries, organizations, etc.

Take 15 for the Family continues to grow. Over the next few months, we will be working in the second phase, which will be to target businesses.

In the future, presentations will be made to librarians about family involvement issues and how to connect with community resources.

### **2. Food and Nutrition Programs. Ellen (Green) Bosley, Chair.**

**Goal:** Obesity reduction.

Action for Healthy Kids Maryland met on June 17, 2003, and discussed our roles and responsibilities along with our strategic plans. Information from the Action for Healthy Kids website was distributed; a copy is filed with these Minutes.

School and Community Nutrition Programs Branch participated in Hunger Awareness Day on June 5, 2003, by working with Maryland Food Bank. We distributed literature on our summer food service program and collected funds for Maryland Food Bank, an emergency program to feed the hungry.

### **3. Health Education. Barbara Sullivan, Chair.**

**Goal:** State Collaborative on Assessment and Student Standards, working with MAPHERD and MSDE.

### **4. Health Services. Vicki Taliaferro, Chair.**

**Goal:** Emergency planning and HIPAA.

**School Health Guidelines:** A very productive year.

**Final reviews:** "First Aid Manual", "Anaphylaxis", and "Private Duty Nurse Guideline".

**Working on:** "School Health Orientation Manual", "AED", "Disaster", "Delegation", and "Retention of Records".

**Confidentiality Guidelines:** Draft should be available by Fall for presentation at all student services supervisors meeting.

**HIPAA:** Working with AGs office to clarify some issues surrounding HIPAA and schools. SBHCs are pretty straightforward but issues surrounding release of immunization records, medication orders, faxes, and re-release of medical information are issues with HIPAA and sometimes conflict with FERPA.

**ADHD Advisory Council** will sunset in July. MSDE is preparing a guideline for school staff on ADHD with a companion parent manual coming out soon. The Council is setting up a website that will have FAQs, links, and other info for educators, parents and practitioners.

**Lead Regulations** will impact schools this fall and require additional work for school nurses. Forms are being delivered to jurisdictions.

### **5. Local School Health Councils. Maura Rossman, Chair.**

(See information on page 3.)

### **6. Physical Education. Linda Coons, Chair. (Chair is newly appointed. Ideas will be developed.)**

**7. Program.** Mary Keene, Chair.

We will have a General Body Meeting in the Fall, 9 a.m. to 12 noon. It is planned to be a one-room meeting with possibly six breakout rooms for the Regions. Turf Valley requires a 15-room reservation, so we will not be using that location. The committee will be meeting to plan the program.

**8. Public Relations / Awards.** Eric Fine, M.D., Chair.

Goal: To recognize contributions to CSHP in the categories of Leadership (individual, for over many years), Achievement (individual, for past school year), and Program (group, for past school year.)

There was discussion concerning the possibility of expanding the awards to include a student.

**9. School Environment.** Susan Kelly, Chair.

Goal: To update the fact sheets.

Information will be developed to address indoor air quality.

**10. Staff Wellness.** Karen Heinrich, Chair.

Goal: To include the "Active for Life" program on our website and to address Obesity / Inactivity and Body Composition Analysis.

Individuals are invited to send ideas concerning staff wellness programs they are using.

**11. Student Services.** Louise Fink, Chair.

Goal: Include on the website a list of student services groups, conferences and topics so that people from other disciplines can access the information.

**Announcements:**

Louise L. Fink will be the recipient of the 2003 Paula Hamburger Memorial Award sponsored by the Mental Health Association of Maryland and the ALH Foundation. The award will be presented on June 27, 2003.

Betsy Gallun announced the meeting, Coordinated School Health Programs: The Heart and Soul of Student Success, June 23 – 25, 2003, at Holiday Inn – Select, Timonium. Information describing the sessions was distributed and is filed with these Minutes. All were invited to come to the program.

Plans for Executive Board Meetings: A two-hour time is planned; speakers will be limited to fit into that format. Committee reports will be in writing and will be given to the Secretary; "Hot topics" will be announced.

The Chair adjourned the meeting at 3:30 p.m.

**Attendance: 6-18-03:**

Michele Prumo	Susan Kelly	Pat Balducci	Dianna Davis
Penny Bramlett	Sharon Doughty	Helen Monk	Maura Rossman
Betsy Gallun	Karabelle Pizzigati	Marsha Freed	Mardel Knight
Diane W. Gordy	Cheryl DePinto	Karen Heinrich	Eric M. Fine, M.D.
Teresa M. Albright	Ellen (Green) Bosley	Barb Sullivan	Mary Keene
Maria Teresa Schaeffer	Louise L. Fink		

Respectfully submitted,  
*Teresa M. Albright*  
Teresa M. Albright, B.S., M. Ed., Secretary

**MARYLAND STATE SCHOOL HEALTH COUNCIL  
EXECUTIVE BOARD MEETING**

ATTENDANCE: Date: June 18, 2003

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<u>NAME</u>	<u>ORGANIZATION</u>
Michelle Prumo	Balto Co. P.S
Susan Kelly	ENVIR. HEALTH DIRECTORS / HARFORD Co
Pat Bonducci	Health Services / HCAID
Nianna Lewis	Carroll Co. Health Dept.
Penny Bramlett	Carroll Co. Health Dept
Sharon Dougherty	Prince George's County Health Dept.
Helen Monk	Fredrickle Co. Public Schools
Maura Rossman	maura.rossman@baltimorecity.gov
Betsy Gallun	MSDE
Karabelle Pizzigati	MSBE
T. Marsha Freed	MASHN
Mardel Knight	MDE
Diane W. Gordy	DHR.
Cheryl De. Prike	DHMH
Karen Heinrich	BCPS
ERIC M FINE, MD	MED-CHI
TERESA M. ALBRIGHT	MSTA
ELLEN BOSLEY (MAIDEN NAME GREW)	MSDE
BARB SULLIVAN	BCPS
Mary Keene Mary Keene	MA CD
Maria Teresa Schaeffer	MSDE
Doni & Jim	BCPSS

5-14-03

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: May 14, 2003**

**Welcome and Call to Order:** The meeting was called to order by Council Chair, Michele Prumo, R.N., M.S., at 1:10 p.m., at the Greenwood Office – Baltimore County Public Schools, Board Room A.

**Introductions:** All present were welcomed and invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of March 19, 2003, were accepted as distributed. (There was no April meeting.)

**Announcement (New Business):** The Joint Resolution on Skin Cancer Prevention was signed by Council Chair, Michele Prumo, on April 23, 2003. The document calls for professionals, parents, and other partners in the fields of education and health across Maryland to join with the Maryland State School Health Council in a renewed commitment and effort to educate and raise awareness of all the citizens of Maryland about the importance of adopting sun-safe behaviors. The Resolution is filed with these Minutes.

**Treasurer's Report:** Betsy Gallun. The report reflecting a balance of \$18,957.65, as of May 14, 2003, was accepted.

**Maryland Healthy Schools Coalition Report:** Joseph Leake, Co-chair. The website is updated and running. The Coalition supports the Cancer Prevention Resolution. There is a need to strengthen the relationship between the MSSHC and the Coalition; perhaps a joint General Body meeting could be planned.

**OLD BUSINESS:**

**Physical Education Committee Chair Vacancy:** Awaiting responses.

**Second Vice Chair Vacancy:** This is on hold. (See first item under "New Business" .)

**SHIP 2003 (School Health Interdisciplinary Program):** Betsy Gallun reporting. The brochures are out; one was displayed. Continuing Education Credits are available in many areas. Copies of the brochure, downloaded from the website, were distributed.

**NEW BUSINESS:**

**Joint Meeting:**

A Joint Meeting is scheduled for July 9, 2003; the Council will be represented by the Chair, Future Chair (currently First Vice Chair), and the Past Chair. During our June meeting, we will draft an overview of Council activities and plans representing our priorities.

**Appointment of Ad Hoc Bylaws Committee:**

The Executive Board participated in a Retreat for Strategic Planning, on May 6, 2003, 9:30 a.m. – 1:00 p.m., at the Assessment Center at Rolling Road, 901 South Rolling Road, Baltimore, MD. The purpose of the meeting was to generate ideas which could be brought back to the Council.

One of the suggestions was to consider the succession of Council Chairs to exclude “Second Vice Chair” and have only “Vice Chair”. Also expressed was the need for the Chairs to serve for two years instead of one year.

A motion was made by Teresa Albright, seconded by Susan Reiman, and unanimously passed, that

- (1) those currently serving as First Vice Chair, Chair, and Past Chair serve for one more year,
- (2) that the office of Second Vice Chair be abolished, and
- (3) that the offices of Chair, Vice Chair, and Past Chair be for a two-year term.

This will be given to the Bylaws Committee to propose revised language in the Bylaws and be brought back to Council.

The Chair appointed an Ad Hoc Bylaws Committee to consider the motion and any other amendments: Mardel Knight (Chair), Teresa Albright, Betsy Gallun, and Eileen Spangler. Eric Fine will be invited to participate since he had chaired the previous committee. A report will be brought to our June meeting.

**Report from MSSHC Retreat: (See “Appointment....” above.)**

The Minutes of the Retreat were distributed and accepted. The Chair reviewed the process used at the Retreat; we will set priorities which we can accomplish.

An outline of Priorities for Consideration was distributed.

The following suggestions were made:

For each new Chair term, have a meeting for developing a Strategic Plan to guide direction on issues.

Perhaps invite an outside facilitator.

Set a *few* goals/objectives, and be committed to them.

Work with the Coalition.

University of Maryland Law School students may be able to assist and work with the Coalition;

Joan Stine and Joseph Leake will look into this.

Use the Council website.

In planning conferences, consider those we serve and our funding sources.

Review the procedure for awards.

Look to the Local School Health Councils to learn what has been helpful and how to improve; consider strategies for hearing concerns.

Consider having Regional training meetings in the place of the Fall Conference.

(New Bus.: Retreat Report, continued)

Based on the suggestions, the Chair suggested the following course of action:

1. Website: Maura Rossman will bring to the June meeting information about the cost of maintaining it.
2. Local School Health Council development: A link will be provided on the website. Michele Prumo will email the Executive Board members. Marge Hoffmaster, Penny Bramlett and Helen Monk will work on this.
3. Conferences:
  - SHIP 2003 including our General Body Meeting along with lunch on Wednesday, July 23, 2003 – (Remember to send in registration.)
  - Fall Conference – 2003: Awards will be presented at the end of lunch.  
It may be possible for MSSHC and Coalition to meet during different times on the same day, with separate advertisements. Mary Keene will reserve Turf Valley for one day.
4. Joan Stine will talk with the Dean of the Law School regarding work with the Coalition, phone conference with some of us for ideas, and will get back to the Coalition.
5. Consider the Council Budget as a necessary piece of our priority plan.
6. Our Bylaws should include The Strategic Plan process for each time we have a new Chair.

## COMMITTEE REPORTS:

### **1. Family & Community Partners.** Maria Schaeffer, Chair.

The "Take 15" initiative continues to grow. There are three PSAs running on Channel 11.

Maryland's Plan for Family, School, and Community Involvement, a 48-page illustrated book, will be released May 15, 2003. Copies were distributed. The document provides goals, strategies and possible activities for reaching academic success for all students.

### **2. Food and Nutrition Programs.** Ellen Green, Chair.

### **3. Health Education.** Barbara Sullivan, Chair. (Betsy Gallun reporting)

### **4. Health Services.** Vicki Taliaferro, Chair.

School Health Guidelines: A very productive year.

Have distributed: "Oxygen", "Health Room Facilities", "HIV/BBP", "Communicable Diseases", "CNA Training", "Asthma", and "Special Needs".

Final Reviews: "First Aid Manual", "Anaphylaxis", and "PDN Guideline".

Working on: "SH Orientation Manual", "AED", "Disaster", "Delegation", and "Retention of Records".

Medication Assistant Training continues.

Confidentiality Guidelines: Draft should be available by Fall for presentation at all meetings of student services supervisors.

Annual certification for SHS standards and membership of LSHCs coming in. MSDE will update the LSHC database and share. Two counties have not responded.

HIPAA: Working with AGs office to clarify some issues surrounding HIPAA and schools. SBHCs are pretty straightforward, but issues surrounding release of immunization records, medication orders, faxes and re-release of medical information are issues with HIPAA and sometimes conflict with FERPA.

ADHD Advisory Council: Will Sunset in July. MSDE is preparing a guideline for school staff on ADHD with a companion parent manual coming out soon. The Council is setting up a website that will have FAQs, links and other information for educators, parents and practitioners.

SHIP 2003: Get set for a great conference! Mailings of conference brochure will go out in April to more than 15,000 folk.

(Committee Rep.: Health Services, continued)

**HIPAA and Immunizations:** Confusion re the HIPAA law and unclear statements are impacting the ability of schools to get immunization records from docs. HHS is aware and hopefully will put out a statement, and AGs are working on the issue.

**Lead Regulations:** Will impact schools this fall and require additional work for school nurses. Forms are at printers.

**5. Local School Health Councils.**

Maura Rossman was appointed as Chair of this committee.

**6. Physical Education.** (Chair to be appointed.)

**7. Program.** Mary Keene, Chair. (No report.)

Michele Prumo will contact Mary Keene concerning the date for the Fall Conference.

**8. Public Relations / Awards.** Eric Fine, M.D., Chair. (No report.)

Michele Prumo will contact Eric Fine concerning the awards being presented at the Fall Conference and the calculated cost.

**9. School Environment.** Susan Kelly, Chair.

Work will be begun on the Environmental Health Fact Sheets. Please contact Susan Kelly if you are interested in helping her.

American Lung Association Report – May 2003: Harford County was listed as the 25<sup>th</sup> worst county in the entire country for air quality. This is due primarily to the deposits that come from the Midwest and are trapped in Harford County. Information can be obtained from the American Lung Association website or lungaction.org.

**10. Staff Wellness.** Karen Heinrich, Chair.

The best way to supply information is through the web.

**11. Student Services.** Louise Fink, Chair. (No report.)

**12. Nominating.** Joan Stine, Chair.

Committee work is on hold, pending amendment to the Bylaws.

**Announcement:** The next meeting of the Executive Board will be on Wednesday, June 18, 2003.

The Chair adjourned the meeting at 3:15 p.m.

**Attendance: 5-14-03:**

Teresa M. Albright  
Joe Leake  
Eileen Spangler  
Penny Bramlett  
Mardel E. Knight  
Barbara Sullivan  
Elizabeth Crosby

Susan Kelly  
Mary Keene  
Joan Stine  
Marge Hoffmaster  
Donna Mazyck  
Karen Heinrich  
Ellen Green

Susan Reiman  
Deborah Frye  
Helen Monk  
Maura Rossman  
Betsy Gallun  
Maria Schaeffer

Respectfully submitted,  
*Teresa M. Albright*  
Teresa M. Albright, B.S., M. Ed., Secretary



# MARYLAND STATE SCHOOL HEALTH COUNCIL

RETREAT FOR STRATEGIC PLANNING: May 6, 2003

The meeting was held at the Assessment Center at Rolling Road, 901 South Rolling Road, Baltimore, Maryland, 9:30 a.m. – 1:00 p.m.; lunch was served. The purpose of the meeting was to brainstorm to list priorities for the Council and to take the ideas back to the Executive Board for final approval at their stated meeting on May 14, 2003.

Council Chair, Michele Prumo, presented the agenda and accepted ideas from the Executive Board members who were able to attend the meeting.

The following information was recalled by attendees:

## **Purpose of the Maryland State School Health Council:**

The overall purpose of the Council is to serve in an advisory role to The Maryland State Department of Education and The Maryland Department of Health and Mental Hygiene

More specifically, the Council should

1. Act in an advisory role to the State agencies and their staff,
2. Advise local school health councils, and
3. Educate the agencies and the public.

It was noted that recent trends should be considered:

1. Over the years, agencies have added health professions to their staff,
2. "No Child Left Behind" does not include a health component, and
3. There has been an expansion of the program of health issues.

## **Past Priorities:** *(Numbers refer to the "Purposes" listed above.)*

1. Conferences (#3)
2. Fact sheets (#3)
3. Joint meetings with the Superintendents and the Health Officers (#2)
4. Annual meetings (#1)
5. Promoting partnerships (#3)
6. Working with local school health councils (#2)
7. Environmental / Facilities (#3)
8. [Sub]committees – roles (#1)
9. Website (#3)
10. Database – [Local] School Health Councils (#3)
11. Voice for "Best Practices" (#1)
12. Awards / Recognition (#2)
13. Supporting School Health issues (#2)

## **Challenges:**

1. Advocacy vs. advisory
2. Fiscal funding sources
3. MSSHC link to Maryland Healthy Schools Coalition
4. Term limits for officers
5. Recruitment
6. (From a national perspective) Maryland is a non-participant in YRBS.
7. National / State / Local interface or interaction
8. Lack of human resources
9. No central area storage

**Resources:**

1. State grants (\$13,500. per annum)
2. In-kind contributions (people, building, etc.)
3. Wide area of expertise
4. Educational materials

**Priorities:**

***I. Complete List (Numbers refer to the "Purposes" listed above.)***

1. More resources
2. MSSHC coordinating "health groups" as an advisory group
3. Website (advertise) (#2) (#3)
4. Pick key issue to emphasize (#3)
5. Local School Health Council development (#2)
6. Conferences
7. Help Maryland Healthy Schools Coalition to promote external advocacy.
8. Change MSSHC Bylaws
9. Regional meetings
10. Formal strategic plan linked to priorities of (a) the state agencies and (b) communities

***II. Categorized List, based on the Complete List***

1. Website
  - Key issues (committees)
  - Coordinating groups
2. Local School Health Council development
  - Regional meetings
  - Website
3. Conferences
  - Spring: SHIP (School Health Interdisciplinary Program)
  - Fall: Regional
4. Maryland Healthy Schools Coalition
5. Strategic Plan
6. Resources

**By consensus, it was agreed that**

The list of priorities should be sent to members of the Executive Board along with the meeting announcement for May 14, 2003.

At the May 14 meeting,

We will allow a brief time (approximately fifteen minutes) to discuss questions concerning the list of priorities. No additional priorities will be added to the list.

We will use the "colored dot system" to vote for the top three priorities.

We will decide what we can do to get those priorities accomplished.

At the May 14 meeting, an Ad Hoc Bylaws Committee Chairperson will be appointed.

When reviewing and amending the Bylaws, it suggested that

The terms of office for the Chair, First Vice Chair, and Past Chair should be two years.

The office of Second Vice Chair should be omitted. (The responsibility for Local School Health Councils should be handled by the Chair of the LSHC Committee.)

Attendance May 6, 2003:

Michele Prumo  
Vicki Taliaferro  
Mardel Knight  
Karen Heinrich  
Maura Rossman  
Eric M. Fine, M.D.  
Elizabeth Crosby  
Betsy Gallun  
Bob Jones  
Teresa M. Albright  
Maureen Edwards  
Penny Bramlett  
Marge Hoffmaster  
Donna Mazyck  
Ellen Green  
Joan Stine  
Barb Sullivan  
Donna Behrens

Respectfully submitted,

*Teresa M. Albright*

Teresa M. Albright, B.S., M. Ed., Secretary

**MARYLAND STATE SCHOOL HEALTH COUNCIL  
EXECUTIVE BOARD MEETING**

ATTENDANCE: Date: May 14, 2003

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<u>NAME</u>	<u>ORGANIZATION</u>	<u>email</u>
TERESA M. ALBRIGHT	MSTA	xonerate@erol5.co kellysu@dhr. state.m us
SUSAN KELLY	MD CONF. LOCAL ED. HEALTH DIR	
Susan Reiman	Hartford Co. P.S.	sreiman.msah ki2.gd.us
JOE LEAKE	BALTO CITY SCHOOLS M D HEALTHY SCHOOLS COALITION	jleake@bcps.k12.md.us
MARY KEENE	MACD	enjoythevista2@aol.co
Deborah Frye	mNA FCHD Director of School Health	dfrye@fredco.md.r
Eileen Spangler	FCHD Program Coord. School Health	espangler@fredco-mi
Joan Stine	DHMH	stinej@dnhm.state.
Ileen Monk	Frederick Co Public Schools	Helen.monk@fcps.org
PENNY BRAMLETT	CARROLL COUNTY HEALTH DEPT	PBRAMLETT@DHMH.STATE.MD
MARGE HOFFMASTERC	CARROLL COUNTY PUBLIC SCHOOLS	mahoffma@k12.carr.org
Maura Rossman	Baltimore City Health Dept	maura.rossman@baltimorecity.
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BARBARA SULLIVAN	BALTO CO PUBLIC SCHOOLS	bsullivan@bcps.org
Karen Heinrich	BCPS	KHeinrich@bcps.org
MARIA SCHAEFFER	MSDE	MSCHAEFF@MSDE.STATE.MD.US
Elizabeth Crosby	Maryland PTA	president@mdpta.org
Glen Green	MSDE	egreen@msde.state.md.

JJ

May 6, 2003

# MSSHC Retreat

## Attendees

Name	Email	Agency
Michele Peumo	mpeumo@bcps.org	BCPS
Vicki Taliaferro	vtaliaferro@msde.state.md.us	MSDE
MARCOE KNIGHT	mknight@mdc.state.md.us	MDE
Karen Heinrich	KHeinrich@BCPS.org	BCPS
Naura Rossman	maura.rossman@baltimorecity.gov	BCHD
ERIC M FINE, MD	efine@co.ba.md.us	BALTO Co. H.I.
Elizabeth Crosby	president@mdpta.org	Maryland PTA
Betsy Gallun	bgallun@msde.state.md.us bjones@dmv.com	MSDE
Bob Jones	President, Md.	Md. St. Dental Assn.
RESA M. ALBRIGHT	xonerate@erols.com	MSTA
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PENNY BRAMLETT	P.BRAMLETT@DHMH.STATE.MD.US	CC HD
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Donna Mazyck	dmazyck@msde.state.md.us	MSDE
Ellen Green	egreen@msde.state.md.us	MSDE
JOAN STINE	stinej@dhmh.state.md.us	DHMH
BARB SULLIVAN	bsullivan@bcps.org	BCPS
Doria Behrens	dbehrens@ocyf.state.md.us	OCYF

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
RETREAT FOR STRATEGIC PLANNING: May 6, 2003

The meeting was held at the Assessment Center at Rolling Road, 901 South Rolling Road, Baltimore, Maryland, 9:30 a.m. – 1:00 p.m.; lunch was served. The purpose of the meeting was to brainstorm to list priorities for the Council and to take the ideas back to the Executive Board for final approval at their stated meeting on May 14, 2003.

Council Chair, Michele Prumo, presented the agenda and accepted ideas from the Executive Board members who were able to attend the meeting.

The following information was recalled by attendees:

**Purpose of the Maryland State School Health Council:**

The overall purpose of the Council is to serve in an advisory role to The Maryland State Department of Education and The Maryland Department of Health and Mental Hygiene

More specifically, the Council should

1. Act in an advisory role to the State agencies and their staff,
2. Advise local school health councils, and
3. Educate the agencies and the public.

It was noted that recent trends should be considered:

1. Over the years, agencies have added health professions to their staff,
2. "No Child Left Behind" does not include a health component, and
3. There has been an expansion of the program of health issues.

**Past Priorities:** *(Numbers refer to the "Purposes" listed above.)*

1. Conferences (#3)
2. Fact sheets (#3)
3. Joint meetings with the Superintendents and the Health Officers (#2)
4. Annual meetings (#1)
5. Promoting partnerships (#3)
6. Working with local school health councils (#2)
7. Environmental / Facilities (#3)
8. [Sub]committees – roles (#1)
9. Website (#3)
10. Database – [Local] School Health Councils (#3)
11. Voice for "Best Practices" (#1)
12. Awards / Recognition (#2)
13. Supporting School Health issues (#2)

**Challenges:**

1. Advocacy vs. advisory
2. Fiscal funding sources
3. MSSHC link to Maryland Healthy Schools Coalition
4. Term limits for officers
5. Recruitment
6. (From a national perspective) Maryland is a non-participant in YRBS.
7. National / State / Local interface or interaction
8. Lack of human resources
9. No central area storage

**Resources:**

1. State grants (\$13,500. per annum)
2. In-kind contributions (people, building, etc.)
3. Wide area of expertise
4. Educational materials

**Priorities:**

***I. Complete List (Numbers refer to the "Purposes" listed above.)***

1. More resources
2. MSSHC coordinating "health groups" as an advisory group
3. Website (advertise) (#2) (#3)
4. Pick key issue to emphasize (#3)
5. Local School Health Council development (#2)
6. Conferences
7. Help Maryland Healthy Schools Coalition to promote external advocacy.
8. Change MSSHC Bylaws
9. Regional meetings
10. Formal strategic plan linked to priorities of (a) the state agencies and (b) communities

***II. Categorized List, based on the Complete List***

1. Website
  - Key issues (committees)
  - Coordinating groups
2. Local School Health Council development
  - Regional meetings
  - Website
3. Conferences
  - Spring: SHIP (School Health Interdisciplinary Program)
  - Fall: Regional
4. Maryland Healthy Schools Coalition
5. Strategic Plan
6. Resources

**By consensus, it was agreed that**

The list of priorities should be sent to members of the Executive Board along with the meeting announcement for May 14, 2003.

At the May 14 meeting,

We will allow a brief time (approximately fifteen minutes) to discuss questions concerning the list of priorities. No additional priorities will be added to the list.

We will use the "colored dot system" to vote for the top three priorities.

We will decide what we can do to get those priorities accomplished.

At the May 14 meeting, an Ad Hoc Bylaws Committee Chairperson will be appointed.

When reviewing and amending the Bylaws, it suggested that

The terms of office for the Chair, First Vice Chair, and Past Chair should be two years.

The office of Second Vice Chair should be omitted. (The responsibility for Local School Health Councils should be handled by the Chair of the LSHC Committee.)

Attendance May 6, 2003:

Michele Prumo  
Vicki Taliaferro  
Mardel Knight  
Karen Heinrich  
Maura Rossman  
Eric M. Fine, M.D.  
Elizabeth Crosby  
Betsy Gallun  
Bob Jones  
Teresa M. Albright  
Maureen Edwards  
Penny Bramlett  
Marge Hoffmaster  
Donna Mazyck  
Ellen Green  
Joan Stine  
Barb Sullivan  
Donna Behrens

Respectfully submitted,

Teresa M. Albright, B.S., M. Ed., Secretary



**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: March 19, 2003**

3-19-03

**Welcome and Call to Order:** The meeting was called to order by Council Chair, Michele Prumo, R.N., M.S., at 1:10 p.m., at the Greenwood Office – Baltimore County Public Schools, Board Room A.

**Introductions:** All present were welcomed and invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of January 15, 2003, were accepted as distributed. (There was no February meeting.)

**Treasurer's Report:** Betsy Gallun. The report reflecting a balance of \$18,002.65, as of March 19, 2003, was accepted. Also presented was a Proposed Budget worksheet for the Council.

**Maryland Healthy Schools Coalition Report:** Co-chairs: Judy Dzimiera & Joseph Leake. (No report)

**OLD BUSINESS:**

**Physical Education Chair:** Council Chair sent letters to invite participation. At an April meeting, Betsy Gallun will again provide information to those involved in P.E. education.

**Second Vice Chair Vacancy:** Still open.

**Review and Approval of Sun Safety Sheet:** Maura Rossman distributed a copy of two synthesized versions and proposed that the latest version be posted on our website as soon as possible so that we could further discuss the information. This was seconded by Betsy Gallun and passed.

**SHIP 2003 Report:** Mary Keene, our liaison to SHIP. After a discussion concerning the scheduling of General Body meetings, a motion was made by Michele Prumo, seconded by Pat Balducci, and passed, that we have a [General Body] meeting at SHIP this summer. A motion was made by Michele Prumo, seconded by Eric Fine, and passed, that the General Body meeting be held during lunch. The meeting will be held on Wednesday, July 23, 2003, at Turf Valley. (In April, we will discuss when awards will be presented.)

**Website Maintenance:** Maura Rossman and Lynne Weise will work on updating the website with the Sun Safety Fact Sheet. The Environmental Fact Sheets will also be updated. Cheryl DePinto suggested that we also provide information about nutrition. Please give updated information to the appropriate committee chair.

**NEW BUSINESS:**

**Council Support for SHIP:** A motion was made by Maura Rossman, seconded by Mardel Knight, and passed: 14 in favor, 4 abstentions), that we would support SHIP with \$7,500.

**Council Support for CCSSO (Council of Chief State School Officers) SCASS (State Collaborative on Assessment and Student Standards) HEAP (Health Education Assessment Project):**

Barbara Sullivan provided written information addressing funding possibilities and a booklet concerning the program. She has sent information about these programs to people associated with health education. They have expressed interest; but funding is needed. If we can raise \$30,000, we can get in and will have access to everything. An additional \$12,000 is needed to belong for the year, so \$42,000 is the total for the State to be a member. It will supply a testing bank for each school. Various possibilities are suggested to provide funding.

MSDE has supported it in writing. A motion was made by Ellen Green, seconded by Betsy Gallun, and passed, that letters of support be sent from the Council to MSDE and DHMH; the letters should not ask for money but should remind the agencies of their past support.

**School Health Leadership Institute:** Barbara Sullivan provided information.

This initiative was begun last October in collaboration with the ASHA Conference. It replicated the ACS/CDC National School Health Coordinator Leadership Institute. S.E. states sent reps for training; it is a three-year endeavor. Barbara Sullivan, Maryland's representative on the core team, provided us information concerning the program outcomes and performance indicators.

This current replication effort could provide Maryland and MSSHC with results in addition to our revitalizing efforts for local school health councils. The three representatives from Maryland are Betsy Gallun (MSDE), Shauna Felton (P.G. Co), and Beth Westbrook, (Wicomico Co.).

Key points / possibilities: 1) The development of a Maryland School Health Leadership Institute—possibly a strand or collaborative with SHIP, 2)As model school sites implement initiatives, this could open up an award category for MSSHC, 3) Financial support is needed. Although Superintendents signed that they would support their system's representative, the funding is not available or has been cut. A request was made for the Council to fund a minimum of \$500. / participant next year. Tentative Schedule for the institute is Nov.5-8, 2003, with a booster Feb. 25-27, 2004.

Board members expressed the need to discuss priorities of the Council before funds could be expended. (See "Priorities" below.)

**Priorities:** It was suggested that the Executive Board have a retreat to discuss and formulate a Strategic Plan to guide our efforts. Michele Prumo will contact the members of the Board, offering a choice of three dates; the date promising the largest attendance will be selected. We will meet in the morning; lunch will be provided.

A motion was made by Michele Prumo, seconded by Mary Keene, and passed, that no expenditures be made, with the exception of our commitment to SHIP, until we have the retreat to prioritize our goals.

**Role of Committees:** This will be discussed at the retreat.

(New Business, continued)

**ASHA Mid-Year Report for 2003:** Michele Prumo included the following subjects in her report of Council activities:

I. Promote interdisciplinary collaboration among all those who work to protect and improve the health, safety, well-being and school success of children and youth. (Included a description of our co-sponsorship of SHIP 2002 and some information about the conference.)

II. Offer professional development opportunities for all those associated with school health programs. (Included a description of our December 2002 conference, "No Child Left Behind".)

III. Provide advocacy support for building and strengthening effective school health programs. (Included that MSSHC awarded two school health leadership awards and one award for school health program.)

The Chair of MSSHC was featured in an article regarding "Backpack Safety", in which the work of the Council providing current school health information to parents and other constituents via the Council's website was recognized.

**Fall Conference:** Mary Keene will bring to the retreat information concerning possible dates for Turf Valley.

**Announcements:**

Vicki Taliaferro said that the MSDE website provides information such as how to deal with a possible war. If you would like to know about Bills affecting education, please contact her.

Due to inclement weather, the Council was unable to visit Prince George's County for the planned Southern Maryland Regional Meeting. Sharon Doughty had graciously planned for that meeting, and since we did not get to P.G. Co, she gave each of us a "Visitor's Map" of the county.

**COMMITTEE REPORTS:**

(For Health Education report, see "NEW BUS., Council Support for CCSSO/SCASS/HEAP")

Due to the lateness of the hour, Committee Chairs were invited to give their reports to the Secretary so that the information could be shared through these Minutes. The following were received:

**1. Family & Community Partners.** Maria Schaeffer, Chair. (Submitted by Donna Mazyck)

Maria Schaeffer worked with a team to apply for MSDE Continuing Professional Development Credits for teachers and administrators who attend SHIP 2003. These credits were approved. The team will present sessions at SHIP.

The 6<sup>th</sup> Annual Family Involvement Conference, "Family, School & Community: Connecting for Student Success", will be Wednesday, April 9, 2003, 8:00 a.m. – 3:00 p.m., at the Baltimore Convention Center. The conference booklet describing the sessions and registration information was distributed.

The MSDE booklet, "A Parent's Guide to Achievement Matters Most – Maryland's Plan for Pre K – 12 Education", was distributed.

**2. Food and Nutrition Programs:** Ellen Green, Chair.

The Action for Healthy Kids - Maryland State Team goals, objectives and tasks information was received. These goals were included:

Goal #8: Provide an adequate amount of time for students to eat school meals, and schedule lunch periods at reasonable hours around midday.

Goal #9: Provide all children from Pre K through 13 (12) with quality daily physical education that helps develop the knowledge, attitudes, skills, behaviors and confidence needed to be physically active for life.

Goal #2: Provide students in Pre K through 12 with behavior-focused nutrition education integrated into the curriculum that is interactive and teaches the skills they need to adopt healthy eating habits.

A brochure was shared, outlining the MSDE Professional Development Conference at Turf Valley Inn, Ellicott City, MD, on March 26, 2003.

**4. Health Services.** Vicki Taliaferro, Chair.

School Health Guidelines: A very productive year.

Have distributed: "Oxygen", "Health Room Facilities", "HIV/BBP", "Communicable Diseases", "CNA Training", "Asthma", and "Special Needs".

Final Reviews: "First Aid Manual", "Anaphylaxis", and "PDN Guideline".

Working On: "SH Orientation Manual", "AED", "Disaster", "Delegation", and "Retention of Records".

Medication Assistant Training continues.

Confidentiality Guidelines: Draft should be available by Fall for presentation at all student services supervisors meeting.

Annual certification for SHS standards and membership of LSHCs coming in. MSDE will update the LSHC database and share.

ADHD Advisory Council will sunset in July. MSDE is preparing an ADHD guideline for school staff with a companion parent manual coming out soon. The Council is setting up a website that will have FAQs, links and other information for educators, parents, and practitioners.

SHIP 2003: Get set for a great conference! Mailings of conference brochure will go out in April to more than 15,000 folk.

HIPAA and Immunizations: Confusion regarding the HIPAA law and unclear statements are impacting the ability of schools to get immunization records from docs. HHS is aware and may put out a statement (hopefully), and AGs are working on the issue.

Lead Regulations will impact schools this fall and require additional work for school nurses.

Legislation: SB 396 – Vending Machines; HB 1169 – SHS services and Sex Ed;

HB 1168 – Surveys; HB 883 Disparities Program; HB 978 – Weight of Textbooks.

-----  
The meeting was adjourned by the Chair.

**Attendance 3-19-03:**

Michele Prumo  
Eric M. Fine, M.D.  
Betsy Gallun  
Diane w. Gordy  
Karen Heinrich  
Vicki Taliaferro

Steve Grudis  
Sharon L. Doughty  
Mary Keene  
Dena Love  
Teresa M. Albright  
Ellen Green

Patricia J. Balducci  
Carole A. Pinckney  
Mardel Knight  
Cheryl DePinto  
Donna Behrens

Respectfully submitted,  
*Teresa M. Albright*  
Teresa M. Albright, B.S., M.Ed., Secretary

MARYLAND STATE SCHOOL HEALTH COUNCIL  
EXECUTIVE BOARD MEETING

Page 1 of 2

ATTENDANCE: Date: March 19, 2003

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<u>NAME</u>	<u>ORGANIZATION</u>
Michele Pirumo	BALTO. Co. Public Schools
Steve Grudis (Steve Grudis)	MASSP
Patricia J. Beduca	HARFORD Co. Health Dept.
ERIC M. FINE, MD	MED-CHI
Sharon L. Doughty	PG Co. HHR Dept.
CAROLE A. PINCKNEY	PG Co. P. S.
Betsy Gallon	MSDE
Mary Keene	MACD
MARJEL KNAIGHT	MDE
Diane W. Gordy	DHR
Dena Love	MAESP
Cheryl DePinto	DHMH
Karen Heinrich	BCPC
TERESA M. ALBRIGHT	MSTA
Donna Behrens	OCYF
Donna Mazzyck	MSDE



## Maryland State School Health Council

### Proposed Budget

Income	Actual 2001-2002	Proposed Budget 2002-2003	Yr to Date Feb '03	Proposed Budget 2003-2004
MSDE Allocation	\$8,500.00	\$5,000.00	\$5,000.00	\$5,000.00
DHMH Allocation	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
OCYF Allocation	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
Conference Registration	\$7,644.00		\$7,185.00	
Total Income	\$24,644.00		\$20,685.00	
Carryover		\$7,774.00	\$7,774.00	
Total Assets			\$28,459.00	
<b>Expenses</b>				
Conference Site	Spring \$11,130.86 Fall \$2,549.48		\$8,164.41	
Audio ~Visual			\$ 836.00	
Speakers	\$1,150.00		\$8,993.57	
Awards	\$275.02		\$ 375.60	
Web-Site			\$1,395.00	
SHIP	\$5,000.00			
Catering for Regional Meetings	\$1,102.14		\$ 436.79	
Material/Supplies	\$1,922.82		\$ 401.06	
Total Expenses	\$23,130.32		\$20,602.43	

MARYLAND STATE SCHOOL HEALTH COUNCIL FINANCIAL TRANSACTIONS

DATE	PURCHASE	EXPENSE	VENDOR	DEPOSIT	BALANCE	NOTES
12/31/2001					\$10,540.91	
1/10/2002	Speaker	\$537.83	Lawrence R. Fishel		\$10,003.08	Fall Conference 2001
2/26/2002	Deposit			\$5,000.00	\$15,003.08	From DHMH
3/4/2002	Bait Co. teens	\$500.00	cash/Eric		\$14,503.08	For Eric's grant
4/1/2002	Deposit			\$3,500.00	\$18,003.08	From OCYF
4/1/2002	Bait. Co. Focus Gro	\$1,000.00	cash/Amber		\$17,003.08	For Eric's grant
4/22/2002	Deposit			\$10,000.00	\$27,003.08	MSDE
4/22/2002	Bait. Co. Focus Gro	\$500.00	cash/Amber		\$26,503.08	For Eric's grant
4/29/2002	Bait. Co. Focus Gro	\$500.00	cash/Amber		\$26,003.08	For Eric's Grant
6/5/2002	Conference Deposit	\$2,700.00	Turf Valley Resort		\$23,303.08	Fall SHC Conference/ck# 262
6/17/2002	Deposit			\$100.00	\$23,403.08	Bait. City, Spring Conference
6/17/2002	Bait. Co. Teens	\$960.00	Pasadena Signs		\$22,443.08	For Eric's grant/ck# 263
6/17/2002	Bait. Co. Teens	\$310.00	Kenwood H.S.		\$22,133.08	For Eric's Grant/ck# 264
6/18/2002	Bait. Co. teens	\$407.80	Heroes, Inc		\$21,725.28	For Eric's grant/ck# 265
6/18/2002	Speaker	\$7,500.00	James Garbarino		\$14,225.28	Fall SHC Conference/ck# 266
6/25/2002	CSHP reception	\$1,050.00	Wisp resort		\$13,175.28	CSHP Training at Wisp
7/2/2002	SpeakerSHIP	\$5,000.00	U of MD		\$8,175.28	For Ruby Payne
8/2/2002	Deposit			\$5,000.00	\$13,175.28	From MSDE
8/2/2002	Display Board	\$401.06	Mary Keane		\$12,774.22	Reimbursement
8/21/2002	Bait. Co. teens	\$400.00	Planned Parenthood		\$12,374.22	for Eric's grant
8/14/2002	new checks	\$13.00	ACH Internal Debit		\$12,361.22	
9/16/2002	Deposit			\$77.80	\$12,439.02	reconcile with Eric's grant
9/30/2002	Deposit			\$3,500.00	\$15,939.02	From OCYF
11/19/2002	Web-site design	\$1,395.00	Zachary Gaumer		\$14,544.02	
11/21/2002	caterer	\$436.79	a.k.a. Friscos		\$14,107.23	lunch for meeting on 11/21/02
12/2/2002	Plaques	\$375.60	A&A Trophy, Inc.		\$13,731.63	awards
12/6/2002	Deposit			\$3,630.00	\$17,361.63	Conference Registration
12/16/2002	Deposit			\$6,045.00	\$23,406.63	Conf reg & DHMH for 03
12/16/2002	Speaker	\$250.00	Reba Bullock		\$23,156.63	Fall conference 2002
12/16/2002	Refund	\$120.00	Sue Reiman		\$23,036.63	conf reg
1/8/2003	Conference	\$5,464.41	Turf Valley Resort		\$17,572.22	Final Pymt Fall Conf
1/8/2003	Conference	\$836.00	Total Audio-Visual		\$16,736.22	AV for Fall Conf
1/8/2003	Speaker	\$857.30	James Garbarino		\$15,878.92	Expenses - travel
1/8/2003	Deposit			\$1,655.00	\$17,533.92	Conf registrations



MARYLAND STATE SCHOOL HEALTH COUNCIL  
EXECUTIVE BOARD MEETING

P. 1 of 2

ATTENDANCE: Date: January 15, 2003

Please Print!

NAME

ORGANIZATION

<u>NAME</u>	<u>ORGANIZATION</u>
Michele & Prumo	Balto Co. Schools
Maura Rossmann	RCHD
Elizabeth Crosby	Maryland PTA
Vicki Taliaferro	MSDE
Betsy Gallun	MSDE
Sharon Doughty	Prince George's Co H.D.
Helen Monk	Frederick County Public Schools
Diane McGardy	MD. Dept. of Human Resources
Dianna Navis	MD Council of Public Health Nurse Directors
MARSE HOFFMASTER	CARROLL COUNTY PUBLIC SCHOOLS
Marsha Freed	MD Assoc. of School Health Nurses
Mardel Knight	MD DEPT. of the ENVIRONMENT
Robert Jones	Md. St. Dental Assn.
Daren Heinrich	BCPS
TERESA M. ALBRIGHT	MSTA
ERIC M FINE, MD	MED CH
Mary Keene	MACO
JOAN STINE	PHM
Donna Behrens	OCYP
Susan Reiman	Hartford Co. Public Schools

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MARYLAND STATE SCHOOL HEALTH COUNCIL  
EXECUTIVE BOARD MEETING

ATTENDANCE: Date: January 15, 2003

Please print!

NAME

ORGANIZATION

Dena Love

MARSP

Cheryl DePrimo

DHMH

Please print!

**MARYLAND STATE SCHOOL HEALTH COUNCIL FINANCIAL TRANSACTIONS**

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1/8/2003	Deposit			\$1,655.00	\$17,533.92	Conf registrations

## Maryland State School Health Council

### Proposed Budget

<b>Income</b>	<b>2001-2002</b>	<b>Proposed Budget 2002-2003</b>	<b>Actual '02-'03</b>
MSDE Allocation	\$10,000.00	\$5,000.00	
DHMH Allocation	\$5,000.00	\$5,000.00	
OCYF Allocation	\$3,500.00	\$3,500.00	
Conference Registration			
Total Income			
<b>Expenses</b>			
Conference			
Awards			
Web-Site			

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: November 21, 2002**

11-21-02

**Welcome and Call to Order:** The meeting was called to order by the Council Chair, Maura J. Rossman, M.D., at 1:45 p.m., at the Frederick County Health Department, 350 Montevue Lane, Frederick, MD.

**Introductions:** Introductions were made at this time or earlier in the day during the Western Regional Meeting.

**Minutes:** The Minutes of the Executive Board Meeting of October 24, 2002, were approved as distributed.

**Treasurer's Report:** Betsy Gallun. The report, reflecting a balance of \$20,939.02, as of November 21, 2002, was accepted.

**Maryland Healthy Schools Coalition Report:** The next meeting will be December 6, 2002.

**OLD BUSINESS:**

**Physical Education Committee Chair – vacancy.**

**Staff Wellness Committee Chair:** Karen Heinrich, from Baltimore County Public Schools, Employee Wellness, was introduced as the newly appointed Chair of the Committee.

**Web Site Update:**

Council advertising cards (2" x 3 ½") will be available; they will show our web site name: [marylandstateschoolhealthcouncil.org](http://marylandstateschoolhealthcouncil.org).

Provision needs to be made for a person to update the web site; it was suggested that their name be added to the Council letterhead.

If you have updates, please email the Chair.

A one-page fact sheet written by Donna Mazyck concerning Sun Safety is in our packet. Please review it, and contact Maura Rossman with comments.

It was suggested that fact sheets concerning "Head Lice" and "Hand Washing" be added.

It was suggested that links to DHMH and CDC be used for bioterrorism issues.

**NEW BUSINESS / ANNOUNCEMENTS:**

**"Making the Connection: Health and Student Achievement":** This presentation produced by The Association of State and Territorial Health Officials (ASTHO) and The Society of State Directors of Health, Physical Education and Recreation (SSDHPER) will soon be available in CD-ROM and other formats. An order form is in our meeting packet; for additional information, call The Society office at 703-390-4599.

**"Conflict Resolution for School Personnel: An Interactive School Safety Training Tool":** This free interactive CD-ROM from the Department of Justice contains five modules that are intended to aid school personnel in their responses to potentially violent situations. Information is in our meeting packet; for additional information, contact JCJRS at 800-851-3420.

**Information Received:** Maura Rossman received a letter from Cate Roach, Seminar Planner, concerning possible participation in the School Nursing and Student Health Issues in Maryland Seminar, scheduled to be held in Baltimore, Maryland on April 25, 2003. More information needs to be gathered concerning the origin of the program, our response, and duplication / conflict with SHIP 2003.

### **COMMITTEE REPORTS:**

#### **1. Family & Community Partners. Maria Schaeffer, Chair.**

Information was shared concerning "Take 15 for the Family...Building a Lifetime of Learning", a new initiative that encourages families to dedicate at least 15 minutes each day to doing everyday activities and turning those moments into learning opportunities. Materials provided include the following:

A fact sheet, small and large posters,

two brochures: 1) "100 ways to Help Schools Succeed", and (2) "Education: A Family Affair", and a calendar with suggestions for each day for Nov. 2002 which is National Family Literacy Month.

More information is available on MSDE's website, marylandpublicschools.org.

Mark your calendar for the 6<sup>th</sup> Annual Family Involvement Conference to be held on Wednesday, April 9, 2003, 8:00 a.m. – 3:30 p.m., at The Baltimore Convention Center. A flyer was distributed.

#### **2. Food and Nutrition Programs. Ellen Green, Chair.**

Since Ellen was unable to attend due to work responsibilities, she faxed the following report which was read by the Chair.

**2002 Team Nutrition Grant:**

Evaluating proposals from consultants to develop our statewide Maryland Toolkit with nutrition and physical activity lessons.

Judy Dzimiera, TN Project Director, coordinating our training program to elementary school principals with Dena Love, Elementary School Principals Association. Topic: Healthy School Nutrition and Physical Activity Environments. Principals are encouraged to develop local school system policy to support this environment.

Food Improvement Teams: Eight local school systems have received training to improve the food quality and presentation in their school systems.

**School and Community Nutrition Programs Professional Development Day:**

Mark your calendar now for March 25, 2003. All MSSHC members are invited to attend our exciting biennial conference. Topics including nutrition, physical activity, motivation, and other areas, will be of interest to all. Look for further details in the near future.

#### **3. Health Education. Barbara Sullivan, Chair. (No report.)**

#### **4. Health Services. Vicki Taliaferro, Chair.**

Guidelines: Distributed: "Asthma", and "Nursing Assessment of the Special-Needs Child".

Working on: "Model AED Guideline", "Model PDN Guideline",

"First Aid Manual (Rev.)", "SHS Orientation (laws), and "Anaphylaxis" (2).

**School Health Interdisciplinary Program 2003:** July 21 – 25, at Turf Valley, Ellicott City MD; a flyer announcing the program was distributed. There will be over 50 sessions, and there will be a SBHC and a Health Education track. Mailing lists are needed.

(\* Note: MSSHC Luncheon and General Body Meeting will be held on one of the days that week. There was discussion concerning a possible MSSHC hospitality room and reception during SHIP; these concerns will be forwarded to Mary Keen, who will be chair of our Program Committee at that time.)

Diabetes SN Training: Two out of four regions have completed the training; all will be completed by Jan. 2003.

(Report continued on next page.)

CDC Grant: MSDE / DHMH applied for CDC infrastructure / HIV / Asthma grant.

Team Nutrition: Training on nutrition and physical activity is planned for school nurses and health educators.

SHS onsite: MSDE and DHMH will do onsite in two jurisdictions: Talbot and Frederick.

5. Local School Health Councils. Mary Keene, Chair. (No report.)

6. Physical Education. (Chair to be appointed.)

7. Program. Michele Prumo, Chair.

Eric Fine reported that the registrations are coming in for the MSSHC Fall Conference which will be held December 12, 2002, at Turf Valley.

8. Public Affairs / Awards. Eric M. Fine, M.D., Chair

The Committee met to review the nominations for awards, and the following were selected to receive awards which will be presented at the Annual Awards Ceremony during the banquet on the evening of December 12, 2002:

Program Awards: The Breathmobile® Team, University of MD Department of Pediatrics, and The HEAT Band, Baltimore County Police Department.

Leadership Awards: Bernadette Green, RN, MS, Baltimore City Health Department (Retired), Cynthia A. Little, Carroll County Public Schools, and Phylis D. Reinard, RN, CRNP, Charles County Public Schools.

A motion was made by Eric Fine, seconded by Lani Wheeler, and passed, that the winners, along with one guest, each, would be our guests for the dinner.

9. School Environment. Susan Kelly, Chair. (No report.)

10. Staff Wellness. Karen Heinrich, Chair. (No report.)

11. Student Services. Louise Fink, Chair.

The committee plans to share information regarding school conferences; items will be sent to Maura Rossman for the website.

12. Nominating. Joan Stine, Chair.

Maura Rossman will contact Joan Stine concerning the slate for Second Vice Chair of the Council.

Announcement: Lani Wheeler brought copies of information from CDC concerning asthma.

The meeting was adjourned by the Chair.

Attendance: 11-21-02:

Teresa M. Albright  
Vicki Taliaferro  
Deb Frye  
Sharon Doughty  
Cheryl DePinto  
Betsy Gallun

Marge Hoffmaster  
Eric Fine, M.D.  
Donna Mazyck  
Maria Schaeffer  
Louise Fink

Penny Bramlett  
Eileen Spangler  
Barb Sullivan  
Helen Monk  
Karen Heinrich

Respectfully submitted,

*Teresa M. Albright*  
Teresa M. Albright, B.S., M.Ed., Secretary

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: January 15, 2003**

1-15-03

**Welcome and Call to Order:** The meeting was called to order by the Past Chair of the Council, Maura J. Rossman, M.D., at 1:00 p.m., at the Greenwood Office – Baltimore County Public Schools, Board Room A. Michele O. Prumo, R.N., M.S., was installed as the 2003 Chair of the Council. The early business of the Council was conducted by the Past Chair, followed by the later business conducted by the Chair.

**Introductions:** All present were welcomed and invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of November 21, 2002, were accepted as distributed.

**Treasurer's Report:** Betsy Gallun. The report, reflecting a balance of \$17,738.92, as of January 15, 2003, was accepted. The grant money for 2002-2003 has been received. The Treasurer presented a tentative plan for an annual budget for the Council; a copy is filed with these Minutes.

**Maryland Healthy Schools Coalition Report:** No report.

**OLD BUSINESS:**

**Nominations – Election of Second Vice Chair:** Michele Prumo will check on the nominees suggested by the Committee.

**Web Site / Information related to fact sheets:**

**Dr. Grasmick's Letter:** A letter of commendation on the successful launching of our web site was received from Dr. Grasmick.

**Sun Safety Fact Sheet:** Maura Rossman and Michele Prumo will merge the two versions of the Sun Safety Fact Sheets and develop one with useful information for parents and one suitable for school health professionals dealing with issues.

NASBE has published a booklet about sun safety.

An article on Back Pack Safety was circulated (Pediatrics, Vol. III, No. 1, January 2003).

Susan Kelly is working on Environmental Fact Sheets; please contact her if you would like to assist.

**Physical Education Committee Chair – vacancy:** Michele Prumo will write a letter to the Supervisors of Physical Education inviting them to suggest individuals who could serve; Betsy Gallun will send out the letters.

**NEW BUSINESS:**

**Annual Fall Conference Debriefing:** Michele Prumo stated that a wonderful conference was planned, the facility worked well, and the attendance was less than expected at the conference and dinner. Packets of conference evaluation information were distributed.



**Program Committee Agenda:** The Committee will meet to consider suggestions for our conferences including focus, schedule, timing of awards, and meals. They will give us initial feedback at our February meeting with more information for our March meeting. The committee will also discuss what participation we will have with SHIP 2003.

**Regional Meeting Planning:** The Southern Regional Meeting will be held on February 20, 2003, in Landover, Prince Georges County, MD. Lunch will be served, after which our Executive Board Meeting will be held. Sharon Doughty, P.G.Co. H.D., is planning for the facility. Specific information will be sent out concerning the plan for the day. Snow Policy: If P.G. Co. Public Schools are closed, we will not meet that day.

**Create Ad Hoc Website Committee:** . We need to provide for monthly updates and consider appropriate links. Maintenance cost is estimated at \$300. per year. Currently Lynne Weise is the technical support person along with Maura Rossman. Members volunteering to be on the committee include Maura Rossman, Vicki Taliaferro, Marge Hoffmaster, and Mardel Knight.

#### **COMMITTEE REPORTS:**

**1. Family & Community Partners.** Maria Schaeffer, Chair. No report.

**2. Food and Nutrition Programs.** Ellen Green, Chair.

(Ellen Green was unable to be present; the following report was provided after the meeting day.)

“Catch the Spirit of Learning”, Professional Development Day, March 26, 2003, at Turf Valley Conference Center, is being planned by MSDE’s School and Community Nutrition Services Branch. Topics include Promoting Healthy Choices, Being a Change Agent in Any Setting, How to Develop Your Own Personal Fitness Plan, and Helpful Hints on Recruiting - Selecting and Retaining the Best Employees. Contact Ellen Green at 410-767-0222 for additional information.

Action for Healthy Kids – Maryland: In response to Healthy Schools Summit held October 7-8, 2002, Maryland developed its own state team. Co-chairs Ellen Green, R.D., and Esa Washington, M.D., led committee members in selection of the first goal to accomplish, which will be to provide adequate time to eat meals at reasonable times throughout the day. Objectives to accomplish this goal are being developed.

**3. Health Education.** Barbara Sullivan, Chair.

Ideas to be considered are What is Guiding Educational Issues in the Future? and Voluntary State-wide Curriculum.

Working on CEU credits for all educators for SHIP 2003: 15 hours = 1 credit; 30 hours = 2 credits.

**4. Health Services.** Vicki Taliaferro, Chair. No report.

**5. Local School Health Councils.** (Mary Keene, Chair, 2002)

Pictures are needed for the display at SHIP 2003. Betsy Gallun will take pictures of the Regional and Executive Board meetings in February.

**6. Physical Education.** (Chair to be appointed.)

**7. Program.** Mary Keene, Chair. (Michele Prumo, Chair 2002, reporting)

Michele Prumo sent letters of thanks to those who presented during our December 2002 Conference.

**8. Public Relations / Awards. Eric M. Fine, M.D., Chair.**

The awards were presented at the banquet on the evening of December 12, 2002. Recipients are listed in the Minutes of our November 21, 2002, Executive Board meeting.

**9. School Environment. Susan Kelly, Chair. No report.**

**10. Staff Wellness. Karen Heinrich, Chair.**

"Active for Life" is a 10-week program. The American Cancer Society supports it, and they have developed a binder for the program. Program packets were distributed for a read-through. Possibilities include incorporating it into the Council and putting it on our web site; Karen Heinrich could be the consultant.

"No Employee Left Behind" can include smoking cessation classes for employees, their spouses and their children.

**11. Student Services Louise Fink, Chair. No report.**

**12. Nominating. Joan Stine, Chair.**

The committee will be nominating a Second Vice Chair for the Council.

**Announcements:**

Michele Prumo thanked Maura Rossman for her outstanding service as Chair of the Council for 2002. Michele expressed her appreciation for the support she had received as Program Chair last year and shared that she looks forward to this year.

Maura Rossman thanked all for their involvement and support during the last year and said that she looks forward to continuing to serve [in the office of Past Chair].

Maura Rossman distributed information from the Depression and Related Affective Disorders Association concerning "Day for Night©: Recognizing Teenage Depression", an award-winning videotape for high-school-age youth that increases awareness and decreases stigma regarding adolescent depression. For information, call Paula Dugas, DRADA Administrator, 410-987-7447.

The Chair adjourned the meeting at 3:10 p.m.

**Attendance: 1-15-03:**

Michele Prumo	Maura Rossman	Elizabeth Crosby
Vicki Taliaferro	Betsy Gallun	Sharon Doughty
Helen Monk	Diane W. Gordy	Dianna Davis
Marge Hoffmaster	Marsha Freed	Mardel Knight
Robert Jones	Karen Heinrich	Teresa M. Albright
Eric M. Fine, M.D.	Mary Keene	Joan Stine
Donna Behrens	Susan Reiman	Dena Love
Cheryl DePinto		

Respectfully submitted,

*Teresa M. Albright*

Teresa M. Albright, B.S., M.Ed., Secretary

MARYLAND STATE SCHOOL HEALTH COUNCIL  
EXECUTIVE BOARD MEETING

EAR

ATTENDANCE: Date: November 21, 2002

NAME

ORGANIZATION

TERESA M. ALBRIGHT Maryland State Teachers Assn.

MARGE HOFFMASTER Carroll County Public Schools

PENNY BRAMLETT CARROLL COUNTY HEALTH DEPARTMENT

Vicki Taliaferro MSDE

ERIC PINE, MD BCDH / MEDCHI

Eileen Spangler FCHD

Deb Furr FC HD

Donna Mazyck MSDE

Barb Sullivan BCPS

Sharon Doughty Prince George's Co HD

MARIA SCHAEFFER MSDE

Helen Monk FCPS

Cheryl DePinto DHMH

Louise Fink BCPS

Karen Heinrich BCPS

Betsy Gallun MSDE

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