

**NEW BUSINESS:**

**Joint Meeting with MSDE and DHMH** will be October 22, 2007, 2 pm, at MSDE, in the 7<sup>th</sup> Floor Board Room.

After discussion, the following items were suggested as agenda items:

Grants to Local School Health Councils,	MSSHC Regional Meetings
Producing a CD for LSHCs	Contributions to SHIP
MSSHC Committee Structure and Charges	
(Perhaps: Update on Inhaler Use and YRBS).	

Plans for our presentation at the Joint Meeting will be made following this meeting. Mary stated that at SHIP she felt strong support for MSSHC from MSDE and DHMH.

**Head Lice Update:** Cheryl DePinto was asked to inform the Council that in schools, there would be no exclusion for nits, and that those people with live lice should leave at the end of the day. She also stated that having head lice is not a disease; it is a condition.

The following suggestions were made: That MSSHC have a fact sheet concerning the subject of head lice, that information be forwarded to Mary Keene, and that on our website we have a link to the DHMH fact sheet.

Mary asked Cheryl to formulate ideas about desired outcomes and bring the information to our November meeting which will take place following our Fall Conference.

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

Attendance 9-19-07:

Teresa M. Albright	Mardel E. Knight	Billie Jo Kreps
Anne Walker	Marge Hoffmaster	Mike Mason
Brian Griffith	Karen Heinrich	Cheryl DePinto
Mary Keene		

Respectfully submitted,

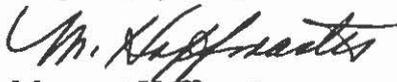
Teresa M. Albright, B.S., M.Ed., Secretary

Maryland State School Health Council  
Treasurer's Report  
September 19, 2007

<b>Beginning Balance -</b>	\$6,835.72
<b>Deposits -</b>	
9/4/07 - MSDE 2007-08 Support	\$5,000.00
9/10/07 - DHMH support 2006-08	\$10,000.00
<b>Expenses *</b>	
Check #873 - Darby Ashmore	\$100.00
Web Site May	
Check #875 - Darby Ashmore	\$100.00
Web Site June	
Check #876 - Darby Ashmore	\$100.00
Web Site July	
<b>Balance</b>	\$21,535.72

\*Check #874 - voided - Deposit for site for Fall Conference  
Site will not charge

Respectfully submitted



Margaret Hoffmaster  
Treasurer

Vendor	Asset	Expense	Actual Expenses	Total Assets	Total Expenses
Opening Balance	\$6835.72			\$6835.72	
DHMH Contribution 2006	(\$5,000)			(\$5,000)	
Fall Conference-Site Speaker Caterer		\$7000			\$7000
Fall Conference Registration - \$15/person	\$1125			\$1125	
MSDE Contribution	\$5,000			\$5,000	
DHMH Contribution	\$5,000			\$5,000	
Caterers - Regional meetings		\$400/each			\$1,200
Speakers/Materials Regional Meetings		\$3000			\$3000
Awards		\$500			\$500
Web site		\$135			\$135
Webmaster		\$100/month			\$1,200
SHIP Sponsorship		\$2,500			\$2,500
Printing/mailings		\$500			\$500
Local Council Support		\$4,500			\$4,500
Totals				\$17,160.72	\$20,535
				(5,000)	
				\$22,160.72	

MSSHC Amended Budget - 2007-08

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: May 16, 2007**

5-16-07

**Welcome and Introductions:** The meeting was called to order by Council Chair, Mary Keene, M.S., at 1:00 p.m., at Greenwood – Baltimore County Public Schools, Board Room A. All present were invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of April 18, 2007, were approved as distributed.

**Treasurer's Report:** Marge Hoffmaster.

The Treasurer's Report as of May 16, 2007, reflecting a balance of \$6,835.72, was accepted.

**OLD BUSINESS:**

**Fall Conference:** Betsy Gallun

Sites are being considered. Possible dates are Nov. 5, 6, or 8. The program Committee will move forward to plan, and a save-the-date notice will be publicized at SHIP.

**Website:** Mary Keene will meet with Brian Griffith, Chair of the Website Committee, to review a packet of information.

**Membership:** Mary Keene will meet with Karen Heinrich, Chair of the Membership Committee, to update membership lists. After July Mary will send letters to Superintendents and Health Officers to update appointees and one contact from each Local School Health Council; information requested will include name, email and mail addresses, and phone number.

**NEW BUSINESS:**

**Budget for 2007 – 2008 (Continued Discussion)**

Treasurer, Marge Hoffmaster, distributed information showing a proposed budget for 2007-2008, along with our budget for 2006-2007; the papers are filed with these Minutes.

After considerable discussion, revisions were made to the proposed budget.

Reflecting a direction more in line with our Bylaws, a motion was made by Betsy Gallun, seconded by Brian Griffith, and passed, to reduce the contribution to SHIP to \$2,500 and reallocate the funds to Fall Conference in the amount of + \$2,000 and local council support = + \$3,000.

We will plan to schedule two Regional Meetings each year, with an allocation of a total of \$3000. for "Speakers/Materials (for those) Regional Meetings".

A motion to approve the amended budget Proposal was made by Michele Promo, seconded by Joan Stine, and passed.

**June Meeting:** There will be no Executive Board Meeting in June. Board Room A at Greenwood will be reserved so that committees can meet. Mary Keene asked that committee chairs contact her to discuss their plans. Committee Summaries for 2006-2007 should be forwarded to Teresa Albright who will then forward them to Mary.

**Calendar for 2007 – 2008:** A rough draft of the calendar was distributed. After discussion, the calendar was revised to show:

- September 19, 2007: Executive Board Meeting
- October 17, 2007: Committee Meetings
- November: *(Fall Conference date to be planned for early in the month.)*
- (6) And
- November 21, 2007: Executive Board Meeting
- December *(Date TBA)*: Baltimore Metro Regional Meeting
- January 16, 2008: Executive Board
- February 20, 2008: Committee Meetings
- March 19, 2008: Executive Board Meeting
- April 23, 2008: Lower Shore Regional Meeting
- May 21, 2008: Executive Board Meeting
- June 18, 2008: Executive Board Meeting (if needed)

**COMMITTEES:**

**Committee Charges** were outlined in the packets which were distributed. On each committee page, there was a place to note additional responsibilities as well as the names of the members of the committee. The committee chairs were asked to contact the members of their committees and email Mary any additions to the charges. This information will be emailed to the members of the Executive Board for further comments.

**Committee Summaries:**

- a. **Comprehensive School Health Programs.** Chair: Maura Rossman.
  - b. **Current Health Trends.** Chairs: Pat Balducci, Karen Heinrich, Sue Reiman.
  - c. **Legislative Affairs.** Chairs: Cheryl De Pinto, Donna Mazyck, Anne Walker.
  - d. **Local School Health Councils.** Chair: Michele Prumo.
  - e. **Membership.** Chair: Karen Heinrich. (See "OLD BUSINESS:" "Membership" above.)
  - f. **Nominating.** Chair: Joan Stein.
  - g. **Program.** Chair: Betsy Gallun.
  - h. **Website.** Chair: Brian Griffith. (See "OLD BUSINESS:" "Website" above.)
- Brian thanked Marge Hoffmaster for clearing up some issues with the website.

**Announcements:**

**SHIP** is scheduled for July 23 – 26, 2007. Donna Mazyck thanked us for our financial contribution and announced that the SHIP brochures will be sent out this week.

**Physical Education Bill:** Mike Mason announced that local school boards would be approached. Jurisdictions showing the lowest amount of time (for PE) will be targeted. He asked for the Council to lend support.

**Obesity Symposium** reminder was announced by Betsy Gallun. It will be on June 6, 2007, 8:30 a.m. – 3:30 p.m., at Martin's West; registration is \$35. Check [www.healthymaryland.org](http://www.healthymaryland.org) for additional information.

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

**Attendance 5-16-07:**

Teresa M. Albright	Marge Hoffmaster	Karen Heinrich	Billie Jo Kreps	Mike Mason
Sharon L. Doughty	Carole Pinckney	Betsy Gallun	Michele Prumo	Brian Griffith
Mary S. Keene	Cheryl DePinto	Joan Stine	Louise L. Fink	Donna Mazyck

Respectfully submitted,

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

Maryland State School Health Council  
Treasurer's Report  
May 16, 2007

<b>Beginning Balance -</b>	\$7,035.72
<b>Deposits -</b>	0
<b>Expenses *</b>	
Check #872 - Darby Ashmore	\$200.00
Web Site March & April	
<b>Balance</b>	\$6,835.72

\*Check #871 - voided - error in completion

Respectfully submitted



Margaret Hoffmaster  
Treasurer

# Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	1/31/05	Previous balance				\$11,046.20
	2/13/05	MSDE 02/13/2005			\$5,000.00	\$16,046.20
821	2/17/05	David's & Dad's Catering - Regional Mtg.		\$355.55		\$15,690.65
822	3/10/05	U of MD Baltimore - SHIP Support		\$7,500.00		\$8,190.65
823	3/11/05	Darby Ashmore - Web site - Feb. 2005		\$100.00		\$8,090.65
797	3/16/05	Darby Ashmore - Voided ck#797 02/02/04			\$100.00	\$8,190.65
824	3/16/05	Darby Ashmore - Replacement check		\$100.00		\$8,090.65
825	4/11/05	Darby Ashmore - Web site - Mar. 2005		\$100.00		\$7,990.65
	4/27/05	DHMH - 2004-2005 support			\$5,000.00	\$12,990.65
826	5/11/06	Darby Ashmore - Web site - Apr. 2005		\$100.00		\$12,890.65
827	5/18/05	M. Hoffmaster - drinks/paper-region mtg.		\$27.68		\$12,862.97
828	5/19/05	CCC&T - Food Regional Meeting		\$107.20		\$12,755.77
829	6/17/05	Darby Ashmore - Web site - May 2005		\$100.00		\$12,655.77
830	7/7/05	Darby Ashmore - Web site - June 2005		\$100.00		\$12,555.77
831	7/22/05	Putting on the Ritz - Deposit Fall Conference		\$400.00		\$12,155.77
832	7/27/05	Park Avenue Café - MSDE food 07/07/2005		\$150.00		\$12,005.77
833	8/23/05	Darby Ashmore - Web site - July 2005		\$100.00		\$11,905.77
834	9/19/05	Darby Ashmore - Web site - Aug. 2005		\$100.00		\$11,805.77
802	10/26/05	American Cancer Society - void check			\$272.52	\$12,078.29
835	10/26/05	American Cancer Society - Replacement ck		\$272.52		\$11,805.77

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	10/31/05	Deposit - registration Fall Conference			\$685.00	\$12,490.77
	10/31/05	Deposit - registration Fall Conference			\$755.00	\$13,245.77
836	11/11/05	Aplus.net - Int. Srv. - web site thru 11/11/06		\$124.40		\$13,121.37
837	11/16/05	Eric Fine - Awards - Fall Conference		\$446.65		\$12,674.72
838	11/16/05	Baldwin's - room rent - Fall Conference		\$400.00		\$12,274.72
839	11/16/05	Putting on the Ritz - Bal. Food Fall Conf.		\$2,586.50		\$9,688.22
	11/18/05	Deposit - registration Fall Conference			\$775.00	\$10,463.22
	11/18/05	Deposit - registration Fall Conference			\$875.00	\$11,338.22
	11/18/05	Deposit - registration Fall Conference			\$210.00	\$11,548.22
840	11/18/05	Darby Ashmore - Web site Sept. & Oct. 05		\$200.00		\$11,348.22
841	11/20/05	Aplus.net - Int. Srv. - Check processing fee		\$5.00		\$11,343.22
842	12/7/05	Darby Ashmore - Web site Nov. 2005		\$100.00		\$11,243.22
	12/13/05	Deposit - registration Fall Conference			\$140.00	\$11,383.22
843	1/5/06	Charm Net, LLC - late fee-cancel website		\$3.75		\$11,379.47
844	1/9/06	Darby Ashmore - Web site Dec. 2005		\$100.00		\$11,279.47
845	1/18/06	BCPS - Printing - Fall Conference		\$137.50		\$11,141.97
	1/20/06	Deposit - MSDE Support 2006			\$5,000.00	\$16,141.97
846	2/3/06	Center for Mind-Body Medicine -Regist. X2		\$3,900.00		\$12,241.97
847	2/21/06	Joyce Quintavalle- reimburse mind-body		\$2,428.37		\$9,813.60
848	2/21/06	Darby Ashmore - Web site Jan. 2006		\$100.00		\$9,713.60
849	3/1/06	Suzanne Hinneman		\$348.67		\$9,364.93
850	3/31/06	Darby Ashmore - Web site Feb. & Mar. 2006		\$200.00		\$9,164.93

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	5/2/06	Deposit - DHMH support			\$5,000.00	\$14,164.93
851	5/17/06	Darby Ashmore - Web site April 2006		\$100.00		\$14,064.93
853	5/17/06	PGCPS - Regional Meeting		\$830.00		\$13,234.93
854	5/24/06	Graf-Wolf Development - Regional Mtg.		\$254.02		\$12,980.91
855	6/8/06	Darby Ashmore - Web site May 2006		\$100.00		\$12,880.91
856	7/13/06	Darby Ashmore - Web site June 2006		\$100.00		\$12,780.91
857	8/18/06	Darby Ashmore - Web site July 2006		\$100.00		\$12,680.91
	9/2/06	Deposit - MSDE reimburse mind & body conf.			\$6,607.00	\$19,287.91
858	9/26/06	U of MD Baltimore - SHIP summer sponsorship		\$7,500.00		\$11,787.91
859	10/3/06	Aplus Net - web domain		\$119.40		\$11,668.51
860	10/4/06	Darby Ashmore - Web site Aug. & Sept. 06		\$200.00		\$11,468.51
861	10/25/06	A & A Awards & Promotions - Fall Conf.		\$257.72		\$11,210.79
	11/13/06	Deposit - MSDE Support			\$5,000.00	\$16,210.79
862	11/13/06	Tracy A. Fox - Keynote - Fall Conference		\$1,000.00		\$15,210.79
863	11/20/06	Darby Ashmore - Web site Oct. 2006		\$100.00		\$15,110.79
864	12/4/06	Darby Ashmore - Web site Nov. 2006		\$100.00		\$15,010.79
865	1/18/07	Darby Ashmore - Web site Dec 2006		\$100.00		\$14,910.79
866	1/31/07	U. of MD, Baltimore - SHIP		\$7,500.00		\$7,410.79
867	3/8/07	Darby Ashmore - Web Site Jan & Feb 2007		\$200.00		\$7,210.79
868	3/21/07	Carroll County Career & Tech Center - food Regional MTG		\$68.70		\$7,142.09
869	3/21/07	Carroll County Career & Tech Center - food Regional MTG		\$40.00		\$7,102.09
870	3/21/07	Penny Bramlett - Paper/drink - Regional mtg		\$66.37		\$7,035.72



**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: April 18, 2007**

**Welcome and Introductions:** The meeting was called to order by Council Chair at 1:00 p.m., at Greenwood – Baltimore County Public Schools, Board Room A. remarks, Mary encouraged us to consider the impact of mental health as well as physical health – plan the work of the Council. All present were invited to introduce themselves. 4-18-07

**Minutes:** The Minutes of the Executive Board Meeting of March 21, 2007, were accepted as distributed, with one exception: page 2 – Billie Jo's last name is spelled "Kreps", not "Krebs".

**Treasurer's Report:** Marge Hoffmaster

The Treasurer's Report as of April 18, 2007, reflecting a balance of \$7,035.72, was accepted. Marge offered an amended report for March, showing corrected check numbers; balance shown was correct.

**Maryland Healthy Schools Coalition Report.**

Betsy Gallun reported the good news: The Clean Indoor Air Act of 2007 has passed.

**OLD BUSINESS:**

**March Regional Meeting:** The Central Maryland Regional Meeting of the Council was held March 21, 2007, at the Carroll County Agricultural Center, 700 Agricultural Center Drive, Westminster, MD. The Central MD Region includes Carroll, Howard, and Montgomery Counties.

Betsy Gallun reported that Carroll County was the sole county from the Region to attend and that the Carroll Co. representatives had a lot of helpful information to share.

Marge Hoffmaster shared that they had good representation from Carroll County.

There was a brief discussion about the difficulty in finding people to serve as Chair of LSHCs. Several of the counties have Co-Chairs, often one from Health and one from Education.

**NEW BUSINESS:**

**May Meeting:** There has been some difficulty in scheduling the meeting which was originally planned to be a Lower Shore Regional Meeting.

A motion was made by Cheryl DePinto, seconded by Betsy Gallun, and passed, that we

1) Postpone the May Regional Meeting until the fall in light of uncertain participation and lateness of the date, and

2) Schedule meetings for next year as soon as possible and notify Regions as soon as possible.

Maura Rossman offered to assist Michele Prumo in the planning of the Regional Meetings.

**Budget for 2007 - 2008 – a Discussion:**

Marge Hoffmaster invited suggestions for the draft of the budget. It was suggested that it would be helpful to plan for money for committees who bring a speaker to our meetings.

**Committee Summaries:**

**a. Comprehensive School Health Programs.** Chair: Maura Rossman.

Maura and Louise Fink met to discuss the work of the committee. They expressed the need for direction concerning the expectations of the Council for the committee.

After Board discussion, it was felt that it would be helpful to specify "charges" for the committees.

A motion was made by Teresa Albright, seconded by Mardel Knight, and passed, that a written "charge" be supplied for each Council committee. Council Chair Mary Keene, Vice Chair

Betsy Gallun, and Past Chair Michele Prumo, will work on this.

(p. 1 of 2)

**b. Current Health Trends.** Chairs: Pat Balducci, Karen Heinrich, Sue Reiman.

**c. Legislative Affairs.** Chairs: Cheryl DePinto, Donna Mazyck, Anne Walker.

"Summary: 2007 MD General Assembly – Bills of Public Health Interest" compiled by Anne Walker was distributed.

It was suggested that we compose a Council fact sheet regarding inhalants. (See HB1372 – Student Health – Inhalant Abuse).

**d. Local School Health Councils.** Chair, Michele Prumo.

**e. Membership.** Chair: Karen Heinrich.

Karen reports that she is in the process of obtaining membership records from past years as well as a list of current members. Once all records and information are obtained, she will begin recruiting new members and confirming the current membership information.

Donna Mazyck receives a list of Local School Health Council members on the School Health Services Report sent to MSDE by each county. MSDE will continue to collect this information, and Donna will forward the LSHC membership list to Karen.

**f. Nominating.** Chair: Joan Stine.

**g. Program.** Chair: Betsy Gallun.

The committee will meet following the Board meeting. All interested persons are invited to join.

**h. Website.** Chair: Brian Griffith.

We discussed what is needed on the website:

Post all lists by September. Mary Keene & Karen Henrich will update the list of the General Body. Design the website to allow for accessing specific county information for LSHCs by clicking on the name of the county instead of having to scroll down through the entire list. Include the current Bylaws.

**May Board Meeting:** We will plan the following:

1) The face-to-face-meeting that Mary Keene, Betsy Gallun, and Michele Prumo will have with the Secretaries of DHMH and MSDE, and 2) The Board and Regional meeting dates for our calendar.

**MSSHC Improvement Grants for LSHCs:**

A motion was made by Marge Hoffmaster, seconded by Sharon Doughty, and passed, that we place the information re. the Grants for the Improvement of the Local School Health Councils on the News Page of the website.

**"Healthy Active Maryland: Practical Approaches to Address Obesity"** was announced by Betsy Gallun. This symposium will be held June 6, 2007, 8:30 a.m. – 3:30 p.m., at Martin's West, Baltimore, MD. Registration is \$35. Visit [www.healthyactivemaryland.org](http://www.healthyactivemaryland.org) for a draft agenda and registration information. Flyers were distributed; a copy will be on our website.

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

Attendance 4-18-07:

Teresa M. Albright	Mary Keene	Betsy Gallun	Carole Pinckney	Mardel Knight
Sharon L. Doughty	Anne Walker	Donna Mazyck	Stew Eidel	Maura Rossman
Billie Jo Kreps	Cheryl DePinto	Marge Hoffmaster	Penny Bramlett	Lorraine Wizda
Karen Heinrich				

Respectfully submitted,

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

Maryland State School Health Council  
Treasurer's Report  
April 18, 2007

<b>Beginning Balance -</b>	\$7,210.79
<b>Deposits -</b>	0
<b>Expenses</b>	
Carroll County Career and Tech Center Check # 868 - Regional Meeting	\$68.70
Carroll County Career and Tech Center Check # 869 - Regional Meeting	\$40.00
Penny Bramlett - Check # 870 - Paper products - regional meeting	\$66.37
<b>Balance</b>	\$7,035.72

Respectfully submitted

Margaret Hoffmaster  
Treasurer

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
853	5/17/06	PGCPS - Regional Meeting		\$830.00		\$13,234.93
854	5/24/06	Graf-Wolf Development - Regional Mtg.		\$254.02		\$12,980.91
855	6/8/06	Darby Ashmore - Web site May 2006		\$100.00		\$12,880.91
856	7/13/06	Darby Ashmore - Web site June 2006		\$100.00		\$12,780.91
857	8/18/06	Darby Ashmore - Web site July 2006		\$100.00		\$12,680.91
	9/2/06	Deposit - MSDE reimburse mind & body conf.			\$6,607.00	\$19,287.91
858	9/26/06	U of MD Baltimore - SHIP summer sponsorship		\$7,500.00		\$11,787.91
859	10/3/06	Aplus Net - web domain		\$119.40		\$11,668.51
860	10/4/06	Darby Ashmore - Web site Aug. & Sept. 06		\$200.00		\$11,468.51
861	10/25/06	A & A Awards & Promotions - Fall Conf.		\$257.72		\$11,210.79
	11/13/06	Deposit - MSDE Support			\$5,000.00	\$16,210.79
862	11/13/06	Tracy A. Fox - Keynote - Fall Conference		\$1,000.00		\$15,210.79
863	11/20/06	Darby Ashmore - Web site Oct. 2006		\$100.00		\$15,110.79
864	12/4/06	Darby Ashmore - Web site Nov. 2006		\$100.00		\$15,010.79
865	1/18/07	Darby Ashmore - Web site Dec 2006		\$100.00		\$14,910.79
866	1/31/07	U. of MD, Baltimore - SHIP		\$7,500.00		\$7,410.79
867	3/8/07	Darby Ashmore - Web Site Jan & Feb 2007		\$200.00		\$7,210.79
868	3/21/07	Carroll County Career & Tech Center - food Regional MTG		\$68.70		\$7,142.09
869	3/21/07	Carroll County Career & Tech Center - food Regional MTG		\$40.00		\$7,102.09
870	3/21/07	Penny Bramlett - Paper/drink - Regional mtg		\$66.37		\$7,035.72

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: March 21, 2007**

3-21-07

**Welcome and Call to Order:** The meeting was called to order by Past Council Chair, Michele Prumo, R.N., M.S., at 12:45 p.m., at the Carroll County Agricultural Center, 700 Agricultural Center Drive, Westminster, MD.

This meeting followed the Central Maryland Regional Meeting of the Council and the lunch that was provided by the Council. Counties included in the Central Region are Carroll, Howard, and Montgomery.

At that time, Michele Prumo, Chair of the Local School Health Councils Committee, welcomed everyone present and invited them to introduce themselves. The representatives from the Carroll County School Health Council shared information about their many accomplishments in delivering school health programs. There was a discussion about how their successes have inspired and motivated other counties to initiate new programs. They also shared information about some of their barriers.

Howard and Montgomery Counties were not represented.

Appreciation was expressed to Carroll County for inviting us for the day and to Marge Hoffmaster for making the arrangements for the location of the meeting and for ordering the delicious lunch which was prepared by students enrolled in the foods program at their Career and Technology Center.

**Minutes:** The Minutes of the Executive Board Meeting of January 17, 2006, were accepted as distributed. (The Executive Board did not meet in February; according to the recently approved Bylaws, the time was reserved for committee meetings.)

**Treasurer's Report:** Marge Hoffmaster

The Treasurer's Report as of March 21, 2007, reflecting a balance of \$7,210.79, was accepted.

**Maryland Healthy Schools Coalition Report:** Sherry McCammon. (Report shared by Betsy Gallun.)

It's official—The Student Health and Fitness Act (PE bill) died. On behalf of the coalition's board, we would like to say thank you to everyone who worked on the campaign and contacted their legislators, testified at the hearings and wrote LTE's in support of this legislation.

Even though the turnout of this bill is unfortunate, our hard work is not wasted. This year we were able to build a lot of momentum for the bill and raised a tremendous amount of awareness for this issue. As a result of legislation being introduced, we believe and hope that local school districts will adopt policies to expand their physical education programs.

In the following month or so you will learn more about the coalition's next steps.

**OLD BUSINESS:**

(MSSHC EX.BD 3-21-07. p.2 of 2)  
**Committee Report Summaries:**

**Current Health Trends:** Pat Balducci, Karen Heinrich, Sue Reiman, Chairs

The Committee met to discuss their role. Some ideas were to identify speakers who could, on a regular basis, educate the Council and to increase awareness of resources for local councils to utilize.

The committee felt that the Council did not necessarily address some of the school health issues that did occur during the year (i.e. flu mist, AED, immunizations, etc.) and that starting next fall (September 07), "hot topics" should be addressed throughout the year.

It was suggested that experts could be invited to address attendees at Regional Meetings concerning their particular "hot topics".

Sue and Pat will lend assistance to Karen as she begins to address membership issues.

**Program:** Betsy Gallun, Chair

The committee will meet after the April 18 Executive Board Meeting.

They will be considering the following topics: Internet Safety, Cyber Bullying, and Best Practices.

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It was suggested that all committees be listed on our Meeting Agenda page.

**NEW BUSINESS:**

**April Meeting Time:**

We discussed the concern that there are a number of issues that need to be addressed by the Council, that April 18 was originally set aside for "committee time", and that May is scheduled for a Lower Shore Regional Meeting, leaving limited time to handle Council business.

A motion was made by Teresa Albright, seconded by Betsy Gallun, and passed, that our next Executive Board Meeting be scheduled for April 18, 2007.

**MSSHC Grants:** Grant applications were distributed. Applications will be sent to all of the Local School Health Councils, and the forms will be available on our website. The following is some of the information included on the cover page:

MSSHC is pleased to offer three \$500 Improvement Grants to local health councils for the year of 2007-2008.

Applications will be reviewed by the executive board of MSSHC during early September 2007.

Recipients will be notified of their grant by September 15<sup>th</sup>, 2007.

The application will be available on MSSHC's website after April 1.

Local health councils will receive an application in the mail by April 2, 2007.

Applications will be received until September 1<sup>st</sup> of 2007.

**Announcement:** Michele Prumo and Stewart Eidel served on a committee to review Wellness Policies. Samples of best practices are being collected and will be available before the end of April.

**The meeting was adjourned by the Past Chair.**

**Attendance 3-21-07:**

Teresa M. Albright

Sue Reiman

Helen Monk

Eric Fine

Pat Balducci

Penny Bramlett

Mardel Knight

Stew Eidel

Brian Griffith

Betsy Gallun

Billie Jo Kreps

Michele Prumo

Marge Hoffmaster

Respectfully submitted,

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

Maryland State School Health Council  
Treasurer's Report  
March 21, 2007

*Amended report  
for March*

<b>Beginning Balance -</b>	\$15,010.79
<b>Deposits -</b>	0
<b>Expenses</b>	
December Web Site - Darby Ashmore Check #865	\$100.00
SHIP 2007 Support - U of MD - Baltimore Check #866	\$7,500.00
January & February Web Site - Darby Ashmore Check #867	\$200.00
<b>Balance</b>	\$7,210.79

**Amended 4/17/02**

Respectfully submitted

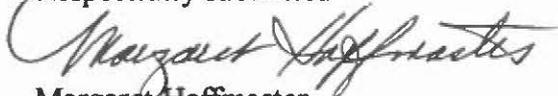
Margaret Hoffmaster  
Treasurer

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
853	5/17/06	PGCPS - Regional Meeting		\$830.00		\$13,234.93
854	5/24/06	Graf-Wolf Development - Regional Mtg.		\$254.02		\$12,980.91
855	6/8/06	Darby Ashmore - Web site May 2006		\$100.00		\$12,880.91
856	7/13/06	Darby Ashmore - Web site June 2006		\$100.00		\$12,780.91
857	8/18/06	Darby Ashmore - Web site July 2006		\$100.00		\$12,680.91
	9/2/06	Deposit - MSDE reimburse mind & body conf.			\$6,607.00	\$19,287.91
858	9/26/06	U of MD Baltimore - SHIP summer sponsorship		\$7,500.00		\$11,787.91
859	10/3/06	Aplus Net - web domain		\$119.40		\$11,668.51
860	10/4/06	Darby Ashmore - Web site Aug. & Sept. 06		\$200.00		\$11,468.51
861	10/25/06	A & A Awards & Promotions - Fall Conf.		\$257.72		\$11,210.79
	11/13/06	Deposit - MSDE Support			\$5,000.00	\$16,210.79
862	11/13/06	Tracy A. Fox - Keynote - Fall Conference		\$1,000.00		\$15,210.79
863	11/20/06	Darby Ashmore - Web site Oct. 2006		\$100.00		\$15,110.79
864	12/4/06	Darby Ashmore - Web site Nov. 2006		\$100.00		\$15,010.79
865	1/18/07	Darby Ashmore - Web site Dec 2006		\$100.00		\$14,910.79
866	1/31/07	U. of MD, Baltimore - SHIP		\$7,500.00		\$7,410.79
867	3/8/07	Darby Ashmore - Web Site Jan & Feb 2007		\$200.00		\$7,210.79
868	3/21/07	Carroll County Career & Tech Center - food Regional MTG		\$68.70		\$7,142.09
869	3/21/07	Carroll County Career & Tech Center - food Regional MTG		\$40.00		\$7,102.09
870	3/21/07	Penny Bramlett - Paper/drink - Regional mtg		\$66.37		\$7,035.72

Maryland State School Health Council  
Treasurer's Report  
March 21, 2007

<b>Beginning Balance -</b>	\$15,010.79
<b>Deposits -</b>	0
<b>Expenses</b>	
December Web Site - Darby Ashmore Check #865	\$100.00
SHIP 2007 Support - U of MD - Baltimore	\$7,500.00
January & February Web Site - Darby Ashmore Check #864	\$200.00
<b>Balance</b>	\$7,210.79

Respectfully submitted



Margaret Hoffmaster  
Treasurer

# Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	1/31/05	Previous balance				\$11,046.20
	2/13/05	MSDE 02/13/2005			\$5,000.00	\$16,046.20
821	2/17/05	David's & Dad's Catering - Regional Mtg.		\$355.55		\$15,690.65
822	3/10/05	U of MD Baltimore - SHIP Support		\$7,500.00		\$8,190.65
823	3/11/05	Darby Ashmore - Web site - Feb. 2005		\$100.00		\$8,090.65
797	3/16/05	Darby Ashmore - Voided ck#797 02/02/04			\$100.00	\$8,190.65
824	3/16/05	Darby Ashmore - Replacement check		\$100.00		\$8,090.65
825	4/11/05	Darby Ashmore - Web site - Mar. 2005		\$100.00		\$7,990.65
	4/27/05	DHMH - 2004-2005 support			\$5,000.00	\$12,990.65
826	5/11/06	Darby Ashmore - Web site - Apr. 2005		\$100.00		\$12,890.65
827	5/18/05	M. Hoffmaster - drinks/paper-region mtg.		\$27.68		\$12,862.97
828	5/19/05	CCC&T - Food Regional Meeting		\$107.20		\$12,755.77
829	6/17/05	Darby Ashmore - Web site - May 2005		\$100.00		\$12,655.77
830	7/7/05	Darby Ashmore - Web site - June 2005		\$100.00		\$12,555.77
831	7/22/05	Putting on the Ritz - Deposit Fall Conference		\$400.00		\$12,155.77
832	7/27/05	Park Avenue Café - MSDE food 07/07/2005		\$150.00		\$12,005.77
833	8/23/05	Darby Ashmore - Web site - July 2005		\$100.00		\$11,905.77
834	9/19/05	Darby Ashmore - Web site - Aug. 2005		\$100.00		\$11,805.77
802	10/26/05	American Cancer Society - void check			\$272.52	\$12,078.29
835	10/26/05	American Cancer Society - Replacement ck		\$272.52		\$11,805.77

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	10/31/05	Deposit - registration Fall Conference			\$685.00	\$12,490.77
	10/31/05	Deposit - registration Fall Conference			\$755.00	\$13,245.77
836	11/11/05	Aplus.net - Int. Srv. - web site thru 11/11/06		\$124.40		\$13,121.37
837	11/16/05	Eric Fine - Awards - Fall Conference		\$446.65		\$12,674.72
838	11/16/05	Baldwin's - room rent - Fall Conference		\$400.00		\$12,274.72
839	11/16/05	Putting on the Ritz - Bal. Food Fall Conf.		\$2,586.50		\$9,688.22
	11/18/05	Deposit - registration Fall Conference			\$775.00	\$10,463.22
	11/18/05	Deposit - registration Fall Conference			\$875.00	\$11,338.22
	11/18/05	Deposit - registration Fall Conference			\$210.00	\$11,548.22
840	11/18/05	Darby Ashmore - Web site Sept. & Oct. 05		\$200.00		\$11,348.22
841	11/20/05	Aplus.net - Int. Srv. - Check processing fee		\$5.00		\$11,343.22
842	12/7/05	Darby Ashmore - Web site Nov. 2005		\$100.00		\$11,243.22
	12/13/05	Deposit - registration Fall Conference			\$140.00	\$11,383.22
843	1/5/06	Charm Net, LLC - late fee-cancel website		\$3.75		\$11,379.47
844	1/9/06	Darby Ashmore - Web site Dec. 2005		\$100.00		\$11,279.47
845	1/18/06	BCPS - Printing - Fall Conference		\$137.50		\$11,141.97
	1/20/06	Deposit - MSDE Support 2006			\$5,000.00	\$16,141.97
846	2/3/06	Center for Mind-Body Medicine -Regist. X2		\$3,900.00		\$12,241.97
847	2/21/06	Joyce Quintavalle- reimburse mind-body		\$2,428.37		\$9,813.60
848	2/21/06	Darby Ashmore - Web site Jan. 2006		\$100.00		\$9,713.60
849	3/1/06	Suzanne Hinneman		\$348.67		\$9,364.93
850	3/31/06	Darby Ashmore - Web site Feb. & Mar. 2006		\$200.00		\$9,164.93

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	5/2/06	Deposit - DHMH support			\$5,000.00	\$14,164.93
851	5/17/06	Darby Ashmore - Web site April 2006		\$100.00		\$14,064.93
853	5/17/06	PGCPS - Regional Meeting		\$830.00		\$13,234.93
854	5/24/06	Graf-Wolf Development - Regional Mtg.		\$254.02		\$12,980.91
855	6/8/06	Darby Ashmore - Web site May 2006		\$100.00		\$12,880.91
856	7/13/06	Darby Ashmore - Web site June 2006		\$100.00		\$12,780.91
857	8/18/06	Darby Ashmore - Web site July 2006		\$100.00		\$12,680.91
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858	9/26/06	U of MD Baltimore - SHIP summer sponsorship		\$7,500.00		\$11,787.91
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	11/13/06	Deposit - MSDE Support			\$5,000.00	\$16,210.79
862	11/13/06	Tracy A. Fox - Keynote - Fall Conference		\$1,000.00		\$15,210.79
863	11/20/06	Darby Ashmore - Web site Oct. 2006		\$100.00		\$15,110.79
864	12/4/06	Darby Ashmore - Web site Nov. 2006		\$100.00		\$15,010.79
865	1/18/07	Darby Ashmore - Web site Dec 2006		\$100.00		\$14,910.79
866	1/31/07	U. of MD, Baltimore - SHIP		\$7,500.00		\$7,410.79
867	3/8/07	Darby Ashmore - Web Site Jan & Feb 2007		\$200.00		\$7,210.79

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: January 17, 2007**

1-17-07

**Welcome and Call to Order:** The meeting was called to order by Council Chair, Mary Keene, M.S., at 1:00 p.m., at Greenwood – Baltimore County Public Schools, Board Room A. All present were invited to introduce themselves.

**Appreciation** was expressed to Michele Prumo for her extended term(s) of dedicated service as Chair of the Council. On behalf of the Council, Mary Keene presented a fresh floral arrangement to Michele.

**Special Event: “Protecting Children On-Line – A Parent’s Guide to Internet Safety”.**

Sue Reiman introduced Detective Rick Lyne, Harford County Sheriff’s Office, who shared a presentation concerning this topic. Detective Lyne also works with the Harford County Child Advocacy Center and the Maryland Internet Crimes Against Children Task Force.

We discussed the factors related to vulnerability of children and youth to on-line predators and some helpful actions adults can take to deal with this situation. We would like to plan for a time that Detective Lyne can share this presentation with more of our Council members.

**Minutes:** The Minutes of the Executive Board Meeting of November 15, 2006 were approved. (No Executive Board Meeting was held in December.)

**Treasurer’s Report:** Marge Hoffmaster.

The Treasurer’s Report as of January 17, 2007, reflecting a balance of \$15,010.79, was accepted.

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

**OLD BUSINESS:**

**Committee Meeting Dates:** A motion was made by Teresa Albright, seconded by Anne Walker, and passed, that February 21, 2007, be set aside for our committees to meet and that the Executive Board will not meet on that day.

Board Room A at Greenwood is reserved for 1:00 p.m., and committees may meet there if desired. Each committee is to make a report to Council concerning their meeting.

**Regional Meetings:**

The Central Maryland Regional Meeting will be held March 21, 2007, 11:00 a.m. – 3:30 p.m.

Carroll, Howard and Montgomery Counties will be highlighting their activities.

Michele Prumo, Past Chair and Chair of the Local School Health Councils Committee, will determine the location and will email meeting information to the Executive Board and others involved.

**MSSHC Local School Health Council Improvement Grants:**

Marge Hoffmaster distributed draft copies of the application form we could use.  
We will add "Maximum of \$500. on "Grant Dollars Requested:" line.  
(Grants can be partially funded; total grants awarded will not exceed \$1500.)  
We will add "Name and address of LSHC person completing application:".  
"Campaign Target Audience:" will be changed to "Project Target Audience:".  
We will add "Please submit application by email or fax to:  
Michele Prumo, Chair of the Local School Health Councils Committee."  
The time to apply for grants will be between March 1 and June 1, 2007.

Mary Keene and Marge will confer to finalize the application.  
Mary will attach a letter; she and Betsy Gallun will work on the letter.  
The letter and the application will be on our website.

**NEW BUSINESS:**

**Storage of MSSHC Papers:** Teresa Albright has a vast collection of the Council meeting packets; she asked that the Executive Board decide which documents should be saved. It was decided that saved documents should include Minutes, Treasurer's Reports, and Bylaws.  
Anne Walker volunteered storage space at MSDE.

**School Health Interdisciplinary Program:** Anne Walker, reporting.

The Seventh Annual SHIP: "Charting the Course for Our Children's Future!" will be held July 23 - 26, 2007, at Turf Valley Resort & Conference Center, Ellicott City, MD.  
Flyers announcing the program and charts showing speakers were distributed.

Donna Mazyck is Co-Chair of the Conference Planning Committee.

We discussed ideas to be considered in the planning of the conference:

Expanding the audience for the conference,

Inviting Detective Rick Lynn to present information about protecting children against on-line predators, and

Including a teen panel with discussion.

A motion was made by Maura Rossman, seconded by Louise Fink, and passed, that we allocate \$7500. for SHIP.

We discussed the function of SHIP, the function of MSSHC conferences, and the allocation of funds for each. It was suggested that we have a retreat to discuss priorities.

We re-voted on the allocation of \$7500. for SHIP; the motion passed (with some opposition).

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

Attendance 1-17-07:

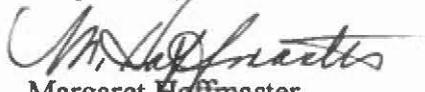
Teresa M. Albright	Mardel Knight	Mary S. Keene	Sue Reiman
Pat Balducci	Betsy Gallun	Stewart Eidel	Maura Rossman
Cheryl DePinto	Anne Walker	Karen Heinrich	Louise Fink
Lorraine Wizda	Marge Hoffmaster	Michele Prumo	

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

Maryland State School Health Council  
Treasurer's Report  
January 17, 2007

<b>Beginning Balance -</b>	\$15,210.79
<b>Deposits --</b>	0
<b>Expenses</b>	
October Web Site – Darby Ashmore Check #863	\$100.00
November Web Site – Darby Ashmore Check #864	\$100.00
<b>Balance</b>	\$15,010.79

Respectfully submitted

  
Margaret Hoffmaster  
Treasurer

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: November 15, 2006**

11-15-06

**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 Greenwood – Baltimore County Public Schools, Board Room A. All present were invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of October 18, 2006, were approved as distributed.

**Treasurer's Report:** Marge Hoffmaster.

The Treasurer's Report as of November 15, 2006, reflecting a balance of \$15,210.79, was accepted.

Marge distributed a packet containing details of her report, the MSSHC Budget Proposal for 2006-07, and Proposal for Local School Health Council Support. The latter defines the MSSHC grants to be awarded to jurisdictions.

The Proposal includes:

- \* Allocate up to \$500. to Local School Health Councils for the purpose of education, public relations, workshop speakers, etc.
- \* Require an application that delineates the purpose for the request.
- \* The request would be reviewed by the Executive Board.
- \* The number of stipends per year would vary upon availability of funds.
- \* A council could apply for only one stipend in a Fiscal Year.
- \* Regional councils could request funds for joint meetings, thus increasing the allocation.

The Board agreed that:

Councils could combine their efforts and request.

The application should include:

The name of the Council(s),

A description of the project,

A line item budget, noting total funds requested, and

The signature of the LSHC Chair.

The applications should be put out in January 2007, along with a letter from Mary Keene, our MSSHC Chair as of January 1, 2007.

Marge discussed verification about the times of contributions from MSDE and DHMH.

Allocation of funds for the Fall 2007 Conference would be \$5,500. There would be a registration fee for the conference.

**Website:** The Board welcomed Darby Ashmore, our webmaster, who discussed our website. The following ideas were expressed:

- Include:** Information about conferences: pictures and interest points,  
Upcoming events,  
A link to a physical education website,  
Award information,  
An article such as ABCs of Mental Health,  
List of committees and publish their reports as soon as given at the Executive Board Meeting,  
MSSHC Incentive Grants Application document,  
MSSHC Awards Application forms (adjusting for current date),  
Committee "hot topics",  
Immunization requirements (check with Sue Reiman),  
Flu Mist concepts,  
Speakers Bureau list,  
Update of Executive Board and General Body membership.

It was suggested that Brian Griffith have an "info.-sheet" each Board meeting to collect current news announcements for the website.

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

## **OLD BUSINESS:**

**Nutrition Summit – Fall Program** was held October 27, 2006, at The Inn and Conference Center at The University of Maryland University College, Adelphi, MD. MSSHC was a co-sponsor of the Summit. The Summit theme was "Building a Foundation of Wellness in Maryland Schools".

Each attendee received a copy of the Maryland's Healthy School Tool Kit: Your guide to Building a Foundation of Wellness –Challenges, Changes and Commitments: Local Wellness Policies at Work.

As a part of the schedule for the day, there was a brief General Body Meeting during which we voted to adopt the amended Bylaws. The MSSHC Annual Awards were presented following the luncheon.

The Nutrition Summit – Fall Program was a success, and those who attended the Summit appreciated receiving the great Tool Kit.

## **Healthy Schools Award:**

Brian Griffith distributed a packet describing the Healthy Schools Program and the criteria for meeting the Bronze, Silver, Gold, and Platinum levels of awards.

Applications will be on the MSDE website.

Brian will add information about this to the MSSHC website.

It was noted that there are many things available for schools, including this and our incentive grants.

**NEW BUSINESS:**

(MSSSHC EX.BD 11-15-06. p.3 of 3)

**Committee Chair Appointments:** The following have agreed to Chair our committees:

- a. Comprehensive School Health Programs: Maura Rossman
- b. Current Health Trends: Pat Balducci, Karen Heinrich, and Sue Reiman
- c. Legislative Affairs: Cheryl DePinto, Donna Mazyck, and Anne Walker
- d. Local School Health Councils: Michele Prumo (as Council Past Chair)
- e. Membership: Karen Heinrich
- f. Nominating: Joan Stine
- g. Program: Betsy Gallun (as Council Vice Chair)
- h. Website: Brian Griffith

Committee Chairs (with exception of Legislative) were encouraged to invite people to join their committees. Committees are asked to provide a report.

**Addressing Problems with Children's On-Line Communications:**

Sue Reiman shared that she had heard a presentation by a Harford County detective on the subject of problems with children communicating on-line. She suggested that it would be useful to invite the detective to address the Executive Board concerning the subject and that after hearing him, we might want to invite him to address the General Body as well. It was suggested that he could be listed as a resource for our Speakers Bureau.

Sue will schedule the detective to present information at our January Board meeting.

**Executive Board Meeting:**

A motion was made by Carole Pinckney, seconded by Betsy Gallun, and passed, that the Executive Board not meet on December 20, 2006. The next meeting will be January 17, 2007.

**MSSHC Officers for 2007:**

A motion was made by Cheryl DePinto, seconded by Sue Reiman and unanimously passed, that Betsy Gallun be elected Vice Chair of the Council.

MSSHC Officers for 2007 will be:

- Chair: Mary Keene
- Vice Chair: Betsy Gallun
- Past Chair: Michele Prumo
- Treasurer: Marge Hoffmaster (continuing her 3-year term through 2007)
- Secretary: Teresa Albright (continuing her 3-year term through 2007)

Mary Keene suggested that we omit a mailing address on our letterhead, retaining the listing of our website and the names of our officers with their phone numbers and email addresses.

**Appreciation:** The Executive Board heartily thanks Michele Prumo for her dedicated leadership during her extended terms as Council Chair.

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

Attendance 11-15-06:

Teresa M. Albright	Mary Keene	Carole A. Pinckney	Betsy Gallun
Brian Griffith	Marge Hoffmaster	Penny Bramlett	Karen Heinrich
Sue Reiman	Pat Balducci	Michele Prumo	Anne Walker
Lorraine Wizda	Cheryl DePinto	Darby Ashmore (Webmaster)	

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

Maryland State School Health Council  
Treasurer's Report  
November 15, 2006

<b>Beginning Balance -</b>	\$11,468.51
<b>Deposits -</b>	\$5,000.00
<b>Expenses</b>	
Awards - Fall Conference	\$257.72
Check #861	
Tracy A. Fox	\$1,000.00
Check #862	
<b>Balance</b>	\$15,210.79

Respectfully submitted

  
Margaret Hoffmaster  
Treasurer

**Proposal**  
**Local School Health Council Support**

- **Allocate up to \$500 to Local School Health Councils for the purpose of education, public relations, workshop speakers, etc.**
- **Require an application that delineates the purpose for the request.**
- **The request would be reviewed by the Executive Board**
- **The number of stipends per year would vary upon availability of funds**
- **A council could apply for only one stipend in a Fiscal Year**
- **Regional councils could request funds for joint meetings, thus increasing the allocation**

Vendor	Asset	Expense	Total Assets	Total Expenses
Opening Balance	\$4,164.93		\$4,164.93	
Amount due – reimbursement – MSDE	(\$6677.00)		\$4,164.93 + (\$6677) = \$10,841.93	
MSDE Contribution	\$5,000		\$5,000	
DHMH Contribution	\$5,000		\$5,000	
Caterers – Regional meetings		\$400/each		\$1,200
Awards		\$500		\$500
Web site		\$135		\$135
Webmaster		\$100/month		\$1,200
SHIP Sponsorship		\$7,500		\$7,500
Contribution joint meeting		\$3,000		\$3,000
Printing/mailings		\$500		\$500
Local Council Support		\$1,500		\$1,500
Totals	\$20,841.93		\$20,841.93	\$15,535

MSSHC Budget Proposal – 2006-07

**MARYLAND STATE SCHOOL HEALTH COUNCIL FINANCIAL TRANSACTIONS**

DATE	PURCHASE/VENDOR	EXPENSE	DEPOSIT	BALANCE	NOTES	CHECK #
1/31/2005				\$11,046.20		
2/13/2005	MSDE 2/13/05		\$5,000.00	\$16,046.20		
2/17/2005	David's & Dad's Catering 2/17/05	\$355.55		\$15,690.65	Regional meeting	821
3/10/2005	U od MD Baltimore - Ship 3/10/05	\$7,500.00		\$8,190.65	SHIP Support	822
3/11/2005	Darby Ashmore 3/11/05	\$100.00		\$8,090.65	Web site -February, 2005	823
3/16/2005	Darby Ashmore voided check #797		\$100.00	\$8,190.65	Uncashed from 2/3/04	797
3/16/2005	Darby Ashmore	\$100.00		\$8,090.65	Replacement Check	824
4/11/2005	Darby Ashmore	\$100.00		\$7,990.65	Web Site - March 2005	825
4/27/2005	DHMH		\$5,000.00	\$12,990.65	2004-05 support - 4/27/05	
5/11/2005	Darby Ashmore	\$100.00		\$12,890.65	Web site - April 2005	826
5/18/2005	Marge Hoffmaster	\$27.68		\$12,862.97	drinks/paper-region mtg	827
5/19/2005	Carroll County Carreer & Tech Ctr	\$107.20		\$12,755.77	Food Regional Mtg	828
6/17/2005	Darby Ashmore	\$100.00		\$12,655.77	May website	829
7/7/2005	Darby Ashmore	\$100.00		\$12,555.77	June Website	830
7/22/2005	Putting on the Ritz	\$400.00		\$12,155.77	Deposit Fall Conference	831
7/27/2005	Park Avenue Café	\$150.00		\$12,005.77	MSDE food 7/705	832
8/23/2005	Dardy Ashmore	\$100.00		\$11,905.77	July web site	833
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10/26/2005	American Cancer Society		\$272.52	\$12,078.29	void check	802
10/26/2005	American Cancer Society	\$272.52		\$11,805.77	Replacement Check	835
10/31/2005	Deposit-registration fall conference		\$685.00	\$12,490.77	registration fall conference	
10/31/2005	Deposit-registration fall conference		\$755.00	\$13,245.77	registration fall conference	
11/11/2005	Aplus.net -Internet Services	\$124.40		\$13,121.37	Web site through 11/11/06	836
11/16/2005	Eric Fine	\$446.65		\$12,674.72	Awards - Fall Confrence	837
11/16/2005	Baldwin's	\$400.00		\$12,274.72	Room rent - Fall Conference	838
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11/18/2005	Deposit-registration fall conference		\$775.00	\$10,463.22	Registration - Fall conference	
11/18/2005	Deposit-registration fall conference		\$875.00	\$11,338.22	registration fall conference	
11/18/2005	Deposit-registration fall conference		\$210.00	\$11,548.22	registration fall conference	
11/18/2005	Darby Ashmore	\$200.00		\$11,348.22	Web site - Sept. & Oct	840
11/20/2005	Aplus.net -Internet Services	\$5.00		\$11,343.22	Check processing Fee	841
12/7/2005	Darby Ashmore	\$100.00		\$11,243.22	Wweb site - November	842
12/13/2005	Deposit-registration fall conference		\$140.00	\$11,383.22	registration - Fall Conference	
1/5/2006	Charm Net, LLC	\$3.75		\$11,379.47	late fee-cancelled web site	843

1/9/2006	Darby Ashmore	\$100.00		\$11,279.47	Web Site - December	844
1/18/2006	Baltimore County Public Schools	\$137.50		\$11,141.97	Printing- Fall Conference	845
1/20/2006	Deposit - MSDE		\$5,000.00	\$16,141.97	Support 2006	
2/3/2006	Center for Mind-Body Medicine	\$3,900.00		\$12,241.97	Registration X2	846
2/21/2006	Joyce Quintavalle	\$2,428.37		\$9,813.60	reimburse mind body conference	847
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3/31/2006	Darby Ashmore	\$200.00		\$9,164.93	website - Feb & Mar	850
5/2/2006	Deposit - DHMH		\$5,000.00	\$14,164.93	DHMH support	
5/17/2006	Darby Ashmore	\$100.00		\$14,064.93	April Web Site	851
5/17/2006	PGCPS	\$830.00		\$13,234.93	Regional meeting	853
5/24/2006	Graf-Wolf Development	\$254.02		\$12,980.91	Regional meeting	854
6/8/2006	Darby Ashmore	\$100.00		\$12,880.91	May website	855
7/13/2006	Darby Ashmore	\$100.00		\$12,780.91	June Website	856
8/18/2006	Darby Ashmore	\$100.00		\$12,680.91	July web site	857
9/2/2006	Deposit - MSDE		\$6,607.00	\$19,287.91	reimburse mind body conference	
9/26/2006	U od MD Baltimore - Ship summer 2006	\$7,500.00		\$11,787.91	sponsorship	858
10/3/2006	AplusNet	\$119.40		\$11,668.51	web domain	859
10/4/2006	Darby Ashmore	\$200.00		\$11,468.51	Web site Aug & Sept	860
10/25/2006	A&A Awards and Promotionals	\$257.72		\$11,210.79	Awards - Fall Conference	861
11/13/2006	Deposit - MSDE support		\$5,000.00	\$16,210.79	MSDE support	
11/13/2006	Tracy A. Fox	\$1,000.00		\$15,210.79	Keynote - Fall Conference	862

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: October 18, 2006**

10-18-06

**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 Greenwood – Baltimore Country Public Schools, Board Room A. All present were invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of September 13, 2006, were approved as distributed.

**Treasurer's Report:** Marge Hoffmaster.

The Treasurer's Report as of October 18, 2006, reflecting a balance of \$11,468.51, was accepted.

**Maryland Healthy Schools Coalition Report:** Mike Mason reporting.

**Physical Education Action Cards** were created to raise awareness about the need for more PE time. On the back of the card is a list of ways individuals can get involved and a special note to parents of school-aged children to go on-line and take a survey. Cards will be available beginning in October and will be distributed at upcoming events and meetings like the PTA Fall Convention and the MSDE Wellness Summit. Copies were distributed; one is filed with these Minutes.

**"Don't Leave the Whole Child Behind: Make Physical Education a Priority in Our Schools!"** is an article Brian Griffith used to update the website. It contains talking points about obesity, physical education, and how you can help children be healthy. Copies were distributed; one is filed with these Minutes.

**Physical Education Bill** support is planned by Coalition.

**Fitness Assessment for all students in Maryland** is being looked at by Coalition.

**OLD BUSINESS:**

**Nutrition Summit – Fall Program** will be held October 27, 2006, at the University of Maryland University College in Adelphi, MD. MSSHC is a co-sponsor of the Summit. As part of the schedule for that day we will have a brief General Body Meeting, during which we will be voting to adopt the amended Bylaws. The MSSHC Annual Awards will be presented following the luncheon.

**Healthy Schools Award:** Brian Griffith is going to base the award on a model from the Healthier Generations criteria. This program is a partnership with the American Heart Association and the Clinton Foundation. Information can be seen at the website [www.healthiergeneration.org](http://www.healthiergeneration.org). Deitra Wengert noted that a national award of this type is available and suggested that the criteria for that award be checked.

(OLD BUSINESS, continued)

**Joint letter to Dr. Grasmick and Secretary McCann:** The October 10, 2006, letter was sent by Council Chair, Michele Prumo. Copies were distributed; one is filed with these Minutes. The letter included information concerning incoming Chair, Vice Chair and Past Chair, as well as major Council activities since September 2005:

Two Regional meetings, Revisions to Bylaws, Funds contributed to August 2006 SHIP, Annual Meeting in November 2005 and presentation of MSSHC Awards., Working with MSDE in planning October 2006 Wellness Summit, and Establishment of MSSHC incentive grants for locals to use to support their initiatives.

Commitment was expressed concerning MSSHC working with MSDE and DHMH on issues pertaining to Comprehensive School Health Programs.

#### **NEW BUSINESS:**

**Website:** Darby Ashmore, our Webmaster, will be invited to attend our November meeting to discuss updating our website.

**MSSHC Grants:** A letter concerning application for our grants will be sent to the Local School Health Councils. Application information should include the LSHC membership and how often they meet, the purpose for the grant and how the money will be used. Later we should see the final product and post information about it on our website.

Marge Hoffmaster will estimate the dollar amount for the grants; she will report back in November.

#### **COMMITTEE REPORTS:**

**Nominating:** Michele Prumo reported that Betsy Gallun has agreed to be nominated as Vice Chair. Mary Keene will advance to be our new Chair, and Michele Prumo will serve as our Past Chair. This will take effect January 1, 2007.

**Awards:** Eric Fine, Chair.

Letters inviting nominations for awards were sent out, and responses have been received.

Teresa Albright suggested that in the future the letters inviting nominations be sent out the first part of September, if not earlier. Other suggestions included putting the information on our website and using an October 1 deadline.

**November Executive Board Meeting** will include discussion concerning nominations, committee chairs, and charges to committees.

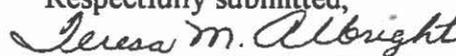
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The meeting was adjourned by the Chair.

#### Attendance 10-18-06:

Teresa M. Albright  
Marge Hoffmaster  
Betsy Gallun  
Lorraine Wizda

Michele Prumo  
Anne Walker  
Mike Mason  
Deitra Wengert

Mary Keene  
Karen Heinrich  
Eric M. Fine, MD  
Susan Reiman

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

Maryland State School Health Council  
Treasurer's Report  
October 18, 2006

Beginning Balance -	\$19,287.91
Deposits -	0
Expenses	
University of Maryland - SHIP contribution Check #858	\$7,500.00
Aplus Net - Website Check #859	\$119.40
Darby Ashmore - Webmaster - Aug & Sept Check #860	\$200.00
Balance	\$11,468.51

Respectfully submitted

  
Margaret Hoffmaster

MARYLAND STATE SCHOOL HEALTH COUNCIL FINANCIAL TRANSACTIONS						
DATE	PURCHASE/VENDOR	EXPENSE	DEPOSIT	BALANCE	NOTES	CHECK #
1/31/2005				\$11,046.20		
2/13/2005	MSDE 2/13/05		\$5,000.00	\$16,046.20		
2/17/2005	David's & Dad's Catering 2/17/05	\$355.55		\$15,690.65	Regional meeting	821
3/10/2005	U od MD Baltimore - Ship 3/10/05	\$7,500.00		\$8,190.65	SHIP Support	822
3/11/2005	Darby Ashmore 3/11/05	\$100.00		\$8,090.65	Web site -February, 2005	823
3/16/2005	Darby Ashmore voided check #797		\$100.00	\$8,190.65	Uncashed from 2/3/04	797
3/16/2005	Darby Ashmore	\$100.00		\$8,090.65	Replacement Check	824
4/11/2005	Darby Ashmore	\$100.00		\$7,990.65	Web Site - March 2005	825
4/27/2005	DHMH		\$5,000.00	\$12,990.65	2004-05 support - 4/27/05	
5/11/2005	Darby Ashmore	\$100.00		\$12,890.65	Web site - April 2005	826
5/18/2005	Marge Hoffmaster	\$27.68		\$12,862.97	drinks/paper-region mtg	827
5/19/2005	Carroll County Carreer & Tech Ctr	\$107.20		\$12,755.77	Food Regional Mtg	828
6/17/2005	Darby Ashmore	\$100.00		\$12,655.77	May website	829
7/7/2005	Darby Ashmore	\$100.00		\$12,555.77	June Website	830
7/22/2005	Putting on the Ritz	\$400.00		\$12,155.77	Deposit Fall Conference	831
7/27/2005	Park Avenue Café	\$150.00		\$12,005.77	MSDE food 7/705	832
8/23/2005	Dardy Ashmore	\$100.00		\$11,905.77	July web site	833
9/19/2005	Darby Ashmore	\$100.00		\$11,805.77	August Web Site	834
10/26/2005	American Cancer Society		\$272.52	\$12,078.29	void check	802
10/26/2005	American Cancer Society	\$272.52		\$11,805.77	Replacement Check	835
10/31/2005	Deposit-registration fall conference		\$685.00	\$12,490.77	registration fall conference	
10/31/2005	Deposit-registration fall conference		\$755.00	\$13,245.77	registration fall conference	
11/11/2005	Aplus.net -Internet Services	\$124.40		\$13,121.37	Web site through 11/11/06	836
11/16/2005	Eric Fine	\$446.65		\$12,674.72	Awards - Fall Confrence	837
11/16/2005	Baldwin's	\$400.00		\$12,274.72	Room rent - Fall Conference	838
11/16/2005	Putting on the Ritz	\$2,586.50		\$9,688.22	Balance - Food - Fall Conference	839
11/18/2005	Deposit-registration fall conference		\$775.00	\$10,463.22	Registration - Fall conference	
11/18/2005	Deposit-registration fall conference		\$875.00	\$11,338.22	registration fall conference	
11/18/2005	Deposit-registration fall conference		\$210.00	\$11,548.22	registration fall conference	
11/18/2005	Darby Ashmore	\$200.00		\$11,348.22	Web site - Sept. & Oct	840
11/20/2005	Aplus.net -Internet Services	\$5.00		\$11,343.22	Check processing Fee	841
12/7/2005	Darby Ashmore	\$100.00		\$11,243.22	Wweb site - November	842
12/13/2005	Deposit-registration fall conference		\$140.00	\$11,383.22	registration - Fall Conference	
1/5/2006	Charm Net, LLC	\$3.75		\$11,379.47	late fee-cancelled web site	843

1/9/2006	Darby Ashmore	\$100.00		\$11,279.47	Web Site - December	844
1/18/2006	Baltimore County Public Schools	\$137.50		\$11,141.97	Printing- Fall Conference	845
1/20/2006	Deposit - MSDE		\$5,000.00	\$16,141.97	Support 2006	
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2/21/2006	Joyce Quintavalle	\$2,428.37		\$9,813.60	reimburse mind body conference	847
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3/1/2006	Suzanne Hinneman	\$348.67		\$9,364.93	reimburse mind body conference	849
3/31/2006	Darby Ashmore	\$200.00		\$9,164.93	website - Feb & Mar	850
5/2/2006	Deposit - DHMH		\$5,000.00	\$14,164.93	DHMH support	
5/17/2006	Darby Ashmore	\$100.00		\$14,064.93	April Web Site	851
5/17/2006	PGCPS	\$830.00		\$13,234.93	Regional meeting	853
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7/13/2006	Darby Ashmore	\$100.00		\$12,780.91	June Website	856
8/18/2006	Darby Ashmore	\$100.00		\$12,680.91	July web site	857
9/2/2006	Deposit - MSDE		\$6,607.00	\$19,287.91	reimburse mind body conference	
9/26/2006	U od MD Baltimore - Ship summer 2006	\$7,500.00		\$11,787.91	sponsorship	858
10/3/2006	AplusNet	\$119.40		\$11,668.51	web domain	859
10/4/2006	Darby Ashmore	\$200.00		\$11,468.51	Web site Aug & Sept	860

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: September 13, 2006**

**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 Greenwood – Baltimore County Public Schools, Board Room A. All present were invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of June 21, 2006, were approved as distributed.

**Treasurer's Report:** Marge Hoffmaster.

The Treasurer's Report as of September 13, 2006, reflecting a balance of \$19,287.91, was accepted. (It was noted that the \$7,500. for SHIP has not yet been paid.)

**Maryland Healthy Schools Coalition Report:** Sherry McCammon, Co-Chair.

Updates: (Report shared by Mike Mason)

Board has had a very productive **summer planning meeting** focused on the Physical Education Campaign.

Coalition held a **silent auction** at the SHIP conference raising \$267.00

Brian Griffith and Sherry McCammon are updating Coalition's **website**.

**Save the date** – Coalition will hold their **Fall General Meeting** in combination with the MD Healthy Eating and Active Lifestyle Coalition meeting on November 16. Location TBD.

**Physical Education Campaign:**

**On-line Physical Education Survey for Parents-** An on-line PE Survey for parents of elementary school-aged children will be posted on website using Survey Monkey. PE Survey will be live from September 15 – November 30. The purpose of the survey is to collect information to find out whether or not parents want more time for PE. [www.mdhealthyschools.org](http://www.mdhealthyschools.org) –click on survey.

**Physical Education Action Cards** are being created to raise awareness about the need for more PE time. Cards will list ways for individuals to get involved. It will also have a special note to parents of elementary school-aged children to go on-line and take the survey. Cards will be available the beginning of October and will be distributed at upcoming events and meetings like the PTA Fall Convention and the MSDE Wellness Summit.

**Organizational Support** - Coalition is reaching out to various organizations to try to gain support for the PE campaign. A MOU listing ways organizations can help along with a packet of materials will be given to key organizations. Any organization needing a packet, please contact **Pat Brownlee at 410-396-8811**.

**OLD BUSINESS:**

**Nutrition Summit – Fall Program** will be held October 27, 2006, 9:00 a.m. – 4:15 p.m., at the University of Maryland University College in Adelphi, MD.

Betsy Gallun and Maura Rossman are involved in planning.

On September 1, 2006, Chairperson, Michele Prumo, sent a letter to MSSHC Executive Board Members and Members of the Local School Health Councils describing the plans for the program. It was emphasized that MSSHC has identified school wellness policies as one of its priority areas. Copies of the letter were distributed and one is filed with these Minutes.

Ten registrations have been received from LSHCs.

Forms for presentations need to be sent to Ta'Monica Wright at MSDE.

Michele Prumo will contact Eric Fine concerning the forms for seeking nominations for awards which will be presented On October 27.

(NEW BUSINESS, continued)

**Bylaws Revision:** Copies of the proposed amended MSSHC Bylaws (revised by EX.BD June 21, 2006) were distributed, along with the proposed Bylaws Outline.

Teresa Albright was asked to go through the draft and point out any revisions which had been incorporated.

After discussion by the Board, the following suggestions were made:

ART. III, Sec. 1 (4): Follow MSDE wording for "student counseling services" category.

(Donna Mazyck will email information to Teresa.)

ART. V, Sec. 1 (1) and ART. VII, Sec. 5: Add: "Every Region at its Regional Meeting will elect two Regional Representatives to the Executive Board to serve for three years."

ART. V, Sec. 1 (4): Omit: "Special Secretary of the Office of Children, Youth and Families".

A motion was made by Marge Hoffmaster, seconded by Yvonne DeLoatch, and passed that we approve the changes discussed.

The Chair asked that Teresa Albright forward to her a copy of the draft of the Bylaws showing the changes discussed.

**Healthy Schools Award:** Brian Griffith will be asked to update the information.

#### **NEW BUSINESS:**

##### **Joint Letter to Dr. Grasmick and Secretary McCann:**

The meeting with the Secretaries did not occur.

Michele Prumo will draft a letter to Dr. Grasmick and Secretary McCann summarizing our efforts, asking for their input, thanking them for their support and inviting them to support Mary Keene, our Council Chair-Elect.

##### **Schedule of Regional Meetings for 2006 – 2007:**

Central Maryland (Carroll, Howard, Montgomery): March 21, 2007.

Lower Shore (Caroline, Dorchester, Somerset, Worcester, Wicomico): May 16, 2007.

**Executive Board will Meet October 18, 2006** (even though the Fall Conference is on Oct. 27).

#### **COMMITTEE REPORTS:**

**Nominating:** Nomination for Vice Chair will be scheduled for our next meeting.

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The meeting was adjourned by the Chair.

##### Attendance 9-13-06:

Teresa M. Albright  
Marge Hoffmaster  
Patricia Balducci  
Karen Heinrich  
Michael Mason  
Donna Mazyck  
Yvonne DeLoatch

Michele Prumo  
Helen Monk  
Marsha Freed  
Joseph Leake  
Mardel Knight  
Louse Fink

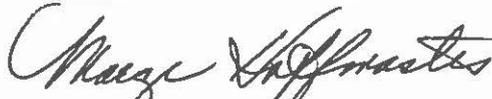
Mary Keene  
Sharon Doughty  
Maura Rossman  
Lorraine Wizda  
Anne Walker  
Yvonne DeLoatch

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

**MARYLAND STATE SCHOOL HEALTH COUNCIL  
TREASURER'S REPORT  
September 13, 2006**

BEGINNING BALANCE:	\$12,880.91
DEPOSITS:	\$6607.00
EXPENSES:	
Darby Ashmore --June Website Check # 856	\$100.00
Darby Ashmore --July Website Check # 857	\$100.00
ENDING BALANCE:	\$19287.91

Respectfully Submitted:

  
Marge Hoffmaster  
Treasurer

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: June 21, 2006**

6-21-06

**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 Greenwood - Baltimore County Public Schools, Board Room A. All present were invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of May 17, 2006, were approved as distributed.

**Treasurer's Report:** Marge Hoffmaster.

The Treasurer's Report as of June 8, 2006, reflecting a balance of \$12,880.91, was accepted. Still outstanding is the reimbursement from MSDE for \$6,677.00.

**Maryland Healthy Schools Coalition Report:** Sherry McCammon, Co-Chair.

(Report shared by Betsy Gallun)

Board Planning meeting rescheduled for July 28<sup>th</sup> from 10 a.m. – 2 p.m., to discuss activities of the coalition and to create a plan to advocate for increasing physical education in elementary schools. If you are interested in joining the Board or getting more involved with coalition activities, please contact Sherry McCammon.

Again this year, Coalition will be holding a Silent Auction at the SHIP Conference on July 31<sup>st</sup>. Coalition is in need of silent auction items to be donated. If you have any donations, please contact Pat Brownlee.

Coalition will hold a Fall General Meeting in September or October.

**OLD BUSINESS:**

**Western Regional Meeting** was held May 17, 2006, at the Frederick Memorial Hospital Wellness Center in the Francis Scott Key Mall, Frederick, Maryland. Past Chair Maura Rossman, who presided at the meeting, reported that we were pleased to hear reports from the following counties: Allegany, Frederick, Garrett, and Washington. Maura will summarize the evaluations.

**Nutrition Summit – Fall Program** will be held October 27, 2006, 9:00 a.m. – 4:15 p.m., at the University of Maryland University College in Adelphi, MD. For our Fall Program, we will be working with the MSDE Wellness Summit. Some of our budget funds will be used.

Committees include Tool Kit, Meeting, and Evaluation.

“Success Stories” have been invited. They should include information about the use of successful initiatives for student wellness and the Eight Components, as well as the ideas for implementation.

A 90-minute time slot will include both lunch and our General Body meeting.

Michele will email a “Save-the Date” alert to those who need to be notified; Maura Rossman will email the list-serve to Michele.

Stewart Eidel suggested that in addition to the invitations to the Executive Board and the General Body, Chairs of Wellness Committees should be notified, and that they could form teams.

(OLD BUSINESS, CONTINUED)

**Bylaws Revision:** Copies of the Bylaws revisions sent to the Chair by Mardel Knight, Chair of the Bylaws Committee, were distributed. These were compared and contrasted to a revised format of the Bylaws which had been reviewed by the Executive Board at the May 17 meeting. Both incorporated the proposed amendments, with the exception of the new committee structure which was continuing to be clarified.

It was decided that the Standing Committees should include the following:

- |   |               |
|---|---------------|
| a. Comprehensive School Health Programs | e. Membership |
| b. Current Health Trends                | f. Nominating |
| c. Legislative Affairs                  | g. Program    |
| d. Local School Health Councils         | h. Website    |

A motion was made by Betsy Gallun, seconded by Maura Rossman, and passed:

**“Voting at Executive (Board) Meetings:** One over half of members present at Board meetings shall be required to pass any motions. A minimum of ten (10) members, of which two must be elected officers, is required for a vote.

It was decided to follow the new format and use the accompanying Bylaws Outline.

Teresa Albright was asked to prepare a copy reflecting these decisions and email it to Michele.

**NEW BUSINESS:**

**Healthy Schools Award:** Brian Griffith announced this initiative: a demonstration school program from MAHPERD, which will award certificates to schools which meet the qualifications for “Green Schools”. This type of program has been done in other states; Great Britain has a national program. Each school needs to apply, and many schools can be certificated. The certificates will be presented at the deserving schools. It was suggested that we add this information to our website.

**Executive Board Meeting Schedule:** Meetings through June, 2007, will be scheduled at Greenwood.

**COMMITTEE REPORTS:**

**Nominating:** Betsy Gallun accepted the nomination to serve as Vice Chair of the Council.

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

Attendance 6-21-06:

Teresa M. Albright	Eric M. Fine, MD	Sarah Lichenstein (Guest)
Maura Rossman	Karen Heinrich	Stew Eidel
Cheryl DePinto	Sue Reiman	C.A. Pinckney
Betsy Gallun	Mike Mason	Brian Griffith
Molly Dugan	Michele Prumo	Yvonne DeLoatch

Respectfully submitted,

*Teresa M. Albright*

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

**MARYLAND STATE SCHOOL HEALTH COUNCIL  
TREASURER'S REPORT  
June 8, 2006**

BEGINNING BALANCE:	\$14,064.93
DEPOSITS:	0
EXPENSES:	
* check # 852 – Void (clerical error)	
PGCPS Food & Nutrition –March Regional Mtg Check #853	\$830.00
Graf-Wolf Development – Catering – May Regional Mtg Check # 854	\$254.02
Darby Ashmore –May Website Check # 855	\$100.00
ENDING BALANCE:	\$12,880.91
<b>REIMBURSEMENT –MSDE (still outstanding)</b>	<b>\$6,677.00</b>

Respectfully Submitted:

Marge Hoffmaster  
Treasurer

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: May 17, 2006**

5-17-06

**Welcome and Call to Order:** The meeting was called to order by Past Council Chair, Maura Rossman, M.D., at 1:35 p.m., at the Frederick Memorial Hospital Wellness Center in the Francis Scott Key Mall, 5500 Buckeystown Pike, Frederick, Maryland. We appreciate the hospitality of Frederick County, and we thank Helen Monk for making the arrangements.

This meeting followed our Western Regional Meeting which began at 11:00 a.m.; at that time all present were welcomed and invited to introduce themselves. We were pleased to hear reports from the following counties: Allegany, Frederick, Garrett, and Washington.

Lunch was served following the Western Regional Meeting.

**Minutes:** The Minutes of the Executive Board Meeting of April 19, 2006, were approved with the addition of "Karen Heinrich" to the listing of the Program Committee on page 2.

**Treasurer's Report:** Marge Hoffmaster.

The Treasurer's Report as of May 17, 2006, reflecting a balance of \$13,234.93, was accepted.

The Treasurer presented a Tentative Budget Proposal, showing projected expenses of \$15,535; a copy is filed with these Minutes.

**Maryland Healthy Schools Coalition Report:** Sherry McCammon, Co-Chair.

(Report shared by Betsy Gallun)

General Meeting:

Coalition held their Spring General Meeting on May 11<sup>th</sup> which was well-attended and very informative. Coalition began planning for next school year.

Board voted to have physical education as the main priority issue.

Board Planning Meeting:

Board will meet in June to continue to plan for next school year.

Call for Board members and Coalition members:

If you are interested in joining the Board, please contact Sherry McCammon at [sherry.mccammon@cancer.org](mailto:sherry.mccammon@cancer.org). Board has monthly board conference calls, coordinates two general meetings a year and has one summer board planning meeting.

Please help us recruit new coalition members. Individuals can join on-line at [www.mdhealthyschools.org](http://www.mdhealthyschools.org) by clicking on membership.

Need Donations for Silent Auction:

Coalition is one of the sponsors of the SHIP Conference and is holding a silent auction at SHIP on July 31<sup>st</sup> to raise funds for the coalition.

If you have any donations, please contact Pat Brownlee at [Patriciab@bcps.k12.md.us](mailto:Patriciab@bcps.k12.md.us).

**MARYLAND STATE SCHOOL HEALTH COUNCIL  
TREASURER'S REPORT  
May 17, 2006**

BEGINNING BALANCE:	\$9,164.93
DEPOSITS: Support - DHMH	\$5,000.00
EXPENSES: Darby Ashmore - April Website Check # 851	\$100.00
ENDING BALANCE:	\$14,064.93
REIMBURSEMENT -MSDE (still outstanding)	\$6,677.00

Respectfully Submitted:



Marge Hoffmaster  
Treasurer

*Amended for Expense:*  
*PG CPS Food & Nutrition Services*  
*Food for March Regional Mtg \$ 830<sup>00</sup>/<sub>14</sub>*  
*Balance - \$1,323<sup>93</sup>/<sub>14</sub>*

*M.H.*

MARYLAND STATE SCHOOL HEALTH COUNCIL  
EXECUTIVE BOARD MEETING  
MINUTES: April 19, 2006

4-19-06

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

**Minutes:** The Minutes of the Executive Board Meeting of March 15, 2006, were approved as distributed.

**Treasurer's Report:** Marge Hoffmaster.

The Treasurer's Report as of April 19, 2006, reflecting a balance of \$9,164.93, was accepted.

**Maryland Healthy Schools Coalition Report:** Sherry McCammon, Co-Chair.

(Report shared by Betsy Gallun)

SB 611 – Student Health and Fitness Act of 2006 passed the Senate Education, Health and Environmental Affairs committee and full Senate but was defeated in the House Ways and Means Committee. The Coalition will look into revisiting this issue for next year.

A huge thank you to the many Coalition and Council members who got involved and took action and to our partners at the American Academy of Pediatrics, American Cancer Society, American Diabetes Association, American Heart Association, MD Healthy Eating and Active Lifestyle Coalition, MAHPERD, and MD Public Health Association.

MHSC Spring Meeting will be May 11, 2006, 10 – 12:00 noon, at American Cancer Society, Gambrills Office. The Coalition will be reviewing this past session and current school year and will begin to plan for next school year. To RSVP to attend meeting, please let Sherry McCammon know.

**OLD BUSINESS:**

**Southern Regional Meeting** was on March 15, 2006 at the Prince George's County Health Department – Cheverly Health Center, 3003 Hospital Drive, Cheverly MD. We appreciate the hospitality of Prince George's County. A note of appreciation was sent to Sharon Doughty for organizing to host the meeting.

Teresa Albright will summarize the Regional Meeting Evaluation responses.

**NEW BUSINESS:**

**Nutrition Summit:** Stewart Eidel.

The Maryland State Department of Education Application for The U.S Department of Agriculture Local Wellness Policy State Agency Grant was summarized. An information sheet was distributed; one is filed with these Minutes. Maryland's 2006 grant will focus on assisting Local Educational Agencies to implement, monitor, and evaluate local school wellness policies.

MSDE's School and Community Nutrition Programs Branch will partner with Maryland Action for Healthy Kids, MDHMH, Div. of Student Services (State School Health Council) at MSDE, and the U. of MD School of Medicine to provide training, technical assistance, and resources to LEAs for the implementation, monitoring and evaluation of their school wellness policies.

MSDE and partners will conduct a one-day Summit to bring together MD LEAs' wellness policy committees. Committee representatives will include school board members, school health council members, administrators, school food service, PTA leaders, teachers, parents, and students.

MSDE and grant partners will develop the resource kit prior to the Summit. The kit will support all USDA Local Wellness Policy requirements and provide examples of national and local best practices for implementation and evaluation of wellness policies. Each best practice will highlight: (1) overcoming barriers to policy implementation, (2) resources needed, (3) the evaluation process, (4) adjustment of policies and regulations, and (5) methods for sustainability.

Through a partnership with UMSOM and MDHMH, MSDE will develop the process for evaluating the implementation of local school wellness policies. MDHMH and UMSOM Comprehensive Center for Health Disparities Research, Training, and Outreach, through its Community Outreach and Information Dissemination will provide training, technical assistance and resources to LEAs for the implementation, monitoring, and evaluation of their wellness policies during the 2006-2007 school year. The grant partners will seek sources for additional funding to create a long-term, sustainable evaluation and monitoring program of school wellness policies.

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We discussed various ways the Council could be supportive of this initiative. Suggestions included: sharing information at our Regional Meetings, awarding our mini-grants to jurisdictions to be used to make improvements in designated areas, and joining with this initiative for our Fall Meeting.

Betsy Gallun will check the capacity of the USDA Beltsville facility which we are considering for our Fall Meeting.

A motion was made by Stewart Eidel, seconded by Eric Fine, and passed, that the Council designate the wellness policy concept as a priority.

A motion was made by Eric Fine, seconded by Stewart Eidel, and passed, that MSSHC adopt the MSDE Wellness Summit for its Fall 2006 Conference.

The program will be planned by Mary Keene (Chair), Pat Balducci, Betsy Gallun, Karen Heinrich, and Sue Reiman.

As a part of the survey to the jurisdictions, Maura Rossman will include a question regarding the priorities of the jurisdictions to find out if "wellness policy" is included in the responses. Stewart Eidel suggested that a computer program called "Survey Monkey.com" be used for the survey. Results will be available for our June Meeting.

(NEW BUSINESS, continued)

**Bylaws Amendments:** Copies of the Bylaws showing the proposed revisions were distributed. Michele Prumo asked that each of us review them, consider any other changes needed, and email our suggestions to her. We will discuss this at our May meeting.

**The Western Regional Meeting** will be May 17, 2006, in Frederick. Notices have been sent to persons who should attend. Helen Monk is helping to host the meeting.

**A Proposed Budget for 2006-2007** was presented by Treasurer, Marge Hoffmaster. A copy is filed with these Minutes. After discussion and suggestions, the following revisions were made to the proposed budget:

- Add Website Maintenance: \$150.00
- Add MSDE: \$6677.04
- Omit Fall Meeting Registrations Totals: \$3500.00

**COMMITTEE REPORTS:**

**Legislative.** Cheryl DePinto and Vicki Taliaferro, Co-Chairs.

An information sheet was distributed which showed the following:

("Enrolled" = signed)

Senate	House	Title	Status
SB 249		AED in each HS	Enrolled – effective 7-1-06
SB 294		Local Management Boards	Enrolled
SB329		BMI's certain grades	Unfavorable
SB 365	HB 394	Immunization – Mercury	Passed
SB 436		Obesity TF	Unfavorable
SB 449		BON licensing / monitoring CNAs, CMTs	Enrolled
SB 457	HB 1418	Student Health – Maryland Obesity Awareness & Prevention Blue Ribbon Panel (re. vending mach.)	Amended – passed
SB 611		Student Health & Fitness Act	Unfavorable
SB 865	HB 1448	Scoliosis repeal	Passed
	HB 613	School Health Program Manager	Passed
	HB 626	Allowing electronic transmission of prescriptions	Died in Committee
	HB 954	Increasing # of school days / per year	Unfavorable
	HB 1455	DHMH Cultural Comp. – Health Outcomes – Pilot	Passed
	HB 1474	Child Abuse Reporting	Withdrawn

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The meeting was adjourned by the Chair.

Attendance: 4-19-06:

- |                                   |                  |                |                       |
|-----------------------------------|------------------|----------------|-----------------------|
| Teresa M. Albright                | Vicki Taliaferro | Karen Heinrich | Eric Fine             |
| Maura Rossman                     | Stew Eidel       | Robin Ziegler  | Anne Walker (visitor) |
| Barb Sullivan                     | Brian Griffith   | Betsy Gallun   | Sue Reiman            |
| Mary Keene                        | Pat Balducci     | Michele Prumo  | Marge Hoffmaster      |
| Christie Fuhrer (for Louise Fink) |                  |                |                       |

Respectfully submitted,

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

**MARYLAND STATE SCHOOL HEALTH COUNCIL  
TREASURER'S REPORT  
April 19, 2006**

BEGINNING BALANCE:	\$9,364.93
DEPOSITS:	0
EXPENSES:	
Darby Ashmore -February & March Website Check # 850	200.00
ENDING BALANCE:	\$9164.93

Respectfully Submitted:

Marge Hoffmaster  
Treasurer

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: March 15, 2006**

4/4/2006

3-15-06

**Welcome and Call to Order:** The meeting was called to order by Council Chair, Michele Prumo, R.N., M.S., at 1:30 p.m., at the Prince George's County Health Department – Cheverly Health Center, 3003 Hospital Drive, Cheverly, Maryland, 20785. We appreciate the hospitality of Prince George's County.

This meeting followed our Southern Regional Meeting which began at 11:00 a.m., during which we were pleased to hear reports from the following counties: Calvert, Charles, Prince George's, and St Mary's. All present were welcomed at that time and invited to introduce themselves.

Lunch was served following the Southern Regional Meeting.

**Minutes:** The Minutes of the Executive Board Meeting of February 15, 2006, were approved as distributed.

**Treasurer's Report:** Marge Hoffmaster.

The Treasurer's Report as of March 15, 2006, reflecting a balance of \$9,364.93, was accepted.

**Maryland Healthy Schools Coalition Report:** Sherry McCammon, Co-Chair.

(Report shared by Betsy Gallun)

**SB 611 Hearing:**

The hearing for SB 611, Student Health and Fitness Act of 2006, was held March 9, at 1:00 p.m. in the Senate Education, Health and Environmental Affairs Committee. If passed, this legislation would increase minutes of physical education to a minimum of 150 minutes per week for K – 5<sup>th</sup> grade with a phase-in time over 4 years.

The panel testifying in favor of the Bill consisted of: Pat Wigginton, a parent/advocate from Montgomery County; Elaine Lindsay, Executive Director for the MD Assn. of Health, Physical Education and Dance; Michaeline Fedder, American Heart Assn.; Sherry McCammon, American Cancer Society and MD Healthy Schools Coalition; Charles Chester, individual, athlete and Vice Chair of Gov.'s Fitness Council; Pam Kasemeyer, American Academy of Pediatrics; and The Deputy Health Officer of Prince George's County.

Favorable letters were submitted by the American Diabetes Assn.; the MD State PTA; MD Public Health Assn.; Montgomery County Collaboration Council for Children, Youth and Families; and The National Research Center for Women and Families.

No testimony in opposition of the Bill was given, but we cannot underestimate how hard the local schools, school boards, and MSDE will be lobbying against this Bill.

Take action now! It is not too late to send a letter to Senators Hollinger, Conway, Brochin and Dyson asking them to vote "yes" on SB 611.

**Legislative Dinner :** For the second year, MHSC co-sponsored the MD Public Health Assn. legislative dinner in Annapolis on March 14. Members from the Senate Education, Health and Environmental Affairs Committee and House Ways and Means Committee, the two committees to hear SB 611, attended along with MPHA and MHSC members.

**OLD BUSINESS:**

**Center for Mind / Body Connection - Update:** Michele Prumo shared a history of the Council's involvement with this program, including that three people from Maryland were selected to attend the one-week training in Berkley, CA. and that upon their return, Donna Mazyck, Michele Prumo, and Vicki Taliaferro met with them.

At this time Dr. Grasmick is not approving the program for schools, but she would be interested to know if some of the concepts could be introduced into already-existing curricula.

**NEW BUSINESS:**

**Local School Health Council Annual Surveys** will be handled by Maura Rossman. She will include a "hot topics" inquiry on the LSHC survey form; she will request email addresses, as well.

**Western Regional Meeting** will be planned for May.

**MSSHC Budget:** Treasurer, Marge Hoffmaster, will formulate Budget suggestions for next year and bring them to our next meeting. Then we could formulate an application form for LSHCs to access MSSHC Grant dollars.

**Committee Reports:**

We revisited the purpose and function of the Council.

We discussed the need for "charges" to guide the direction of the new committees, determining when the new structure should begin, and when committee meetings should take place. Michele Prumo asked the new committee Chairs for input; she will bring suggestions to our next meeting. The Bylaws will be revised before our meeting schedule is changed.

**Awards.** Eric Fine, Chair.

Awards will be given before the meal.

**Current Health Trends / Risk Behaviors.** Patricia Balducci, Susan Reiman, Co-Chairs.  
See "LSHC Annual Surveys" – hot topics, above.

**Program.** Mary Keene, Chair.

The Fall Program 2006 will be held on November 1. Ellen Harris, PhD, USDA Beltsville Human Nutrition Research Center, who was attending as a guest, graciously invited the Council to meet at the USDA facility at Beltsville. This will be explored.

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The meeting was adjourned by the Chair.

Attendance as shown on the sign in sheet for the Executive Board Meeting, 3-15-06:

Teresa M. Albright	Michele Prumo	Brian Griffith
Joan Stine	Karen Heinrich	Pat Balducci
Sue Reiman	Candace Parker	Marge Hoffmaster
Penny Bramlett	Ellen Harris	Jeanne Seammon
Carole Pinckney	Sharon Doughty	Betsy Gallun
Maura Rossman	Helen Monk	

Respectfully submitted,

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

**MARYLAND STATE SCHOOL HEALTH COUNCIL  
TREASURER'S REPORT  
March 15, 2006**

BEGINNING BALANCE:	\$12,297.47
DEPOSITS:	
EXPENSES:	
Joyce Quintavalle – expenses for Mind-Body Seminar Check #847	\$2428.37
Darby Ashmore – January Website Check # 848	100.00
Suzanne Hinneman – expenses for Mind-Body Seminar Check # 849	348.67
ENDING BALANCE:	\$9,364.93

Respectfully Submitted:



Marge Hoffmaster  
Treasurer

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES February 15, 2006**

2-15-06

**Welcome and Introductions:** The meeting was called to order by Past Council Chair, Maura Rossman, M.D., at 1:00 p.m., at the Greenwood Office – Baltimore County Public Schools, Board Room A. All present were welcomed and invited to introduce themselves.

**Minutes:** The Minutes of the Executive Board Meeting of January 18, 2006, were approved as distributed.

**Treasurer's Report:** Marge Hoffmaster.

The Treasurer's Report as of February 15, 2006, reflecting a balance of \$12,241.97, was accepted.

**Maryland Healthy Schools Coalition Report:** Sherry McCammon, Co-Chair.

(Report shared by Brian Griffith)

A fact sheet, "Student Health and Fitness Act of 2006 – Senate Bill 611", was distributed and is filed with these Minutes. SB 611 seeks to provide a minimum of 150 minutes of physical education per week for students in grades K – 5 by the year 2011. To learn more about SB 611, visit [www.mlis.state.md.us](http://www.mlis.state.md.us). For questions, contact [www.mdhealthyschools.org](http://www.mdhealthyschools.org). All are urged to register their support for SB 611 by Contacting Paula Hollinger, Chair of the Senate Education Committee at [ehe@mlis.state.md.us](mailto:ehe@mlis.state.md.us).

#### **OLD BUSINESS:**

**Center for Mind-Body Connection:** Michele Prumo, Vicki Taliaferro, Nancy Grasmick, and Kendel Ehrlich will be meeting in Annapolis this afternoon to discuss Maryland's involvement with this program. It is planned that three people (two funded by MSSHC and one State employee) with travel to Berkley, CA, to witness the work of the Center.

**Southern Regional Meeting** will be held March 15, 2006, at the Prince George's County Health Department - Cheverly Health Center, 3003 Hospital Drive, Cheverly, Maryland, 20785, 11:00 a.m. – 3:00 p.m. Lunch will be served at 12:30 p.m. Invitations were sent out today. Sharon Doughty is planning on-site arrangements.

#### **NEW BUSINESS:**

**Response to Current Health Trends / Risk Behaviors Committee:** Pat Balducci and Sue Reiman, Co-Chairs.

A questionnaire was distributed to allow Board members to respond to issues concerning clarification of the charge to the committee.

**Western Regional Meeting** will be held in May 2006. Maura Rossman is planning the meeting.

**School Health Interdisciplinary Program:** Cheryl DePinto.

SHIP will be held July 31 – August 3, 2006. Flyers will be emailed to us, and information is also on the website.

A motion was made by Pat Balducci, seconded by Carole Pinckney and passed, that MSSHC continue in monetary support of SHIP by providing \$7,500.

(NEW BUSINESS, continued)

**Legislative Committee Report:** Cheryl DePinto and Vicki Taliaferro, Co-Chairs.

Cheryl DePinto alerted us concerning Bills related to school health (\*) plus others in written report):

<u>Senate Bill #</u>	<u>House Bill #</u>		<u>Title</u>
SB 249	HB1200	*	Automated External Defibrillator in each HS
SB 294	HB 301		LMBS
SB 329		*	BMI's certain grades (1, 3, 5, 8)
SB 365	HB 394	*	Immunization – Mercury
SB 436			Obesity TF
SB 449	HB1080	*	BON Licensing / monitoring CNAs, CNTs
SB 457	HB 1418	*	Diabetes / BMI / Nutrition
SB 611		*	Student Health & Fitness Act
SB 649			Oral Health Safety Net
SB 865	HB 1448	*	Scoliosis Repeal
	HB 243	*	Indoor Air Quality
	HB 322		Nurse Support Higher Ed
	HB 507		Prenatal Vitamins
	HB 613	*	School Health Program Manager (in every system)
	HB 626		Allowing Electronic Transmission of Prescriptions
	HB 954		Increasing Number of School Days / Per year
	HB 1295		Cultural Competence Medical Schools
	HB 1455		DHMH Cultural Competence – Health Outcomes - Pilot
	HB 1474		Child Abuse Reporting

Eric Fine discussed the use of Child Protection Teams in dealing with Child Abuse / Neglect.

**Maryland's 2006 Local Wellness State Agency Grant** information was shared by Stewart Eidel.

The grant will focus on assisting Local Educational Agencies to implement, monitor, and evaluate local school wellness policies. Following the earlier Team Nutrition initiatives, it was determined that LEAs needed opportunities for networking with other LEAs, development of a tool kit for implementation plans, sharing best practices for implementation of policies, and development of evaluation tools.

The MSDE School and Community Nutrition Programs Branch will partner with Maryland Action for Healthy Kids, DHMH, the MSDE Div. of Student Services (State School Health Council), and the U.MD School of Medicine to provide training, technical assistance, and resources to LEAs for the implementation, monitoring and evaluation of their school wellness policies.

A one-day Summit will be held in October, 2006. A copy of the grant application summary is filed with these Minutes.

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The meeting was adjourned by the Council Past Chair.

Attendance 2-15-06:

Teresa M. Albright	Maura Rossman	Joan Stine	Betsy Gallun
Eric Fine	Donna Mazyck	Stewart Eidel	Brian Griffith
Karen Heinrich	Sue Reiman	Pat Balducci	Louise L. Fink
Sharon Doughty	Marsha Freed	Carole Pinckney	Cheryl DePinto
Marge Hoffmaster	Penny Bramlett		

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

**MARYLAND STATE SCHOOL HEALTH COUNCIL  
TREASURER'S REPORT**

**February 15, 2006**

<b>BEGINNING BALANCE:</b>	<b>\$11,297.47</b>
<b>DEPOSITS:</b>	
<b>MSDE</b>	<b>5000.00</b>
<b>EXPENSES:</b>	
<b>BCPS – Printing Fall Conference</b>	<b>137.50</b>
<b>Check #845</b>	
<b>Center for Mind Body Seminar</b>	<b>3900.00</b>
<b>Check # 846</b>	
<b>Ending Balance</b>	<b>\$12,241.97</b>

*Respectfully submitted*  
*Marge Hoffmaster*  
*Treasurer*

MARYLAND STATE SCHOOL HEALTH COUNCIL FINANCIAL TRANSACTIONS						
DATE	PURCHASE/VENDOR	EXPENSE	DEPOSIT	BALANCE	NOTES	CHECK #
1/31/2005				\$11,046.20		
2/13/2005	MSDE 2/13/05		\$5,000.00	\$16,046.20		
2/17/2005	David's & Dad's Catering 2/17/05	\$355.55		\$15,690.65	Regional meeting	821
3/10/2005	U od MD Baltimore - Ship 3/10/05	\$7,500.00		\$8,190.65	SHIP Support	822
3/11/2005	Darby Ashmore 3/11/05	\$100.00		\$8,090.65	Web site -February, 2005	823
3/16/2005	Darby Ashmore voided check #797		\$100.00	\$8,190.65	Uncashed from 2/3/04	797
3/16/2005	Darby Ashmore	\$100.00		\$8,090.65	Replacement Check	824
4/11/2005	Darby Ashmore	\$100.00		\$7,990.65	Web Site - March 2005	825
4/27/2005	DHMH		\$5,000.00	\$12,990.65	2004-05 support - 4/27/05	
5/11/2005	Darby Ashmore	\$100.00		\$12,890.65	Web site - April 2005	826
5/18/2005	Marge Hoffmaster	\$27.68		\$12,862.97	drinks/paper-region mtg	827
5/19/2005	Carroll County Carreer & Tech Ctr	\$107.20		\$12,755.77	Food Regional Mtg	828
6/17/2005	Darby Ashmore	\$100.00		\$12,655.77	May website	829
7/7/2005	Darby Ashmore	\$100.00		\$12,555.77	June Website	830
7/22/2005	Putting on the Ritz	\$400.00		\$12,155.77	Deposit Fall Conference	831
7/27/2005	Park Avenue Café	\$150.00		\$12,005.77	MSDE food 7/705	832
8/23/2005	Dardy Ashmore	\$100.00		\$11,905.77	July web site	833
9/19/2005	Darby Ashmore	\$100.00		\$11,805.77	August Web Site	834
10/26/2005	American Cancer Society		\$272.52	\$12,078.29	void check	802
10/26/2005	American Cancer Society	\$272.52		\$11,805.77	Replacement Check	835
10/31/2005	Deposit-registration fall conference		\$685.00	\$12,490.77	registration fall conference	
10/31/2005	Deposit-registration fall conference		\$755.00	\$13,245.77	registration fall conference	
11/11/2005	Aplus.net -Internet Services	\$124.40		\$13,121.37	Web site through 11/11/06	836
11/16/2005	Eric Fine	\$446.65		\$12,674.72	Awards - Fall Confrence	837
11/18/2005	Baldwin's	\$400.00		\$12,274.72	Room rent - Fall Conference	838
11/18/2005	Putting on the Ritz	\$2,586.50		\$9,688.22	Balance - Food - Fall Conference	839
11/18/2005	Deposit-registration fall conference		\$775.00	\$10,463.22	Registration - Fall conference	
11/18/2005	Deposit-registration fall conference		\$875.00	\$11,338.22	registration fall conference	
11/18/2005	Deposit-registration fall conference		\$210.00	\$11,548.22	registration fall conference	
11/18/2005	Darby Ashmore	\$200.00		\$11,348.22	Web site - Sept. & Oct	840
11/20/2005	Aplus.net -Internet Services	\$5.00		\$11,343.22	Check processing Fee	841
12/7/2005	Darby Ashmore	\$100.00		\$11,243.22	Wweb site - November	842
12/13/2005	Deposit-registration fall conference		\$140.00	\$11,383.22	registration - Fall Conference	
1/5/2006	Charm Net, LLC	\$3.75		\$11,379.47	late fee-cancelled web site	843

1/9/2006	Darby Ashmore	\$100.00		\$11,279.47	Web Site - December	844
1/18/2006	Baltimore County Public Schools	\$137.50		\$11,141.97	Printing- Fall Conference	845
1/20/2006	Deposit - MSDE		\$5,000.00	\$16,141.97	Support 2006	
2/3/2006	Center for Mind-Body Medicine	\$3,900.00		\$12,241.97	Registration X2	846
				\$12,241.97		
				\$12,241.97		
				\$12,241.97		
				\$12,241.97		

**MARYLAND STATE SCHOOL HEALTH COUNCIL**  
**EXECUTIVE BOARD MEETING**  
**MINUTES: January 18, 2006**

1-18-06

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

**Minutes:** The Minutes of the Executive Board Meeting of October 26, 2005, were approved as distributed. (The Executive Board did not meet in November and December, 2005.)

**Treasurer's Report:** Marge Hoffmaster.

The Treasurer's Report as of January 18, 2006, reflecting a balance of 11, 279.47, was accepted.

**Maryland Healthy Schools Coalition Report:** Report sent in by Sherry McCammon, Co-Chair.

The MHSC Board is holding weekly conference calls to discuss upcoming Physical Education legislation.

Legislation has currently been drafted with Senator Britt that includes parts of the model legislation created by the American Cancer Society, American Diabetes Association and American Heart Association along legislation passed last year in South Carolina.

The main focus of the legislation is to increase minutes of physical education to a minimum of 150 minutes per week for K-8<sup>th</sup> grades with a phase-in time over 3-4 years.

To become more involved with supporting this legislation, please contact Sherry McCammon at 410-933-5146 or [sherry.mccammon@cancer.org](mailto:sherry.mccammon@cancer.org).

**OLD BUSINESS:**

**Fall Program Evaluation summaries** were distributed. They reflected many favorable comments as well as offered suggestions for varied formats and subjects of interest. A copy of the summary is filed with these Minutes.

Michele thanked Mary Keene, Program Committee Chair; Pat Balducci and Sue Reiman for the wonderful job they did in planning the successful Fall Program.

**Center for Mind-Body Connection – update:** Representatives from the Center and the Council met. The Center made a proposal for an 8-day training and promotion, with August 2006 as the suggested time. It is the intention that the training would be free to participants, with the funding provided. Prior to that time, the Center has scheduled a training in Berkley, CA; it is hoped that at that time, several representatives from Maryland can travel to Berkley to witness the work of the Center.

**MSSHC Restructuring Proposal:** Copies of “Restructuring Proposal” were distributed and categories were discussed. After several amendments, a motion was made by Betsy Gallun, seconded by Teresa Albright, and passed, that the amended proposal be accepted. Michele appointed Mardel Knight as Chair of the Bylaws Committee to work with members of her committee to incorporate the new ideas into our Bylaws. Included in parenthesis are the Chairpersons appointed.

“Restructuring Proposal” as amended

\* **Revamp Committees.**

Eliminate currently standing committees with the following exceptions:

Awards: (Eric Fine)

Bylaws: (Mardel Knight)

Local School Health Councils:

Nominating: (Joan Stine)

Program: (Mary Keene, as Council Vice Chair.)

Website: (Brian Griffith)

Establish the following committees:

Comprehensive School Health Programs: (Maura Rossman)

-Chair would represent Council in SHIP planning.

-Committee would address any issues on this topic.

Current Health Trends / Risk Behaviors:

-To delineate current health trends that are affecting students,  
eg. Youth suicide.

-Discuss strategies that MSSHC may help.

Legislative: (Cheryl DePinto and Vicki Taliaferro. Co-Chairs)

-To keep Council informed of relevant legislation.

-To Keep Council informed of DHMH’s and MSDE’s “Bills of interest”.

- \* Full Executive Board would meet every other month,  
with committees meeting on the off-months at same time and place.
- \* Personal invitations to LSHC’s Chairs to meet prior to start of Fall Conference.
- \* Invitation to LSHC’s Chairs to attend the Executive Board meetings.
- \* Incentive grants to LSHCs.

**NEW BUSINESS:**

**March Regional Meeting** will be March 15, 2006, in the Southern Region which includes the following counties: Calvert, Charles, Prince George's, and St. Mary's.

Maura Rossman will plan for the meeting which will take place in Conference Room #1 at the Cheverly Health Center in Prince Georges County, 11 a.m. – 3 p.m. Lunch will be provided at 12 noon, followed by our Executive Board Meeting. Information will be forthcoming.

**Announcements:**

**Comprehensive Wellness Plans:** Vicki Taliaferro announced that Dr. Grasmick suggested that LSHCs become involved in these initiatives.

**Pandemic Flu:** A checklist is coming out for schools. President Bush is requesting states to prepare.

**Gangs:** Legislation is forthcoming.

**Physical Education Bill** concerning Program Standards: Betsy Gallun announced that the Standards did not pass when "Position" did.

**Scoliosis screening** (in schools): Maura Rossman reported that this may be discontinued. MSSHC would support that position.

**YRBS results:** Vicki Taliaferro reported that the contractor is putting the report together and that Maryland will give their results when CDC gives the National Report.

**Next Executive Board Meeting** will be February 15, 2006, 1 – 3 p.m., at the Greenwood Office – Baltimore County Public Schools, Board Room A.

**Committees:** Chairpersons were asked to recruit committee members. One does not have to be a member of the Executive Board to be a committee member. Committees will meet every other month (See "Restructuring Proposal" page 2 above.)

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The meeting was adjourned at 2:30 p.m.

Attendance 1-18-06:

Teresa M. Albright  
Maura Rossman  
Barb Sullivan  
Patricia Balducci  
Joan Stine  
Eric M. Fine, MD

Mardel E. Knight  
Stewart Eidel  
Betsy Gallun  
Vicki Taliaferro  
Cheryl DePinto  
Michele Prumo

Karabelle Pizzigati  
Brian Griffith  
Karen Heinrich  
Christie Fuhrer (for Louise Fink)  
Helen Monk  
Mary Keene

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

**Maryland State School Health Council  
Treasurer's Report  
January 18, 2006**

<b>Beginning Balance -</b>	<b>\$13,121.77</b>
<b>Deposits -</b>	
11/18/05 - registration for Fall Conference	\$1860
12/13/05 - registration for Fall Conference	\$140
<b>Expenses</b>	
11/16/05 - Eric Fine-Awards Fall Conference (check 837)	(\$446.65)
11/16/05 - Baldwins - Fall Conference - Room Rental (check 838)	(\$400.00)
11/16/05 - Putting on the Ritz - Catering Conference (check 839)	(\$2586.50)
11/18/05 - Darby Ashmore - September & October Web Site (check 840)	(\$200.00)
11/20/05 - A Plus Net - Check Processing Fee (check 841)	(\$5.00)
12/07/05 - Darby Ashmore -November Web Site (check 842)	(\$100.00)
01/05/06 - Charm Net LLC Late fee (check 843)	(\$3.75)
01/09/06 - Darby Ashmore -December Web Site (check 844)	(\$100.00)
<b>Balance</b>	<b>\$11,279.47</b>

Respectfully submitted

Margaret Hoffmaster