

MARYLAND STATE SCHOOL HEALTH COUNCIL
EXECUTIVE BOARD MEETING
MINUTES: March 18, 2009

3-18-09

Welcome and Introductions: The meeting was called to order by Council Chair, Elizabeth (Betsy) Gallun, at 1:00 pm, at Greenwood – Baltimore County Public Schools, Board Room A. All present were welcomed, and they introduced themselves. For the first time, the meeting offered teleconference capability for Board members unable to travel to the meeting site. Betsy expressed our goal to have teleconference capability at every meeting.

Minutes: The Minutes of the Executive Board meeting of February 18, 2009, were approved as distributed.

Treasurer's Report: The Treasurer's Report as of March 18, 2009, and Check Register reflecting a balance of \$11,996.14, was accepted.

Website Training: Darby Ashmore, MSSHC Website Webmaster.

Using multiple screens around the conference room to ensure visibility for all attendees, Darby explained how our website is set up. Those who attended by telephone were asked to be at their computers viewing our website.

Administration: Presently our website allows for several administrators, with no multiple levels of users. Darby gave us a tour of the website, explaining the functions of each part and how they could be updated. He explained the Administrative Menu. The code that is required for that will be given to our Council Chair, and she will supervise the posting and deleting of all materials. Initially, Betsy will give the information to Darby.

Considering our website capability, the following decisions were made:

Membership: **All Council members will register online as soon as possible.**

We will track members by sending a physical letter, followed by an email.

The registration form will accept all registrations.

The name and address data from the online registration form will result in a mailing list.

Conference registrations: Form for online conference registration should be general enough to apply to all conferences.

We were shown how to add information about the April 22 conference and to show that our April 15 Board meeting is cancelled (due to the conference scheduled for the same month).

Our website will also include the following:

The "unapproved Minutes" of our most recent meeting: Members need to review the Minutes as soon as they are received, and email the Chair any suggested amendment.

The Agenda for our up-coming meeting.

Documents to be used by guest speakers at our up-coming meeting.

Photos and other features can be included later.

OLD BUSINESS:

(MSSHHC EX. BD 3-18-09. p. 2 of 2)

Membership: Council Chair Betsy Gallun has received responses from the following counties: Anne Arundel, Caroline, Carroll, Cecil, Frederick, Harford, Howard, Prince Georges. A list from Donna Mazyck showing Chairs of local school health councils with email addresses is being used. A letter from MSDE will soon be sent to locals. Betsy will follow up by email.

Teresa Albright suggested that when we next amend the Bylaws, we include Chairs of local school health councils as members of the General Body. It was the feeling of those present that it is important to include the Chairs of LSHCs on the Council.

NEW BUSINESS:

School Health Interdisciplinary Program: SHIP will be held in August at Turf Valley Conference Center, Ellicott City, MD. The last day, Thursday, will be a half day. It is expected that the booklet will be available electronically. Concerns were expressed concerning the need for specific information about the Conference so that those planning to attend could submit it for approval from their organizations. Another concern was that the window of time for registration needs to be aligned with the school systems' rules for approval and budget management.

MSSHHC Awards: Karen Heinrich is Chair of Awards Committee. Betsy will send letters inviting Superintendents and Health Officers to nominate for the three categories of awards. Council members will also receive a letter.

We discussed various possibilities of times/places to present awards, and Betsy will check into this.

Legislative Update: Mike Mason called our attention to several issues included in Maryland bills:

New school buildings to have a gym, Fitness measurement, and Collection of the goals and implementation plans for the Wellness Policies.

On our website, we will post information about legislation.

“Take 15 for the Health of It” meeting next week was announced by Mike Mason. With the Council’s encouragement, Mike will propose that they include a link to our website – and we are in favor of including a link to their website on ours.

“Winning at Wellness” Conference is April 22, 2009, at Camelot by Martins, 13905 Central Ave., Upper Marlboro, MD. So far registration is 120; the goal is 160.

Those persons who registered for the original date (January 6) need to confirm their registration for April 22. Contact Judy Dzimiera as soon as possible at 410-807-1351 or jdzimiera@msde.state.md.us.

Mike distributed “Policy Component”, a document from the Wellness Policies notebook, which will be discussed at the “Winning at Wellness” Conference on April 22. We affirmed that the Council can help to increase awareness of Wellness Policies.

Next Executive Board Meeting will be May 20, 2009. For information, check our website, www.marylandstateschoolhealthcouncil.org. (There will be no meeting in April.)

The meeting was adjourned by the Chair.

Attendance 3-18-09:

Teresa M. Albright	William A. Bridges	Sara Smith	Karen Heinrich
Brian Griffith	Mike Mason	Joe Leake	Sharon Doughty
Marge Hoffmaster	Betsy Gallun	Darby Ashmore (Webmaster)	

By Teleconference Connection: Donna Mazyck, Lisette Osborne

Respectfully submitted,

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

Please print!

MARYLAND STATE SCHOOL HEALTH COUNCIL
EXECUTIVE BOARD MEETING

ATTENDANCE: Date: March 18, 2009

NAME

ORGANIZATION YOU REPRESENT
ON THE EXECUTIVE BOARD

TERESA M. ALBRIGHT	Maryland State Teachers Assn.
WILLIAM A. BRIDGES	CONFERENCE ENVIRONMENTAL HEALTH DIRECTOR
Sara Smith	Cecil County Health Dept.
Karen Heinrich	BCPS
Brian Griffith	MSDE
MIKE Mason	MSDE
JOE LEAKS	BCPS
Sharon Doughty	Southern Region Hlth. Dept. Rep.
MARGE HOFFMASTER	CARRILL COUNTY - TREASURER
Derby Ashmore	webmaster
Betsy Gallun	
Donna Mazurek	MSDE
Jessie Osborne	Nurse's Director, Howard Co. Health Dept

Please print!

**MARYLAND STATE SCHOOL HEALTH COUNCIL
TREASURER'S REPORT
March 18, 2009**

BEGINNING BALANCE:	\$12,021.14
EXPENSES:	
3/05/09 – Darby Ashmore	\$25.00
Web update	
ENDING BALANCE:	\$11996.14

Respectfully Submitted:



Marge Hoffmaster
Treasurer

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
902	8/4/08	Mary Keene -PR Display Board/brochures		\$546.24		\$8,948.87
903	8/4/08	U of MD - SHIP lunches		\$450.00		\$8,498.87
	9/8/08	Deposit -MSDE 08-09			\$5,000.00	\$13,498.87
904	9/11/08	Darby Ashmore - July/August web		\$150.00		\$13,348.87
905	9/11/08	Pamela Green		\$86.84		\$13,262.03
906	9/26/08	Sensible Solutions		\$875.00		\$12,387.03
907	10/7/08	camelot by Martin's- Deposit Jan Conf.		\$2,000.00		\$10,387.03
	10/21/08	Deposit- MSDE Conference Jan.6, 2009			\$10,000.00	\$20,387.03
908	10/21/08	Aplus.Net - Web Host		\$119.40		\$20,267.63
909	11/19/08	Darby Ashmore - web site		\$75.00		\$20,192.63
910	12/2/08	The Creek Deli -Regional mtg food		\$178.80		\$20,013.83
911	12/5/08	Sensible Solutions installment registration form		\$1,468.75		\$18,545.08
912	12/17/08	Staples - printing - Jan 6		\$1,421.46		\$17,123.62
913	12/17/08	camelot by Martin's- Balance due Jan Conf.		\$9,352.48		\$7,771.14
914	12/17/08	Sensible Solutions Installment -final		\$750.00		\$7,021.14
	2/9/09	Deposit - DHMH			\$5,000.00	\$12,021.14
915	3/5/09	Darby Ashmore		\$25.00		\$11,996.14

Check Register

DATE	DESCRIPTION	AMOUNT	BALANCE
10/1/14	Opening Balance		1000.00
10/5/14	Check #1001	50.00	950.00
10/10/14	Check #1002	75.00	875.00
10/15/14	Check #1003	100.00	775.00
10/20/14	Check #1004	125.00	650.00
10/25/14	Check #1005	150.00	500.00
10/30/14	Check #1006	175.00	325.00
11/5/14	Check #1007	200.00	125.00
11/10/14	Check #1008	225.00	(100.00)
11/15/14	Check #1009	250.00	(350.00)
11/20/14	Check #1010	275.00	(625.00)
11/25/14	Check #1011	300.00	(925.00)
11/30/14	Check #1012	325.00	(1250.00)
12/5/14	Check #1013	350.00	(1600.00)
12/10/14	Check #1014	375.00	(1975.00)
12/15/14	Check #1015	400.00	(2375.00)
12/20/14	Check #1016	425.00	(2800.00)
12/25/14	Check #1017	450.00	(3250.00)
12/30/14	Check #1018	475.00	(3725.00)
1/5/15	Check #1019	500.00	(4225.00)
1/10/15	Check #1020	525.00	(4750.00)
1/15/15	Check #1021	550.00	(5300.00)
1/20/15	Check #1022	575.00	(5875.00)
1/25/15	Check #1023	600.00	(6475.00)
1/30/15	Check #1024	625.00	(7100.00)
2/5/15	Check #1025	650.00	(7750.00)
2/10/15	Check #1026	675.00	(8425.00)
2/15/15	Check #1027	700.00	(9125.00)
2/20/15	Check #1028	725.00	(9850.00)
2/25/15	Check #1029	750.00	(10600.00)
2/28/15	Check #1030	775.00	(11375.00)
3/5/15	Check #1031	800.00	(12175.00)
3/10/15	Check #1032	825.00	(13000.00)
3/15/15	Check #1033	850.00	(13850.00)
3/20/15	Check #1034	875.00	(14725.00)
3/25/15	Check #1035	900.00	(15625.00)
3/30/15	Check #1036	925.00	(16550.00)
4/5/15	Check #1037	950.00	(17500.00)
4/10/15	Check #1038	975.00	(18475.00)
4/15/15	Check #1039	1000.00	(19475.00)
4/20/15	Check #1040	1025.00	(20500.00)
4/25/15	Check #1041	1050.00	(21550.00)
4/30/15	Check #1042	1075.00	(22625.00)
5/5/15	Check #1043	1100.00	(23725.00)
5/10/15	Check #1044	1125.00	(24850.00)
5/15/15	Check #1045	1150.00	(26000.00)
5/20/15	Check #1046	1175.00	(27175.00)
5/25/15	Check #1047	1200.00	(28375.00)
5/30/15	Check #1048	1225.00	(29600.00)
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6/15/15	Check #1051	1300.00	(33425.00)
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6/25/15	Check #1053	1350.00	(36100.00)
6/30/15	Check #1054	1375.00	(37475.00)
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8/15/15	Check #1063	1600.00	(50975.00)
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8/25/15	Check #1065	1650.00	(54250.00)
8/30/15	Check #1066	1675.00	(55925.00)
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2/15/16	Check #1099	2500.00	(125225.00)
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2/25/16	Check #1101	2550.00	(130300.00)
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3/25/16	Check #1107	2700.00	(146125.00)
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6/20/16	Check #1124	3125.00	(195850.00)
6/25/16	Check #1125	3150.00	(199000.00)
6/30/16	Check #1126	3175.00	(202175.00)
7/5/16	Check #1127	3200.00	(205375.00)
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7/20/16	Check #1130	3275.00	(215125.00)
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8/15/16	Check #1135	3400.00	(231875.00)
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8/25/16	Check #1137	3450.00	(238750.00)
8/30/16	Check #1138	3475.00	(242225.00)
9/5/16	Check #1139	3500.00	(245725.00)
9/10/16	Check #1140	3525.00	(249250.00)
9/15/16	Check #1141	3550.00	(252800.00)
9/20/16	Check #1142	3575.00	(256375.00)
9/25/16	Check #1143	3600.00	(259975.00)
9/30/16	Check #1144	3625.00	(263600.00)
10/5/16	Check #1145	3650.00	(267250.00)
10/10/16	Check #1146	3675.00	(270925.00)
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12/30/16	Check #1162	4075.00	(333125.00)
1/5/17	Check #1163	4100.00	(337225.00)
1/10/17	Check #1164	4125.00	(341350.00)
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1/20/17	Check #1166	4175.00	(349675.00)
1/25/17	Check #1167	4200.00	(353875.00)
1/30/17	Check #1168	4225.00	(358100.00)
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2/10/17	Check #1170	4275.00	(366625.00)
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2/25/17	Check #1173	4350.00	(379600.00)
2/28/17	Check #1174	4375.00	(383975.00)
3/5/17	Check #1175	4400.00	(388375.00)
3/10/17	Check #1176	4425.00	(392800.00)
3/15/17	Check #1177	4450.00	(397250.00)
3/20/17	Check #1178	4475.00	(401725.00)
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4/25/17	Check #1185	4650.00	(433750.00)
4/30/17	Check #1186	4675.00	(438425.00)
5/5/17	Check #1187	4700.00	(443125.00)
5/10/17	Check #1188	4725.00	(447850.00)
5/15/17	Check #1189	4750.00	(452600.00)
5/20/17	Check #1190	4775.00	(457375.00)
5/25/17	Check #1191	4800.00	(462175.00)
5/30/17	Check #1192	4825.00	(467000.00)
6/5/17	Check #1193	4850.00	(471850.00)
6/10/17	Check #1194	4875.00	(476725.00)
6/15/17	Check #1195	4900.00	(481625.00)
6/20/17	Check #1196	4925.00	(486550.00)
6/25/17	Check #1197	4950.00	(491500.00)
6/30/17	Check #1198	4975.00	(496475.00)
7/5/17	Check #1199	5000.00	(501475.00)
7/10/17	Check #1200	5025.00	(506500.00)
7/15/17	Check #1201	5050.00	(511550.00)
7/20/17	Check #1202	5075.00	(516625.00)
7/25/17	Check #1203	5100.00	(521725.00)
7/30/17	Check #1204	5125.00	(526850.00)
8/5/17	Check #1205	5150.00	(532000.00)
8/10/17	Check #1206	5175.00	(537175.00)

MARYLAND STATE SCHOOL COUNCIL
EXECUTIVE BOARD MEETING
MINUTES: February 18, 2009

Welcome and Introductions: The meeting was called to order by Council Chair, Elizabeth (Betsy) Gallun, at 1:00 pm, at Greenwood - Baltimore County Public Sch Room 123. All present were welcomed, and they introduced themselves. 2-18-09

Minutes: The Minutes of the Executive Board meeting of December 17, 2008, were approved as amended to read on page 2: "MSSHHC AWARDS: Mary Keene will send..." Motion was made by Marge Hoffmaster, seconded by Billie Jo Kreps, and passed. [No Ex BD in Jan]

Treasurer's Report: Marge Hoffmaster.

The Treasurer's Report and Check Register as of February 18, 2009, reflecting a balance of \$12,021.14, were accepted. An amended printed report reflecting a balance of \$18,545.08 as of December 17, 2008, was accepted.

OLD BUSINESS:

"Winning at Wellness" Conference, originally scheduled for January 6, 2009, but postponed because of inclement weather, will be held April 22, 2009, at Camelot by Martins, 13905 Central Ave., Upper Marlboro, MD (off Rt. 301). Dr. Grasmick will bring greetings. Lunch Speaker TBA. Invitations are going out to the original list. A new contract was received; the money previously given will be applied to April 22. Betsy will check with Donna Mazyck concerning the current membership list of local school health councils.

Membership Information: Alicia Mezu will check with Donna Mazyck concerning Council appointments made by Superintendents and Health Officers. Betsy asked that all of our meeting attendees who have knowledge about the membership of their Local School Health Councils and other MSSHHC appointees in their jurisdictions please email that information to her. Betsy will email Wellness Team Chairs to identify Chairs of Local School Health Councils. During our meeting Joe Leake provided the LSHC list for Baltimore County.

NEW BUSINESS:

Past Council Chair, Mary Keene, sent an email message to Betsy stating that she was out of state and would be unavailable to attend meetings. We discussed how the responsibilities of "Past Chair" could be handled; the following suggestions were made: A person who, according to the Bylaws, would have been ineligible to be elected to Chair, be asked to assume the responsibility to plan our Regional Meetings. It was also suggested that Betsy contact Maura Rossman, who had served as Past Chair several terms ago, to see if she might be able to serve in this way.

MSSHHC Website: Betsy asked that each of us view the Council website and give our opinions concerning the information that is available. Betsy will call Darby Ashmore, our webmaster, concerning training we will need to fully use our new website capabilities. It was decided that the Chair, Vice Chair (Programs), Past Chair (Regional Meetings Chair), and Secretary should definitely be trained. Betsy will also send invitations to other Council members. We will plan to have training at our March 18 meeting. Brian Griffith and Alicia Mezu suggested that we could use the MSDE code for teleconferencing at no cost to us. (Continued on page 2.)

("MSSHC Website", continued)

It was suggested that printed information to be used for the PowerPoint format be emailed to participants ahead of time, so that they could have a visual component, even if they are not physically present at the meeting. While we continued to discuss the possibilities for our meeting, Karen Heinrich contacted the person who schedules use of Greenwood rooms, and she asked for Board Room A which has capability for our training / teleconference meeting; she is awaiting approval.

Next Executive Board Meeting will be March 18, 2009. No April meeting will be held because of the "Winning at Wellness" Conference on April 22.

MSSHC Items for Display: Betsy will check with Past Chair, Mary Keene, concerning Council items used for display.

Dental Group information will be available at our meeting on March 18 or May 20, 2009.

MSSHC Southern Regional Meeting will be planned for fall.

Legislative Update: Alicia Mezu.

A printed update was distributed. Our attention is called to several of the bills:

HB26: (The school principal would be responsible for crafting and monitoring a health care plan... {re. peanut allergies})

HB419: (Establishing the Maryland Health and Wellness Commission in DHMH—doesn't affect schools; countywide.)

SB699: (Requiring DHMH to include the specified immunizations administered to a child born on or after Jan 1, 1990 ...)

HB260: (Proclaiming April 6 as Juvenile Diabetes Day.)

HB 478 and SB353: (Task Force on Public Health Risks Linked to Bullying {DHNH to staff MSDE to be a member})

Additional bills were mentioned, including:

A bill to establish a State Health Day

PE facilities bill: Any new construction of a school would have to include a gym facility.

PE time allotment.

Brian Griffith will bring information to our next meeting concerning time currently set aside for PE for each jurisdiction.

For additional information, go to the General Assembly website, and type in key words.

Asthma-Friendly Schools: Billie Jo Kreps reported that the group had a meeting the preceding week and that a session is being planned for School Health Interdisciplinary Program 2009 is being planned. Alicia Mezu said that information regarding training will be sent out.

The meeting was adjourned by the Chair.

Attendance 2-18-09:

Diane Matuszak

Stew Eidel

Teresa M. Albright

Alicia Mezu

Sara Smith

Brian Griffith

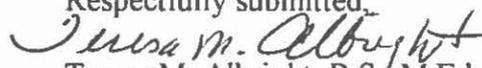
Karen Heinrich

Marge Hoffmaster

Betsy Gallun

Billie Jo Kreps

Respectfully submitted,



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

Sign-In 2/18/09

<u>Name</u>	<u>Phone</u>	<u>E-mail</u>
DIANE MATUSZAK	410 884 5998	diane.matuszak@GMAIL
Sara Smith (leib.)	410-996-5145x180	sarsmith@dhmh.state.md.us
MARGE HOFFMASTER	410-751-3124	mahoffm@K12.carrn.org,
STEW BIDL	410-767-0216	SBIDL@MSDE.STATE.MD.US
Brian Griffith	410 767 0327	bgriffith@msde.state.md
Betsy Gallun	301-808-4080	bgallun@pgcps.org
TERESA M. Albright.	410-592-9572	william.teresa.albright@verizon.
Karen Heinrich	410-887-6397	Kheinrich@BCPS.org
Billee Jo Kreps	410-887-1408	bkreps@bcps.org
C'icia Mezu	410-767-0353	amezu@msde.state.md.us

**MARYLAND STATE SCHOOL HEALTH COUNCIL
TREASURER'S REPORT
February 18, 2009**

BEGINNING BALANCE:	\$18,545.08
DEPOSITS:	
2/09/09 DHMH Grant – 08-09 school year	\$5,000.00
EXPENSES:	
12/17/08 - Check # 912 - Staples Printing – Wellness conference	\$1421.46
12/17/08 Check #913 –Camelot by Martin's Balance for Wellness Conference	\$9352.48
12/17/08 – Check # 914 – Sensible Solutions Balance for Website upgrade	\$750.00
ENDING BALANCE:	\$12,021.14

Respectfully Submitted:

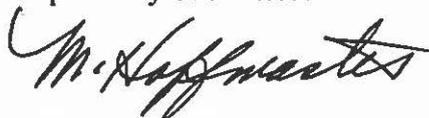


Marge Hoffmaster
Treasurer

MARYLAND STATE SCHOOL HEALTH COUNCIL
TREASURER'S REPORT
December 17, 2008
AMENDED

BEGINNING BALANCE:	\$10,387.30
DEPOSITS:	
10/21 – MSDE Grant - Joint Mtg. Jan 6	\$10,000
EXPENSES:	
10/21/08 - Check #908 - APLUS.NET Web Site Hosting	\$119.40
11/19/08 Check #909- Darby Ashmore Old web site update	\$75.00
12/02/08 – Check # 910 – the Creek Deli Regional meeting – Food	\$178.80
12/05/08 – Sensible Solutions – New web site Registration Capability + next installment of contract.	\$1468.75
ENDING BALANCE:	\$18,545.08

Respectfully Submitted:



Marge Hoffmaster
Treasurer

Check Register

Number	Date	Description of Transaction	C Debit (-)	Credit (+)	Balance
		Previous balance		\$15,512.51	\$15,512.51
885	12/6/07	Mary S. Keene - room speaker fall conference	\$224.97		\$15,287.54
886	12/6/07	Kathryn Seifert - speaker regional mtg	\$1,500.00		\$13,787.60
887	12/10/07	VOID			
888	12/10/07	Darby Ashmore - Web site -Oct &Nov	\$150.00		\$13,637.60
889	1/9/08	Darby Ashmore - Web site - Dec	\$75.00		\$13,562.60
890	2/20/08	Darby Ashmore - Web site - Jan	\$75.00		\$13,487.60
	2/20/08	Deposit - registration Fall Conference		\$25.00	\$13,512.60
891	2/21/08	Grant BCSHC - Dan Schlemn	\$500.00		\$13,012.60
892	2/21/08	Grant CCSHC - CCPS	\$500.00		\$12,512.60
893	3/11/08	Darby Ashmore - Web site - February	\$75.00		\$12,437.60
894	4/1/08	Darby Ashmore - Web site - March	\$75.00		\$12,362.60
895	5/7/08	Darby Ashmore - Web site - April	\$75.00		\$12,287.60
896	5/22/08	Marge Hoffmaster - PR items - SHIP	\$362.08		\$11,925.52
897	5/29/08	SHIP - Sponsorship	\$2,500.00		\$9,425.52
898	6/12/08	Darby Ashmore - May Invoice	\$75.00		\$9,350.52
	7/3/08	Deposit - Fall Conf - MSDE - 32 attendees		\$800.00	\$10,150.52
899	6/18/08	Mary S. Keene - catering end mtg	\$224.66		\$9,925.86
900	7/24/08	Mary Keene - Awards	\$355.75		\$9,570.11
901	7/28/08	Darby Ashmore - June invoice - website	\$75.00		\$9,495.11

MARYLAND STATE SCHOOL HEALTH COUNCIL

EXECUTIVE BOARD MEETING: October 20, 2010

10-20-10

Welcome and Introductions: The meeting was called to order by Council Chair, Elizabeth (Betsy) Gallun, at 1:15, pm, at Greenwood – Baltimore County Public Schools, Board Rooms A and B. Those present in the room and those participating by teleconference were welcomed, and all introduced themselves.

Minutes: The Minutes of our previous meeting were approved with the correction to the spelling of Alicia Mezu. The Secretary thanks Joseph M. Leake for taking the notes and preparing the Minutes in her absence due to her being out-of-town.

Treasurer's Report: Marge Hoffmaster.

The Treasurer's Report as of September 15, 2010, reflecting a balance of \$15,731.27, was accepted.

The Treasurer presented the MSSHC Proposed Budget for 2010 – 2011, which was accepted.

The Treasurer's Report as of October 20, 2010 and Balance Sheet, reflecting a balance of \$15,627.72, was accepted.

OLD BUSINESS:

Website: The name of our website will remain www.marylandstateschoolhealthcouncil.org.

Vice Chair for the Council is needed. This person would later become Chair and then Past Chair.

Coordinated School Health in Maryland: Vander Spruill, DHMH, Facilitator.

Survey results were distributed and time was given to review them; a copy is filed with these Minutes.

In consideration of the survey results, the following ideas were shared:

"What?": What stands out to you about the survey results?

- #6-No common ground for schools and health departments to work together,
- Infrastructure (theme),
- Respondents weighted toward health education,
- Only 16 people responded,
- History vs. emerging vision for the future,
- Comment(s) about not being familiar with the role of the Coordinated Health work group.

"So What?": What do these results say to you?

- Infrastructure issues,
- Paradigm shift needs to happen,
- Need to bring in new members,
- Attendance issues,
- Bylaw clarification or review,
- Clarification of roles – individual and committees.

**MARYLAND STATE SCHOOL HEALTH COUNCIL
TREASURER'S REPORT
October 20, 2010**

BEGINNING BALANCE:	<i>15,731.27</i> \$15,7231.27 <i>WRAE</i>
EXPENSES:	
APLUS Net	
Host fee for 2010-11	103.55
ENDING BALANCE:	\$15,627.72

Respectfully Submitted:


Marge Hoffmaster
Treasurer

MARYLAND STATE SCHOOL HEALTH COUNCIL
EXECUTIVE BOARD MEETING

ATTENDANCE: Date: October 20, 2010

Please
print!

NAME

ORGANIZATION you represent
on the Executive Board

Erin Penniston	DHMH
Brian Griffith	MSDE
Vander Spruill	DHMH
Alicia Mezu	MSDE
Cheryl Definto	DHMH
Teresa M Albright	MSEA
Betsy Gallun	PGCPS
Joe Leake	BCPS
Marge Hoffmaster	CCPS
Michael Linkins	MSDE
Joyce Dantzler	DHMH
Mary Nasuta	HCPS
Karen Heinrich	BCPS
Young-chan Han	MSDE

Please
print!

9-15-10

MARYLAND STATE SCHOOL HEALTH COUNCIL

Executive Board Meeting - September 15, 2010

Welcome and Introductions: The meeting was called to order by Council Chair, Betsy Gallun, at 1:00 p.m.

The following members were present:

Dr. Cheryl DePinto	Brian Griffith	Diane Matuzak
Sharon Doughty (via phone)	Karen Heinrich	Donna Mazyck
Stew Eidel	Marge Hoffmaster	Alicia M ^g zu
Betsy Gallun	Joe Leake	Mary Nastura
Susan Gardner-Seitz	Mike Mason	

The attendees were welcomed, and they introduced themselves. Jack Getz, a Web site programmer, was welcomed and introduced.

Minutes

The minutes from the August 25, 2010 meeting were distributed, reviewed, and approved. The Secretary was unable to attend today, so Joe Leake agreed to take the minutes.

Treasurer's Report – No report was given at this time.

Old Business

Web site – Jack Getz, the new Web site programmer, provided the group a background of his experiences. He showed two mock-ups Put together a few mock-ups of what our new site could look like. One design featured a left alignment and the other a center alignment like the current design. Jack suggested the slogan “Healthy Students Achieve.” Recommendations from the group included:

- Use left orientation
- Use blue color scheme
- Move event block down
- Stretch out mission statement
- Change color of tab fonts to increase contrast

The group also discussed features the site should contain:

- Registration capabilities
- “Calendar of Events” tab
- Connect minutes to “Calendar of Events”
- “Contact Us” tab
- Administration log-in section
- “Healthy Happenings” tab (to include a form that, once completed by local SHCs, would be reviewed for posting by the Executive Board)
- “Locals’ Page” - pages for each local SHC, plus links to pre-existing local SHC sites
- Challenges/Issues Button (with form)

Jack will revise the design and forward it to Betsy.



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

Family Health Administration
Russell W. Moy, M.D., M.P.H., Director

December 7, 2010

Margaret Hoffmaster
Treasurer, MSSHC
C/o Carroll County Public Schools
125 N. Court Street
Westminster, MD 21157

Dear Ms. Hoffmaster:

The Family Health Administration is pleased to inform you that the Memorandum of Understanding for the project listed below has been approved.

Contract Title:	Maryland State School Health Council (MSSHC)
Control Number:	DHMH-OPASS-11-10602G; ADPICS #B1-4000359
Contract Period:	December 15, 2010 to June 30, 2013
Contract Award Amount:	\$15,000.00

Enclosed is the Memorandum of Understanding. This document should be retained as a permanent part of your records. The control number listed above as well as your federal employer identification number must appear on all invoices and correspondences.

If you have questions, please contact the contract monitor, Dr. Cheryl De Pinto, Medical Director, School and Adolescent Health, Center for Maternal and Child Health, at (410) 767-5595. We look forward to continuing to work with you on this project.

Sincerely,

Bonnie S. Birkel, CRNP, MPH
Director
Center for Maternal and Child Health

Enclosure(s)
cc: Dr. Cheryl De Pinto
DHMH/ FHA Procurement Office
CMCH File

Toll Free 1-877-4MD-DHMH • TTY for Disabled - Maryland Relay Service 1-800-735-2258

Web Site: www.dhmh.state.md.us

**MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE
STANDARD MEMORANDUM OF UNDERSTANDING (MOU)
INTRA-AGENCY/INTERGOVERNMENTAL AGREEMENT**

This Memorandum of Understanding/Agreement, dated December 15, 2010, and entitled Maryland State School Health Council (MSSHC) is hereby entered into between Family Health Administration, Center for Maternal and Child Health, a unit of the Maryland Department of Health and Mental Hygiene, hereafter known as "the Department", and The Maryland State School Health Council, a quasi-governmental entity of the State of Maryland, the Federal Government, another State government, or a municipal or local government, etc. within Maryland or another state, hereafter know as "the Council".

The services, which are the subject of this Memorandum of Understanding/Agreement, are to commence on or about December 15, 2010, and terminate June 30, 2013.

This Memorandum of Understanding/Agreement may further be renewed for the following period(s) of time: N/A .

The total cost to the Department for the provision of the described services shall not exceed \$5,000 year one and \$5,000 each year remaining for a total of \$15,000. (The total cost is dependent on funding availability and may be subject to change.) This amount shall be payable to the Council at this frequency: Annually, not later than June 30th, based upon actual documented expenses of a specific invoice and in accordance with Section I of this Memorandum of Understanding/Agreement. Any unexpended funds shall be returned to the Department within fourteen (14) days of the ending of this Agreement, upon receipt of a specific invoice and in accordance with Section I of this Memorandum of Understanding/ Agreement.

●
|
●

SECTION I. BILLING AND BUDGET

This Agreement is for provision of: *(Check A. or B. and when applicable C.)*

- A. Services Controlled by the DHMH Human Services Agreements Manual

If this Agreement is for the provision of human services using a cost reimbursement methodology, the Government must submit payment requests in the manner prescribed in the Department's Human Services Agreements Manual, using the DHMH 437 billing forms package. For such human services agreements, the Government must also complete a DHMH 432 Budget package and enclose it with this Agreement. This completed 432 Budget package is deemed to be an incorporated part of this Agreement, as indicated by its reference in Section VII. Payment shall be limited to reimbursement of actual costs as identified by the Government on form DHMH 440 End of Year Reconciliation.

- B. Other Services Billing and Budget

If this is a cost reimbursement Agreement, for the provision of services not controlled by the Human Services Agreements Manual, the submission of a detailed budget, in which indirect cost is specifically identified, is required. This completed budget will be deemed to be an incorporated part of this Agreement, as indicated by its reference in Section VII.

- C. Services Provided by an Other State Agency

If this agreement is with another agency of the State of Maryland, both parties agree to comply with the directives of the Comptroller of the State of Maryland concerning payment for inter-agency agreements. Payment to the other State agency under this agreement will be made via the Financial Management Information System (FMIS) of the State Comptroller's Office, using an Interagency Transfer. The other State agency shall include the following information on all invoices:

- 1.) Amount of invoice
- 2.) Services rendered
- 3.) Agency's Control Number (or ADPICS #)
- 4.) DHMH Control Number (or ADPICS #)
- 5.) Financial Agency Code
- 6.) PCA and Agency Object Codes
- 7.) Transaction Code

If this agreement is not with another agency of the State of Maryland, invoices are to be sent **IN TRIPLICATE** to Accounts Payable at this address:

201 W. Preston Street, 3rdFloor
(ACCOUNTS PAYABLE STREET AND ROOM ADDRESS)
Baltimore, MD21201
(CITY, STATE, AND ZIP CODE)

If also identified below, a copy (which shall be marked "copy") shall also be sent to:

Cheryl De Pinto, M.D., M.P.H., Medical Director, School and Adolescent Health
(INDIVIDUAL NAME and TITLE)
DHMH, Center for Maternal and Child Health
201 West Preston Street, Room 317
(STREET AND ROOM ADDRESS)

Baltimore, Maryland 21201
(CITY, STATE AND ZIP CODE)

SECTION II. MANDATORY PROVISIONS

A. Nondiscrimination in Employment

The Government agrees:

- 1.) Not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment;
- 2.) To include a provision similar to that contained in subsection (1), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and
- 3.) To post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

B. Federal Funding Acknowledgement

1. There (_____ are / are not) programmatic conditions that apply to this contract, regardless of the type of funding. If applied, these conditions are contained in Funds Attachment A.
2. The total amount of federal funds allocated for the Family Health Administration is \$137,002,507 in Maryland State fiscal year 2011. This represents 64% of all funds budgeted for unit in that fiscal year. This does not necessarily represent the amount of funding available for any particular grant, contract, or Invitation for Bid.

3. This contract (X does/ _____) does not contain federal funds.
4. If contained, the source of these federal funds is: Title V MCHB Block Grant Funds. The CFDA number is 93.994. The conditions that apply to all federal funds awarded by the Department are contained in Funds Attachment B. Any additional conditions that apply to this federally funded contract are contained in Funds Attachment B.
5. Acceptance of this agreement indicates your intent to comply with all conditions that are a part of this agreement.

C. If Federal funds support the activities of this agreement (see paragraph B herein), the Government acknowledges, per the United States Office of Management & Budget's Grants and Cooperative Agreement with State and Local Governments, Circular A-102 (d) Debarment & Suspension, the following obligations of Federal granting agencies regarding debarment and suspension:

"Federal agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. Agencies shall establish procedures for the effective use of the List of Parties Excluded from Federal Procurement or Nonprocurement programs to assure that they do not award assistance to listed parties in violation of the Executive Order. Agencies shall also establish procedures to provide for effective use and/or dissemination of the list to assure that their grantees and subgrantees (including contractors) at any tier do not make awards in violation of the nonprocurement debarment and suspension common rule."

Which requirements are incorporated in grantee and sub-grantee funding arrangements, and reflected in the Affirmations contained in Attachment A and executed by the Council.



SECTION III. MONITORS

The Agreement Monitor for the Department shall be:

Cheryl De Pinto, M.D., M.P.H.

Name (Typed)

Medical Director, School and Adolescent Health, Center for Maternal and Child Health

Title (Typed)

DHMH, Center for Maternal and Child Health

201 West Preston Street, Room 317

Baltimore, Maryland 21201

Business Address (Typed)

410-767-6713

Business Telephone Number (Typed)

The Department's Agreement Monitor is the primary point of contact within the Department for matters relating to this Agreement. The Council shall contact this person immediately if the Council is unable to fulfill any of the requirements of, or has any questions regarding the interpretation of the provisions of the Agreement.

The Agreement Monitor for the Government shall be:

Margaret Hoffmaster

Name (Typed)

Treasurer, MSSHC

Title (Typed)

C/o Carroll County Public Schools

125 N. Court Street

Westminster, MD 21157

Business Address (Typed)

410-751-3124

Business Telephone Number (Typed)

The Council's Agreement Monitor is the primary point of contact within the Council for matters relating to this Agreement. The Council's Agreement Monitor shall contact the Department's Agreement Monitor immediately if the Council is unable to fulfill any of the requirements of, or has any questions regarding the interpretation of the provisions of the Agreement.

SECTION IV. BACKGROUND INFORMATION OF AGREEMENT

The Maryland State School Health Council (MSSHC) serves as an advisor to the Maryland State Department of Education (MSDE), and Department of Health and Mental Hygiene (DHMH). MSSHC develops guidelines for local school health councils to provide direction for local health and education agencies to plan and coordinate their comprehensive school health programs pursuant to the State School Health law codified in Education Article §§7-401. In 1991, the mandate to promulgate joint State standards and guidelines, was implemented in the Education Bylaw, COMAR 13A.05.05.05-.15. Section 13A of this bylaw mandated each local superintendent and health officer, assisted by the MSSHC, to establish a local school health council. The local school health, council is a advisory group of members representing broad segments of the community, including health, business, clergy, social services, parents, teachers, school administrators, etc. The MSSHC acts collectively to identify needs, review programs and policies, and generally provides advice to the local school system and health department on the school health program.

SECTION V. DUTIES OF THE GOVERNMENT

The specific services to be provided by the Government under this Memorandum of Understanding are as follows:

1. Serve as an advisor to the Department and Maryland State Department of Education (MSDE) in the area of coordinated school health.
2. Develop guidelines and policy recommendations for implementation of local school health programs to Department and MSDE.
3. Review and make recommendations to any and all parties (local, state, federal, and general public) interested regarding legislation and policy affecting schools and school children.
4. Encourage the formation of local school health councils in local jurisdictions.
5. Serve to guide and assist in the establishment and continuation of these local councils which may involve financial support.
6. Provide education and outreach on school health issues to school staff, families and communities.
7. Conduct two (2) statewide conferences to provide professional development for school health professionals and to provide training and opportunities for outreach to families and communities. One of these conferences may include collaboration and financial support for the annual School Health Interdisciplinary Program (SHIP). The second (to take place in FY 2011) will be to plan and implement, in collaboration with MSDE and DHMH, a coordinated school health strategic planning retreat. Conferences will be conducted to meet the other requirements as listed above in 1-6.

SECTION VI. DUTIES OF THE DEPARTMENT

In addition to the payment of funds as previously described, the Department also agrees to provide or do the following:

1. Representation on the Executive Board of the Maryland State School Health Council (MSSHC).
2. Technical assistance in conference planning and the development of outreach materials, with approval by the Executive Board.
3. Provide updates on legislative and policy issues affecting school health programs.

SECTION VIII. SIGNATURES

In acknowledgement of the foregoing description of the services and requirements of this Agreement, these authorized signatories of the Department and the Government do hereby attest to their acceptance of the terms and conditions of this Agreement.

For the Government

BY: Margaret Hoffmaster
Signature

MARGARET HOFFMASTER
Name (Type or Print)

TREASURER, MSSHC
Title (Type or Print)

11/18/10
Date of Signing

For the Department

BY: _____
Secretary, Department of Health and Mental Hygiene

[Signature]
Signature

Name (Type or Print)
Gary I. Goldberg, C.P.M., CPPD
Director

Office of Procurement and Support Services
Title (Type or Print)

12/6/10
Date of Signing

DHMH Control Number 11-10602-G

MOO 61400359

Attachment A

Maryland State School Health Council
Budget
11/1/2010-6/30/2013

Year 1

November 1, 2010 thru June 30, 2011

Strategic Planning Retreat \$5,000

The funds will cover general meeting costs including: meals, materials, speaker fees and trainings.

Year 2

July 1, 2011 thru June 30, 2012

Strategic Planning Retreat \$5,000

The funds will cover general meeting costs including: meals, materials, speaker fees and trainings.

Year 3

July 1, 2012 thru June 30, 2013

Strategic Planning Retreat \$5,000

The funds will cover general meeting costs including: meals, materials, speaker fees and trainings.

FEDERAL FUNDS ATTACHMENT B

A Summary of Certain Federal Fund Requirements and Restrictions

[Details of particular laws, which may levy a penalty for noncompliance, are available from the Department of Health and Mental Hygiene.]

1. Form and rule enclosed: 18 U.S.C. 1913 and section 1352 of P.L. 101-121 require that all *prospective* and present subgrantees (this includes all levels of funding) who receive more than \$100,000 in federal funds must submit the form "Certification Against Lobbying". It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL.
2. Form and instructions enclosed: "Form LLL, Disclosure of Lobbying Activities" must be submitted by those receiving more than \$100,000 in federal funds, to disclose any lobbying of federal entities (a) with profits from federal contracts or (b) funded with nonfederal funds.
3. Form and summary of Act enclosed: Subrecipients of federal funds on any level must complete a "Certification Regarding Environmental Tobacco Smoke," required by Public Law 103-227, the Pro-Children Act of 1994. Such law prohibits smoking in any portion of any indoor facility owned or leased or contracted for regular provision of health, day care, early childhood development, education or library services for children under the age of 18. Such language must be included in the conditions of award (they are included in the certification, which may be part of such conditions.) This does not apply to those solely receiving Medicaid or Medicare, or facilities where WIC coupons are redeemed.
4. In addition, federal law requires that:
 - A) OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations requires that grantees (both recipients and subrecipients) which expend a total of \$300,000 or more (*\$500,000 for fiscal years ending after December 31, 2003*) in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. and the Office of Management and Budget (OMB) Circular A-133. All subgrantee audit reports, performed in compliance with the aforementioned Circular shall be forwarded within 30 days of report issuance to the DHMH, Audit Division, 605 S. Chapel Gate Lane, Old School Building, Baltimore, MD 21229.
 - B) All subrecipients of federal funds comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the conditions of which are summarized in item (C).
 - C) Recipients of \$10,000 or more (on any level) must include in their contract language the requirements of Sections 503 (language specified) and 504 referenced in item (B).

Section 503 of the Rehabilitation Act of 1973, as amended, requires recipients to take affirmative action to employ and advance in employment qualified disabled people. An affirmative action program must be prepared and maintained by all contractors with 50 or more employees and one or more federal contracts of \$50,000 or more.

This clause must appear in subcontracts of \$10,000 or more:

- a) The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- b) The contractor agrees to comply with the rules, regulations, and relevant orders of the secretary of labor issued pursuant to the act.
- c) In the event of the contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the secretary of labor issued pursuant to the act.
- d) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting office. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- e) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- f) The contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the [federal] secretary issued pursuant to section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 791 et seq.) prohibits discrimination on the basis of handicap in all federally assisted programs and activities. It requires the analysis and making of any changes needed in three general areas of operation- programs, activities, and facilities and employment. It states, among other things, that:

Grantees that provide health... services should undertake tasks such as ensuring emergency treatment for the hearing impaired and making certain that persons with impaired sensory or speaking skills are not denied effective notice with regard to benefits, services, and waivers of rights or consents to treatments.

- D) All subrecipients comply with Title VI of the Civil Rights Act of 1964, that they must not discriminate in participation by race, color, or national origin.
- E) All subrecipients of federal funds from SAMHSA (Substance Abuse and Mental Health Services Administration) or NIH (National Institute of Health) are prohibited from paying any direct salary at a rate more than \$125,000 per year. (This includes, but is not limited to, subrecipients of the Substance Abuse Prevention and Treatment and the Community Mental Health Block Grants and NIH research grants.)
- F) There may be no discrimination on the basis of age, according to the requirements of the Age Discrimination Act of 1975.
- G) For any education program, as required by Title IX of the Education Amendments of 1972, there may be no discrimination on the basis of sex.
- H) For research projects, a form for Protection of Human Subjects (Assurance/ Certification/ Declaration) should be completed by each level funded, assuring that either: (1) there are no human subjects involved, or that (2) an Institutional Review Board (IRB) has given its formal approval before human subjects are involved in research. [This is normally done during the application process rather than after the award is made, as with other assurances and certifications.]
- I) In addition, there are conditions, requirements, and restrictions which apply only to specific sources of federal funding. These should be included in your grant/contract documents when applicable.

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Services
Health Resources and
Service Administration
Rockville, MD 20857

CERTIFICATION REGARDING ENVIRONMENT TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned, or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole sources of applicable Federal funds are Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply will result with the monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offer or/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

Signature of Authorized Certifying Official

4/2004

Certification Regarding Lobbying

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension continuation, renewal amendment or modification of any Federal contract, grant loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract grant loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying" in accordance with it's instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contract, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered unto. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352 title U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.

Award No.	Organizational Entry <i>MSSHC</i>
Name and Title of Official signing for Organizational Entry <i>MARGARET HOFFMASTER, TREASURER</i>	Telephone No. of Signing Official <i>410-751-2124</i>
Signature of Above Official <i>Margaret Hoffmaster</i>	Date Signed <i>11/18/10</i>

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S. C 1352 (See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <p>a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. Bid/offer/application b. Initial award c. Post-award</p>	<p>3. Report Type</p> <p>a. Initial filing b. Material change</p> <p>For Material Change Only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p>_____ Prime _____ Sub-awardee Tier _____ if known:</p> <p>_____ Congressional District, if known</p>		<p>5. If Reporting Entity in No. 4 is Sub-awardee, enter Name and address of Prime:</p> <p>_____ Congressional District, if known</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p>	
<p>10. a. Name and Address of Lobbying Entity: (If individual, last name, first name, MI):</p>	<p>11. Individuals Performing Services (Including address if different from No. 10a) (last name, first name, MI):</p>	
<p>11. Amount of Payment (check all that apply): \$ _____ actual _____ planned _____</p>	<p>13. Type of Payment (Check all that apply):</p> <p><input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-time fee <input type="checkbox"/> c. Commission <input type="checkbox"/> d. Contingent fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other, specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. Cash <input type="checkbox"/> b. In-kind: specify: nature _____ value _____</p>	<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</p> <p align="center">(attached Continuation Sheet(s) SF-LLL-A if necessary)</p>	
<p>15. Continuation Sheet(s) SF-LLL-A attached: _____ yes _____ <input checked="" type="checkbox"/> no</p>		
<p>16. Information required through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the per above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,00 for each such failure.</p>	<p>Signature: <u>Margaret Hoffmaster</u></p> <p>Print Name: <u>MARGARET HOFFMASTER</u></p> <p>Title: <u>TREASURER</u></p> <p>Telephone No: <u>410-751-3124</u> Date: <u>11/18/10</u></p>	
<p>Federal Use Only:</p>	<p>Authorized for Local Reproduction Standard form-LLL</p>	

Continuation Sheet

Reporting Entity: _____ Page _____ of _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or sub award recipient. Identify the tier of the sub-awardee, e.g. the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational Level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in item 1 (e.g. Request for Proposal (RFP) number, Invitation for BID (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name First Name, and Middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal Official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-FFF-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DEBARMENT AFFIRMATIONS

In accordance with the requirements of United States Office of Management and Budget's Grants and Cooperative Agreements with State and Local Governments Circular A-102(d), Debarment and Suspension:

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the TREASURER
(title)

and the duly authorized representative of
MARYLAND STATE SCHOOL HEALTH COUNCIL (MSSHC)
(name of government entity)

and that I possess the legal authority to make this Affidavit on behalf of myself and the entity for which I am acting.

B. AFFIRMATION REGARDING DEBARMENT

I HEREBY AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above entities, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the entity, the grounds for the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds for the debarment or suspension]:

C. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

1. The entity was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
2. The entity is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred entity, except as follows [indicate the reason(s) why the affirmations cannot be given without qualification]:

D. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above entity, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: 11/18/10

By: Margaret Hoffmaster, Treasurer
(Authorized Representative and Affiant)