

Meeting 1/11/20 - Central Vermont Hospital Conference Center
Business Meeting 9-12; Work Group 12:30-2:30

Those present: Soph Hall, Allison Conyers, Clayton Wetzel, Becca McCray, Kelly Landwehr, Jane Glick, Sharonlee Trefry, Louisa Driscoll, Mary Dunsmore, Kary Towne

Agenda:

Soph	Welcome - Introductions as needed	5-10 Minutes	9-9:10	Minutes
	TIMEKEEPER__Becca__			
Soph Clayton Jane Sharonlee Mary Kary? Christine	Reports: President's Report- Update about VPA/VSA meeting	10 minutes per person Red type is actual time taken Soph - 10	9:10-10:20	<p>President's Report</p> <p>Soph-In August met with VPA and figuring out how to best work together. In November, Becca and Soph met with executive board of VT Superintendent's Association. Very well received-talked about how they can support a mentoring program. They are very supportive and interested in working with VSSNA. There is not a date set to meet with them again, but this will be discussed today in our meeting.</p> <p>Louisa cited that principal's need support around enforcing immunization compliance.</p> <p>We have a contact in Jay Nichols who can facilitate communications with administrators around these types of topics.</p> <p>VSA board clear on wanting to partner with us around legislation, ie. things that impact school nursing. Exec Director Jeff Francis-there are items that will be addressed this year that we should partner with them on.</p>

	NASN Director Report SNC Report	5 minutes	<p>Since November-letter was sent by Soph to principal who advertised for a school nurse LPN. No response yet.</p> <p>Amazing job to Christine on the newsletter! Soph shared her thanks to her for taking this on.</p> <p>Clayton (NASN Director Report attached):</p> <ul style="list-style-type: none"> -Clayton is going to DC the end of the month -Strategic plan-see report -Principal's Assoc and Superintendent's Assoc-see report for notes -Clayton addressed possible legislation banning cell phones in those under 21 and the possible challenges for those who use devices to manage health conditions -Staying steady at 104 members-NASN has new system for collecting membership dues-see report -Clayton will link national report in our minutes. Many have similar challenges as we do. -More website discussion later in this meeting
	Conference report Fall Evaluation Report Fall Evaluation Spreadsheet	15 minutes	<p>Jane (conference report):</p> <ul style="list-style-type: none"> -For Spring conference, we have an orthopedist (Michael Howland) and ENT (Michael Cojulo) coming to speak as well as pediatric GI (Amer Al-nimr). We will also be doing nursing skills lab and Jane feels this will be plenty for the day. Lab can set up three areas with 5 per area -Jane is looking for guidance on how the day can be organized, considering how the teaching lab works. Allison is sharing the schedule that was utilized at Norwich conference -Clayton is willing to present on SNAP if there is interest -Kary asked about total cost so far-two speakers are

	SN Consultant Report Critical Thinking SN	30 minutes	<p>volunteering.</p> <p>-Jane brought up a question about training required for school bus drivers. Her district had an incident where there was an accident, a student was injured, and the driver was not trained to assist in first aid. Clayton cites that his district's bussing is contracted out. Unless contracts state it, drivers are not expected to be trained in first aid, etc. Becca discussed that Christine Ryan came to her class she was teaching at St. Mike's and discussed situations that bring about new legislation. Soph brought up that it's not practical for a bus driver to be able to address behavioral or health issues and drive the bus. Sharonlee-OSHA requires safety training for drivers. Allergies-contractual issue with bus drivers.</p> <p>Sharonlee (report attached)</p> <p>-Set up google doc to share with NASN, NASSNC -Article linked to report on funding school nursing -PLC 101-new school nurses - created from those taking state required orientation from July until present. For discussion: what is our priority of 5 topics listed for discussion? Becca asked for more info on Child Fatality. Child Fatality Review Board is legislative committee-Sharonlee represents school health on this board. Authorizes professionals to review unexplained or untimely deaths up to age 18. Any death under 18 comes to this committee. Issues around mental health, suicide. Example-student graduated in June, had been on IEP and meds then was kicked out of their house, died in summer. Purpose is to learn, data collection, understanding. What can we do as a state and system to improve resources. Committee looks at student record via request from school</p>
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	NESNC Report Jerry Brooks - Grinch	10 minutes	<p>administrator to access these records. Becca expressed concern about only utilizing records vs. a team meeting of those involved with this student.</p> <p>-SN Eval Tool-it has been broken down to five domains. Purpose of tool is for administration to use to evaluate nurse. Not clinical assessment. Do we want SNAC to finish tailoring this document. Louisa supports this-in her school no evals for nurse in years. Sharonlee cites that many schools use Danielson Model.</p> <p>-SNAC membership-Sharonlee asking or input to add another person to this committee who is at least a member of VSSNA. There are currently 5 school nurses, AOE rep, and Sharonlee. Clayton asked how nurses are chosen for committee-Sharonlee stated that a notice is put out for volunteers who cover diverse geographic area and age coverage. Stipend of \$41 for each meeting attended. 10 meetings per year, 3 in person. Clayton suggested changing charter to state that there could be a range of school nurses so more can be added if needed based on workload. Sharonlee has to be mindful of budget. Nurses stay on for 2-3 years. Louisa states appreciation for requiring the member to be a VSSNA member and recognizing the value in this.</p> <p>Mary (NESNC report attached)</p> <ul style="list-style-type: none"> -Kimberly Bullock will be joining Mary in NESNC planning. - Checks distributed at November Meeting - largest checks they have ever written. -Efiled taxes. ID was incorrect for non-profit status so this was an issue. Will cost \$1000 to issue non-profit -Liability Insurance-do they need separate insurance for NESNC or are we covered through own state. Ongoing issue
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	<p>Treasurer's Report</p> <p>Newsletter Report - absent (Becca will connect with Christine)</p>	15 minutes	<ul style="list-style-type: none"> -This year's conference is May 1st-3rd Wyndham Hotel in Middletown, RI. Theme is "Eye on School Health-Vision of School Nursing 2020" -Key note speakers are ophthalmologists -Communication came out on booking rooms. Only have so many blocked, so you should book early. Becca states that VSSNA has three rooms booked so far. -Registration is mid-January but could be delayed if they don't have CEU's in order -Grant approved for \$3000 for speaker fees. -Contracted with buses to get people into town from hotel -Friday night-optional wine tasting <p>Kary (report attached)</p> <ul style="list-style-type: none"> -Membership a little behind. NASN is as well. Just received November. Count is more accurate, but not 100% yet. Kary keeping track of month by month and sending to Claire who is in charge of membership. Becca states that she just received an email about renewing membership which is due in 2-3 weeks. Count is getting more accurate. -Fall conference: more than \$5000 in income. -Interest is down due to taking \$ out of CD -New England conference \$5118. -Balance is higher than average at \$12688 -Spent way over on ads/web (Doug)-almost done according to Clayton. Jotform is cancelled. -Bank fees-if we go to Nursing Network, cheaper options available. -Public relations costs are low. Didn't need new plaque. Jane made a cake. -May go over with food/accommodations due to more meetings.
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	BREAK	10:40-10:50	10:20-10:30	
	Discussion about Taking over Treasurer Duties		10:30-10:45	
Clayton	<p>Website Changes and Vote on going Live Jan 13</p> <p>Microsite Working Document</p> <p>Temporary Website Link</p>	10:55 - 11:55	10:45-11:15	<ul style="list-style-type: none"> -See attached link for Microsoft Working Document-Yellow: Still working on -Website: Not live yet. Overview given by Clayton. New logo with new coloring. Clayton added new photos and captions. Have other places for photo albums that can be launched. Facebook and twitter feeds automatically come up on main page. NASN updates also show up on our main page. Link to easily join. Link to career center on top tabs. Member feed

	<p><u>Conference Registration</u> - Use SurveyMonkey with Stripe</p>		<p>when you log in. About us-Goals may need to be updated to strategic plan goals. Membership-can access individual members info. Meeting minutes accessible on website. Links are all live.</p> <p>Career or Events-have to vet what gets put on there. Can't put everything that is requested-has to be relevant.</p> <p>Free CEUs in Learning Center for 1-3 credit courses-link to NASN</p> <p>-Requests-one from RN to MSN program and DNP program links. Again needs to be vetted and can't just add anything. Becca proposed maybe having a "vendor center" where entities can pay a fee to advertise something on our site.</p> <p>Becca McCray made a motion to approve micro website and go live on Sunday night 1/12/20. Allison Conyers seconds the motion. Majority of members in favor. Clayton abstained from voting.</p> <p>-Becca. Discussion about conference registration. Table this conversation for April meeting and gather more info. Clayton-survey monkey goes out as survey link, but people can register through this. All registration info (selections for programs, etc) goes into spreadsheet. Can also make another survey to evaluate conference. Limitation is they will not send completed certificate with CEU's specific to each participant. Express Evaluations does do this. Becca-Nursing Network does all of the same things that Survey Monkey does. We should look more at Nursing Network, Survey Monkey. Find another vendor and compare the three. How can we piggyback off of NASN as affiliate? Subcommittee to do more research in preparation of this conversation-Per Becca, it will be Becca, Clayton, Allison and Kary doing this</p>
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	<p>what we include VSSNA members in and what we include all school nurses across the state.</p>			<p>-What extra are you getting as a member vs. what is available to all on website. Sharonlee-if you have a school where you can't identify a school nurse, let her know and she can get this information. Becca-bigger conversation with Sharonlee and executive board about how to better coordinate the work of VSSNA and DOH.</p> <p>-Requires member log-in: Community library, discussion list, photos and bios of other members. Based on what website allows.</p> <p>-As Clayton gets requests for job postings, he made a canned response to send out. Has one specific to career center. Gives them info on how to sign on to become a client of the career center.</p>
Allison	<p>Survey Monkey Survey - where are we at? District 3 Report</p>	10:50-10:55	11:15-11:18	<p>Report attached Survey Monkey paid through October 10 Gathering info-DOH may be able to help with this and could share with VSSNA per Sharonlee. Goal per Allison was to mirror NASN workforce survey. Can use google forms once we no longer have access to survey monkey. District 3 gathering-great networking. Karen Nelson, school nurse liaison, would like to come to a future meeting to discuss Nurse/Provider partnerships</p>
	<p>Strategic Plan - written 9/26/19 - Review and Vote on Plan.</p>	11:51-12:08	11:18-11:20	<p>Soph-Goals are to increase membership by 10%, filling vacant positions, recognize a new to school nursing nurse (came about from discussions about how to keep people in school nursing, feeling supported, turnover is high),, increase committee participation, balance budget, continue to provide quality conferences, encourage and facilitate opportunities to become certified as NBCSN, Collaboration with other agencies with similar goals (ie. DOH), increase school nurse voice across the state. Sharonlee-DOH can get data on who</p>

				<p>has school nurse licensing through AOE. Gets name and years, not necessarily where they are. VSSNA partner with DOH on this to see where these people are, track turnover. Barrier is communication to school nurses and having active list. VSSNA barrier is updating our contact list. For DOH-school liaisons gather this information, Medicaid funds pay for this. Superintendents used to do this.</p> <p>Side conversation about having common language to support nursing contracts, pay, etc. VSSNA is still an affiliate of NEA-used to have fall conference that aligned with VSSNA fall conference. Teachers attended at the same time and this has dissolved</p> <p>Clayton Wetzel made a motion to accept the strategic plan as written on September 26, 2019. Seconded by Mary Dunsmore. Majority of members in favor.</p> <p>Request made by Sharonlee to make strategic plan accessible. Per Clayton, strategic plan will be available publicly on website under Leadership. Not there yet, but will be there in future.</p>
	LUNCH BREAK	12:10-1:10		
	<p>School Nurse of the Year Nominations</p> <ol style="list-style-type: none"> 1) AOE bulletin 2) VSSNA newsletter 3) Email VPA and VSA 4) Website SNOY tab (hidden for most of year) 	1:10-1:20	11:20-11:22	<p>Nomination Form SNOY Eligibility based on 21st Century Framework Guidelines CV format with 21st Century Framework</p> <p>This is the time of year where we will be reaching out/advertising for nominations. Will reach out to VPA, VSA. Who else should we reach out to? Is there a date we need nominations sent in by?</p> <p>Last year, nominations needed to be in by March. Reached out to nominees to send in necessary documents then board votes on recipient.</p>

	Stackpole Award	1:16-1:30		<p>Given at Spring Conference VSSNA makes recommendation AOE partners with UVM for Teacher of the Year. Why is SNOY not recognized by AOE? Becca will reach out to AOE to discuss recognition by AOE.</p> <p>Nominee ideas: Sharonlee recommends Joe Hagan. Becca disagrees. St. Johnsbury Pediatrics - Jean Newmalin? Krissa Jamison-Care Coordinator at University Peds Primary Care</p> <p>Will send out google form to elicit any further nominations for Stackpole and then send another for vote.</p>
	<p>VPA/VSA meeting Next steps: Deciding where we go from here...legislation choices, sub list on our website Where do we stand as a group and what do we want to move forward with?</p> <p>What do we as VSSNA want to achieve?</p>	1:30-2:03	11:22 -11:30	<p>See attached summary</p> <p>Better collaboration as a whole group with VSSNA, VSA, VPA and DOH One day for statewide nursing inservice day Sub list of nurses on website-? Utilizing retired nurses Talked about school nurse PD and mentoring School distribution of condoms and feminine hygiene products Budgets-Legislative push to get a school nurse in every building despite numbers</p> <p>Give VSA example of Barre inviting school nurses to PD day in March 20th.</p> <p>On inservice days, All teachers get speakers, etc. that come in to speak on several topics, nursing gets pushed off or</p>

				<p>lumped into other groups doing non-relevant work.</p> <p>Becca will email Jess from Barre school district to ask about putting March 20th PD in Newsletter as all call for anyone who wants to attend.</p> <p>1) State wide calendar 2) Recognition for PD days school nurse attend on a Saturday or outside of school Examples-Becca's district-they track PD days and get credit for them in lieu of other PD days. Unofficial way to account for PD and can substitute Saturday conference for another day for example. Clayton's district-got paid hourly per-diem rate to attend a conference on a Saturday. Couldn't replace another district PD day 3) Have everyone on the same page with these issues: -Payscale -Years of Experience given upon hire Sharonlee - recommends NEA be part of discussion with VSA. VSA could do a side letter to add language to contracts around nurses.</p> <p>Let's focus on PD with VSA which may drive the calendar.</p>
	<p>Follow up - on this motion: Amendment suggestion from Becca -move away from jot form and adopt nursing network after Fall conference. with</p>	2:03-2:05	11:30-11:32	<p>Jot form already cancelled after Fall Conference. Revisit nursing network when visiting price comparison.</p>

	<p>understanding that \$5 registration fee is incurred by registrant and not VSSNA.</p> <p>Seconded by Clayton.</p> <p>After discussion, motion adopted</p>			
	<p>where do we as the VSSNA stand in supporting new school nurses</p>		11:32-11:45	
	<p>NASN Data question</p>	2:05-2:40		<p>-NASN Data question-what is role of VSSNA?</p> <p>Soph-unclear on what we should be collecting for data. Sharonlee and Claire have been collecting in past. National School Health Data Set. Becca recommends reaching out via the newsletter looking for volunteers to take on this role vs. one of us taking these things on. Clayton and Claire to attend January 22nd meeting. Need someone to designate time at conferences to speak to members, promote it, discuss how people are using data. WSCC team at DOH looking at how they are collecting data. Taking data from AOE in many areas. Several people collecting the same data-how and why data being collected and how do they share this data.</p> <p>Discussion regarding how do we work with DOH and not do the same things as each other vs. more collaboration ie. sending out information, sharing DOH's list of school nurses, etc. Sharonlee states these decisions are above her. Lists are constantly changes-integrity of data systems is complex. Wants to be supportive and all work together, strengthening systems and relationships.</p> <p>Sharonlee-for newsletter, she will share it with the liaisons and let them know VSSNA is sharing with all school nurses already. Becca-VSSNA can include liaisons on our</p>

				<p>distribution list. Sharonlee states that they can't share info on all liaisons, as they need to protect their email and limit what they are asked to do. Distribution of other data (ie. emails of school nurses) is limited to protect the safety of it. VSSNA will work on a meeting/discussion with appropriate person at DOH to discuss being able to access Vermont school nurse emails that are collected by DOH so we don't have to try to gather this information-we are a volunteer organization and our capability to do so is limited. Sharonlee recommended starting with Breena Holmes.</p> <p>Ask VSA if each superintendent can ask for a nurse to come to the VSSNA board meetings.</p>
	<p>Critical Thinking Pathways tool for School Nursing Draft Critical Thinking SN</p>	2:40-2:55		<p>Grew out of decision tree. Critical thinking tool reviewed by group-cutting back on position statements. Soph as the president is getting calls from nurses who have concerns with things they are being asked to do and how do they defend decision to not do these things. If it is not part of nursing scope of practice, they can't do it. Example-CBD. Illegal to have these substances at school. Essential oils-making recommendations outside scope of practice. Diffusers-against indoor air quality state law and all schools should have a policy, asthma trigger. SNAC thinking it will go under School Nursing Practice section of school nurse manual to support decision making.</p>
	<p>Universal contract language (brought up by VSA) -payscale</p>			

	<p>-nurses credited for experience in nursing</p> <p>-stipend for certification</p> <p>NEA/AOE- is this the next group to partner with/present to?</p> <p>Do we create some universal language and bring back to VSA?</p>			
	<p>mentor page on the website.</p> <ul style="list-style-type: none"> Should they be a member? Mentors will be members, but anyone could access this service. In the past, mentee had a discounted membership. Now that we are tied with NASN, this is not likely possible. Soph gets emails from folks that say they are thinking about becoming a school nurse, what should I do and she always directs them to their state school nurse association. 			<p>-Was there once a time that nurse mentors were listed on VSSNA website? Claire's name was listed with her email if people were interested in having a mentor.</p> <p>-Clayton: Nurse mentors should be a nurse. Have people that are VSSNA members that agree to be a mentor. School districts aren't always assigning nurses mentors</p> <p>-Becca: Delaware did a presentation on their mentor program. Had a well-oiled program where a seasoned school nurse is paired with a new school nurse. Had checklists. Expected of seasoned school nurses. What level do we want, do we want to facilitate? Spoke to VSA about this-may or may not get a mentor.</p> <p>-Clayton: school nurses may quit if they don't have proper support. Part of Allison's survey asks who is interested in being a mentor.</p> <p>- Pick discussion back up in April.</p>
	<p>ANA/VSSNA liaison</p> <p>NEA/VSSNA liaison</p>			
	Fall conference dates	3:05-3:15		Soph recommended discussing a date for fall conference so

				<p>we can advertise it at the Spring conference. Jane will look into locations, and further discussion regarding dates. Discussion about traditional 2nd weekend in Oct or 2nd weekend in November. Looking into Montpelier Capital Plaza for venue.</p> <p>Motion made by Clayton Wetzel to adjourn the meeting and second by Becca McCray. Majority in favor to end meeting at 3:15</p>
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