Vision: The School Nurse Organization of Minnesota envisions student health for student success.

Mission: The School Nurse Organization of Minnesota advances excellence in school nursing practice to promote and support student health for student success.

Goal #1-Elevate the quality and practice of school nursing through research, education, and advocacy.
Goal #2-Increase and retain SNOM/NASN membership to broaden the impact of high quality school nursing practice.
Goal #3-Accelerate the leadership involvement of SNOM members.

Date: April 21, 2014
Place: Hopkins Community Education Center, Eisenhower Community Center in Room 213.
1001 Highway 7
Hopkins, MN 55303
952-988-4066
Time: 5:00 PM -8:00 PM


SNOM Members: Bernadette Bien, Shelly Killgore

AGENDA

I. Call To Order (Mary Heiman, President) meeting called to order 5:10 PM.
II. Review meeting agenda.
   Introduction of attendees and Board Members: Welcome to attendees.
   6:00 pm: Crum Deli sandwiches will be delivered.
Upcoming Workshops / Continuing Education/ SNOM Participation:

- School Nurse's Spring Forum Wed., April 30, 2014 at MDE. 8-12pm. Focus is Autism.
- Teenwise Conference May 1-2 (SNOM will have a table). http://teenwisemn.org/annual-conference-registration/
- NASN conference in San Antonio, TX June 28- July 1, 2014
- New LSN Orientation at MN Department of Education, August 12-13, 2014
- Annual Fall SNOM Conference: November 7-8, 2014. Minneapolis Marriott Northwest

III. President Report (Heiman), quick updates:

- 3/27/14: Letter of support to overturn decision to eliminate Asthma Action Plans from Optimal Care Measure.
- 4/16/14: Letter of support (CEO) to support e-cigarette in clean indoor air legislation.
- 2014 Scholarship Application, added information about application for NCSN certification
- May 7th School Nurse Day Information to disseminate http://www.nasn.org/AboutNASN/NationalSchoolNurseDay
- SIM MAHM e-health grant concept for behavioral providers. To support the secure exchange of medical/non health info between organizations.

IV. Old Business (Heiman/Others)

- 2014 SNOM election for Executive Board members Election Results are as follows: (Hudlow)
  - Mary Jo Martin, President; Lillian Levine, Vice President; Jill Stewart, Secretary; Gail Setterstrom, Treasurer; Liz Zeno, MN State Director. Officer term of office will be July 1, 2014 to June 20, 2016. 324 ballots were sent out through Survey Monkey, with 129 votes returned. 40% response. This is comparable to 2012 response of 39%. This may have been confused with NASN’s elections, gone to junk mail, or because there were no opposed offices.
  - The candidate for Member-at-large will be appointed by the Executive Board members.

- NASN elections closed on Tuesday, April 15, 2014. Results pending. Cindy Hiltz, MN Director was on the ballot for NASN Vice President

- SNOM Membership Guide
  - Member benefits, education opportunities, SNOM Committees, Representatives, Board of Directors,
  - Color printing will be done by Eden Prairie Schools which have kept costs lower: $2.21 x 300 quantity = $663.00
  - The brochure will be inked on the SNOM webpage. info@minnesotaschoolnurses.org
  - Plan to send to all members on list serve.
  - The brochure will be available at the LSN Orientation, Fall Conference, lead nurses for new LSN employees or those who currently do not belong, etc where we will be present and update our display board.
• **Minnesota Educational Policy Fellow Program (EPFP)** update, (Lillian Levine). Discussed the purpose, speakers, knowledge obtained, and discussion of policy development. Will be going to DC in April to attend the EPFP National Conference. The title is “The Challenge of Ensuring Education: Equity and Excellence.” At the conference we will tie in what we have learned with others throughout the U.S. We will hear the latest information on national education and related policy issues.

V. **New Business (Heiman/Board)**

- **SNOM member Bea Benda**, Problem: New Vaccine Law for fall and some gaps in clinic in servicing by MDH. To see/support collaboration between SNOM nurses and MDH to address changes. MDH could create a Train the Trainer type class, we’d attend, then make ourselves (SNOM nurses) available for Lunch and Learns at various clinics, as a public health service.

  Bea discussed the model San Francisco is using. Lunch and learns for smaller clinics. Problem may be that clinics do not know the law. MDH has sent letters to the clinics, has informed the clinics of the changes, updates of all the changes, and the clinics have been invited to the webinars. Clinics get all the medical alerts. Is the problem the communication within the clinics or the clinics not hearing the communication? Cheryl Smoot has been in meetings that there has been discussion to put emphasis on the clinic education. The immunization task force has a provider information task force. MDH had a grant to help promote education and vaccination of HPV for boys by sending letters home to families. The model that has worked for many schools is to develop a partnership with clinics. The question was asked is: do the nurses have time to teach at the clinics, does the clinic have time for this also? Cheryl will take this back to MDH to review the new immunization law and what else can be done from their prospective. MIPAC—does anyone work with the state high school league to update their forms? Cheryl will bring this back to MDH immunization group.

- **Discount for members on conference registration**: Active committee members on the SNOM Fall Conference receive a 50% discount on the conference registration. This should be in place for all ‘active’ conference committee members. This must be defined and written as a guideline. Discussion followed. Announce when the committees start their work. So members have a legitimate time to join the committee. Those who are actively involved in eth fall conference committee from the start will be eligible for the 50% off the annual conference fee.

- **Regional Representative Discussion**:
  - **SNOM Board of Director Composition. BYLAWS**: The members of the Board of Directors shall be Elected Officers, National Association of School Nurses Director, Immediate past-President, State Regional Representatives, ……
  - **Current Representatives**: Northern, West Metro, East Metro, East/Central, West/S.West
A Regional Representative is a SNOM member residing in each region of the state who serves as the liaison for school nurses living and working within his/her region. Responsibilities include serving as a resource to regional school districts and school nurses, and encouraging school nurses to meet regularly and network within their region and district area. Other duties include encouraging regional school nurses to participate in SNOM sponsored events and conferences; facilitating regional communication of school health and nursing issues to regional school nurses; representing SNOM on district, regional and state health committees, as well as groups or organizations upon request. Work as a Regional Representative requires a self-starter and creativity to coordinate regional activities and networking among regional members.

Discussion: Is the position of Regional Representative needed? History of the regional reps discussed. Is this still a need? Education and connecting with new members was the focus. With the internet there is no longer a packet sent out to the new members to welcome them. Some reps pull the members together to discuss issues and have an educational purpose. A survey would be a good idea to find out what the needs are of the out metro area nurses. Another idea was to have time set aside at the annual conference on Friday night to discuss their needs. Table tents to pull the greater metro nurses together at the annual fall conference.

VI. Secretary’s Report (Levine)
Minutes from January 2014 were approved by the executive board and are posted on the SNOM web page for review.

VII. Treasure’s Report (Setterstrom)

SNOM
Balance Sheet Summary
As of March 31, 2014

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<th>ASSETS</th>
<th>TOTAL</th>
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<td>Total Current Assets</td>
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<td>Total Assets</td>
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<td>Total Liabilities and Equity</td>
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## SNOM
### Profit and Loss
#### April 1, 2013-April 1, 2014

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<td>Diabetes Income</td>
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<td>Discounts/Refunds Given</td>
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<td>Membership Dues</td>
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<td>Program Income</td>
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<td>Restricted Income</td>
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<td>Scholarship fund-Donations</td>
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<td><strong>Total Income</strong></td>
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<tr>
<td><strong>Gross Profit</strong></td>
<td><strong>$73,426.49</strong></td>
</tr>
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</table>

## EXPENSES

<p>| Agency Dues                                 | 100.00      |
| Board meetings                              | 626.59      |
| Diabetes Task Force                         | 509.48      |
| Educational Policy Fellowship Program       | 631.83      |
| Executive Committee                         | 2,955.41    |
| Finance Committee                           | 1,872.92    |
| Gifts &amp; Awards                              | 532.19      |</p>
<table>
<thead>
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<tbody>
<tr>
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Budget Overview
April 2014-March 2015

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<td>Bank Interest</td>
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<tr>
<td>Diabetes Income</td>
<td>500.00</td>
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<tr>
<td>Information Technology Income</td>
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<td>SNOM Savings</td>
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Gross Profit: $81,875.00

EXPENSES

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<td>Category</td>
<td>Amount</td>
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<td>-----------------------------------------</td>
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<td>Conference Funds</td>
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<td>Contingency Fund</td>
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<td>Diabetes Task Force</td>
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<td>Gifts and Awards</td>
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</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$81,875.00</strong></td>
</tr>
</tbody>
</table>

Net Income $0.00

Motion made to accept the fiscal budget proposal April 1, 2014 to March 31, 2015 as made by Liz Zeno and second by Jill Stewart. Motion passed.

VIII. NASN Director’s Report (Hiltz)
NASN committees are working on operationalizing the strategic plan that was adopted in Jan 2014. The Board Standing Rules and How 2 Guides are being reviewed for any needed changes to carry through on the plan. The committees are also working on position documents that are due for revision. The next NASN conference is in San Antonio Texas. Hope to see some of you there. Please let me know if you plan to attend so that we can stay connected while we are there. Dates to remember are:

- **Monday, February 3rd**
  - Registration and Room Block Open
- **Tuesday, April 15th**
  - Early Bird Registration Deadline
- **Friday, May 16th**
  - Pre-Registration Deadline
- **Friday, June 27th**
  - Pre-Conference
- **Saturday, June 28th**
  - First Day of Conference
  - Opening Keynote Session
  - Exhibits
  - Endowment Fund Event at Knibbe Ranch
- **Sunday, June 29th**
  - Second Day of Conference
- **Monday, June 30th**
  - Third Day of Conference
  - Annual Meeting
  - Affiliate Night Out
- **Tuesday, July 1st**
  - Last Day of Conference
  - Closing Keynote Session

Should we contribute to purses for nurses again? Yes, for around $100.00 this year.

**IX. Committee Reports**

a) **Awards Committee (Nokleby/ Martin)**

   We received 5 nominations for School Nurse of the Year. All of them have received an e-mail notifying them of the nomination with an electronic copy of the SNOY application packets and due date (5/15).
There are no nominations for School Nurse Administrator. Does anyone on the board have someone to nominate? Would really like to have a candidate for this award and will still accept candidates.

In need of board members to review the applications. 2-3 applications with scoring sheets will be sent for you to review. Ideally each candidate should be reviewed by 2-3 evaluators.

If you are aware of any school nurses who are retiring this year, let Sue know so they can be honored at the annual luncheon. Betty Elliot and Kate Casserly are retiring this year.

Also consider anyone or organization who deserves special recognition. "Special recognition is awarded to individual members or groups, which may include non-members, to recognize outstanding leadership and contributions to programs that positively influence the health of Minnesota school children."

For any further information and to help evaluate, please email Sue Nokleby for your willingness to help out. sunokleby@gmail.com

b) **Bylaws: (Hudlow)** No report.

c) **Education:**

   **Annual Fall Conference (Levine)**

   The Program Committee is in the process of planning the upcoming fall conference. Conference dates are November 7 and 8, 2014. It will be held at the Minneapolis Marriott Northwest again. Speakers are being lined up as we look at presentations. We hope to finalize this at our April meeting. We will again have on-line registration and mail-in registration. A secretary will be hired to manage the registration as well as other assignments. The secretary will also help with the LSN Orientation. A “Save the Date” postcard will be mailed in May with the brochure going out in August/September.

   **New LSN Orientation (Hudlow)**

   **Continuing Education: (Kaup)**

   No report.

d) **Historical (Nelson)** No report.
e) Immunization Task Force: MIPAC (Peña)

Immunization Task Force: MIPAC (Peña)

MIPAC met February 11, 2014. The next MIPAC meeting is April 29, 2014.

School Immunization Law Changes – changes to Minnesota’s school immunization law take effect September 1, 2014

The following additions to the law include:

• **Hepatitis A** – for all children over 12 months old in child care or an early childhood program
• **Hepatitis B** – for all children 2 months and older in child care or an early childhood program
• **Tdap** – for all students in grades 7-12. This replaces the Td immunization requirement.
• **Meningococcal** – for all students in grades 7-12. (Schools will be checking documentation of all students entering seventh grade. Students in eighth through 12th grade must show documentation if the school requests it.)
• Early childhood and kindergarten children completing their polio or DTaP series after September 1, 2014 must have their final dose of **DTaP and polio** on or after their fourth birthday.
• **Varicella** – If a student had varicella disease: Before 2010, the parent or guardian needs to provide the month/year of the disease and their signature. After 2010, a provider’s signature is required.

For more information on the new immunization laws, go to:
http://www.health.state.mn.us/divs/idepc/immunize/immrule/newlawfs.html

**MDH launches new effort to improve HPV vaccination rates among state’s adolescents** Jan. 29, 2014

• *Only one-third of girls, even fewer boys receive all doses of cancer-fighting vaccine*
• In fall 2013 the Minnesota Department of Health Immunization Program received a grant to work in collaboration with the CDC to increase HPV vaccination coverage among adolescents.
• As a part of these grant activities, the Immunization Program will be mailing postcards to families of 11- and 12-year-olds in the state. The postcards will inform families that HPV as well as Tdap and meningococcal vaccines are recommended during the preteen years and encourage them to seek vaccination.

**Somali Vaccine Hesitancy Outreach and International Travel Immunizations**

• MDH is continuing outreach efforts to the Somali community via ethnic media channels, peer to peer education, and school outreach. In addition, messages about travel vaccines have been disseminated throughout Somali malls and community centers. For more information on these ongoing efforts, please contact Lynn Bahta or Fatuma Irshat at lynn.bahta@state.mn.us and Fatuma.irshat@state.mn.us

**Not officially on the MIPAC agenda but as a side note:**

The Minnesota Childhood Immunization Coalition has been working with State Representative Mike Freiberg to develop legislation to tighten the state’s non-medical exemption to vaccination requirements.
• The bill was introduced on February 25 as HF 2170 (see http://wdoc.house.leg.state.mn.us/leg/LS88/HF2170.0.pdf).

• Briefly, the bill, if enacted, would require parents who wish to file a personal exemption to state-mandated vaccinations for their child to obtain a signature of a physician, physician assistant, or nurse practitioner on a state-developed form, similar to what is now required for a medical exemption. At the time the student enters grade 7, when additional vaccinations are required, the exemption form would need to be resubmitted, if still applicable.

HF2170

A bill for an act

1.2relating to health; modifying exemption procedures related to immunizations;
1.3amending Minnesota Statutes 2012, section 121A.15, subdivision 3.
1.4BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5 Section 1. Minnesota Statutes 2012, section 121A.15, subdivision 3, is amended to read:
1.6 Subd. 3. Exemptions from immunizations. (a) If a person is at least seven years
1.7old and has not been immunized against pertussis, the person must not be required to
1.8be immunized against pertussis.
1.9(b) If a person is at least 18 years old and has not completed a series of
1.10immunizations against poliomyelitis, the person must not be required to be immunized
1.11against poliomyelitis.
1.12(c) If a statement, signed by a physician, is submitted to the administrator or
1.13other person having general control and supervision of the school or child care facility
1.14stating that an immunization is contraindicated for medical reasons or that laboratory
1.15confirmation of the presence of adequate immunity exists, the immunization specified in
1.16the statement need not be required.
1.17(d) If a notarized statement signed by the minor child's parent or guardian or by the
1.18emancipated person is submitted to the administrator or other person having general
1.19control and supervision of the school or child care facility stating that the person has
1.20not been immunized as prescribed in subdivision 1 because of the conscientiously held
1.21beliefs of the parent or guardian of the minor child or of the emancipated person, the
1.22immunizations specified in the statement shall not be required. This statement must also
1.23be forwarded to the commissioner of the Department of Health. A child shall be exempt,
1.24in whole or in part, from the immunization requirements of subdivision 1, upon the
2.1 Submission to the administrator or other person having general control and supervision of
2.2 the school or child care facility of a certificate of exemption, using a form developed by
2.3 the commissioner of health. The certificate must state that the parent or guardian, or the
2.4 child if emancipated, is declining one or more required immunizations on the basis of their
2.5 personal beliefs. The certificate must contain the following:

2.6(1) Specification of the particular vaccine or vaccines for which an exemption is
2.7 being requested, and an explanation of the reasons for requesting the exemption;
2.8(2) A statement from a physician that provides immunizations verifying that
2.9 the physician has reviewed with the parent or guardian, or the child if emancipated,
2.10 information about the risks and benefits of the vaccines that is consistent with information
2.11 published by the Centers for Disease Control and Prevention;
2.12(3) An acknowledgement that the child may be prohibited from attending school or
2.13 the child care facility during an outbreak of the disease for which the child has not been
2.14 immunized; and
2.15(4) The signature of the child's parent or legal guardian, or the child if emancipated.

2.16 The certificate of exemption must be forwarded by the school or child care facility to the
2.17 commissioner of health.

2.18(e) If the person is under 15 months, the person is not required to be immunized
2.19 against measles, rubella, or mumps.
2.20(f) If a person is at least five years old and has not been immunized against
2.21 haemophilus influenzae type b, the person is not required to be immunized against
2.22 haemophilus influenzae type b.
2.23(g) If a person who is not a Minnesota resident enrolls in a Minnesota school online
2.24 learning course or program that delivers instruction to the person only by computer and
2.25 does not provide any teacher or instructor contact time or require classroom attendance, the
2.26 person is not subject to the immunization, statement, and other requirements of this section.

2.27(h) A person who has submitted a certificate of exemption under paragraph (d) prior
2.28 to entering grade 7 must renew the certificate, in the form and manner specified by the
2.29 commissioner of health, or meet the requirements of subdivision 1, in order to enroll
2.30 in grade 7.
• Website content was updated with the Calendar of Events, President’s Column, Current News, new Job Postings as well other new forms and information as needed.

• There were 12 “web inquiries” which were responded to. Inquires ranged from SNOM members needing assistance to log into Member Only section, job postings and inquires about our profession.

• Web Editor continues to work with the Membership Chair to update members information in the SNOM website. Monthly, the Web Editor will send the Membership Chair a NASN portal generated list of new and renewed members. The Membership Chair will cross check the list with website data and updated as needed.

Next Steps:
Update website contents as needed.

g) Legislative: (Zeno)
Finalized policy guidelines regarding stock epinephrine after reviewing with MN School Boards Association. Now posted on SNOM website under Members-Only tab.
Bills we have been following:
  a. Eating disorder bill – requiring schools to provide parents with information about eating disorders. SNOM opposed as unfunded mandate. Introduced but will not be heard.
  b. Increased reimbursement for Early Childhood Screening (supporting)
  c. Safe Schools for All – addressing bullying and harassment (supporting)
  d. Special Ed voucher program – Author attempted to amend it onto another bill but the measure failed (opposed)
  e. HF 2170 seeking to make it more difficult to claim exemption to immunizations (opposed as unnecessary)
  f. HF 1479 funding enhanced asthma care services under medical assistance. SNOM has argued to include language about asthma care provided in schools.

Other activity: Contacted MN Community Measures board chairs and MDH staff to object to removing asthma action plans from the Asthma Optimal Care measures.
Remaining meetings this legislative session: April 28, June 2

h) Membership Committee (Flaten)
JANUARY 2014
Members in Good Standing= 358
Paid Members= 43
Lapsed Members= 9  
New Members= 8

**FEBRUARY 2014**
Members in Good Standing= 358  
Paid Members= 16  
Lapsed Members= 7  
New Members= 2

**MARCH 2014**
Members in Good Standing= 358  
Paid Members= 32  
Lapsed Members= 1  
New Members= 2

We continue to have new members joining us. Jenelle Cooper is out on maternity leave, so I’m learning my way around the portal a little bit more.

i) **Nominations:** (Past President)

j) **Public Relations:** (Heiman) No report

k) **Research:** (Vacant) No report

l) **Scholarship:** (Heiman, Interim) No report  
Scholarship money can be used for National Certified School Nurse by the National Board for Certification of School Nurses. See the web page for the application.

m) **Special Education:** (Lowe/ Yackley)  
The Special Education Committee has met the following dates:
October 15th, 2013  
November 19th, 2013  
January 28th, 2014
February 25th, 2014
March 25th, 2014

Special Education Committee Members include:
Mary Tomes, Jill Stewart, Ann Fate, Janet Lowe (Chair), Jennifer Nordstrand, Ruth Ellen Luehr

The committee has been having meeting via telephone conferencing which has assisted some members in attending. The committee has been working on a spring forum in the area of autism. This half day forum will be at the Minnesota Department of Education on April 30, 2013, and will be broadcast as a webinar so that school nurses from around the state can attend. There are currently two speakers scheduled and a nurse panel. The speakers include:

Michael Troy, PH.D., L.P., Medical Director, Behavioral Health Services, Children’s Hospitals and Clinics of Minnesota
Topic: Focusing on Diagnostic Criteria

Amy Johnson, MA, Special Education Director,
Topic: Focusing on the Educational Criteria
  1. How a student would qualify for services under Autism Spectrum Disorders
  2. What services are available in the school settings?
  3. And Possibly what a Nurse's Role may include when involved on a team for a student who has ASD (Autism Spectrum Disorders)

Nurse Panel:
Focusing on the School Nurse’s Role

Goals of the Special Education Committee:
• Professional development for all Minnesota school nurses related to the school nurse's role in the special education process
• Partnering with other agencies and facilities to expand professional development available to nurses

The Special Education Committee Goals are in alignment with SNOM’s Goal #1: Elevate the quality and practice of school nursing through research, education, and advocacy.

n) Strategic Plan: (Past President) No report

Agency Representatives:
Pediatric Emergency Education Project (Bennett)

MDE (Minnesota Department of Education) (Luehr) No report
MDH (Minnesota Department of Health) (Smoot)
The AAP with the community measures piece is not dead yet. We should still give comment that we support the AAP. On August 14, 2014 an in-service for school nurses will take place for vision and hearing screening. This is limited to 50 participants.

MNSIC (Minnesota State Interagency Coordination) (Stewart)
The SIC met in March. During the last several months the SIC has been working on two broad areas. The first is a review of the Olmstead Act and the role of SIC re: implementation of Olmstead. The second is implementing Results Based Accountability, which is based on three questions: What do we do; how well do we do it; and is anyone better off? Results Based Accountability uses plain language; common sense; values diversity and inclusiveness. The idea is to capture the story behind the data (while also having data) to inform decision making, goal setting, and planning.

TeenWise Minnesota (Pain)
Teenwise is continuing its rural focus groups this spring. A session was held in Worthington in March; upcoming sessions will be in Willmar (April 23) and Bemidji (April 29). Registration is nearly full with good representation from schools at both meetings (we do not know yet whether any of the school folks are nurses).

Teenwise MN and other advocates were actively involved with supporting a bill to mandate Comprehensive Sexual Health Education for Minnesota public schools. The bill was introduced in both the House and Senate; however, the Senate leadership decided not to advance the bill this year and pulled it from consideration. It is still too early to know whether the bill will be introduced next year.

Teenwise’s annual conference is scheduled for May 1 and 2, 2014. There are three outstanding keynote sessions, including Dr. Loretta Jemmott who has written and designed numerous evidence-based curricula. Workshops include approaches to working with teen parents, fresh ideas for expanding sexuality education in schools and a presentation on the Minnesota Student-Parent Initiative. Registration is still open.

NCSN (National School Nurse Certification) (Hiltz/Kilgore)
All NCSN nurses were sent a recognition email for certified nurse day in April.
We currently have 31 nationally certified school nurses in Minnesota. The next application deadline to test

X. Regional Reports: all regions have upcoming meetings next week.
Northern (Munson) No report
West Metro (open) No report.
East Metro (open) No report.
East/Central (Powers) No report.
West/S. West (Bauerly)
Additions:
Action for Healthy Kids Minnesota Steering Committee (Setterstrom)

Meeting adjourned at 8:09 PM

Meeting planner for 2013/2014:
- June 28 - July 1: NASN Conference, San Antonio, TX, [pre-conference June 27].
- November 1, 2014, Annual SNOM Meeting
- November 7-8, 2014, Annual SNOM Conference;
- November 8th 2014, SNOM annual business meeting
- January 12, 2015?