

**School Health Advisory Board  
Alexandria City Public Schools  
November 15, 2022  
Meeting Minutes**

**Introductions**

The meeting was opened at 6:30 pm by Robin Wallin. Introductions were made and the following member/pending applications/non-voting representatives shared with the group.

<b>Member</b>	<b>Term Expiration</b>	<b>Term/Role</b>
Deborah Akinyele	6/30/2024	First Term, Community Member
Bridget Baron	6/30/2024	First Term, Student
Lisa Camooso Miller	6/30/2024	First Term, Community Member
Kristen Donley	6/30/2024	First Term, CB/GW/ACHS Staff
Fran Hazlewood	pending	12/1/22 on agenda for approval
Amanda Kelley	6/30/2024	First Term, ACHS
Ursula Rocha	6/30/2024	First Term, MV/GS/ACHS/Staff
Kimberly Sawyer	6/30/2024	First Term, Community Member
Dr. Vivek Sinha	6/30/2024	First Term, Community Member
<b>Pending Applications</b>		
Sophia Ware		Student
Erin Wolf Barnett		Parent PH
Jodi Bobbitt		Staff
Deborah Porras		Parent ACHS/GW
<b>Nonvoting Representatives</b>		
Dr. Robin Wallin	NA	Staff Liaison
Dr. Victor Martin	NA	Staff
Tammy Ignacio	NA	School Board Liaison

The board reviewed and approved the draft meeting minutes from October 11, 2022. [Note the January meeting date in the minutes has been subsequently corrected to reflect the correct date of January 17].

**Old Business**

## Bylaw Approval

Kristen Donley shared with the group a review of the proposed changes to the School Health Advisory Board Bylaws. The document was approved unanimously with recommended changes. A copy of the approved Bylaws is attached to the end of these minutes.

## SHAB Officer Elections

The board approved the following individuals who previously agreed to serve as the SHAB officers for the 2022-2023 school year:

- Chair - Deborah Akinyele
- Vice Chair - Bridget Baron
- Secretary - Ursula Rocha

## New Business

### Review of FLE policy revisions

Kristin Donley shared the proposed changes to the FLE policy which has been updated to reflect the amendment of Va. Code § 22.1-207.1:1 by [HB 1023](#).

The following policy was reviewed with the board:

IGAH - Family Life Education (FLE)

IGAH - R Family Life Education (FLE) Regulations

There were no concerns or discussion.

### Mental Health Presentation

This topic was postponed until the January meeting.

### Overview of School Health Services in ACPS

Robin Wallin shared an overview of the School Health Services programming in ACPS. Information shared included a review of student health demographics and the incidence of chronic health conditions in the district. Dr. Wallin shared that approximately 8.3% of students have a chronic health condition with the most common conditions being asthma and life threatening food allergies.

Additionally, the incidence of these conditions appear to be increasing over time.

The district employs a full-time registered nurse for each school and the program also has support from 8 nursing assistants and 2 health clerks. In addition, 7 LPNs provide 1:1 support for students with special health needs. Dr. Wallin reviewed the activities of the school nurses and shared some of the current challenges in school health, including the ongoing COVID pandemic, immunization compliance, emotional health and substance abuse. She also shared that she is managing two grants which are supporting school health services this year. She shared the impact of the Time to Boost COVID Vaccine event held on November 11, 2022. 113 COVID vaccines were administered to children and adults at the event. The district is also very proud to share that School Nurse Jodi Bobbitt (William Ramsay) has been named the Virginia Association of School Nurses' School Nurse of the Year.

The group discussed the presentation and agreed to look deeper into mental health concerns in future meetings.

### Adjourn

The meeting was adjourned at 7:58 pm. Next meeting will be on January 17, 2023, 6:30 pm in the ACHS Rotunda.

**ALEXANDRIA CITY PUBLIC SCHOOLS**  
**SCHOOL HEALTH ADVISORY BOARD**  
**BYLAWS**

*Revised November 15, 2022*

**Section A: Purposes**

- Article I. The School Health Advisory Board (SHAB) shall be appointed by the Alexandria City School Board.
- Article II. The School Health Services Program seeks to strengthen and facilitate the educational process by improving and protecting the health of children, and by identifying and assisting in the removal or modification of health-related barriers to the learning process for individual children. The major focus of school health services is the prevention of illness and disability, and the early detection and correction of health-related problems.
- Article III. The purpose of the School Health Advisory Board is to assist with the development of health policies in the school division and the evaluation of the status of school health, health education, the school environment, and health services with the goal of ensuring equitable access and alignment with students' needs. Our mission is to confirm an environment with accessibility and support for health services, and strive for instructional excellence and educational empowerment for students to maintain healthy behaviors throughout their lives.
- Article IV. Section 22.1-275.1 of the *Code of Virginia* provides guidance to school divisions about establishing SHABs to assist with the development of health policies and with the evaluation of school health programs and services. It is intended that the local school board receive recommendations of the school health advisory board procedures related to children with acute or chronic illnesses or conditions, including but not limited to, appropriate emergency procedures for any life-threatening conditions and designation of school personnel to implement the appropriate emergency procedures. The procedures

relating to children with acute or chronic illnesses or conditions shall be developed with due consideration of the size and staffing of the schools within the jurisdiction.

### **Section B: Membership**

Article I. Number of Members: The *Code of Virginia* establishes specific requirements for the number of the SHAB members, which shall consist of no more than seventeen voting members to include broad-based community representation, including but not limited to, parents, students, health professionals, educators and others. Members shall be appointed by the Alexandria City School Board.

Article II. Representation: Membership in Alexandria City Public Schools' SHAB continues to be diverse among parents, students, health professionals and community groups.

Article III. Attendance: Members must attend 75% of meetings held to maintain active membership status.

Article IV. Length of Terms: The Advisory Committee members shall serve for two (2) school years.

Article V. Beginning of Term: The term of a new committee member shall begin on September 1.

Article VI. Re-election: An Advisory Committee member may serve two (2) consecutive terms.

### **Section C: Officers and Their Duties**

Article I. The officers shall be chairperson, vice chair, and secretary.

Article II. The officers shall be elected annually by a majority vote of the Advisory Committee members at the September/October meeting.

Article III. The chairperson shall be elected from a group of members who have served on the existing Advisory Committee for at least one year. Their duties shall be as follows:

- a. To preside over all committee meetings.
- b. To serve as chairperson of the executive committee.
- c. To appoint special committees, which may include persons other than the committee members.

Article IV. The vice chair shall perform the duties of the chairperson during their absence.

Article V. The duties of the secretary shall be:

- a. To notify members of the date, time, and place for meetings.
- b. To keep attendance records of committee members.
- c. To record minutes of all meetings.
- d. To distribute minutes of the SHAB meetings and copies of other committee documents to committee members, school system members, and others who may be concerned.

#### **Section D: Meetings**

Article I. The Committee shall meet at least four (4) times a year with special meetings being called by the chairperson and/or staff when necessary.

Article II. The first meeting shall be convened no later than October of each school year. A schedule of meeting dates and times are determined no later than the first SHAB meeting of each school year.

Article III. The meetings shall not last for more than two hours unless so voted by the committee members. The agenda for each meeting will include Welcome/Introduction, Status Reports, Old Business, New Business, Announcements, and Next Meeting.

Article IV. A quorum shall consist of 51% of SHAB voting members in attendance of an official committee meeting.

### **Section E: Operations and Procedures**

Article I. Topics explored and discussed by the School Health Advisory Board shall reflect current conditions and latest research findings on various school health-related issues.

Article II. Coordinate presentations and consult with local and regional agencies that may have an impact on the School Health Services Program.

Article III. Facilitate committee discussions and serve on subcommittees when recommendation come before the advisory committee.

Article IV. The School Health Advisory Board shall forward to the School Board a report of committee activities and recommendations with supporting documents no later than July 1<sup>st</sup> of each year.

### **Section F: Exceptions**

Article I. The School Board may make exceptions to these practices and procedures as it deems appropriate.

### **Section G: Changes in the Bylaws**

Article I. Bylaws will be reviewed annually. Changes in the Bylaws may be suggested by a two-thirds majority vote of the committee membership. Changes made require the approval of the Alexandria City School Board before being adopted by the School Health Advisory Board Committee.

Adopted: November 15, 2022