

**ALEXANDRIA CITY PUBLIC SCHOOLS  
SCHOOL HEALTH ADVISORY BOARD  
MEETING MINUTES**

**September 14, 2017**

**4:00-5:30 pm**

**Samuel W. Tucker Elementary School**

**SHAB Member Attendees:**

- Charles Sumpter (Chair, Commission on HIV/AIDS)
- Michael Suppa (Vice Chair, ACPS Employee, Child, Youth and Families Commission)
- Deborah Bowers (Alexandria Health Department / Teen Wellness Center)
- Karen Seaver Hill (Children's Hospital Association)
- Dr. Vivek Sinha (Medical Consultant to ACPS)
- Freddie Brubaker (INOVA Alexandria Hospital Emergency Department)
- Tara Stanley (Optometrist/Parent)

**Other Attendees:**

- Barbara Nowak (Staff Liaison)
- Dr. Julie Crawford (ACPS Chief of Student Services)
- Jennifer Abbruzzese (School Board Clerk)
- Cindy Anderson (School Board Liaison)

**Call to Order:**

- Charles Sumpter opened the meeting on Thursday September 14, 2017 at 4:00PM and welcomed everyone to the first SHAB meeting of the year.
- Michael Suppa volunteered to be the note taker. Deborah Bowers motioned to designate Michael Suppa as the Secretary of SHAB and the motion was approved.

**Adoption of Meeting:**

The Meeting agenda was reviewed by the members of SHAB

**Review of the June Meeting Minutes:**

- The minutes from the meeting held Thursday June 29, 2017 were reviewed. Michael Suppa motioned to approve the minutes with 1 edit and the motion was approved.
  - Edit: Charles Sumpter requested to have his affiliation with the Alexandria Commission on Employment and the NOVA Urban League removed.

## Old Business and Action Items

- Scope of Work Review: SHAB members reviewed the scope of work, which had been approved at the May 2017 meeting.
  - School Board Clerk Jennifer Abbruzzese spoke about the need for continuity as it pertains to SHAB and its' review of health related policies for the school division. Policies should be reviewed on an annual basis of every 3 years. The following policies are currently due for SHAB review based on this timeline:
    - JFCI – Substance Abuse – Student Assistance Program
    - JHCD – Administering Medicine to Students
    - JHCD-R – Medication Regulations for Students
- Alexandria Kindergarten BMI Data Collection and Analysis: Dr. Crawford shared that the BMI report will be posted to the Alexandria Health Department's web site within the next few days. Barbra Nowak reported that school nurses will continue to collect BMI information, allowing for a 4<sup>th</sup> year of data to be collected.

## New Business and Reports

- School Health Services & WOW Bus Report (Barbara Nowak): There was no data report to review on the WOW Bus as the school year has just begun, however it was shared that the WOW Bus did operate throughout the summer at 4 school sites hosting summer learning programs. The bus saw a total of 21 new students and conducted 166 procedures overall.
  - Barbara Nowak also shared that the way in which schools record information related to health clinic visits has been updated, as all are now required to utilize the same report. The goal of this shift is to implement streamlined reporting for more efficient data collection, documentation, and ultimately to gain greater insight into the number of students within each building and across the school division that have chronic health conditions.
- Teen Wellness Center Services Report (Deborah Bowers): The Teen Wellness Center is now open from 9:00AM-5:00PM (closed 1:00-2:00PM) M, T, W, F and from 12:00PM-5:00PM on Th. The center is currently reviewing applications for the role of Health Educator, whose responsibilities will include 1-on-1 counseling, outreach and serving as the ACAP liaison. It was also shared that students coming in for any service will be offered HIV testing, regardless of whether or not they request it (*see attached report*).
- Bus Safety: Tara Stanley inquired about concerns over how many students were permitted to sit in a single seat on school buses, and whether or not there was a policy that was nuanced from elementary to middle/high school students. Dr. Crawford will follow-up on this.

### **Future Business**

- SHAB will determine Scope of Work assignments at the October meeting.
- Dr. Crawford proposed reviewing the Youth Risk Behavior Survey data at the next meeting, which was agreed upon by SHAB members.
- Meeting dates for the year were reviewed: 10/12, 11/09, 1/11, 3/08 and 5/10.
  - SHAB members discussed changing the day as well as the time and location of the meetings for this year. It was decided that the Chair would send out a Doodle Poll in order to assess the availability of SHAB members and propose alternatives at the next meeting.

### **Adjournment**

- There being no further business, Michael Suppa motioned to adjourn the meeting at 5:30PM.