

**Task Force on School Nurses
Meeting Minutes
Monday, August 8, 2008
9:00 am – 3:00 pm
ODE – Room 251B**

Task Force Members Present: Ginny Brollier, Klamath County School District; Nina Fekaris, Beaverton School District; Dr. Karen Fischer-Gray, Parkrose School District; Margay Garrity, Southern Oregon Education Service District; Jan Hootman, Multnomah Education Service District

Other: Tammi Alexander, Rep. Tina Kotek

Oregon Dept. of Education (ODE) Staff: Leslie Currin, Brad Victor, Steve Woodcock, Bobbi King.

Guest: Morgan Allen, ODE.

1. Welcome and Introductions

Facilitator, Brad Victor, opened the meeting at 9:00 am. The Task Force members introduced themselves. Group norms and expectations were discussed.

2. Adoption of Agenda: The agenda was adopted.

- It was agreed that the majority of the meeting would be spent on final review of the document which will be presented to the State Legislature in September 2008.

3. Document Development:

- The group discussed the ODE review process for this document with assistance from ODE staff participants, Steve Woodcock and Morgan Allen.
- A thorough review of the draft document, with recommendations to the author (Tammi Alexander) was completed.
- New survey data was presented by Karen Fischer-Gray. Please contact Leslie Currin at ODE if you would like a copy of this data.

4. Next Steps:

- The following steps were identified by the Task Force members;
 - ✓ Co-chairs, Nina Fekaris and Jan Hootman agreed to work the Tammi Alexander to finalize the document;
 - ✓ The Task Force members determined that a cover letter from the Chairs will accompany the document. This letter will highlight key points and will serve as an executive summary. Ms. Fekaris and Ms. Hootman will aim for distribution of this letter to the Task Force for review by August 15, 2008;

- ✓ Ms. Alexander will complete the next draft of the document and will forward to the Task Force Co-chairs (Ms. Fekaris and Ms. Hootman) by August 12, 2008;
 - ✓ The document will then be forwarded to Morgan Allen, ODE for review of the general language. Mr. Allen will offer suggestions re any necessary language improvements;
 - ✓ On August 22, 2008 the final draft will be emailed to the Task Force members. Members will be asked to submit any small language revisions to Ms. Hootman, Alexander and Fekaris by 12:00 pm on August 25, 2008;
 - ✓ On August 27, 2008 the finalized document will be sent to Leslie Currin and Brad Victor so that they can forward the document through the ODE process;
 - ✓ On August 29, 2008 the document will be sent to Co-chairs Ms. Fekaris and Ms. Hootman and will be under the subcommittee review. Copies of the document will be forwarded to committee members at this time;
 - ✓ Legislative presenters from the Task Force were named by the group:
 - ✚ Nina Fekaris
 - ✚ Jan Hootman
 - ✚ Karen Fischer-Gray
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- All Task Force members are invited to attend the presentation to the Legislature, which is tentatively set for September 16, 2008. The Task Force will be notified of further presentation details by Rep. Kotek.
 - The group concluded with thanks to all for the level of commitment which has created the presentation document in a limited timeframe.