I., II., IV, V. Welcome, Call to Order, Introductions, Roll Call and Determination of a Quorum

President Joann Wheeler called the meeting to order and welcomed members. It was determined a quorum was present, with the following in attendance: Angela Anderson, Katrina Benyshek, Mae Claxton, Bonnie Condit, Barbara Damron, Cindy Galemore, Ronda Hutchinson, Rachel Knee, Garrie Oppitz, Cindy Poteete, Valerie Rainman, Shelby Rebeck, Mary Ann Shorman, Jane Stueve, Chris Tuck, Annie Wallace, Joann Wheeler. Introductions were made and a sheet was distributed for updates to members’ contact information.

III. Induction of New Officer
Rachel Knee was inducted as the new Member at Large. New member Ronda Hutchinson was introduced as Vice-President. Kathy Holmberg who is serving as Nominating Chair was also announced, but was unable to be present.

VI. Approval of the Agenda
Motion was made by Valerie Rainman, seconded by Mary Ann Shorman, to approve the agenda as distributed. Motion carried.

VII. Review of Minutes
a. July 15, 2013 Executive Board Minutes
Minutes of the July 15, 2013 were read. After revisions to sections X.d, X.f and X.j, Valerie Rainman made a motion that the minutes be approved as amended. Motion was seconded by Mae Claxton, and the motion carried.

VIII. Officers Reports
a. President-Joann Wheeler - report previously posted for member review
Joann noted a highlight of the report was having the privilege of addressing a neighboring board of education about school nursing.

b. Vice President-Ronda Hutchinson –
Ronda reported she has been going over the operational guidelines and strategic plan

c. President Elect-Katrina Benyshek – report previously posted for member review
Katrina noted she has also been contacted by a neighboring district about funds available for students to help with vision exams and glasses. It was explained that we use VSP vouchers are available through NASN when the school nurse in the district is a member of KSNO/NASN. The neighboring district does not have a full-time nurse, but contracts services with the county health department. Katrina suggested to them that the Salvation Army or Lions Club may be able to help with funds. Katrina also reported there is a shortage of registered nurses in southwest Kansas, which could impact school nursing positions in school districts.

d. Secretary-Barbara Damron – minutes submitted from previous meeting
e. Treasurer- Shelby Rebeck – Shelby distributed a one-page Balance Sheet and Year-to-Date Budget, showing a balance of $52,507.76. She noted past treasurer Sharon Morris left treasurer’s information in excellent shape.

IX. Representative Reports
   a. NASN-Chris Tuck - report previously posted for member review
   b. Summer Conference-Cindy Poteete - report previously posted for member review
   c. Member at Large-vacant
   d. Member at Large- Rachel Knee – no report
   e. School Nurse Consultant-Jane Stueve
      Jane Stueve reported the Classroom Handbook of Communicable Diseases is being reviewed. A question was asked whether KDHE will be communicating with the American Academy of Pediatrics.
      Jane distributed copies of a drafted addition to the KDHE School Nurse Survey, a section tracking calls for emergency services at school, which has been added to the survey.
      She reported she has fielded a number of calls from districts regarding statutes and school nurses. Discussion included two concerns that districts are facing: lack of funding for school nurses, and a lack of nurses from which to hire. Districts without a registered nurse overseeing student health may face investigation by the Kansas Board of Nursing for not complying with regulations. It was suggested sending a letter to those districts identified (more than 60) who identified no school nurse.
      Jane reported on a governor's roundtable for mental health, which included representatives from schools, law enforcement and consumer advocacy.
      She reported the Coalition for Children with Special Health Care Needs has received a grant and is seeking nurses who could serve at quarterly meetings. Members were asked to check with their district and e-mail Jane Stueve if interested.
      Jane presented an idea for a fundraiser for future summer conferences.

X. Committee Reports
   a. Awards - Angela Anderson
      Angela reported she has submitted payment information to Shelby Rebeck for the 2013 scholarship recipient.
   b. Bylaws - Mae Claxton – nothing new to report
   c. Legislative - Tamra Hall
      Tamra e-mailed board members information regarding new food guidelines from the U.S. Department of Agriculture which will take effect August 2014.
      Emergency room nurses in Kansas and Missouri are pushing legislation to prosecute assault and battery cases perpetrated on healthcare workers - see new business.
   d. Membership/Public Relations - Garrie Oppitz reported 169 members as of this week, 151 active, which is a decrease of 10 from July. She expressed appreciation for the $668 raised and donated to the NASN Endowment Fund. The money was raised from the Kansas Purses for Nurses event held at the 2013 Kansas School Nurse Summer Conference. Joann Wheeler reported that associate members' dues are now the same as those for active members.
   e. Nominating-Kathy Holmberg – no report
f. Professional Standards-Cindy Galemore - report previously posted for member review

g. Web - Jane Handlos - report previously posted for member review

Valerie Rainman requested that a laptop be available during the summer conference to assist attendees interested in membership with their NASN registration.

XI. District Reports
a. District 1 - Annie Wallace

Annie noted she has attended a meeting of parochial and private school nurses. She requested exploring a membership scholarship for nurses who are unable to afford the annual fee.

b. District 2 - vacant

c. District 3 - Bonnie Condit – nothing new to report

d. District 4 - Valerie Rainman - report previously posted for member review

e. District 5 - MaryAnn Shorman – Mary Ann reported she has set up an e-mail group so she can send information to all nurses in her district.

f. District 6 - vacant

g. District 7 – vacant

XII. Unfinished Business
a. KDHE School Nurse Survey

Jane Stueve reported the KDHE School Nurse Survey is complete and will be online soon. A section on emergency preparedness was added. If other data are requested in subsequent surveys, Jane Stueve should be notified so the questions can be formulated.

b. Field Trips

Joann Wheeler and Cindy Galemore sent a letter to, and a response has been received from, the Kansas Board of Pharmacy, stating medications may be repackaged instead of sending an entire bottle on a field trip. The communication has been shared with attorney Diane Glynn. A letter has also been received from the Missouri State Board of Nursing - Cindy will ask Jane to put a link on the web page for that.

Next, concerning out-of-state field trips to Missouri, Cindy reported on the reply she received from the Missouri Board of Nursing stating that it is lawful for a Kansas licensed registered nurse to practice temporarily (e.g. field trip) in the state of Missouri. It was suggested that this communication be posted on the KSNO website for members to see.

c. School Nurse Mentoring Program

Cindy Galemore reported that seven requests were received to participate in a pilot of the program, and five nurses have been selected and paired with a mentor. An evaluation tool will be developed, and it was suggested the mentor and 'pupil' present at next year's summer conference.

d. Award Nomination Criteria

Angela Anderson presented a draft of guidelines for school nurse of the year awards, and discussion followed regarding
- notifying the recipient and all other nominees by May 15
- contacting NASN to verify previous years' membership
- regarding whether the recipient should be an active or associate member, the consensus was that either could be nominated

After further discussion, Angela Anderson made a motion that the annual deadline for all award nominations be moved to March 31; Valerie Rainman seconded the motion and the motion carried.

Angela then distributed copies of guidelines for Administrator of the Year. After discussion, motion was made by Angela Anderson, seconded by Katrina Benysheek, that the following changes be made.
- under Criteria #1, the words “and/or” will be deleted
- add #3 under Criteria: “Nominating person should be a current employee of the administrator whom they are nominating”.

Awards are publicized at summer conference, through KSNO district reps, ZIPS newsletter, the superintendents' listserv, and on the KSNO web page. It was discussed that notice should also be sent to all KSNO membership via e-mail. It was suggested that the awards chair be responsible each year for verifying the letter of enrollment for the scholarship recipient.

-----Members took a lunch break, and reconvened at 12:40pm------------

e. Approval of Expenditures
Shelby Rebeck distributed copies of current expenditures and made a motion that expenditures of $6,268.21 be approved. Rachel Knee seconded the motion, and the motion carried.

f. Annual Audit
Shelby Rebeck reported that she, Sharon Morris, Cindy Poteete and Polly Witt had met to conduct an informal audit of last year’s expenditures. The board discussed that the treasurer has the authority to create new line items as necessary for tracking purposes; for instance, adding a new one for the scholarship recipient, and one to show funds raised for the NASN Endowment Fund.

The accountant files an annual report with the Kansas Secretary of State, and KSNO pays the filing fee. Shelby Rebeck made a motion that line item # 6140 be reinstated, which is the filing fee. Cindy Poteete seconded the motion, and the motion carried. The report will also be amended to show the charge for the post office box was $50, rather than the amount quoted and for which the original check was written. Shelby Rebeck will research line item #5000, and notify members of that expenditure.

g. Post Office Box
Cindy Poteete reported the new post office box has been rented, and the mailing address now is:

Kansas School Nurse Organization
PO Box 12534
Wichita, KS 67277

Cindy has the confirmation letter from the post office and will make a copy to go with the receipt for the treasurer’s records. The new letterhead icon is available showing the appropriate box number.

XIII. New Business

a. District Boundaries
Garrie Oppitz noted that out of 7 district representatives there are 3 vacancies. Members expressed concern that an increase in membership across the state is imperative. A copy of a current map was distributed and discussion ensued regarding possible reconfigurations. Discussion points included:
- some valued the face-to-face contact while others felt social media could serve for meetings
- Operating Guidelines should be changed to reflect the wording that continuing education credits "may" be offered for district meetings
- Statewide in Kansas, other organizations are facing the same challenges of sparse population in the western part of the state resulting in large geographical areas. The number required for a quorum is skewed when there are vacancies in positions.

  Joann Wheeler distributed blank copies of state maps, and after more discussion the consensus was to consolidate to four districts. Members voted by marking the map configuration they liked best. Joann Wheeler will update the map for distribution.

  b. Open Board Positions
  
  i. Member at Large - this elected position is vacant, and one nurse who has expressed an interest in serving on the board will be contacted.
  
  ii. Nominating Committee - Joann Wheeler reported that Beth Rohling has offered her resignation from the Nominating Committee after her job situation changed. However, the requirement for the position does not specify that the person be employed full-time, so Joann Wheeler will check with Beth to see if she is willing to continue to serve. If not, as president Joann will contact other members mentioned about serving on the committee.
  
  iii. District Reps – to publicize district boundary changes, current District Representatives will contact members in the reconfigured districts.

  c. Links to website – item was tabled until the February 2014 board meeting.

  d. Delegation Regulations with Kansas Board of Nursing

  Cindy Galemore distributed copies of her report, and noted there are four nursing tasks which cannot be delegated: administering IV meds; administering IM medications except in emergency situations; administering meds into an IPP machine; and administering meds through a tube except a tube inserted directly into the stomach. She noted another issue which has arisen is whether a nurse can reinsert a gastrostomy-tube which becomes dislodged at school.

  A draft letter to the Kansas Board of Nursing was developed for review by the KSNO board. The letter seeks clarification from Diane Glynn regarding gastrostomy tube reinsertion, the first feeding after reinsertion, and clarification of the ability to delegate feedings and medications through a nasogastric tube. The KSNO board was in agreement regarding sending a letter to the Kansas Board of Nursing. Joann Wheeler asked members to provide feedback in order for a final letter to be developed and sent. The board discussed other national issues surrounding delegation such as the ruling by the California Supreme court regarding delegation of diabetes care in the school setting.

  e. HIPAA Ruling 9-23-13

  Cindy Galemore brought up the subject of a HIPAA ruling 9-23-13 which may make it more difficult for information sharing between health departments and school nurses. The subject will be taken to the Immunize Kansas Kids meeting, and if problems are identified, may require a change in Kansas State Statutes.

  f. KSNO Nurse to Student Survey

  Cindy Galemore recommended to not conduct the survey this year, as data have stayed consistent for the past three years, and the question of Epi-Pen use is being asked on the KDHE survey. Those present agreed this will afford time to focus on other matters.

  g. Summer Conference update

  Cindy Poteete reported that conference evaluations from 2013 have been reviewed and will be forwarded to board members. The conference in 2014 will have as a theme, "A Silver Celebration" to commemorate 25 years of annual conferences. KSNO will be responsible for a Poster Board denoting the history of the organization, and members were asked to forward ideas for decorations, as well as information from past conferences, to Cindy Poteete. Other 2014 information:

  - Entertainment will be a trip to Tanganyika wildlife refuge.
- Jane Stueve will chair a panel noting changes from 25 years ago
- The district breakfast will be continued, as feedback was positive from that
- The vision post-session was discussed, and a number of members volunteered to help do check-offs to streamline that session. Vision guidelines are being rewritten and will be incorporated into the training.

h. Conflict of Interest Forms
   Shelby Rebeck distributed copies of the Conflict of Interest Policy and forms for members to sign. They will be kept on file with the treasurer's records.

i. Future of IKK
   Joann Wheeler reported the next meeting of Immunize Kansas Kids, which is nearing the end of their grant cycle, is 11-13-13. She requested that members forward comments regarding value of IKK, such as in coordinating legislative efforts regarding immunizations.

j. KSHSAA Sports Medicine Advisory Committee
   Joann Wheeler reported that KSNO has been invited to participate and that she will be representing the board. Comments were that under the new concussion law a physician must do the concussion follow-up and the attorney general has clarified that to mean only an MD or DO may do the evaluation and return to sports permission.

k. Healthcare Provider Assault Legislation
   Joann Wheeler reported that the emergency room nurses of Kansas have requested support of KSNO in their push for new legislation regarding charges for assault against a healthcare provider. Members agreed this would be a valuable effort, and expressed appreciation for being asked.

l. Operational Guidelines
   Guidelines are being reviewed, with one change identified so far regarding the amount for mileage reimbursement for board members. Katrina Benyshek requested that members e-mail her other suggested revisions.

XIV. Announcements

   The Department of Education has issued a revised hearing screenings manual. Jane Handlos will be consulted to see if the web page can provide a link to the site.

b. Next board meeting is scheduled February 22, 2014. Nurses from Topeka have offered to host the meeting; location to be announced.

c. KSNO donation – A thank-you has been received from NASN for the KSNO’s gift for the Endowment Fund.

XV. Adjournment - Mary Ann Shorman made a motion that the meeting be adjourned. Cindy Poteete seconded the motion, and the motion was approved.

Respectfully submitted,

Barbara Damron