

**Kennard Classical Junior Academy
PTO Meeting**

Sep 6, 2017 6:00 pm, Gym
MEETING MINUTES

PTO Board Members present: Mike Viles, Melissa von Rohr, David Custis, Erin Bihl, Jennifer Beffa, Karen Ruggeri, Susie Anderson-Bauer, Lara Fuchs

Not Present: Chad Beffa, Kate Metzger,

Call to Order

PTO President, Mike Viles called the meeting to order at 6:05 pm.

Call for New Business Agenda Items

- No new business items requested by attendees.
- Introduction of SLPS Allergy Policy Speakers

Acceptance of Minutes from May PTO Meeting

- The minutes from the last meeting (May) are posted on the bulletin board in front of the gym; they were also circulated through email to parents through myschoolanywhere, and Facebook page and on the PTO website.
- Motion to accept the minutes made by Sarah Pitlyk seconded by Blythe Burkhardt. Motion passed unanimously.

Kennard CJA PTO Principal's Report

September 6, 2017

- Dr. LeFlore presented the Principal's Update which was distributed via staff emails and hard copies are available in the office.
- No specific questions were asked related to the topics of the Principal's Update

SLPS Allergy Policy Overview

- Guest Speakers: SLPS Student Support Group: Stacy Clay, Deputy Superintendent for SLPS; Surilla Shaw, Manager Health Services; Jamie Major, Assistant Legal Counsel; Christopher Martin, School Culture/504 Coordination
- Policy Documentation and Nut Awareness Letter Provided At PTO Meeting
- Topics to Discuss
 - Why SLPS Takes Food Allergies Seriously
 - Protecting students who have life threatening allergies across the district
 - District/School Policy – two main areas of focus, detailed documentation of policies provided
 - Student Allergy Intervention and Response
 - Student Allergy Prevention and Procedure
 - 504 Plan outlines key points of the specific medical nature of a student's allergies, treatment and other accommodations
 - District Policy does not specifically prohibit students from bringing nut items into the schools in lunch boxes but policy allows for classrooms to implement these restrictions if desired.
 - Training and awareness for Building Faculty and Staff has been completed by all employees. Specific student requirements are communicated to staff on a "Need to Know" basis. It is the responsibility of the School Nurse to keep the Need to Know list updated
 - FERPA (Federal Education Rights and Privacy Act) prevents the school from disclosing student allergy situation with personal information to the school community, but parents of students with food allergies have the right to share this information with others in the school community.

- Bullying is a concern with regards to how other students react to students with allergies, this is taken seriously and is part of the general bullying policy for the district
 - Staff/Employees may be disciplined if there is a failure to follow a student 504 directive
- What Parents and Students Can Do To Be Vigilant
- Overview of Anaphylaxis Response to Allergens – very serious medical situation and can require proper administration of epipen, staff is required to be trained and the epipen should be kept in a central location. Parents are encouraged to provide a Food Allergy Action Plan and the child’s EpiPen.
 - Nurses required to keep Benadryl on site as well as Epipens to administer for any student having an allergic reaction. District prefers that students with a life threatening allergy provide an EpiPen or other needed medication to the school to administer if needed.
 - School Community should be thoughtful regarding foods that are brought into the school in order to protect children with allergies
 - 504 District Policy – implements checks to make sure that all appropriate people are informed about prevention and response to address student specific needs, both on school property and off (field trips, etc).
 - SLPS does not provide nut items in its cafeteria menu items
 - SLPS policy regarding nut free tables is up to each individual school to implement if needed. Concern about the language and messaging to students regarding the availability to sit there (only school lunch eaters)
 - Question – does a child need a 504 in order to ask the school to make accommodations for the child (ie if a parent wants a child to carry an EpiPen and have it be administered, are they required to have a 504?) Answer – no, there is a separate document that can be signed by parents.
 - Question – does a child need a 504 to bring lunch from home and sit at the nut free table? Answer – yes, must have a 504 if they are going to sit there with lunches from home
 - Question – are there measures a parent can take to get the school to accommodate your child without a 504, ie for a lesser than life threatening allergy? Answer – yes, you can work with the nurse to develop an Individualized Health Plan (IHP) to take precautions in keeping with doctor’s orders.
 - Question - new Kennard parent with student entering kindergarten with severe nut allergies has been at Stix with a 504 in place which was taken very seriously, and wants to share that awareness and serious consideration by the broader parent community of these children’s life threatening allergies is so appreciated.
 - Question – do the policies and accommodations extend to after school activities like Scouts, etc. Does the “Need To Know” documentation extend to sponsors of after school activities? Answer – yes, this should be extended to after school sponsors, consideration for allergies when providing snacks, etc.
 - Question – is there a distinction between school sponsored activities and building use activities. Answer – yes, district policy only extends to school sponsored activities but events like Scouts is not covered by the policy. We can work to make all sponsors aware of the allergy requirements of the student community and specific student participants.
 - Question – awareness of students with allergies in each classroom? Answer – yes, there are posted signs outside of the classroom.
 - Question - any guidance for PTO sponsored events which include food products? Answer – PTO’s are autonomous entities and are not governed by the school policy after school hours. If it is a separate event with building use permit it is not governed by the policy but organizers are encouraged to be aware of the allergy situation of the school.
 - Question – should the application for building use permit be amended to consider asking organizers to provide an allergy management plan? Answer – this is not something that the

participants here today can implement or require but suggest that parents follow up with Dr. Leflore to explore this.

- Question – if there is peanut butter at an after school event, is there a liability related to making sure that the environment is thoroughly cleaned? Whose responsibility is that – the event organizers, or is it up to custodial staff? Answer – all cleaning responsibilities fall to custodial staff.
- Question – does the policy extend to the entire school property or just inside school grounds?
- Question – last year the Kennard PTO drafted an allergy policy related to PTO sponsored events and provided that to the district to review, but were told that PTO didn't need a separate policy since there is a district policy in place, but answer above suggested that PTO events would be separate from district policy since they are not school sponsored events. Answer –
- Comment – difficult to enforce PTO policies because the PTO can't address this with vigilance on individual parents. At other schools, options were provided to students with allergies (ie special candy at trunk or treat provided in a special container at cars to share with those students so they didn't feel left out and could still participate)
- Question – how does a parent of a child with an allergy wave their FERPA rights to make the school community aware that the child has an allergy and can be vigilant? Answer – work with teacher and make sure it is posted outside the classroom, communicated to students, etc.
- Question – how does a parent initiate the 504 process for a student with an allergy? Starts with a medical documentation from the child's pediatrician and then contact the school nurse and the district to set up the appropriate meetings.
- Question – how can we better educate the parents of students with allergies about their options for protecting the child (Emergency Action Plan vs 504 Plan, etc) Answer – Health and Wellness Committee is working to publish a summary of allergy options for parents to know what might be available to them. Current system is based on parent advocacy and so the options are limited to the parent's own awareness and knowledge of their child's needs. Question – would support carry through to other SLPS schools once implemented? Answer – perhaps, depends on the solution that is implemented (whether a legal accommodation or not), should request that the nurse puts the accommodation in the system. Continue to work with your doctor regarding the appropriate response to your child's situation.
- Question – should every child with a life threatening food allergy have a 504 in place? Answer – somewhat dependent on the autonomy of the student , mostly needed with elementary students who need extra assurance that they are protected. Ms Shaw encourages everyone to make sure the school nurse is aware of the allergy situation for individual children at the school.
- Because of advocacy at Kennard, all staff participated in the Safe Schools training on administration of appropriate medication (EpiPen and Auvi-Q) .

REPORTS

Kennard CJA PTO Principal's Report

Sep 6, 2017

Insert Principal's Report

Treasurer – David Custis

As of 4-28-17 :

FRIENDS OF KENNARD (as of 4-28-17)	\$762.44
PRIMARY ACCOUNT	\$12,888.58
DEBIT CARD ACCOUNT	\$2,698.16
PENDING CHECKS	(\$499.82)

PTO BALANCE Bank Accounts	\$15,849.36
5TH GRADE ACCOUNT	UPDATE FOR FUTURE MEETING
-separate from PTO main account	

Camp Wyman Itemized Breakdown

Camp Wyman			
One Day Fall Team Building			
Bus for One Day Fall Team Building			
Spring Visit (4 days, 3 nights)			
Bus for Spring Visit			
Misc Wyman			
Camp Wyman TOTAL			
Springfield Busses			
Graduation/End of year week			
Total Costs			
Fall Deposits collected from families			
TOTAL 5th Grade Costs			
5th Grade Account Balance			
Pending Checks			
Graduation/End of year week			
Approx. 5th Grade Extra Funds			

Treasurer presents the 2017-2018 PTO Budget. 3 changes: \$200 line item added for volunteer appreciation at PTO meeting in April; increased budget for kindergarten graduation to \$150; added \$2,000 line item for teachers to attend NAGC conference but this will be refunded annually when grant is approved. Needs to be approved during New Business.

Summer spending including Agendas, Brain Pop renewal, and Mystery Science subscription. Not sure who has the log in information for Mystery Science, Susie Anderson-Bauer will follow up with Ms Spitznagel?

Additional Treasurer's Notes:

Reports

President –Mike Viles (see old/new business)

Vice President –Melissa von Rohr: good volunteer sign up at Open House. Need committee chair for Yearbook, and end of year Social, and co chair for Book Fair and Field Day.

District Affairs Liason – Lara Fuchs: no district meetings yet but two Facebook pages are available related to the school board and district policies are available to students. St. Louis Public Schools and Board of Education – City of St. Louis.

Information Officer – Erin Bih: please update information for the Buzz Book on MySchoolAnywhere.com if you haven't already.

Fundraising –Jenifer Garcia: not present

Communications Officer – Susie Anderson-Bauer – If there are updates that need to be sent to the school community, please contact Susie. Looking for someone to train on the web administration for future years.

Security Officer – Jennifer Beffa: no update

Room Parent Coordinator – Kate Metzger – not present

Enrichment officer-Cindy Heidenry: working with teachers to understand enrichment budget and spend their funds.

OLD BUSINESS

- 5013C progress over the summer, Dave Custis and Blythe Burkardt have been working together. Will continue to update PTO as application progresses.

NEW BUSINESS

- Motion to Approve the 2017-2018 Budget? Grace Kivindy moves to accept the budget, Sarah Pitlyk seconds. Motion passes unanimously.

ANNOUNCEMENTS

- Lindsey Roy - Grandparents Day coming up Friday Sep 15th. Posted on Facebook page and invitations coming home this week. Still need volunteers for set up on Thursday evening as well as during the event.
- Tracy Spies – filled out volunteer application renewal at end of last year and faxed it into the district office but when she checked today, she was told the fax machine has been down for months and it was never received. Reminder to parents to be vigilant about checking status after applications are submitted.
- Grace Kivindy – Trivia Night Coordinator, Nov 4th at Electricians Hall. Flyer will be coming home.

Motion to adjourn made by Sarah Pitlyk seconded by Tricia Moyer. Motion passed unanimously. Meeting adjourned at 7:30 pm.

Respectfully submitted,
Karen Ruggeri
PTO Secretary, 2017-18