



September 30th - Meeting Notes

Attendees:

Jamie Hosford, RPS Asst. Superintendent, HR
John Henry, RPS Food Service Director
Bob Siegel, Valley View Principal
Michael Hibbeln, Roguewood Principal
Roxanne Meyers, RFAN rep
Trudy McKanna, RFAN rep
Liz Loker, RFAN rep

Purpose of meeting: *To review status of the new RPS Severe Food Allergy Policy being written by Mr. Hosford.*

- Jamie Hosford presented copies of the draft of the proposed RPS policy. Included was the actual policy language as well as the policy regulations which includes attachments for a "Required Actions Checklist", a "Special Accommodations Checklist", "Guidelines for Food in the Classroom" and a sample letter from RPS to be distributed school-wide.
- We discussed the "Required Actions Checklist" and "Special Accommodations Checklist" to show the differences between the draft of these documents RFAN produced and the proposed checklists to be included in the policy. We agreed with some items which were changed/deleted and we added back in a few items that were determined to be necessary after our discussion.
- We discussed the "Sample Letter from School Nurse" and agreed it would be beneficial to distribute school-wide. It brings the issues of food allergies and diabetes to the parents attention and encourages pre-packaged snacks as a way to help those students. It also includes a statement which acknowledges that cross-contamination is a concern with home baked goods. This letter does not give requirements, but, it is very informative and useful as a tool for the entire school. We discussed a need for a more specific letter for classrooms where there is an actual life-threatening allergy. There will be a draft letter made up that is similar to Nurse Linda's letter from this year and it will be included in the policy as well.
- We had a brief overview of the other parts to the policy as it will take more time to review them in detail. Jamie encouraged RFAN to review the policy draft and email him with any questions/issues. He will make the changes we discussed during the meeting and plan to have a final draft finished in approximately one month. When the policy is completed, it will need to be adopted by the School Board. Jamie will advise RFAN when it is to be presented to the board. The School Board meetings are public and RFAN members will be able to attend.
- We discussed an issue that occurred at Valley View this week with the food served at the Reading Celebration. The issue brought to light a problem we have with monitoring foods brought in for school-wide functions. Mr. Hibbeln shared what Roguewood has done to monitor food for these events. We discussed the need for all the schools to communicate with each other when they are aware of a way to fix a problem that all the schools face. It was agreed that the communication needs to be improved.
- RFAN expressed the desire to be a resource to all the parents of our district. One way we could expand our presence would be to include a link to us on the RPS website. Jamie Hosford agreed and John Henry offered to include a link to RFAN on the Food Service portion of the website. Currently, RFAN has a facebook page and communicates via email, so, we will include that information to John Henry for now. When a website is added in the future, our information can be updated.
- The next meeting will be setup via email with Jamie Hosford. RFAN will review the policy draft with members at our monthly meeting of October 5th.