

Saucon Valley School District
Academic and Personnel Committee
August 5, 2020 – 5 pm
ZOOM Meeting

Welcome to the meeting of the Academic and Personnel Committee. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting and we look forward to your questions and comments.

We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

**Committee Members - Susan Baxter, Cedric Dettmar, Tracy Magnotta,
Shamim Pakzad**

Committee Agenda

- I. **Call to the Order** – *Tracy Magnotta, Committee Chair*

- II. **Pledge of Allegiance**

- III. **Recording of Attendance** – *Tracy Magnotta, Committee Chair*

- IV. **Motion to Approve Agenda**

- V. **Approval of Minutes** – July 21, 2020

- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address*

Discussion

- 1. Temperature Check Procedure
- 2. Cyber Education
- 3. Food Allergy Regulations/Food Allergy Internal Procedures
- 4. Ventilation/Filters
- 5. Symptom Monitoring Checklist
- 6. Communication Procedure – Positive Cases
- 7. Contact Tracing
- 8. Travel Restrictions - TBD

VII. New Business

VIII. Old Business

IX. Citizens' Inquiries and Comments – *Visitors should state their name and address.*

X. Announcements

Future Meetings ~

Tuesday, August 18, 2020

Wednesday, September 2, 2020

Tuesday, September 15, 2020

XI. Motion to Adjourn Meeting

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.

Academic and Personnel Committee of the Board
July 21, 2020 5pm, virtual meeting via Zoom

Meeting called to order 5:05pm by Mr. Dettmar.

Pledge of Allegiance

Attendance: Committee: Mr. Dettmar, Mrs. Baxter, Dr. Pakzad, Additional Board Members: Mr. Ed Andres, Mr. Shawn Welch, Mr. Mike Karabin, Mr. Eichfeld. Administration: Dr. Butler, Dr. Rosenberger, Mrs. Jaime Vlasaty, Mr. Bob Frey, Ms. Lynn Cheddar, Mr. Jim Deegan, Ms. Amy Braxmeier, Ms. Tamara Gary, Additional Audience Members: 60+

Agenda approved for the meeting this evening, 07/21/2020 motion by Dr. Pakzad and second by Mrs. Baxter.

Minutes from the 07/01/2020 meeting were approved – motion by Dr. Pakzad and second by Mrs. Baxter.

Courtesy of the Floor to Visitors: K. Riefenstahl – could we consider a temperature check at the school in addition to home before coming to school. Also, consideration that coach's salaries not be pro-rated and instead paid in full should the fall sport season be cut short. Additionally, parent inquiries were made regarding the proposed Health and Safety Plan including impacts on security/safety drills, use of backpacks, further clarification of online/home learning under Option B.

Agenda:

1. Update on Health and Safety Plan – Dr. Butler highlighted some of the adjustments to the proposed plan since the July 14 Board Meeting. These included: Mask breaks in the classroom, no use of the cafeteria for meals – lunches in classrooms for all students, busing with optimal 1 per seat. Inquiries were made regarding the need to monitor and plan for food in the classrooms at lunchtime with the food allergy policy. Interest was expressed in temperature checks of students at the school in addition to at home before school as well as in Dr. Butler creating a medical advisory group.

2. Policy 221 – Dress and Grooming – Dr. Butler noted that after consultation with the District Solicitor, there are no needed changes to the policy last updated in 2006.

3. Return to Marching Band 2020 – Mr. Marini discussed the various sources that are used for a resource in developing the plan that began in mid-June. Using those guidelines and tailoring it to our District he presented the plan to the Committee. The Committee moves the plan forward to the Board Meeting on July 28.

4. Professional Development Review 2019-20 –Preview Opening Day 2020-21 – Ms. Cheddar presented a summary of the professional learning that took place during the 2019-20 school year along with a preview of the first teacher inservice day for the 2020-21 school year.

New Business – None

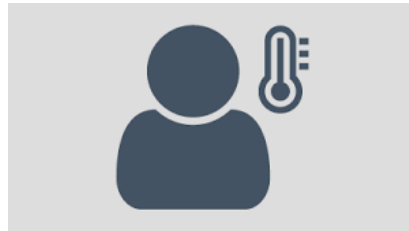
Old Business - None

Citizens Comments – Several parents and staff members asked further clarifying questions regarding the discussion on the proposed Health and Safety Plan including but not limited to: More description on Option B for home/online learning, consideration of temperature checks of students at school, concern for long amount of time that children who are in Option B are online at home (request to make this more flexible), and questions on protocol for students who are ill and their return to school, further teacher input into the plan, and consideration to shorten the school day to balance the amount of times students will be in classrooms due to limited transitions and social distancing.

Meeting adjourned 7:35pm (motion by Mrs. Baxter and second by Mr. Dettmar).

SVSD Student Arrival at School: Procedure for Temperature Screening

1. Student temperatures are taken as they arrive at school.
2. Any student who registers a 100.0F or higher temperature will be escorted to the Nursing Suite while wearing their mask.
3. The nurse will re-evaluate and assess the student. This will include another temperature check.
4. If the temperature is below 100.0F, the student will proceed to their classroom.
5. If the temperature is 100.0F or higher, the nurse will move the student to an isolated sick room within the suite.
6. A call is made home to the parent/guardian to pick up the child.
7. The adult picking up the student will not be permitted in the building. The nurse will escort elementary students to the door and ID will be checked before releasing the student. In secondary school, upon parent arrival, the parent will speak to the nurse and the student will be sent out to meet the parent.
8. Family will be advised to contact their doctor for further evaluation and/or follow up.



SAUCON VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

209.2-AR-0. FOOD ALLERGY MANAGEMENT

Every food-allergic reaction has the possibility of developing into a severe or life-threatening reaction and even with proper treatment can be fatal. A severe or life-threatening reaction can occur within minutes and drastically affected by the fears or reaction of the student. This administrative regulation outlines the related aids and services needed to prevent exposure to food allergens and to respond appropriately should an anaphylactic reaction occur.

Definitions

Licensed Health Room Staff - Certified School Nurse (CSN); Registered Nurse (RN); Licensed Practical Nurse (LPN).

Medical Plans of Care - written documents individualized for a particular student with a severe or life- including:

1. **Emergency Care Plan (ECP)** - a medical plan of care based on the information provided in dualized Healthcare Plan (IHP) and is distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for school health personnel to follow in meeting the needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.
3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.
4. **Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.

Provision Of Food Allergy Care

1. In Pennsylvania, most medications require the assistance of a licensed nurse during school hours, school-sponsored activities and/or on school-sponsored trips. Unlicensed school staff may be trained to administer epinephrine auto-injectors.
2. The School Nurse will train staff members to recognize symptoms of anaphylaxis and be able to react to these symptoms as per the student's Emergency Care Plan (ECP).
3. The student will have immediate access (through self-carry) to all items necessary for the treatment of an anaphylactic reaction, including epinephrine auto-injectors as provided by the parent/guardian and ordered by a medical provider.
4. The CSN, RN, LPN, parent/guardian, student or trained school staff can give epinephrine auto-injectors as ordered by the medical provider, with the written approval of the parent/guardian.
5. Health Room staff may contact the student's medical provider for advice or consultation when necessary. Phone numbers will be provided by the parent/guardian and will be available in the health office and on the student's ECP.
6. The student's food allergy ECP will be made available to all staff, including substitute teachers, nutrition service personnel, bus drivers, etc., as appropriate per the CSN.

Student's Level of Self-Care and Location of Supplies and Equipment

1. The parent shall inform the school of the student's ability to perform food allergy care tasks without help or supervision as per the MMP and as assessed by the professional nurse (CSN or RN). The parent shall also notify the school of the tasks with which the student needs assistance. Supplies and equipment shall be located in the Health Room.
2. Contact the certified school nurse each year to complete and/or update all medical records including specific information pertaining to any and all known allergies.
3. Provide written documentation from the attending physician to the certified school nurse regarding the specific allergy, severity and treatment.

Cafeteria and Food Service

1. When a student's medical plan of care requires exceptions or variations to a reimbursable meal, accommodations will be made that comply with the USDA Nutrition Standards in the National School Lunch and School Breakfast Programs.
2. The student will be provided with a seating accommodation which limits the chance of exposure to allergens and allows students with food allergies to eat with non-allergic students.
3. Staff trained in the administration of epinephrine will be located near the food service area to support rapid response.
4. School nutrition staff or contracted staff will monitor and enforce cleaning and sanitizing procedures to prevent cross-contamination.
5. Adult supervision will be available to intervene when they observe students attempting to share or trade food or when students bully the student with food allergies.
6. Where included in a medical plan of care or stipulated by the 504 Plan, or as deemed necessary to protect a student with food allergies, the student with allergens will wash their hands or use hand wipes before and after the [consumption](#) of food.
7. The student's parent/guardian may provide a nonperishable safe lunch, to be kept at school, in case the student forgets to bring lunch.
8. The student's teacher will follow established school procedures for limiting exposure to food allergens in the classroom. (parent notification for identified students if food is brought into the classroom for parties)
9. If a student inadvertently brings a restricted food to the classroom (if known by the teacher), it will be removed from his/her possession until lunch (using [seating](#) which is not reserved for a student with food allergies) or until the end of the school day, and s/he will not be allowed to eat that snack in any setting where the student with a food allergy would be exposed to the allergen.
10. The parent/guardian will supply snacks needed in addition to or instead of, any snacks supplied for all students.
11. The student's parents/guardians will be notified by the teacher three (3) days in advance (or as soon as possible in emergency situations) with any changes in the school's schedule, including field trips that may affect care.
12. The student shall not share or trade food with other students.
13. The student shall not eat foods with unknown substances. ([Remove this – redundant](#))

14. The student shall be proactive in monitoring their food intake so as to avoid allergens
15. The student shall notify an adult immediately if they believe they have ingested an allergen.
16. Regardless of the allergy, any ban of specific or specified foods in the cafeteria that may contribute to the student's allergy must be approved by the Board of School Directors.

Exposure to Food Allergen and/or Signs of Anaphylaxis

1. In the event the student reports exposure to a food allergen and/or shows signs/symptoms of anaphylaxis, s/he will be treated according to the ECP and the nurse should be notified immediately.
2. Any staff member finding the student unconscious will call 911, and then contact the nurse on duty in the building. If no nurse is in the building, the staff member will call the CSN assigned to the building and the parents/guardians, as per the ECP.

Field Trips and Extracurricular Activities

1. The teacher will take into consideration the potential for exposure to the student allergens through the distribution of the parent permission form. The parent/guardian must complete the Medical Permission Form with any medical concerns two weeks prior to the trip. The parent shall contact the nurse with any concerns.
2. A parent/guardian will be allowed, but not required, to accompany the student on field trips.
3. All supplies necessary to carry out the student's medical plans of care will accompany the student on field trips/extracurricular activities.
4. The student may take his/her own food and lunch on field trips/extracurricular activities.
5. The student will be under the supervision of a responsible adult prepared to respond to symptoms of anaphylaxis per the ECP. The sponsor shall be in possession of the Medical Care Plan and the emergency medication. The student shall administer self-treatment if able.
6. The teacher/coach will enforce a no-food policy on the bus.
7. During field trips and extracurricular activities, responsible adults will have an emergency communication device available.
8. Coordinators of before and after school activities will follow the food allergy management procedures established by the district. The parent shall notify the nurse prior to the start of any after school activity.

Classroom

1. Students will be monitored by the classroom teacher for appropriate hand washing procedures before and after handling/consumption of food.
2. The teacher will develop and implement age-appropriate discussions on food allergies for students. The teacher shall notify the parent if food is to be brought into the classroom.
3. District schools will prohibit the use of foods or beverages as rewards for academic performance or good behavior. **Only district approved snack items will be allowed in the classroom.**

Communication

1. The student will be treated in a way that encourages the student to report possible exposure to allergen and/or any symptoms and to progress toward self-care with his/her food allergy management skills.
2. Each substitute teacher and substitute school nurse will be provided with written instructions.

IN THE EVENT OF AN EMERGENCY, THE EMERGENCY CARE PLAN (ECP) ON FILE IN THE NURSE'S OFFICE AND COMMUNICATED WITH ALL WHO NEED TO KNOW, SHALL BE FOLLOWED. STUDENTS AND OTHER PARENTS/GUARDIANS WILL NOT HAVE ACCESS TO THE ECP FOR CONFIDENTIALITY REASONS.

Food Service Department Responsibilities: Regarding Food Allergens or Special Dietary Needs

- The cafeteria receives a Medical Plan of Care Form for the School Food Service Department.
- The Medical Plan of Care form is completed by a Physician, Physician Assistant Certified Registered Nurse Practitioner or Dentist.
- The written statement must include the child's food allergen; which describes the specific diet or modifications prescribed.
- Listed are the foods or foods to be omitted and recommendations/alternatives
- A menu is completed by the Food Service Coordinator for the student and is designed with the foods allowed on the diet for modifications listed on the Medical Plan of Care Form.
- Allergens are reviewed annually at a 504 meeting that is scheduled, planned and documented by the school building counselors and the meeting includes the school nurse, principal, food service coordinator, cafeteria para professional, teacher, lunch supervisors and parent(s).
- The cafeteria follows a peanut free/nut free menu for both the breakfast and lunch and snack options for the elementary, middle and high school cafeterias.
- Students who have a milk intolerance and receive soy milk or water as a substitute, will be provided a meal tray with these items.

Cleaning, Sanitizing, Disinfecting, and Ventilation, P 19

Ventilation Plan

Complete preventive maintenance on all HVAC equipment including air filter replacement. Verify air filters are installed correctly. Review existing Indoor Air Quality issues. Wear proper PPE during maintenance.

Develop standards for frequency of filter replacement and type of filters to be utilized. Select filtration levels (MERV ratings) that are maximized for equipment capabilities. Assure the pressure drop is less than the fans capability.

Operate all HVAC in occupied mode 24/7 for a minimum of one week prior to occupancy. Increase volume of outside air to all spaces per design specifications. Initiate occupied mode 2 hours before occupancy and for 2 hours after closing.

Review air distribution conditions of existing spaces. Look for covered diffusers, blocked return grilles, overly closed supply diffusers/registers and return/exhaust grilles creating short cycling. -Measure building pressure relative to the outdoors. Adjust building air flows to prevent negative pressure differential.

Review control sequences to verify systems are operating according to design to maintain required ventilation, temperature and humidity conditions to occupied areas. Maintain proper indoor air temperature (68 to 78 degrees F dry bulb) and relative humidity (40% to 60% RH). Verify minimum RH set points will not adversely impact building or occupants by contributing to condensation and possible biological growth in building envelope.

Trend and monitor temperature and humidity levels in each space to the extent possible and within the capability of Building Automation System, portable data loggers and handheld instruments.

Where possible operate systems to maintain maximum CO₂ concentrations of 800-1,000 Parts Per Million (ppm) in occupied spaces.



Saucon Valley School District

Symptom Monitoring Checklist

Has your child been exposed to anyone with a confirmed case of COVID-19 in the past 14 days?

If yes, the student should stay home from school. The student can return to school 14 days after the last time that they had close contact with someone diagnosed with COVID-19.

Column A If you checked 1 or more symptoms, student should stay home from school	Column B If you checked 2 or more symptoms, student should stay home from school	
<input type="checkbox"/> Fever (100°F or higher) <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea	<input type="checkbox"/> Lack of smell or taste (without congestion) <input type="checkbox"/> Sore throat <input type="checkbox"/> Chills <input type="checkbox"/> Muscle pain	<input type="checkbox"/> Headache <input type="checkbox"/> Congestion or runny nose

1 For a current list of symptoms see CDC's website:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

2 The temperature considered a fever during screening differs based on how temperature is taken. Any fever reported by an employee, even if no thermometer was used, should be considered as symptomatic

Exclusion From and Return to School Requirements

Scenario	Exclude from School	Return to School After...
#1 No Symptoms	No	Not applicable
#2 COVID-19 symptoms	Yes	<p>Individual should be tested for COVID-19</p> <p>D If test is negative, return to school when they are asymptomatic and fever free for 24 hours.</p> <p>D If test is positive, follow return to school guidance for scenario #3</p> <p>D If child is not tested and they are not a close contact of someone with COVID, return to school when fever free (without medication) and symptom free for 3 days.</p>
#3 Positive COVID-19 PCR test with symptoms	Yes	<p><i>Patients with mild to moderate illness who are not severely immunocompromised:</i></p> <ul style="list-style-type: none"> ✓ At least 10 days have passed since symptoms first appeared and ✓ At least 24 hours have passed since last fever without the use of fever-reducing medications and ✓ Symptoms (e.g., cough, shortness of breath) have improved. <p><i>Patients with severe to critical illness or who are severely immunocompromised:</i></p> <ul style="list-style-type: none"> ✓ At least 20 days have passed since symptoms first appeared and ✓ At least 24 hours have passed since last fever without the use of fever-reducing medications and ✓ Symptoms (e.g., cough, shortness of breath) have improved.
#4 Positive COVID-19 PCR test without symptoms	Yes	<p><i>For patients who are not severely immunocompromised:</i></p> <ul style="list-style-type: none"> ✓ 10 days have passed since the date of their first positive viral diagnostic test. ✓ If symptoms develop during 10 days, follow return to school guidance for scenario #3 <p><i>For patients who are severely immunocompromised:</i></p> <ul style="list-style-type: none"> ✓ 20 days have passed since the date of their first positive viral diagnostic test.
#5 Close contact of COVID with symptoms	Yes	<p>Individual should be tested for COVID-19</p> <ul style="list-style-type: none"> ✓ If test result is negative, return to school 14 days after last exposure to the person with COVID and symptoms have resolved. ✓ If test result is positive, follow return to school guidance for scenario #3. ✓ If child is not tested, they are considered a probable case and should remain excluded from school until 10 days after symptoms appeared.
#6 Close contact of COVID without symptoms	Yes	<p>14 days after last exposure to the person with COVID-19</p> <p>D If symptoms develop during 14 days, follow return to school guidance for scenario #5.</p>

Communication Protocol for Positive COVID Cases – Draft (August 2020)

The following communication protocol is utilized when a positive case of COVID occurs.

- Notify the Pandemic Co- Coordinators
- Notify Superintendent/Assistant Superintendent
- Superintendent notifies Board leadership
- Notify the Certified School Nurse (if not a Pandemic Co-Coordinator)
- Building Level notifies all affected families/students
- Notify all parents of that building/school (if deemed necessary)
- Notify Contact Tracing points of contact
- Notify families of referrals from contact tracing procedure