1. Approval of the April 5, August 3 and September 6, 2017 Minutes
   - Joy Maloney moved to approve August 3 minutes. The motion was approved with no edits 2-0-1.
   - Approval of the April 5 and September 6 minutes were deferred to the next Committee meeting due to the absence of Mr. Marshall.

2. Public Comment
   - Sarah Blake spoke regarding the allergy handbook.
   - Nicole Cohen spoke regarding the allergy handbook.
   - Amy Dunne spoke regarding playground equipment for Newton-Lee Elementary.
   - Thanita Glancy spoke regarding the allergy handbook.
   - Jennifer Reichard spoke regarding the allergy handbook.
   - Michele Rosa spoke regarding the allergy handbook.

3. New Allergy Handbook
   Dr. Clark Bowers, Director, Student Services
   Jeannie Kloman, Supervisor, Health Services

Dr. Clark Bowers presented the New Allergy Handbook overview. The PowerPoint is posted on the LCPS website at https://www.lcps.org/Page/86357. Dr. Bowers explained that the purpose of the handbook provides guidance for all Loudoun County Public School (LCPS) staff as they support students with severe allergies. The allergy committee members met from February – July 2017 as a collaborative and comprehensive effort to provide input, streamline for clarity and be supportive to all students K-12. Dr. Bowers confirmed that the handbook is a fluid document and will be reviewed annually. He explained that training for Principals and LCPS staff will be ongoing. Resource Nurses will provide training to School Nurses, Health Clinic Specialists and LCPS staff to ensure
consistency and training modules will also be available on VISION. Resource Nurses will provide ongoing coaching and support for Health Office Staff in developing and implementing the Individual Health Care Plan and Allergy Action Plan. Dr. Bowers addressed Mrs. Rose’s concern about how we are making sure training is happening, by explaining that the Resource Nurses will ensure all LCPS staff complete training and Principals will have a copy of the sign in sheet. Mrs. Rose would like the committee to consider the public comments made from parents.

4. School Nutrition Update
Mr. Kevin Lewis, Assistant Superintendent, Support Services

A change in the meeting agenda order placed the Playground Equipment Review before the School Nutrition Update. Due to the meeting duration exceeding time limitations, the School Nutrition Update was not presented. The item will return to the next Committee meeting agenda.

5. Playground Equipment Review
Mr. Kevin Lewis, Assistant Superintendent, Support Services

Kevin Lewis presented the item including the United States Consumer Product Safety Commission (CPSC) guidelines confirming the 2010 edition of the guidelines is current. The PowerPoint is posted on the LCPS website at [https://www.lcps.org/Page/86357](https://www.lcps.org/Page/86357). Mr. Lewis explained the guidelines reference a standard maximum seven (7) foot height based on a minimum of nine (9) inches depth of base mulch, and further stated the American Society for Testing and Materials (ASTM) testing may be contracted with an engineer for testing outside the referenced maximum fall height in consideration of specific equipment designs. Mr. Lewis addressed injury statistics from playgrounds within LCPS. He explained the assembly of an LCPS playground advisory group, consisting of LCPS staff, including certified playground inspectors, staff from the respective areas of Budget, Procurement, Risk Management, and Safety and Security, to review and approve all playground applications. Mr. Lewis noted playgrounds within LCPS are designed for students during recess activity, not for instructional (physical education) curriculum and advised use of the playground equipment not only during student attendance time but by the community as well after school hours. Mr. Lewis confirmed new schools being constructed include standard playground equipment with the project design. Discussion included the requests by Mrs. Rose and Mr. Hornberger to reconsider the seven (7) foot fall height equipment standard, permitting more opportunity for design options as well as the development of a playground equipment policy. Mrs. Rose requested staff review the playground application process to reflect more flexibility in the national guidelines. Mr. Lewis requested additional guidance from the School Board with respect to changing the playground standard. Mr. Lewis confirmed the “Playground Advisory Group” is scheduled to meet October 25, 2017, at which time criteria used for the playground approval process will be reviewed.

Meeting was adjourned at 10:23 a.m.

**Next Meeting Date:** Wednesday, November 1, 2017, 9:00 a.m.