

FSC - 41

Ohio Association of School Nurses Collection

Processed by:
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Introduction

The Ohio Association of School Nurses Collection consists of the papers and scrapbooks of the Ohio Association of School Nurses. The records were accessioned into the Special Collections and Archives at Wright State University's Fordham Health Sciences Library on October 9, 2000. The records were donated by the Ohio Association of School Nurses. The majority of this collection consists of minutes, committee records, and records documenting the organization's relationship with other associations. The inclusive dates of the collection are 1949 to 2000. However, the bulk of the collection comprises the years 1973 to 1998. The collection is made up of thirty-two Hollinger boxes, one oversize box, and one oversize file. The Ohio Association of School Nurses Collection is organized into thirteen record series and three subseries as follows:

- Series 1: Administrative Records
 - Subseries 1: Officers
 - Subseries 2: Organization
 - Subseries 3: Minutes
- Series 2: Correspondence
- Series 3: Committees
- Series 4: Certification
- Series 5: Minimum Standards
- Series 6: Newsletters
- Series 7: Conferences and Workshops
- Series 8: Scrapbooks
- Series 9: Publications
- Series 10: Southwestern Ohio School Nurses Association
- Series 11: Associations and Departments
- Series 12: School Districts
- Series 13: Oversize

There are not any restrictions on the use of this collection.

Brief Biographical Sketch

The Ohio Association of School Nurses was founded in 1973. On October 16, 1972, several school nurses met with the officers of the Ohio Education Association to discuss the possibility of forming an association for school nurses. The Ohio Education Association agreed to help the school nurses organize an association. The first meeting of the Ohio Association of School Nurses occurred on May 19, 1973. The Ohio Association of School Nurses became an affiliate organization of the Ohio Education Association in 1975.

The Ohio Association of School Nurses provides a setting where school nurses can share their experiences and work together to achieve common health care goals. One of the association's earliest successes was obtaining the passage of a law requiring the certification of school nurses. This law required all potential school nurses to receive certificates from the Ohio Department of Education before they could practice in a school setting. In order to receive a certificate, new nurses had to have a Bachelor's Degree. Later, school nurses had to obtain a specified number of continuing education credits biannually in order to have their certificates renewed.

Another significant goal that the Ohio Association of School Nurses struggled to achieve for several years was mandatory school health services. Mandatory school health services would require each school to have one school nurse for a specified number of students such as one nurse for every 750 students. In the late 1970s, the association unsuccessfully sponsored several mandatory school health services bills. When the State of Ohio revised the State Minimum Standards for Elementary and Secondary Schools, the Ohio Association of School Nurses worked to have mandatory school health services incorporated into the new standards. However, mandatory school health services was left out of the final draft of the new standards, and the Ohio Association of School Nurses renewed their quest to achieve their goal through legislative means. In 1986, the Ohio Association of School Nurses formed the Mandatory School Health Services Committee (later called the Healthy Learner Legislation Committee) to organize support for the mandate. By 1994, the last Healthy Learner bill had failed and the organization was forced to admit defeat in this area. Although the Ohio Association of School Nurses failed to achieve its goal of mandatory school health services, the association continues to work for improved standards for school nurses and quality health care for all children through legislative means and a variety of multi-organizational health committees.

Scope and Content Note

Series 1: Administrative Records

This series consists of sixty-two file folders. The majority of the files are meeting minutes and records describing the organizational principles of the association. The series spans the years 1973 to 1998. It is broken up into three subseries.

Subseries 1: Officers

This is the smallest of the three subseries. It is made up of eleven files. The subseries contains lists of the association's officers from 1975 to 1998. It also includes several officers' handbooks that describe the duties of each office and how each position has evolved over the years. A particularly interesting item is a notebook that Norma Nikkola kept while she was president of the organization during the 1998-1999 term.

Subseries 2: Organization

This subseries consists of thirteen files. It is primarily copies of the constitution and bylaws from 1973 to 1993. The subseries also contains revision drafts of these documents and correspondence that pertains to the revision process. Another file is filled with maps and correspondence that describes the organization of the Ohio Association of School Nurses seven regional associations.

Subseries 3: Minutes

This is the largest of the three subseries. There are thirty-eight files in this subseries. Minutes from the association's Board of Directors meetings are the most prevalent type of minutes found in the subseries. This set of minutes is nearly complete and spans the years 1975 to 1998. The other major type of minutes found in this subseries is minutes from the annual meeting between the Board of Directors and the association's members. The subseries also contains a few minutes from the Executive Board meetings. A copy of the treasurer's report presented at the meeting is attached to most of the minutes. Beginning in the late 1980s, the minutes also include copies of documents that were discussed at the meeting such as correspondence and representative or committee reports as well as supplementary documents attached to the reports. The dates supplied in brackets on some of the reports and supplementary documents are the dates of the meetings they were discussed at not the dates that the documents were written. There is also one file of minutes from meetings between the President of the Ohio Association of School Nurses and the presidents of its regional associations.

Series 2: Correspondence

The second series consists of thirty-seven files. The series contains letters to and from various members of the Board of Directors as well as official correspondence. The letters range from form letters such as the meeting notifications to heartfelt pleas to

legislators to support a particular bill or type of legislation such as mandatory school health services. When possible, the correspondence is arranged by topic but some general letters are arranged by organization. For instance, a letter from the Ohio Education Association dealing with a legislative issue is located in the legislative correspondence file but a form letter from the same organization to the heads of its affiliates is located in the Ohio Education Association file.

Series 3: Committees

This series is the largest series in the collection. It consists of one hundred and seventeen files. The files are arranged alphabetically by the title of the committee and then by subject within each committee. The types of records found for the various committees range from correspondence pertaining to committee activities and minutes from committee meetings to articles covering issues the committee was working on. Most of the files in the series deal with the Legislative Committee, Membership, the Mandatory School Health Services Committee, and its later incarnation the Healthy Learner Legislation Committee. In reality, some of the things listed under committees were usually carried out by a committee of one such as the activities of the Historian and the Membership Chair. However, these positions were included with the committees because they were listed under standing committees in the meeting minutes and in the officer's handbooks. The series also contains records from the committee responsible for establishing the association and from a few multi-organizational committees that had representatives from the Ohio Association of School Nurses such as the State Planning Committee for Health Education in Ohio. An item of particular note in this series is a Request for a Secretarial Review compiled in regards to Ohio's compliance with the Individuals with Disabilities Education Act.

Series 4: Certification

The fourth series is made up of ten files. The series focuses on the State of Ohio's requirement that school nurses be certified by the Ohio Department of Education and the standards for certification. The series includes a copy of the bill requiring the certification of nurses, correspondence, resolutions about certification, standards for certification, and information about the revision of certification standards. The series also contains a few documents concerning the licensure of school nurses.

Series 5: Minimum Standards

This series consists of twelve files. The series explores the Ohio Association of School Nurses attempt to work mandatory school health services into the revised version of Ohio's State Minimum Standards for Elementary and Secondary Schools. The series is comprised of correspondence, recommended minimum standards, lists of meeting dates for the Standards Revision Committee, presentations to the Standards Revision Committee, and surveys about school health services in Ohio.

Series 6: Newsletters

This series is made up of ten files. This series includes OASN Notes from 1974 to 1993 and OASN Newsletter from 1994 to 1998. The series also contains one file of newsletters from the National Association of School Nurses (the Ohio Association of School Nurses is an affiliate of this organization). The NASNewsletter spans the years 1981 to 1997 but many of the newsletters for these years are missing.

Series 7: Conferences and Workshops

The seventh series consists of forty files. The dates on the files are the days that the conference or workshop took place. The majority of the files in this series deal with the Ohio Association of School Nurses Annual Conference. These files cover the years 1978 to 1998. Most files include programs, reports from the Annual Meeting, and information presented at workshops held during the conferences. Some files also contain confirmation correspondence, handwritten notes from the workshops, and materials picked up from booths at the conferences. The series also includes records from other conferences or workshops that members of the Ohio Association of School Nurses attended such as Ohio Nurses Association conventions and the School Nurse and Nutrition Workshop.

Series 8: Scrapbooks

This series is made up of thirty-nine files and one oversize box. The ten scrapbooks span the years 1973 to 1999. The dates on the files are the inclusive dates of the entire scrapbook not the part of the scrapbook in each file. The scrapbooks contain photographs, clippings, certificates of affiliation, awards, and extra copies of newsletters. The scrapbooks also include additional sets of meeting minutes and the reports that go with the minutes.

Series 9: Publications

This series consists of twenty-five files. This series includes several editions of A Guide to School Nursing in Ohio compiled by the Ohio Association of School Nurses. It also contains several issues of School Nurse. Other publications in the series are the Ohio Nurses Review, Asthma Magazine, and Jehovah's Witnesses and the Question of Blood. The series also includes a calendar from 2000 that features healthcare tips.

Series 10: Southwestern Ohio School Nurses Association

The tenth series consists of twenty file folders. The Southwestern Ohio School Nurses Association is one of the Ohio Association of School Nurses regional organizations. The series contains correspondence, summaries of Ohio Association of School Nurses Board of Directors meetings, and reports from the Ohio Association of

School Nurses to the Southwestern Ohio School Nurses Association. There is also a videotaped interview about school nursing in the series.

Series 11: Associations and Departments

This series is the second largest series in the collection. It is made up of ninety-eight files. This series contains records from nursing associations and state agencies that the Ohio Association of School Nurses worked with on a regular basis. This series is arranged alphabetically by organization and then by subject within each organization. The majority of the files cover the National Association of School Nurses, the Ohio Nurses Association, and the Ohio Department of Health. The files for the National Association of School Nurses and the Ohio Nurses Association include items such as brochures, bylaws, policy statements, resolutions, and reports. The files for the Ohio Department of Health focus on its Ohio Commission on Nursing Implementation Project and Ohio Council of Nurses committees. The files for the two committees contain such things as minutes and committee correspondence. Other organizations covered in this series include the American Nurses' Association, the Department of School Nurses (the predecessor of the National Association of School Nurses), the Ohio Department of Education, and the Ohio Education Association.

Series 12: School Districts

The twelfth series consists of thirteen files. The series contains information about school nursing in school districts where various members of the Ohio Association of School Nurses worked. The files are arranged alphabetically by school district and then by subject within each district. The series focuses on Dayton Public Schools and Vandalia-Butler City Schools. The files on Dayton Public Schools include clippings, a history of school nursing in the district, and A Manual for School Nurses compiled in 1949. The files for Vandalia-Butler City Schools contain staff directories, a substitute teacher's handbook, and one of the school's newsletters.

Series 13: Oversize

This series is made up of one oversize file. The file contains a Proclamation designating January 23, 1974, "School Nurse Day" and a Resolution from the Ohio House of Representatives designating January 20-26, 1985, "School Health Awareness Week."

Ohio Association of School Nurses Collection

Container Listing

Series 1: Administrative Records

Subseries 1: Officers

<u>Box</u>	<u>File</u>	<u>Contents</u>
1	1	District Presidents, 1988-1992
	2	Officer's Handbook, 1979
	3	Officer's Handbook, 1982
	4	Officer's Handbook, 1992
	5	Officer's Handbook, 1993-1994
	6	Officer's Handbook, 1994
	7	Officer's Handbook, n.d.
	8	Officers and Board of Directors, 1975-1998
	9	Past Presidents, ca. 1989-1990
	10	Pointers on Running a Good Meeting, 1994
	11	President's Notebook, 1998-1999

Series 1: Administrative Records

Subseries 2: Organization

1	12	Bylaws, n.d.
	13	Constitution and Bylaws, 1973
	14	Constitution and Bylaws, 1977
	15	Constitution and Bylaws, 1986
	16	Constitution and Bylaws, 1989
	17	Constitution and Bylaws, 1992-1993
	18	Constitution and Bylaws Drafts, 1984
	19	Correspondence Regarding Constitutional Issues, 1987
	20	Mission Statement, 1998
	21	Ohio Education Association Affiliation Policy, 1978-1979
	22	Organization of Ohio Association of School Nurses Regional Associations, 1976-1987
	23	Proposed Changes to the Constitution and Bylaws, 1973-1985
	24	Revision of Bylaws, 1992

Series 1: Administrative Records

Subseries 3: Minutes

<u>Box</u>	<u>File</u>	<u>Contents</u>
2	1	Agendas, May 1993
	2	Annual Meeting Minutes, 1975-1985
	3	Annual Meeting Minutes, 1986-1990
	4	Annual Meeting Minutes, 1991-1995
	5	Annual Meeting Minutes, 1996-1998
	6	Board of Directors Meeting Minutes, Mar. 1975- May 1978
	7	Board of Directors Meeting Minutes, July 1978-Mar. 1980
3	1	Board of Directors Meeting Minutes, May 1980-Mar. 1981
	2	Board of Directors Meeting Minutes, May 1981-Apr. 1982
	3	Board of Directors Meeting Minutes, May 1982-May 1984
	4	Board of Directors Meeting Minutes, Sept. 1984-Apr. 1986
	5	Board of Directors Meeting Minutes, May 1986-Sept. 1986
	6	Board of Directors Meeting Minutes, Nov. 1986-Apr. 1987
	7	Board of Directors Meeting Minutes, Apr. 1987-Sept. 1987
	8	Board of Directors Meeting Minutes, Dec. 1987-Apr. 1988
	9	Board of Directors Meeting Minutes, Apr. 1988-Apr. 1989
4	1	Board of Directors Meeting Minutes, Apr. 1989-Mar. 1990
	2	Board of Directors Meeting Minutes, Apr. 1990-Dec. 1990
	3	Board of Directors Meeting Minutes, Mar. 1991-Apr. 1991
	4	Board of Directors Meeting Minutes, Apr. 1991-Dec. 1991
	5	Board of Directors Meeting Minutes, Dec. 1991-Apr. 1992
	6	Board of Directors Meeting Minutes, May 1992-Mar. 1993

Series 1: Administrative Records

Subseries 3: Minutes, Cont.

<u>Box</u>	<u>File</u>	<u>Contents</u>	
5	1	Board of Directors Meeting Minutes, Sept. 1993-Dec. 1993	
	2	Board of Directors Meeting Minutes, Mar. 5, 1994	
	3	Board of Directors Meeting Minutes, May 1994-Dec. 1994	
	4	Board of Directors Meeting Minutes, Mar. 4, 1995	
	5	Board of Directors Meeting Minutes, Apr. 1995	
	6	Board of Directors Meeting Minutes, Sept. 9, 1995	
	6	1	Board of Directors Meeting Minutes, Sept. 1995-Nov. 1995
		2	Board of Directors Meeting Minutes, Feb. 1996-Apr. 1996
		3	Board of Directors Meeting Minutes, Apr. 1996-Nov. 1996
		4	Board of Directors Meeting Minutes, Mar. 1997-Apr. 1997
5		Board of Directors Meeting Minutes, Aug. 1997-Oct. 1997	
6		Board of Directors Meeting Minutes, Feb. 1998-Apr. 1998	
7		Board of Directors Meeting Minutes, Aug. 4, 1998	
8		Executive Board Meeting Minutes, 1976	
9		Executive Board Meeting Minutes, 1990-1998	
10		Presidents Meeting Minutes, 1985-1989	

Series 2: Correspondence

7	1	American Nurses' Association, 1974 & 1992
	2	Annual Meetings, 1978-1997
	3	Board of Directors Correspondence, 1974-1997
	4	Conferences and Workshops, 1974-1988
	5	Continuing Education, 1979 & 1988
	6	Correspondence Pertaining to the Organization of the U.S. Department of Education, 1979-1980
	7	CounselLine, 1979
	8	Department of School Nurses, 1973-1978
	9	Epilepsy Foundation of America, 1996
	10	Graduate Level Programs for Nurses, 1976-1978
	11	Health Committees, 1974-1998
	12	Health Projects, 1987-1988
	13	Healthy Learner Legislation, 1988-1992

Series 2: Correspondence, Cont.

<u>Box</u>	<u>File</u>	<u>Contents</u>
7	14	International Year of the Child, 1979
	15	"Keeping Kids Safe," 1996
	16	Legislative Correspondence, 1976-1998
	17	Mandatory School Health Services, 1974-1989
8	1	Meeting Notifications, 1979-1998
	2	Membership and Dues, 1976-1995
	3	Memorial Fund, 1978-1979
	4	National Association of School Nurses, 1978-1996
	5	Newsletter Correspondence, 1974-1998
	6	Nutrition Education and Training Program, 1978-1980
	7	Ohio Board of Nursing, 1989-1996
	8	Ohio Commission for Children, 1979-1981
	9	Ohio Commission on Nursing, 1978-1982
	10	Ohio Department of Health, 1979-1998
	11	Ohio Education Association, 1973-1997
	12	Planned Parenthood, 1985
	13	Pennsylvania State Education Association, 1987
	14	Positions on Entry to the Practice of School Nursing, 1978
	15	School District Correspondence, 1978-1990
	16	School Nurse Consultant, 1978-1988
	17	School Nursing Guides and Policy Guidelines, 1978-1992
	18	School Slate, 1979
	19	State Teachers Retirement System of Ohio, 1991
	20	Survey of Educational Needs of School Nurses in the State of Ohio, 1976

Series 3: Committees

9	1	Committee Contract and Report Form, n.d
	2	Committee Members, n.d.
	3	Executive Committee - Master Plan Drafts, 1990-1996
	4	Executive Committee - Master Plans, 1981-1996
	5	Finance Committee - Budget Reports and Proposed Budgets, 1977-1996
	6	Finance Committee - Expense Vouchers, n.d.
	7	Finance Committee - Healthy Learner Legislation Financial Reports, 1987-1991
	8	Finance Committee - Inventory, 1993
	9	Finance Committee - Ohio Education Association General Ledger Printouts for OASN, 1979

Series 3: Committees, Cont.

<u>Box</u>	<u>File</u>	<u>Contents</u>
9	10	Finance Committee - Tax Exempt Status, 1992
	11	Finance Committee - Treasurer's Reports, 1977-1996
	12	Finance Committee - Workshop Report, 1976
	13	Healthy Learner Legislation (HLL) Committee - Articles and Presentations about HLL, 1987-1992 (For Additional Information See: Legislative Committee - Mandatory School Health Services and the Mandatory School Health Services Committee)
	14	HLL Committee - Committee Meeting Minutes, 1988-1991
	15	HLL Committee - Committee Members, 1990
	16	HLL Committee - Correspondence, 1988-1992
	17	HLL Committee - Healthy Learner Bills, 1987-1992
	18	HLL Committee - Minutes of Meeting with the Ohio Department of Health, 1991
	19	HLL Committee - Minutes of Meetings with Legislators or Legislative Aides, 1991
	20	HLL Committee - Regional Contact Tree, 1991-1992
	21	HLL Committee - Reports, 1989-1992
	22	Historian - <u>Highlights of Twenty-Five Years with OASN</u> , 1998
	23	Historian - <u>OASN: 25 Years of Leadership</u> , 1998
	24	Interagency Committee on School Nursing of the Handicapped, 1983-1984
	25	Legislative Committee - Act Calling for Drug Education, Amending Drug Laws, and Providing for Treatment and Rehabilitation, 1970
	26	Legislative Committee - Act Requiring Schools to have Emergency Medical Treatment Forms on File for Students, 1973
	27	Legislative Committee - Act Setting State Standards for Teaching Emergency Medical Services Training and Provision of Emergency Services, 1976
	28	Legislative Committee - Articles, 1976-1989
	29	Legislative Committee - Bill Allowing Schools to Hire Nonteachers to Coach Extracurricular Activities, 1979-1980
	30	Legislative Committee - Bill Amending Title XVIII of the Social Security Act to Provide Payment for Rural Health Clinic Services and Related Statements, 1977

Series 3: Committees, Cont.

<u>Box</u>	<u>File</u>	<u>Contents</u>
10	1	Legislative Committee - Bill Calling for the Revision of Emergency Medical Treatment Authorization Forms, 1974
	2	Legislative Committee - Bill Increasing Excise Tax on Cigarettes to Provide Funds for Anti-Smoking Research and Education, 1977-1978
	3	Legislative Committee - Bill Requiring Schools to Employ a School Nurse, 1977-1978
	4	Legislative Committee - Cardiopulmonary Resuscitation Instruction in Schools Bill, 1979
	5	Legislative Committee - Child Abuse and Neglect Bill, 1979-1980
	6	Legislative Committee - Child Abuse and Neglect Bills, 1997-1998
	7	Legislative Committee - Committee Reports, 1976-1992
	8	Legislative Committee - Employment of Education Service Personnel, 1977
	9	Legislative Committee - Handicapped Children Bills and Related Materials, 1975-1978
	10	Legislative Committee - Health Education Bills, 1973-1975
	11	Legislative Committee - Health Insurance Programs, 1975-1998
	12	Legislative Committee - Individuals with Disabilities Education Act (IDEA) Information, 1994-1997
	13	Legislative Committee - IDEA Information, 1996-1997
	14	Legislative Committee - IDEA Request for a Secretarial Review, Part I (Sections 1-12) by Elizabeth A. Schmidt, Jan. 1996
	15	Legislative Committee - IDEA Request for a Secretarial Review, Part I (Sections 13-17) by Elizabeth A. Schmidt, Jan. 1996
	16	Legislative Committee - IDEA Request for a Secretarial Review, Part II by Elizabeth A. Schmidt, Apr. 1996
11	1	Legislative Committee - IDEA Request for a Secretarial Review, Part III by Elizabeth A. Schmidt, May 1996
	2	Legislative Committee - IDEA Request for a Secretarial Review, Part IV by Elizabeth A. Schmidt, ca. 1996-1997
	3	Legislative Committee - Mandatory School Health Services, 1965-1976 (For Additional Information See: Healthy Learner Legislation Committee and the Mandatory School Health Services Committee)

Series 3: Committees, Cont.

<u>Box</u>	<u>File</u>	<u>Contents</u>
11	4	Legislative Committee - National Consumer Health Information and Health Promotion Act and Related Correspondence, 1976-1977
	5	Legislative Committee - Nurse Practice Act, 1968-1980
	6	Legislative Committee - Ohio Education Association Legislative and Education Reform, 1994
	7	Legislative Committee - Ohio Legislative Directories, 1971-1997
	8	Legislative Committee - Physician's Assistants Bills and Related Correspondence, 1975-1979
	9	Legislative Committee - Progress Report of Legislative Committee, 1975
	10	Legislative Committee - Pupil Immunization Bill, 1978
	11	Legislative Committee - Surveys, 1974
	12	Mandatory School Health Services (MSHS) Committee - Agenda, n.d. (For Additional Information See: Healthy Learner Legislation Committee and Legislative Committee - Mandatory School Health Services)
	13	MSHS Committee - Bill Proposals, 1986
	14	MSHS Committee - Board of Directors Meeting Minutes, Nov. 15, 1986
	15	MSHS Committee - Committee Meeting Minutes, 1986-1987
	16	MSHS Committee - Committee Members, 1989
	17	MSHS Committee - Correspondence, 1986-1988
	18	MSHS Committee - Methods of Communicating with Legislators, 1986-1987
12	1	MSHS Committee - Report of Meeting with OEA and OFT, Nov. 1987
	2	MSHS Committee - Reports, 1986-1987
	3	Membership Chair - Correspondence, n.d.
	4	Membership Chair- Dual Members OASN/ONA, n.d.
	5	Membership Chair - Members of the Association of School Nurses, 1975
	6	Membership Chair - Membership Drive Letters and Applications, 1993-1997
	7	Membership Chair - Membership Information, Eligibility Requirements and Dues, n.d.
	8	Membership Chair - Membership Lists, 1979-1980
	9	Membership Chair - Membership Lists, 1983-1984
	10	Membership Chair - Membership Lists, 1987
	11	Membership Chair - Membership Lists, 1992-1993
	12	Membership Chair - Membership Lists, 1994

Series 3: Committees, Cont.

<u>Box</u>	<u>File</u>	<u>Contents</u>	
12	13	Membership Chair - Membership Lists, 1995-1996	
	14	Membership Chair - Membership Lists, 1996-1997	
	15	Membership Chair - Membership Lists, 1997-1998	
	16	Membership Chair - Membership Reports, 1978-1979	
	17	Membership Chair - Non-Renewals, 1996	
	18	Membership Chair - Ohio Department of Education List of Nurses in Southwest District, 1991	
	19	Membership Chair - Ohio School Nurses by County, n.d.	
	20	Membership Chair - United Teaching Profession Membership Enrollment Form, 1977-1978	
	21	Memorial Fund, ca. 1979 & 1994	
	22	Nominating Committee - Candidates for Ohio Association of School Nurses Offices and the Board of Directors, ca. 1985	
	23	Nominating Committee - Committee Members, 1980	
	24	Nominating Committee - Election of Officers and Representatives, 1974-1975	
	25	Nominating Committee - Election of Officers and Representatives, 1976-1979	
	26	Nominating Committee - Election of Officers and Representatives, 1980-1981	
	27	Nominating Committee - Policy and Procedure, n.d.	
	13	1	Ohio's Strategic Planning Committee, 1983-1984
		2	Public Relations Committee - Articles and Advertisements, 1982-1984
		3	Public Relations Committee - Brochures, n.d.
		4	Public Relations Committee - Correspondence, 1984
		5	Public Relations Committee - Lion's Club Speech, Jan. 13, 1983
		6	Public Relations Committee - Press Releases, 1973-1996
		7	Public Relations Committee - Public Relations Training Session, Mar. 4, 1996
		8	Public Relations Committee - Suggested Topics for Monthly Local Newspaper Articles, ca. 1982-ca. 1985
		9	Resolutions Chair - How to Write a Resolution, n.d.
		10	Resolutions Chair - Resolutions, 1980-1995
		11	Resolutions Chair - Resolutions Preserved as Historical Data, Apr. 1995
		12	Resolutions Chair - Resolutions to Ohio Education Association, n.d.

Series 3: Committees, Cont..

<u>Box</u>	<u>File</u>	<u>Contents</u>
13	13	Scholarship Committee - Patricia MacDonald Baum Educational Scholarship Award, 1994-1995
	14	School Nurse Evaluation Committee, n.d.
	15	School Nurse of the Year Award, 1996-1997
	16	State Planning Committee for Health Education in Ohio - Press Releases, 1983-1984
	17	State Planning Committee for Health Education in Ohio - <u>Public Relations Guide for School Nurses</u> by the School Nurse's Role Committee, 1983
	18	State Planning Committee for Health Education in Ohio - School Nurse Role Committee Correspondence, 1981
	19	Steering Committee - Committee Meeting Minutes, 1972-1973
	20	Steering Committee - Correspondence, 1972-1973
	21	Strategic Planning Committee - Articles and Guidelines, 1990-1993
	22	Strategic Planning Committee - Correspondence, 1995
	23	Strategic Planning Committee - National Association of School Nurses 1994-1997 Strategic Plan, 1994
	24	Strategic Planning Committee - Strategic Plan Evaluation, 1997
	25	Strategic Planning Committee - Strategic Planning Time Line, n.d.
	26	Strategic Planning Committee - Strategic Plans for 1995-2000 and 1996-2001, 1995

Series 4: Certification

<u>Box</u>	<u>File</u>	<u>Contents</u>
13	27	Articles and Pamphlets, 1965-1998
14	1	Bill for School Nurse Certification, 1973
	2	Correspondence, 1973-1998
	3	Requirements for Certification, 1976
	4	Resolution on the Hiring of Certificated Registered Nurses, n.d.
	5	Revision of Certification Standards, 1984-1985
	6	School Nurse Certification / Licensure Meeting Minutes, 1997
	7	Standard for School Nurse Certificate, 1973-1976
	8	Teacher Education and Licensure Rules, 1998
	9	<u>Why Board-Hired Certificated School Nurses 2000 AD and Beyond</u> , 1988

Series 5: Minimum Standards

14	10	Articles, 1976-1980
	11	Correspondence, 1976-1983
	12	Guidelines for Educational Service Personnel, 1977
	13	Ohio Association of School Nurses Special Report on the Revision of State Minimum Standards, 1980
	14	Present Minimum Standards for Ohio Schools Relating to School Health Services, n.d.
	15	Presentations at Standards Revision Advisory Committee Regional Meetings, 1981
	16	Recommended Minimum Standards for School Health Services, 1975-1980
	17	School Nurse Qualifications and Job Description, 1981
	18	Special Education Standards Revision, 1980
	19	Standards Revision Advisory Committee Members, 1979
	20	Standards Revision Committee Regional Meetings, 1980
	21	Survey of School Health Services in Ohio, n.d.

Series 6: Newsletters

15	1	<u>NASNewsletter</u> , 1981-1997
	2	<u>OASN Newsletter</u> , 1994-1996
	3	<u>OASN Newsletter</u> , 1997-1998
	4	<u>OASN Notes</u> , 1974-1978
	5	<u>OASN Notes</u> , 1979-1981

Series 6: Newsletters, Cont.

<u>Box</u>	<u>File</u>	<u>Contents</u>
15	6	<u>OASN Notes</u> , 1982-1984
	7	<u>OASN Notes</u> , 1985-1986
16	1	<u>OASN Notes</u> , 1987-1988
	2	<u>OASN Notes</u> , 1989-1990
	3	<u>OASN Notes</u> , 1991-1993

Series 7: Conferences and Workshops

16	4	All Ohio Guidance Conference, Sept. 26-27, 1975
	5	American Nurses' Association Convention, June 9-14, 1974
	6	Cleveland Clinic Workshop, Apr. 22, 1978
	7	Cleveland Clinic Workshop, Dec. 8, 1982
	8	Department of School Nurses Annual Convention, June 28-29, 1979
17	1	Health of the School-Aged Child Conference, Mar. 8-10, 1979
	2	National Association of School Nurses (NASN) Annual Convention, June 25-29, 1979
	3	NASN Annual Convention, June 25-28, 1980
	4	NASN Annual Convention, June 22-25, 1982
	5	NASN Annual Convention, June 1994
	6	Ohio Association of School Nurses (OASN) Annual Conference, Apr. 28-29, 1978
	7	OASN Annual Conference, Apr. 27-28, 1979
18	1	OASN Annual Conference, Apr. 25-26, 1980
	2	OASN Annual Conference, May 1-3, 1981
	3	OASN Annual Conference, Apr. 23-25, 1982
	4	OASN Annual Conference, Apr. 22-24, 1983
	5	OASN Annual Conference, Apr. 13-15, 1984
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	7	OASN Annual Conference, Apr. 25-27, 1986
	8	OASN Annual Conference, Apr. 3-5, 1987
	9	OASN Annual Conference, Apr. 18-20, 1991
	10	OASN Annual Conference, 1993
	11	OASN Annual Conference, Apr. 28-May 1, 1994
	12	OASN Annual Conference, Apr. 27-30, 1995
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