

POLICY COMMITTEE MINUTES
October 18, 2016

The Policy Committee met on Tuesday, October 18, 2016, at 7:00 a.m. at the ASC office.

The meeting was called to order at 7:15 a.m.

Present: Chair Sallie Lupescu, Christine Clavenna, Kari Cremascoli, Chris Heppner, Mark Stange, Jayne Yudzentis, and Pamela Osika (non-member/secretary)

Absent: Liz Davis

Also in attendance were Jessica Stewart, Assistant Superintendent for Special Services, and Mr. Chris Hanley.

Approval of Minutes

Mark Stange moved and Chris Clavenna seconded the motion to approve the minutes from the September 20, 2016 meeting. Motion carried.

Policy #5150.2 – Students – Student Athlete Concussions and Head Injuries and New Draft Administrative Regulation #5150.2 – Students – Program for Managing Student Athlete Concussions and Head Injuries

The Committee discussed Policy #5150.2 – Students – Student Athlete Concussions and Head Injuries and new draft Administrative Regulation #5150.2 – Students – Program for Managing Student Athlete Concussions and Head Injuries. Jessica Stewart shared background information regarding state mandates focused on concussion safety directives. Using the (*Policy Reference Education Subscription Service*) PRESS IASB Model Policy as a guide, revisions to Policy # 5150.2 and a new Administrative Regulation #5150.2 were drafted.

Suggested revisions to Policy #5150.2 are as follows:

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

- ~~1. Comply with the concussion protocols, policies, and by laws of the Illinois High School Association. These specifically require that:
 - ~~a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.~~
 - ~~b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.~~~~

~~c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.~~

~~2. Inform student athletes and their parents/guardians about this policy.~~

~~3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.~~

~~4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.~~

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:

a. The Board must appoint or approve members of a Concussion Oversight Team for the District.

b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:

i. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.

ii. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.

c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.

d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.

- e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a District employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
 3. Require that all interscholastic coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
 4. Require all student athletes to view the Illinois High School Association's video about concussions.
 5. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Legal Reference: ~~105 ILCS 5/10-20.53~~
105 ILCS 5/22-80
105 ILCS 25/1.15

Policy #5150.2 will be placed on the November Board agenda for first reading.

New draft Administrative Regulation #5150.2 – Students – Program for Managing Student Athlete Concussions and Head Injuries is attached. Following a discussion by the Committee, it was decided Item IV.B. under “Students” needed further review. This item will be reviewed with Building Principals to allow for their input.

Policy #8022 – Internal Board Operations – Meetings

The Committee discussed Policy #8022 – **Internal Board Operations** – Meetings. In particular, the Committee discussed the ability for a Board or Committee member to attend a meeting by audio or video means in compliance with the Open Meetings Act. Adding the following section to Policy #8022 is being recommended:

Quorum and Participation by Audio or Video Means

A quorum of the Board or Committee of the Board must be physically present at all Board or Committee meetings in order for action to be taken. A majority of the full membership of the Board or Committee constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the Board Secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The Board Secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this Policy, may participate in all aspects of the Board meeting including voting on any item.

Policy #8022 will be placed on the November Board agenda for first reading.

Policy #8255 – Internal Board Operations – Board Communications

The Committee also discussed Policy #8255 – **Internal Board Operations** – Board Communications in relation to a Board or Committee member attending a meeting by audio or video means in compliance with the Open Meetings Act. Deleting the following paragraph under “Communications Between Individual Board Members” is being recommended:

~~At no time shall Board members conduct Board Business using a telephone conference call unless such business meets the criteria for an emergency meeting set forth in Policy #8022.~~

This revision would be made in addition to revisions recommended and approved for first reading by the Board at the October Board meeting.

Policy #8255 will be placed on the November Board agenda for second reading, taking into consideration this additional revision.

Reception of Visitors

Chris Hanley, Henry Puffer/Herrick parent, commented on the scheduling of early morning committee meetings and asked if there was a specific reason for this scheduling, suggesting consideration of evening committee meetings.

Future Policy Committee Meeting Agenda Item

In consideration of comments made at the October Board of Education meeting, the Committee will discuss Policy #2010 – Administration – Superintendent of Schools at the November Policy Committee meeting.

To do:

- Place Policy #5150.2 on November Board agenda for first reading.
- Place Policy #8022 on November Board agenda for first reading.
- Place Policy #8255 on November Board agenda for second reading.
- Place Policy #2010 on the November Policy Committee meeting agenda.

Chris Heppner moved and Chris Clavenna seconded his motion to adjourn the meeting.

The meeting was adjourned at 7:46 a.m.