

**Policy Committee Meeting Minutes
September 27, 2017**

Committee Members Present

Mr. Dennis Weldon, Chairperson
Mrs. Meg Evans, Member

Mr. John Kopicki, Superintendent

Committee Members Not Present

Mr. Paul Faulkner

Others in Attendance

Mr. John Gamble, Board Member
Mrs. Sharon Collopy, Board Member
Dr. Scott Davidheiser, Assistant Superintendent
Mrs. Danielle Turner, Director of Athletics

Mr. Kevin Shillingford, Principal, Holicong
Dr. Brian Caughie, Assistant Principal, CB West
Mr. Joseph Piselli, Assistant Principal, CB South
Mrs. Corinne Sikora, Supervisor of Student Services

Mr. Weldon called the meeting to order at 7:30 p.m.

PUBLIC COMMENT

There was no public comment.

REVIEW OF MEETING NOTES

The July 12, 2017 Policy Committee Meeting minutes were reviewed and approved without changes.

INFORMATION/DISCUSSION ITEMS

Several 000 Board Policies were left under review at the previous Policy Committee Meeting:

<u>TOPIC</u>	<u>NOTES</u>	<u>FOLLOW UP</u>
000.4 – Membership	Mr. Kopicki noted the Mr. Weldon had expressed hesitancy over the TERM paragraph. Mr. Kopicki contacted PSBA, who advised that where language could be broad it was left that way, however the detailed process for elections is written as it is because it is law. Mrs. Evans indicated that she felt the policy was poorly written. Mr. Weldon commented that it would be a difficult read for anyone. Mr. Kopicki agreed, and noted that it was a complicated way to detail the law. Concern had also been previously expressed over the reference to Policy 901 within the new version. The reference doesn't make sense as it stands because CB Policy 901 does not match what is being referred to in the new policy. Mr. Kopicki requested clarification from PSBA – once the 900 policies are reviewed and approved, reference to those policies will be “cleaned up” in the 000-800's. Mr. Weldon suggested that some type of parenthetical notation should be included on the CB website, noting that district policies are under review. He was concerned that there might be confusion if anyone reading the current policies came across a bad cross reference. Mr. Gamble noted that PSBA is only recommending policy changes, the district does not have to follow. If the current policy	<u>Moved to first read – a notation will be made that the Board Policies are “under review” to avoid any confusion about cross references when reading current policies.</u>

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	<p>language is preferable, the district can keep that language. Mr. Kopicki stated that it was true language could be written to reflect local needs, but the language must be legally in line.</p>	
<p>000.5 - Organization</p>	<p>Language referencing “Facilities” will be changed to “Operations”.</p> <p>In current policy there are 4 standing committees – Curriculum, Human Resources, Finance and Operations. Mrs. Darcy had recommended that Policy Committee be added as a standing committee rather than an ad hoc committee. It was agreed that Policy Committee would be added as a standing committee in the new policy 000.5. Mr. Gamble questioned the previously agreed to elimination of a “Meet and Discuss” committee. He asked how the lines of communication would stay open with union leaders if there were no “Meet and Discuss” provision. Mr. Kopicki noted that an ad hoc committee can be implemented whenever there was a need, and would be done if the union were to request a “Meet and Discuss”. It was determined that listing “Meet and Discuss” as a standing committee, and not holding committee meetings, gave a false expectation to the public.</p> <p>“Work Sessions” are not held at CB. Two public board meetings are held each month. Between board meetings, committees meet and can recommend items for full board action – they do not vote on actions. Mr. Weldon disagreed that committees cannot vote. He feels that committee meetings are Sunshine Act meetings with quorums, advertised publicly so that the body can act. Action is taken through vote, so he believes committees can vote. Mr. Kopicki noted that PSBA states that without a quorum, committees should not be passing items on for full board review. Mrs. Collopy stated that not all items go through committee before going to full board for approval. If a committee meeting did not have a quorum, items could still go before the full board for approval without committee recommendation. Mr. Kopicki’s conversation with PSBA regarding this matter was extensive. The PSBA representative agreed to check with the legal team on whether a recommendation for full board approval can be given by a committee without a quorum. Mr. Weldon asked if he could participate in a conference call with the legal team regarding this matter. Mr. Gamble asked if not enough members of a committee show up for a meeting, should the meeting be cancelled. Mr. Weldon expressed his belief that without a quorum, it would not be an official committee meeting. However, if five board members were in attendance it would qualify as a board meeting because that would be a quorum of the full board.</p>	<p>Under review – PSBA rep will check with the legal team on whether a committee can recommend an item for full board approval without a quorum at the committee meeting. Mr. Weldon would like to participate in a conference call with the legal team at PSBA. His concern is not about the quorum, rather about if a committee is able to vote to move items forward to full board.</p>

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<p>000.6 - Meetings</p>	<p>Work sessions are not mandated, and CB does not hold them. PSBA suggests leaving the reference to work sessions in the policy to allow for them if needed in the future. Mr. Kopicki noted that the language in the new policy is contradictory. He believes work sessions are non-voting sessions where the board would meet to discuss items and prepare for the full board meeting. The new policy has language indicating work sessions may “act” if necessary, the action being a vote. He questioned PSBA as to whether voting could occur at work sessions. They will check with their legal team for clarification and get back to him. Mr. Weldon commented that he believed as long as there was public notice, action could be taken at a work session. A work session would then be the same as a board meeting. Mr. Kopicki agreed, which is why he requested clarification of the intent from PSBA.</p> <p>Mrs. Evans had questioned the language regarding the transfer of budgeted funds. Current policy required a 2/3 vote for transfers at any time during the year, she felt new policy was only requiring a 2/3 vote during the first three months. Mr. Kopicki reviewed both current and new policy with the PSBA representative. Current policy 2A is mirrored in new policy 2A, requiring a 2/3 vote for transfers in the first three months. Current policy 2B, requiring a 2/3 vote for all other transfers, is mirrored in new policy 3N. Mrs. Collopy noted that the new 3N requires a majority vote, not a 2/3 vote.</p> <p>PSBA is recommending the addition of a parenthetical sentence that states a majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion. Board employees were clarified to mean any district employee. The Committee agrees that the parenthetical sentence should be included.</p>	<p><u>Under review – PSBA will provide clarification from their legal team regarding voting at a work session.</u></p>
<p>0006.1 – Attendance at Meetings via Electronic Communications</p>	<p>Mrs. Evans noted that current policy allowed for the board to vote to approve a member participating electronically more than twice a year. New policy language was more restrictive, limiting electronic participation to only two times a year. The committee prefers the current policy language. Mr. Kopicki verified with PSBA that current language could be used in place of the new recommended language. PSBA indicated the current language could be used instead. Mr. Gamble asked for a definition of “meeting” – did it include only full board meetings or could it be any meeting. Mr. Kopicki noted that it meant full board meetings.</p>	<p><u>Moved to first read – current language allowing the board to vote to allow a member to participate electronically more than twice will be inserted in the new policy</u></p>
<p>000.11 – Board Governance Standards/Code of Conduct</p>	<p>Mr. Kopicki noted that stating governance standards and code of conduct is important. He recognizes that the committee has reservations about the language in the new policy, especially the signature piece which was not included in the current</p>	<p><u>Under review – Mr. Kopicki will redline language in the new policy that the committee</u></p>

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	<p>policy. He is looking for direction from the committee on how to proceed. Mr. Weldon commented that he felt the new language was restrictive and a little insulting. Board members volunteer their time because they are committed to advocating for public education. He did not feel that PSBA should detail additional responsibilities and require signature on a loyalty pledge.</p>	<p>objects to, and will incorporate current policy language. He will then bring it back to the committee for review.</p>
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Policy Review – 100 Series:

Mr. Kopicki noted that PSBA will complete the 100 series review in about two weeks. There are some policies that are current and up-to-date that have already been reviewed. Policy 123 (Interscholastic Athletics), Policy 123.1 (Concussion Management) and Policy 123.2 (Sudden Cardiac Arrest) were presented to the committee for recommendation.

Mrs. Corinne Sikora noted that these three policies had been presented to the Board in 2016, and did not require many changes or additions. Language was tightened up to reflect current practices. Mrs. Turner provided a review of the Family ID system, implemented in 2014. Family ID allows for electronic tracking of forms required for participation in district athletics. Families can view and print district policies regarding athletics.

<u>TOPIC</u>	<u>NOTES</u>	<u>FOLLOW UP</u>
<p>123 – Interscholastic Athletics</p>	<p>Under <u>Authority</u>, the line “as determined by the district physician” was struck from the language. Physicals are required to be completed by a student’s personal physician, not a district physician. Mr. Weldon asked if the wording should then be changed to say personal physician. Mrs. Turner explained that the CIPPE form completed by the student prior to participating in any sport certifies that they are free from injury, so language indicating they must see their personal physician is not necessary. Dr. Davidheiser inquired if the sentence should read “as determined by a certified physician”. Mrs. Collopy noted that, in the case of a student participating in more than one sport per year, a parent recertification that the student is without injury is all that is required. Adding the sentence “as determined by a certified physician” would make it seem like another physical was required, not just a parent recertification. Mrs. Sikora noted that under the <u>Guidelines</u> section, specific information was included for students participating in more than one sport. That information includes the direction that parents must complete a recertification form.</p> <p>Mrs. Collopy questioned the term “student accident insurance”. Student accident insurance is offered at the beginning of the school year. Since the intention was to ensure that a student is covered by medical insurance, she felt the language should be “medical insurance” to avoid confusion. Mr. Gamble asked about students that cannot afford medical insurance. Mrs. Collopy noted that a student accident policy</p>	<p><u>Moved to first read – Authority section:</u> language indicating “a district physician will determine a student’s eligibility” was removed. The term “student accident insurance” should be changed to “medical insurance”. The term “electronically” was added to the paragraph regarding signature requirements for two informational worksheets.</p>

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	<p>can be purchased. Mrs. Turner stated that to participate in any sport a student must be signed up on Family ID. Family ID requires proof of a physical. If a student cannot sign up through Family ID because they lack a physical, they contact the Athletic Director. The Athletic Director will then work with the family and the guidance counselors to get the student the insurance they need to participate in sports.</p> <p>New language was added to indicate that a parent will electronically sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Injury Information Sheet, and the Sudden Cardiac Arrest Symptoms and Warning Signs. Signature is now done through Family ID.</p>	
<p>123.1 - Concussion Management</p>	<p>Under <u>Delegation of Responsibility</u>, new language was added to indicate that a parent will electronically sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury information sheet on Family ID.</p> <p>Under <u>Return to Play</u>, wording was changed from “a 5 day return to play” progression policy to a “5 step return to play”. Mrs. Turner noted that 24 hours was not required to move between some steps, there are times when two steps can be completed on the same day. Also, by mandating a 5 day return to play, if the fifth day fell on a Sunday there were parents requesting a trainer come in and certify a student. Mr. Gamble asked where step-by-step protocols for removal from a game were detailed. Mrs. Turner noted that the protocols followed were from ATI, the contractor used to hire the trainers. Those protocols are Administrative Regulations, not policy. Mrs. Turner will supply Mr. Gamble with a copy of those regulations. Mr. Gamble inquired about the process of a district review of ATI protocol. Mr. Kopicki noted that Mrs. Turner works with Dr. Davidheiser and the athletic directors to ensure that the protocols meet PSBA standards. Mrs. Turner stated that partnerships with St. Mary’s and the Bucks County I.U. to provide concussion training ensure that the district is meeting requirements. Mr. Kopicki asked the administrators that were present how they were informed about concussion protocols. Dr. Caughie noted that the school nurse and the athletic director work with building administrators to identify students that need monitoring. Dr. Caughie stated that there has been a conflict in policy regarding a student returning to a full academic load after a concussion. The note provided by a physician sometimes indicates a student may return to their sport but may not maintain their full academic work load. That direction conflicts with policy, which maintains that return to a full academic workload is mandatory before a student can return to the sport. Mr. Weldon noted that a doctor’s note that limited the return to full academic workload would not</p>	<p><u>Move to first read - Delegation of Responsibility:</u> language was added to indicate that a parent will electronically sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury information sheet on Family ID. <u>Return to Play:</u> A “5 day return to play” was changed to a “5 step return to play”.</p>

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	<p>permit a student return to the sport. Dr. Caughie remarked that it is difficult to explain to a parent that policy dictates the student may not return to their sport, even though their physician has indicated that it is safe. Mrs. Collopy noted that a physician’s note that indicated a student could return to play but not to a full academic workload violated PIAA rules. She suggested that was information that could be provided to parents that objected to the limitation.</p> <p>Mrs. Sikora noted that William Tennent and the Bucks County I.U. hosted a concussion forum last year, which was attended by building teams from all secondary schools. Feedback about the forum was excellent, and there will be another forum offered in January. Mrs. Sikora will be presenting a request to the board to allow building teams to attend that session. Dr. Davidheiser stated that the training provided to all coaching staff was an important piece to ensuring that the frontline staff were well prepared for concussion management.</p> <p><u>Penalties:</u> Mr. Gamble asked which coaches were subject to penalty for violations in the provisions of policy. Mrs. Turner indicated that all coaches understand the risk of concussion, and that they are diligent in their responsibilities. The penalty would most likely fall to the head coach.</p>	
<p>123.2 – Sudden Cardiac Arrest</p>	<p>Under <u>Delegation of Responsibility</u>, new language was added to indicate that a parent will electronically sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs information sheet on Family ID.</p> <p>Under <u>Guidelines</u>, the entire paragraph regarding a meeting held prior to the start of the athletic season was struck. The wording intimated that an individual meeting was held to discuss symptoms of cardiac arrest and that was not the case. Athletic directors do meet with students regarding impact testing, and students view slides with information on cardiac arrest. There is an electronic sign off procedure on Family ID, indicating that a student received this information. A paragraph was added indicating the current process to provide the mandated PIAA information and the sign off procedure.</p>	<p>Moved to first read – <u>Delegation of Responsibility:</u> language was added to indicate that a parent will electronically sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs on Family ID. <u>Guidelines:</u> A paragraph was struck and another added as indicated in the NOTES section.</p>

FUTURE MEETING SCHEDULE

The date for the next Policy Committee meeting is October 25, 2017.

ADJOURNMENT

The meeting was adjourned at 8:38 p.m.