



# CORNVILLE REGIONAL CHARTER SCHOOL

FOSTERING RESPONSIBLE, INDEPENDENT, HAPPY, CURIOUS LEARNERS

## Board Committee: Governance

Wednesday, December 9, 2014

Attending: Jean Walker, Stephanie Miller, Travis Works, Ashlee Savage

The committee reviewed the general purpose of the committee:

to assume the primary responsibility for matters pertaining to Board of Directors recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the organization as well as established policies and practices approved by the Board of Directors.

The committee reviewed Justin Belanger's report and recommendations to the board for updating current head injury protocols as follows:

- 1) review and update Protocol with school nurse and physician to reflect CDC Heads Up guidelines, including 30min. observation, and guidelines to be better able to determine if injury is an emergency
  - refer to handout **Concussion Signs and Symptoms Checklist**
- 2) training of all staff on these guidelines with school nurse or physician
  - all staff should receive in-service training by the school nurse
  - Office staff will be First Aid/CPR trained annually
- 3) checklist of signs and symptoms of potential concussion ~~on back of accident/~~ attached to the incident report to be checked off by staff in all head bumps/injuries
  - refer to handout **Concussion Signs and Symptoms Checklist**
- 4) when notifying parents of head bumps/injuries list off what signs and symptoms if any student displays along with signs and symptoms to look for that would indicate the need of further medical attention
- 5) send home CDC Heads Up literature with all students who get a call home or picked up for a head injury
  - send home handout **Concussion Signs and Symptoms Checklist** and **Heads Up Schools: A Fact Sheet for Parents**
- 6) make sure all coaches of Cornville Rec. review concussion policy and have signed copies of parent letter regarding concussion policy on file
  - All Cornville Rec coaches using the school will take the online CDC coaches training class and give a copy of completion to the school
  - All students/parents should complete Policy JIFF-E with other September paperwork and again, at the beginning of every sport
- 7) discuss and set policy on when it is appropriate for staff to escort student to the office
  - Staff will escort for serious injuries
- 8) review current emergency card use and when a determination to send a student home is made
  - Office staff will call phone numbers until contact is made.

**The Governance Committee recommends that the above steps go into effect immediately.**

Respectfully submitted by

Jean Walker