



# Citizens' Policy Committee Minutes

**Wednesday, April 6, 2016**  
**6:00 p.m. – 7:00 p.m.**  
**Administration Building**

Attendees: Kati Driban, Andrew Drago, Jim Ford, Judy Hengst, Julie Henrich, Scott Huber, Michelle Lockett, Becky MacInnes, Hannah Messner, Christine Richie, Ellen Torre, Sarah Richie

Topic	Notes	Follow Up
1. Welcome		
2. Minutes:	Reviewed and approved the minutes from March 2, 2016.	
3. Policies: Where are they now?	<p>On April 12, 2016, the Centennial School District Board of School Directors accepted the policies presented for INITIAL DISTRIBUTION/DISCUSSION: Policy 626. Federal Fiscal Compliance; Policy 626.1. Travel Reimbursement - Federal Programs; Policy 707. Use of School Facilities; Policy 800. Records Management; Policy 801. Public Records; Policy 808. Food Services; Policy 808.1 Free/Reduced Price Meals and Policy 827. Conflict of Interest</p> <p>On April 12, 2016, the Centennial School District Board of School Directors ADOPTED the following Policies: Policy 103. Nondiscrimination in School and Classroom Practices; Policy 103.1 Nondiscrimination – Qualified Students with Disabilities; Policy 104. Nondiscrimination in Employment and Contract Practices; Policy 111. Lesson Plans; Policy 112. Pupil Services; Policy 113. Special Education; Policy 113.2 Behavior Support; Policy 113.3 Screening and Evaluation for Students with Disabilities; Policy 115. Career and Technical Education; Policy 200. Enrollment of Students; Policy 201. Admission of Students; Policy 202. Eligibility of Non-resident Students; Policy 248. Unlawful Harassment (Students) and Policy 348. Unlawful Harassment (Employees)</p>	
4. Policy 111. Lesson Plans and AR:	<ul style="list-style-type: none"> <li>- A question was raised regarding how lesson plans are made available to substitutes. Each building has its own system. Typically there is a folder that is provided to the substitute with the lesson plans and all other pertinent information.</li> <li>- In addition, there is always an emergency lesson plan in the principal's office for unexpected absences.</li> </ul>	This policy was presented to the Board for initial distribution/discussion on April 12, 2016.

<p>5. Policy 112. Pupil Services:</p>	<ul style="list-style-type: none"> <li>- This policy defines what we do and puts it in policy so it is memorialized.</li> <li>- The policy was reviewed by the committee and found to be acceptable as written.</li> </ul>	<p>This policy was presented to the Board for initial distribution/discussion on April 12, 2016.</p>
<p>6. Policy 113. Special Education:</p>	<ul style="list-style-type: none"> <li>- A question was raised to ask if Child Find was new. Ms. Hengst stated that it is not new.</li> <li>- A question was raised to ask if teachers recommend a student for special education. Parents and teachers can express concerns for a student to the child study team. Counselors are included in child study along with psychologists.</li> <li>- A question was raised regarding recording of meetings. Are there safeguards in place to prevent secret recording of meetings? Not really. Everybody is on the honor system. If a parent comes to a meeting and announces that he/she will be recording, permission is requested from everyone who is included in the meeting. If an agreement is reached, the district would also record the meeting.</li> </ul>	<p>This policy was presented to the Board for initial distribution/discussion on April 12, 2016.</p>
<p>7. Policy 113.2 Behavior Support:</p>	<ul style="list-style-type: none"> <li>- The district employs three certified trainers for Crisis Prevention Intervention (CPI). Trainers must be recertified every three years. Employees who are trained for certification of CPI must be retrained every 364 days (half day training session).</li> <li>- The state requires a report every time a student is restrained. Students are restrained when they are a danger to themselves or others.</li> <li>- Mrs. Hengst developed an AR to this policy to address training requirements.</li> <li>- The security guards at the high school received CPI training.</li> </ul>	<p>This policy is ok as written. An AR was created by Ms. Hengst to address training requirements.</p>
<p>8. Policy 113.3. Screening and Evaluation for Students with Disabilities:</p>	<ul style="list-style-type: none"> <li>- This policy was reviewed by the committee and found to be acceptable as written.</li> </ul>	<p>This policy was presented to the Board for initial distribution/discussion on April 12, 2016.</p>
<p>9. Policy 115. Career and Technical Education and ARs:</p>	<ul style="list-style-type: none"> <li>- This policy was reviewed by the committee and found to be acceptable as written.</li> </ul>	<p>This policy was presented to the Board for initial distribution/discussion on April 12, 2016.</p>
<p>10. Policy 200. Enrollment of Students and AR:</p>	<ul style="list-style-type: none"> <li>- Students are permitted to attend school until they reach the graduation requirements or until they turn 21 years of age, whichever comes first.</li> <li>- Students enrolling for Kindergarten must be 5 years old on or before August 31.</li> <li>- A question was raised regarding the implementation of an online registration process. Some of the paperwork can be printed out and completed at home but a face to face meeting with paper seems to</li> </ul>	<p>This policy was presented to the Board for initial distribution/discussion on April 12, 2016.</p>

	be most productive.	
11. 201. Admission of Students:	- This policy was reviewed by the committee and found to be acceptable as written.	This policy was presented to the Board for initial distribution/discussion on April 12, 2016.
12. 202. Eligibility of Nonresident Students:	- This policy was reviewed by the committee and found to be acceptable as written.	This policy was presented to the Board for initial distribution/discussion on April 12, 2016.
13. 707 Use of School Facilities and ARs:	<ul style="list-style-type: none"> <li>- The fee schedule 707-AR-1 was reviewed as it is the only document that changed since the last Citizens Policy Committee meeting.</li> <li>- This AR was reviewed by the Administrative Policy Committee on April 21, 2016.</li> </ul>	This policy was presented to the Board for initial distribution/discussion on May 10, 2016.
11. Adjournment:	Next Meeting Date: Wednesday, May 11, 2016 – 6:00 pm	