



Board Elections, Responsibilities and Governance MINUTES

**Stephanie Smitley, Committee Chair – Stephanie.smitley@aspenacademymn.org
Cindy Spelbring, Cindy.spelbring@aspenacademymn.org**

**Tuesday, November 9th, 2016 at 4:00pm
Mrs. Spelbring's Room**

In Attendance: Stephanie Smitley, Cindy Spelbring, Aleida VanderBrug, Kirsten Tyler

- I. Election Results – There were 29 total ballots cast. Misty Schutrop and Victoria Regehr both received 26 votes each while Diane Sterna and Tina Houglum received 27 votes each. There were 11 more ballots cast than last year. Both years candidates were running unopposed.
- II. Annual review of Policy 413 Harassment and Violence – The committee made some minor changes throughout the policy to change things like superintendent to director, add the word school to “24 hours” making it “24 school hours”, removing the word building since we only have one building and adding Janelle Mellgren as the human rights officer. The committee had some questions in section X. Dissemination of Policy and Training about whether or not the policy is given to all employees or is referenced in the handbooks. Stephanie will check with admin.
- III. Review of Policy 417 Chemical Use and Abuse – The committee needed more clarification on this policy and will review it again.
- IV. Review of Policy 419 Tobacco-free Environment – Only a few small changes were made to this policy. “Secondary school” was removed from section II. B. “Collective bargaining agreement” was removed from section V. D. The policy will be available on the website.
Stephanie will present the updated polices to the board for a first read when the above questions have been answered.

Adjourned: 4:20pm