



PROGRAM SERVICES MINUTES

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Wednesday, March 29th at 4:00pm Mrs. Antonson's Room

In Attendance: Stephanie Smitley, Angie Tuma, Victoria Regehr, Janelle Mellgren, Jennifer Halko, Tina Houglum

- I. Annual Review of Policy 505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees - These policies were just reviewed last year so not a lot of changes were necessary. The only change made here was section III. F. – “September through June” was removed because Aspen will sometimes start school in August so it made more sense to leave it as “each academic year.”
- II. Annual Review of Policy 514 Bullying and Harassment Prohibition - Changes discussed: Section IV. C. - add “or designee” after director in the first paragraph. Ms. Mellgren and Stephanie discussed the human rights officer position. It was changed in another policy to be the director and then the new director will be named and filed with MDE after July 1. Ms. Mellgren asked if the position could say “Licensed Administrator” instead in case the director was unavailable or add “or designee”. Stephanie will ask the other admins what they think. Section V. A.- added “school” to three days to read “three school days.” Section VII. A. - Statement says the school shall discuss the policy with school personnel and volunteers. It was suggested to incorporate that into Volunteer Training for new volunteers and made into a document or power point for volunteers that have already had the training that could be linked to the newsletter. Ms. Mellgren will look into that. Section VII. G.- Policy states that parents and students should be informed about Policy 515 with regard to data privacy and pupil records and that it should be referenced in the student handbook. It will be added into the appropriate section of the handbook along with policy 514. Section VIII. A - removed the word appear and replaced with “be referenced”. Section VIII C – Ms. Mellgren will look into a way to get this policy to independent contractors and those that regularly with students.
- III. Annual Review of Policy 522 Student Sex Nondiscrimination – Changes discussed: Section III. E. The name of the Title IX coordinator, who is the director, needs to be posted. Section VIII. A. – removed “employee unions” and added “on the school’s website” to the end of the sentence.

Stephanie will redline the policies and present them to the board for a first read at the April board meeting.

Adjourned 4:35pm