



PROGRAM SERVICES MINUTES

**Stephanie Smitley, Committee Chair – Stephanie.smitley@aspenacademymn.org
Diane Sterna, Diane.sterna@aspenacademymn.org
Angie Tuma – Angela.tuma@aspenacademymn.org**

**Tuesday, November 30th, 2016 at 4:05pm
Mrs. Tuma's Room**

In Attendance: Stephanie Smitley, Diane Sterna, Angie Tuma, Mike McNulty, Janelle Mellgren, Julie Herman, Jennifer Halko

- I. Review of Policy 210 Conflict of Interest – It was brought to our attention by LeAnn Sanborn, Special Ed Director, that the policy posted on our website did not meet requirements for including employees' conflicts of interest. This policy was actually reviewed last year and was changed to include the necessary information, but was not updated on the website. Mike will send the updated policy to LeAnn to make sure it does comply. No changes were made, except to add Aspen Academy and the date of review. Stephanie will send it to the office for posting once confirmation comes back from LeAnn that this is satisfactory.
- II. Review of Policy 509 Enrollment of Students – The committee made a couple of slight changes to this policy after discussing that it would be in Aspen's best interest to keep it. Section I, first sentence will be deleted. Aspen does not participate in Open Enrollment because we are our own district and can enroll students from anywhere. Section D – the name of the form will be changed to Aspen Enrollment Form. Stephanie will send the redline version to the board for a first read.
- III. Review of Policy 617 Selection of Learning Resources – Thank you to Mrs. Rowan for reviewing this before the committee who stated that no changes needed to be made. She will look into making a "Request for the Re-evaluation of Learning Resources" form. Section IX. Policy 704 should be 802. Section XII. (4) parent will change to person. The committee decided the Learning Resources Committee would be made up of a teacher, Mrs. Tuma for now, the Program Services Chair, Diane Sterna and a parent. It was recommended that the parent be the ACC School Liaison. Brooke Flesner is that person this year. Stephanie will contact the Mrs. Rowan and Brooke to let them know. The committee only meets when a challenge to a learning resource is brought to the committee for review. Stephanie will send the redlined version to the board for a first read.

Adjourned: 4:45pm