



## **PROGRAM SERVICES MINUTES**

**Stephanie Smitley, Committee Chair – [Stephanie.smitley@aspenacademymn.org](mailto:Stephanie.smitley@aspenacademymn.org)  
Angie Tuma – [Angela.tuma@aspenacademymn.org](mailto:Angela.tuma@aspenacademymn.org)**

**Wednesday, December 2<sup>nd</sup>, 2015 at 4:05pm  
Mrs. Tuma's Room**

**In Attendance: Stephanie Smitley, Angie Tuma, Mike McNulty, Janelle Mellgren, Julie Herman, Kiersten Nygaard**

- I. Review Policy 515 – Protection and Privacy of Pupil Records – This policy was up for a normal review. The committee decided to use the MSBA model policy since it was most recently updated in 2013 which was later than the current Aspen policy. Throughout the policy, items like superintendent were changed to director. In other places, principal or director was changed to director, licensed administrator or designee. The responsible authority means director or designated school employee. Other changes include:
  - Section III. N, the committee decided to add “(e) police liaison officer only when performing duties as a police liaison officer.” as suggested in the policy notes.
  - Sections relating to military recruiting were removed.
  - Section VI. B. 3 – need to check if Aspen has a policy on Staff Notification of Violent Behavior by students. It should be added to this section, if it does.
  - Section XIII. C. – a plan for securing student records needs to be promulgated in written and chart form and attached to the policy. The admin team will work on this and have something ready by the 2<sup>nd</sup> read in January.
  - Section XIV. B. – school holidays will be added so they are not counted as part of the 10 days of the date of request.
  - Section XVI. B. – Data practices compliance official means Director Mike McNulty, Principal Julie Herman and Principal Janelle Mellgren. (title and name must be stated in policy)
  - Section XIX. A. – annual notice of this section needs to be given. Could be put on the website in a board area or put in the handbook. B. – this section needs to be translated into Russian also.
  - Section XXI. – policy will be available on the website and/or electronically.

**Adjourned: 5:05pm**