



208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the School Board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the School Board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The School Board has jurisdiction to legislate policy for the school district with the force and effect of law. School Board policy provides the general direction as to what the School Board wishes to accomplish while delegating implementation of policy to the administration.
- B. The School Board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration.
- C. Policies may be proposed by a School Board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the Superintendent/Policy Committee for review prior to possible placement on the School Board agenda.

IV. ADOPTION OF POLICY

- A. The School Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two School Board meetings. The proposals shall be distributed and public comment will be allowed at the First reading.
- B. The final action taken to adopt the proposed policy shall be approved by a

simple majority vote of the School Board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the School Board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy is reaffirmed. The School Board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy, or because of a legal change over which the School Board has no control, the modified policy may be approved at one meeting at the discretion of the School Board.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the Superintendent to implement School Board policies, other than policies that cover how the School Board will operate, and to develop administrative procedures to provide greater specificity and consistency in the process of implementation. These procedures are available to review upon request.
- B. Continued disregard for board policy and administrative regulation may be interpreted as willful neglect of duty and may constitute grounds for dismissal.
- C. School Board Policies are posted online.
- D. It shall be the responsibility of the Superintendent, or employees designated by the Superintendent, to keep the policies updated online.
- E. The School Board shall review policies at least once every three years. The Superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the School Board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests and 806 Crisis Management Policy.
- F. When there is no School Board policy in existence to provide guidance on a matter, the Superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the Superintendent shall advise the School Board of the need for a policy and present a recommended policy to the School Board for approval.

Grammatical and legal updates

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: *MSBA/MASA Model Policy 305 (Policy Implementation)*

POLICY ADOPTED: January 25, 2007

POLICY REVIEWED: February, 2011

POLICY REVISED: March 24, 2011, April 23, 2015, August 17, 2017, January 19, 2023