Adopted: *6/17/2008* *Saint Paul Public Schools Policy* *209.00*
Revised: *6/21/2011; 8/18/2015; 11/18/2025*
Reviewed: *2/23/2023*

209.00 DEVELOPMENT, ADOPTION, IMPLEMENTATION AND MONITORING OF POLICIES

I. POLICY PURPOSE:

The School Board is committed to maintaining a clear, transparent, and consistent process for the development, adoption, revision, and implementation of district policies. This policy is intended to underscore the critical role of the school board in policy development and to establish a framework that supports continuous and consistent policy-making efforts

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 policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action. All policies are subject to regular review to ensure alignment with best practices, legal requirements, and the evolving needs of the District.

DEFINITIONS:

A. **"Substantive Change"** – A substantive change occurs when a policy is modified in a way that meaningfully alters its purpose, scope, or effect. Substantive changes include:
   - Purpose or intent: The overall goal or intent of the policy is revised.
   - Scope of applicability: The group of people, situations, or areas the policy applies to is expanded or reduced.
   - Requirements: The obligations, conditions, or standards individuals or groups must meet are added, removed, or altered.
   - Processes or procedures: The steps, methods, or workflows required under the policy are changed.
   - Rights or protections: The rights, benefits, or safeguards provided by the policy are increased, reduced, or removed.

B. **"Three readings"** - the formal process of placing a proposed policy on the board agenda for three separate meetings before a final vote can be taken. Review by the Committee of the Board can constitute a first reading.

C. **"Policy Work Group"** (PWG) - A workgroup with the role and authority to exercise executive decision-making authority in approving updates, determining if a policy change is considered substantive, and advancing

policies to the Committee of the Board/Regular Meeting of the Board of Education.

D. **"Purpose Statement"** - a concise, high-level description of what the policy is intended to accomplish, and explains the "why" behind the policy, outlining its main objective, scope, and gives context to the policy.

E. **"General Statement of Policy"** - a broad declaration that outlines the core principles and values guiding the policy, expanding on the Purpose Statement by providing a more detailed overview of the policy's intent.

F. **"Definitions"** - provides clear, unambiguous meanings for specific terms used within the document, important for terms that are technical, have a specific legal meaning, or could be easily misunderstood. By explicitly defining these words, the policy creates a shared vocabulary.

G. **"Emergency"** - Emergency is a sudden, unexpected, serious event or unforeseen change in circumstances that requires urgent intervention.

DEVELOPMENT OF POLICY

Proposed policies or ideas shall be submitted to the superintendent or designee, or Board Chair or designee for consideration for placement on the agenda.

ADOPTION OF POLICY

1. The Board shall give notice of a proposed amendment, rescission, or adoption of policy by placing the amendment, rescission, or adoption resolution on the Board agenda for three successive readings.

2. The amendment, rescission, or adoption resolution shall be read at the first reading. Amendments may be offered anytime at the first, second, and third reading. The vote on the amendment, rescission, or adoption shall take place at the third reading.

3. The Superintendent or designee shall establish procedures to inform the public of proposed policies or substantive policy revisions. This procedure shall provide for the broad dissemination of pending policy issues and shall further provide for a system that will allow for and encourage public comment regarding these issues.

4. The proposals shall be distributed and public comment shall be allowed, according to Board guidelines, prior to final school board action.

5. A majority vote of the total membership of the school board shall be required to amend, rescind, or adopt a policy. A policy shall take effect as of the date of its Board action, unless otherwise specified in the text of the resolution or the wording of the motion.

6. In the event of an emergency, a new or amended policy may be adopted by a majority vote of a quorum of the school board at the first or second reading. A statement regarding the emergency and the need for immediate adoption of the policy shall be read and included in the minutes. The emergency policy shall expire within one year of the emergency action. Before the expiration date, the Board may adopt the emergency policy permanently by means of the procedure detailed above.

7. Policy introduction and review at the Committee of the Board meeting may constitute the first reading, and will include a roll call vote to formally advance the policy from the Committee of the Board. The second and third readings shall occur at Regular Meetings of the Board of Education.

8. If, after the third reading, the Board is unsatisfied with the proposed policy, it may, by majority vote, refer the policy back to the Policy Work Group (PWG) for reconsideration. The PWG shall address the Board's concerns and resubmit the policy for a new first reading or, if revisions are non-substantive, advance the policy through the consent agenda process

POLICY REVISIONS WITHOUT THREE READINGS

1. Revisions that are required due to a change in statute, rule, or other governmental mandate may be made through the consent agenda rather than through the three-reading process.

2. A Board director may request to remove such policy revision from the consent agenda and require that it be considered in three successive readings, as prescribed above. No second or vote shall be required to effect the removal of a policy revision from the consent agenda.

3. Minor editorial updates that do not affect the title or substance of the policy (e.g., typographical or formatting corrections) are exempt from the three-reading process and will be submitted to the Committee of the Board and Regular Meeting of the Board of Education for approval via the consent agenda.

4. An addition of a Purpose Statement, General Statement of Policy, or Definitions that does not alter the scope or intent of the policy is not subject to the three-reading process.

5. The Policy Work Group is authorized to approve updates or advance policies to the Committee of the Board or to the Regular Meeting of the Board of Education for adoption.

IMPLEMENTATION OF POLICY

1. The superintendent shall implement Board policies and develop administrative procedures, guidelines, and directives to provide greater specificity and consistency in the process of implementation. These

procedures, guidelines, and directives, including employee and student handbooks, shall be subject to periodic review by the Board.

2. Each Board member shall have access to the policy manual and a copy shall be placed in the office of each school. Manuals shall be available in the central office and online and made available for reference purposes to other interested persons.

3. It shall be the responsibility of the Superintendent, employees designated by the Superintendent, and individual Board members to keep policy manuals current.

REVIEW OF EXISTING POLICIES

1. Policies must be reviewed on a periodic basis. The objective of the review is to determine whether the policy is still consistent with:
   - Best practice
   - The strategic direction of the District and
   - Changes in local, state or federal policy and legislation; and
   - Whether the policy meets the needs of students, families and staff.

2. The review cycle may vary depending on the policy type and its scope, but three (3) years would be typical and there must be no more than five (5) years between policy reviews.

LEGAL REFERENCES:

Minn. Stat. § 123B.02, subd. 1
Minn. Stat. § 123B.09, subds. 1 & 7

CROSS REFERENCES: