



Minneota Public School District

Policy 208

Adopted: March 2010

Revised: July 2026

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES AND PROCEDURES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy- and procedure-making role of the school board and provide the means for it 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 policies and procedures shall be maintained and modified as needed. Policies and procedures 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 and procedure with the force and effect of law for the school district. School district policy and procedure provide the school board's general direction for the school district while delegating implementation of policy and procedure to the administration.
- B. The school district's policies and procedures provide guidelines and goals to the school community. The policies and procedures are the basis for guidelines and directives by the administration. The school board shall determine the effectiveness of policies and procedures by evaluating periodic reports from the administration.
- C. Policies or procedures may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies, procedures, or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY AND PROCEDURE

- A. The school board shall give notice of proposed policy or procedure changes or adoption of new policies and procedures by placing the item on the agenda of one school board meeting. The proposals shall be distributed, and public comment will be allowed at that meeting prior to final school board action.
- B. The final action taken to adopt the proposed policy or procedure shall be approved by a simple majority vote of the school board at a subsequent meeting after the meeting at which public

input was received. The policy or procedure will be effective on the later of the date of passage or the date stated in the motion.

- C. In an emergency, a new or modified policy or procedure may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy or procedure shall be included in the minutes. The policy or procedure adopted in an emergency shall expire within one year following the emergency action unless the policy or procedure adoption procedure stated above is followed and the policy or procedure is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy or procedure is revised with minor, technical changes that do not affect the substance of the policy or procedure, the school board directs school district staff to incorporate the technical revisions in the relevant policy or procedure. If a policy or procedure is revised because of a legal change over which the school board has no control, the modified policy or procedure may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies and procedures, other than the policies and procedures that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies and procedures. A copy of the school district policies and procedures shall be placed in the office of each school attendance center and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy and procedure current.
- D. The school board shall review policies and procedures 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 and procedures annually. In addition, the school board shall review the following policies annually 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy or procedure exists 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 or procedure and present a recommended policy or procedure to the school board for approval.

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)