



Adopted: MSBA/MASA Model Policy 208

Revised: 2022 (Orig. 1995)

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the service cooperative employees, member districts, and public that the service cooperative 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 BrightWorks Board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The BrightWorks Board has jurisdiction to legislate policy with the force and effect of law for the service cooperative. Service Cooperative policy provides the board's general direction for the service cooperative while delegating policy implementation to the administration.
- B. The service cooperatives policies provide guidelines and goals to the service cooperative stakeholders. The policies are the basis for guidelines and directives created by the administration. The board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a BrightWorks Board member, employee, student, or resident of the BrightWorks member school district. Proposed policies or ideas shall be submitted to the Executive Director for review prior to possible placement on the board agenda.



IV. ADOPTION AND REVIEW OF POLICY

- A. The BrightWorks Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two board meetings. The proposals shall be distributed, and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the BrightWorks Board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage, or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The board shall have discretion to determine what constitutes an emergency.
- 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 board has no control, the modified policy may be approved at one meeting at the discretion of the board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The Executive Director shall be responsible for implementing BrightWorks Board policies, other than the policies that cover how the board will operate. The Executive Director shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee handbooks, shall be subject to review by the board.
- B. Each board member shall have access to BrightWorks policies. A copy of the policies shall be placed on the BrightWorks website.
- C. The Executive Director and the Executive Director's designee and individual board members shall be responsible for keeping the policy current.
- D. The board shall review policies at least once every three years. The Executive



Director shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the board shall review the following policies annually: 722 Public Data Requests.

- E. When no board policy exists to provide guidance on a matter, the executive director is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the service cooperative. Under such circumstances, the executive director shall advise the board of the need for a policy and present a recommended policy to the 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)