

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 Board of Education and establish a process for on-going development and review of policies.

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 Board of Education and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The Board of Education has jurisdiction to legislate policy for the school district with the force and effect of law. Board of Education policy provides the general direction as to what the Board of Education wishes to accomplish while delegating implementation of policy to the administration.
- B. The Board of Education'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. The Board of Education shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a Board of Education member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the Board of Education agenda.

IV. ADOPTION OF POLICY

- A. The Board of Education shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two Board of Education meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final Board of Education action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the Board of Education 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 Board of Education. 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 adoption procedure stated above is followed and the policy is reaffirmed. The Board of Education 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 Board of Education has no control, the modified policy may be approved at one meeting at the discretion of the Board of Education.

V. IMPLEMENTATION OF POLICY

A. The superintendent shall be responsible for implementing Board of Education policies, except the policies that cover how the Board of Education operates (Policy 200 Series). The superintendent shall develop administrative procedures to implement such policies.

B. Each Board of Education member shall have access to this policy manual, and all policies will be posted on the District website and accessible to the public at the District Office.

C. The superintendent, employees designated by the superintendent, and individual Board of Education members shall be responsible for keeping the policy manuals current.

D. The Board of Education shall review policies periodically based on administrative recommendations and as necessary to ensure compliance with adopted policies. The superintendent shall be responsible for developing a system for periodic review.

E. When no Board of Education policy 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 Board of Education of the need for a policy and present a recommended policy to the Board of Education for approval.

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