

Policy #: <b>208</b>
Title: <b>DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES</b>
Date of Initial Approval: 04-08-2003
Revision/Re-authorization Dates: 03-08-2012; 11-21-2013; 06-12-2018
Reviewers: MSA Superintendent; MSA Human Resources Office

**I. PURPOSE**

The purpose of this policy is to establish a clear process for review and revision of Minnesota State Academies (MSA) policies and ensure that it is an ongoing effort to maintain current policies that supports the mission and vision of MSA.

**II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure that MSA adheres to its mission and vision statements, 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 MSA board and should be in a form which is sufficiently explicit to guide administrative action.

**III. DEVELOPMENT OF POLICY**

- A. The MSA board has jurisdiction to legislate policy for the Academies with the force and effect of law. MSA board policy provides a structure for achieving the mission/vision of the Academies while delegating implementation of policy to the administration.
  
- B. The MSA board’s written policies also provide guidance to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The MSA board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
  
- C. Policies or changes to existing policies may be proposed by any board member, employee, site council member, or student at MSA. Proposed policies or ideas shall be submitted to the Superintendent for review prior to referral to the MSA Board’s Policy Committee.

**IV. ADOPTION OF POLICY**

- A. Review and revision of existing policies, or development of new policies, begin with initial notice and discussion during the MSA Board’s Policy Committee meetings. After the policy committee develops a draft for consideration, the draft is sent to each campus’ site councils for their review and input. At the same time, the policy is added to the next MSA board agenda for the first reading of the policy. When each campus’ site council has shared feedback, the policy committee reviews the feedback and makes any necessary revisions.
  
- B. During the first reading of the policy, the board members have the opportunity to share their input about the policy and recommend changes if appropriate. The public also has the opportunity to present their input to the board during the public comment portion of the meeting. If there are changes to be made, the policy committee

reviews those recommendations and incorporates changes into the final draft. The final draft is then assigned to the next MSA board meeting as an action item for approval. At that meeting, the MSA board votes to approve or disapprove the policy. The public also has a second chance to share their input about the policy during the public comment portion of this meeting.

- C. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the MSA board after the policy committee has submitted the final draft (second reading). The policy becomes effective on the date of the meeting, or on a later date if explicitly stated in the motion.
- D. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the MSA 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 adoption procedure stated above is followed and the policy is reaffirmed. The board shall have discretion to determine what constitutes an emergency situation.
- E. If a policy is modified because of a legal change over which the MSA board has no control, the modified policy may be approved at one meeting at the discretion of the board.
- F. If a policy needs re-authorization and does not involve any changes, the policy committee may refer the policy directly to the MSA board and have it approved at one meeting.

## **V. IMPLEMENTATION OF POLICY**

- A. It shall be the responsibility of the MSA superintendent to implement board policies, and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation, including procedures and forms used by MSA employees.
- B. A master copy of the board policy manual shall be placed in the MSA superintendent's office. An accessible electronic copy of the board policy manual shall be posted on the MSA website for ease of access to board members, employees, family members, and students, as well as members of the public. The superintendent's office will make accessible copies of policies in a variety of formats (i.e. Braille) upon request.
- C. It shall be the responsibility of the MSA Superintendent and employees designated by the superintendent to keep the policy manual current.

- D. Each policy in the MSA policy manual shall be reviewed at least once every three years. Some policies must be reviewed annually and shall be reauthorized every June during the final board meeting of the academic year. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually.
  
- E. When there is no MSA 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 Academies. Under such circumstances, the superintendent shall advise the MSA board of the need for a policy and present a recommended policy to the MSA board policy committee for consideration.

**Legal References:**

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