

**209.00 DEVELOPMENT, ADOPTION, IMPLEMENTATION AND MONITORING OF POLICIES**

**DEVELOPMENT OF POLICY**

Proposed policies or ideas shall be submitted to the superintendent or Board Chair for consideration for placement on the agenda. The superintendent shall prepare the text for the first reading.

**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 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 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.

**POLICY REVISIONS WITHOUT THREE READINGS**

1. Revisions that are required owing 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 (purpose, scope, policy statement) do not need to go through the formal approvals process. These include correction of typographical errors or changes to:
  - stakeholders
  - policy owner
  - contact person

#### **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:**