

*Adopted: 3/23/98*

*Revised:*

## **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 Cooperative board and provide the means for it to continue to be an ongoing effort.

### **II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the Cooperative community that the Cooperative 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 Cooperative board and should be in a form which is sufficiently explicit to guide administrative action.

### **III. DEVELOPMENT OF POLICY**

- A. The Cooperative board has jurisdiction to legislate policy for the Cooperative district with the force and effect of law. Cooperative board policy provides the general direction as to what the Cooperative board wishes to accomplish while delegating implementation of policy to the administration.
- B. The Cooperative board's written policies provide guidelines and goals to the Cooperative community. The policies shall be the basis for the formulation of regulations by the administration. The Cooperative board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a Cooperative board member, employee, student or member of the Cooperative district. Proposed policies or ideas shall be submitted to the director for review prior to possible placement on the Cooperative board agenda.

### **IV. ADOPTION OF POLICY**

- A. The Cooperative board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two Cooperative board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final Cooperative board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the Cooperative board 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 Cooperative 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 Cooperative board shall have discretion to determine what constitutes an emergency situation.

- D. If a policy is modified because of a legal change over which the Cooperative board has no control, the modified policy may be approved at one meeting at the discretion of the Cooperative board.

## V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the director to implement Cooperative board policies, and to 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 Cooperative board.
- B. Each Cooperative board member shall have a copy of the policy manual, and a copy shall be placed in the office of each Cooperative attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. It shall be the responsibility of the director, employees designated by the director, and individual Cooperative board members to keep the policy manuals current.
- D. The Cooperative board shall review policies at least once every three years. The director shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually.
- E. When there is no Cooperative board policy in existence to provide guidance on a matter, the director is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the Cooperative district. Under such circumstances, the director shall advise the Cooperative board of the need for a policy and present a recommended policy to the Cooperative board for approval.

*Legal References:* Minn. Stat. § 123.33, Subd. 1 (School Boards Powers)  
Minn. Stat. § 123.35, Subd. 1 (School District Powers)