

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 be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF POLICY

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

IV. ADOPTION AND REVIEW 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.
- B. The final action taken to adopt the proposed policy shall be approved by a simple

majority vote of the cooperative 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 cooperative 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 cooperative 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 cooperative board has no control, the modified policy may be approved at one meeting at the discretion of the cooperative board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The director shall be responsible for implementing cooperative board policies, other than the policies that cover how the cooperative board will operate. The director shall 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. The cooperative policies will be available on the cooperative website for staff, board members, and other interested persons.
- C. The director, employees designated by the director, and individual cooperative board members shall be responsible for keeping the policy 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. In addition, the cooperative board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; ; and 806 Crisis Management Policy.
- E. When no cooperative board policy exists to provide guidance on a matter, the director is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the cooperative. 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. § 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)