

Policy 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 Northfield School District Board of Education 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 school 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 school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

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

IV. ADOPTION AND REVIEW OF POLICY

- A. The board shall give notice of proposed policy changes or the adoption of new policies by placing the item on the agenda of two school board meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board. 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 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 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 board has no control, the modified policy may be approved at one meeting at the discretion of the board in the consent agenda.

- E. If the policy is modified with a minor change that does not affect the substance of the policy, the board's policy committee can make these changes without approval of the board. The policy will include notation as "reviewed" and include the date.
- F. The district retains policies in accordance with the School District General Records Retention Schedule.

V. IMPLEMENTATION AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing board policies, other than the policies that cover how the board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation.
- B. Each board member shall have online access to district policies. Policies are available online and printed copies are available by request from the superintendent's office for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping policies current.
- D. The board shall review policies at least once every five years. The superintendent shall be responsible for developing a system of periodic review. In addition, the board shall review the following policies annually: 506 Student Discipline, 722 Public Data Requests, and 806 Crisis Management Policy.
- E. When no board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the district. Under such circumstances, the superintendent shall advise the board of the need for a policy and present a recommended policy to the policy committee for consideration. Upon approval by the policy committee the recommended policy will go to the board for approval.

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Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

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)