

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 Minnesota Transitions Charter School (MTCS) board of directors and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF POLICY

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

IV. ADOPTION OF POLICY

- A. The MTCS Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two 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 MTCS Board at a subsequent meeting after the 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 MTCS school 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 MTCS board shall have discretion to determine what constitutes an emergency situation.
- 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 MTCS board has no control, the modified policy may be approved at one meeting at the discretion of the MTCS board.

V. IMPLEMENTATION OF POLICY

- A. The Superintendent shall be responsible for implementing MTCS Board policies, other than the policies that cover how the MTCS board will operate. The Superintendent 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 MTCS board.
- B. Each MTCS board member shall have access to MTCS school policies. A copy of MTCS policies shall be placed in the office of each school and in the charter school district office and shall be available for reference purposes to other interested persons.
- C. The Superintendent, employees designated by the Superintendent, and individual MTCS board members shall be responsible for keeping the policy current.
- D. The MTCS Board shall review policies at least once every three years. The Superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. 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 MTCS 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 MTCS. Under such circumstances, the Superintendent shall advise the MTCS board of the need for a policy and present a recommended policy to the MTCS board for approval.

Legal References: Minn. Stat. § 124E.03 (Applicable Law)
Minn. Stat. § 124E.07 (Board of Directors)

Cross References: MMSBA/MASA Model Policy 305 (Policy Implementation)