Adopted: 3-1-2005

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MSBA/MASA Model Policy 208 Charter
Orig. 1995 (as ISD Policy)
Orig. 2022 (as Charter 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 charter school 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 that the charter school community understands that the charter school 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 charter school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

A. The charter school board has jurisdiction to legislate policy with the force and effect of law for the charter school. Charter school policy provides the charter school board's general direction while delegating policy implementation to the administration.

B. The charter school's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The charter school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.

C. Policies may be proposed by a charter school board member, employee, parent, student, or charter school community member. Proposed policies or ideas shall be submitted to the executive director for review prior to possible placement on the charter school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

A. The charter school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two charter school 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 charter school 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 charter 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 charter school 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 charter school board has no control, the modified policy may be approved at one meeting at the discretion of the charter school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

A. The executive director shall be responsible for implementing charter school board policies, other than the policies that cover how the charter school board will operate. The executive 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 charter school board.

B. Each charter school board member shall have access to charter school policies. A copy of the charter school policies shall be placed in the office of each school attendance center and in the central charter school office and shall be available for reference purposes to other interested persons.

C. The executive director, employees designated by the executive director, and individual charter school board members shall be responsible for keeping the policy current.

D. The charter school board shall review policies at least once every three years. The executive director shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the charter school board shall review the following policies annually: 506 Student Discipline;722 Public Data Requests; and 806 Crisis Management Policy.

E. When no charter school board policy exists to provide guidance on a matter, the executive director is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the charter school. Under such circumstances, the executive director shall advise the charter school board of the need for a policy and present a recommended policy to the charter school board for approval.

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

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