



Adopted: August 21, 1996

EMID 6067 Board Policy 208

Revised: February 18, 2004, December, 2009; October, 2014; December 16, 2015; October, 19, 2016

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 Board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to assure the collaborative districts that EMID 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 Board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The Board has jurisdiction to legislate policy for EMID with the force and effect of law. Board policy provides the general direction as to what the Board wishes to accomplish while delegating implementation of policy to the administration.
- B. The Board's written policies provide guidelines and goals to the district. The policies shall be the basis for the formulation of guidelines for and directives to 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, or EMID Member District. Proposed policies or ideas shall be submitted to the Executive Director for review with the Policy Committee prior to possible placement on the Board agenda.

IV. ADOPTION OF POLICY

- A. The 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 prior to final Board action.



- B. Final action to adopt the proposed policy shall be approved by a simple majority vote of the Board. The policy will be effective on 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 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 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 Board has no control, the modified policy may be approved at one meeting at the discretion of the Board.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the Executive Director to implement Board policies, other than the policies that cover how the 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 handbooks, may be subject to annual review and approval by the Board.
- B. An electronic version of the Board policy manual is available on the EMID website. Board members may request a copy of the policy manual. Manuals shall be available in the EMID administrative office and made available for reference purposes to other interested persons.
- C. The 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 school board shall review the following policies annually: 410 Family Medical Leave; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy
- D. When there is no Board policy in existence to provide guidance on a matter, the Executive Director is authorized to act appropriately under the circumstances



keeping in mind the educational philosophy and financial condition of the district. Under such circumstances, the Executive Director shall advise the Board of the need for a policy and present a recommended policy to the Board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School Boards Powers)
Minn. Stat. § 123B.09, Subd. 1 (School District Powers)

Cross Reference: EMID Policy 305 (Policy Implementation)