

## MATH AND SCIENCE ACADEMY

*Adopted: February 27, 2023*

### **208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

*[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]*

#### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the Math and Science Academy 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 Math and Science Academy community that Math and Science Academy 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 Math and Science Academy board and should be in a form that is sufficiently explicit to guide administrative action.

#### **III. DEVELOPMENT OF POLICY**

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

#### **IV. ADOPTION AND REVIEW OF POLICY**

- A. The Math and Science Academy school board shall give notice of 208-1 proposed policy changes or adoption of new policies by placing the item on the

agenda of two Math and Science Academy 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 Math and Science Academy 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 Math and Science Academy 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 Math and Science Academy 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 Math and Science Academy school board has no control, the modified policy may be approved at one meeting at the discretion of the Math and Science Academy school board.

## **V. IMPLEMENTATION OF AND ACCESS TO POLICY**

- A. The executive director shall be responsible for implementing Math and Science Academy school board policies, other than the policies that cover how the Math and Science Academy 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 Math and Science Academy school board.
- B. Each Math and Science Academy school board member shall have access to Math and Science Academy school policies. A copy of the Math and Science Academy school policies shall be placed in the office of each school attendance center and in the central Math and Science Academy 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 Math and Science Academy school board members shall be responsible for keeping the policy current.
- D. The Math and Science Academy 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 Math and Science Academy school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.

E. When no Math and Science Academy 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 Math and Science Academy. Under such circumstances, the executive director shall advise the Math and Science Academy school board of the need for a policy and present a recommended policy to the Math and Science Academy 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)