



*Adopted: 5/15/2024*

*Rev.*

## **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 Midway Star Academy Board of Directors and provide the means for it to continue to be an ongoing effort.

### **II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the Midway Star Academy community that Midway Star 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 Board of Directors and should be in a form that is sufficiently explicit to guide administrative action.

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

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

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

- A. The policy working group shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of one Board of Directors



workshop and one Board of Directors meeting. The proposals shall be posted on the Board's website and public comment will be allowed prior to final Board action.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the Board of Directors at a meeting after 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 Board of Directors 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 of Directors 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 Board of Directors has no control, the modified policy may be approved at one meeting at the discretion of the Board.

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

- A. the Executive Director shall be responsible for implementing Board policies, other than the policies that cover how the Board of Directors 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 Board of Directors.
- B. Each Board member shall have access to Midway Star Academy policies. A copy of Midway Star Academy's policies shall be posted on the Board's website and shall be available for reference purposes to other interested persons.
- C. The Executive Director, policy working group, employees designated by the Executive Director, and individual Board members shall be responsible for keeping the policy current.
- D. The policy working group shall review policies at least once every three years. The policy working group shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the Board of Directors shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.



- E. When no Board of Directors 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 Midway Star Academy. Under such circumstances, the Executive Director shall advise the Board of Directors of the need for a policy and present a recommended policy to the Board for approval.

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