

LIONSGATE ACADEMY

209 DEVELOPMENT, ADOPTION AND IMPLEMENTATION OF POLICIES

Original Adoption Date: 2/19/2008

Revision Date(s): 3/18/2014, 6/6/2023

Review Date(s): 3/2014, 3/1/2017, 3/2020

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the Board of Directors and provide the means for it to continue to be an on-going effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that Lionsgate Academy 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.

III. DEVELOPMENT OF POLICY

- A. The Board of Directors has jurisdiction to legislate policy for Lionsgate Academy with the force and effect of law. Board policy provides the general direction as to what the Board of Directors wishes to accomplish while delegating implementation of policy to the administration.
- B. Policies shall be guiding principles rather than detailed instructions. They shall reflect policy rather than administrative procedure, which is the responsibility of the executive director and administrative staff.
- C. Policies may be proposed by a board member, employee, student, or parent/guardian of a currently enrolled student of Lionsgate Academy. Proposed policies and ideas shall be submitted to the administrative team and governance committee for consideration and review prior to policy development.

IV. ADOPTION OF POLICY

- A. The Board of Directors shall take action on most policy matters upon the basis of recommendation presented to the board by the governance committee or executive director.
- B. Recommended policies will be placed on the consent agenda to be reviewed by all board members prior to the regularly scheduled meeting. Any policy may be removed from the consent agenda for further board discussion as requested by any board member.
- C. Any policy may be adopted or modified at a regular meeting of the board by a majority vote of a quorum.
- D. Policies shall become effective on the day following the board vote approving the policy or the date stated in the resolution approving the policy.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the executive director to implement policies and to

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, may be subject to annual review and approval by the Board of Directors.

- B. Each board member shall have access to all policies via the website and the policies will be available in digital format for any member of the public to review.
- C. It shall be the responsibility of the executive director, employees designated by the executive director, and individual board members to ensure that published policies are up to date. The administrative team, governance committee and Board of Directors shall review policies at least once every three years.
- 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 Lionsgate Academy. Under such circumstances, the executive director shall advise the administrative team, governance committee and Board of Directors of the need for a policy and present a recommended policy for review.

LEGAL REFERENCES:

MN Stat 124E.07