

Procedure #1000
Category: School District
Title: GENERAL ADMINISTRATION AND PROCEDURES
Category: School District
Date of Initial Approval: 02-10-1995
Revision/Reauthorization Dates: 03-15-2012; 02-13-2020
Reviewers: MSA Superintendent; MSA Department Heads

I. PURPOSE

This procedure is to establish a method for development and recording of procedures at the Minnesota State Academies (MSA) so that all employees can access and implement procedures for different departments/areas on the MSA campus.

II. NEED

Current written and posted procedures are necessary so that common understanding and execution are pursued as well as to ensure purpose, equity, efficiency, and consistency of our programs at MSA.

III. USE

- A. Procedures are intended for use on subjects which have long-term application and implementation across different departments/campuses at MSA.
- B. Intra-departmental matters/processes will be determined by the director/supervisor of each respective department, as long as the actions comply with existing laws, MSA policies/procedures, and other guidelines/regulations established by MSA and/or MMB.
- C. Department Heads are responsible for the development of procedures to be included in the MSA Policy and Procedures Manual. MSA Board Members are responsible for board-related procedures (Category 2000).
- D. Procedures are designed to add clarity and specific action steps to improve implementation of MSA policies and/or departmental activities.

IV. AUTHORITY

- A. The Board of the Minnesota State Academies designates responsibility for the proper management of each campus to the Superintendent.
- B. Procedures that have been reviewed and approved by department heads (except for MSA Board procedures) are the only authorized vehicle for established procedures. MSA Board procedures are reviewed and approved

by the MSA Board.

- C. The Superintendent in turn will delegate areas of responsibility and authority to other directors/supervisors as appropriate.
- D. Procedures that are reviewed, approved, and published are effective immediately following publication and carries the authority of an order and all employees are bound by its provisions.

V. FORMAT, NUMBERING AND TITLES

A. Format:

- 1. The headings/format of all procedures will follow the headings/format of this procedure and will differ from another only in the category, title, number, date of publication, and reviewers. Each procedure will be labeled as appropriate to the subject matter.
- 2. Headings and numbers for paragraphs and sub-paragraphs will follow the established format as seen in all MSA policies and procedures.
- 3. All procedures will explain the purpose in sufficient detail to be clear, yet brief enough to make reading easy. All procedures should be written in plain language and include sufficient detail to ensure that the content is understood.

B. Numbering and Titles:

- 1. Specific numbers will be assigned to procedures as published. Numbers will be determined by the procedure category and be grouped with similar procedures.
- 2. A list of categories by number and the subject area are listed below and are aligned with the categories utilized by MSA policies.
 - **1000 SCHOOL DISTRICT**
(This area covers agency-wide procedures)
 - **2000 MINNESOTA STATE ACADEMIES BOARD**
(This area covers procedures utilized by the MSA Board, committees, and site councils)
 - **3000 ADMINISTRATION**
(This area covers administrative procedures that apply to both campuses and/or to both students/employees.)
 - **4000 PERSONNEL**
(This area covers procedures that apply to employees.)
 - **5000 STUDENTS**
(This area covers procedures that apply to students.)
 - **6000 ACADEMY PROGRAMS**
(This area applies to specific programs within MSA.)

- **7000 NON-INSTRUCTIONAL OPERATIONS**
(This area covers procedures that apply to departments outside of the instructional area – i.e. Business Office, Physical Plant, Health Services, Food Services, etc.)
- **8000 BUILDINGS AND SITES**
(This area covers procedures that apply to the operation and use of buildings, facilities, and other areas of MSA campuses.)
- **9000 SCHOOL & COMMUNITY RELATIONS**
(This area covers procedures that apply to activities and programs that support relations with external stakeholders)

VI. INITIATION OF NEW OR REVISED PROCEDURES

Department heads should initiate procedures when clarity or consistency is required in their areas of responsibility, especially when multiple departments or employees are involved. Furthermore, while procedures are intended to be “semi-permanent” in nature, conditions at MSA may change which cause existing procedures to be either non-effective or obsolete. Due to this need for flexibility, procedures can be changed or at times removed from the manual. Department heads can add items to the department heads meeting to discuss the need for new or revised procedures and submit a draft for consideration.

VII. PROCESS

- A. Proposed procedures should be submitted to the superintendent for review and feedback prior to sharing with all department heads.
- B. The draft will be shared via shared documents with all department heads at least one week in advance of department heads meetings. Department heads are responsible for reviewing the documents, adding comments, and/or gathering information to be utilized in the discussion of procedures.
- C. The draft will be discussed during the department heads meeting to refine and finalize a draft to be shared with all employees as well as each campus’ site council. Employees shall be given a period of time to review and submit comments to the superintendent before procedures are finalized.
- D. If only minor changes are noted, the superintendent will make those revisions and publish the procedure for implementation. If major content changes are noted, the draft will return to the department heads for additional review and revision.
- E. All procedures must be published in accessible formats so that everyone can access the procedures fully.

VIII. EFFECTIVE DATE

Procedures become effective when the superintendent publishes the procedure on the MSA website and shares it with the MSA community.

IX. DISTRIBUTION

Copies of each procedure will be posted on the MSA website to allow dissemination of information on both campuses. Extra copies of procedures will be on file in the office of the superintendent and can be obtained by requesting one from the superintendent's executive aide. Alternate formats (large print, braille) are available upon request.

X. REVIEW

Each existing procedure must be reviewed at least once every three years, following a schedule established by the superintendent. Procedures may be assigned to a specific department director/supervisor for review to ensure that the procedure is current and effective.

- A. After review, the responsible director/supervisor shall summarize the results of their review at the department heads meeting and propose reauthorization or discuss the need to address areas of concern. If areas of concern are noted, the superintendent shall share the suggested changes with all MSA employees and request feedback. The notice will include the procedure number, title, proposed changes, and a deadline for suggestions. The review process will follow the same process listed above for new/revised procedures if any changes are necessary.
- B. Upon revision and final approval of the department heads, the revised procedure will be published and shared with the MSA community.