



# Newsletter

## April 2022

### Model Policy Forms Updates

MSBA has undertaken a deep review and revision of the model policies. Following these policy updates, MSBA has reviewed each model policy form. A number of the forms have been updated. These updates are not substantive and are not intended to revise the policies with which they are related.

School districts may choose how they prefer to handle form updates. Administrators may opt to review the changes and report to the board on updates that the administration believe should be brought to the board’s attention. The board may choose to have a policy review committee review the updates.

While the forms are not themselves policy, a school board may handle them pursuant to MSBA Model Policy 208 in terms of adoption. A school board could choose to adopt the updates in a single meeting as stated in Policy 208:

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 school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

Because the updates align the MSBA forms with state law and forms, MSBA encourages school districts to **replace** their existing forms with these updates---rather than attempt to revise their current forms.

We found that redlined versions of the forms became confusing, especially because we used this opportunity to clean up formatting problems with some of the forms. For this reason, a redlined version has not been included. If you prefer a redlined version, please contact Terry Morrow at MSBA.

Please contact MSBA if you seek assistance or have questions regarding the form updates.

### Form Updates

MSBA recommends that school districts consider the following form updates:

Model Policy Number	Model Policy Title	Notes
404	Employment Background Checks	Aligns with updated state form
406	Public and Private Personnel Data	Aligns with updated state form
414	Mandated Reporting Child Neglect	Updated MDE form
416	Drug and Alcohol Testing	Formatting Correction
614	School District Testing Plan	<b>Deleted</b> form
806	Crisis Management Plan	Updated URLs on pages 1 and 2

## No Changes to the Following Forms

Model Policy Number
413
416
418
506
515
520
521
524
527
535
709
722
801

### Instructions to access the Policy Manual online

1. Please visit [www.mnmsba.org](http://www.mnmsba.org).
2. Go to the Resources tab and select Policies
3. Log into the Members area (access is limited to Policy Services subscribers)

### Access the MSBA/MASA Policy Reference Manual

Within the Policy Reference Manual, you may access, download, and search all of the policies. To download the entire Policy Reference Manual at once, click on the link labeled "Download the Entire Manual" and follow the dialog boxes that appear.

If you would prefer to receive the updated forms on paper, please contact the MSBA office. Additional charges apply. These items are available to Policy Services subscribers only.

If you have questions about Policy Services, how to navigate the online Policy Reference Manual, or the content of the model policies and the forms, please contact Terry Morrow at (507) 934-8126 or (800) 324-4459 or by email at [tmorrow@mnmsba.org](mailto:tmorrow@mnmsba.org)

