

Part 1: Definitions

Policy monitoring is the continuous, systematic tracking of policy implementation and outcomes to ensure compliance and effectiveness. **Policy review** is the periodic, formal evaluation and updating of policies to ensure they remain relevant and effective. Together, they ensure accountability, performance, and operational alignment with goals.

Policy Monitoring

- Purpose: To track the board's implementation of policies, identify gaps, and ensure compliance with established guidelines.
- Key Activities: The board will document observations and data relevant to the policy, analyze indicators of success, and generate monitoring reports. This process will identify areas that may need improvement to align with the board's previously established policies.
- Outcome: Policy monitoring offers feedback for ongoing adjustments to board actions to improve performance and alignment with priorities as set in policies.

Policy Review (Periodic Evaluation)

- Purpose: To systematically evaluate, update, or revise the established policies to reflect the board's current values, priorities, and organizational needs.
- Key Activities: Assessing policy effectiveness, identifying outdated procedures, and revising documents to eliminate ambiguity, risks, or outdated priorities.
- Outcome: Ensures that policies remain accurate, relevant, and effective for achieving the board's long-term goals.

Key Differences and Relationship

- Focus: Monitoring focuses on *implementation* and *impact*, it ensures that the board is following its policies as written. Review focuses on the *design* and

overall continued relevance of the policy; It assesses the content and wording of the policies to determine if the policy is adequate and aligned or needs changes.

- Connection: Policy monitoring data provides the evidence base for the formal policy review process.

Part 2: Policy Monitoring Recommendations

The Majority of our policies are monitored for compliance *annually*. This is consistent across our policies as currently written and in recommendations by CASB. The method of monitoring is designated as “board self-assessment”. This means that each board member would evaluate how the board as a whole is complying with its written policies via the assessment.

The sub-committee recommends:

- Each board member completes a self-assessment annually, for the board retreat in June, that contains questions to monitor ALL of our policies. By designing questions that address the main points of all policies, we can accomplish annual monitoring without each member re-reading each full policy.
- Ideally, the annual self-assessment would be completed by each board member as homework prior to the board retreat. This would allow us to have results at the retreat to identify and discuss any areas of concern. The compiled results from the self-assessments would become the monitoring report for the evaluated period.
- A second shorter self-assessment will be completed quarterly by each board member that will cover policies with more frequent monitoring (BSR-2, GP-2, GP-5, GP-10, and GP-10E). It will also contain questions pertaining to general board behavior, to help uphold our standards of professional behavior.
- Since all of the policies are evaluated in the annual self assessment, completion of the quarterly self-assessment 3 times throughout the school year would

achieve quarterly (4 times/year) monitoring for these policies. We suggest September, December, and March.

- Two draft self-assessments, [annual](#) and [quarterly](#), are provided separately. We request that feedback be discussed at the June 22 work session so that trial of the policy monitor self-assessments can be initiated at the June 24 retreat.
- Policy review, requiring close reading of the wording of each policy, will be performed on a separate schedule throughout the year, as outlined below. Separation of monitoring and review will also help to keep clear the different goals of monitoring and review.

Part 3: Policy Review Recommendations

Policy review will require a close reading of the policy to ensure that policies remain accurate, relevant, and effective for achieving the board's long-term goals.

- We recommend that policy review stay spread out over the year, so that a small number of policies are reviewed at one time.
- We recommend that one Board member is selected as the primary reviewer of each policy. The primary reviewer will perform a close reading of the policy and complete a Policy Review Report that will be presented to the whole board. This report will include any suggested modifications. Each time the policy is reviewed, a different Board member will be the primary reviewer.
- It may be beneficial to create a board sub-committee for policy review. Members of this sub-committee would be the primary reviewers for the policies and would present any recommendations to the full board. This can be discussed in the future.
- We do not have a draft report and process for policy review yet, as we wanted to prioritize the new policy monitoring process. Once the new policy monitoring process is in place, the sub-committee will shift to focus on policy review.

