

POLICY TITLE: BOARD MONITORING AND SELF-ASSESSMENT	POLICY SECTION: GOVERNANCE PROCESS	POLICY NO: GP-5
APPROVED BY: BOARD	REGULAR BOARD POLICY REVIEW FREQUENCY: EVERY TWO YEARS (ODD YEARS)	BOARD MONITORING OF BOARD COMPLIANCE FREQUENCY: EVERY TWO YEARS
DATE APPROVED: SEPTEMBER 28, 2010	DATE REVIEWED/REVISED: OCTOBER 14, 2014, DECEMBER 6, 2016, AUGUST 11, 2017, AUGUST 27, 2019, JUNE 29, 2021, AUGUST 16, 2023, OCTOBER 17, 2025	

BACKGROUND

The public expects the Board of Federal Way Public Schools to achieve its mandate. The Board will hold itself accountable for governing with excellence. This self-discipline will apply to attendance, preparation for meetings, policy-making principles, community linkage, effective monitoring of the Superintendent, respect of roles, fulfilling the Board's position description and ensuring the continuity of governance capability. The Board creates Governance Process and Board/Superintendent Relationship Policies in order to guide the Board in its work, processes, and mandate.

GP-5 Board Monitoring and Self-Assessment

The Board of Directors will assess its effectiveness using three primary methods which include:

1. Monitoring Board Compliance/Achievement of Its Policies
 - Regular ongoing monitoring of compliance/achievement of both 'Governance Process' and Board/Superintendent Relationship' Policies which are policies which instruct/guide the Board's process.
2. Board Effectiveness Self-Assessment
 - An annual self-reflection against key governing criteria to provide a profile of the Board's overall effectiveness/performance.
 - This includes a mid-year review and annual assessment.
3. Board Meeting Assessment
 - Board assessment of five key Board meetings will take place annually in order to assess Board meeting engagement and effectiveness. A different Board Member will be assigned to each of the meetings to be assessed and will serve as the meeting monitor for that Board meeting. This Board Member will provide feedback at the end of the meeting to support Board discussion on assessment of the meeting effectiveness.
 - This process will take place in January, March, May, September, and November.

GP-5.1 Monitoring Governance Process and Board/Superintendent Relationship Policies

The purpose of monitoring the Board's Governance Process and Board/Superintendent Relationship policies is to determine the degree to which the Board is complying with and achieving its own policies. Monitoring will be as automatic as possible, using Board time effectively so that meetings can be used to create the future rather than to review past Board performance.

These policies are primarily monitored through Board self-assessment; however, the Board's performance may be assessed using any of the following approaches:

1. Board Self-Assessments – self-assessment performed by individual Directors, groups of Directors, or the entire Board, including periodic assessments of Board meetings done at the end of meetings for use by the Board.
2. Third-Party Assessments – assessments performed, at the request of the Board, by independent third party experts.
3. Government Assessments – assessments performed by government authorities, which may be either at the call of the authority or the Board.

This will include a written summary of Board performance to be approved by the Board and signed by the Board President/CGO on behalf of the Board. The Board will evaluate whether the President/CGO's interpretation of the policy is reasonable and whether the Board has complied with/achieved its policies.

Governance Process Policies		Frequency of Monitoring	Method of Monitoring
GP-1	Board Commitment and Governing Approach	Every 2 years – odd years	Self-Assess
GP-2 GP-2.1 GP-2.2	Board Job Products Board Job Description Director Roles • Individual Director's Role • President/CGO's Role • Vice President's Role • Legislative Liaison's Role • Secretary Role	Every 2 years – even years	Self-Assess
GP-3 GP-3.1 GP-3.2 GP-3.3 GP-3.4	Board Code of Conduct Conflict of Interest Confidentiality Application of this Policy Process for Addressing Director Violations of Any Board Policy	Every 2 years – odd years	Self-Assess
GP-4	Board Advisory Committee Principle	Every 2 years – even years	Self-Assess
GP-5 GP-5.1	Board Monitoring and Self-Assessment Monitoring Achievement of Board Governance Process and Board/Superintendent Relationship Policies	Every 2 years – odd years	Self-Assess
GP-6	Board Advisory Committee Principles	Every 2 years – even years	Self-Assess

Governance Process Policies		Frequency of Monitoring	Method of Monitoring
GP-7	Conducting Board Meetings	Every 2 years – odd years	Self-Assess
GP-7.1	Board Meeting Agenda Preparation		
GP-7.2	Consent (Required Approvals)		
GP-7.3	Agenda		
GP-7.4	Organizing Board Meetings		
GP-8	Meeting Conduct and Order	Every 2 years – even years	Self-Assess
GP-9	Public Comment	Every 2 years – odd years	Self-Assess
GP-10	Minutes	Every 2 years – even years	Self-Assess
GP-11	Board Compensation and Expenses	Every 5 years	Self-Assess
GP-12	Legal Status and Organization	Every 2 years – even years	Self-Assess
GP-12.1	Election		
GP-12.2	Change in Residence		
GP-12.3	Resignation		
GP-12.4	Vacancies		
GP-13	Oath of Office	Every 5 years	Self-Assess
GP-14	Director District Boundaries	Every 2 years – even years	Self-Assess
GP-15	Annual Organizational Meeting	Every 2 years – odd years	Self-Assess
GP-16	Director Orientation	Every 2 years – even years	Self-Assess
	Adoption, Amendment and Suspension of Policies		

Board/Superintendent Relationship Policies		Frequency of Monitoring	Method of Monitoring
B/SR-1	Board/Superintendent Connection	Every 2 years – odd years	Self-Assess
B/SR-2	The Board Acts as a Unit	Every 2 years – even years	Self-Assess
B/SR-3	Accountability of the Superintendent	Every 2 years – odd years	Self-Assess
B/SR-4	Delegation to the Superintendent	Every 2 years – even years	Self-Assess
B/SR-5	Monitoring Superintendent Performance	Every 2 years – odd years	Self-Assess
B/SR-5.1	Superintendent Performance Assessment	Every 2 years – odd years	Self-Assess
B/SR-6	Board Support of the Superintendent	Every 2 years – even years	Self-Assess
B/SR-7	The Superintendent Role Expectations	Every 2 years – odd years	Self-Assess
B/SR-8	Compensation Principle for the Superintendent Role	Every 2 years – even years	Self-Assess

Note: The document for the Board to monitor the Board's compliance with the Board's policies is located in Appendix 1.

GP-5.2 Annual Board Self-Assessment

The purpose of annual Board effectiveness self-assessment (and mid-year review) is to summarize actions previously taken by the Board and results achieved by the Board as it monitored Governance Process and Board/Superintendent Relationship policies during the year. Further, the purpose is to observe trends and draw conclusions using the ongoing monitoring results. The annual Board self-assessment also assesses the performance of the President/CGO.

The Governance Process and Board/Superintendent Relationship policy criteria will be monitored in general, at least every two years by the Board, with approval of monitoring reports considered to be evidence of satisfactory Board and President/CGO performance.

APPENDIX 1

Document to Monitor Board Compliance with Board Policies

Policy Being Monitoring: Title: _____ Policy No.: _____

1. With respect to the provisions of this policy, the Board of Directors concludes that its performance during the previous year has been:

a) _____ In compliance/policy achieved.

b) _____ In compliance/policy achieved with the following exceptions:

c) _____ Not in compliance/policy not achieved.

2. In order to maintain its commitment to excellence in governance, to the provisions of this policy, and to improve its own performance, the Board commits to the following actions:

1		By	(insert date)
2		By	(insert date)
3		By	(insert date)

3. The Board will review its compliance/achievement of these actions by: (insert date)

Signed: _____
President/CGO

Date: _____