

Eden Prairie School Board Executive Limitations Policy Monitoring Process

The Board is accountable to the state and taxpayers for district performance. The Board is responsible to set **Executive Limitations Policies** which define parameters within which the Superintendent may act to accomplish the Board's Ends Policies. One way the Board monitors district performance is by monitoring the Executive Limitations Policies and the Superintendent's **compliance** with them. In accordance with Governance Process 4.2.3, ELs monitoring is done in two phases:

Prior to the beginning of the monitoring cycle (which runs from Aug-Dec), the Board monitors the Superintendent's **Operational Interpretation (OI) of the ELs Policies**, and whether the **evidence supports the OI**. (See below.) The only exception to this cycle is EL 2.9 which is monitored biannually in June.

Following the completion of the monitoring cycle, the Board monitors the Superintendent's **assertion of compliance/noncompliance** with the policies. (See below.)

Prior to the Beginning of the Monitoring Cycle

Operational Interpretation (OI):

Prior to the beginning of the Executive Limitations (ELs) policy monitoring cycle, the Superintendent is responsible for drafting/editing an **Operational Interpretation (OI)** for each of the ELs Policies. This OI includes the Superintendent's *interpretation* of the policy, *justification* for that interpretation, and a *measurement plan* which supports the interpretation.

The Board makes a motion, seconds, discusses and votes whether the Superintendent's Operational Interpretation is reasonable or not reasonable. If the OI is voted **reasonable**, the OI constitutes the basis for the Superintendent's assertion of compliance with the policy at the end of the monitoring cycle.

If the entire OI, or a portion of it, is voted **not reasonable**, monitoring of the policy ceases, there is no vote on the evidence, and the Superintendent commits to bring back a revised OI, within a time period acceptable to the Board, for a revote.

Sample Motions for reasonableness of the OI:

"I move that the Operational Interpretation **is reasonable**" *or*

"I move that the Operational Interpretation **is reasonable with the exception of...**" *or*

"I move that the Operational Interpretation **is not reasonable**"

Eden Prairie School Board Executive Limitations Policy Monitoring Process (cont'd.)

Evidence:

If the Board votes that the Operational Interpretation is **reasonable**, the Board makes a motion, seconds, discusses and votes whether the measurement plan provides evidence which **supports** or does **not support** the Operational Interpretation.

If the evidence is voted as **supporting** the OI, it constitutes the measurement by which the policy is monitored for compliance.

If the entire evidence, or a portion of it, is voted as **not supporting** the OI, the Superintendent commits to bring back revised evidence, within a time period acceptable to the Board, for a revote.

Sample Motions for the Evidence supporting the Operational Interpretation:

"I move that the Evidence **supports** the Operational Interpretation" *or*

"I move that the Evidence **supports** the Operational Interpretation **with the exception of...**" *or*

"I move that the Evidence **does not support** the Operational Interpretation"

Following the end of a monitoring cycle for the past year

Board acceptance of Executive Limitations Monitoring Reports:

At the end of the ELs policies monitoring cycle, the Superintendent drafts a monitoring report for each EL and presents it to the Board with an assertion of **compliance** or **non-compliance**.

The Board may ask **clarifying** questions of the Superintendent regarding his assertion for ELs reports, preferably prior to the Board Business Meeting. (This is not an opportunity for a Board member to offer their opinion regarding the reasonableness of the Superintendent's assertion.)

Following a time for questions at the Board table, a motion is made, seconded, discussed and voted upon to **accept** or **not accept** the Superintendent's assertion of **compliance** or **non-compliance** with the Executive Limitation.

If the Board finds that the Superintendent is **not in compliance** with the EL, the Superintendent and Board agree to a date by which the Superintendent will bring forward evidence of compliance for re-monitoring.

Eden Prairie School Board Executive Limitations Policy Monitoring Process (cont'd.)

Sample motions for monitoring the assertion of compliance or non-compliance:

"I move to accept the Superintendent's assertion of **compliance** with EL policy xx.xx."

"I move to **NOT** accept the Superintendent's assertion of **compliance** with EL policy xx.xx."

"I move to accept the Superintendent's assert of **non-compliance** with EL policy xx.xx."

Board Member tips for monitoring an EL Policy Monitoring Report:

Look for the use of rates, ratios, percentages, comparisons and trends over time.

Look for **verifiable evidence** of **compliance** with Executive Limitations rather than the Superintendent's opinion or belief.

If the Board votes that the Superintendent is not in compliance with an EL, the board should expect, within an agreed upon timeframe, that the Superintendent will bring forward evidence of compliance.

Superintendent tips for drafting ELs Policies Monitoring Reports:

Place raw numbers in context.

Provide the best evidence you have, even if not perfect, and discuss limitations. Identify a date by which better evidence will be available.

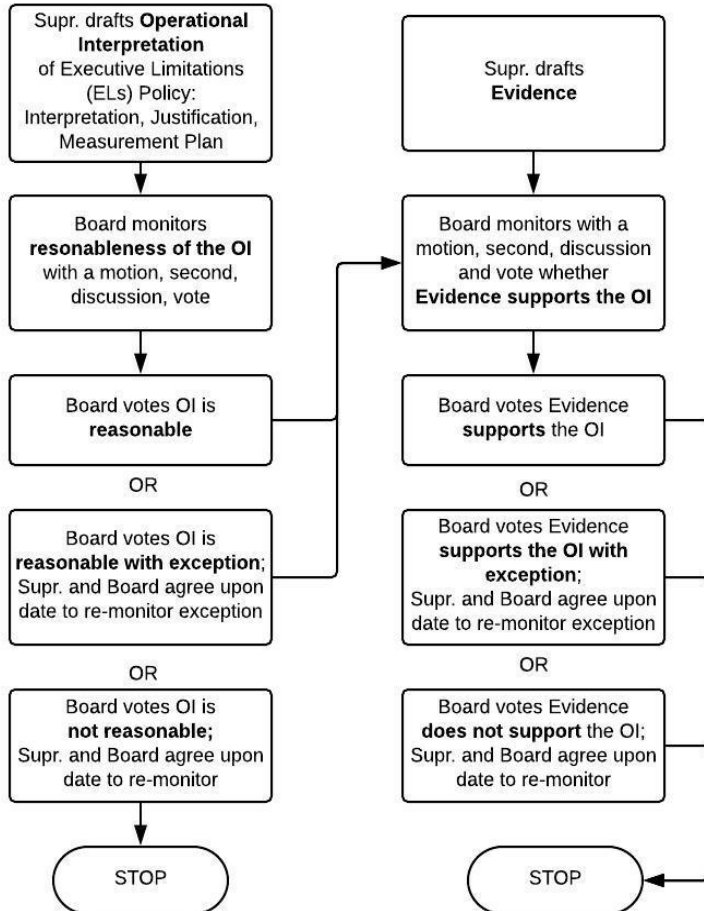
Summarize relevant evidence in key categories to provide "governance-friendly" information that gives evidence of compliance.

Make sure assertions are clearly visible in the report.

When asserting **non-compliance** with an EL, include a commitment as to when in the future the Board can expect the evidence that demonstrates compliance.

Executive Limitations Policy Monitoring Process

Prior to Start Monitoring Cycle



Following End of Monitoring Cycle

