School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
December 29, 2025

Standard Operating Procedure
Monitoring Report Form Process for Executive Limitations SOP

PURPOSE:

To determine the optional process of the Monitoring Report Response Form for the Executive Limitations (EL) presented by the Superintendent to the Fairfax County School Board.

SCOPE:

ELs are the School Board's way of measuring the operational excellence of Fairfax County Public Schools. Each year, the Superintendent provides a report on each EL. After a vote on compliance, School Board Members may complete a Monitoring Response Form to provide the Superintendent with immediate feedback. These forms will be collated and made available to the public. The Monitoring Response Forms may also help inform the Superintendent's end-of-year evaluation.

ROLES:

Clerk's Team: The Clerk's Team will provide Monitoring Report Response Forms to School Board Members in paper and electronic formats for each EL, at each meeting where an EL is presented. After each meeting, the Clerk's Team will collect the paper Monitoring Report Response Forms to collate the information with the electronic forms on the SY Monitoring Report Response Document. The document with School Board Member responses for the year will be provided to the Superintendent's office for the end-of-year evaluation process.

School Board Members: School Board Members may complete the optional Monitoring Report Response Form via paper or electronic form after each EL is presented to the School Board.
Office of Division Superintendent: The Superintendent will provide the collated information to the Superintendent in preparation for the end-of-year evaluation.

TIMELINE:

July/August: The Clerk's Team will create the Monitoring Report Response Sheets and update the electronic form for the upcoming year in the Google Drive. The SY Monitoring Report Response Document will be shared with School Board Members.

Before Each Regular Meeting with an EL: The Clerk's Team will print out the paper forms to place at each School Board Member's seat at the dais, and add a link to the electronic form in regular meeting the script.

After Each Regular Meeting with an EL: The Clerk's Team will check the electronic form for new information and upload the paper form responses into the electronic form.

April: The SY Monitoring Report Response Document will be shared with the Superintendent's office in preparation for the end-of-year evaluation.

GUIDELINES:

The Quorum and Attendance Tracker can be used for numbers for printing paper forms.

The paper forms should be input into the SY Monitoring Report Response Document within a week of the last regular meeting with an EL.