

Policy Type: Operational Expectations**Communicating With the Board**

The Superintendent shall assure that the Board is fully and adequately informed about matters relating to Board work and significant district concern.

The Superintendent will:

1. Submit required monitoring reports in a thorough, accurate and understandable fashion. Reports will be presented when scheduled in the Board's annual work plan and include both reasonable interpretations and data to substantiate compliance or reasonable progress.
2. Provide for the Board, in a timely manner, information about trends, proposed initiatives, and potential costs associated, as well as student achievement facts and other issues relevant to the Board's work.
3. Inform the Board of significant transfers of money within funds or other changes substantially affecting the district's financial condition.
4. Provide the Board with sufficient information from a variety of internal and external viewpoints to assure informed Board decisions.
5. Inform the Board of anticipated significant public concern or media coverage.
6. Inform the Board and/or the Board President or individual members if the Board or an individual member has encroached into areas of responsibility assigned to the Superintendent, or if the Board or its member(s) is non-compliant with any *Governance Culture* or *Board/Superintendent Relations* policies.

7. Present information in simple and concise form.
8. Treat all members impartially and assure that all members have equal access to information.
9. Inform the Board in a timely manner of any actual or anticipated noncompliance with any Board *Operational Expectations* policy or any anticipated failure to achieve reasonable progress toward any *Results* policy.
10. Provide the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent, but required by law to be approved by the Board.
11. Inform the Board in a timely manner of the administrative disposition of complaints presented to the Superintendent by the Board.
12. Respond to complaints presented to the Superintendent and inform the Board of the response.
13. Inform the Board in advance of any deletions of, additions to, or significant modifications to any instructional programs.

Monitoring Method: Internal Report

Monitoring Frequency: Annually in January

Date of Adoption: April 28, 2014

Revised: 06/20/2017