

**3.6 Communications with Board**

The Superintendent will ensure that the Board is supported in its work and is fully and adequately informed about matters relating to Board work and significant organizational concern.

The Superintendent shall:

1. Submit required monitoring data in a thorough, accurate and understandable fashion, according to the Board's Annual Work Plan, and including both Superintendent interpretations and relevant data to substantiate compliance or reasonable progress.
2. Provide for the Board in a timely manner, information about trends, facts and other information relevant to the Board's work.
3. Inform the Board of significant transfers of money within funds or other changes substantially affecting the organization's financial condition
4. Ensure that the Board has adequate information from a variety of internal and external viewpoints to ensure informed Board decisions.
5. Inform the Board of anticipated significant media coverage.
6. Inform the Board, Board Chair, or individual Trustees if, in the Superintendent's opinion, the Board or individual Trustees have encroached into areas of responsibility assigned to the Superintendent or if the Board or individual Trustees are non-compliant with any Governance Policies.
7. Present information in simple and concise form, indicating clearly whether the information is incidental, intended for decision preparation, or for formal monitoring.
8. Treat all Trustees equally and ensure that each Trustee has equal access to information.
9. Inform the Board in a timely manner of any actual or anticipated non-compliance with any Operational Expectation Policy or any anticipated failure to achieve reasonable progress toward District Goals.
10. Provide for 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 advance of any proposed deletions of, additions to, or significant modifications of any instructional programs.
12. Ensure that the Board has the support necessary for it to perform its duties in an effective manner.
13. Report to the Board in a timely manner the addition to, or amendment or deletion of, any Operational Procedure.

**Legal References:**

**Monitoring Method:**

**Monitoring Frequency:**

**Adopted:**

*Internal Reports and Direct Observation/Superintendent and Board*

*Annual*

*2012.12.10*