

Policy Type: Staff/Superintendent Guidelines

Communication and Counsel to the Board

The Superintendent shall give the Board as much information as necessary to allow Board members to be adequately informed and supported in their work.

Accordingly, the Superintendent shall:

1. Submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
2. Submit to the Board monitoring data required by the State Board of Education regarding accreditation and accountability.
3. Advise the Board in a timely manner of relevant trends, facts and information, including personnel trends.
4. Advise the Board of significant transfers of moneys within funds or other changes substantially affecting the district's financial condition.
5. Advise the Board of changes in assumptions upon which budgets or Board policy have been established.
6. Provide for the Board as many staff and external points of view and opinions as needed for fully informed Board choices.
7. Advise the Board of anticipated significant media coverage.
8. Advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies.
9. Not present information in unnecessarily complex or lengthy form.
10. Provide a mechanism for official Board, officer or committee communications.
11. Work with the Board as a whole on Board policy issues except when:
 - a. Fulfilling individual requests for information as long as such requests do not require a material amount of staff time or resources or are not disruptive.
 - b. Working with officers or committees duly charged by the Board.

- c. Communicating with the Board president.
12. Report in a timely manner any actual or anticipated noncompliance with any Board *District Priorities* or *Staff/Superintendent Guidelines* policies.
 13. Supply for the consent agenda all items delegated to the Superintendent that are required by law or contract to be Board-approved, along with the minimum amount of supporting data necessary to keep the Board informed.