

## **Communicating With the Board**

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

The Superintendent will:

1. Submit required monitoring data (see policy **B/SR-5–Monitoring Superintendent Performance**) in a thorough, concise, accurate and understandable fashion, according to the Board’s annual work plan schedule, 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 District’s financial condition.
4. Assure that the Board has adequate information from a variety of internal and external viewpoints necessary for informed Board decisions.
5. Inform the Board of anticipated significant media coverage.
6. Inform the Board or individual members if, in the Superintendent’s opinion, the Board or individual members have encroached into areas of responsibility assigned to the Superintendent or if the Board or its members are non-compliant with any **Board Culture** or **Board/Superintendent Relations** 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 members equally and assure that all members have equal access to information. Share with all members of the Board any written responses to inquiries from individual members of the Board.
9. Notify the Board, in a timely and confidential manner, when a formal complaint is lodged against an administrator and again when the matter is resolved.
10. 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 in any **Results** policy.
11. Provide for the Board full and adequate information about all administrative actions and decisions that are delegated to the Superintendent, but required by law to be approved by the Board.

12. Inform the Board in a timely manner of the administrative disposition of complaints presented to the Superintendent by the Board.
13. Inform the Board in advance as administration begins consideration of any deletions of, additions to, or significant modifications of any instructional programs.

**Legal Reference:**

**EDUCATION CODE**

*35010 Control of district; prescription and enforcement of rules*

*35140 Time and place of meetings*

*35143 Annual organizational meetings*

*35144 Special meeting*

*35145.5 Legislative intent; agenda; public participation*

*35146 Closed sessions*

*35147 Open meeting law exceptions and applications*

*35160 Authority of governing boards commencing January 1, 1976*

**GOVERNMENT CODE**

*54950-54963 The Ralph M. Brown Act*

Adopted: April 24, 2007

Revised: June 28, 2011

Revised: January 22, 2013

Revised: September 9, 2014

Revised: March 10, 2015

**Monitoring Method:** *Internal report*

**Monitoring Frequency:** *Annually*