



COMMUNICATIONS WITH BOARD

The superintendent shall 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 district's financial condition;
4. Ensure informed board decisions by ensuring the board has adequate information from a variety of internal and external viewpoints, including the opinion of the superintendent on matters before the board, and is made fully aware of any potential non-compliance with the lawful obligations of the board or exposure to legal liability;
5. Inform the board of anticipated significant media coverage;
6. Inform the board, chair, or individual trustees, in a manner that adheres to Board Resolution of Conflict and Enforcement of the Code of Conduct procedures where, in the superintendent's opinion, the board, chair or individual trustees have encroached into areas of responsibility assigned to the superintendent or if the board, chair 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, with due consideration for exceptions arising from the role of the chair, and ensure that each trustees has equal access to information;
9. Inform the board in a timely manner of any actual or anticipated non-compliance with any operational procedure 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; and
12. Report to the board in a timely manner the addition to, or amendment or deletion of any operational procedure.

Legal References:	<i>School Act Secs. 22, 85</i>
Monitoring Method:	<i>Internal and External Reports/Superintendent and Externals</i>
Monitoring Frequency:	<i>Annually</i>
Adopted:	<i>June 25, 2013</i>
Last Revised:	<i>October 2017</i>