

***Policy Type: Executive Expectations*****Communication and Counsel to the Board**

A tremendous amount of research has found that clear, accurate, respectful and open communication is critical to build trust and develop positive relationships (personal and professional). Our community has emphasized the importance of such communication at all levels of our District. Therefore, with respect to providing information and counsel to the Board, the Superintendent will model such communications, while informing the Board and fully disclosing accurate information.

Accordingly, the Superintendent must:

1. Support the Board in its community connections initiatives that develop community relations and communications with parents, staff and other community members.
2. Fully and truthfully advise the Board in a timely manner of relevant trends, facts and information including, but not limited to:
  - As many staff and external points of view, and all pertinent and significant information, issues and opinions as the Board determines it needs for fully informed Board decisions
  - Significant transfers of moneys within funds or other changes substantially affecting the District's financial condition
  - Changes in assumptions upon which Board policy has been established
  - Anticipated adverse media coverage
  - All new programs and courses of study, as well as the elimination and extensive alteration of the content of current programs and courses
  - A district calendar for the next school year with input from a District Calendar Committee that provides for an adequate number of instruction and contact hours/days and programs that best meet the instructional needs of the students.
3. Submit monitoring data required by the Board (see policy B/SR-5–Monitoring Superintendent Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
4. Present information in a clear and concise manner.
5. Provide a mechanism for official Board, officer or committee communications

6. Work with the Board as a whole on Board policy issues except when
  - 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
  - Working with officers or committees duly charged by the Board
  - Communicating with the president
7. Report in a timely manner any actual or anticipated failure to exercise or accomplish any *Board Purpose* or *Executive Expectations*.
8. 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.

Adopted: September 9, 1998

Revised: 09/05, 05/08, 02/09, 04/14, 10/17