

## ***Policy Type: Operational Expectations***

### **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, 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 to assure informed board decisions.
5. Inform the Board of anticipated significant media coverage.
6. Inform the Board, the Board president 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 ***Governance 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.

9. 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.
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 a timely manner of the administrative disposition of complaints presented to the Superintendent by the Board.
12. Inform the Board in advance of any deletions of, additions to or significant modifications of any instructional programs.
13. Inform the Board of significant changes to District Policy and submit for Board approval any changes to statutorily-required policies.

Adopted: March 3, 2009  
Amended: December 13, 2010

**Monitoring Method:** *Internal report*  
**Monitoring Frequency:** *Annually per work plan*

Hutchinson, KS USD 308 Board of Education

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