Communication and Counsel to the Board **EL-11**

With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to be adequately informed. Accordingly, the Superintendent may not:

1. Fail to submit monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies being monitored.

2. Fail to advise the Board in a timely manner of relevant trends, facts, information, and legal proceedings, anticipated significant media coverage, and changes in assumptions upon which Board policy has been established.

3. Fail to advise the Board of changes which reasonably could be expected to substantially affect the district's financial condition.

4. Fail to provide for the Board as many staff and external points of view and opinions as needed for fully informed Board decisions.

5. Fail to advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Superintendent Relations.

6. Present information in unnecessarily complex or lengthy form.

7. Fail to provide a mechanism for official Board or committee communications.

8. Fail to work with the Board as a whole 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 Chair.

9. Fail to report in a timely manner any actual or anticipated noncompliance with any Board Ends or Executive Limitations policy.

10. Fail to supply for the consent agenda all items delegated to the Superintendent that are required by law or contract to be Board-approved, along with supporting data necessary to keep the Board informed.

11. **Fail to provide notification to the Board when a staff member is placed on a formal plan of improvement for poor performance of their duties.**

Adopted: October 24th, 2006, TBD
Monitoring Method: Internal Report and Direct Inspection
Monitoring Frequency: Annually in January