

Communicating With the Board

The Superintendent shall assure that the Board is fully and adequately informed about matters relating to Board work and significant district 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 budget authority 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 impartially 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 any **Desired 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. A complaint that is not targeted at specific personnel may be presented to the superintendent by the board in the following ways:
 - a. By a motion and majority vote of the full board at a meeting of the board;
 - b. In writing by one or more board members to the superintendent or the president, followed by placement on the agenda of a board meeting for action by the full board at the discretion of the president;
 - c. By a committee recommendation to the full board, and approved as outlined in "A" above.

Any complaint presented in any of these methods assumes that board members have helped complainants pursue all normal channels that precede the school board presenting a complaint to the superintendent. Further, regarding complaints, reference B/SR-2.1, and GC-7, Board Members' Code of Conduct. Complaints about specific personnel that board member(s) believe warrant superintendent attention will be shared with the superintendent, but not in a public meeting as outlined above for other complaints. The superintendent will determine how the concern will be addressed through the district's normal personnel policies and procedures. The superintendent will apprise board member(s) of the status of such complaints.

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 Administrative or Board Policy and submit for Board approval any changes to statutorily-required policies.

Adopted: 3/25/2013
Revised: 3/10/2014
3/28/2016

Monitoring Method: *Internal report*
Monitoring Frequency: *Annually in March*

West Fargo Public Schools