

Board Relations

EL-1

With respect to maintaining a professional and responsible relationship with the Board, the Superintendent shall not fail to provide the Board with adequate and timely information and counsel so the Board can appropriately be knowledgeable in fulfilling their responsibilities. In order to meet this expectation without interruption, the Superintendent shall not fail to create an emergency plan as a backup in the event of sudden and unexpected loss of his/her services.

Accordingly, the Superintendent may not:

1. Fail to advise/report to the Board in a timely manner monitoring reports, changes in financial conditions, relevant trends, facts, information, and legal proceedings, anticipated significant media coverage, and changes in assumptions upon which Board policy has been established.
2. Fail to provide quality and adequately sufficient Board materials in advance of all regular and/or special Board meetings/workshops.
3. Fail to provide for the Board as many staff and external points of view and opinions as needed for fully informed Board decisions.
4. 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.
5. 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.
6. 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.
7. Fail to protect the Board in the event of sudden and unexpected loss of Superintendent services by providing at least one other executive staff member that is familiar with Board and Superintendent issues/processes and is capable of assuming Superintendent responsibilities on an emergency basis.

Adopted: December 12th, 2017

Monitoring Method: Internal Report and Direct Inspection

Monitoring Frequency: Annually in January