

Policy Type: Operational Expectations

Communicating with and Support for the Board

The Superintendent shall assure that the Board is fully supported 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 document 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 impartially and assure that all members have equal access to information.

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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 **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 referred 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. Annually inform the Board of the staffing plan prior to the start of the school year, including any changes from the previous year and the reason for those changes.
14. Inform the Board of reductions, additions to or significant modifications of the district staffing plan, including the reason for the changes.

Adopted: December 16, 2019
Amended: September 27, 2021

Monitoring Method: *Internal Report*
Monitoring Frequency: *Annually*

School District of Altoona Board of Education