

Policy Type: Executive Expectations

Communication and Counsel to the Board

With respect to providing information and counsel to the Board, the Director shall not fail to give the Board as much information as necessary to allow Board members to be adequately informed.

Accordingly, the Director may not:

1. Fail to submit monitoring data required by the Board (see policy *B/DR-5–Monitoring Director Performance*) in a timely, thorough, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
2. Fail to advise the Board in a timely manner of trends, facts and information relevant to the Board’s work.
3. Fail to advise the Board of significant changes substantially affecting the district’s financial condition.
4. Fail to advise the Board of changes in assumptions upon which the District Standard Operating Procedure (DSOP) has been established.
5. Fail to provide for the Board as many staff and external points of view and opinions as needed for fully informed Board decisions.
6. Fail to advise the Board of anticipated significant media coverage.
7. Fail to advise the Board if, in the Director’s opinion, the Board or individual members are not in compliance with the board’s policies on **Governance Process** and **Board-Director Relations**.
8. Present information in unnecessarily complex or lengthy form.
9. Fail to provide a process for official Board, officer and committee communications.
10. Fail to work with the Board as a whole except when:

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- a. Fulfilling individual requests for information, provided such requests are not disruptive or do not require a material amount of staff time or resources;
 - b. Working with officers or committees duly charged by the Board;
 - c. Communicating with the chair.
11. Fail to report in a timely manner any actual or anticipated significant noncompliance with any Board **Ends** or **Executive Expectations** policy.
 12. Fail to supply for the consent agenda all items delegated to the Director that are required by law or contract to be Board-approved, along with adequate information necessary to keep the Board informed.
 13. Fail to notify the Board thirty days in advance of significant changes to district operational policies and the date on which the change will occur, along with adequate information necessary to keep the Board informed.
 14. Fail to establish a procedure for informing the Board in a timely manner of the administrative disposition of complaints presented to the Director by the Board.

Adopted: 4/22/03
Changed to Executive Expectations 10/12/04
Amended: 12/14/04
2/8/05

Monitoring Method: *Internal report*
Monitoring Frequency: *Twice annually in July and January*