We recognize that the Superintendent is the one who works with and reports to five Governing Board Members; therefore, communication protocols are not only necessary, but must be established in order to maintain effective communications between the Superintendent, Board, and all constituent groups of the system.

As Superintendent, you can expect me to keep you as fully informed as needed to effectively fulfill your responsibilities. This communication will be provided through my office via the following:

1. Established Board meetings and Board study sessions
2. Governance team professional development
3. Superintendent/Board member one-on-one meetings
4. Periodic written updates
5. Periodic phone check-ins
6. Periodic one-on-one, face-to-face meetings as necessary
7. Urgent calls or emails to alert you to events you are likely to hear about through the media or from your neighbors
8. Information requested by any member will be distributed to all members
9. If I have a concern about something you have done or have not done, you will hear it from me only
10. Media advisories and press releases
11. Planning meetings with the Board President

As Superintendent, I need the following from you if I am going to do my job effectively:

1. Be a good listener to constituent concerns
2. Refer all employee concerns to me so that I can ensure issues are handled properly
3. Refer constituent concerns or complaints to the point of the problem, and, through the appropriate chain of command, to my office if necessary
4. If you believe that a concern raised by a constituent is of a potentially serious nature or may require a Board policy change, inform me immediately
5. If you need information on any aspect of the district, please communicate this request to my office so that I can ensure that your needs are met
6. Remember that as a Board member, your electronic communications are public information
7. If you have a concern about something that I have done or have not done, reciprocate the courtesy outlined in Protocol #9 above
8. Maintain fidelity to your fellow Board members, your board policies, and governance team standards when communicating with the media
9. Remember that as a Board member, your conversations and actions must comply with the Brown Act

Adopted: 2/21/2019