

The superintendent/president is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the superintendent/president shall have the power to act, but such decisions shall be subject to review by the Board of Trustees. It is the duty of the superintendent/president to inform the board of such action and to recommend written board policy if one is required.

The superintendent/president is expected to perform the duties contained in the job description of the superintendent/president and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the board in consultation with the superintendent/president.

The superintendent/president shall ensure that all relevant laws and regulations are complied with and that required reports are submitted in timely fashion.

The superintendent/president shall make available any information or give any report requested by the board as a whole. Individual trustee requests for information shall be met if, in the opinion of the superintendent/president, they are not unduly burdensome or disruptive to district operations or are considered exemptions for community colleges under the Public Records Act. If the requesting trustee does not agree with superintendent/president's determination, the trustee may request that the issue be placed on the agenda for consideration by the whole board. Information provided to any trustee shall be made available to all trustees.

The most common exemptions under the Public Records Act are:

- A. Student records (Education Code section 76243)
- B. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure (Government Code section 6254(a))
- C. Records pertaining to pending litigation or to claims until the pending litigation or claim has been finally adjudicated or otherwise settled (Government Code section 6254(b))

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Periodic Review:	11/10/15
Reference Update:	1/15
References:	Education Code §§70902(d), 72400 Accrediting Commission for Community and Junior Colleges Accreditation Standards IV.B.5 and IV.C.12
CCLC Update:	-
Steering:	S/P / N/A

- D. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code section 6254(c))
- E. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code §§99150 et seq.] (Government Code section 6254(g))
- F. The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code section 6254(h))
- G. Internet posting of home address or telephone numbers of local elected officials (Government Code section 6254.21)
- H. Home addresses and home telephone number of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) (Government Code section 6254.3)
- I. Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information