

POLICY READINGS
July 10, 2017
2017 POLICY UPDATE

Code Policy - Administrative Regulation

FIRST READING (attached)

CA	Administration Goals
CB	Superintendent
CBA	Qualifications and Duties of the Superintendent
CBB	Recruitment and Appointment of the Superintendent
CBC	Superintendent's Contract
CBE	Superintendent's Continuing Professional Development
CBF	Superintendent's Consulting Activities
CBG	Evaluation of the Superintendent
CC	Administrative Organization
CCA	Organizational Chart
CCB	Line and Staff Relations
CCC	Hiring of Licensed Administrators
CCD	Administrator Contracts - Administrative
CCG	Licensed Evaluation - of Administrators
CCG-AR	Licensed Evaluation - of Administrators
CCG-AR	Administrative Standards
CD	Management Team
CK	Consultants to the Administrative Staff

SECOND READING, NO ADOPTION (attached)

None

ADOPTION (see Agenda Packet)

BBA	Board Powers and Duties
BBAA	Individual Board Member's Authority and Responsibilities
BBAA-AR	Board/Administration Operating Principles
BBB	Board Elections
BBC	Board Member Resignation
BBD	Board Member Removal from Office
BBE	Vacancies on the Board
BBF	Board Member Standards of Conduct
BBFA	Board Member Ethics and Conflicts of Interest
BBFB	Board Member Ethics and Nepotism
BC/BCA	Board Organization/Board Organizational Meeting
BCB	Board Officers

Code	Policy - Administrative Regulation
BCBA	Student/Preferential Representatives to the Board
BCE	Board Committees
BCH	Consultants to the Board
BD/BDA	Board Meetings/Regular Board Meetings
BDB	Special and Emergency Board Meetings
BDC	Executive Sessions
BDDA	Notification of Board Meetings
BDDC	Board Meeting Agenda
BDDG	Minutes of Board Meetings
BDDH	Public Participation in Comment at Board Meetings
BDDH-AR	Public Participation in Board Meetings
BDE	Public Hearings
BF	Policy Development
BFC	Adoption and Revision of Policies
BFCA	Administrative Regulations (AR)
BFD	Board Policy Implementation
BFE	Administration in the Absence of Policy
BFF	Suspension of Policies
BFG	Board Policy Review
BFG-AR	Board Policy Continuous Review Cycle
BG	Board-Staff Communications
BHB	Board Member Development
BHD	Board Member Compensation and Expense Reimbursement
BI	Board Legislative Program
BJ	Board Memberships

Oregon City School District

Code: CA
Adopted: 11/05/07
Orig. Code(s): CA

D

Administration Goals

The purpose of administration is to help create and foster an environment in which students can learn most effectively. All administrative duties and functions will be appraised in terms of the contributions they make to improved instruction and to higher student motivation and achievement.

Major district administration goals will be to:

1. Implement the management function to ensure the best and most effective learning programs through achieving such subgoals as:
 - a. Providing leadership in current educational developments;
 - b. Supporting staff development necessary for establishing and operating learning programs that better meet learner needs;
 - c. Coordinating cooperative efforts for improving learning programs, facilities, equipment and materials; and
 - d. Providing opportunities for staff, students, parents and others to access the decision-making process.
2. Effectively manage the district's various facilities, funds and programs;
3. Provide professional advice and counsel to the Board and to any committees established by Board action.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)
[ORS 332.515](#)

[OAR 581-022-1720](#)

E

Oregon City School District

Code: **CB**
Adopted: 11/05/07
Orig. Code(s): CB

Superintendent

The superintendent is designated as the district's chief executive officer and has, ~~u~~Under the Board's direction, the superintendent exercises general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management.

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board to the extent allowed by law. Delegation of power or duty, however, will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-1720](#)

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to Oregon Administrative Rule (OAR) 584-080-0151 and 584-080-0161.

The superintendent will have the following personal and professional qualities:

- ~~1. Sufficient health and vigor to perform bona fide requirements of the position;~~
2. Success in leadership roles with staff, community and professional peers;
3. Ability to communicate effectively, both orally and in writing;
4. Scholarship, intelligence and excellent ability to plan and organize;
5. Training, experience and success in personnel selection, evaluation and development;
6. Knowledge of curriculum development, implementation and evaluation;
7. Knowledge of business and support service systems which facilitate planning, control and accountability;
8. Experience in administering collective bargaining agreements;
9. Ability to motivate other administrators and significantly involve them in the decision-making process;

10. Strong management skills; and
11. a desire and ability to motivate; and
12. innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer and, under the direction of the Board, is responsible for control and operation of the school system and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Serve as educational leader to the Board, staff and community;
2. Act as the Board's chief administrative officer;
3. Serve as ~~clerk of the Board~~ district school clerk, performing such duties as required by law or by the Board;
4. Schedule meeting places, prepare an agenda and have ~~record~~ minutes recorded for all Board and other school ~~committee~~ meetings authorized by the Board;
5. Attend all regular and special meetings and executive sessions of the Board, except when excused for his/her own salary and performance review;
6. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
7. Administer adopted Board policies;
8. Annually review adopted Board policies and make recommendations for needed changes;
9. Advise, inform and make recommendations to the Board on matters of policy and other required action(s); and inform the Board on all phases of district operation;
10. Provide an ongoing program of communication to and from the community, staff and Board concerning the school program and district activities;
11. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;

12. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
13. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
14. Develop and file a complete list of position descriptions with job descriptions within each classification for all classes of personnel, review **and change** those descriptions ~~and change those descriptions~~ as needed or directed by the Board;
15. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff. Policies approved by the Board will be included in the written rules and regulations of the district;
16. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
17. Resolve problems of operations and settle disputes referred through administrative channels;
18. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
19. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
20. Recommend to the Board the appointment, ~~promotion~~, renewal, contract extension, ~~demotion~~, contract nonrenewal, contract nonextension or dismissal of ~~all~~ **licensed** district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
21. **Appoint, promote, demote or discharge classified and nonrepresented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;**
22. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
23. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy and make recommendations for those positions to the Board before March 15 of each year;
24. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
25. Assign and control the promotion of students;

26. Maintain a continuous inventory of all district property, furniture, material and supplies;
27. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
28. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
29. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
30. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
31. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
32. Direct the district in its relationships with federal, state and local government agencies;
33. Cooperate with universities and colleges in their student-teacher training programs;
34. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
35. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations as may be necessary to attain their efficient operation;
36. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
37. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
38. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)
[ORS 342.850](#)

[OAR 581-023-0006 to -0041](#)
[OAR 581-023-0104](#)
[OAR 581-023-0112](#)
[OAR 581-023-0220 to -0240](#)
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0005 to -0024](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

R2/28/13 | PH

Oregon City School District

Code: **CBB**
Adopted: 2/01
Readopted: 11/05/07
Orig. Code(s): 2230

Recruitment and Appointment of the Superintendent

The Board considers foremost among its responsibilities the selection and appointment of a superintendent who can effectively translate into action the Board's policies and the community's aspirations for its schools.

~~In order to provide the most capable leadership available for the district, the Board may engage in a nationwide search for applicants for the position of superintendent whenever a vacancy in that position is identified occurs. The services of consultants may be engaged to assist in screening candidates to be interviewed by the Board and to encourage the filing of applications by professional educators who meet the qualifications. Final selection, however, will rest with the Board after a thorough consideration of qualified applicants~~

The Board shall develop and adopt the standards (e.g., candidate qualities and work experience), criteria (e.g., application, screening and hiring process) and policy directives (e.g., promote from within, state and/or national search) to be used in hiring the superintendent, or interim superintendent, at a meeting open to the public and at which the public has had an opportunity to comment.

~~The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may hire consultants to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. Final selection will rest with the Board after a thorough consideration of qualified applicants.~~

The Board will appoint the superintendent by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(7\)\(d\)](#)

[ORS 332.505](#)

4/05/16 | PH

Superintendent's Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. Contracts shall not be issued for more than three years ~~at a time~~ **in duration**. The contract shall automatically expire at the end of its term. The Board may, ~~however~~, elect to issue a subsequent contract **at any time** for ~~not more than an additional~~ **up to** three years ~~at any time~~.

The compensation and benefits for the position of superintendent will be fixed by the Board; **and** based upon the responsibilities required of the superintendent in performing his/her duties. The Board may not enter into an employment contract that contains provisions that expressly obligates the district or school to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. **Reaches 65 years of age; or**
2. **Finds new employment that provides health benefits.**

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or school; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public

END OF POLICY

Legal Reference(s):

[ORS 332.432](#)
[ORS 332.505](#)

[ORS 342.549](#)
[ORS 342.815](#)

Oregon City School District

Code: **CBE**
Adopted: 11/05/07
Orig. Code(s): CBE

D Superintendent's Continuing Professional Development

The Board expects the superintendent to be informed of new and promising developments in the field of education by visiting other school systems and attending educational conferences, seminars, workshops and other professional meetings. The superintendent will provide the Board with an oral or written report of professional development activities of the year at the time of his/her evaluation. The superintendent will inform the Board about meetings or visits which will cause him/her to be absent from the district for two or more consecutive working days.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 584-048-0110](#)

Oregon City School District

Code: **CBF**
Adopted: 2/01
Readopted: 11/05/07
Orig. Code(s): 2260

D

Superintendent's Consulting Activities

The Board expects the superintendent to devote undiminished attention and energy to the concerns of the district. The superintendent may not be engaged in any other employment nor in long-term consulting assignments. However, the Board recognizes the superintendent's obligation to contribute to the profession of school administration and to the cause of public education generally. This policy, therefore, does not prohibit the superintendent from undertaking occasional consulting work that does not conflict with obligations to the district. The superintendent shall notify the Board chair of any consulting activities requiring two or more consecutive days away from the district. Any such task that requires the superintendent's absence for five or more consecutive working days must have prior approval of the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

L

E

T

E

Oregon City School District

Code: **CBG**
Adopted: 2/01
Readopted: 11/05/07
Orig. Code(s): 2240

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance will be evaluated at least once each year. The evaluation will be based on the administrative job description, any applicable standards of performance, of the duties listed in Board policy CBA - Qualifications and Duties of the Superintendent Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation. In gathering information to use in the evaluation, the Board may ask the superintendent to provide a report of progress in achieving goals set the preceding year or at the beginning of the current year.

The Board's discussion and conferences with and about the superintendent and his/her performance will be conducted in executive session, unless the superintendent requests an open session open to the public. However, such an executive session shall will not include directives about or a general evaluation of any agency goal, objective or operation. Results of the evaluation shall be written and placed in the superintendent's personnel file.

Any time the superintendent's performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the superintendent pursuant to Board policy, the employment contract with the superintendent and state law and rules. At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.505](#)

[ORS 342.513](#)
[ORS 342.815](#)

[OAR 581-022-1720](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).
R4/05/16 | PH

Oregon City School District

Code: CC
Adopted: 11/05/07
Orig. Code(s): CC

D

Administrative Organization

The Board's legal authority will be delegated through the superintendent to the administrative staff as shown in the organizational structure chart of the district.

Lines of authority on the chart represent direction of authority and responsibility.

The superintendent may reorganize lines of authority and revise the organizational chart and shall inform the Board of major changes and creation or elimination of positions. The Board expects the superintendent to keep the administrative structure current with the needs for supervision and accountability within the school system.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

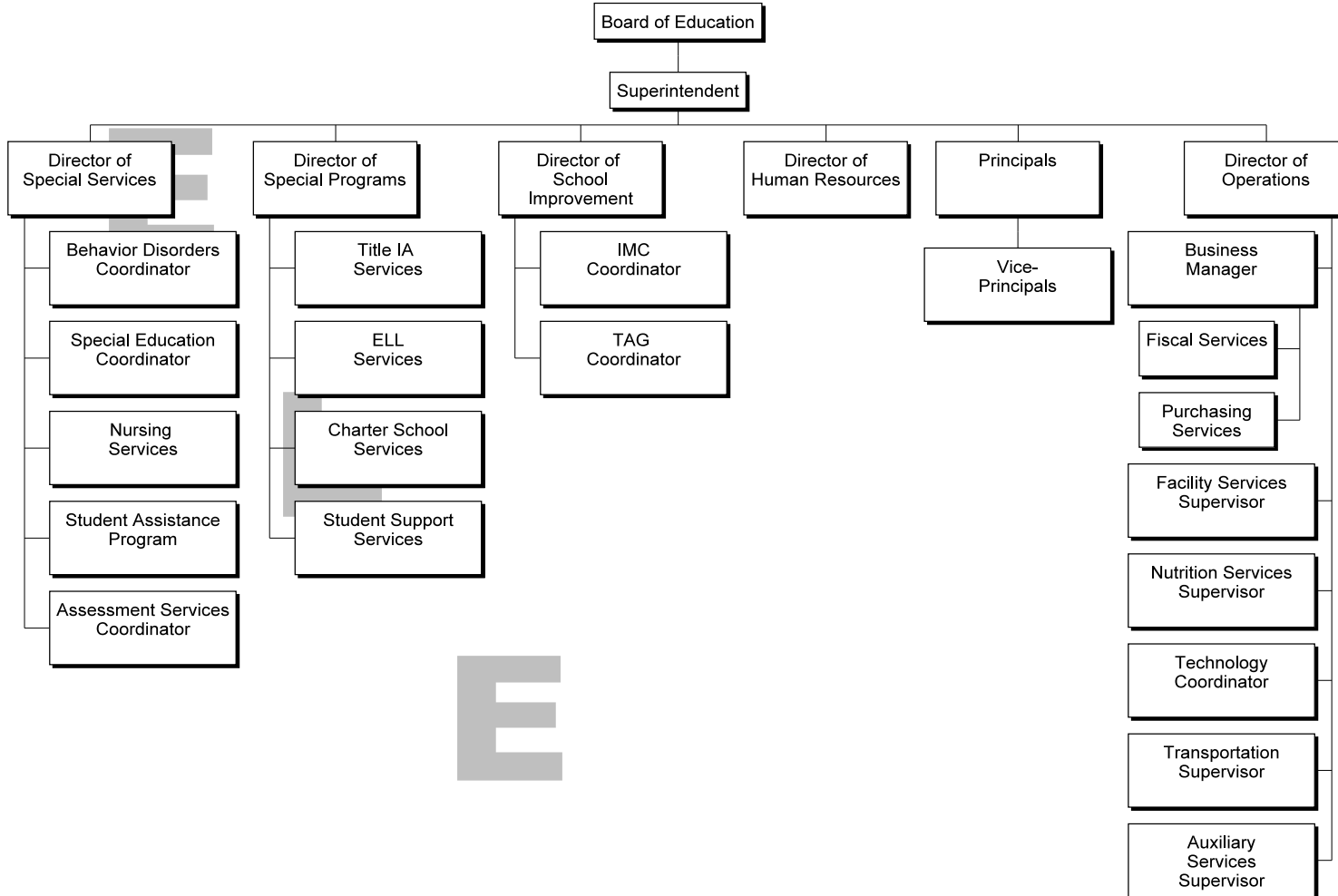
Cross Reference(s):

CCA - Organizational Chart
CCB - Line and Staff Relations

Oregon City School District

Code: CCA
Adopted: 6/30/07
Readopted: 11/05/07
Orig. Code(s): CCA

Organizational Chart



Oregon City School District

Code: **CCB**
Adopted: 2/01
Readopted: 7/14/08
Orig. Code(s): 2310R

Line and Staff Relations

The Board expects the superintendent to establish a clear understanding of working relationships in the school system with all staff.

Lines of direct authority will be those approved by the Board and shown on the district organization chart on the following page.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they are responsible report. That administrator will refer such matters to the next higher administrative authority when necessary. Additionally, aAll staff are expected to keep the person to whom they are immediately responsible informed of their activities will inform their immediate supervisor of their activities by whatever means the person in charge deems supervisor considers appropriate.

Lines of authority should not restrict the cooperative working relationship of all staff members in developing the best possible district programs and services. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. The established lines of authority represent direction of authority and responsibility. When the staff are working together, the lines represent avenues for a two-way flow of ideas to improve the programs and operations of in the school system district.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 581-022-1720](#)

[Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 \(2008\).](#)

R4/05/16 | PH

Hiring of Licensed Administrators

The superintendent or designee shall establish hiring procedures to employ qualified administrators necessary to carry out duties as identified by the district.

When administrative vacancies occur, transfer within the existing district administrative staff will ~~will~~ **may** be considered. ~~Administrators will be notified of the vacancy and have the opportunity to submit an application for the position.~~ **Notwithstanding the superintendent's authority to transfer and assign work, the district will follow hiring procedures in compliance with state and federal law.**

~~Except in those instances when a transfer of administrators within the school system is determined by the superintendent, the following procedure shall be used in the selection of all administrative personnel below the rank of superintendent:~~

- ~~1. Openings in administrative positions may be announced publicly prior to the first interview, giving ample time for all interested parties to submit applications;~~
- ~~2. Applications shall be in writing and directed to the superintendent. It shall be the responsibility of the superintendent/designee to complete the preemployment file with credentials furnished by or at the request of the applicant;~~
- ~~3. A screening committee shall be appointed by the superintendent;~~
- ~~4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;~~
- ~~5. Upon completion of all interviews by the screening committee, this group shall recommend finalists for the position under consideration;~~
- ~~6. The superintendent's recommendation will then be presented to the Board for consideration and appointment to the position.~~

An administrator shall serve a probationary period that does not exceed three years; unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 342.845](#)

4/05/16 | PH

Oregon City School District

Code: **CCD**
Adopted: 12/10/07
Orig. Code(s): CCD

Administrator Contracts—Administrative

“Administrator” means a person who is employed as an administrator or is performing administrative duties, regardless of whether the person is required to have a license, and includes, but is not limited to, superintendents, assistant superintendents and business managers. Administrator does not include a person who is subject to **Oregon Revised Statute (ORS) 342.805 to 342.937**.

The district shall enter into an employment contract with each administrator, that has provisions that cover the duration of the contract, conditions for contract termination and extension and conditions of employee resignation. ~~That~~ **The** contract shall be **kept** on file in the district office.

The district may not enter into an employment contract that contains provisions that expressly obligates the district or school to compensate the administrator for work that is not performed.

The district may provide health benefits for an administrator ~~that~~ **who** is no longer employed by the district until the administrator:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the administrator may not:

1. Purchase property or surplus property owned by the district or school; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public.

END OF POLICY

Legal Reference(s):

[ORS 342.549](#)

4/05/16 | PH

~~Licensed~~ Evaluation = of Administrators

The superintendent will implement and supervise an evaluation system for administrative personnel. ~~He/She will report to the Board annually on the performance of all administrators and make recommendations regarding their employment and/or salary status.~~ The purpose of administrator evaluations is to assist an administrator with developing and strengthening their professional abilities and to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

~~A F~~ formal evaluations will be ~~made~~ conducted at least annually. ~~They~~ The evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or designee;
3. Evaluations will be in writing and discussed with the administrator by the person who makes the evaluation; ~~and~~
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation and ~~have~~ the right of appeal through established grievance procedures, if applicable.

~~An A~~ administrators² evaluations shall be customized, based on collaborative efforts and include the educational leadership-administrator standards¹ adopted by the State Board of Education.

The ~~adopted~~ standards include:

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership; ~~and~~
6. Socio-political context.

¹These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

An Evaluation must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of **the** administrators;
2. Refine the support, assistance and professional growth opportunities offered to **an** **the** administrator, based on the individual needs of the administrator and the needs of the school and district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators; and
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)

[OAR 581-022-1723](#)

[OAR 581-022-1725](#)

[Hanson v. Culver Sch. Dist. \(FDAB 1975\).](#)

D

Licensed Evaluation - of Administrators (Version 1)

The superintendent will implement and supervise an evaluation system for administrative personnel. He/she will report to the Board annually on the performance of all administrators and make recommendations regarding their employment and/or salary placement.

Formal evaluations will be made at least biannually. They shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or designee;
3. Evaluations will be in writing and discussed with the administrator by the person who makes the evaluation;
4. The administrator being evaluated will have the right to attach a memorandum to the evaluation and right of appeal through established grievance procedures if applicable;
5. Informal evaluation may occur more frequent than biannually i.e. annually.

E

L

E

T

E

P

Administrative Standards (Version 2)

The administrative standards must:

1. Consider multiple measures of administrative effectiveness that encompass a range of appropriate administrative behaviors. These measures use multiple evaluation methods that utilize multiple measures to evaluate administrator performance which may include, but is not limited to:
 - a. Student performance;
 - b. Student assessment;
 - c. Classroom-based assessments, including observations, lesson plans and assignments;
 - d. Portfolios of evidence;
 - e. Supervisor reports; and
 - f. Self-reflections and assessments.
2. Consider evidence of student academic growth and learning based on multiple measures of student progress, including performance data of students and the school(s);
3. Be research based;
4. Be separately developed for each administrator; and
5. Be customized to the district, which may include individualized weighting and application of administrative standards.

Local evaluation and support systems established by the district for administrators must be:

1. Designed with four performance level ratings of effectiveness as defined in the *Oregon Framework for Teacher and Administrator Evaluation and Support Systems*;
2. Based on significant consideration of student learning which may include but is not limited to:
 - a. Schoolwide academic growth, as determined by the statewide assessment system implemented by the Oregon Department of Education under Oregon Revised Statute (ORS) 329.485; and
 - b. Formative and summative assessments.
3. On a regular cycle.

The superintendent shall regularly report to the Board on implementation of the evaluation and support systems and educator effectiveness.

9/20/12 | RS

Oregon City School District

Code: **CD**
Adopted: 11/05/07
Orig. Code(s): CD

D

Management Team

The management team is organized on the premise that the multiple responsibilities of the superintendent can be better served by establishing a means which permits the ideas of all staff members to have a bearing on school decisions. Although the Board and the superintendent cannot absolve themselves from legally constituted responsibilities, the team provides a two-way flow of information.

Team members will act in an advisory capacity to the superintendent. They will also gather ideas, plan student services, express opinions and interpret district policy to other staff members through the detailed information they receive.

Members of the management team will include all principals and district office administrators.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

L

E

T

E

Oregon City School District

Code: **CK**
Adopted: 2/01
Readopted: 11/05/07
Orig. Code(s): 2520

D

Consultants to the Administrative Staff

The superintendent may retain the services of consultants to study aspects of the district's management, organization or operation or to provide training to the administrative staff.

Funds to retain consultants will be budgeted in the superintendent's budget, as needed.

All consultants will be approved by the superintendent or designee prior to the invitation and arrangement for visitation to the district by such person or persons. Any proposed contracts with consultants will be submitted to the business manager or superintendent for approval and will be accompanied by figures showing the estimated cost to the district for the consulting project.

Such outside consultants may be utilized in at least the following aspects of the district's program:

1. Designing the evaluation program, both general strategy and specific elements;
2. Monitoring implementation of the evaluation program, to ensure that it goes as planned;
3. Processing and analysis of the data and information collected via the evaluation program;
4. Reporting evaluation results;
5. Auditing the entire process to assure its integrity (i.e., internal consistency) and effectiveness.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)
[ORS 332.075](#)
[ORS 332.505](#)

T

E