

# Corbett School District 39

Code: CB  
Adopted: 10/16/97  
Orig. Code: CB

## Superintendent

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

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

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-2405](#)

# Corbett School District 39

Code: CBA  
Adopted: 9/18/13  
Orig. Code(s): CBA

## Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

- QUALIFICATIONS:
1. A current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent license;
  2. Successful experience as an educational leader and administrator;
  3. 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 OAR 584-080-0151 and 584-080-0161;
  4. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all district personnel.

JOB GOAL: Provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

### Performance Responsibilities

The superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;

4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve; places before the Board necessary and helpful facts, comparisons, investigations, information and reports; and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;
5. Implements and interprets Board policies;
6. Recommends the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed employees of the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;
7. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
8. Appoints, assigns, transfers, promotes, demotes or discharges classified and nonrepresented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
9. Directs the professional supervisory staff in visits to the schools under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs other duties as the Board determines;
10. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;
11. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;
12. Directs the preparation of the budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing budget period, and submits this estimate to the Board in accordance with law;
13. Approves and directs, in accordance with law and Board policy, purchases and expenditures, within the limits of the budget;
14. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
15. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;
16. Keeps the public informed about current educational practices, educational trends and issues confronting the district.

The specific enumeration of the superintendent’s duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.125](#)  
[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 584-046-0003 to -0055](#)  
[OAR 584-080-0151 to -0153](#)  
[OAR 584-080-0161](#)

# Corbett School District 39

Code: CBB  
Adopted: 12/17/98  
Orig. Code: CBB

## Recruitment and Appointment of the Superintendent

The Board considers foremost among its responsibilities, the selection and appointment of the superintendent who can effectively translate into action the policies of the Board and the aspirations of the community 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 occurs.

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, however, 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 that intended action.

At the time of his/her appointment, the superintendent will be issued an initial contract with the salary and benefits as mutually negotiated and determined. Contracts shall not be issued for more than three years at a time. The contract shall automatically expire at the end of its term. The Board may, however, elect to issue a subsequent contract for not more than an additional three years at any time. The Board will thereafter fix the superintendent's salary and benefits annually, prior to the beginning of the new fiscal year.

END OF POLICY

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### Legal Reference(s):

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

[ORS 332.505](#)

# Corbett School District 39

Code: CBE  
Adopted: 10/16/97  
Orig. Code: CBE

## Superintendent's Continuing Professional Development

(OSBA has removed this policy from its samples.)

The Board expects the superintendent to keep 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 inform the Board chairman about meetings or visits which will cause him/her to be absent from the district one day or more.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

[OAR 584-048-0110](#)

# Corbett School District 39

Code: CBF  
Adopted: 10/16/97  
Orig. Code: CBF

## Superintendent's Consulting Activities

(OSBA has removed this policy from its samples.)

The Board expects the superintendent to devote full 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. The Board, however, recognizes the superintendent's obligation to contribute to the profession of school administration and to the field of public education in general. This policy, therefore, does not prohibit the superintendent from undertaking occasional consulting work that does not conflict with obligations to the district. Any such task that requires the superintendent's absence for two or more consecutive working days must have prior approval of the Board. No paid consulting will be undertaken on district time.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

# Corbett School District 39

Code: CBG  
Adopted: 7/17/02  
Orig. Code: CBG

## Evaluation of the Superintendent

(Version 1)

(see proposed version)

The superintendent's job performance will be evaluated once a year based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any adopted goals for the year established by the superintendent and the Board.

Additional criteria for the evaluation, if any, will be developed at the July meeting or earlier, based upon an emergency or unanticipated need.

The normal evaluation cycle will be as follows:

1. Not later than the July meeting the Board will extend applicable previous goals and add new goals to be used in the evaluation;
2. At the January Board meeting, the superintendent shall present to the Board a self appraisal relative to the district goals and evaluation criteria;
3. The superintendent shall place on the February Board agenda time for the purpose of evaluating the superintendent and expressing recommendations on how performance may be improved;
4. The Board, prior to March 15, shall formally act upon the evaluation process and the contract status. The contract will not be extended unless formally approved by the Board.

If requested by the Board, the superintendent shall present a status report on progress being made relative to the evaluation criteria.

The Board's discussion and conferences with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session; however, such an executive session will not include directives about or a general evaluation of any district goal, objective or operation. Results of the evaluation will 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 addressed and will be given an opportunity to correct these problems. If the superintendent's performance, according to established criteria, is deemed unsatisfactory, the Board may either dismiss the superintendent or non-renew his/her contract pursuant to Board policy, the employment contract with the superintendent, state administrative regulations and state law.

END OF POLICY

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### Legal Reference(s):

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

[ORS 332.107](#)

[ORS 332.505](#)

R4/13/17 | PH

Evaluation of the Superintendent – CBG



Hanson v. Culver Sch. Dist. (FDAB 1975).

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# Corbett School District 39

Code:                      CBG  
Adopted:

## Evaluation of the Superintendent (Version 2)

The Board will formally evaluate the superintendent’s job performance at least once each year. The evaluation will be based on the administrative job description, any applicable standards of performance, 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.

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

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

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### Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)  
[ORS 332.107](#)  
[ORS 332.505](#)

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

[OAR 581-022-2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

# Corbett School District 39

Code: CBHA  
Adopted: 10/16/97  
Orig. Code: CBHA

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## Superintendent's Retirement

(OSBA has removed this policy from its samples)

The superintendent will notify the Board as soon as possible of his/her decision to retire in order to allow the Board adequate time to select and employ a new superintendent. If the superintendent expects to invoke early retirement, at least 120 days notice is expected.

END OF POLICY

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### Legal Reference(s):

[ORS Chapter 237](#)  
[ORS Chapter 238](#)

[ORS 332.505](#)  
[ORS 332.507](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, as amended, 29 U.S.C. 1161-1169.  
Tax Reform Act of 1986, 29 U.S.C. Sections 1001-1461.

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# Corbett School District 39

Code: CC  
Adopted: 10/16/97  
Orig. Code: CC

## Administrative Organization

(OSBA has removed this policy from its samples)

The legal authority of the Board is transmitted through the superintendent along specific paths as shown in the Board-approved organizational chart of the district.

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

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

The Board expects the following goals to be achieved through its administrative organization:

1. Each school will develop and implement the educational program most appropriate for its needs within the framework of district policy;
2. The building administrator will have the specific responsibility for overseeing the pattern and sequence of educational experiences provided;
3. Responsibility starts with students to teachers, principals, the superintendent and on to the Board;
4. Each member of the staff will be told to whom he/she reports and for what functions;
5. Whenever possible, each member of the staff will be made responsible to one immediate superior for any one function;
6. Staff members will be told to whom they can go for help in working out their own functions in the school program.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

Anderson v. Central Point School District No. 6, 554 F. Supp. 600 (D.Oregon 1982); aff'd in part, 746 F. 2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

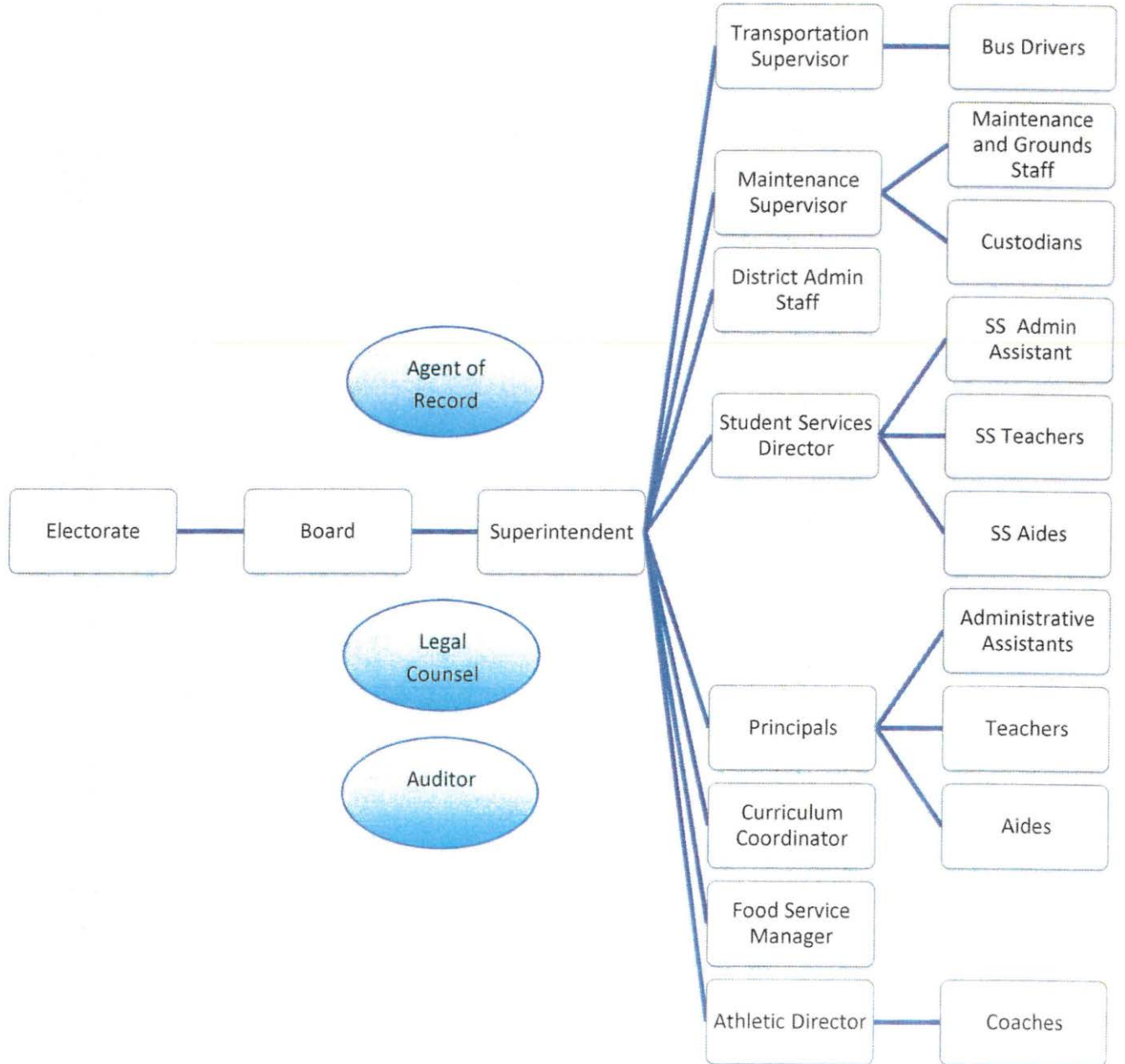
# Corbett School District 39

Code: CCA  
 Adopted: 3/09/16  
 Orig. Code: CCA

## Organizational Chart

(recommend placing org chart in staff handbook)

Classified personnel may be assigned to the following areas by decision of the superintendent and/or building principals.



# Corbett School District 39

Code: CCB  
Adopted: 10/16/97  
Orig. Code(s): CCB

## 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 charts.

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, All 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. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the programs and operations of the school system.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

[OAR 581-022-2405](#)

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

# Corbett School District 39

Code: CCC  
Adopted: 10/16/97  
Orig. Code(s): CCC

## 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 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 established hiring procedures in compliance with state and federal law.

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.

~~Except in those instances when a transfer of administrators within the school system is determined by the superintendent, the following procedure shall be followed 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 pre-employment 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 make a recommendation for the position under consideration;~~
- ~~6. The superintendent's recommendation will then be presented to the Board for consideration and appointment to the position;~~
- ~~7. 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

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### Legal Reference(s):

4/05/16 | PH

Hiring of Licensed Administrators – CCC

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# Corbett School District 39

Code: CCG  
Adopted: 1/17/18  
Orig. Code(s): CCG

## Evaluation of Administrators

The superintendent will implement and supervise an evaluation system for administrative personnel. The purpose of administrator evaluations is to assist an administrator with developing and strengthening his/her/their professional abilities, 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 formal evaluation will be conducted at least once each year. 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 a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts 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 administrator's evaluation shall use the following educational leadership-administrator standards<sup>1</sup> adopted by the State Board of Education.

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

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

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

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
  - a. Classroom-based assessments including observations, lesson plans and assignments;
  - b. Portfolios of evidence;
  - c. Supervisor reports; and
  - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;
5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrator;
2. Refine the support, assistance and professional growth opportunities offered to the administrator, based on the individual needs of the administrator and the needs of the students, the school and the 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, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators;
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; and
6. Address ways to help all educators strengthen their culturally responsive practices.

Evaluation and support systems established by the district must evaluate administrators on a regular cycle.

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

END OF POLICY

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**Legal Reference(s):**

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

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[ORS 342.850](#)

[ORS 342.856](#)

[OAR 581-022-2405](#)

[OAR 581-022-2410](#)

[OAR 581-022-2420](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

# Corbett School District 39

Code: CD  
Adopted: 10/16/97  
Orig. Code(s): CD

## Management Team

(OSBA has removed this policy from its samples)

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, but not be limited to, all principals and district office administrators.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

# Corbett School District 39

Code: CF  
Adopted: 10/16/97  
Orig. Code(s): CF

D

## Building Administration

(OSBA has removed this policy from its samples)

The Board reaffirms the building principals' rights and responsibilities for the administration of their programs and buildings within the broad scope of adopted Board policies.

Specifically, the principal of each individual school is responsible for development of the educational program, improvement of instruction and interpretation of the school's program to the community. All personnel will work through and under the principal's direction in the performance of their duties within the school.

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END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

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# Corbett School District 39

Code: CFA  
Adopted: 10/16/97  
Orig. Code(s): CFA

## Site-Based Decision Making

(OSBA has removed this policy from its samples)

The district defines site-based decision making as a method of empowering students, parents, teachers, principals and community members in a spirit of collegiality and collaboration with the authority and responsibility for decision making at the local school level. It is an equitable participation of stakeholders. The rationale for implementing site-based decision making should be to meet the curricular and instructional needs of students by mobilizing resources at the local level to improve learning.

The superintendent will implement a procedure for site-based decision making to include a delineation of which responsibilities will remain at the central office, which will remain with the principal and which will be made by a shared decision making body at each site. This procedure should also include guidelines for monitoring and assessing the effectiveness of site-based decision making in relation to meeting the curricular and instructional goals of the site. The responsibilities and accountability will be shared by the central office, principal and shared decision-making body.

The administration of the district should provide leadership and training for implementing site-based decision making as well as the necessary resources to meet the additional responsibilities in the schools. The district will define the program and each site will be given the flexibility to develop and implement structures that will meet the particular needs of its students and school community. The district administration will be responsible for educating students, teachers, administrators, parents and the community about the reasons for adopting site-based decision making in the schools and the intended outcomes.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

# Corbett School District 39

Code: CG  
Adopted: 2/21/07  
Orig. Code: CG

## Special Programs Administration

(OSBA has removed this policy from its samples)

The superintendent will be responsible for administering any program approved by the Board.

The district operates many specially funded programs which must be administered in accordance with particular federal and/or state laws and conditions of the grants.

The Board, through its approval of such programs and acceptance of funds, is ultimately responsible for these programs although many of the regulations which govern them are established by another agency.

The superintendent is charged with the responsibility for coordinating funded projects, for administration of grants and for ensuring that the various departments which operate these programs do so within the guidelines pertaining to the particular programs.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

# Corbett School District 39

Code: CHA  
Adopted: 2/21/07  
Orig. Code: CHA



## Administrative Regulations

(Similar to BFCA)

The Board delegates to the superintendent the function of specifying required actions and designing detailed arrangements under which the district will be operated in accordance with Board policy. These detailed arrangements constitute the administrative regulations governing the district.

The superintendent will carefully weigh with care the counsel given by representatives of staff, student, parent and patrons community members regarding those administrative regulations. He/She/The superintendent will inform the Board of such counsel in presenting administrative regulations for Board action.

The Board will adopt administrative regulations when a state or federal laws requires the Board to do so. It may also adopt administrative regulations when the superintendent recommends Board action.

The Board reserves the right to review all administrative regulations and procedures, but it The Board will revise them administrative regulations and procedures only when, in the Board's judgment, they are it finds them inconsistent with its policies and other administrative regulations set by the Board.

All new or revised district administrative regulations will be posted online. Students and staff will be advised-notified of all administrative regulations affecting-that affect them.

END OF POLICY

### Legal Reference(s):

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

[OAR 581-022-2305](#)  
[OAR 581-022-2405](#)





# Corbett School District 39

Code: CHCA  
Adopted: 10/16/97  
Orig. Code: CHCA

## Approval of Handbooks and Directives

In order that pertinent Board policies, administrative regulations, school rules and procedures may be known by all staff members, patrons, community members, students and parents affected, by them, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

~~It is essential that~~ The contents of all handbooks must conform with districtwide board policies and administrative regulations; ~~it is also important that all handbooks~~ The publication shall bearing the name of the district, or one of its schools, and be of a quality that reflects favorably on the district. The Board, therefore, expects all handbooks to be approved by the Board and/or superintendent or designee before publication.

~~The Board will review and approve districtwide personnel handbooks in order that the contents may be accorded the legal status of Board approved policy and regulation. The superintendent will use his/her judgment as to whether other specific handbooks need Board approval; however, all~~ The district will make all published handbooks published are to be made available to the Board for informational purposes.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

# Corbett School District 39

Code: CHD  
Adopted: 10/16/97  
Orig. Code: CHD

## Administration in Policy Absence

(similar policy as BFE)

In cases where emergency action must be taken, the superintendent shall have the power to act. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy. The superintendent will notify Board members of the emergency situation as soon as practicable after its occurrence. His/Her decisions shall be reported to the Board at its next regular meeting.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)

# Corbett School District 39

Code: CI  
Adopted: 10/16/97  
Orig. Code: CI

## Temporary Administrative Arrangements

~~In the event~~ **When** the superintendent is to be absent from the district, ~~an administrator~~ **they** will be designated **an administrator** to serve ~~as acting superintendent~~ in his/her ~~their~~ absence.

~~In the event~~ If the superintendent is ~~unable to serve because of being~~ disabled or ~~otherwise unavailable to serve~~, ~~for some other reason~~, the Board will assign the superintendent's duties as it deems appropriate.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

# Corbett School District 39

Code: CJ  
Adopted: 10/16/97  
Orig. Code(s): CJ

## Administrative Intern Program

(OSBA has removed this policy from its samples)

The quality of education in the district is dependent to a large extent on the caliber of leadership in building administration and central office services. To ensure that the quality of leadership is maintained and improved, early identification of persons who appear to have potential for leadership is essential.

In order to enhance the opportunities available to personnel in the school system, an Administrative Intern Program may be established. The program should be designed to provide leadership training and staff development. It is the desire of the administration that opportunity for advancement will be extended to qualified and proven personnel from within the school system. When a particular position requires special skills or knowledge, the best qualified applicant will be selected.

END OF POLICY

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Legal Reference(s):

[ORS 332.107](#)

# Corbett School District 39

Code: CK  
Adopted: 10/16/97  
Orig. Code(s): CK

## Consultants to the Administrative Staff

(OSBA has removed this policy from its samples)

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 Board for approval and will be accompanied by figures showing the estimated cost to the district for the consulting project.

END OF POLICY

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### Legal Reference(s):

[ORS 294.311 \(3\)](#)

[ORS 332.075](#)

[ORS 332.505](#)

# Corbett School District 39

Code: CL/CM  
Adopted: 10/16/97  
Orig. Code: CL

## Administrative/Annual Reports

(see policy CM)

The superintendent will report to the Board on a regular basis concerning the status of the district and its programs. Such reports will describe current conditions and indicate current needs of the schools.

Other administrators may be requested by the Board or superintendent to provide reports as are necessary to inform the Board about the district's programs or to allow the Board to plan for future actions.

The superintendent will prepare an annual report covering the activities of the district and submit that report to the Board. Upon approval by the Board, the report will be made available to the public and used to inform parents and citizens of the programs and conditions of the district.

The annual report regarding compliance with the minimum standards for the district will be presented to the Board and community prior to January 15.

END OF POLICY

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### Legal Reference(s):

[ORS 327.133](#)  
[ORS 329.095](#)

[OAR 581-022-1610](#)  
[OAR 581-022-1660](#)

# Corbett School District 39

Code: CM  
Adopted: 4/17/19  
Orig. Code(s): CM

## Compliance and Reporting on Standards

The superintendent will prepare an annual report that represents the district’s compliance with the standards adopted by the State Board of Education and submit that report to the Board.

The district’s annual report will be presented at a public Board meeting by February 1 of each school year. This report will be posted on the district’s web page by February 1 of each school year. The Board will acknowledge receipt of the report prior to its submission to the Oregon Department of Education (ODE).

The district will report on its compliance with state standards to ODE by February 15 each year on a form provided by ODE.

END OF POLICY

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### Legal Reference(s):

[ORS 329.095](#)  
[ORS 329.105](#)

[OAR 581-022-2260](#)  
[OAR 581-022-2305](#)

# Corbett School District 39

Code: CPA  
Adopted: 10/17/12  
Orig. Code(s): CPA

## Layoff/Recall - Administrative Personnel

This policy is ~~applicable~~ **applies** to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The factors considered in the layoff process will be license, seniority, qualifications, merit and/or competence. Competence includes recent experience, additional training and educational attainments. Merit includes the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.

The Board ~~expects administration to~~ **will** retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

Prior to initial development of a recall procedure for administrators the Board will consult with the employees or a designated representative of the employees covered by this policy.

The district will develop ~~Administrative regulations shall be developed~~ to implement this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 342.934](#)



# Corbett School District 39

Code: CPA-AR  
Revised/Reviewed: 11/14/12  
Orig. Code(s): CPA-AR

## Layoff/Recall - Administrative Personnel

### General

This administrative regulation is ~~applicable~~ **applies** to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs ~~shall be~~ **will occur** by position. A reduction in hours does not constitute a layoff.

The superintendent or designee shall ~~make~~ **offer** recommendations to the Board regarding transfers, both voluntary and involuntary, and the position(s) which will be eliminated. The factors considered in the layoff process will be license, seniority, qualifications, merit and/or competence. Competence includes recent experience, additional training and educational attainments. Merit includes the measure of one's administrative ability and effectiveness against the ability and effectiveness of another administrator.

The Board ~~will~~ **expects administration to** retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

**The district determines that** ~~When~~ when a layoff of licensed administrators is ~~deemed~~ necessary, the superintendent or designee will use the procedures described in Section II of this regulation. The superintendent or designee will make every reasonable effort to transfer a licensed and qualified administrator who will be laid off to a vacant administrative position for which the administrator is licensed and qualified, in accordance with the procedures described in Section III. The superintendent or designee may combine remaining positions, if it meets district curriculum needs, so that administrators continue to be licensed and qualified to perform available jobs.

### Section I - Definitions

1. "Competence" means the ability to perform the essential functions of a job or assignment based on recent experience, additional training or educational attainments, or both, but not based solely on type of license and endorsements of an employee. The superintendent or designee may interpret "recent experience" as having performed the essential functions of the job or assignment within the last five school years. The superintendent or designee, as a guideline, may consider whether a person has held a position "directly above" or a position "directly below" the eliminated position. "Directly above" means a supervisory position. "Directly below" means a direct or indirect reporting relationship to the superintendent.
2. "Merit" means the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.

3. “Seniority” is calculated from the first day of actual continuous service as an administrator in the district inclusive of approved leaves of absence. If necessary, ties in length of service shall be broken by drawing lots.
4. “License” means a document or documents issued by Teacher Standards and Practices Commission permitting an individual to perform certain duties within a public district.
5. “Qualifications” mean training, experience, skill and other attributes in addition to the individual’s license.

## **Section II - Layoff Procedures**

1. Administrative positions will be grouped by positions or assignments which the superintendent or designee determines are sufficiently comparable to use in the layoff process.
2. If a new administrative position is created, it will be placed in one of the existing job groupings or in a new job grouping, as determined by the superintendent or designee.
3. Upon recommendation by the superintendent or designee, the Board may eliminate one or more administrative positions within a job group or groups.
4. The superintendent or designee may recommend layoffs within job groups based on license, seniority, qualifications, merit and/or competence.
5. After identification of the administrator(s) to be laid off from a particular job group, the superintendent or designee will reassign the remaining administrators in that group to the remaining positions as necessary.
6. The superintendent or designee will determine whether the administrators identified for layoff will be transferred to a vacant administrative position under the procedures of Section III below or as provided for in state law given the option of a classroom teaching assignment provided the administrator is licensed and determined by the district to be qualified based on merit and/or competence for the assignment.

## **Section III - Reassignments and Transfers**

1. The superintendent or designee will review an administrator’s personnel file, and from consultation with the administrator’s supervisors, shall determine if an administrator who will be laid off under Section II can be transferred to a vacant administrative position. Each transfer may be based on license, seniority, qualifications, merit, competence and previous administrative positions held as determined by the superintendent or designee.
2. An administrator may voluntarily accept a classroom teaching assignment in lieu of a layoff.
  - a. The administrator may accept a classroom teaching assignment which is currently vacant.
  - b. If the administrator previously taught and was a contract teacher in the district, the administrator may displace (“bump”) a probationary or contract teacher with less seniority.
  - c. If the administrator never taught in the district, the administrator may displace (“bump”) a probationary teacher with less seniority.

3. While an administrator retains his/her rights to recall to a vacant administrative position in accordance with Section IV below, an administrator who voluntarily accepts a classroom teacher assignment will also be covered by the layoff/recall and other provisions of the collective bargaining agreement governing regularly employed teachers for purposes of their rights as teachers.

#### **Section IV - Recall**

1. An administrator who is laid off under this procedure shall be placed in a recall pool. An administrator who resigns rather than accept layoff or reassignment under this procedure forfeits rights to be placed in the recall pool.
2. An administrator will be maintained in the recall pool for a period of not more than 27 calendar months from the effective date of layoff.
3. A laid-off administrator who rejects recall to a position offered by the district for which the administrator is licensed and qualified to perform and which is similar to the workday or work year of the person's previous position, thereby waives any further recall rights, and the administrator's employment terminates effective the date of rejection of the job offer.
4. Licensed and qualified administrators will be considered for recall based on proper licensure and qualifications to perform the essential functions of the job. The district retains the right to recall a less senior administrator to the position if that individual has more merit and/or competence.
5. Administrators will be recalled based on license, seniority, qualifications, merit, competence and other relevant factors.
6. Notification of recall will be delivered in person or deposited as certified mail, postage prepaid and addressed to the last known address of the laid-off employee. It is the responsibility of the administrator to ensure up-to-date mailing information is provided to the district. The individual shall be allowed 10 calendar days from the date of personal delivery or postmark to accept the position in writing. If the individual declines the recall or fails to accept within the 10-day period or fails to report for duty on the date specified in the recall notice, the individual's name will be removed from the recall pool. The individual will be considered to have resigned employment with the district and waived any further right of recall.
7. An administrator who wishes to remain eligible for recall to a position requiring a license must maintain a valid license.
8. Individuals who wish to waive recall rights prior to 27 months subsequent to the effective date of a layoff may do so by written notification to the district. Such notice will be considered a voluntary resignation and the individuals shall forfeit all employment rights with the district.
9. Employees returning from layoff shall be credited with all seniority and sick leave the employee earned prior to the effective date of the layoff, but the employee shall not accrue leave, benefits or seniority during the period of the layoff. If applicable, the district will apply any sick leave accrued from another school district employment during the recall time as allowed by state law.
10. An employee who has been laid off has the option of continuing the employee's health insurance program at the employee's expense for up to 18 months, subject to the approval and rules of the insurance carrier(s).

11. Nothing in this regulation shall be construed so as to interfere with the district's right to dismiss an administrator, not extend the contract of an administrator or dismiss or nonrenew the contract of a probationary administrator pursuant to state law.
12. An individual who is no longer employed as an administrator in the district due to resignation, assignment to a nonadministrative position, expiration of the recall period or rejection of a position offered by the district shall receive salary for all unused vacation time following the termination of employment as an administrator.

### **Section V - Announcements of Decisions**

Public announcements of layoff decisions should occur only after prior notice to affected administrators. Certain circumstances may, in some cases, prevent prior notice and employees will be notified as soon as is practical.

### **Section VI - Appeal Procedure**

An appeal from a layoff decision shall be by arbitration pursuant to the employee's individual employment contract, administrator group contract ("employment agreements or meet and confer agreements") or rules of the Employment Relations Board.

### **Section VII - Future Changes in Procedure**

The district reserves the right to amend, revise or repeal all or any part of this procedure at any future time and no employee shall have any vested right in the continuation of this procedure or any amendment thereof, provided, however, that no amendment or repeal of this procedure shall prejudice the reinstatement rights of any individual who is in the "recall pool" at the time these procedures are amended, revised or repealed. The district will also consult with employees covered by this administrative regulation prior to making any decisions regarding changes to this procedure.