

Mapleton School District 32

Code: **BCH**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): BCH

Consultants to the Board

The Board may engage persons in an advisory capacity when specific services are required that are beyond the capabilities or responsibilities of regularly employed personnel.

Such advisors may include attorneys, auditors, architects, agents of record, and others with technical skills or professional training.

The Board may appoint such advisors to serve for a specified period of time or may engage such advisors to perform specific tasks on a temporary basis. Except where the advisor serves under a written contract for a specified period of time, the Board may terminate such advisory services at its sole discretion.

The Board will conduct periodic reviews of the services and may request periodic reports to the Board.

Prior to reappointment, the district may open proposals for service.

END OF POLICY

Legal Reference(s):

[ORS 332.072](#)
[ORS 332.075](#)
[ORS 332.505](#)

Cross Reference(s):

BK - Evaluation of Board Operational Procedures
CBB - Recruitment and Appointment of the Superintendent

Mapleton School District 32

Code: **BDDA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): BDDA

Notification of Board Meetings

The Board will provide for and give public notice, reasonably calculated to give actual notice to interested persons including those with disabilities, of the time and place for regular meetings and of the principal subjects to be considered.

Notices to individuals with disabilities shall be given in an appropriate form upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

No special meeting will be held without at least 24 hours notice to the Board members and the general public except in the case of emergency.

In the case of emergency, a meeting may be held upon such notice as is appropriate under the circumstances, but minutes will explain the emergency situation.

Dates of regular meetings of the Board will be provided to district employees, interested members of the public and the news media.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#) - 192.690
[ORS 332.045](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

BD/BDA - Board Meetings/Regular Board Meetings
BDC - Executive Sessions
BDDH - Public Participation in Board Meetings
BE - Board Work Sessions

Mapleton School District 32

Code: **BDE**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): BDE

Public Hearings

The Board will hold public hearings as required by law and will follow the appropriate procedures.

The Board will establish procedures for other hearings as may be required by the Board to ascertain the ideas and opinions of the community on item of interest, or to facilitate the orderly resolution of questions or concerns of the Board or community.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)

Cross Reference(s):

KC - Community Involvement in Decision Making

Mapleton School District 32

Code: **BE**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): BE

Board Work Sessions

The Board may schedule work sessions in order to provide its members with opportunities for planning and thoughtful discussion. Topics for discussion and study will be announced publicly and work sessions will be conducted in accordance with the state law on public meetings.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)
[ORS 332.045](#)

Cross Reference(s):

BD/BDA - Board Meetings/Regular Board Meetings
BDDA - Notification of Board Meetings

Board Legislative Program

The Board will, as part of its legislative program effort:

1. Ensure that local media representatives and legislators are invited to Board meetings and school activities;
2. Set aside Board meeting time to discuss legislative issues as outlined in OSBA's *Legislative Highlights* or from other sources;
3. Establish regularized contacts with their legislators both in-district and in Salem;
4. Encourage the Board to send a team to the OSBA/COSA Legislative Conference held each February of legislative years;
5. Follow through with OSBA solicitations for input regarding legislative policy and priority development;
6. Evaluate the need to respond to legislative calls-to-action by faxing, e-mailing or calling legislators on issues of importance;
7. Encourage participation in OSBA Convention and other association activities related to legislative liaisons.

Mapleton School District 32

Code: CA
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): CA

Administration Goals and Objectives

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 that improve instruction and increase student motivation and achievement.

Major goals of administration in the district will be:

1. To manage the district's various facilities, funds and programs effectively;
2. To provide professional advice and counsel to the Board and to any committees established by Board action;
3. To 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 to the establishment and operation of learning programs that better meet more learner needs;
 - c. Coordinating cooperative efforts at improvement of learning programs, facilities, equipment and materials; and
 - d. Providing opportunities for the ideas of staff, students, parents and others in the decision-making process.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-1720](#)

Additional Duties of the Superintendent

The superintendent shall be responsible for the successful completion of the tasks inherent to, including but not limited to, the following programs/areas of interest. An area in the office of the superintendent contains the documentation pertinent to the programs.

1. Statewide assessment program.
2. Local assessment program.
3. Utilization of Common Core State Standards by grade level/subject area. Require principals to ensure the inclusion of these in weekly lesson plans.
4. School improvement (e.g., site councils, profile).
5. Federal programs (e.g., Title IA, IIB, Reap/Flex, CTE, etc.).
6. Northwest accreditation of high school.
7. Special education (IDEA).
8. At-risk program.
9. Evaluation of personnel.
10. Talented and gifted program.
11. Section 504 eligible students.
12. Student involvement in the decision-making process (e.g., student leaders, student council).
13. Positive recognition program (e.g., student, staff community).
14. Outdoor school program.
15. Tragedy response program.
16. Curriculum adoption/committee.
17. Technology program.

18. Current textbook adoption.
19. Informational board update.
20. School calendar.
21. Preventative maintenance/three-year program.
22. Oregon School Activities Association (OSAA) and conference participation.
23. Positive public relations (SAC).
24. Board goals (short and long term).
25. Community involvement in the district.

Evaluation

The successful completion of these tasks shall be assessed annually by the Board.

Mapleton School District 32

Code: **CBE**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): CBE

Superintendent's Continuing Professional Development

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 about meetings or visits which will cause him/ her to be absent from the district, and will report to the Board the results of such meetings and visits.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 584-036-0120](#)

Mapleton School District 32

Code: **CBF**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): CBF

Superintendent's Consulting Activities

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 must have prior approval of the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Mapleton School District 32

Code: **CBHA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): CBHA

Superintendent's Retirement

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.

END OF POLICY

Legal Reference(s):

[ORS Chapter 237](#)

[ORS Chapter 238](#)

[ORS 332.505](#)

[ORS 332.507](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2006).
Employee Retirement Income Security Act of 1974, 29 U.S. C. §§ 1001-1461.

Mapleton School District 32

Code: CC
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): CC

Administrative Organization

The management authority of the Board will be delegated through the superintendent to the administrative staff as shown in the Board-approved 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 subject to Board approval 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 system.

END OF POLICY

Legal Reference(s):

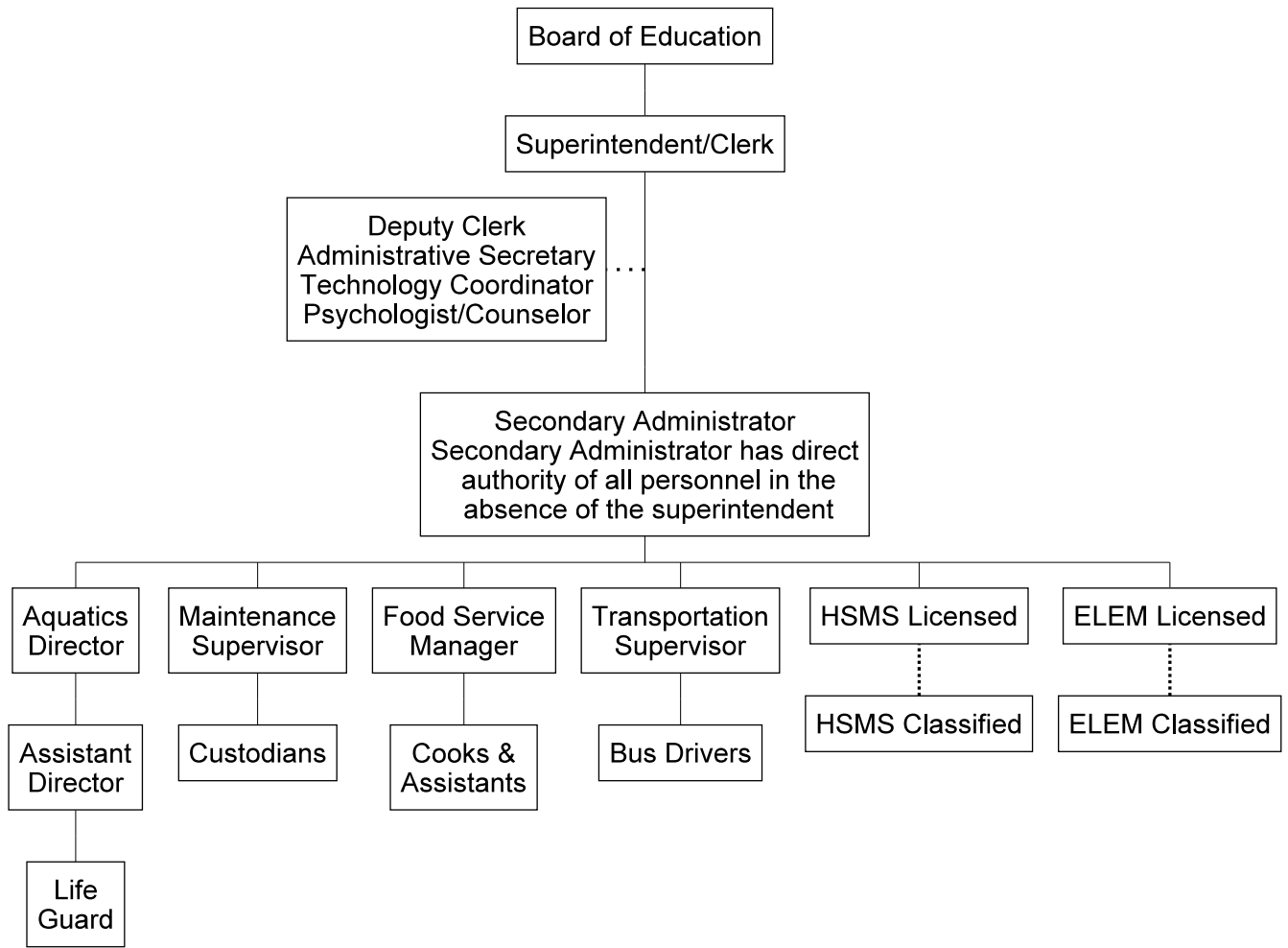
[ORS 332.505](#)

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

Cross Reference(s):

CCB - Line and Staff Relations

Organizational Chart



* The Secondary Administrator has consulting authority over all head positions.

Mapleton School District 32

Code: **CD**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): CD/CE

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 will permit the ideas of all staff members to be brought to bear 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.

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

The superintendent's management team consists of the superintendent and may include the principals, supervisors, directors, managers and/or personnel appointed by the superintendent.

The management team may meet on a regular basis with representatives of the licensed staff to review and discuss current school issues and practices.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Mapleton School District 32

Code: **CF**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): CF

District Administration

The Board reaffirms the rights and responsibilities of building principals 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 that school's program to the community. All personnel will work through and under direction of the principal in the performance of their duties within the school.

Building procedures, not in conflict with those of the district or the state, are the principal's responsibility. Building guides will be prepared in cooperation with staff committees. Each principal will provide a handbook for the staff.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Additional Duties of the Principal

The principal shall be responsible for the successful completion of the tasks inherent to include, but not limited to, the following programs/areas of interest. An area in the office of the principal contains the documentation pertinent to the programs.

1. Statewide assessment program.
2. Local assessment program.
3. Utilization of common curriculum goals, content and performance standards by grade level/subject area. The principal shall ensure the inclusion of these in weekly lesson plans.
4. School improvement (site councils, etc.).
5. Northwest accreditation compliance.
6. Special education needs.
7. At-risk program.
8. 504 eligible students.
9. Student involvement in the decision-making process (student council).
10. Community involvement in schools.
11. Talented and gifted program.
12. Student/Staff positive recognition program.
13. SOURCE program.
14. Outdoor school program.
15. Oregon together.
16. Tragedy response program.
17. Curriculum committee.

18. Technology committee.
19. Textbook adoption.
20. Oregon School Activities Association (OSAA) participation.
21. Conference participation.
22. Positive public relations.
23. Discipline/Discipline reports for Board.
24. Attendance.
25. Athletic director - desserts, monthly meetings, etc.
26. League administrator monthly meetings.
27. Monthly newsletter information.
28. Academic all-stars.
29. Class night.
30. Attend all Board meetings.
31. Voluntary drug testing.
32. Parent teacher conferences.
33. Parent visitation day.
34. School-to-Work program.
35. Tech prep.
36. Facilitate core teams at middle/high school.
37. Require positive feedback to parents concerning all students.

Evaluation

The successful completion of these tasks shall be assessed annually by:

1. The superintendent.

Mapleton School District 32

Code: **CG**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): CG/CGA

Special Programs Administration/Grants

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

The district may operate 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 schools which implement these programs do so within the guidelines pertaining to the particular program unless otherwise stipulated in the grant requirements.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Mapleton School District 32

Code: **CK**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): CK

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 district staff.

All consultants will be approved by the superintendent or designee prior to the invitation and arrangement for visitation 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 of the consulting project to the district.

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 assure 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](#)

Mapleton School District 32

Code: **CL**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): CL

Administrative Reports

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.

END OF POLICY

Legal Reference(s):

[OAR 581-022-1660](#)

Cross Reference(s):

EH - Data Management

LGA - Compliance with Standards