

**Agenda  
Special Board Meeting  
August 1, 2019  
6:00 p.m.  
Dallas School District Board Room**

*2019-20  
Board of Directors*

*Michael Blanchard*

*Michael Bollman*

*Dave Hunt*

*Matt Posey*

*Jon Woods*

**Board Secretary  
Juli Lichtenberger**

**Please join us at our  
school board meetings.  
Unless otherwise  
scheduled the board  
meets the second and  
fourth Mondays  
of the month.**

**District Office  
Board Room  
6:30 p.m.**

**Mission Statement**

***Our mission is to  
provide the highest  
quality education,  
ensuring every student  
develops the academic,  
functional,  
professional-technical,  
and social-emotional  
skills necessary to  
succeed in life.***

***Dallas School District  
111 SW Ash Street  
Dallas OR 97338***

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503.623.5597 fax***

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|------------|--|----|
| <b>1.0</b> | <b>Welcome/Pledge of Allegiance</b>  |    |
| <b>2.0</b> | <b>Approval of the Agenda</b>  |    |
| <b>3.0</b> | <b>Review Policy CBB – Recruitment and Appointment of the Superintendent</b> | 93 |
| <b>4.0</b> | <b>Review Policy CB – Superintendent</b>                                     | 94 |
| <b>5.0</b> | <b>Review Policy CBA – Qualifications and Duties of the Superintendent</b>   | 95 |
| <b>6.0</b> | <b>Declare Vacancy for Interim Superintendent</b>                            |    |
| <b>7.0</b> | <b>Establish Hiring Standards and Criteria</b>                               |    |
| <b>8.0</b> | <b>Adjourn</b>   |    |

<b>Dallas School District 2</b>
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Code: **CBB**  
 Adopted: 11/22/04  
 Orig. Code(s): None

### **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 its search for a superintendent or an interim superintendent, the Board may engage in a nationwide search, an Oregon search, a search within the district, or appoint as deemed appropriate, whenever a vacancy occurs.

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.

If an advisory committee is formed, it shall be composed of one district level administrator, one elementary principal, one middle school administrator, one high school administrator, one elementary teacher, one middle school teacher, one high school teacher, one confidential employee, two patrons, association presidents, and two Board members. Additional members may be added at the discretion of the Board.

The Board may consider the employment of the superintendent in Executive Session as per ORS 192.660(7)(d)(D).

The Board will, in open session, 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

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**Legal Reference(s):**

ORS 192.660 (7)(d)(D)

ORS 332.505

ORS 342.513

ORS 342.835

# Dallas School District 2

Code: **CB**  
Adopted: 1/28/02

## Superintendent

The Superintendent is the District's chief executive officer and has, under the School Board's direction, general supervision of all District schools, personnel and departments. The Superintendent is responsible for managing the schools under the School Board's policies and is accountable to the School Board for that management.

The Superintendent may delegate to other District personnel any powers and duties imposed upon the Superintendent by School Board policies or by vote of the School 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 581-022-1720

## Dallas School District 2

Code: **CBA**  
 Adopted: 12/13/04  
 Readopted: 6/24/13

### **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 and appropriate endorsement;
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 OAR 584-080-0151 and 584-080-0161.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills and a desire and ability to motivate and 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 district school clerk, performing such duties as required by law or by the Board;
4. Schedule meeting places, prepare an agenda, and record minutes for all Board meetings and other 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 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, renewal, contract extension, demotion, contract nonrenewal, contract nonextension or dismissal of 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 and maintenance 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

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#### Legal Reference(s):

ORS 327.133  
ORS 332.075  
ORS 332.515  
ORS 342.125  
ORS 342.140  
ORS 342.143  
ORS 342.173

ORS 342.175  
ORS 342.200  
OAR 581-022-0102 to -1940  
OAR 581-023-0006 to -0050  
OAR 584-020-0000 to -0045

OAR 584-036-0035(1)  
OAR 584-046-0005 to -0024  
OAR 584-048-0085 to -0095  
OAR 584-080-0151  
OAR 584-080-0152  
OAR 584-080-0161

#### Cross Reference(s):

CBG - Evaluation of the Superintendent