

POLICY READINGS
August 14, 2017
2017 POLICY UPDATE

Code Policy - Administrative Regulation

FIRST READING (attached)

FB	Facilities Planning
FEB	Selection of Architect
FECBA	Energy-Conserving Constructio
FEF/FEFB	Construction Contracts - Bidding and Awards
FF	Naming NewDistrict Facilities
FF-AR	Naming Facilities
FJ	Temporary District Facilities

ADOPTION (see Agenda Packet)

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

Oregon City School District

Code: **FB**
Adopted: 5/12/08
Orig. Code(s): FB

Facilities Planning

The Board will gather and analyze appropriate data to evaluate the district's facilities needs on a long-range basis. Such data will include, but not be limited to, enrollment projections, anticipated changes in the instructional program, analysis of community building plans, analysis of sites and evaluation of present facilities.

END OF POLICY

Legal Reference(s):

[ORS 195.110](#)

[ORS 197.295 - 197.314](#)

[ORS 332.155](#)

[OAR 581-022-1530](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

HR4/03/01 | MW

Oregon City School District

Code: **FEB**
Adopted: 5/12/08
Orig. Code(s): FEB

D

Selection of Architect

The Board will employ a licensed architect to design the plans of each proposed building, building addition or extensive renovation.

In selecting architects, the following criteria shall include, but not be limited to:

1. Experience in school construction;
2. Evidence of relevant experience in the design and construction of facilities that provide appropriate accessibility and usability for persons with disabilities;
3. Creative design ability;
4. Technical knowledge to control the design so the best results are obtained for the smallest amount of money;
5. Executive and business ability to oversee the proper performance of contracts;
6. Proven ability in all major phases of planning and construction: predesign planning, schematic design, design development, bidding, construction;
7. Ability and temperament to work cooperatively with others, willingness to consult with staff on educational specifications;
8. Extent and experience of architectural staff in relation to the scope of the planned project.

The architect will be selected by the Board on the basis of the above criteria and/or other criteria determined by the Board and will be employed under contract.

END OF POLICY

Legal Reference(s):

[ORS Chapters 279A, 279B and 279C](#)

[ORS 332.107](#)

[ORS 455.642](#)

[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.](#)

4/03/01 | NC

Oregon City School District

Code: **FECBA**
Adopted: 5/12/08
Orig. Code(s): FECBA

D

Energy-Conserving Construction

The Board recognizes the importance and need for energy conservation in the construction of new school district facilities.

Proposed construction and renovation projects that contain the most efficient energy-saving plans within an acceptable budget will have high priority. Energy-saving designs will be documented in the architectural evaluation and will comply with educational specifications and cost control checklists as determined by the Board.

A continuous study of energy problems and energy sources will be maintained for future planning.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.155](#)

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Oregon City School District

Code: **FEF/FEFB**
Adopted: 5/12/08
Orig. Code(s): FEF/FEFB

D

Construction Contracts - Bidding and Awards

The Board will serve as its own Local Contract Review Board.

The Board will procure contracts for construction or renovation of facilities according to the provisions of state law and Oregon Administrative Rules. Pre qualification of bidders may be required by the district.

Contractors shall be registered as required by Oregon law.

For every contract for which a bond is required, a bond with good and sufficient sureties will be required of the contractor. The purpose of the bond is to ensure:

1. The obligations of the contract are faithfully performed;
2. Payment is promptly made to all persons supplying labor or materials to the contractor or subcontractor for the work provided in the contract;
3. All contributions for workers' compensation and unemployment insurance are made promptly;
4. All sums required to be deducted and retained from the contractor's and subcontractor's employees' wages are paid.

END OF POLICY

Legal Reference(s):

[ORS Chapters 279A, 279B and 279C](#)

HR4/03/01 | MW

Oregon City School District

Code: **FF**
Adopted: 10/83
Readopted: 5/12/08; 4/13/09
Orig. Code(s): 4340

Naming ~~New~~District Facilities

The Board has the final authority for naming schools, facilities and portions of buildings and/or facilities.

Naming New Schools

1. Senior high schools may be named for deceased national or international persons of permanent significance.
2. Middle schools may be named for deceased pioneers of Oregon who made contributions of permanent significance to the State of Oregon or the local area.
3. Elementary schools may be named for prominent deceased local persons or with reference to the community area or for a distinguished landmark.

The Board will make every effort to select the name for a new school prior to beginning construction.

Naming Facilities or Portions of Facilities

It shall be the general policy of the Board not to name portions of buildings and/or facilities. The superintendent or designee will be responsible for preparing procedures for the consideration of proposals to name portions of buildings and/or facilities. The procedures will include a timetable and a process for determining the appropriateness of the proposal.

Memorials

Personal memorials in school buildings must be approved by the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

2/08/91 | GP

Naming Facilities

The Board is responsible for the name and the naming of schools, facilities including fields, stadiums, annexes, office buildings, and portions of buildings such as gyms, media centers, rooms etc.

The Board retains the right to review the decision to name a facilities or portions of facilities at any time. The naming of a particular facility or portion of a facility does not guarantee that the name or memorial will exist for all time.

Additionally, the Board reserves the right to withdraw a name or remove a memorial in the event that information is revealed concerning an individual or organization which is contrary to the reason for naming or proposing to name a facility or a portion of a facility.

Criteria

Names and/or memorials must recognize an individual of highest character who has distinguished herself/himself by extraordinary educational achievements and/or contributions in academic, athletic, leadership, or support positions during her/his career with the Oregon City School District. Consideration should include state or national recognition by peers as well as appropriate organizations.

Personal prejudice or favoritism, political pressure or temporary popularity should not be the reasons for considering the naming of a facility or portion of a facility.

Procedure

A proposal to name a school, facility or portion of a facility will be submitted to the superintendent in writing with the reasons for the recognizing the individual stated in sufficient detail to justify the action proposed. The Superintendent shall acknowledge receipt of the proposal and provide the Board with a copy of the proposal at the next regularly scheduled board meeting.

The Board, with input from the superintendent and other knowledgeable parties, shall appoint a committee consisting of two community members, representatives from the teacher and classified associations, a Board member and a student. The superintendent shall serve as the non-voting chairperson of the committee.

The appointed committee will seek community, staff and student input for 30 days prior to presenting its recommendations and supporting evidence to the Board. The Board will hold at least one public hearing regarding the proposal and the committee's recommendation.

The Board shall consider the committee's recommendation and input from the public hearing and shall act upon the recommendation at a public meeting within 60 days.

Oregon City School District

Code: **FJ**
Adopted: 5/12/08
Orig. Code(s): FJ

Temporary District Facilities

The Board's aim is to have sufficient permanent facilities to meet the needs of school enrollment and the school program. Rented facilities, movable units and other emergency school housing may be inadequate for long-term public school purposes.

If circumstances require immediate space not available in public school buildings, facilities will be leased or moveable structures will be used as a temporary measure.

The Board encourages the involvement of staff, parents and the community in the decision-making process, whenever possible. The superintendent's recommendation to the Board will give due consideration to all such input. All final decisions regarding the use of temporary district facilities will be made by the Board.

Any such facility must conform to all appropriate federal, state and local building and land use codes, health and fire laws, environmental standards and provisions for accessibility and usability as required by the Americans with Disabilities Act.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.155](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0081](#)

[OAR 437-002-0161](#)

[OAR 437-002-0180 to -0182](#)

[OAR 437-002-0360](#)

[OAR 437-002-0368](#)

[OAR 437-002-0377](#)

[OAR 437-002-0390](#)

[OAR 437-002-0391](#)

[Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 \(2006\); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 \(2006\).](#)

[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.](#)