

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

ADMINISTRATION INDEX

BP 2000 SERIES

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03-25-19

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2000

ADMINISTRATION

CONCEPTS AND ROLES

The Board of Trustees recognizes that District administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools, as well as the responsible management of noninstructional operations. The Superintendent or designee may make decisions concerning District operations within the parameters of law and Board policy.

The Superintendent shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the District to fulfill its vision and goals. The Board of Trustees also expects the Superintendent to help shape the culture and environment of the District in a manner that focuses District operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in District schools.

The Board of Trustees and Superintendent shall work together as a team in the exercise of District governance. The Board of Trustees and Superintendent shall establish protocols that describe how the governance team will operate, including, but not limited to, agreements regarding Board of Trustees' meeting operations and communications between the Superintendent and the Board of Trustees.

Because the Superintendent is the only District employee who is directly selected and evaluated by the Board of Trustees, the Board of Trustees has a responsibility to ensure that the Superintendent possesses the skills and attributes that best meet the needs of the District.

The Superintendent is granted the authority to make decisions concerning District operations within the parameters of law and Board policy. He/she shall be responsible for developing administrative structures and decision-making processes that allow the District to fulfill its responsibilities in an efficient manner. The Superintendent may delegate to other District staff any duties imposed upon him/her by the Board of Trustees. This delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

The Board of Trustees and Superintendent shall agree upon a system for evaluating the Superintendent, including the evaluation criteria, method, evaluation instrument, process, and timeline.

The Superintendent may delegate to other District staff any duties imposed upon him/her by the Board of Trustees. This delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2000

ADMINISTRATION

CONCEPTS AND ROLES

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board
35026 Employment of district superintendent by certain district
35028 Qualifications for employment
35029 Waiver of credential requirements
35031 Term of employment
35033 District superintendent for certain districts
35034 District superintendent of certain districts
35035 Powers and duties of superintendent
35160 Authority of governing boards
35160.1 Broad authority of school districts
35161 Powers and duties generally

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Selection and Employment, 2006
Maximizing School Board Governance: Superintendent Evaluation, 2005
Superintendent Governance Standards, 2001
CSBA Professional Governance Standards, 2000

WEB SITES

CSBA: <http://www.csba.org>
American Association of School Administrators: <http://www.aasa.org>
Association of California School Administrators: <http://www.acsa.org>

Policy Adopted: 01/03/77
Revision Adopted: 02/04/97
Revision Adopted: 09/03/02
Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2100

ADMINISTRATION

ADMINISTRATIVE STAFF ORGANIZATION

The Superintendent shall organize the administrative staff in a manner that best supports student achievement, the educational program, and efficient operations.

The Superintendent shall establish and define job responsibilities for supervisory and administrative personnel (Education Code 44662).

The Superintendent or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.

Organization Chart/Lines of Responsibility

The Superintendent shall maintain a current District organization chart approved by the Board of Trustees which designates line of primary responsibility and the relationships among all District positions.

Lines of responsibility should in no way prevent staff members at all levels from collaborating, communicating, and cooperating to develop the best possible school programs and provide efficient services.

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent

44662 Job Responsibilities and Evaluation

WEBSITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

Policy Adopted: 02/04/97

Policy Revised: 09/03/02

Policy Revised: 02/15/11

Policy Revised: 09/05/17

Policy Reviewed: 03/19/19

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

EXHIBIT

E 2100

ADMINISTRATION

ADMINISTRATIVE STAFF ORGANIZATION

ORGANIZATIONAL CHART

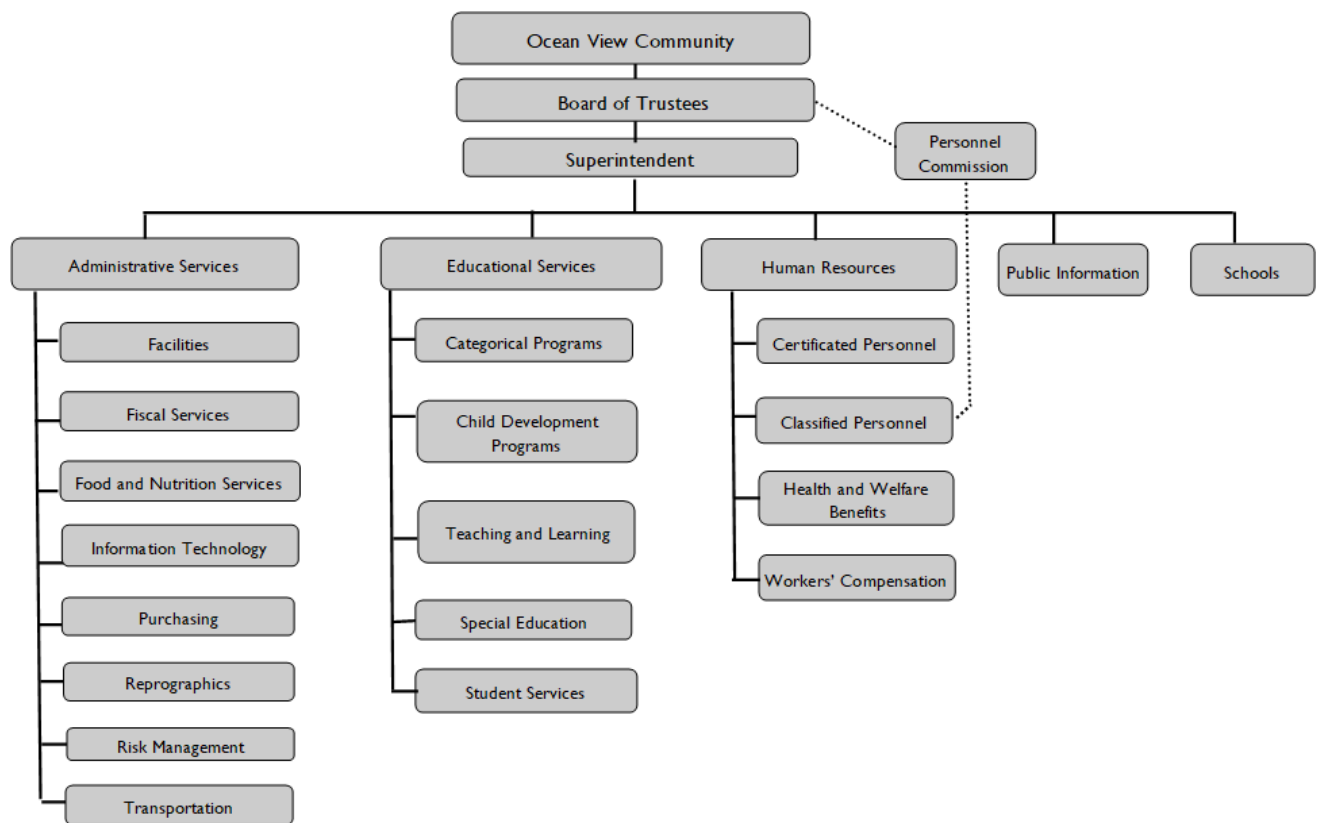


Exhibit Adopted: 02/15/11

Exhibit Revised: 06/21/11

Exhibit Revised: 07/24/12

Exhibit Revised: 04/23/13

Exhibit Revised and Renumbered (previously E2220): 09/05/17

Exhibit Revised: 03/19/19

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2110

ADMINISTRATION

SUPERINTENDENT RESPONSIBILITIES AND DUTIES

The Board of Trustees desires to establish a productive working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning and achievement and the attainment of the District's vision and goals. The Board of Trustees also desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

The Board of Trustees shall clarify expectations and goals for the Superintendent by June 30 of every evaluation year.

As the chief executive officer of the District, the Superintendent shall implement all Board of Trustees' decisions and manage the instructional and noninstructional operations of the schools. The Superintendent also serves as a member of the District's governance team and has responsibilities to support Board of Trustees' operations and decision-making.

The Superintendent may delegate any of his/her responsibilities and duties to other District staff, but he/she remains accountable to the Board of Trustees for all areas of operation under the Superintendent's authority.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020-35046 Powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance

Superintendent Governance Standards, 2001

WEB SITES

CSBA: <http://www.csba.org>

American Association of School Administrators: <http://www.aasa.org>

Association of California School Administrators: <http://www.acsa.org>

Policy Adopted:	02/04/97
Policy Renumbered and Revised:	09/03/02
Policy Revised:	03/07/06
Policy Revised:	02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

ADMINISTRATIVE REGULATION

AR 2110

ADMINISTRATION

SUPERINTENDENT OF SCHOOLS: RESPONSIBILITIES AND DUTIES

The Superintendent is the chief executive officer of the School District and is directly responsible to the Board of Trustees. He/she supervises all District operations in accordance with Board policies and Board direction. Although the Superintendent may delegate appropriate powers and duties so that operational decisions can be made at various administrative levels, he/she is accountable for the execution of these powers and duties.

Responsibilities Related to the Board of Trustees

The Superintendent:

1. Advises the Board of Trustees on the need for new and/or revised policies and makes policy recommendations based on data and input from staff and advisory committees.
2. Submits to the Board of Trustees recommendations relative to all matters requiring Board of Trustees' action, together with the materials needed for informed decisions.
3. Reports periodically on all District operations.
4. Conducts special studies requested by the Board of Trustees.
5. Secures legal opinions when needed.
6. Provides advice and leadership to the Board of Trustees and to the District's chief negotiator during the collective bargaining process.
7. As secretary to the Board of Trustees, prepares the agenda and minutes of Board of Trustees' meetings, handles Board correspondence, and maintains all Board of Trustees' records, contracts, securities, and other documents.
8. Assists the Board of Trustees in designing a process for evaluating Superintendent performance based on mutually agreed upon goals and objectives.

Responsibilities Related to Personnel

The Superintendent:

1. Coordinates the work of all schools and departments.
2. Defines the duties of all personnel and coordinates administrative staff activities.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

ADMINISTRATIVE REGULATION

AR 2110

ADMINISTRATION

Responsibilities Related to Personnel (continued)

3. Selects and recommends to the Board of Trustees candidates for employment.
4. Advises the Board of Trustees regarding the leave, classification, retirement, resignation, promotion, suspension, or dismissal of District employees.
5. Assigns personnel within the District in accordance with Board policy and the collective bargaining agreements.
6. Promotes a positive work environment.
7. Ensures that each staff member is evaluated and identifies appropriate opportunities for continued professional development.
8. Maintains appropriate channels of two-way communication within the District.
9. Ensures that staff is informed about relevant federal, state, and county laws; District policies, regulations, and procedures; and matters related to the improvement and welfare of the schools.
10. Anticipates, manages, and resolves conflict.
11. Serves as liaison between the Board of Trustees and staff.

Responsibilities Related to Students and the Instructional Program

The Superintendent:

1. Enforces compulsory attendance laws.
2. Provides the Board of Trustees with regular evaluations of District programs and student progress.
3. Together with staff, studies the curriculum and makes recommendations to the Board of Trustees regarding the courses of study, major changes in texts and time schedules, and promising programs.
4. Apprises the Board of Trustees of contemporary educational practices and related legislative issues which he/she discovers by reading, attending professional conferences, and visiting other school systems.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

ADMINISTRATIVE REGULATION

AR 2110

ADMINISTRATION

Responsibilities Related to Students and the Instructional Program (continued)

5. Ensures that there is a continuous focus on student growth and learning.
6. Ensures equitable administration of student discipline policies. Under appropriate circumstances, recommends to the Board of Trustees a student's suspension or expulsion.
7. Works with staff, the Board of Trustees, and the community in planning and implementing support services for students.

Responsibilities Related to Noninstructional Operations

The Superintendent:

1. Seeks and identifies sources of income and funding.
2. Maintains and updates adequate enrollment and scholastic records, business and property records, and personnel records.
3. Submits to the Board of Trustees periodic financial and budgetary reports which identify the District's outstanding obligations.
4. Annually prepares and submits to the Board of Trustees the District budget for the upcoming year; revises this budget or takes other related action as the Board of Trustees designates.
5. Approves all expenditures in accordance with Board policy and within Board-approved appropriation limits.
6. Makes recommendations to the Board of Trustees regarding the maintenance, safety, improvement and/or expansion of school facilities, sites, equipment, and transportation services.
7. Develops regulations and procedures for the management of school operations and the use and care of school properties.
8. Monitors District property, casualty and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

ADMINISTRATIVE REGULATION

AR 2110

ADMINISTRATION

Responsibilities Related to the Community

The Superintendent:

1. Serves as a spokesperson as assigned in relationships with city, county, and state governments, private agencies, and the school community.
2. Keeps the community informed about school matters; promotes community support and involvement with the schools.
3. Participates in appropriate community organizations and functions.
4. Hears complaints against the schools and resolves controversies.

Regulation Adopted: 02/04/97
Regulation Renumbered: 09/03/02
Regulation Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2111

ADMINISTRATION

SUPERINTENDENT GOVERNANCE STANDARDS

The Board of Trustees recognizes that effective District governance requires strong collaboration and teamwork with the Superintendent. Because the Board of Trustees and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the District and the quality of education provided to the community's students.

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board of Trustees in the governance of the District, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board of Trustees to keep the District focused on learning and achievement.
2. Values, advocates, and supports public education and all stakeholders.
3. Recognizes and respects the differences of perspective and style on the Board of Trustees and among staff, students, parents/guardians, and the community and ensures that the diverse range of views inform Board of Trustees' decisions.
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.
5. Serves as a model for the value of lifelong learning and supports the Board of Trustees' continuous professional development.
6. Works with the Board of Trustees as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision, and creating a positive organizational culture.
7. Recognizes that the Board of Trustees/Superintendent governance relationship is supported by the management team in the District.
8. Understands the distinctions between Board of Trustees and staff roles, and respects the role of the Board of Trustees as the representative of the community.
9. Understands that authority rests with the Board of Trustees as a whole; provides guidance to the Board of Trustees to assist in decision-making; and provides leadership based on the direction of the Board of Trustees as a whole.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2111

ADMINISTRATION

SUPERINTENDENT GOVERNANCE STANDARDS

10. Communicates openly with trust and integrity, including providing all members of the Board of Trustees with equal access to information and recognizing the importance of both responsive and anticipatory communications.
11. Accepts leadership responsibility and accountability for implementing the vision, goals, and policies of the District.

Legal Reference:

EDUCATION CODE

35020 Duties of employees set by governing board

Management Resources:

CSBA PUBLICATIONS

Superintendent Governance Standards, 2001

CSBA Professional Governance Standards, 2000

AASA PUBLICATIONS

Professional Standards for the Superintendency, 1993

WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

American Association of School Administrators: <http://www.aasa.org>

Policy Adopted: 09/03/02

Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2115

ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

The Superintendent is the chief executive officer and educational leader of the District. He/she executes all Board of Trustees' decisions and is accountable to the Board of Trustees for managing the schools in accordance with the Board of Trustees' policies. He/she informs the Board of Trustees about school programs, practices and problems, and offers professional advice on items requiring Board of Trustees' action, with appropriate recommendations based on thorough study and analysis.

The Board of Trustees delegates to the Superintendent the power to make decisions concerning internal operations of the District. The Superintendent may delegate to other school staff any duties imposed upon him/her by the policies or vote of the Board of Trustees, as far as the law permits. This delegation of power or duty shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

The Superintendent shall have general supervision of all personnel and shall develop and execute consistent, fair, and fiscally sound personnel procedures and practices, including an evaluation program for all District employees. He/she shall oversee all financial operations of the District and actively seek out new funding sources for the schools.

The Superintendent shall take an active leadership role in the development and improvement of the instructional program. He/she is expected to create a feeling of unity and enthusiasm among students and staff for the accomplishment of District goals.

The Superintendent shall articulate educational issues and values before the community and other governmental agencies. He/she shall be accessible to community members and shall work with them to further the District's goals and build a strong, positive community attitude toward the school system.

The Board of Trustees expects the Superintendent to remain current on educational thought and practices by reading educational publications, attending educational conferences, and visiting other school systems in the interest of improving the District's instructional program and overall operation. The Superintendent shall inform the Board of Trustees and staff of new developments and significant events in the field of education.

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of credential requirement

35031 Term of employment (up to four years)

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2115

ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

Legal Reference: (continued)

EDUCATION CODE

- 35020 Duties of employees fixed by governing board*
- 35026 Employment of district superintendent by certain districts*
- 35028 Qualifications for employment*
- 35029 Waiver of credential requirement*
- 35031 Term of employment (up to four years)*
- 35032 Salary increases*
- 35033 District superintendent for certain unified school districts (on formation of district)*
- 35034 District superintendent of certain unified districts*
- 35035 Additional powers and duties of superintendent*
- 39656 Delegation of powers to agents; liability of agents*
- 39657 Delegation of authority to purchase supplies, equipment and services; limitations on expenditure*

Policy Adopted: 09/03/02
Policy Revised: 02/15/11

BOARD POLICY

BP 2120

ADMINISTRATION

SUPERINTENDENT RECRUITMENT AND SELECTION

The Board of Trustees recognizes that it has a direct responsibility to select and employ the Superintendent. Whenever it becomes necessary for the Board of Trustees to fill a vacancy in the position of Superintendent, the Board of Trustees shall work diligently to employ a person whose management and leadership abilities are most closely aligned with District needs.

The Board of Trustees shall establish and implement a search and selection process that includes consideration of:

1. The District's current and long-term needs, including a review of the District's vision and goals.
2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board of Trustees wants to place on different abilities, traits, and levels of knowledge.
3. The scope of the search, including whether to promote from within the District or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search.
4. The salary range and benefits to be offered.
5. Basic elements to be included in the Superintendent's contract.
6. Whether to hire a professional adviser to facilitate the process.
7. How and when to involve the community in certain phases of the selection process.
8. The best methods for advertising the vacancy and recruiting qualified candidates.
9. The process for screening applications and determining how the screener(s) will be selected.
10. Interview questions, processes, and participants.
11. How and when candidates' qualifications will be verified through reference checks.
12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2120

ADMINISTRATION

SUPERINTENDENT RECRUITMENT AND SELECTION

Even if a professional adviser is used to facilitate the process, the Board of Trustees shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board of Trustees shall select candidates to be interviewed based on recommendations of the screener(s) and the Board of Trustees' own assessment of how candidates meet the criteria established by the Board of Trustees.

The Board of Trustees shall interview preliminary and final candidates in closed session and determine the most likely match for the District. (Government Code 54957)

The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Board of Trustees may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.

The Board of Trustees shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)

The Board of Trustees shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

As necessary, the Board of Trustees may appoint an interim superintendent to manage the District during the selection process.

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

35026 Employment of superintendent by board

35028 Certification

35029-35029.1 Waiver of credential requirement

35031 Term of employment

44420-44440 Revocation and suspension of certification documents

GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 California Fair Employment and Housing Act

53260-53264 Employment contracts

54954 Time and place of regular meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2120

ADMINISTRATION

SUPERINTENDENT RECRUITMENT AND SELECTION

Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 2

7287.6 Terms, conditions and privileges of employment

UNITED STATES CODE, TITLE 29

794 Section 504 of the Vocational Education Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

106.9 Dissemination of nondiscrimination policy

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Selection and Employment

WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Office of Civil Rights: <http://www.ed.gov/offices/OCR>

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Policy Adopted: 09/03/02

Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2121

ADMINISTRATION

SUPERINTENDENT'S CONTRACT

In approving employment contracts with the Superintendent, the Board of Trustees wishes to encourage the Superintendent's long-term commitment to the District and community while carefully considering the financial and legal implications of the contract in order to protect the District from any potentially adverse obligations.

The Board of Trustees shall designate a representative to negotiate with the Superintendent on its behalf and shall consult legal counsel to draft the contract document.

The Board of Trustees shall deliberate in closed session about the terms of the contract.

Terms of the contract shall remain confidential until the ratification process commences.

The Board of Trustees shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board of Trustees' minutes. Copies of the contract shall be available to the public upon request.

The contract shall include, but not be limited to, provisions for salary and benefits, annual evaluations, term of the contract, and conditions for termination of the contract. The contract should also include general responsibilities and duties of the Superintendent.

The term of the contract shall be for no more than four years.

From end of the contract, the Board of Trustees may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Board of Trustees and Superintendent.

The Superintendent's contract shall be extended only by Board of Trustees' action and subsequent to a satisfactory evaluation of the Superintendent's performance.

In the event that the Board of Trustees determines not to reemploy the Superintendent, the Board of Trustees shall provide written notice to the Superintendent at least 45 days in advance of the expiration of the term of the contract.

The Superintendent's contract shall include a provision specifying the maximum cash settlement that the Superintendent may receive upon termination of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be no more than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2121

ADMINISTRATION

SUPERINTENDENT'S CONTRACT

If the Board of Trustees terminates the Superintendent's contract upon its belief and subsequent confirmation pursuant to an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum settlement shall be within the limits prescribed by law, as determined by an administrative law judge.

Legal Reference:

EDUCATION CODE

35031 Term of employment

41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

53260-53264 Employment contracts

54954 Time and place of regular meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Selection and Employment, 2006

WEB SITES

CSBA, Single District Governance Services: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

Policy Adopted: 09/15/92
Revision Adopted: 08/02/94
Revision Adopted: 02/04/97
Policy Revised: 06/21/05
Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2140

ADMINISTRATION

EVALUATION OF THE SUPERINTENDENT

The Board of Trustees shall annually conduct a formal evaluation of the Superintendent's performance in order to assess his/her effectiveness in leading the District toward established goals. The Board of Trustees and Superintendent shall establish an appropriate schedule for the annual evaluation process.

Evaluation criteria shall be based on District goals and success indicators agreed upon by the Board of Trustees and Superintendent prior to the evaluation. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases and/or contract extension.

The Board of Trustees and Superintendent shall annually consider what evaluation method(s) will best serve the District and agree on the specific written instrument to be used.

Prior to the evaluation, the Superintendent shall be responsible for preparing and distributing to the Board of Trustees for its review a report of progress toward District goals, the Superintendent's self-appraisal of accomplishments and performance, and a review of action taken to address any Board of Trustees' recommendations from the previous evaluation. The Board of Trustees shall also review the Superintendent's current contract and any relevant Board policies.

Each Board member shall independently evaluate the Superintendent's performance. The Board President shall summarize and combine the individual evaluations to create a consensus document and how that consensus document will be formatted. The evaluation shall be a composite of individual Board of Trustees members' opinions, but there shall be only one final evaluation representing the Board of Trustees' collective judgment. This final evaluation shall be provided to the Superintendent for his/her response.

The Board of Trustees shall meet in closed session with the Superintendent to discuss the evaluation.

The Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or District progress.

The Board President and Superintendent shall sign the evaluation as evidence that the evaluation has been discussed. The Superintendent shall place the evaluation in his/her personnel file.

After each evaluation has been completed, the Board of Trustees shall meet in open session to give the Board of Trustees and Superintendent an opportunity to jointly identify performance goals for the next year.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2140

ADMINISTRATION

EVALUATION OF THE SUPERINTENDENT

Legal Reference:

GOVERNMENT CODE

54957 Closed session, personnel matters

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Evaluation, 2004

WEB SITES

Association of California School Administrators: <http://www.acsa.org>

CSBA, Single District Governance Services: <http://www.csba.org>

Policy Adopted:	02/04/97
Policy Renumbered and Revised:	09/03/02
Policy Revised:	11/04/03
Policy Revised:	02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2210

ADMINISTRATION

ADMINISTRATIVE LEEWAY IN ABSENCE OF GOVERNING BOARD POLICY

Through Board policy, the Board of Trustees tries to anticipate critical policy issues that may affect District students and operations. However, the Board of Trustees recognizes that questions may arise in the day-to-day operations of the schools that are not addressed in Board policy or administrative regulations. When resolution of such issues demands timely action, the Superintendent or designee shall have the authority to act on behalf of the District.

If the matter involves a policy decision that is likely to be controversial, or a matter that has a significant impact on student learning or safety, the Superintendent or designee shall notify the Board President as soon as practicable after its occurrence. The Board President shall then inform the Board of Trustees as appropriate.

The Board President may schedule a review of the action at the next Board of Trustees' meeting.

If the action indicates the need for additions or revisions in Board policies, the Superintendent or designee shall make the necessary recommendations to the Board of Trustees.

Legal Reference:

EDUCATION CODE

35035 Powers and duties of superintendent

Policy Adopted: 01/03/77
Revision Adopted: 02/04/97
Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2230

ADMINISTRATION

REPRESENTATIVE AND DELIBERATIVE GROUPS

The Board of Trustees believes that Board of Trustees' input on District operations and policy from staff, parents/guardians, students, and members of the public can provide the District with a diversity of viewpoints and expertise, help build a sense of ownership of the schools, enhance District efficiency, and assist District communications. As desired, the Superintendent or designee may establish a management team, administrative councils, task forces, cabinets, or committees in accordance with law.

The membership, composition, and responsibilities of these groups shall be defined by the Superintendent or designee. The Superintendent or designee may establish, change, or dissolve these groups at his/her discretion.

Groups established by the Superintendent or designee shall act in an advisory capacity unless specifically authorized to act on behalf of the Superintendent or designee. Advisory groups shall submit their recommendations to the Superintendent or designee, who may report the recommendations to the Board of Trustees as appropriate.

Expenses incurred for consulting services, materials, travel, or other related operations shall be approved by the Superintendent or designee in advance.

Legal Reference:

EDUCATION CODE

35160.1 Broad authority of school districts

45100.5 Senior classified management positions

45256.5 Designation of certain senior classified management positions

GOVERNMENT CODE

3540.1 Definitions

54952 Legislative body, definition

Policy Adopted: 01/03/77

Revision Adopted: 02/04/97

Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

ADMINISTRATIVE REGULATION

AR 2230

ADMINISTRATION

REPRESENTATIVE AND DELIBERATIVE GROUPS

Management Team

The Superintendent designates the following management and confidential positions as members of the Management Team:

Superintendent
Deputy Superintendent
Assistant Superintendents
Principals/Directors
Assistant Principals
Classified Managers
Coordinators/Supervisors
Executive Assistant
Administrative Assistants

The Management Team is established to advise the Superintendent or designee for the purposes of:

1. Improving management activities through effective research on District problems.
2. Pooling technical knowledge.
3. Establishing a coordinated program for evaluating District operations and staff.
4. Improving communications among all District staff and with students, parents/guardians, and the community.
5. Increasing staff commitment to District services.
6. Suggesting new or revised policies and regulations.

Regulation Adopted: 02/04/97

Regulation Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2300

ADMINISTRATION

PRINCIPALS OF SCHOOLS

The school principalship is a key position of educational leadership. The principal is to be responsible for the total education of students at the school site. He/she shall be responsible to the District Superintendent. The authority of the school principal is delegated to him/her by the Superintendent who, in turn, has received his/her authority from the Board of Trustees. The primary function of the principal is to provide leadership to others so that the job of teaching can be most successfully accomplished. The overall responsibility is to provide leadership and coordination which will encourage the staff, the community, and the students to work together toward the best school program which they can conceive within the existing pattern of organization of the school system.

Legal Reference:

EDUCATION CODE

35042 *Employment of principal*

35043 *Joint employment of supervising principal or supervisor of instruction*

Policy Adopted: 01/03/77

Policy Revised: 02/04/97

Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2310

ADMINISTRATION

INTERNSHIPS

The school District encourages the employment of qualified interns from accredited colleges and universities.

Legal References:

EDUCATION CODE

11006 Agreement for practice teaching

44450 Teacher Education Internship Act 1967

44451 Legislative intent

44452 Teacher education internship programs

44454 Service authorized by internship credential

44467 Development of internship credential program by colleges and universities

Policy Adopted: 01/03/77

Policy Revised: 02/04/97

Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2320

ADMINISTRATION

CONSULTANTS

The Board of Trustees encourages the use of consultants when it is clear they can provide valuable and necessary specialized services not normally required on a continuing basis and which cannot be provided by District personnel because of limitations of time, experience, or knowledge.

Funds for consultant help shall be provided for in planning specific projects or programs and will be charged to that particular budget category.

Legal References:

EDUCATION CODE

10400 Legislative intent (cooperative improvement programs)

35010 Control of districts by board of trustees or board of education

35172 Promotional activities

Policy Adopted: 01/03/77

Readopted: 02/04/97

Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2410

ADMINISTRATION

ORGANIZATIONAL UNITS AND STRUCTURAL RELATIONSHIPS

The administrative organization of the District shall be considered as an orderly means of achieving the District's primary objective, a measurably effective program of instruction for pupils.

The general administrative organization of the District shall be known as the single executive type of school administration with the Board of Trustees as the governing body and with all activities under the direction of the Superintendent of Schools.

Organization or function charts for the District shall be prepared by the Superintendent and approved by the Board of Trustees to designate clearly the relationships of all employees within the District organization. The organization or function charts shall be kept up to date and changes shall be approved by the Board of Trustees.

Legal Reference:

EDUCATION CODE

35015 Adoption of rules by governing boards

35020 Duties of employees fixed by governing board

30535 Powers and duties of superintendent

Policy Adopted: 01/03/77

Readopted: 02/04/97

Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2420

ADMINISTRATION

LINE OF RESPONSIBILITY

Each employee in the District is responsible to the Board of Trustees through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when necessary.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board of Trustees in accordance with existing Board of Trustees' policy, grievance procedures, and state law.

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent

GOVERNMENT CODE

3543 (SB 160)

3543.1 (SB 160)

Policy Adopted: 01/03/77
Readopted: 02/04/97
Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2461

ADMINISTRATION

POLICY AND REGULATIONS SYSTEMS

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Trustees and the administrative rules and regulations needed to put them into effect. The policies of the Board of Trustees, regulations of the administration, and Board of Trustees' Bylaws shall be published in a manual, maintained in current condition, and made available for review to all persons concerned.

Issuance of Administrative Regulations

The Superintendent shall specify required actions and design the detailed arrangements under which the schools are to be operated.

Such required actions and detailed arrangements constitute the administrative regulations governing the schools. They must be, in every respect, consistent with the policies adopted by the Board of Trustees.

Development of Regulations and Procedures

The Superintendent is responsible for taking the lead in the development of rules, regulations, and arrangements for the operation of the school system.

Legal Reference:

EDUCATION CODE

35035 Powers and duties of superintendent

35291 Rules (powers of governing board)

GOVERNMENT CODE

3540-3549.3 (SB 160)

Policy Adopted: 01/03/77
Readopted: 02/04/97
Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2470

ADMINISTRATION

RESEARCH, EVALUATION, AND PLANNING

The Board of Trustees expects the District Superintendent to develop plans for research, evaluation, and long-term planning to guide the Board of Trustees in policy development. The function of planning and policy development is established as an important part of District level administration.

Legal Reference:

EDUCATION CODE

35035 Powers and duties of superintendent

35291 Rules (power of governing board)

Policy Adopted: 01/03/77

Readopted: 02/04/97

Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2500

ADMINISTRATION

CODE OF ETHICS

The Board of Trustees hereby endorses the following "Code of Ethics of the Teaching Profession" as adopted by the California State Board of Education and rephrased to comply with Title IX.

The Board of Trustees will maintain a Leadership Compact with the Superintendent that includes mutual goals, expectations, protocols, and code of ethics. This Compact will be reviewed annually by the Board of Trustees and Superintendent at the beginning of every school year.

Reference:

WEB SITES

Commission on Teacher Credentialing: <http://www.ctc.ca.gov/educator-prep/standards/CSTP-2009>

Policy Adopted: 01/03/77
Readopted: 02/04/97
Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2621

ADMINISTRATION

COMPENSATION FOR EARNED VACATION – MANAGEMENT PERSONNEL

Upon termination of employment with the District, management personnel shall be paid for earned vacation credit at the rate of pay applicable to his/her regular assignment.

Full-time management employees earn vacation credit at the rate of 1.83 days per month (22 days per year). Part-time employees earn vacation on a pro rata basis.

Accrued vacation credit may be accumulated to a total not exceeding 33 days, except that upon written approval of the Superintendent or his/her authorized representative, vacation credit may be accumulated to a total not exceeding 44 days. Additional vacation days will not be earned until the employee reduces his or her balance below the amount set forth in this paragraph.

For employees who have a balance of more than 33 days on July 1, 2013, they will be permitted to carry over the additional days for one more year (until September 30, 2014), but must use the days during that time.

Policy Adopted: 08/19/85
Policy Revised: 02/04/97
Policy Revised: 02/15/11
Policy Revised: 12/13/12

BOARD POLICY

BP 2691

ADMINISTRATION

EARLY RETIREMENT PROGRAM

Management and Confidential Employees

The Early Retirement Program shall be a plan whereby a retiring management or confidential employee supplements his/her STRS/PERS pension, subject to all of the provisions set forth below:

1. Definition

- 1.1 The Early Retirement Program shall be a District-paid plan which shall pay the retiree for his/her lifetime an amount of money calculated on the basis of the District's granting the retiree an additional five (5) years of service credit beyond what he/she qualifies for under STRS or PERS.

2. Eligibility

Management and confidential employees shall be eligible for the Early Retirement Program provided the employee:

- 2.1 Retires under STRS/PERS.
- 2.2 Has attained a minimum age of fifty (50) years as required by STRS/PERS.
- 2.3 Has been employed in a full-time management position for each of the ten (10) years prior to the effective date of retirement.

3. Early Retirement Program Benefits

- 3.1 Five (5) years' service credit in addition to STRS/PERS.
- 3.2 A lifetime monthly income based upon the additional five (5) years of service credit granted.
- 3.3 Should the retiree receive fewer than thirty-six (36) monthly payments prior to his/her death, the remaining payments (not exceeding a total of 36) shall be paid to the retiree's beneficiary if one is named, or the retiree's estate.
- 3.4 Retirees shall be entitled to District-paid health and welfare benefits up to an annual amount equal to the amount paid to the District's management and confidential employees. District-paid medical and dental insurance shall cease at the end of the month in which the retiree becomes sixty-five (65) years of age.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2691

ADMINISTRATION

EARLY RETIREMENT PROGRAM

Management and Confidential Employees (continued)

- 3.5 Retirees may use some or all of the health and dental insurance money to purchase the risk portion of a group permanent life insurance plan (Retired Survivor Income Plan/R-SIP) sponsored by the District. Retirees' participation in the R-SIP shall be dependent on passing a health screening.
- 3.6 Part-time employees shall be entitled to partial District-paid health and dental insurance. The amount of District-paid health and dental insurance shall be in proportion to the employee's contract hours versus full-time hours (40 hours per week).
- 4. Effective Dates
 - 4.1 The Early Retirement Program shall only be available to qualified employees who notify the District in writing of their desire to participate no later than January 15 of the year they intend to retire and whose retirement becomes effective no later than August 15 of that same year.
 - 4.2 This policy shall not be available to any employee hired or promoted after May 10, 1994.
- 5. Limitations

The District-paid medical and dental money may not be used to purchase tax-sheltered annuities.
- 6. Additional Certificated and Classified Management/Psychologist/Classified Confidential Retirement Benefit (approved May 20, 2003, by the Board of Trustees):

Benefit

The District will make a contribution of 100% of the least expensive medical plan for eligible Certificated and Classified Management/Psychologist/Classified Confidential employees retiring between the ages of fifty-five (55) and sixty-five (65) who have ten (10) consecutive years of service in the District, beginning May 10, 1994. This provision will sunset on June 30, 2015. This benefit includes the District Superintendent, Assistant Superintendents, and Directors, who are under individual contracts.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 2691

ADMINISTRATION

EARLY RETIREMENT PROGRAM

Management and Confidential Employees (continued)

Application

For those Certificated and Classified Management/Psychologist/Classified Confidential employees hired after May 10, 1994, and who are not eligible for any other Early Retirement Program under Board Policy 2691 or Exhibit 2691, the District will make a contribution of 100% of the least expensive medical plan among the District-sponsored Group Medical Insurance programs. If their medical selection exceeds that of the monthly cost of the least expensive medical plan, that expense must be paid by the retiree.

For those Certificated and Classified Management/Psychologist/Classified Confidential employees hired after May 10, 1994, who are eligible for any other Early Retirement Program under this policy or by individual contract language as of August 12, 2003, the following will apply:

a. Retirees Eligible under E 2691:

Upon retirement, the retiree will be able to use the District contribution of 100% of the least expensive medical plan to purchase insurance each month. If the retiree's choices exceed that amount, the retiree can then access the \$25,000 account to augment the District contribution. If the \$25,000 is exhausted before the retiree turns age sixty-five (65), any benefit choices exceeding the District contribution must be paid by the retiree. If the \$25,000 is not used up before the retiree turns age sixty-five (65), the balance remaining upon turning age sixty-five (65) will be paid to the retiree.

b. Retirees Eligible under BP 2691:

Upon retirement, the retiree will be able to use the District contribution of 100% of the least expensive medical plan to purchase insurance each month. If the retiree's choices exceed that amount, the retiree can access an additional amount up to the District contribution for active employees each year. If the retiree's choices exceed that amount, the retiree must self-pay the difference each month. There is no pay-off at age sixty-five (65) of the unused health/welfare benefits.

Policy Adopted: 04/06/81
Policy Revised: 02/04/97
Policy Revised: 08/12/03
Policy Revised: 02/15/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

EXHIBIT

E 2691

ADMINISTRATION

EARLY RETIREMENT PROGRAM

MANAGEMENT/CONFIDENTIAL RETIREMENT AGREEMENT

The Ocean View School District and _____ hereby agree as follows:

1. In consideration for the relinquishment of all retirement incentive rights that may be vested within Board Policy 2691, _____ elects to accept the following:
 - a. _____ or beneficiary is to be provided a total of \$ _____. The total amount will be paid in five equal yearly installments.
 - b. Upon STRS or PERS retirement from the employment of the Ocean View School District, _____ shall be credited with \$25,000 which shall be applied toward the purchase of any District sponsored health insurance until the age of sixty-five (65). Any balance not utilized for the purchase of health insurance by the age of sixty-five (65) shall be paid to _____ upon his/her sixty-fifth (65) birthday.
 - c. Following retirement from the District, _____ ("retiree") may elect to participate in any District sponsored health insurance plan during "open enrollment" held annually, but shall not participate in the active employee premium "pool" should one exist.

Should retiree elect not to participate in the District sponsored indemnity health insurance plan for the year immediately following retirement, he/she may enroll only in the District sponsored HMO plans in the future. If, at any time following retirement, retiree or his/her spouse declines participation in any non-HMO District sponsored health insurance (i.e., Blue Cross) program, neither retiree nor spouse may rejoin that plan.

If the spouse is covered under a District sponsored health insurance plan at the time of retiree's death, the spouse shall be allowed to utilize the balance of the \$25,000 until the age of sixty-five (65.) Any balance not utilized for the purchase of health insurance by the age of sixty-five (65) shall be paid to the spouse upon his/her sixty-fifth (65) birthday.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

EXHIBIT

E 2691

ADMINISTRATION

EARLY RETIREMENT PROGRAM

MANAGEMENT/CONFIDENTIAL RETIREMENT AGREEMENT (continued)

The spouse may not enroll in a District sponsored health insurance plan at the time of employee's retirement if not covered by the employee during the previous year.

2. The Ocean View School District agrees to provide the above in exchange for _____ waiving all claims and rights regarding the Management/Confidential Early Retirement Program (Board Policy 2691).

The parties hereby agree this _____ day of _____, _____.

Management/Confidential Employee

Superintendent
Ocean View School District

Date

Date

Exhibit Adopted: 07/18/95
Exhibit Revised: 02/15/11