Clatskanie School District 6J

Table of Contents

Section C: General Administration

Administration Goals ..... CA

Superintendent ..... CB
Qualifications and Duties of the Superintendent ..... CBA
Recruitment and Appointment of the Superintendent ..... CBB
Superintendent's Contract ..... CBC
Evaluation of the Superintendent ..... CBG

Administrative Organization CC
Organizational Chart ..... CCA
Line and Staff Relations ..... CCB
Hiring of Licensed Administrators CCC
Administrator Contracts on hold ..... CCD
Evaluation of Administrators ..... CCG

District Administration ..... CF

Approval of Handbooks ..... CHCA

Temporary Administrative Arrangements CI

Compliance and Reporting on Standards ..... CM

Layoff/Recall –– Administrators on hold ..... CPA
Layoff/Recall - Administrative Personnel on hold ..... CPA-AR

The following symbol is used on some policies:

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Clatskanie School District 6J

Code: CA
Adopted: 4/22/13
Orig. Code: CA

Administration Goals

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 they make to better instruction and to higher student motivation and achievement.

Major district administration goals will be to:

1. Implement the management function so as 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 for establishing and operating learning programs that better meet learner needs;
    c. Coordinating cooperative efforts for improving learning programs, facilities, equipment and materials; and
    d. Providing opportunities for staff, students, parents and others to access the decision-making process.

2. Effectively manage the district's various facilities, funds and programs;

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.505
ORS 332.515
OAR 581-022-~~1720~~2405

Corrected 11/16/23

DELETE

Clatskanie School District 6J

Code: CB
Adopted: 4/22/13
Orig. Code: CB

Superintendent

The superintendent[1] is designated as the district's chief executive officer. Under ~~and has, under~~ the Board's direction, the superintendent exercises general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management. The Board may not direct the superintendent to take any action that conflicts with a local, state or federal law[2] that applies to school districts[3].

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

END OF POLICY

Legal Reference(s):

ORS 332.505
ORS 332.515

OAR 581-022-2405
OAR 584-005-0005(51)

Senate Bill 1521 (2022)

Corrected 11/16/23

[1] The term "superintendent" includes an interim superintendent.

[2] "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

[3] Also includes taking any action that conflicts with law that applies to education service districts.

Clatskanie School District 6J

Code: CBA
Adopted: 12/13/21
Orig. Code: CBA

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 license that qualifies the individual to serve as superintendent of the district;

2. A master's degree or higher 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 alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

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 the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer of the district 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. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;

2. Serve as educational leader to the Board, staff and community;

3. Act as the district's chief administrative officer;

4. Serve as district school clerk, performing such duties as required by law or by the Board;

5. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;

6. Attend all regular and special meetings of the Board, except when excused;

7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;

8. Administer adopted Board policies;

9. Regularly review adopted Board policies and make recommendations for needed changes;

10. 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;

11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;

12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;

13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;

14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;

15. 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;

16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;

17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;

18. Resolve problems of operations and settle disputes referred through administrative channels;

19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;

20. 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;

21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;

23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

24. 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;

25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

26. Assign and control the promotion of students;

27. Maintain a continuous inventory of all district property, furniture, material and supplies;

28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;

29. 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;

30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;

31. 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;

32. 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;

33. Direct the district in its relationships with federal, state and local government agencies;

34. Cooperate with universities and colleges in their student-teacher training programs;

35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

36. 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;

37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;

38. 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;

39. 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

Legal Reference(s):

ORS 332.075	ORS 342.850	OAR 584-080-0151
ORS 342.143	OAR 584-020-0000 - 0035	OAR 584-080-0152
ORS 342.173	OAR 584-046-0003 - 0024	OAR 584-080-0161

Corrected 11/16/23

Clatskanie School District 6J

Code: CBB
Adopted: 4/22/13
Orig. Code: CBB

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.

To provide the most capable leadership available for the district, the Board may engage in a nationwide search for applicants for the position of superintendent whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (e.g., candidate qualities and work experience), criteria (e.g., application, screening and hiring process) and policy directives (e.g., promote from within, state and/or national search) to be used in hiring the superintendent, or interim superintendent, at a meeting open to the public and at which the public has had an opportunity to comment.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may hire consultants to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. Final selection will rest with the Board after a thorough consideration of qualified applicants.

The Board will appoint the superintendent by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

END OF POLICY

Legal Reference(s):

ORS 192.660(7)(d) ORS 332.505

Corrected 11/16/23

Clatskanie School District 6J

Code: CBC
Adopted: 4/22/13
Orig. Code: CBC

Superintendent's Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of ~~appointment~~employment~~,~~ such as compensation, benefits and other conditions~~ of appointment, and will include requirements for renewal or termination of the contract~~. The Board may not issue a contract that includes terms which direct the superintendent[1] to take any action that conflicts with a local, state or federal law[2] that applies to the district[3], or which allows the Board to take an adverse employment action against the superintendent for complying with such laws. Contracts shall not be issued for more than three years at a time in duration. The contract shall automatically expire at the end of its term. The Board may~~, however,~~ elect to issue a subsequent contract for not more than an additional three years~~ at any time~~.

The compensation and benefits for the position of superintendent will be fixed by the Board and~~,~~ based upon the responsibilities required of the superintendent in performing their~~his/her~~ duties. The Board may not enter into an employment contract that contains provisions that expressly obligate~~obligates~~ the district to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract. The employment contract, if it includes a mutually agreed to termination-without-cause provision by the Board, will include a 12-month notice of termination for such provision.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or

2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or

---

[1] The term "superintendent" includes an interim superintendent.

[2] "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

[3] Also includes taking any action that conflicts with law that applies to education services districts.

2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

~~The contract will meet any requirements of state law and will be mutually acceptable to the Board and superintendent.~~

END OF POLICY

Legal Reference(s):

ORS 332.432
ORS 332.505
ORS 342.549
ORS 342.815
OAR 584-005-0005(51)

Senate Bill 1521 (2022)

Corrected 11/16/23

Clatskanie School District 6J

Code: CBG
Adopted: 6/19/17
Orig. Code: CBG

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance at least once each year. The evaluation will be based on the Superintendent Job Description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

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

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

ORS 192.660(2), (8)
ORS 332.107
ORS 332.505
ORS 342.513
ORS 342.815
OAR 581-022-2405

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

Corrected 11/16/23

Clatskanie School District 6J

Code: CC
Adopted: 4/22/13
Orig. Code: CC

Administrative Organization

(This is referenced in policy CCB.)

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

Lines of authority on the chart represent 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/or the elimination or creation of positions. The Board expects the superintendent to keep the administrative structure current with the needs for supervision and accountability throughout the school system.

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).

Corrected 11/16/23

DELETE

Clatskanie School District 6J

Code: CCA
Adopted: 4/22/13
Orig. Code: CCA

(This is referenced in policy CCB. Consider that the organizational chart is changed regularly; remove this from policy and be sure to make notice of the chart to staff.)

Organizational Chart

DELETE

Clatskanie School District 6J

Code: CCB
Adopted: 4/22/13
Orig. Code: CCB

Line and Staff Relations

The Board expects the superintendent to establish a clear understanding of working relationships in the school system with all staff~~personnel~~.

Lines of direct authority will be those approved by the Board and shown on the district organization chart~~charts~~.

Staff members~~Personnel~~ will be expected to refer matters requiring administrative action to the administrator to whom they report.~~are responsible.~~ That administrator will refer such matters to the next higher administrative authority, when necessary. All staff will inform their immediate supervisor~~Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed~~ of their activities by whatever means the supervisor considers~~person in charge deems~~ appropriate.

Lines of authority should not restrict the cooperative working relationship of all staff members in developing the best possible district programs and services. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. The established lines of authority represent direction of authority and responsibility. When the staff work~~is working~~ together, the lines represent ~~avenues for~~ a two-way flow of ideas to improve the programs~~program~~ and operations in~~of~~ the district~~school system~~.

END OF POLICY

Legal Reference(s):

ORS 332.505 OAR 581-022-2405

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

Corrected 11/16/23

Clatskanie School District 6J

Code: CCC
Adopted: 4/22/13
Orig. Code: CCC

Hiring of Licensed Administrators

When administrative vacancies occur, transfer within the existing district administrative staff or other qualified staff will be considered. Administrators will be notified of the vacancy and have opportunity to make application for the position.

Except in those instances when a transfer of administrators or other qualified staff within the school system is determined by the superintendent, the following procedure shall be followed in the selection of all administrative personnel below the rank of superintendent:

1. Openings in administrative positions may be announced publicly prior to the first interview, giving ~~ample~~ time for all interested parties to submit applications;

2. Applications shall be in writing and directed to the superintendent. It shall be the responsibility of the superintendent~~/~~ or designee to complete the pre-employment file with credentials furnished by or at the request of the applicant;

3. A screening committee shall be appointed by the superintendent;

4. Selected applicants ~~shall~~ will be ~~granted~~ invited for an ~~personal~~ interview following the deliberations of the screening committee;

5. Upon completion of all interviews by the screening committee, this ~~group~~ committee shall make a recommendation to the superintendent for the position under consideration~~;~~.

The superintendent's recommendation will ~~then be presented to the Board for consideration and appointment to the position;~~be presented to the Board in accordance with State law, board policy, and any applicable agreements.

An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

ORS 332.505 ORS 342.845

Corrected 11/16/23

Clatskanie School District 6J

Code: CCG
Adopted: 1/22/18
Orig. Code: CCG

Evaluation of Administrators

The superintendent will implement and supervise an evaluation system for administrative personnel. The purpose of administrator evaluations is to assist an administrator with developing and strengthening ~~his/her~~ professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

A formal evaluation will be conducted at least once each year. The evaluation shall be conducted according to the following guidelines:~~.~~

1. Evaluative criteria for each position will be in written form and made available to the administrator;

2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;

3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and

4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An administrators' evaluations shall use the following educational leadership-administrator standards[1] adopted by the State Board of Education.

1. Visionary leadership;

2. Instructional improvement;

3. Effective management;

4. Inclusive practice;

5. Ethical leadership; and

6. Socio-Political context.

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

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

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

1. Four performance level ratings of effectiveness;

2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:

    a. Classroom-based assessments including observations, lesson plans and assignments;
    b. Portfolios of evidence:
    c. Supervisor reports; and
    d. Self-reflections and assessments.

3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;

4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;

5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator~~administrative~~ standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrator~~administrators~~;

2. Refine the support, assistance and professional growth opportunities offered to the~~an~~ administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;

3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;

4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators;

5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and

6. Address ways to help all educators strengthen their culturally responsive practices.

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

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

END OF POLICY

Legal Reference(s):

ORS 192.660(2),(8)	ORS 342.815	OAR 581-022-2405
ORS 332.505	ORS 342.850	OAR 581-022-2410
ORS 342.513	ORS 342.856	OAR 581-022-2420

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

Corrected 11/16/23

Clatskanie School District 6J

Code: CF
Adopted: 4/22/13
Orig. Code: CF

District Administration

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

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

END OF POLICY

Legal Reference(s):

ORS 332.505

Corrected 11/16/23

DELETE

Clatskanie School District 6J

Code: CHCA
Adopted: 4/22/13
Orig. Code: CHCA

Approval of Handbooks~~ and Directives~~

In order that pertinent Board policies, administrative regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected;~~,~~ district administrators and principals are granted authority to issue staff and student/parent handbooks. Student and ~~P~~parent handbooks shall be updated annually.

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

The district will make all~~ All handbooks~~ published handbooks~~are to be made~~ available to the Board for informational purposes.

~~Board members will receive copies of all new or revised district regulations. Students and staff will be advised of all regulations affecting them.~~

END OF POLICY

Legal Reference(s):

ORS 332.107

Corrected 11/16/23

Clatskanie School District 6J

Code: CI
Adopted: 4/22/13
Orig. Code: CI

Temporary Administrative Arrangements

When~~In the event~~ the superintendent is to be absent from the district, an administrator will be designated to serve in the superintendent's~~his/her~~ absence.

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

END OF POLICY

Legal Reference(s):

ORS 332.505

Corrected 11/16/23

Clatskanie School District 6J

Code: CM
Adopted: 1/09/23
Orig. Code: CM

Compliance and Reporting on Standards

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

The district's annual report will be presented orally at a public Board meeting by November 1 of each school year and will allow public comment on such report. This report will be posted on the district's web page.

The district will report on its compliance with state standards to Oregon Department of Education (ODE) by November 15 each year on a form provided by ODE.

END OF POLICY

Legal Reference(s):

ORS 329.095
ORS 329.105
OAR 581-022-2260
OAR 581-022-2305