

MITCH Charter School

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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.

# MITCH Charter School

Code: CB  
Adopted:

## Executive Director

The executive director is designated as the public charter school chief executive officer. Under the Board's direction, the executive director exercises general supervision of the public charter school and personnel. The executive director is responsible for managing the public charter school under the Board's policies and is accountable to the Board for that management.

The executive director may delegate to other public charter school personnel any powers and duties imposed upon the executive director by Board policies or by vote of the Board. Delegation of power or duty will not relieve the executive director of responsibility for action taken under such delegation.

END OF POLICY

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### Legal Reference(s):

[ORS 338.115\(2\)](#)

Corrected 4/11/23

# MITCH Charter School

Code: CBB  
Adopted:

## Recruitment and Appointment of the Executive Director

The Board considers foremost among its responsibilities, the selection and appointment of an executive director who can effectively translate into action, the Board's policies and the community's aspirations for its public charter school.

To provide the most capable leadership available for the public charter school, the Board may engage in a search for applicants for the position of executive director whenever a vacancy in that position occurs.

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

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

END OF POLICY

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### Legal Reference(s):

[ORS 338.115\(2\)](#)

Corrected 4/11/23

# MITCH Charter School

Code: CBC

Adopted:

## Executive Director's Contract

The executive director, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions.

The Board may not enter into an employment contract that contains provisions that expressly obligate the public charter school to compensate the executive director for work that is not performed.

Provisions for termination of the executive director's employment, either by the Board or the executive director, conditions of employment resignation, and duration of the contract<sup>1</sup> will also be set forth in the employment contract. The contract will automatically expire at the end of its term. The Board may, however, at its discretion, vote annually to extend the contract by its term so as to extend the expiration date of the contract.

The compensation and benefits for the position of executive director will be determined by the Board, based upon the responsibilities required of the executive director in performing their duties and by obtaining comparable compensation data from similar positions at similar charter schools, school districts or nonprofit organizations to satisfy the requirements for 501(c)(3) organizations to pay "reasonable compensation". Compensation will be approved by the Board (excluding any director who has a conflict of interest) in advance of paying the executive director. The Board will document its decisions on approving compensation[ including the comparable data.

The public charter school may provide health benefits for an executive director that is no longer employed by the public charter school until the executive director:

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 executive director may not:

1. Purchase property or surplus property owned by the public charter school; or
2. Use property owned by the public charter school in a manner other than the manner permitted for the general public.

END OF POLICY

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<sup>1</sup> Contract terms will be decided by the Board and will not exceed five years. A contract will automatically expire at the end of its term.

**Legal Reference(s):**

[ORS 338.115\(2\)](#)  
[ORS 342.549](#)

Corrected 4/11/23

# MITCH Charter School

Code: CBG

Adopted:

## Evaluation of the Executive Director

The executive director's job performance will be evaluated formally at least annually. Additional criteria for the evaluation, if any, will be developed prior to conducting the evaluation. The executive director will be notified of the additional criteria prior to the evaluation.

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

At the Board's discretion, it may notify the executive director in writing of specific areas to be remedied, and the executive director 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 executive director's performance remains unsatisfactory, the Board may dismiss or non-renew the executive director's pursuant to Board policy, the executive director's employment contract and state law and rules. In those situations where the executive director's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 338.115\(2\)](#)

Corrected 4/11/23

# MITCH Charter School

Code: CCD  
Adopted:  
Orig. Code(s): CB

## Administrator Contracts

The school shall enter into an employment contract with each administrator, that has provisions that cover the duration of the contract, conditions for contract termination and extension and conditions of employee resignation. The contract shall be kept on file in the school office. The executive director, at their discretion, may enter into a written employment contract with administrative staff. Contract terms will be decided by the executive director and will not exceed five years. The contract will automatically expire at the end of its term. The executive director may decide annually to extend the contract by its term so as to extend the expiration date of the contract.

The school may not enter into an employment contract that contains provisions that expressly obligate the school to compensate the administrator for work that is not performed.

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

1. Purchase property or surplus property owned by the district or school; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public.

END OF POLICY

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### Legal Reference(s):

[ORS 338.115](#)

Corrected 4/11/23

# MITCH Charter School

Code: CCG

Adopted:

## Evaluation of Administrators

The executive director will implement and supervise an evaluation system for administrative personnel. The purpose of administrator evaluations is to assist an administrator with developing and strengthening their professional abilities, to improve the instructional program and to improve the management of the public charter 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 administrator 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 administrator's evaluation shall use the following educational leadership-administrator standards<sup>1</sup> 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.

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<sup>1</sup> 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 public charter school 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 public charter school, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrators;
2. Refine the support, assistance and professional growth opportunities offered to the administrator, based on the individual needs of the administrator and the needs of the student and the public charter school(s);
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 public charter school must evaluate administrators on a regular cycle. The executive director shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\), \(8\)](#)

[ORS 338.115\(2\)](#)

[ORS 342.815 to- 342.934](#)

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

Corrected 4/11/23

# MITCH Charter School

Code: CHCA  
Adopted:

## Handbooks

In order that pertinent Board policies, administrative regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected; the public charter school executive director is granted authority to issue staff and student/parent handbooks.

The contents of all handbooks must conform with the public charter school charter agreement, board policies and administrative regulations. The publication shall bear the name of the public charter school and be of a quality that reflects favorably on the school. The Board expects all handbooks to be approved by the executive director before publication.

All handbooks published are to be made available to the Board for informational purposes.

END OF POLICY

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### Legal Reference(s):

[ORS 338.115\(2\)](#)

Corrected 4/11/23