

Lourdes Public 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.

Lourdes Public Charter School

Code: CB
Adopted:

Administrator

The administrator is designated as the chief executive officer of Lourdes Public Charter School. Under the Board's direction, the administrator exercises general supervision of the school and all personnel. The administrator is responsible for managing the school under the Board's policies and is accountable to the Board for that management.

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

END OF POLICY

Legal Reference(s):

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

Corrected 11/05/24

Lourdes Public Charter School

Code: CBB
Adopted:

Recruitment and Appointment of the Administrator

The Board considers foremost among its responsibilities, the selection and appointment of an administrator 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 administrator 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 administrator 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 338.115\(2\)](#)

Corrected 11/05/24

Lourdes Public Charter School

Code: CBC

Adopted:

Administrator's Contract

** Does the board want to keep this paragraph in policy? The language is from statute and is here to inform; it is not a requirement.*

The administrator, 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 compensation and benefits for the position of administrator will be fixed by the Board and based upon the responsibilities required of the administrator in performing their duties. The Board may not enter into an employment contract that contains provisions that expressly obligate the public charter school to compensate the administrator for work that is not performed.

Provisions for termination of the administrator's employment, either by the Board or the administrator, will also be set forth in the administrator's employment contract.

*[The public charter school may provide health benefits for an administrator that is no longer employed by the public charter school until the administrator:

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 administrator 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

Legal Reference(s):

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

[ORS 342.549](#)

Corrected 11/05/24

Lourdes Public Charter School

Code: CBG
Adopted: 2/24/05

Evaluation of the Administrator

The administrator's job performance will be evaluated regularly. Criteria for the evaluation will be developed prior to conducting the evaluation; the administrator will be notified of the criteria prior to the evaluation.

The Board's discussion and conferences with and about the administrator and their performance will be conducted in an executive session, unless the administrator 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 administrator's personnel file.

At the Board's discretion, it may notify the administrator in writing of specific areas to be remedied, and the administrator 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 administrator's performance remains unsatisfactory, the Board may dismiss or non-renew the administrator pursuant to Board policy, the administrator's employment contract and state law and rules. In those situations where the administrator'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 338.115\(2\)](#)

Corrected 11/05/24

Lourdes Public 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 administrator 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 administrator before publication.

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

END OF POLICY

Legal Reference(s):

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

Corrected 11/05/24