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OPTIONS CHARTER SCHOOL ORGANIZATION

The President shall be the Chief Executive Officer of the Options Charter Schools and the Options in Education Foundation. The President shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case the Board will approve the broad purpose and function of the position in harmony with State law and administrative guidelines.

Responsibility shall flow clearly from the President through the administrative staff to the operational personnel.

Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system. It shall be the responsibility of the President to determine the need for and define the operational requirements sufficient to ensure the smooth functioning of Options Charter School.

The President shall continuously monitor the effectiveness of the Options Charter School organizational plans and recommend to the Board such modifications in the plan which are in the best interests of the students, make wisest use of Options Charter School resources, and serve the educational goals of the Board.

Modifications in the organizational plan of the school may be made by the Board upon the recommendation of the President.

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BOARD—PRESIDENT RELATIONSHIP

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the President to administer such policies. Policies may be recommended by the President to the Board. Proposed policies should be shared in timely fashion so as to facilitate careful consideration. The President should be given the latitude to determine the best method of implementing the policies of the Board.

The President, as the chief administrator of Options Charter School, is the primary professional adviser to the Board. He/she is responsible for the development, supervision, and operation of the school program and facilities. His/her methods should be made known to the staff through the administrative guidelines of the Options Charter School.

The Board shall retain oversight supervision of such guidelines.

In order to expedite negotiation procedures, the President is appointed the chief representative of the Board for the purpose of determining negotiation strategies and members of negotiation teams for collective bargaining with recognized unions and employee units if these units are in place.

The Board is responsible for determining the success of the President in meeting the goals established by the Board through annual evaluations of the President's performance. The Board, in formulating its position with regard to the performance of the President, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

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EMPLOYMENT OF THE PRESIDENT

The School Board invests the primary responsibility for administration of Options Charter School in the President. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of President shall be vacant, the Board shall recruit and appoint a President as Chief Executive Officer and fix his/her salary and term of office which shall be no less than three 1 year.

The Board shall actively seek the best qualified and most capable candidate for the position of President.

It may be aided in this task by utilizing such means as:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the participation of members of the community.

Recruitment procedures shall be prepared in advance of the search and shall include:

- A. preparation of a written job specification for the position of President;
- B. preparation of written specifications of qualifications in addition to proper State certification;
- C. preparation of informative material describing the Options Charter Schools organizations, and its educational goals;
- D. where feasible, the opportunity for applicants to visit the Options Charter Schools;
- E. the requirement that each serious candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;

- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, sex, age, religion, ethnic background, or other condition unrelated to the position of President.

No person may be employed as President of the Options Charter School unless he/she has signed an employment contract with the Board and holds or submits proof of eligibility for a valid Indiana license in Secondary Administration and Supervision.

Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. tenure in position shall not be granted;
- C. the salary which the President shall be paid and the intervals at which he/she shall be paid;
- D. the benefits to which he/she is entitled;
- E. a provision for periodic evaluation;
- F. a provision for the termination of the contract;
- G. such other matters as may be necessary to a full and complete understanding of the employment contract.

The President so appointed shall devote himself/herself to the duties of his/her office unless otherwise approved by the Board.

Any candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her termination.

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RESPONSIBILITIES OF THE PRESIDENT

The President shall coordinate and supervise all of the administrative services of Options Charter Schools. The President shall have general oversight over the Options Charter School, and be responsible for the efficient operation of the total educational program. The President shall exercise those duties which are designated by the administrative guidelines of the Options Charter School, as well as those mandated by statutes. Included among the President's responsibility shall be the following:

- A. The President shall attend all meetings of the Board and such other Board committee meetings as is necessary, except when his/her own salary or position is under consideration.
- B. The President shall recommend policy to the Board, after consideration of the interest of students, teachers, and other school employees, and community.
- C. The President shall report, interpret and implement policies and actions to the staff, and to federal, state, and local agencies of government and to the School patrons.
- D. The President shall prepare and annually submit to the Board a budget of anticipated income and expenditures and shall be responsible for the expenditures and accounting of all funds.
- E. The President shall prepare and submit to the Board for approval, bylaws, administrative guidelines, statements of policy, programs and additional facilities requiring action by the Board, which he/she believes are needed for the proper conduct in control of the functions of the Board and management of the School.
- F. The President shall faithfully observe all administrative guidelines and shall carry out policies duly adopted by the Board and shall make all reports required by the laws of the State of Indiana.

- G. The President shall be responsible for keeping and presenting to the Board, in a form that will make efficient their deliberations and proceedings, records of problems, conditions and duties requiring Board action.
- H. The President shall periodically transmit written or verbal reports on the general conditions of the school. He/she shall keep the Board informed of various departments progress and results of administration of policies.
- I. The President shall submit a comprehensive annual report, including problems which the Board must solve, changes of practice of importance to the Board, and statistics relative to students, test scores, etc.
- J. The President shall interview and study the references and recommend to the Board the appointment of all personnel which may be necessary for successful operation of the Options Charter School.
- K. The President shall be responsible for the assignment, change in assignment, transfer, promotion, or dismissal of all employees, excepting himself/herself.
- L. The President shall delegate responsibility and authority through the appropriate channels to appropriate employees.
- M. The President shall evaluate the operations and areas of educational programming of the Options Charter School within the framework of policies and procedures adopted.
- N. The President shall act as liaison officer between the Board and the staff in preparation of salary rate schedules.
- O. The President shall initiate a continuous evaluation program.
- P. The President shall promote creative leadership and scholarly directions in the development and

- maintenance of curriculum design to meet the needs of the children who are the most important group he/she is assigned to represent.
- Q. The President shall recommend to the Board, for its approval, new courses of study or the elimination from the system of any included in the curriculum.
 - R. The President shall be responsible for the adoption of educational resources, including textbooks, computer software and other instructional aids.
 - S. The President shall arrange for in-service programs.
 - T. The President shall establish and conduct a continuous and comprehensive program of information and communications with parents, patrons, and taxpayers for the purpose of gaining widespread understanding and support of the educational mission of the Options Charter School.
 - U. The President shall exercise diligence in looking after preservation of all School property
 - V. The President shall use his/her leadership position to present the cause of public education honestly and forthrightly and to further community actions compatible with those of the schools.
 - X. The President may appoint committees organized for the purpose of meeting the mission of Options Charter School. These bodies may be temporary or standing in nature.
 - 1. Duties of temporary committees shall be clearly outlined at the time of appointment, and said committees shall be dissolved when final reports are made to proper authorities.

2. Duties of standing committees are of a more administrative nature. The President shall always be an ex official member of such committees.

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DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The Board of Directors delegates to the President the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the Options Charter School will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law and when the President recommends Board adoption.

The President may also issue such administrative and student handbooks as he/she may consider necessary for the effective administration of the School and distribute them to employees and students and/or their parents.

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, or with federal/state law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

A copy of the Options Charter School administrative guidelines manual and a copy of each handbook shall be made a part of the Board reference materials maintained in the Options Charter School office.

The President shall maintain a current organizational chart to which immediate reference can be made by the Board or any employee of the Board.

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EVALUATION OF THE PRESIDENT

The Board of Directors believes that is essential that it evaluate the President's performance periodically in order to both assist the Board and the President in the proper discharge of their responsibilities and to enable the Board to provide the Options Charter Schools with the best possible leadership.

The Board shall annually, no later than April 30, evaluate the performance of the President. Such evaluation shall include an assessment of:

- A. The progress toward the educational goals of the Options Charter School;
- B. The working relationship between the Board and the President;
- C. The Board's own effectiveness in providing direction to the President.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

- A. The President's own self-analysis;
- B. The active participation of each Board member;
- C. A compilation of assessments on a prepared form by individual Board members, which shall then be reviewed jointly by the Board and the President;
- D. Evaluation interviews between the Board and President during which no other business is discussed;
- E. The President's assessment of Board efficiency and effectiveness.

As an outcome of the evaluation of the President's performance, the Board should be prepared to judge the advisability of retention of the President and:

- A. Be helped in the determination of the President's salary and bonus pay;
- B. To identify strengths and weaknesses in the operation of the Options Charter School and determine means by which weaknesses can be reduced and strengths are maintained;
- C. Establish specific objectives, the achievement of which will advance the Options Charter School toward its goals;
- D. Be better able to improve its own performance as the public body ultimately charged with the educational responsibility of the schools.

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NON-REEMPLOYMENT OF THE PRESIDENT

The School Board of Trustees has an obligation to employ professional leadership best trained and equipped to meet the educational needs of the children. It shall meet that obligation by retaining only a highly qualified person as President of the Options Charter School.

If the services of the President are found to be unsatisfactory to the Board, he/she shall be notified by the Chair and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the President shall be notified in writing by the President, as approved by the Board.

I.C. 20-6.1-4-19

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INCAPACITY OF THE PRESIDENT

It is the legal duty of the School Board to appoint a temporary or acting President by a majority of the Board upon determination that the President is incapacitated in such a manner that he/she is unable to perform the duties of his/her office.

The Board shall fix the compensation of the temporary President who shall serve until the President's incapacity is removed or until the expiration of the President's contract, whichever is sooner. He/She shall perform all of the duties and functions of the President, and may be removed at any time for cause by a two-thirds (2/3's) majority vote of the Board.

The Board shall determine that the President is incapacitated:

- A. at the request of the President, if the President is absent by reason of lengthy personal illness or injury or exposure to communicable disease which could be communicated to others;
- B. upon certification of a physician selected and compensated by the Board.

If the Board determines that the President is unable to perform his/her duties, he/she may:

- A. be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave, and any advancement of such sick leave which may be authorized by Board policy;
- B. be placed on sick leave with such pay to which he/she may be entitled or which may be authorized by Board policy;
- C. be placed on a leave of absence without pay.

The foregoing leave shall not extend beyond the term of the contract.

OPTIONS CHARTER SCHOOL

ADMINISTRATION

BOARD OF DIRECTORS

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The President may, upon request to the President, and proper certification of recovery, be returned to active-duty status, unless the Board denies the request within ten (10) days of receipt of the request.

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JOB DESCRIPTIONS

The Board of Directors authorizes the President to maintain job descriptions which shall be brief, factual, and, whenever possible, generically descriptive of similar jobs.

The job description for the President shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the President.

Revisions to the job descriptions shall be reviewed with the employees affected prior to their use.

Each employee will be provided with a copy of his/her job description at the time of employment and any revisions thereto.

Employees will be evaluated, at least in part, against the job descriptions.

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CONFLICT OF INTEREST—PRIVATE PRACTICE

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Options Charter Schools employees is essential to ensure proper performance of school business as well as to learn and keep public confidence in the Options Charter Schools.

To accomplish this, the School Board has adopted the following guidelines to assure that conflicts of interest do not occur. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment.

- A. No employees shall engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises reasonable question of conflict with his/her Options Charter School(s) responsibilities.
- B. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the Options Charter Schools.

Included, by way of illustration rather than limitation, are the following:

- 1. the provision of any private lessons or services for a fee;
- 2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to Options Charter School records;

3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
4. the requirement of student or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

C. Employees shall not make use of materials, equipment, or facilities of the Options Charter Schools in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the Options Charter School, all such exceptions will be made known to the employee's supervisor and will be disclosed to the President before entering under any private relationship.

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CONFLICT OF INTEREST—PERSONAL GAIN

Acceptable gifts, favors, services, entertainment, food, drink, and honoraria:

- A. No employee or spouse or unemancipated child of an employee may solicit, accept, or receive, directly or indirectly, any gift, favor, service, entertainment, food, or drink under circumstances in which it can reasonably be inferred that a gift would influence the employee to give special consideration to an action by such employee in his/her official capacity.
- B. This policy shall not prohibit political contributions which are reported in accordance with applicable law. In addition, this policy shall not prohibit donations which are accepted by the Options Charter Schools or the Options in Education Foundation.
- C. Gifts, favors, services, entertainment, food, or drink that exceed an aggregate value in excess of \$100 received by an employee in a calendar year from a person desiring to do business or with whom is doing business with the Options Charter Schools in which the employee holds a position shall be disclosed.
- D. No employee shall accept gifts, favors, services, entertainment, food, or drink that exceed an aggregate value of \$250 in any calendar year from a person desiring to do business or who is doing business with The Options Charter Schools. This limit can be waived for a legitimate public purpose. The following shall not be considered a gift, favor, service, entertainment, food, or drink:
 1. Food or drink consumed by an employee during the conduct of official public business or while attending public ceremonies.

2. Momentos or souvenirs of nominal value received at public ceremonies or commemorating official business.
 3. Invitations or tickets to political fund-raising events or public charitable benefits when used by an employee or a member of his/her immediate family.
 4. Food or drink consumed by an employee in connection with his/her official duties if consumed at a reception or gathering for public or school officials.
 5. Food or drink consumed by an employee or other reasonable courtesies extended to an employee during negotiations or other activities related to an economic development project.
- D. If an honorarium is offered to an employee as payment for a speech or article whose content is derived from the employee's job, the honorarium is considered as a payment for the performance of duties and is not to be accepted. The "Copyright Agreement Covering an Identified Work" shall be executed between the Central Indiana Options in Education, Inc. and any employee who plans to author either print or nonprint materials.
- E. If an honorarium is offered to the employee as payment for a speech or articles whose content is based solely upon the employee's personal knowledge or expertise, the employee may accept, and not be subject to a copyright agreement.

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