

# ADMINISTRATOR'S HANDBOOK

2009 – 2010

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## CAFETERIA PLAN

1. The Board has established a "Cafeteria Plan" under Section 125 of the Internal Revenue Code. The Board provides the opportunity for each administrator to execute a salary reduction agreement, once annually. Once the annual allocation is made, the only change in the salary reduction agreement, which will be allowed, is for a fluctuation in health care premium.
2. Each administrator executing a salary reduction agreement shall allocate an annual sum to be used for the purchase of:
  - a. Group Term Life and Accidental Death and Dismemberment
  - b. Group Health Insurance and/or Hospital Wrap
  - c. Salary Protection Insurance
  - d. Cancer Insurance
  - e. Child Care
3. The Board shall provide each administrator a description of the benefit coverage provided within ten (10) days of the beginning of the school year or the date of employment, which shall include a clear description of conditions and limits of coverage as provided above. When requested by the administrator, the Board shall provide applications, and when necessary, information about the programs.
4. Lay-Off Provisions  
If an administrator's contract is terminated or non-renewed, the Board agrees to continue the employee's insurance coverage under the provisions of the Consolidate Omnibus Reconciliation Act - 1985 (COBRA).

## CONTRACT YEAR

Each administrator's contract year (work year) will be established by the Board of Education as included in the job descriptions under terms of employment.

## COMPENSATION

Salary will be established by the Board of Education. Salary increases, when granted, will begin July 1, of each year. Salary increases will be based upon the evaluation received, skills, growth and demands of the position, and upon the percent of raise given annually to the certified teaching staff.

## DEFINITION

**Administrator:** This handbook applies to all building principals and the RHS/RMS Activities Director. It also lists benefits applicable to the Superintendent and the Director of Special Education, as noted in their employment contracts.

## DISTRICT ACTIVITY PASSES

District activity passes (non-transferable) will be assigned to administrative employees annually.

## **EMPLOYEE HEALTH EXAMINATIONS**

Administrative employees must submit a certificate of health signed by a licensed physician on a form prescribed by the Secretary of Health and Environment. This certificate shall include a statement that there is no evidence of medical condition that would conflict with the health, safety, or the welfare of the pupils. This will include assurance that the person is free from tuberculosis by either a chest x-ray or a negative tuberculin skin test. This test must be presented the first year of employment.

Upon presentation of a signed statement that he/she is adherent of a religious denomination whose religious teachings are opposed to physical examination, any person whom the provisions above apply, shall as an alternative to the certification of health required above, obtain a certification signed by a person licensed to practice medicine and surgery under the laws of any state that freedom of tuberculosis has been established. (K.S.A. 72-5213)

## **INSURANCE BENEFIT**

USD #407 has established a District Health Insurance Pool. For each administrator and certified employee, the district has placed \$320 in the pool. Administrators who choose to participate in the District Health Insurance Pool will each receive a share of the money as determined by the amount of money in the pool and the number of certified employees who elect to participate. Administrators who choose not to participate in the District Health Insurance Pool will not receive any monetary fringe.

## **JOB DESCRIPTIONS**

The job descriptions for the administrative positions are contained in the district board policies.

## **JURY DUTY**

It is the policy of the Board of Education that all employees will serve jury duty when required to do so.

During the period of time of serving jury duty, administrative employees will be paid full pay from the district, less the amount that they receive for jury duty compensation, excluding mileage, which they receive. This will apply to every day that jury duty is served on a regular workday identified with the school district. Jury duty time shall not be charged against personal or sick leave for any administrative employee.

## **LEAVES**

Administrators who are unable to perform their duties must notify the superintendent at the earliest possible time.

In the event of an emergency, the superintendent will be notified immediately.

In the event of professional, temporary or extended leave, a written request must be approved or denied prior to the leave being taken.

## **BEREAVEMENT LEAVE**

Administrators may have up to five (5) days of leave for bereavement following the death of each member of the individual administrator's immediate family. This is to be interpreted as five (5) days for

each death. For clarification, immediate family is the same as defined for sick leave. The five (5) days for each death for which an administrator takes bereavement leave must be used within one calendar year from the date of the death.

### **LEAVE FOR NATIONAL GUARD OR RESERVE DUTY**

If an administrator cannot obtain deferment for National Guard or Reserve Duty until such time as their contract is completed, the Board will pay regular wages minus the pay received for such duty. The salary deduction shall not exceed the gross amount for the administrative salary paid by the district for the same period.

Prior to taking leave for this duty, the individual administrator must present to the superintendent a copy of the request for deferment and a copy of the denial of the request.

### **LEAVE OF ABSENCE**

Administrators may be granted extended leave of absence. Such leave shall be for a period of time not to exceed one (1) year. Request for such leave shall be received by the superintendent not later than February 15 of the year previous to the school term during which a leave is taken. Such leaves shall be subject to the approval of the superintendent and the Board of Education.

If an administrator wishes to return following completion of the leave, the administrator must notify the superintendent no later than February 15 of the year previous to the school term for which the administrator wishes to be reassigned. Only if the condition of this notice is met, will the administrator be returned to a position in the district.

Administrators on extended leave will be subject to any reduction in staff deemed necessary by the Board in the same manner as all other certificated staff.

No salary, fringe benefits or experience credit will be given to an administrator on an extended leave except as follows:

An administrator on leave may retain membership in the district's health insurance plan at the administrator's own expense, for the time allowable by the insurance company. An administrator on leave will retain prior accumulated leave and salary experience credit.

### **PERSONAL LEAVE**

Administrators may earn a maximum of two (2) days of leave per school year for personal business. Administrators shall request permission for personal leave from the superintendent, who shall grant such leave unless it is not in the best interest of the school. All parties shall remember that personal leave is for personal reasons, and the reasons for the leave is not to be the concern to the administration.

Personal leave will not be granted, except in emergencies, during the following times:

1. During the first and last week of school; and
2. On the day immediately before or immediately after a recognized vacation or holiday.

Request to take personal leave must be filed with the superintendent at least two (2) days in advance, except in case of emergencies.

Personal leave will be allowed to accumulate to the total of five (5) days of personal leave.

### **PROFESSIONAL LEAVE**

An administrator may request, or be requested by the Board or the superintendent, to attend meetings, conferences, education seminars, and school visitations. If the superintendent approves such attendance and all reasonable expenses, the Board will pay such expenses.

### **SUBPOENA LEAVE**

An administrator shall receive full compensation for court attendance as a witness under subpoena in any tribunal with subpoena power in any case which relates directly or indirectly to the administrator's employment with USD 407 and any reporting requirements pursuant to Kansas Statutes and federal law. This provision shall not apply to any complaint, action, court proceeding, administrative proceeding or any other action taken by the administrator against USD 407.

### **SICK LEAVE**

Administrative employees will earn sick leave at the rate of one (1) day per month according to their length of contract. Sick leave is accumulated at the rate of the number of contract months multiplied by the number of annual sick leave days. Since, administrators are on eleven-month contracts, they may accumulate to 11 X 11, which is equal to 121 days.

Sick leave may be used for the illness or injury of the administrator, or the administrator's spouse, children, parents or spouse's parents, grandparents or spouse's grandparents, brothers or brothers-in-law, sisters or sisters-in-law, or any other dependent living in the administrator's house. The Board, through the superintendent, reserves a right to seek verification of the seriousness of the illness or injury and to determine whether paid leave is justified. During the fall semester, the Board shall furnish each administrator with a written statement setting forth such administrator's total sick leave credit.

### **SICK LEAVE BANK**

The sick leave bank is a voluntary program for classified personnel and administrators. Upon initial employment with USD 407, a new employee who wishes to participate will donate one (1) day of his/her sick leave. A committee composed of one (1) building custodian/maintenance personnel, one (1) food service personnel, one (1) bus driver/mechanic, one (1) attendance center secretary, one (1) paraeducator personnel, and the superintendent will determine the usage of the sick leave bank, appropriate reserves for the bank, and methods of rebuilding the reserves in the bank. Any participating member may request to use the sick leave bank by making application to the committee through the superintendent. In the event that the member is unable to make the request, the committee is authorized to act accordingly. Initial grants for sick leave bank days shall not exceed twenty (20) days. No sick leave bank days shall be granted until the members personal accumulated sick leave is exhausted. This is not a maternity leave bank. However, sick leave will be granted for a maximum of ten (10) days for maternity purposes if needed. If more than ten (10) days are needed, the applicant and her building representative to the committee will be present at the meeting. The superintendent shall notify the applicant on behalf of the committee regarding the action on the request.

### **TEMPORARY EMERGENCY LEAVE**

An administrator may be granted temporary emergency leave for emergency situations. Administrators seeking such leave shall file a written request with the superintendent. The request shall state the reason

for the leave, the length of the leave requested and whether the administrator seeks paid or unpaid leave. The superintendent may grant such leave and may grant pay for the leave if approved by the Board.

### **MILEAGE REIMBURSEMENT**

If an administrator is required to use a personal automobile for traveling between school buildings or transporting students on school sponsored trips, the administrator shall receive reimbursement at the rate per mile allowed by the federal income tax guidelines or \$30.00 per semester, whichever is the greater.

Payment under this section shall be paid monthly or by the semester for the flat rate, after submission of mileage reports and/or vouchers.

### **PAYROLL DATES**

Monthly paychecks will be issued on the 1st day of each month, or if the 1st falls on a holiday or weekend, on the next regular working day thereafter.

### **PAYROLL DEDUCTIONS**

The Board of Education of Unified School District No. 407, hereby authorizes deductions per specified purposes from the compensation pay to employees of this district. The deductions are as follows:

1. Health Insurance
2. Group Life Insurance
3. Salary Protection Insurance
4. Tax Sheltered Annuity Plans
5. Professional Dues
6. Hospital Wrap
7. Unreimbursed Medical

These deductions may be made only after written authorization from each employee and specific terms as to amount, purpose, and disposition of amounts deducted. The Central Office will provide a proper form to each employee for his/her examination and signature before any payroll deductions will be made.

### **PROFESSIONAL TRAVEL**

All requests for in or out of state professional travel of administrators shall be presented first to the superintendent. The superintendent shall have full authority to grant or deny the request so long as total district expenditures for professional travel in a fiscal year does not exceed the budget approved by the Board. Employees will be reimbursed at a rate of \$6.00 per meal as approved by the superintendent.

### **RETIREMENT**

#### **NOTIFICATION**

Any administrator who plans to retire should notify the Board on or before March 15.

The Kansas Public Employees Retirement system retirement policy states that an early notice to KPERS must be given on the proper form prior to starting retirement. Such forms may be obtained from the local USD designated agent.

## **EARLY RETIREMENT**

1. Administrators, who retire from employment with the district prior to age sixty-five (65), may elect to take early retirement under the terms and conditions set forth in this agreement. Application for early retirement benefits is entirely voluntary. Approval or denial of a request for early retirement benefits is within the sole discretion of the Board.
2. An administrator is eligible for early retirement if such administrator is:
  - a) Currently a full-time employee of the school district;
  - b) either qualified under applicable KPERS rules and regulations for full KPERS retirement benefits without reduction **or** not less than fifty-five (55) years and not more than sixty-five (65) years of age on September 1 of the school year in which the administrator submits application for early retirement benefits;
  - c) has ten (10) years or more of employment service with the school district; and
  - d) has ten (10) years or more of service credit recognized by the Kansas Public Employees Retirement System (KPERS).

Eligibility, i.e., compliance with (a) through (d) above, will be determined by the school superintendent. An administrator applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for early retirement and to determine benefits to be paid.

3. An administrator may apply for early retirement by giving written notice to the superintendent. Such written notice shall be submitted on or before March 15 preceding the anticipated retirement date and shall include the following information:
  - a) a statement of the administrator's desire to take early retirement;
  - b) the anticipated date of retirement;
  - c) the administrator's birth date and age on the date of retirement;
  - d) the current mailing address and telephone number of the administrator;
  - e) the number of years administrator has been employed by the school district;
  - f) the total number of years of service credit recognized by KPERS;
  - g) administrator's current annual salary;
  - h) whether the administrator desires payment of the early retirement benefit in January or July of each year; and
  - i) whether the administrator desires health insurance coverage through the school district's health insurance by deduction of annual premiums from the early retirement benefits.

Following final action on any application for early retirement, the superintendent shall notify the administrator, in writing, of the final disposition and the date and amount of annual early retirement benefits to be paid.

4. An eligible administrator who takes early retirement is entitled to receive annually from the school district a sum of money, i.e., early retirement benefits equal to:

the difference between the benefit the administrator would receive, through KPERS system, if the administrator was sixty-five (65) years of age at the time of early retirement, and the benefit received by the administrator taking early retirement at a .3% penalty for each month between the date of early retirement and the attainment of age sixty-five (65). This difference will be calculated by the KPERS Board.

5. The following terms and conditions shall apply to the school district's early retirement plan:
- a) Any application for early retirement shall be granted or denied by the Board of Education:
  - b) The annual early retirement benefit shall be payable by the school district in a lump sum in either January or July of each year, at the administrator's option.
  - c) An administrator who takes early retirement shall have the responsibility to keep the school district informed of his/her current mailing address and telephone number.
  - d) An administrator taking early retirement shall have the option to maintain health insurance coverage through the school district's health insurance program by agreeing to a deduction of yearly insurance premiums from the early retirement benefits, if approved by the health insurance carrier.
  - e) If any provision of this early retirement plan is determined to be in violation of federal or state laws or regulations, the entire plan shall immediately terminate and shall be of no further force or effect.

### **EARLY RETIREMENT COMPENSATION**

Any administrator having at least ten (10) years service in Unified School District No. 407 and wishing to retire early, before age 65, will receive compensation as follows: retirement at ages 55 (or less) through 62, \$9,000; at age 63, \$7,500; at age 64, \$5,000. If retiring at age 55 (or less) through 62, the administrator may receive the \$9,000 in three (3) annual payments consisting of \$5,000 the first year, \$2,500 the second year, and \$1,500 the third year, in two annual payments of \$4,500 each, or in one (1) lump sum of \$9,000. If retiring at age 63, the administrator may take the \$7,500 in two (2) annual payments or a lump sum payment. If retiring at age 64, the administrator must take the \$5,000 in one (1) payment.

### **SALARY DEDUCTION FOR UNAUTHORIZED LEAVE**

The following is established as the rate for deduction of pay for unauthorized leave:

1. For verified (the Board may require a medical doctor's statement) sick leave in excess of the total accumulated leave or coverage by the sick leave bank, an amount equal to the daily rate of that administrator, will be deducted for each absence in excess of the accumulative leave, except in extended illness the Board may waive this deduction.
2. For personal emergencies which require absence in excess of the number of agreed upon leave days, an amount equal to the daily rate of that administrator will be deducted for each absent day in excess of the accumulative leave. If the administrator is absent without prior notice under the above articles or without accumulative sick leave, then the Board reserves the right to consider such absence to be a breach in violation of the administrator's contract of employment and in addition to any other remedies the Board may have, their daily rate of pay will be deducted for each day absent.

### **SEPARABILITY PAY**

### **DISPLACEMENT**

In recognition of service rendered and accumulated sick leave, which was unused, the following separability pay shall be paid to any qualifying administrator following his/her displacement:

Any administrator with five (5) or more years of service in the school district shall receive twenty percent

(20%) of his/her daily rate for the current standard contract scheduled salary multiplied by his/her total number of accumulated, unused sick leave days and vacation days. Such separability pay shall be subject to payroll taxes. Payment of separability pay will not apply to administrators whose employment is terminated by the school district for cause, which shall not include reduction in force.

### **RETIREMENT**

In recognition of service rendered, and accumulative sick days, which were unused, the following separability pay shall be paid to any qualifying administrator following his/her retirement:

Any administrator with ten (10) or more years of service in this school district shall receive thirty-five percent (35%) of his/her daily rate for the current standard salary, multiplied by the total number of accumulative, unused sick leave days. Such separability pay shall be subject to payroll taxes.

### **VOLUNTARY TAX SHELTER ANNUITIES**

Pursuant to KSA 72-8603 and IRS Code Section 403 (b), the Board shall provide for an administrator's voluntary reduction of individual salary and pre-payroll contribution thereof for a tax-sheltered annuity up to a maximum amount as set by State and/or Federal law. Administrators will be allowed to initiate and/or change their contributions within two annual thirty-day periods, September and January, each year.

### **WORKERS' COMPENSATION**

Administrative employees shall be under the workers' compensation program governed by regulations of the State of Kansas. All injuries must be reported to the immediate supervisor. Determination by the Central Office of the proper insurance coverage is essential before a physician, other than emergency care administrates medical attention.

## SUPERINTENDENT'S EXPECTATIONS

**Activity Fund:** Follow state guidelines concerning the use of activity funds. This is the one place that buildings could have audit problems.

**Ask for Help:** We have a good administrative team that supports one another. If you are feeling overwhelmed, don't be afraid to ask for help, advice, or sympathy. No one will think less of you for asking. Being supportive of one another makes us a better team.

**Activity Fund Purchases:** Only items being paid for through an activity account should be faxed from the buildings. Any other purchases should be processed through the Central Office, and they should never be faxed from a building without the superintendent's prior knowledge.

**Committee Memberships:** Administrators need to be selective about the type and number of committees on which they serve. Do not put serving on committees above your obligations to the district, and do not attend so many meetings that you have difficulty keeping up with your administrative duties or that teachers complain about how much you are gone.

**Contracted Maintenance Services:** Do not contract for maintenance services (plumbers, electricians, etc.) or any other contracted service that you do not plan to pay out of your building budget. Even if you plan to pay for it, you should get prior approval for any large expenditure.

**Develop a Network:** There are many fine administrators across the state that are more than willing to offer advice about how they dealt with an issue that you may be facing. Get to know as many of your fellow administrators as you can and call upon them for advice.

**Expected Hours:** Administrators are expected to be in the buildings and available, at a minimum, from 7:30 a.m.–4:30 p.m. during both the school year and the summer. You are entitled to a lunch break of no more than one- hour duration.

**Focus on Work:** I know it is difficult to come to work and forget things that may be going on in your life outside the workplace. Nonetheless, it is important that you do this to the best of your ability. Letting your personal life affect your moods, temperament, and attitude in general creates problems in the workplace.

**Friday Early Release:** On Fridays, the teachers all leave right after school. Administrators may do the same.

**Keep Promises:** Follow through on your promises. It is very easy to tell someone that you will do something or take care of a problem, then get busy with more pressing items and forget to take care of what you said you would. We all probably need to be a little more conscientious about taking notes or doing whatever we can to help us remember things that we have promised to do.

**Lead by Example:** The building principal, probably more than any other factor in a building, sets the morale of the staff in the building. If you are a complainer, your teachers will model your behavior.

**Master Collective Bargaining Agreement:** Become very familiar with its contents. Enforce the provisions fairly and consistently.

**Memo's, Letters, Etc.:** If there are memos or letters going out from your building threatening to tow people's cars away if they park in the wrong place, saying equipment will not be installed until the

playground is resurfaced, encouraging people to attend a Board meeting in support of a particular issue, or other things along the same lines, the Board and the superintendent need to know about them before teachers or the public receive such correspondence.

**Monitor the Office:** Be careful about conversations in the outer office. This applies not only to administrators, but also to teachers talking shop or using questionable language in front of students. This does not necessarily mean that the language is vulgar, but some of the discussions are probably on topics that should not be overheard by students who may be in the office.

**Monitor Planning Time:** There are often valid reasons for teachers being out of the buildings. However, planning time is just that “planning time.” It should be used by the teachers to prepare lessons, run copies, do other teacher related duties, or just to regroup and mentally prepare for the rest of the day. It is not for grocery shopping, running errands, hair appointments, taking walks, etc. If teachers have planning time immediately before or after the lunch break, they should not combine lunch breaks and planning time into one thing and be absent from the building for the combined time.

**Monthly Leave Records:** On your monthly leave records, be sure to include any day that you are out of the district or not at work for some other reason. This includes any workshops, league meetings, study groups, sick days, personal leave, etc.

**Number of Professional Days Used:** Please consider the number of meetings that you attend, the number of committees that you serve on, and the number of days you are out of your building(s). Administrators could all attend meetings almost every day if they wanted to be gone from the district. There are meetings that we need to attend as a part of our jobs; but there are other meetings that we can and should forego attending.

**Payment for Services:** If someone performs an approved contracted service, they need to wait until after the next regularly scheduled Board Meeting to get paid. Do not send people to the Central Office with a bill expecting to receive immediate payment. The only bills that should be authorized for “early payment” are bills that must be paid to avoid late penalties or disconnect.

**Petty Cash:** Petty Cash should not be used to replace Purchase Requisitions.

- Registrations for workshops should not be paid for out of petty cash. If people want to attend meetings, there should seldom be a reason that they cannot get a requisition to the Central Office in time to have a Purchase Order processed. Get registration requests in with adequate time to process PO’s without incurring late penalties.
- Office supplies should seldom be paid for out of Petty Cash. If you just need a small item, it’s fine to just run and pick it up. However, if you are buying \$50 or more of supplies at a time, use a Purchase Request to get a Purchase Order to take with you.

**Professional Leave Requests:** You, just like any other employee, need to request professional leave for workshops or meetings that will require you to be out of town. You need to do this whether there is cost involved for the district or not.

**Purchase Requisitions:** Buildings should be using Purchase Requisitions – not Purchase Orders. There are Local Purchase Orders that can be used for items to be purchase out of activity accounts.

**Received Orders:** When orders are received, please turn in your “Pink Sheets” in a timely fashion.

**Regularly Scheduled Meetings:** You do not need to request professional leave for league meetings and/or things like NCDLN, the Principal’s Study Group, or similar regularly scheduled meetings.

However, you should ThunderMail the superintendent the day before to let him know that you will not be available in your building the next day.

**Share Information:** Keep the superintendent and the Board informed about things happening in your buildings that we may need to know about. If you have a group of parents upset about a particular teacher, if you have the police at your building, if you have a meeting with the press, if you are concerned about child abuse and are going to report someone to the SRS, if a student is injured and requires a doctor's care, if a school vehicle is involved in an accident, or any other thing that could catch us off guard, call the superintendent. If it is something that could explode in our faces, make sure you call instead of using ThunderMail. I don't appreciate people coming to my office to discuss a problem that I had no idea existed. I realize that sometimes you may be in the middle of dealing with an issue and don't have time to drop everything to give me an immediate call. In that case, call me ASAP, and I will relay the information to the Board.

**Summer Days:** With prior permission from the superintendent, administrators may trade workdays in June or August for days in July. A record will be maintained of days traded and days worked to make up the missed time.

**Teacher Inservice Days:** Please make an effort to be in your buildings on inservice days. If you are ill, you should not be there. However, do not schedule appointments on those days that could and should be scheduled on another day. For administrators not to be in attendance on inservice days sends a message to the teachers that those days are not important.

**Varying Your Schedule:** Keep the superintendent informed on occasions when you need to vary your schedules.