



ADMINISTRATOR HANDBOOK

As reviewed and approved by the Whitko Board of School Trustees May, 2022

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ACTIVITY FUND

The collection, custody, and disbursement of any money (not including public funds such as tax levies) by Whitko Community School employees must be handled in the manner prescribed in the State Board of Accounts Handbook for Extra-Curricular Accounting. This regulation includes such short term transactions as collections for flowers and gifts.

No employees or students shall be permitted to conduct sales of any kind that are not accounted for through the Extra-Curricular funds. One-time projects can usually best be handled through the Principal's "general fund" account.

For rules on investment of Extra-Curricular funds see the State Board of Accounts handbook entitled "ECA-Uniform Compliance Guidelines Manual," www.in.gov/sboa/4449.htm

ACCIDENT REPORTS

Building principals or designee are responsible for seeing that accidents, in school buildings or on school grounds, requiring first aid or medical treatment, are reported to the Superintendent's Office as quickly as possible. Forms for this purpose are provided from staff members in the Central Office, building offices and nurses offices.

One copy of the report is to be filed in the principal's office and reported in a timely manner to the Superintendent's Office. Reports should not be allowed to accumulate.

ADMINISTRATIVE POSITIONS & CONTRACTED DAYS

<u>Position</u>	<u>Contract Days</u>
Superintendent	260 Days
Business Manager	260 Days
Director of Technology	260 Days
Director of Transportation	260 Days
Academy Director	260 Days
Director of Alternatives Services	260 Days
Principal Jr/Sr High	240 Days
Director Of Special Education	240 Days
Elementary Principal	220 Days
Vice Principal Jr/Sr High	220 Days
Curriculum / NIET Director	220 Days
Academy Assistant Director	220 Days
Athletic Director	220 Days
Director of Food Services	204 Days

ADMINISTRATIVE PROCEDURES

At the beginning of the school year, during teacher orientation, the respective building principals shall review and explain to the teachers any teacher handbooks and student handbooks which have been prepared for use during the forthcoming school year. Department directors shall likewise review the handbooks with staff.

ATTENDANCE

An employee must use applicable paid time off, like personal or vacation days, when available, before any “lost time” days will be excused. Typically, lost time for an illness will be an excused absence. Your supervisor may require you to provide documentation of your illness or require you to apply for FMLA, if applicable. Other absences that result in lost time may be excused at your supervisor’s discretion, but any combination of lost time due to illness or other reasons may not exceed five (5) days without approval of the Superintendent.

It is first and foremost the responsibility of members of the administrative team to fulfill the job responsibilities and duties of their respective positions as described by the position description and expectations of the superintendent and of the board of school trustees. Whenever situations occur that require administrative attention, unassigned time shall be waived in order to meet the job responsibilities as required by good judgment and sound administrative practice.

It should also be noted that overtime compensation and compensatory time are not available for members of the administration team for work completed outside of normal work days or hours.

Generally, members of the administration team will be at work during the 184 days designated as teacher work days under the approved school calendar. An employee affidavit of absence must be completed and submitted for each work absence with the regular bi-weekly payroll records to the business office.

AUTHORIZATION

Authority for making rules and regulations comes from the written policies of the Whitko Community Board of School Trustees, the governing body of the Whitko Community School Corporation. The School Board's authority in turn comes from state laws, rules of state agencies functioning within a framework of laws, and the Indiana State Constitution.

Administrative rules often have the effect of "law" when considered by a court.

Ready references for administrators should be: this handbook, the state administrative handbooks, and the Whitko Board Policy Manual.

It is expected that each principal, in cooperation with their staff, will develop building rules. These rules must be in writing and one copy filed with the Superintendent in July prior to the school year.

BOARD POLICY MANUAL

Electronic policy manuals are maintained for the Whitko Schools. The policy manual and administrative guidelines are available on the website www.whitko.org / School Board / Meet Our School Board / Bylaws and Policies.

The role of a School Board is to set policy within the bounds authorized by state laws. It is the role of the administration to carry out established policy.

Policies are principles adopted by the School Board to chart a course of action. They tell what is wanted and they may also include why, and how much.

Administrative Guidelines are detailed directions that are developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.

CONTRACT GUIDELINES

Administrative salaries are based on length of contract, number of employees supervised, number of programs, hours/days of responsibility, educational preparation, years of experience, and corporation responsibilities.

Effective July 1 of each year, all new administrative contracts will be for a length of 2 years. All other administrative contracts will be renewed for a length of 1 year unless otherwise recommended by the Superintendent, Whitko will follow all state guidelines regarding contract notification to administrators.

All administrative positions are expected to work all days when school is in session unless a vacation day is approved in advance by the Superintendent. All administrators and directors are given 7 sick days and 5 personal days per calendar year.

For 220 day employees, the work year begins August 1 and ends June 30 unless otherwise recommended by the Superintendent. The month of July shall be unassigned.

For 240 day employees, the work year begins July 1 and ends June 30. Fall and spring break as well as 5 days at winter break shall be unassigned.

For 260 day employees, the work year begins July 1 and ends June 30. Six days at winter break as well as spring break shall be unassigned. The employee shall also have 20 vacation days granted per calendar year. Vacation days are non-accumulative and must be taken by July 31st of the following work year. 260 day employees will be paid for unused vacation days.

Employees hired after July 1, 2000 are eligible only for retirement benefits under the provision of the 401(a) plan.

Other specific references to contract provisions may be found in the individual contract addendum approved by the Superintendent and Whitko Board of School Trustees president and secretary.

Members of the administration team are encouraged to participate in conferences and professional meetings related to their respective positions and specific job responsibilities. A professional leave form should be completed and signed to request approval to participate in a conference or professional meeting.

EMPLOYEE GROUP INSURANCE

All full-time employees of the Whitko School Corporation may participate in the following group insurance plans:

- (a) Group term life insurance and long term disability
- (b) Medical insurance
- (c) Dental insurance

Participation in the above coverage is voluntary. The coverage is for a 12-month period beginning January 1st. The School Board shall pay toward the insurance costs the amounts indicated in the Agreement Between the Whitko Community School Board and the Whitko Classroom Teachers' Association for certified staff.

LEGAL LIABILITY

This coverage is for a limit of \$5,000,000. Any accusations that may be made against you for a "wrongful act" as an employee of the Whitko Schools should be reported immediately in order for the insurance company to defend you.

The master policy is on file in the Superintendent's office and may be reviewed by any employee upon request.

TAX SHELTERED ANNUITY

Participation in a tax sheltered annuity is available to any Whitko employee. Information is available in the Superintendent's office.

JOB PERFORMANCE EVALUATIONS

All principals and assistant principals shall be familiar with the teacher evaluation model. Department directors will conduct annual evaluations of non-certified staffs' job performance.

FINANCIAL ASSISTANCE FOR TEXTBOOKS

Each year, principals will distribute to all parents, by way of students, a notice of student fees and availability of financial help for parents who meet the income standards.

This notice is available from the Superintendent's Office. Principals should be familiar with the information on the notice.

HOLIDAYS

- 1) Administrators working a 260 day contract will have the following holidays: Good Friday, Memorial Day, Labor Day, Independence Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.
- 2) Administrators working a 240 day contract will have the following holidays: Good Friday, Memorial Day, Labor Day, Independence Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.
- 3) Administrators working 220 day contracts will not be required to be on duty during Thanksgiving, winter, or spring breaks. In addition, the following days shall be recognized as non-work days if they occur during their contract period: Good Friday, Memorial Day, and Labor Day.
- 4) If a designated holiday is determined to be either a work day or snow make up day, it is understood that members of the administration team will forgo the holiday.
- 5) It should also be noted that overtime compensation and compensatory time are not available for members of the administration team for work completed outside of normal work days or hours.

If a designated holiday is determined to be either a work day or snow make up day, it is understood that members of the administrative team will forgo the holiday.

INTERRUPTIONS

All forms of interruptions, including public address systems and personnel interruptions shall be kept at a minimum.

PAYMENT OF NON-CERTIFIED STAFF ON INCLEMENT WEATHER DAYS

Following is clarification of our policy for payment for teaching and office assistants relating to delays and school cancellations:

1. If school is delayed two (2) hours or less, or in the case of early dismissal due to inclement weather or other factors beyond the control of the employee, the non-certified staff member will be paid for the hours of their normal work day.
2. If school is canceled for the day, the non-certified staff member will be paid according to department procedure.

PAYROLL REPORTS

Principals are responsible for filing a two week payroll report one week prior to each payday. This report is the official authorization to the school district treasurer or payroll clerk to deduct days of work missed, record leave days, and other deviations from time and pay authorized.

Employees working in more than one building should be reported by each principal when the employee is absent from the scheduled time.

For absences reported on RedRover, an "employee absence report" from RedRover will be printed by the payroll clerk. The report is then approved by the building principal or designee, and filed with designated payroll.

PAYROLL SCHEDULE

The payroll schedule is distributed at the beginning of each school year.

SCHOOL YEAR CALENDAR

The school year calendar will be presented by July 1 each year.

STAFF WORK DAY

The regular work day for staff members is established by the building principal or department director. Half day teachers are assigned their hours by their building principals with hours relative to the regular teacher's work day.

STUDENT ADMISSIONS

Every child between the ages of seven (7) and eighteen (18) years old, inclusive, is required to attend school, unless excluded, in accordance with Indiana code IC 20-33. See the bylaws and policies of the Whitko Board of School Trustees pertaining to resident areas, transfer tuition, transfer certificates, etc.

Homeless students may enroll without school, medical or similar records. Any such enrollment must be reported to the Superintendent.

TEACHER AGREEMENT

Administrators must be familiar with provisions of the agreement governing teacher employment between the Whitko Community School Board of Trustees and the Whitko Classroom Teachers' Association. Administrators are expected to enforce provisions of this agreement.

TIME SHEETS FOR NON-CERTIFIED EMPLOYEES

Time sheets are available from the Superintendent's office. Each building principal is responsible for collecting, editing, and approving time sheets for every non-teaching employee assigned to his or her building. The documents must be accumulated and turned into the payroll clerk in accordance with the pay schedule.

It will be necessary to know the authorized hours for each employee. If hours in excess of those authorized are worked they must be "paid back" the following week. Hours reported on the sheets must be an accurate record of hours worked.

Never show more than 40 hours on "total regular time." All other hours must be shown as overtime hours.

It is the responsibility of each principal to see that hours worked are within the limits of hours authorized by the School Board. This includes cafeteria workers but does not include bus drivers.

Any payment for additional hours for activity funds must be approved by the Superintendent in writing. Such hours must be considered "overtime" if above 40 total hours for any week.

Work time shown must be exclusive of lunchtime, except for cooks who work five hours or more per day.

Secretaries are not to be permitted to take work home.

Secretaries are contracted for a specified number of workdays. It is the principals' and directors' responsibility to see that the designated number of days are worked for any school year, from July 1 to June 30.

Employees working 194 or more days do not have any paid vacations or paid holidays. Non-teaching employees are not paid for days missed. This includes "snow days" when school is dismissed for bad weather. However, principals may arrange for make-up time to avoid loss of pay, except for employees working as

teacher assistants and library clerks. Such make up days for secretaries could be made up in the summertime when an occasional day or half-day of secretarial help is needed.

The building principal decides if assistants are required to attend professional development days. If they are required to attend, they will be paid for those hours; if attendance is optional or discouraged, the assistant will not be paid.

VACATION

Any unused vacation days not used by July 31 of the next school calendar year will be paid out to administrators.

Updated in Spring 2022: Approved by the Whitko school board members: May 18, 2022

EQUAL OPPORTUNITY EMPLOYER

No person shall on the basis of gender, race, color, national origin, sex (including transgender status, sexual orientation and gender identity), age, religion, military status, ancestry or disability be excluded from participation in, denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection. Information requested is used only to determine the applicant's ability to meet job criteria and perform satisfactorily.