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**AFFILIATED WITH:**

- National Association of Secondary School Principals
- New England Association of Schools and Colleges
- Association for Middle Level Education
- National Association of Elementary School Principals
- New England League of Middle Schools
- National Federation of State High School Associations

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# THE CONNECTICUT ASSOCIATION OF SCHOOLS

## MEMORANDUM

TO: School Superintendents  
FROM: Dr. Everett Lyons, Associate Executive Director,  
Co-Director, Connecticut Principals' Center  
RE: Complementary Manager Program  
DATE: October 6, 2014

Given the demands on our schools, including the implementation of the new evaluation system and the Common Core State Standards, it is difficult for building principals to get everything done. At the request of our membership, we have developed a program to provide support for principals and other building administrators. Our Complementary Managers Program provides school districts with an opportunity to provide supplementary support to building administrators which can free them from some of the routine managerial tasks on a temporary basis. Through our network of retired administrators, CAS can assist you in providing relief to your building administrators on a short-term basis.

CAS will make available to your district retired administrators who can take over routine functions on a time-limited basis to enable building administrators to focus on teacher evaluation and other pressing needs. These retired educators will not be exercising full administrative authority (*e.g.*, no student suspension; teacher evaluation). However, they can provide support for building administrators across a wide range of responsibilities, including student supervision, routine parent inquiries, investigation of personnel and student matters, and the like. Given the intangibles of personality and the specific needs of your district, you will have a chance to meet with any proposed complementary manager before you make a final decision.

Under this program, complementary managers are hired on a temporary basis and will not be authorized to act in a full capacity as school administrators. Accordingly, there is no need to report such temporary employment to the Teachers' Retirement Board. Similarly, since the temporary assistance provided through this program is not an administrative appointment under law, your board of education is not legally required to vote for your district to participate in this program, though of course, we leave to you how best to apprise your board of education of your district's participation. However, we do recommend that you have the president of your local administrators' bargaining association (if any) sign off on the program to avoid any potential issue regarding bargaining unit work.

We welcome any questions you may have about this program. Also, we will be happy to facilitate your search and related employment issues if you need a retired administrator to serve in an administrative capacity. Thank you for considering the Complementary Managers Program.



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## AGREEMENT

The Connecticut Association of Schools, acting through Dr. Everett Lyons, Associate Executive Director, and \_\_\_\_\_, (hereinafter "Superintendent"), hereby agree as follows:

1. Superintendent hereby employs Complementary Manager for \_\_\_\_ days during the following period: \_\_\_\_\_ to \_\_\_\_\_, such days to be scheduled by mutual agreement.
2. Complementary Manager will provide support to building administration as designed by the Superintendent. Such support shall be at the direction of the building principal (or other designee of the Superintendent), but shall not include teacher evaluation or student suspension.
3. On behalf of the school district, the Superintendent shall employ the Complementary Manager on a per diem basis at the rate of \$500. The Complementary Manager accepts such temporary employment on that basis and understands that he/she is not entitled to any other compensation, fringe benefits or unemployment compensation from the school district.
4. This Agreement is subject to immediate termination at any time by any party, which may be effected by any party's providing written notice to the other parties of such termination. Any amounts due for services already provided will be payable at that time, but there shall be no other liability for such early termination.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Schools

\_\_\_\_\_  
Dr. Everett Lyons

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connecticut Association of Schools