Schuyler Community Schools
2022-23 District Welcome Back
Tuesday, August 9, 2022 8:00 AM
Schuyler Central High Performing Arts Auditorium
120 W. 20th St.
Schuyler, NE 68661-2400

I. Meeting Agenda: See Attached Information
II. Afternoon Activities: Chamber Day!

Prepared by: Christina Bywater, Secretary to the Board

Thank You to staff who provided the following

1. Thank summer school staff for their work with our summer school programs.
2. Thank the staff and food service for the summer food program through July 27, 2022.
3. Thank the maintenance, custodial, and office staff for their work over the summer to get the buildings ready and supplies delivered to your classrooms.
4. Thank principals and office staff for their work in updating handbooks, developing schedules, recruiting and hiring staff, and coordinating programs, supplies and materials for the 2022-23 school year.
5. Thank the Return-to-Learn Committee for work to update protocols for a safe work environment.
6. Thank the board of education for their continued support and for hosting coffee/rolls/lunch today.

District Topics of Interest

Vendors/Program Reps. will be in the east gym following the general session.

1. **Payroll/Salary Information:** Penny Janousek (business manager) is finalizing payroll for September. Please review your pay forms and make sure they are accurate. If you moved on the salary schedule, you must provide transcripts by September 10th.
2. **East Gym Vendors:** We are hosting the vendors for required and supplemental programs in the east gym from 9:00 to 11:OO AM today. Please make sure you complete required forms and visit the vendors who took time to offer you optional/supplemental services. See attached vendor list.
3. **Building, equipment, and supply care:** Please leave your area at the end of the day as you found it in the morning. Teaching this to your students is important. Lets make sure we do a great job of taking care of the buildings, materials and supplies entrusted to you.
4. **Purchasing:** Our requisition program is for bulk purchasing in the spring. We will provide consumable items at each building for staff. If you have items in your possession from the past, please bring them to the office in your building and they will add it to the central supply closet. For new staff, unforeseen items and time sensitive materials and supplies, you must submit a purchase order and receive approval prior to purchasing the item.
5. **District Filemaker Programs:** Payment/Receipt Vouchers, Tech-it, APL Guide, Textbook cycle, Transportation request and purchase orders. Access all programs under guest account (view only).
6. **Inventory:** As soon as all requisitioned items are delivered, we will update your inventory with your new purchases. We can move items from your requisition over with a click of the button, but items ordered from the COOP purchase system will need to be added by hand. You can begin this update after Labor Day and complete it prior to October 1st.
7. **Activity Passes:** Your employee identification badge will also serve as your activity pass to regular home activities. These passes may be used to access to the Field House outside of regular school hours. All employees may be asked to assist at up to 3 activities. If you are scheduled to work and have a conflict, you must find your own substitute and let the office personnel know of your replacement. The **adult pass is $40** and **senior citizen pass is $20**. **Student passes are $10**. For students in grades 6-12 this is a required fee and must be collected or waived.
8. **Transportation: Morning and afternoon bus routes start Monday, August 15th.** Staff members who have transportation requests must complete the request on the FileMaker Transportation system. If you drive a school vehicle, you must have a transportation form on file prior to driving the vehicle. There are gas cards in the vehicle folder along with a mileage log. Please make sure you fill the vehicle when you return. Please log maintenance issues in the folder and report all accidents to Ronnie Mundil.
9. **Time Clock and EMLB:** Please make sure you take care of your time clock obligations. All staff must sign (YES/NO) the emergency leave bank form **this week**. Penny will have the form for support staff and SEA will have the form for certified staff.
10. **Lunch:** Breakfast and lunch will not be free for students this year. District reimbursement covers 1 breakfast and one lunch per day. Seconds and Ala-Carte items are an additional charge. Students are not allowed to charge beyond $10. Adults are not allowed to have a negative lunch balance.
11. **Keys:** Please see Ron Mundil if you do not have keys to areas you need to access. There is a $50 charge for lost keys.
12. **District Mail:** We will provide a daily courier for inter-office mail only. All other items must be personally delivered.

1. **Vision:** STRIVE - COMMIT - SUCCEED

2. **Mission:** Schuyler Community Schools, in partnership with parents, students, and community is committed to educating students to become skilled, knowledgeable and responsible citizens in a global society.

District Core Values:

3. **Respect:** *Honoring myself and what others do and believe.*
   Responsibility: *Accountable for your words, for your actions, and for finishing what you start.*
   Effort *(Work Ethic): Giving your best and making the most of every opportunity.*

District Strategic Planning Focus:

1. **Core Academic Programs:** *Provide a competitive academic program that provides quality academic opportunities to all students and promotes college and career readiness for the 21st Century job market.*
2. **Elective Academic Programs:** *Provide K-12 curriculum that supports critical thinking, creativity, 21st Century skills, foreign language, and exposure to the visual & performing arts.*
3. **Extra-Curricular Programs:** *Provide a comprehensive activities program that encourages all students to participate in school activities that focus on teamwork, physical fitness, work ethic, honesty, self-confidence, sportsmanship, and appreciation for visual and performing arts.*
4. **Technology Programs:** *Provide a state-of-the-art technology program to improve learning for students and promote an effective learning environment.*
5. **Transportation Programs:** *Provide a safe and efficient transportation system.*
6. **Buildings and Grounds Programs:** *Provide quality, safe and secure educational facilities to meet the needs of students and staff*.
7. **Support Programs:** *Provide quality, effective, and efficient student services: Food Service, Nursing, Para-Educator, and Safety/Security*
8. **School Governance and Public Relations:** *Board and Administration reflect quality leadership, management and communication skills to promote staff morale and involvement from all stakeholders.*
9. **School Climate and Learning Environment:** *Create and support a safe, positive, caring learning environment focused on improvement and success*.

District Standards:

- If you Want it – Teach it!
- Teaching is not telling, teaching is MODELING. (Dress, language, behavior, etc…)
- Work hard. (Effort) It is the only thing that guarantees any level of success.
- Classroom management, attendance, and homework completion are teacher responsibilities.
- The administrator's main responsibility is to support and develop the adult staff.

Strategic Planning*: "Action First, Belief Second" "Faith First, Signs Second"*