Schuyler Community Schools
ALL STAFF Zoom Meeting: April 1st Update
Wednesday, April 1, 2020 8:00 AM
Schuyler Community Schools Board Room
120 West 20th Street
Schuyler, NE 68661

I. Discussion Items

Communication
Effort Respect Responsibility Belief

One Good Thing! Please add your affirmations or "one good thing" in the chat box on the right.

MEETING AGENDA AND DISCUSSION TOPICS: This meeting included ALL-STAFF.

1. **Work Overview:** I have been in touch with your administrators and have been in many of your buildings this week to see the incredible things you are doing to provide our students with thoughtful education experiences as well as words and expression of encouragement.

2. **Patience:** I appreciate you patience as we move forward to make sure we put our plans in right. We have worked behind the scenes to provide the best options for our students and protect our employees during this uncertain time. However, we can hope for the best, but still have to plan for a need to be able to work in a more controlled (stay at home) environment.

3. **Communication:** The key to our success is communication. I appreciate your willingness to participate in a number of district, building, and program zoom meetings to share our plan. In my training and work with your administrators I stress that at times you may need to manage staff, schedules, programs, etc... in your building (HIGH TECH). However, in times of uncertainty and change you need to provide more leadership and more frequent communication (HIGH TOUCH).

4. **Prioritizing Work:** One of the most important responsibilities we have now is to prioritize our work so that we consistently communicate a clear direction for our district. This will allow us to make decisions that allow for greater flexibility while still communicating a consistent message. Teachers and administrators number one focus, beyond your health and your family, is to make sure we provide support for our students and families at home. Other items that should be on your radar are special education compliance, teacher requisitions, suggestions for handbook changes, creating jobs for our support staff, verifying completed work assignments and student homework, and curriculum work as assigned by Dr. Gibbons and your principals.

5. **Flexible Work Days:** With an uncertain future, we need to make plans and practice a more

flexible work schedule if we are required to further reduce exposure due to a possible community spread event. Therefore, I am declaring Thursday and Friday, April 2-3 as administrative leave days. Teachers may choose to work from school or home. Administrators and support staff may also choose to work from school or home, but, need to confirm a job responsibility for each day. Para educators and office personnel will not need to clock-in on those two days, but must confirm a job assignment with the office to be completed over each of the two days. Jobs and payroll must match-up. Support staff and administrators electing or required to work from home (administrative leave) beginning in April you will need an assigned job to complete while on administrative leave and working from home. Teachers have their work priorities to complete if at home or at school. If you use contracted leave (PTO, sick, or vacation) no work assignment is required.

6. **Custodial/Food Service Staff:** Because your jobs do not allow for this level of flexibility, we are allowing flexibility in your job hours. You may choose to work 5-8 hour days, 4-10 hour days, or a combination. You must have your flexible work schedule approved by your supervisor.

7. **Leadership:** Finally, but maybe most important, while you may not have to have a fancy title or certificate to lead we need your continued leadership and support. Even if you don't think of yourself as a leader, your attitude determines your behavior and your behavior influences others and affects your ability to meet responsibilities to our kids and your colleagues. Adversity presents us with the challenge to innovate and reinvent ourselves. It takes hard work to move from a self-serving "HAVE TO" or "WANT TO" attitude to the highest is the highest form of unselfish servant leadership "GET TO" model for our school and community. Schuyler, like most communities, will continue to react to fear and uncertainty. We have an opportunity to lead with a positive plan that brings hope, courage, and resilience to our kids and our community. It is up to each of us to re-define ourselves as leaders and determine how this situation created an opportunity for a BETTER US.