Schuyler Community Schools
SAA Weekly Meeting
Tuesday, April 14, 2020 9:00 AM
Schuyler Community Schools Board Room
120 West 20th Street
Schuyler, NE 68661

I. Discussion Items

Communication
Effort Respect Responsibility Belief

One Good Thing! **Book Review:** The Coffee Bean

MEETING AGENDA AND DISCUSSION TOPICS: This meeting included Administrators
1. **Directed Health Measure:** We will continue to operate this week on a flexible work schedule for teachers and support staff. Please make sure you are keeping up with support staff work assignments who are working at home.

2. **SCS Education Packets (2):** Our second education packets are available for pickup on Tuesday, April 14th. Any remaining packets will be mailed on Wednesday, April 15th. The third packet pickup will be April 29-30, with mailing on May 1st. Discussion on possible 4th education packet pickup....(K-8)???

3. **Future Events:** Discussion on possible future events including: SCHS 4th quarter grades due, 3rd quarter incomplete, Parent Mileage, Report Cards, Prom, Awards Night, Graduation, Summer School.....

4. **Teacher/Administrator Work:** Our number one focus, beyond your health and family, is to make sure we provide education and support for our students and families at home. Many other districts are requiring a specified time you have to be online or a number of personal contacts everyday. Principals are in charge of this program in your building. Please continue to work with your ELL/special education staff to make the necessary contacts and accommodations.
Other items on your work schedule include:
   a. 2020-21 Teacher Requisitions.
   b. 2020-21 Recommended Handbook Changes.
   c. Curriculum work assigned by Dr. Gibbons and your principals.
   c. Continue listing support staff jobs and verifying completed work.

**Because we are not returning to regular session this spring, staff may begin closing up their classrooms for summer cleaning this week. Our goal is to have classrooms ready for custodians to begin their summer work on May 1st.*

5. **Staff Leave:** Remember, if staff choose to use contracted leave (**PTO, Sick, or Vacation**) no work assignment is required. However, if they are working from home, we expect continued work. Administrators and support staff, working from home, have to list their work assignment daily in order to receive full-pay. Remember, even though our staff may be on flexible work schedules, we can require them to come into work if you do not get volunteers to work the on-site jobs

including: cleaning and closing up classrooms, moving classrooms, curriculum work, backpack program, etc...

6. **Custodial/Food Service Staff:** Because these jobs do not allow for this level of flexibility, we continue to offer greater flexibility in food service and custodial hours. They may choose to work 5-8 hour days, 4-10 hour days, or a combination. They must have their flexible work schedule approved by their supervisor.

7. **Food Service:** We continue to experience a great need for our food service program in our community. Thank you to the food service staff for your continued work in this program. Any support staff who want to work in this program may sign up at the middle school.

8. **Backpack Program:** We will be receiving shipments for our backpack programthis week. This program provides weekend food for our students and will be distributed along with our Friday meal pickup at the middle school. Staff interested in working in this program can sign up at the middle school. We will begin the backpack program when we return from Easter Break with our first pickup on Friday, April 17th.

9. **2020-21 Requisitions:** Requisitions are due May 1st.