Schuyler Community Schools
SAA Weekly Meeting
Monday, April 27, 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!

MEETING AGENDA AND DISCUSSION TOPICS: This meeting included Administrators

1. **Expanded Flexible Workdays:** We will continue with flexible workdays through this week. Please remember to review the support staff work assignments.

2. **School Calendar**: Final Day: May 21st (185 Day Contract). Staff check-out May 19th through May 21st. Memorial Day Break: Friday, May 22th - Monday, May 25th.

3. **Extended Contracts:** Teacher extended contracts may begin Tuesday, May 26th. Please schedule and submit your teachers' extended contract calendar to Penny. As of now, all extended contracts are to be completed on-site.

4. **SCS Education Plan:** The third preschool through 12th grade education packets are due today and available for pickup on Thursday, April 30. Any remaining packets will be mailed on Friday, May 1st.

5. **4th Packet Preparation:** The fourth and final packet for preschool through 8th grade should be completed by Monday, May 11th, packet pickup on Thursday, May 14th, remaining packets mailed on Friday, May 15th. The high school will not have a 4th packet as their job is to work with students on returning all assigned work by Monday, May 18th. Final grades are due on Wednesday, May 20th.

6. **Teacher/Administrator Work:**
a. 2020-21 Teacher Requisitions due this Friday.
b. 2020-21 Recommended Handbook Changes.
c. Curriculum work assigned by Dr. Gibbons and your principals.
d. Continue listing support staff jobs and verifying completed work.
e. Close up classrooms for the summer.
f. Correct/return completed student work. (high school classes)
g. Classroom and extra-curricular activities inventory is due Friday, May 15th.

7. **Staff Leave:** Remember, all staff may use contracted leave (**PTO, Sick, or Vacation**) or if support staff work at school, no work assignment is required. However, if staff is working from home, we expect continued work. Administrators and support staff, working from home, must list their work assignment daily. Please keep up on verifying assigned work from home.

8. **Food Service:** Any staff who want to work in this program may sign up at the middle school.

9. **Backpack Program:** The backpack program meals 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.

10. **Teacher/Staff Evaluations:** Need to be completed by this Friday, May 1st. Please make sure you have a signed copy in your files.

11. **Prom, Awards Night, Graduation:** Commissioner Blomstedt issued a letter outlining "Graduation Ceremony Guidance and Interpretation". I included the letter with the high school packets going home this week.

12. **Summer School:** There will be no summer school in June. Discussion on options for July summer school. At this time, it looks like our best option may be to provide virtual, remote, and/or online classes. We will make a decision by May 4th and begin recruiting staff interested in developing a three-week program.

13. **COVID-19 Peak:** It is anticipated that the peak for COVID-19 in Nebraska will be within the next month (3 weeks). If you are aware of any families that are struggling, please let us know so that we can respond to their needs.

14. **Support Staff Salary Schedule:** Finance committee will finalize contracts for approval on Monday, May 11th.

15. **Substitute Teachers:** COVID employment requirements, ensure all staff must have an opportunity for employment. If you have a substitute teacher from your building contact you, we have jobs available in food service and moving out of the high school kitchen. We also have files at the high school that need to be moved over to the district building.