Schuyler Community Schools
SAA Weekly Meeting
Monday, May 4, 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 May 20th. 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. **3rd Packet:** Thank you and your staff for getting the third packet out to our families.

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 Administrative Review (May 9th)
b. 2020-21 Recommended Handbook Changes. (June 1st)
c. Curriculum work assigned by Dr. Gibbons and your principals. (Weekly)
d. Continue listing support staff jobs and verifying completed work.
e. Close up classrooms for the summer. (May 15th)
f. Correct/return completed student work. (high school classes) (May 18th)
g. Classroom and extra-curricular activities inventory. (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:** We are out of food from our last shipment. Meridith Riha is working with community sources to see if they are interested in supporting this program.

10. **Administrator Evaluations:** Lets try to get these completed and signed off before May 15th.

11. **Prom, Awards Night, Graduation:** Still working out options

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.

13. **COVID-19 Peak:** It is anticipated that the peak for COVID-19 in Nebraska will be within the next month (2 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.

16. **Board Reports:** Board reports for Monday are due on Wednesday, May 7th. We will have the meeting via zoom for all administrators.