Schuyler Community Schools
SEA Reps Meeting
Friday, April 26, 2019 3:00 PM
SEA Reps Meeting @ Superintendent's Office
120 W. 20th Street
Schuyler, NE 68661-2400

I. Discussion Items

1. **Budget Summary:** See attached information.
2. **ESEA.ESSA Consolidated Monitoring Visit:** We are scheduled for an ESEA/ESSA consolidated monitoring review. The date scheduled for the onsite visit has been changed to Monday, April 29th at 1:00 PM.
3. **Workshop Days May 21-22:** Discussion on the ELLevation and Renaissance workshops scheduled for May 21-22. These additional days will be considered 2 days of the 185 contract days.
4. **Staff and Program Needs:** We are finalizing hiring of certificated staff and assigning teaching positions. Once completed, the activity directors will finalize extra-duty assignments for the 2019-20 school year.
5. **Requisitions:** Regular staff requisitions are due **May 1st**. Teachers must order for their PRESENT position.
6. **Thought Exchange:** We released a question for staff from the Re-Vision work. The first question will be due May 1st.
7. **May School Board Meeting:** May board meeting is scheduled for Monday, May 13th.
8. **2019-20 Contracts:** Teacher contracts were approved on the April 15th school board meeting. They were distributed to teachers to sign and turn in a copy to their building office. Support Staff and Extra-Duty contracts will be approved on May 13th.
9. **Teacher Evaluations:** Reminder, second semester probationary and annual evaluations for all teachers should be done and executed by May 1st. Self-Evaluations for support staff should be completed prior to the end of the school year.
10. **3rd Quarter Outstanding Employee:** The Foundation will be selecting the 3rd Quarter and Employee of the year on Monday, May 6th at 1:00 PM. Employee recognition program will be held on Monday, May 20th.
11. **Extra-Duty Contracts:** Extra-duty contracts are approved on May 13th. Activities Directors are responsible for working with the Superintendent on these assignments. AD's are to work with building principals on all extra-duty assignments including non-athletic extra-duty assignments. I will set a time for the AD's to meet with me in late April or early May to review their recommendations.
12. **Professional Files:** The teacher professional files must be updated annually. Your Office manager is responsible for keeping these files updated. Building/Program administrators are responsible for assisting the Office Manager in keeping these files current. Also, please make sure new hire folders have all required documents.
13. **Summer School Staffing and Program Review:** Dr. Gibbons has been working on summer school programs and staffing. If you are interested in working a summer job, please see

Dr. Gibbons.

14. **Summer School Contracts:** We also offer contracts for the June and July summer school sessions in May. We will need to finalize the list of recommended summer employees and get the contracts handed out before May 3rd and back by May 10th so the board can approve these on May 13th.

15. **2019-20 Handbook Changes**: Buiding administrators are working on handbook updates and changes for the 2019-20 school year. These must be ready for board approval in June. Any changes to your handbook to coincide with changes from this legislative session or new policy adoption will need to happen in June.

16. **Inclement Weather Days:** We took 5 days for inclement weather. Student hours are OK, so we do not have to make up school time. However, inclement weather days were all paid days for certificated staff. Support staff were paid for two "snow days" but needed to take PTO or vacation days if they wanted to be paid for two additional days.