Schuyler Community Schools
SAA Weekly Meeting
Tuesday, April 30, 2019 9:00 AM
Schuyler Administration Meeting @ SMS SPED Office
120 W. 20th St.
Schuyler, NE 68661-2400

I. Discussion Items

1. **Book Review:** "The Carpenter" Chapters 16-24.
2. **ESEA.ESSA Consolidated Monitoring Visit:** The ESEA/ESSA consolidated monitoring review was completed on April 29th. Dr. Gibbons will provide an update from the visit.
3.
4. **Staff and Program Needs:** Staffing needs for 2019-20 will need to be online as soon as possible. Please focus on your teacher needs at this time.
5. **Requisitions:** Regular staff requisitions are due **TODAY**, **May 1st**. Teachers must order for their PRESENT position. Once the district office has a chance to confirm the orders, we will sort them by building for your review.
6. **Thought Exchange:** We released the second question for staff from the Re-Vision work. The first question will be due May 8th.
7. **Board Reports:** May board meeting is scheduled for Monday, May 13th. Board reports are due Wednesday, May 8th.
8. **2019-20 Contracts:** Teacher contracts were approved on the April 15th school board meeting. They were distributed to your teacher to sign and turn in a copy to your office. When all are returned to your office, please bring them to Penny. 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. Building principals should be available to meet at the SCHS Conference Room.
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 to review your 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 your 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. Dr. Gibbons will provide an update at the meeting.

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**: Begin working with your staff 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. **SLM Evaluation:** Make sure conduct your final "smarter lunchroom" evaluation before the end of the year.

17. **Workshop Days May 21-22:** Discussion on the ELLevation and Renaissance workshops scheduled for May 21-22. See information sent to all staff regarding make-up days due to inclement weather.

Over the past school year, we cancelled school five (5) days due to inclement weather. The cost per day to tax payers is $93,000 in lost wages ($465,000). The board of education pays for two days for support staff members and pays all five days for certificated staff.

The administrators have confirmed that with the lost days of instruction we still exceed the 1,080 hours for high school and 1030 for elementary students, therefore, we do not need to make up days of instruction.

However, we believe we need to be accountable for some of the lost wages. Through a series of meetings with administrators, support staff members, and SEA building representatives we will be asking the board of education for approval for the following options:

Support Staff: According to support staff contracts, they are paid for up to **two** days for inclement weather. Options to replace the remaining non-paid days.

1. Take the **three** days without pay.

or

2. Use Vacation, PTO or sick leave for the non-paid days.

or

3. Arrange with your supervisor to work up to **two** additional days. All additional days worked must have an administrator signature for approval.

Teachers and Administrators: Options to make up some of the paid contract days lost.

1. Access **three** days of PTO or sick leave.

or

2. Work **two** additional days May 21st,22nd (We have two workshops scheduled for teachers and administrators.)

a. ELLevation Workshop: May 21st.

b. Renaissance Workshop: May 22nd.

c. If you are not involved in the above scheduled workshops, you will need to arrange with your building administrator for these two scheduled make-up days.

The above options are intended to be fair with tax payers, while offering options for retiring employees, those leaving the district, have vacation plans, etc... while allowing those employees who have no remaining leave, need to attend workshops, or have additional work to do, an option of working those days.

You will need to work with your building administrators on the option you choose.

This recommendation will be presented to the board of education for their formal approval on May 13th.