Schuyler Community Schools
Maintenance/Food Service Meeting
Wednesday, September 23, 2020 2:15 PM
District Building Conference Room
120 West 20th Street
Schuyler, NE 68661

I. Discussion Items

1. **Finance/Budget Report:** See attached budget and finance reports.

2. **Safety Items:** There are several required safety videos posted on the district website. These are required video programs and all employees must complete the programs. The required video training sessions:

All Staff

1) Youth Suicide Prevention

2) Title IX Regulations in K-12 Schools (Several videos and courses)

Dr. Dave Gibbons and Mrs. Darli Vrba are the new Title Coordinators for the 2020-21 school year. If you or any other employees believe you have been discriminated against, you need to report it to one of these coordinators.

3) Slip, Trips, Falls

4) Other videos as assigned

New Staff

1) Blood Borne Pathogens

* Dr. Gibbons will be posting required videos and trainings.

We need to also make sure to keep maintenance tools, ladders, etc.... put away and not left unattended. Insurance companies call these unattended items targets for liability and will come down hard on us if we are negligent. Also any spills, water, ice that could be the cause for falls must be taken care of immediately.

3. **Portal:** Thank you to the maintenance/custodial staff for your work on keeping the maintenance portal up to date. This document keeps the board and administration abreast to the progress on requested maintenance items.

4. **Buildings and Grounds:** Thank you for your work on completing the building upgrades as identified in the "fix it" program.

5. **PT Conferences and Fall Break:** P-T Conferences are scheduled for Tuesday evening October 13 and 8:00 to 4:00 on Wednesday, October 14th. Fall Break is Thursday and Friday, October 15-16. There is no Tech Fair this year as our tech workshops are included in the professional development week, Monday, October 19 through Friday, October 23. No School for students, staff will report for professional development. We are taking this week between

semesters to disinfect our buildings, give students/staff a break from COVID protocol, and provide professional development in lieu of bringing in outside consultants on a one or two day basis. This also helps us accommodate this training during a time when substitute teachers are in short supply.

6. **Time Clock:** Please make sure you are taking care of your hours/overtime, leave, vacation, etc...

7. **Safety Program and annual Report:** We have contracted with Navigator Prepared to host all of our safety reports and protocol for the 2020-21 school year. In addition, Lloyd from Nesbitt and Associates will be conducting a safety inspection for 2020 sometime in October-November.

8. **Strategic Plan Update:** We will be finalizing our progress reports on the district strategic plan during the month of November. We are scheduled to revisit the plan as a staff/community in January.

9. **Salary Schedule:** Your salary is based on your position and place on the salary schedule. Please review your 2020-21 salary and benefit information and return a signed copy to the office. If you have any suggestions for improving the salary schedule for your area, please let Ron Mundil/Jamie Rameriz know by the end of the first semester. Ron/Jamie will present these to a board committee for consideration for the 2021-22 school year.

10. **Health Insurance:** We will be offering on open enrollment period for changing insurance programs beginning in January 2021. This dual option allows employees to elect to participate in a high deductible ($3,500) and use the premium savings to enroll in a healthcare savings account. Please let Penny know if you are considering moving to the higher deductible by December 1st.

11. **Food Service:** We have expanded our summer free breakfast and lunch program for the fall of 2020. We were notified two weeks ago that this program was extended for all students for the first semester or until the money runs out!