Schuyler Community Schools
SAA Weekly Meeting
Tuesday, May 7, 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 25-33.
2. **Requisitions:** Review requisitions for your staff. Due next Tuesday.
3. **Extra-Duty Assignments:** See AD recommendations
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. **Board Reports:** May board meeting is scheduled for Monday, May 13th. Board reports are due Wednesday, May 8th.
6. **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.
7. **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.
8. **3rd Quarter Outstanding Employee:** The Foundation will be selecting the 3rd Quarter and Employee of the year on today following our meeting at 10:00.
9. **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.
10. **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.
11. **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.
12. **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.
13. **SLM Evaluation:** Make sure conduct your final "smarter lunchroom" evaluation before the end of the year.
14. **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.