Schuyler Community Schools
SAA Weekly Meeting
Tuesday, May 14, 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:** 2019-20 requisitions are finalized today. Please submit your cuts, changes, etc... today. Sally will work with each of you on any questions she may have.
3. **Summer Calendar:** Make sure you complete and submit your summer calendars and extended contract calendars for this summer.
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. **2019 Strategic Plan:** We will be finalizing the strategic planning document for 2019 next week. I will schedule a meeting with our Thoughtexchange leadership team to review these recommendation. Following that meeting, we will meet as an administrative team to finalize this document for 2019.
6. **2019-20 Teacher Contracts:** Make sure you receive all contracts for teachers and submit them to the district office when you have them all collected.
7. **2019-20 Support Staff Contracts:** These contracts were approved at the board meeting last night. Please get these out to your employees and collect them by the 20th.
8. **3rd Quarter and Outstanding Employees:** The Foundation will be recognizing these employees at our all staff meeting on Monday, May 20th.
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:** Summer contracts were approved at the board meeting last night. Dr. Gibbons will be distributing these contracts that will need to be signed and turned in to their building office.
11. **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.
12. **SLM Evaluation:** Make sure conduct your final "smarter lunchroom" evaluation before the end of the year.
13. **Workshop Days May 21-22:** We need to discuss the workshop schedule for May 21st and 22nd. ELLevation and Renaissance workshops scheduled for select staff on May 22nd.