Schuyler Community Schools
SAA Weekly Meeting
Tuesday, August 27, 2019 9:00 AM
Schuyler Administration Meeting @ SMS SPED Office
120 W. 20th St.
Schuyler, NE 68661-2400

I. Discussion Items
One Good Thing!

Professional Reading: (*Power of a Positive Team*): Chapters 2-3.

1. **Leave Time Consistency:** We provide "paid time off" PTO for all employees. When your employees request leave, it is up to each principal to see that the time is recorded. While you may have an idea of how it works in your building, if this practice is not consistent between buildings, it causes friction and possible grounds for a legitimate grievance.

2. **Food Service Program:** Discussion on possible options to increase participation at SMS/SCHS breakfast program.

3. **Navigate Prepared Admin. Training:** Navigate Prepared training for administrators will be on Tuesday, September 3rd at 10:00 (following SAA)

4. **2019-20 SAA Meeting Times/Days:** With everyone's busy schedules we need to find a time during the week where we have fewer conflicts. Right now, with alternative school, it looks like noon or later would be the best option. With board meetings on Mondays, there are few times that meetings at my level are scheduled for Mondays.

5. **Gallup Strength's Finder**: Dr. Gibbons is getting codes for new staff to complete the strength's Finder Survey. Your new staff will need to complete these online. Dr. Gibbons will provide you with access or a copy of your present and new staff strengths. Please make sure you work with your staff during PLC's on recognizing these strengths and using them in your programs.

6. **Requisition/Inventory:** We are in the process of archiving the 2019-20 Requisitions/inventory. You can go in and review inventory assignments as they stand now. Please make a list of staff in your building who are new or have changed rooms or assignments. I visited with your front-line office staff and they were to work with you on new or re-assignments. My goal is to have these moved next week so that your teachers can review and update their inventories after Labor Day. This is important for insurance, but is now also part of the district audit.

7. **Strategic Planning:** Dr. Gibbons has created an outline for our strategic planning dashboard with ECRA. See attached draft.

8. **Upcoming School Board Meetings:** The board approved moving the budget hearings and regular school board meeting from September 9th to September 16th. You will need to have a board report submitted for that meeting. Board reports are due at the end of the day on Wednesday of the previous week.

9. **September District Program Meetings:**
Sept. 25th: Custodial/transportation @ SCHS East Gym (2:15 PM)
Sept 25th: Food Service Staff @ SCHS East Gym (2:15 PM)
Sept 27th: Para/Office Support Staff @ SCHS East Gym (1:45) SES Music Room (2:30)
Sept 27th: SEA @ Supt. Office 3:15 PM.

10. **Rule 10 Requirements:** (Reminder) Rule 10 building reports are due to the superintendent by **September 6th.** You only have to submit the Rule 10 information if you DO NOT meet the requirement. If you don't meet in an area, you must include the reason.

11. **Administration Social Contract:** Discussion on administration social contract for administration for the 2019-20 school year. This is not an easy contract to follow, but we need to work at this to make sure we are responsible and model the professionalism we expect.

12. **Thoughtexchange:** We will kickoff the 2019-20 school year with the first question addressing highlights for the 2019-20 school year. Once we finalize the "one good thing" question, we will put it out to all staff. This year, we will expand the use of this program to include students and eventually parents. We will meet after the SAA meeting with reps from your building to initiate the first exchange.