Schuyler Community Schools
Maintenance/Food Service Meeting
Wednesday, September 25, 2019 2:00 PM
Support Staff Monthly Meeting@ SCHS East Gym
120 W. 20th St.
Schuyler, NE 68661-2400

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. 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. **Fall Technology Fair:** The fall technology fair is scheduled for Wednesday, October 16th. Parent-Teacher Conferences are scheduled for Thursday, October 17th. Fall Break is October 18th. APL training for new teachers is scheduled for October 22nd, 23rd and 24th.

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

7. **Safety Program and annual Report:** We have contracted with Navigator Prepared to host all of our safety reports and protocol for teh 2019-20 school year. In addition, Lloyd from Nesbitt and Associates will be conducting a safety inspection for 2019 sometime in October.

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

9. **Salary Schedule:** Your salary is based on your position and place on the salary schedule. Please review your 2019-20 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 2020-2021 school year.

10. **Health Insurance:** We will be offering on open enrollment period for changing insurance programs beginning in January 2020. 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. **Parking Pass:** If you are a high school staff member and park on the east side of the building, you can pick up a staff parking pass from the high school office. With the construction project in full swing, parking on the east side during school hours needs to be more controlled. Thanks!