Schuyler Community Schools
Support Staff Meeting
Friday, September 27, 2019 2:30 PM
Support Staff Monthly Meeting @ SES Music Room
120 W. 20th St.
Schuyler, NE 68661-2400

I. Discussion Items

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

2. **Safety/Suicide Prevention:** All staff is required by law to complete the Suicide Awareness Video. You are also required to complete 5 additional safety videos this semester. Due 12/20/2019

3. **October Special Events:** 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 New Teacher Training is October 22-24.

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

5. **Strategic Plan Update:** We will be finalizing our progress reports on the district strategic plan during the month of October. Please participate in the Thoughtexchanges throughout the first semester. Ideas generated through this system will be presented for consideration in our Strategic Plan. We are scheduled to revisit the plan as a staff/community in November.

6. **Salary Schedule:** Your salary is based on your position and place on the salary schedule. If you have any suggestions for improving the salary schedule for your area, please let your principal know by the end of the first semester. They will share your ideas with me and I will present these to a board committee for consideration for the 2020-2021 school year.

7. **Health Insurance:** We will be offering on open enrollment period for changing insurance programs beginning in January 2020. This dual option allows 10-12 month 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.

8. **PTO/Vacation/Time Clock:** Please make sure you are taking care of your leave, hours/overtime, etc... Remember, you can carry all unused PTO as sick leave (maximum 50) and only 5 days Vacation.

9. **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!