Schuyler Community Schools
District All-Staff Meeting
Tuesday, August 10, 2021 9:00 AM
Schuyler Central High Performing Arts Auditorium
120 W. 20th St.
Schuyler, NE 68661-2400

I. Meeting Agenda

Thank You to staff who provided the following

1. Thank you to the summer school staff for their work with our summer school programs.
2. Thank you to the staff and food service for the summer food program and for the breakfast this morning.
3. Thank you to the maintenance, custodial, and office staff for their work over the summer to get the buildings ready and supplies delivered to your classrooms.
4. Thank you to the administrators and office staff for their work in updating handbooks, developing schedules, recruiting and hiring staff, and coordinating programs, supplies and materials for the 2021-22 school year.
5. Thank you to the Return-to-Learn Leadership Team for their work to update protocols for a safe work environment.
6. Thank you to the board of education for their continued support and for hosting your breakfast today.

Capturing Kid Hearts

Every successful enterprise is built on **TRUSTED RELATIONSHIPS.**
The EXCEL Model is a set of strategies designed to build trust and meaningful relationships.

Engage: *Welcome to Schuyler Community Schools.*

Explore: *Share "SOMETHING GOOD" about your summer, your family, about you, what you are looking forward to... with a person next to you.*

Communicate: *Share or exchange information. Open communication and transparency build trust and ownership in our school district. ThoughtExchange is one way we gather and*

prioritize information from our staff, community, and students.

1. Return-to-Learn: All staff, high school students, parents and community patrons will be offered an opportunity to provide input and feedback on improving our **"Return-to-Learn" Plan** and **Priorities for ESSER III Funds**. See ThoughtExchange on the district website.

https://www.youtube.com/watch?v=Rxjp-fkuc-U

2. **Find happiness and Joy in your work:** The P's that guarantee a higher level of job satisfaction and deeper more meaningful relationships.

https://www.youtube.com/watch?v=LPRbW9xQ42Y

- **Purpose:** Everything you do in life has to have a purpose bigger than you.
- **Passion:** Everything you do must be done with passion.
- **Persistence:** Persistence matters in life. Never give up.
- **Patience:** Patiently persistence. Sometimes it takes a little time. It matters in this world.
- **Performance:** Performance matters in work, family, chores, life, etc...
- **People:** Everything you do is for PEOPLE! The most important job you have is serving another human being. Honor others first and they will respond.
- We are a school of social workers, what can you do today to impact another's life for good.
- We don't TRAIN people, we EDUCATE, DEVELOP and INSPIRE people in our business.
- People do not buy **WHAT** you do, they buy **WHY** you do it.

3. **We expend much effort to change the learning and teaching environment, improve facilities, provide resources, etc... hoping to impact belief in ourself and those we work with and teach.**

- It is not **WHAT** you serve, but **HOW** you serve that makes the difference.
- Find the unique **GIFT** inside others.
- Find **THEIR** passion, see something in them they may not see.
- A **SINGLE** moment in time can **CHANGE** a person's life.
- There is a difference in being the best **IN** the world to being the best **FOR** the world.
- The enemy of life... is indifference**. What is INDIFFERENCE?**

Unimportant: Insignificance, inconsequence, meaningless, irrelevance, triviality
Unresponsiveness: Apathy, unconcern, coldness, coolness, disinterest, lack of sympathy, lack of interest, lack of concern

https://www.youtube.com/watch?v=4p5286T_kn0

Empower: *Give someone the power or authority to act, provide*

feedback, make decisions, etc...

Launch: *If there was no praise or criticism in the world, who would you be?*

Vision: STRIVE - COMMIT - SU CCEED

Mission: Schuyler Community Schools, in partnership with parents, students, and community is committed to educating students to become skilled, knowledgeable and responsible citizens in a global society.

District Core Values:

Respect: *Honoring myself and what others do and believe.*
Responsibility: *Accountable for your words, for your actions, and for finishing what you start.*
Effort *(Work Ethic): Giving your best and making the most of every opportunity.*

District Strategic Planning Focus

"Action First, Belief Second" "Faith First, Signs Second"

1. **Core Academic Programs:** *Provide a competitive academic program that provides quality academic opportunities to all students and promotes college and career readiness for the 21st Century job market.*
2. **Elective Academic Programs:** *Provide K-12 curriculum that supports critical thinking, creativity, 21st Century skills, foreign language, and exposure to the visual & performing arts.*
3. **Extra-Curricular Programs:** *Provide a comprehensive activities program that encourages all students to participate in school activities that focus on teamwork, physical fitness, work ethic, honesty, self-confidence, sportsmanship, and appreciation for visual and performing arts.*
4. **Technology Programs:** *Provide a state-of-the-art technology program to improve learning for students and promote an effective learning environment.*
5. **Transportation Programs:** *Provide a safe and efficient transportation system.*
6. **Buildings and Grounds Programs:** *Provide quality, safe and secure educational facilities to meet the needs of students and staff.*
7. **Support Programs:** *Provide quality, effective, and efficient student services: Food Service, Nursing, Para-Educator, and Safety/Security*

8. **School Governance and Public Relations:** *Board and Administration reflect quality leadership, management and communication skills to promote staff morale and involvement from all stakeholders.*
9. **School Climate and Learning Environment:** *Create and support a safe, positive, caring learning environment focused on improvement and success*.

District Standards:

- If you Want it - Teach it!
- Teaching is not telling, teaching is modeling. (Dress, language, behavior, etc...)
- Work hard. It is the only thing that guarantees any level of success.
- Classroom management, homework completion are teacher responsibilities.
- The administrator's job in your building is to support you and develop the adult staff.

District Topics of Interest

1. **Payroll/Salary Information:** Penny Janousek (business manager) is finalizing your payroll for September. Please review your pay forms and make sure they are accurate. If you moved on the salary schedule, you must provide transcripts by September 10th.
2. **East Gym Vendors:** We are hosting the vendors for required and supplemental programs in the east gym from 10:00 to 12:00 PM today. Please make sure you complete the required forms and visit the vendors who took time to offer you optional/supplemental services. See attached vendor list.
3. **District Safety Protocols:** The Nebraska Department of Education hosted a workshop for selected safety team members along with Schuyler City and County Law Enforcement, Fire and Rescue, and Emergency Management. The flip charts and command charts did not change, but the manual has some updates that were completed this summer. Please make sure you post your flip chart next to your door in your classroom or office.
4. **Board Policies/Handbooks:** The board of education is working with the Policy Director from the Nebraska Association of School Boards to complete the review and update of all board policies. Handbooks were approved on Monday, August 9th, and are on the district/building websites. The board committee is scheduled to complete the review and have the first reading of new and updated policies on September 13th.
5. **Building, equipment, and supply care:** Please leave your area at the end of the day as you found it in the morning. Teaching this to your students is important. Lets make sure we do a great job of taking care of the buildings, materials and supplies entrusted to you.
6. **Purchasing:** Our requisition program is for bulk purchasing in the spring. We will provide consumable items at each building for staff. If you have items in your possession from the past, please bring them to the office in your building and they will add it to the central supply closet. For new staff, unforeseen items and time-sensitive materials and supplies, you must submit a purchase order and receive approval prior to purchasing the item.
7. **District Filemaker Programs:** Payment/Receipt Vouchers, Tech-it, APL Guide, Textbook cycle, Transportation request and purchase orders. Access all programs under guest account (view only).
8. **Inventory:** As soon as all requisitioned items are delivered, we will update your inventory with your new purchases. We can move items from your regular requisition to your inventory, but items ordered from the COOP purchase system will need to be added by hand. You can begin this update after Labor Day and complete it prior to October 1st.
9. **Activity Passes:** Your employee identification badge will also serve as your activity pass for regular home activities. These passes may be used to access the Field House outside of regular school hours. All employees may be asked to assist at up to 3 activities. If you are scheduled to work and have a conflict, you must find your own substitute and let the office personnel know of your replacement. The **adult pass is $40** and **senior citizen pass is $20**. **Student passes are $10**. For students in grades 6-12 this is a required fee and must be collected or waived.

10. **Transportation: Morning and afternoon bus routes start Monday, August 17th.** Staff members who have transportation requests must complete the request on the FileMaker Transportation system. If you drive a school vehicle, you must have a transportation form on file prior to driving the vehicle. There will be gas cards in the vehicle folder along with a mileage log. Please make sure you fill the vehicle when you return.
11. **Time Clock and EMLB:** Please make sure you take care of your time clock obligations. All staff must sign (YES/NO) the emergency leave bank form **this week**. Penny will have the form for support staff and SEA will have the form for certified staff.
12. **Lunch:** Breakfast and lunch will be free for students again this year. Our reimbursement covers 1 breakfast and one lunch per day. Seconds and Ala-Carte items are an additional charge. Students are not allowed to charge beyond $10. Adults are not allowed to have a negative lunch balance.
13. **Keys:** Please see Ron Mundil if you do not have keys to areas you need to access. There is a $50 charge for lost keys.
14. **District Mail:** We will provide a daily courier for inter-office mail only. All other items must be personally delivered.

Schuyler Community Schools

Aug. 10th Vendors - 10am - Noon

- Payroll - *Penny Janousek*
- EMLB - *Shelley Friesz* - **REQUIRED** for Classified/Admin
- 403b - *Kady Arps* - **REQUIRED**
- WageWorks/Take Care - Cafeteria Plan/Dependent Care - **REQUIRED**
- Activity Fund/Purchasing - *Sally Jakub*
- SEA - *Nicole Taylor-Liermann Rachel Stuehmer* - Certified Only - 2 tables
- IT Dept. - *Jeff Duranski, Jeff Droge, Dan Rinkol* - **REQUIRED** - 2 tables
- Dave Gibbons - Curriculum
- Building & Grounds - *Ron Mundil*
- Mindy Perrin - Questions on Wonders, MAP, etc.
- Infinite Campus - *Kim Powell*
- Darli Vrba - Special Ed Director
- Legal/ID Shield - *Ann Gebler*
- Pinnacle Bank
- Homestead Bank
- Bank of the Valley - *Nolan Samek*
- 403b Consultants
- Colonial Life - *Don Mroczek*
- Foundation - *Sheri Balak*
- Aflac - *Tonya LeGrande & Kerry Butzke* - 2 tables
- EHA Wellness- *Linda Kenedy*
- CHI Health -
- Transportation - *Renee Brabec*
- Globe Life Liberty National - *Stacie Lankford*
- Wealth Partners - *Jerry Karnatz & Larry McGowan* - 2 tables
- Renaissance - *Heather Miller*
- Schuyler Chamber of Commerce - *Audra Jedlicka*