Schuyler Community Schools
Custodial/Maintenance/Food Service
Friday, October 1, 2021 2:00 PM
Schuyler Community Schools Board Room
120 West 20th Street
Schuyler, NE 68661

Posting Locations:

- Schuyler Sun
- District Office Building Front Door
- Schuyler Post Office
- Colfax County Courthouse

Posted Date:

I. Discussion Items

1. **Finance/Budget Report:** Complete Finance Reports are posted on the monthly board meeting.
2. **Safety Items:** We need to make sure to keep your 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. **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. The required video training sessions:

All Staff
1) Youth Suicide Prevention
2) Title IX Regulations in K-12 Schools (Several videos and courses)

New Staff
1) Blood Borne Pathogens

Optional Video Training: Visit with your supervisor on any additional training you want to pursue ie...
1) Slip, Trips, Falls
2) Other videos as assigned

4. **Title IX Coordinators:** Dr. Dave Gibbons and Mrs. Darli Vrba continue to serve the district as Title IX Coordinators for the 2021-22 school year. If you or any other employees believe you have been discriminated against, you need to report it to one of these coordinators.
5. **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.
6. **Buildings and Grounds:** Thank you for your work to get the custodial, food service, transportation, maintenance, facilities and grounds, etc... We will begin using the "fix it" portal for administration to post work items to be addressed. Please make sure you respond to the request, take a picture if possible, and upload the "fix it" response progress or completion.
7. **APL Training:** APL Training for all teachers/administrators is scheduled for October 18th at

SCH. Food service: We will need coffee and rolls in the morning, lunch at noon, and cookies and sodas in the afternoon. Dr. Gibbons will let you know where these trainings will be held.

8. **Fall Technology Fair:** The fall Technology Fair is scheduled for Monday, October 18th. APL Workshops are October 18-20. Parent-Teacher Conferences are scheduled for Thursday, October 21st. Fall Break is October 22nd.

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

10. **Chain of Command:** If you have an issue or need to report an item, please respect the chain of command protocol. This is in place to protect you from someone sharing a concern with your supervisor without your knowledge. It is also in place to ensure the people closest to the problem are given a chance to work it out.

11. **Safety Report:** Last spring, district and community representatives worked with the Department of Education to do a complete training and review of our safety manual and protocols. Nesbitt and Associates will be here later in the fall to conduct our onsite annual safety review. In addition, Navigate Prepared will be on-site to update our program to reflect recent facility changes and add the District Office Building to our online safety program.

12. **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.

13. **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 Ron Mundil know by the end of the first semester. Ron will present these to a board committee for consideration for the 2022-2023 school year.

14. **Health Insurance:** We will be offering on open enrollment period for changing insurance programs beginning in January 2022 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.