Schuyler Community Schools
SAA Meeting
Monday, May 16, 2022 9:00 AM
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

Communication
Effort Respect Responsibility Belief

One Good Thing!

COVID-19 Update - We are currently operating in the **"GREEN"** due to the low level of illness in the district. Thanks for your continued effort to keep our kids and staff in school.
COVID Report May 16, 2022 - No COVID-19 Positive Cases in the District
COVID Report May 9, 2022 - No COVID-19 Positive Cases in the District

District Leadership Meeting
1. **2021 STRAT Plan Final update for Website:** On the district website, we need to make any final changes to the 2021 report and dashboard. Dr. Gibbons will create the 2022 website once amendments are approved by the board in April.
2. **2022 STRAT Action Plans:** I am updating the 2022 Plan with the completed action plans from the past. Please start to chart completed actions to update the plan before we break for the summer.
3. **Review Strategic Plan Board Member Amendments:** We need to meet one more time with the District Leadership team next week. Rich Brabec will attend our final leadership meeting to discuss any changes to the 2022 strategic plan.

Academic Programs: Dave Gibbons
School Activities Programs: Travis Steinhoff
Technology Programs: Jeff Droge
Transportation: Dan Hoesing
Buildings and Grounds: Dan Hoesing
Support Programs: Jesse Zavadil
School Governance: Dan Hoesing

School Climate: Joey Lefdal

4. **District Website/Communication/Branding:** One of the items on our agenda for next week is to decentralize our website and communication tools and who is in the best position to take on these responsibilities in your buildings. We will schedule training for the leadership team and staff members that will be involved in this process. This is one area that has not been set on the updated support staff salary schedule. I need names of people in your buildings interested/talented/responsible to do this work.

5. **CKH Award:** Congratulations on your CAPTURING KIDS HEARTS **"National Showcase School"** Award. Well Deserved! See information on our Website.

6. **2022-23 Teacher/Program Openings:** Update on open positions:
SCHS: Social Studies
SMS: Nurse
SES: Regular Classroom Teacher
Rural: Special Education, Music Teacher

7. **2022-23 Requisitions:** The budget requests are still $70,000 over last year. Sally and I are reviewing those items that do not directly affect the classroom and will get back to you on our recommended reductions.

8. **Extra-Duty Assignments:** Extra-Duty assignments need to be completed by June 9th.

9. **Board Policy Updates:** The first installment of 2022-23 policie have been sent to Jim Luebbe, NASB Policy Director, for review and codification. Please consider these in your handbook updates.

10. **Support Staff Contracts:** Please collect the support staff contracts from your buildings. Any corrections or questions need to be included with the returned contracts. Penny and I will review and make any necessary changes.

11. **May 20th Student Dismissals:** The last day for students is May 19th. Dismissal schedule is the same as originally scheduled on the 19th.

12. **2020-21 Extended Contracts:** Last week, Penny sent out the extended contract forms and calendars for you and your staff. Please make sure you submit your extended contract calendars and the extended contract calendars for staff in your building to Penny.

13. **Administrator Evaluations:** All administrators need to go into their evaluations and update their progress. These need to be completed by June 1st.

14. **Professional Files:** The teacher's professional files must be updated annually. Your office manager is responsible for keeping these files updated. Building/Program administrators are responsible for assisting the Office Manager with keeping these files current. Also, please make sure your new hire folders have all the required documents.

15. **Summer School Staffing and Program Review:** Dr. Gibbons has been working on summer school programs and staffing. Dr. Gibbons will provide an update at the meeting.

16. **Summer School Contracts:** We also offer contracts for the June summer school sessions in May. We will need to finalize the list of recommended summer employees and get the contracts handed out this week.

17. **2022-23 Handbook Changes**: Begin working with your staff on handbook updates and changes for the 2022-23 school year. These must be ready for board approval in June. Any changes to your handbook to coincide with changes from this legislative session or new policy adoption will need to happen in June.
18. **Student Fees Report:** Student Fees Report is due June 1, 2022.
19. **Staff Handbook:** I sent out the staff handbook last week for your input. Please review and submit changes to Sally for the District Leadership team to consider next week.
20. **Year-End All Staff Meeting:** The year-end all-staff meeting will be on Friday, May 2oth.
7:45 - 9:00. Breakfast in the SCHS cafeteria/commons
9:00 - 10:00 Program in Performing Arts Auditorium. See attached information.
21. **Associated Staffing:** I will be getting a quote from Associated Staffing for recruitment of support staff positions for the 2022-23 school year. We will make a decision on whether this is a good option in June.
22. **Interstate Studios:** Discussion on student/staff pictures. Dr. Hoesing will contact the picture rep to discuss the contract for next year.

Topics from the floor:

Appendix"1" to 2018-19 Student Fees Policy of Schuyler Community Schools—
Additional Specification of Required Materials and Fees

Program **2018-19 School Year**	**General Description of Fee or Material**	**$ Amount of Fee Collected**
Preschool	**Activity**	**Total Collected**
Fees Waived:	**Activity**	**Fees Waived:**
Elementary School	**Activity**	**Total Collected**
Fees Waived:	**Activity**	**Fees Waived:**
Middle School	**Activity**	**Total Collected**
Fees Waived:	**Activity**	**Fees Waived:**
High School	**Activity**	**Total Collected**
Fees Waived:	**Activity**	**Fees Waived:**

Appendix"1" to 2020-21 Student Fees Policy of Schuyler Community Schools—
Additional Specification of Required Materials and Fees

Program **2020-21 School Year**	**General Description of Fee or Material**	**$ Amount of Fee Collected**
Rural Schools	**Activity**	**Total Collected**
Fisher's	Color Wars T-Shirt ($6.50)	$461.50
Richland	Color Wars T-Shirt ($6.50)	$444.50
Richland	K-1 Class Party	$190.00
Fees Waived:	**Activity**	**Fees Waived:**
Party and Field Trip Fees	NONE	$0.00
Elementary School	**Activity**	**Total Collected**
K-5	Activity Fees ($10)	$20.00
K-5	Party Fees	$4,629.00
4th Grade	Recorder Choir ($5)	$250.00
Fees Waived:	**Activity**	**Fees Waived:**
Party and Field Trip Fees	NONE	$0.00
Middle School	**Activity**	**Total Collected**
6th, 7th & 8th Grades	ITE Lab Fees	$2,840.00
6th, 7th & 8th Grades	FCS Lab Fees	$1,260.00
Fees Waived:	**Activity**	**Fees Waived:**
6th, 7th & 8th Grades	ITE/FCS/Activities Fees	$0.00
High School	**Activity**	**Total Collected**
9-12 Grades	Ag. Ed. Lab Fees	$0.00
9-12 Grades	Science/Math Club Fees	$0.00
9-12 Grades	Library Replacement Fee	$556.00
9-12 Grades	FCS Lab Fees	$238.00
9-12 Grades	Music Fees	$0.00
9-12 Grades	Guidance (PSAT) Fees	$0.00
9-12 Grades	iPad Tech Fees	$3,432.76
9-12 Grades	National Honor Society Fees	$190.00
Fees Waived:	**Activity**	**Fees Waived:**
9-12 Grades	NONE	$
Extra-Curricular Programs	**Activity**	**Total Collected**
General Activity	SMS Activity Pass	$3,010.00
General Activity	SCHS Activity Pass	$1,750.00
General Activity	Rural Schools Activity Pass	$340.00
Fees Waived:	**Activity**	**Fees Waived:**
9-12	Activity Pass Fees Waived	$2,910.00
6-8	Activity Pass Fees Waived	$1,210.00

To: All Staff
From: Dr. Hoesing
Re: End of Year Recognition Program
Date: Friday, May 20 2022

Agenda

7:45 Breakfast

9:00 Wellness Program Presentation

9:10 Longevity Awards

9:20 Foundation Outstanding Employee Awards

9:25 Recognition of Retiring Employees

9:30 Closing Comments (Video)

Breakfast will be in the high school cafeteria. Awards program will be in the Performing Arts Auditorium. Teachers and support staff are to return to their buildings following the meeting. Para-Educators and food service personnel may return to their buildings to work or checkout with their building principal at the conclusion of the meeting.

Year End Checkout Reminders

_____ Evaluations complete (Self-Eval, Formative, Summative)
_____ Rooms/mailboxes checked (furniture, supplies stored, etc…)
_____ Keys (Checked in/out for summer)
_____ Inventory updated
_____ Computer/Ipads (Checked in/Out for summer)
_____ Lunch balance, activity receipts, etc… cleared.
_____ Grades completed
_____ Supt. office notified on salary schedule advancement (Class approval and official transcripts)
_____ 2021-22 Teacher incentive payment forms (See attached Incentive Program)
(College Credit Classes, Remote Teaching (ZOOM), Bilingual Certification)
_____ 2022 Email address, physical address, etc… (if changed)
_____ 2022 Summer transportation requests
_____ 2022 Extended contract calendar work days verification
_____ 2022-23 Activity calendar requests
_____ 2022-3 Support staff and extra-duty contracts signed and returned

Please check your email throughout the summer. Back to school information will be emailed and posted on the school website by August 1st. All teachers report August 8th, Open House August 9th, All staff meeting on August 9th, Students return August 10th. See school calendar posted on the website.