Schuyler Community Schools
Custodial/Maintenance/Food Service
Friday, September 30, 2022 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. **School Board, District Meetings and Finance/Budget Report:** All district level meetings are posted on the district website under "Board Meetings". 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 Training:** 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:
    1) Youth Suicide Prevention
    2) Title IX Regulations in K-12 Schools (Several videos and courses)
    3) Blood Borne Pathogens
    4) Personal Protective Equipment
    5) Health Emergencies (Life Threatening Algeries)
    6) Seizure Safe Schools (Dr. Gibbons will notify you of the website)

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 continues to serve the district as Title IX Coordinators for the 2022-23 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. **CKH Training:** CKH Training for new teachers is scheduled for October 18-19 at the Middle School Gym.

8. **Fall Technology Fair:** The Fall Technology Fair is scheduled for Monday, October 17th. CKH Workshops for support staff are October 18-19. Support staff CKH training is scheduled for Tuesday. Support staff are scheduled to work both days. Parent-Teacher Conferences are scheduled for Thursday, October 20th. Fall Break is October 21st.
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. **2022-23 Safety Report:** The district contracts with Navigate 360 to provide our online safety programs and update recent changes to the District Office Building and our online safety program. Administrators, counselors, and 4 school board members are training in threat assessment protocols through Navigate 360 as well. Each building has a threat assessment team and the district team that meets monthly to address any reoccurring issues in the district. In addition, Nesbitt and Associates will be here again this year to conduct our onsite annual safety review and make any changes to our teacher and command manuals as well as our safety plan.
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 and make recommendations for changes for the 2023 Plan.
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 2023-2024 school year.
14. **Health Insurance:** We will be offering on open enrollment period for changing insurance programs beginning in January 2023 This dual option allows employees to elect to participate in a high deductible ($3,800) 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.
15. **Flu/COVID-19 Vaccination Clinic:** We are once again offering a flu shot clinic at our District Office on **Friday, October 7th from 3:30-5pm**. This clinic is for any SCS employee, spouse, and children over the age of 6 months. It is free, but they MUST be covered by BCBS insurance through the school. See email from Tori Oehlrich.