Schuyler Community Schools
Support Staff Meeting
Friday, September 30, 2022 2:45 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 Meetings, District Meetings, Finance/Budget Report:** All district level meetings are posted on the board meeting website. Complete budget and finance reports are also attached to the Monthly board meetings.
2. **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:

All Staff

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)

3. Title IX Coordinators: Dr. Dave Gibbons and Mrs. Darli Vrba continue 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.
4. **Time Clock:** Please make sure you are taking care of your hours/overtime, leave, vacation, etc...
5. **Salary Schedule:** Your salary is based on your position and place on the salary schedule. Penny sent out your 2022-23 salary and benefit information. If you have not done this, please return a signed copy to the office. If you have any suggestions for improving the salary schedule for your area, please let your supervisor/building principal know by the end of the first semester. They will present these to a board committee for consideration for the 2023-24 school year.
6. **CKH Training:** CKH Training for all new teachers/administrators is scheduled for October 18-19. Support staff will also have training with CKH.....
7. **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.
8. **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.

9. **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.

10. **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 during our Fall Workshops/Parent-Teacher Conference dates.

11. **Salary Schedule:** Your salary is based on your position and place on the salary schedule. If you have any suggestions or recommendations on improving the schedule, please visit with your supervisor/principal so these suggestions are included in the spring board considerations for next year.

12. **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.

13. **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.

14. **Teacher Certification Program:** We have a meeting on October 6th with the University of Nebraska on the possibility of working with them on the Para to Teacher certification program. We will share more information at our PD Workshops on October 17-19.