Schuyler Community Schools
Support Staff Meeting
Friday, March 31, 2023 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. **Budget and Finance:** See finance reports included on the March school board agenda.

2. **ESSER Building Projects:** The telephone bid is completed and approved. Work will begin this summer to upgrade the telephone system in all buildings. We are finalizing specifications on the updated camera/security systems in all buildings. These include camera and exterior door lock systems for all buildings. In addition, we just received word on Friday morning that work on the drive, parking and sidewalk on the north side of the district building is scheduled to begin in April.

3. **Summer Employment:** We will have many opportunities for support staff to be considered for summer employment in custodial, food service, and each of the summer sessions. See Dr. Gibbons or Ms. Bebout if you want to be considered for summer employment.

4. **Support Staff 22-23 Contracts:** The board finance committee will begin reviewing the support staff salary schedule and support staff contracts for the 2023-24 school year. I have a few requests for consideration from food service at this time. If you have any requests, please submit them to your principal/supervisor and they will make sure I include your requests for the board committee to consider. This committee will finalize any changes to this schedule and will take action on support staff contracts in May.

5. **Requisitions/Inventory:** COOP Requisitions were due March 21st. Other requisitions are due April 28th, and inventory must be updated before June 1st.

6. **Building/Summer Projects:** We are finalizing the 2023 update to the transportation and building and grounds programs. See File Maker: Buildings and Grounds, Vehicle Replacement, and Large Equipment Replacement.

7. **2023-24 School Calendar:** The 2023-24 calendar will be reviewed by the board committee on April 3rd and will be on the board agenda on April 10th for approval. Once approved, the new calendar will be posted on the website.

8. **Teacher Contracts:** Teacher contracts will be approved by the board at their April 10th board

meeting. Once approved and signed, they will be distributed for teachers' signatures that week.

9. **Hiring Process for 2023-24 Staff:** Principals and program directors are currently advertising and interviewing candidates for open teaching and support staff positions.

10. **Safety Review and Training:** The 2022-23 Safety Audit was completed last fall and officers from Nesbitt & Associates participated in the January/March Staff Workshops. We have a completed report and updated building manuals. We are still waiting for the additional "lock out" page for your flip charts.

11. **Easter Break:** Remember, Good Friday and Easter Monday are not paid holidays. You may use leave times for these two days. Make sure you put them in the system if you want to be paid for the holiday break.