Schuyler Community Schools
District Leadership Meeting
Wednesday, May 31, 2023 8:00 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!

District Leadership Meeting
1. **Review Strategic Plan Progress:** Please complete and submit your competed action plans for the 2023 strategic plan.
Academic Programs: Dave Gibbons
School Activities Programs: Travis Steinhoff
Technology Programs: Jeff Droge
Transportation: Dan Hoesing/Ron Mundil
Buildings and Grounds: Dan Hoesing/Ron Mundil
Support Programs: Jesse Zavadil
School Governance: Dan Hoesing
School Climate: Joey Lefdal
2. **District Website/Communication/Branding:** Review and work with your building tech dept. on updating TV screens, building signs, and websites for the summer programs. We continue to struggle with the roll-out of ROOMS across the district. Discussion on how to roll this out with the smaller groups enrolled in summer programs,
3. **2022-23 Teacher/Program Openings:** Update on open positions:
SCHS: Science Teacher, Math Teacher
SES: Regular Classroom Teacher, Special Education Teacher
Rural: Music Teacher
4. **2023-24 Requisitions:** 2023-24 Requisitions are completed. Items should show up at your buildings over the next few weeks.
5. **Board Policy Updates:** I am anxiously waiting for the first installment of 2023-24 policies to send to Jim Luebbe, NASB Policy Director, for review and codification. Jim will make any recommended handbook changes to align with our policy manual updates.
6. **2023-24 Handbook Changes**: Continue working with your staff on handbook updates and changes for the 2023-24 school year. These must be ready for board approval in June. Justin

Knight sent out policy/handobook alignment. I also sent these recommendations to Jim Luebbe, NASB Director of School Board Policies. Any changes to your handbook must also coincide with changes from this legislative session. New policy adoption will be presented for approval as our legal council finalizes new/amended policy recommendations.

7. **Support Staff and Extra-Duty Contracts:** If you have not done so, please collect the support staff and extra-duty contracts from your buildings and submit them to Shelley. Extra-Duty assignments will be on the June 12th board agenda for review.
8. **2022-23 Extended Contracts:** I 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.
9. **Administrator Evaluations:** All administrators need to go into their evaluations and update their progress. These need to be completed this week.
10. **Summer School Contracts:** Discussion on unfilled contracts for the June Summer School Sessions.
11. **Student Fees Report:** Please review and submit changes to me for the District Leadership team to consider next week.
12. **2023-24 Student/Staff Pictures:** Discussion on student/staff pictures for 2023-24 school year.
13. **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.
14. **Mental Health/Behavior Health Grant Update:**