



Schuyler Community Schools  
Support Staff Monthly Meeting@ SES Music Room  
Saturday, January 28, 2017 2:45 PM  
Support Staff Monthly Meeting @ SES Music Room  
120 W. 20th St.  
Schuyler, NE 68661-2400

## I. Discussion Items

1. **January Finance Report:** See finance summary provided.
2. **2017-18 Calendar:** See attached proposed calendar.
3. **2017 Building/Maintenance Requests:** The building principals are working on maintenance and building upgrades for the summer of 2017. If you know of something that you believe needs to be considered, please let your building principal know and they will work with Ron Mundil.
4. **Gravel/Rock Parking lots and driveways:** We realize that gravel and rock parking lots and driveways get difficult during the winter months. We have numerous requests from staff to haul in rock and gravel, but Ronnie Mundil and Chuck Misek are in agreement that while we are concerned with the condition of these areas, we will do our best to grade these areas and put new material down once we are through the snow season.
5. **2017-2018 Requisition Timeline:** The ESU Coop purchasing program is now open. We no longer want individual teachers ordering general supplies (pens, pencils, paper, etc). Coop orders are due on April 1, 2016. The filemaker requisitions are due May 1st and inventory is due on May 18th.
6. **Workman's Comp and Safety Training:** You are required to complete a minimum of 3 training videos each semester from the EMS safety program. We have had several workman's comp. claims recently and you need to make sure you are taking precaution to protect yourself and others from workplace injury. If there are items that are heavy, you need to break the items down to a manageable size, ask for assistance, and/or wear a belt when lifting or moving these items. If there are spills or water areas, we need to place a caution sign and wipe up the area as soon as possible to avoid unnecessary slips. When coming in from the outside, you need to make sure you are aware of possible ice or water on your shoes before stepping onto a tile floor. While we cannot affect your employment for filing workman's comp. claims, we can review the number and frequency of claims due to lack of caution on your part.
7. **Para Educator Training:** I had a request for additional para-educator training. While we have included you in many of the teacher workshops over the past two years, it is difficult for us to provide whole or group training due to time and varied nature of your jobs. For the most part, individual para-educator training should be at the building or classroom level by the teacher or administrator of the program. We will be hosting APL training for our teachers this spring. I am currently working out a contract with APL Associates to conduct a workshop for para-

educators in conjunction with our teacher workshop days. Right now it looks like the workshop would be for ½ day.

**8. Summer Workforce and vacation leave:** If you want to work during the summer months, we will have jobs in food service, maintenance, and summer school classroom para support if you are interested. Remember, you can carry 5 days of vacation to next school year. PTO, however, converts to sick leave if not used and accumulates to a maximum of 50 days.

**9. Salary/Benefits for 2017-18:** There is a change in the health insurance benefit plan for the 2017-18 school year. The deductibles have been increased in our new plan from \$900 to \$1,000 deductible. We will also offer a high deductible insurance policy with the option of a health care savings plan. All staff will be placed on the on a step for the 2017-18 school year. See support staff salary schedule.

**10. Strategic Planning:** The board of education is in the process of sorting ideas from parents, community, and staff on the 2017 planning priorities. Principals will be visiting with staff at each building on Friday, February 3<sup>rd</sup>.