



Schuyler Community Schools  
SAA Weekly Meeting  
Tuesday, August 20, 2013 9:00 AM  
SAA Meeting @ Schuyler High School  
120 W. 20th St.  
Schuyler, NE 68661-2400

#### I. Review SAA Schedule for first semester. See Attachment

We reviewed the first semester SAA schedule that Darli put together. We also discussed that Dan would meet with the host building administrators to put the agenda together and send out the agenda on Friday. Please read through the agenda and if there is something to add, it can still be added on Monday if necessary.

#### II. Discuss district organization, programs and meeting schedule.

(Crisis Team, Safety, Transportation, Bldg. & Grounds, Food Service, SPED)

We discussed the importance of meeting periodically with the various support programs in the district to make sure we can adequately plan or respond to program needs and keep communication lines open. I was not sure where to put technology, but believe with all the new technology in the district, that we will begin our weekly meetings with tech staff to assist with the implementation and training needs in the district. Curriculum development and implementation is an ongoing program and Dave has a schedule of events for the year. Maybe we need to put tech and curriculum as a standing agenda item on our weekly administration meetings. We will discuss this on August 27th.

#### III. Review Personnel Handbook.

Mr. Grammer and Ms. Vrba presented the personnel handbooks and asked the administrators to review the information and provide updates where necessary. We also distributed a staff count by building. Please review this form and visit with Marlene with any changes. We need to have this information to make sure we accurately code employees for the first payroll in September.

#### IV. Discuss SPED staffing and program changes.

We discussed the role of the principal in the SPED program and the changing role for Mike as our district psychologist. We also discussed moving some of the SPED staff over the next week. We will meet with SPED personnel on Friday afternoon at 2:15 to discuss the changes in each building.

#### V. Review administrative supervision schedule.

Mr. Grammer distributed the K-8 supervision schedule for activities. If you need to change/switch with someone, please make sure you let Mrs. Egr know. The superintendent is not on the supervision schedule, but I am willing to substitute if you have a conflict. If there is an activity on a school board meeting night, you are excused from the board meeting to attend the activity. (The September meeting has been changed from Sept. 9th to Sept. 16th.)

VI. Discuss building budget, purchase orders, visa charges, ectâ€¦

We will present budget information during our weekly meetings for your review. Please make sure you approve purchases in advance from staff in your building. Once we get past the initial barrage of beginning of the year purchases, payroll, insurance and retirement changes, we will be better able to close out the 2012-13 fiscal year and focus on the 2013-14 building budgets.

VII. Review optional staff technology and personal electronics fee.

This past summer, Jeff and Kerri Jo expressed concern for staff use of technology. I met with members of the SEA to discuss our proposal. The teachers welcome the \$10 personal use fee. They still have some concerns for the \$40 equipment insurance. I hope to get this issue resolved and get this form and the personal appliance forms out to your staff before Friday, August 24th. As you may recall, the only personal appliances on the list are classroom refrigerators, microwaves, and coffee pots.

VIII. Discuss staff observation/supervision/evaluation process.

We discussed our staff observation, supervision, and evaluation systems. Principals were asked to place their returning teachers on the balance sheet according to their talent/competence. Principals were also asked to place new staff on the bottom of the sheet and focus on getting into their classrooms in August. Our focus at this time is the beginning of class (5-7 minutes).