



Schuyler Community Schools  
SAA Weekly Meeting  
Tuesday, September 17, 2013 9:00 AM  
SAA Weekly Meeting @ Schuyler High School  
401 Adam Street  
Schuyler, NE 68661-2400

#### I. Review Parent-Teacher Conference Schedules for September 25th.

The administrators discussed the September Parent-Teacher Conference times and the need to keep track of the numbers of parents attending each session. We will determine how we will schedule conferences in the future based on parent attendance.

#### II. CHIP Meeting @ the Benedictine Center

Reminder: There is a CHIP Meeting at the Benedictine Center scheduled for September 17th.

The local chapter meeting is at 11:00 and the larger area meeting is scheduled to follow lunch at 12:00 PM. Mr. Comley explained that the 11:00 meeting was for the early childhood program.

See information for the area meeting outlined below. Sent: Wednesday, September 11, 2013

10:44:37 AM Subject: CHIP meeting Tuesday - September 17 Good morning everyone! Just a reminder that we will be meeting Tuesday morning, September 17, BEFORE the larger Colfax County CHIP meeting, which takes place at 12:00 at the St. Benedict Center in Conference Room D. Let's plan to have our group meet at 11:00 am, in Conference Room B at the Benedict Center. I know we originally discussed an early time, but I think 11:00 will give us a good 60 minutes to recap our last meeting and work on a timeline as we move forward. If you have not already done so, be sure to RSVP for the 12:00 meeting (for lunch) to Merry Bryant – Cavanah. If you do not have her email address, or another method to contact her please let me know. See you Tuesday!

#### III. NETA Conference in Kearney

We will be taking a group of administrators to Kearney to the NETA Conference along with teacher representatives from each building. The people attending this conference will be responsible for developing our technology plan to be submitted for board approval in January 2014. See conference information below: Hello Dr. Hoelsing and SCS Principals, I need clarification/guidance on the Oct. 2-3 NETA conference in Kearney. Here's what I know thus far...we're sending a team of Administration leaders to the free Apple Seminar on Wednesday morning 8:00-12:00. Beginning at 1:00 pm on Wednesday, there are pre-conference sessions for teachers, admins, and tech coordinators. Actually, the techies are meeting all day together on Wednesday and I think Kerri Jo should attend this instead of the Apple seminar which is geared more towards Administration than techies. FYI, sorry, but I have a golf invite on Wednesday, Oct. 2 and therefore will not be able to be in Kearney on Wednesday unless I find someone to take the golf team that day. OK, here are my questions...Are the teachers attending the pre-conference sessions Wednesday afternoon? If so, it's an additional \$50 per person. Thursday's conference registration costs \$125 per person but a \$10 discount if we send 10 or more staff members and it sounds like we are. The \$125 registration includes a dinner Wednesday night. Next question...if teachers are expected to attend the pre-conference sessions on Wednesday, I assume they will need hotel rooms. Does each staff member get their own room? They will want

to know. It was agreed at the meeting that the building administrators would get staff numbers to Mr. Droge and he would work with Sally to make conference arrangements.

#### IV. Food Service Meeting

Our first monthly food service meeting is scheduled for Thursday, September 19th at 2:00 PM. Building principals should attend or send a representative to accompany your lead food service person from your building.

#### V. District Crisis Team Meeting

The District Crisis Team is scheduled to meet on Friday, September 20th at 3:15 PM. This is our first of our quarterly meetings for the Crisis Team. We will discuss interest in sending someone to the Crisis Team training. See attachment.

#### VI. Update on classroom observations.

We discussed the need to keep up with the classroom observations. Our goal for September is to make sure all teachers are able to manage the beginning of class (5-7 minutes). Our focus is on 1) Starting Class on Time 2) Organization of class 3) Set Induction, Bell Ringers (focus activity) 4) Posting of lesson Objectives/Agendas. Thank you for your work and the effort to get out to coach and support your teachers. It will pay great dividends in establishing relationships with your teachers who will see you as interested in and supportive of their work.

#### VII. Staff technology and appliance fees.

Remember, the staff technology and appliance fees are due. Please make sure you get a signed form from each teacher/administrator. I appreciate your work with your staff on completing this district-wide initiative.

#### VIII. Before/after holiday PTOs

The policy states that based on the availability of substitutes, up to six employees will be allowed to take PTO immediately preceding or following a school break or holiday. We currently have five teachers requesting leave at Thanksgiving. Darin will send an email to staff letting them know we already have 5 staff requests in and this leave is on a first-come-first-serve basis.

#### IX. 2012-13 Audit Report

The auditors will be here next week to begin our 2012-13 District Audit. They will select some administrators to participate in the fraud interview. We also need to complete forms on ARRA (IDEA/ESEA) program funds LEP Program funds, and Poverty Program funds expended during the 2012-13 school year.