



Schuyler Community Schools
SAA Weekly Meeting
Wednesday, October 30, 2013 9:00 AM
SAA Weekly Meeting @ Schuyler Elementary School
401 Adam Street
Schuyler, NE 68661-2400

I. Personnel Files

Mrs. Egr brought up the subject of management of personnel files. We discussed the importance of file management and the need to be clear with staff when they ask to review their files. Dr. Hoelsing explained that the employment files are housed in the central office. Building principals house active files in their offices. We decided to bring this topic up on November 5th and decide how we will maintain files for all employees.

II. Lifetouch photography contracts

Mr. Pavlick initiated discussion about Lifetouch photography contracts for next year. The principals also discussed concerns about student ID's, faculty badges, etc... Mr. Pavlick will check with Sally and get back to the other principals.

III. Update inclement weather dismissal information

Dr. Hoelsing distributed a copy of our current inclement weather school dismissal information to the building level principals. We updated the contact information and reviewed the process to make sure we would be ready to respond if the need arises.

IV. Crisis Team Training

The District Crisis Team just completed Level I & II Training in Omaha on Monday and Tuesday. The following are considerations for improving our process:

1. Inform all staff of the role of the crisis team in the district (December 6th Workshop)
2. Work with area schools to secure substitutes in the event of a district crisis.
3. Update crisis protocol and inform community responders (police, county attorney, medical professionals, ministerial, etc...

V. 1st Quarter Review

We reviewed accomplishments of the 1st Quarter and shared our appreciation for work completed during the first 9 weeks of the school year. We also discussed the importance of our planning process in December for the school district.

VI. SEA Meeting Topics

We reviewed possible topics to discuss with SEA representatives at our October meeting. The meeting was rescheduled for Thursday, October 31st due to the conflict with the Crisis Training on Tuesday. See SEA meeting minutes.

VII. Reflective Practices at the administrative level.

We discussed the need to model reflective practice at the administrative level. The topics we focused on were behavior management, parent-teacher conferences, and staff supervision. We also discussed the importance to recognize staff reaction to reflective practice. Sometimes the questions we pose may seem threatening to staff, especially if they have not practiced this strategy. The hardest concept is to understand that reflection is not criticism or a threat. Rather a chance to review if our present practices are giving us the results we want or if we need to make a change.

VIII. Administrative Team Self-Evaluation

Dr. Hoelsing distributed a self-evaluation for administrators. They were asked to review the instrument and make suggestions for changes if they saw some of the questions not applicable to their position. We also visited about the need to keep their observation schedules current with the staff member's name, date and time of the observation.