



Schuyler Community Schools
SAA Weekly Meeting
Tuesday, November 5, 2013 9:00 AM
SAA Weekly Meeting @ Fisher's
401 Adam Street
Schuyler, NE 68661-2400

I. NDE Surveys

The Nebraska Department of Education (NDE) is conducting a district survey to gather data on existing mentoring programs for new teachers. The survey will inform NDE's work with the federal regional education laboratory (REL Central) which is studying mentoring in our region. In particular, the survey gathers data on: 1) district goals for mentoring programs, 2) key components of existing programs, 3) funding and resources invested, and 4) any barriers associated with mentoring program implementation.

You will receive an e-mail from SurveyMonkey (*which will be delivered from: karen.buller@nebraska.gov via surveymonkey.com*). This e-mail will include a unique link for you to access the survey. One survey should be completed for each district. The survey should be taken by the person in your district who is most knowledgeable about your teacher mentoring program. If you would like someone other than yourself to complete the survey, please forward the e-mail you receive from SurveyMonkey so they can access the survey. If you do not receive the e-mail, please check your "junk" or "spam" folder. If you still have difficulty finding or accessing the survey, or have any other **questions please contact: Karen Buller, karen.buller@nebraska.gov or [402-471-4837](tel:402-471-4837)**.

Please note: The survey asks a series of questions regarding the usage of resources to support teacher mentoring programs. You may find it helpful to consult with others in your district to help answer these questions, or to gather program budget and staffing information before you begin the survey. You will be able to save your progress and re-access the survey using the survey link that is emailed to you. The survey should take approximately 30 minutes to complete if you have a mentoring program. We would also appreciate a response if you do not have a mentoring program and should take approximately 5 minutes to complete.

Please complete the survey by **November 22, 2013**.

Thank you for taking time to complete this survey. Data will be aggregated across districts to provide a snapshot of current mentoring programs and will help inform future NDE initiatives for new teachers and districts.

Scott Swisher, Ed.D.

Deputy Commissioner of Education

[\(402\) 471-5020](tel:402-471-5020)

Scott.swisher@nebraska.gov

II. Personnel Files

We visited about personnel files in our district and the need to be consistent with managing these files. The Central Office will maintain all employment files. Each building will need to

maintain their own personnel files on employee performance. The Activities Director will maintain all extra-curricular files on sponsors and coaches. Share staff will have two files on their performance/evaluation in each building. This way we are not creating duplicate files on the same issues. If a teacher wants to see their file, make sure you alert them to other files for different responsibilities.

III. Maintenance Position

We are recommending moving Juan from the high school house keeping position to the maintenance position. We are also recommending a new hire to fill the high school housekeeping position beginning as soon as possible.

If we hire a district position, the superintendent will be involved in the hiring. If you hire for a building level position, the building principals are involved in the hiring process. If you want others to be involved at your building level, or if I want others to be involved at the district level, you can decide on a case by case basis.

IV. Building Administrator Reports

You can post your board reports anytime. I will publish the board meeting at noon on Friday. The public has no access until it is published and this is the only access the newspaper has. Once the meeting is published, you cannot submit your request for your report.

V. EHA Health Screening

The EHA Wellness screening is scheduled for the same day as our staff strategic planning workshops. We did this to accommodate staff participation at both events. Please let staff know they can sign up for screens during the day, they will just have to step out of the workshop and go to the screen.

I visited with Carol Rhea about using the middle school lunchroom for the screening, so we will be hosting the planning workshop at the middle school. I will work out logistics with Mr. Grammer and Mr. Reinch.

VI. Teacher Evaluations for Probationary Teachers

Please make sure all probationary teachers are evaluated for a minimum of one full period during the first semester. Please use the evaluation form submitted to NDE for your formative first-semester evaluation. Probationary teachers include any staff members teaching in their first 3 years at Schuyler. They will not reach tenure status until the offering of their 4th contract.

Please make sure you are keeping up with your staff observation calendar. At this time, you should have a report for September and October listing the observation time in, time out, and date. I don't need any other information at this time.

We will discuss identification of effective teaching strategies from Mr. Warrick and a commitment from your staff to begin implementing these strategies in their classrooms.

VII. Administrative Self-Evaluation

Finalize the forms for your first-semester self-evaluation. We may also want to consider your support of reflective practice with staff you are responsible to evaluate. Self-evaluation forms for para-educators were distributed as an option to assist those evaluating para-educators and supporting the expansion of reflective practice across the district. Dr. Hoising also agreed to send out forms for other support staff positions and specialty certificated positions as options for supervisors to use in conjunction with our district evaluation forms.

VIII. Electronic Grade Reports

Mr. Pavlik shared that he had a parent contact him asking about 1st quarter grades and the need to send a hard copy to the parent. We visited about options for providing information to parents in a variety of ways that meets the parent's need.