



Schuyler Community Schools
Support Staff Monthly Meeting
Friday, November 15, 2013 2:30 PM
Support Staff Monthly Meeting @ SES
401 Adam Street
Schuyler, NE 68661-2400

I. November Meeting Agenda

Meeting Attendees: Dr. Hoelsing, Marlene Hartman, Kady Arps, Ashley Berggren, Paula Mares, Linda Knapp, Diane Brandl, Sharon Kracl, Gladys Kuzel, Mary Eckstein, Denise Cech, Sharri Spale, Leslie Koliha, Kim Volkmer, Jan Gall, Annette Votava, Shalomi Meier, Danielle Peckenpaugh, Mary DuPLanti, Deb Meister Tim Grevson, Kim Powell, Judie Scott, Mindy Perrin, Julie Cerny

1. **Monthly Meetings:** Meetings schedules will be posted and published at the beginning of each month. Please check the meeting schedule for the date and time of the meetings, as they may change from month to month. If you have an agenda item for the meeting, please send an email to someone at the central office or call with your request. Please check the meeting agenda ahead of the meeting to make sure your request is listed on the agenda.

2. **November Finance Report:** Please review the attached financial information for November. Attached is the 2012-13 General Fund Audit Report along with finance report for all funds for 2012-13 and 2013-14.

3. **Time Clock:** When you clock-in or -out, others may be able to access your information unless you quit the browser after you have completed the session. The code information remains in the cache and is accessible by others who sign-in after you. Your work records are public, but your accessing others information may cause morale issues. Also, please work the hours as identified in your contract. If you need to work additional hours, you need to have that time approved by your supervisor.

4. **PTO/Vacation Leave:** You must use your leave allowance before you can request additional leave without pay. Concern was raised about having to use PTO before using accumulative sick leave. It was explained that according to our negotiated agreement with certificated staff, that PTO must be used first. Because our benefits and leave are tied to that agreement, we would follow the same rules.

5. **Maintenance Department:** The board of education has approved the administrative recommendation to move Juan Melendrez to the maintenance position formerly held by Alan Kruse. We are in the process of filling the custodial position at SCHS at this time.

6. **Strategic Planning Meeting:** The district strategic planning meeting for staff is scheduled for Friday, December 6th from 8:00 to 12:00. This meeting is open to all employees to attend and provide input for the board of education to consider in finalizing our focus for 2014. Support staff will be allowed to clock-in and be paid for their contribution.

7. Health Screens: Blue/Cross and Blue Shield will be providing health screens for Schuyler Community Schools employees on Friday, December 6th. The health screens are free to employees who participate in the district health insurance plan. The screens are also open to all employees at a cost of \$49 for the lab and the vascular screening is \$99. Employees participating in the strategic planning meeting will be allowed to leave the meeting for their scheduled screen. Contact your building office to sign up for these health screens. Employees participating in the health screens can clock-in for the strategic planning workshop and health screens.

8. Smoking on School Grounds: The question was raised about parents smoking on school grounds. We discussed our ability to stop parents from smoking outside of the building, but did not commit to our involvement with parents who chose to smoke in their cars while waiting for their children.

9. Seatbelts: The question was raised about students who are in vehicles without seatbelts. Students who ride in school vehicles must be restrained. The private vehicles that pickup our students are under the supervision and liability of the person driving the private vehicle.

10. Color Copies: The question was raised about the change in production of color copies. The group shared that beginning Monday, November 18th, all color copy requests would be sent to the ESU in Columbus. This is a building decision, and Dr. Hoelsing agreed that he would visit with the building principals about the change. We also visited about the production room at the elementary building.