



Schuyler Community Schools  
Support Staff Monthly Meeting  
Friday, March 28, 2014 1:45 PM  
Support Staff Monthly Meeting @ SCHS Library Annex  
401 Adam Street  
Schuyler, NE 68661-2400

#### I. Discussion Items

**Meeting Attendance:** Dr. Hoelsing, Marlene Hartman, Donna Sobota, Coralie Shonka, Cathie Marking, Sally Jakub, Vicki Schwartz, Juan Melendrez, Marvin Aldrich, Angelica Enriquez, Matt Wachal

**1. Finance Report:** See Attached Finance Report

**2. 2014-15 Requisitions:** The ESU Coop requisitions are due Friday, April 4<sup>th</sup>. We will begin the second round of requisitions for textbooks, furniture, and equipment not available in the Coop competitive bid program. These requisitions will be due Monday, May 5<sup>th</sup>. Special thank you to the office personnel for assisting staff with this process.

**3. Summer Programs and Employment:** We need to begin hiring for the summer food service and summer school program. Jeff Andel will work with Dave Gibbons on summer staff for both programs. If you are interested in being considered for employment this summer, please visit with Jeff Andel, Dave Gibbons, or your building principal.

**4. 2014-15 Staff Contracts:** The board negotiations committee will begin working on support staff salaries for the 2014-15 school year. Topics for discussion with the board?? Please email me or visit with your building principals if you have items for board consideration. We will meet toward the end of the month of April and approve contracts in May.

**5. Strategic Plan:** The board committee met to discuss the strategic planning process for support programs. See the district meeting site for information from each focus area.

**Support Programs:** Chuck Misek, Virginia Semerad, Lumir Jedlicka

**Goal:** Quality Food Service, Nursing, Para-Educator, and Safety/Security

**Target Area:**

1. Provide a safe and secure learning environment for all students.

**Strategy:** Review and update the district-wide security/crisis plan. **(August 2014)**

2. Provide job descriptions and adequate training program for para-educators working with students.

**Strategy:** Develop job descriptions and evaluation instruments to guide para-educators in their work. **(August 2014)**

**Strategy:** Develop and implement a professional development program and schedule for para-educators. **(August 2014)**

3. Provide a student friendly food service program with a balance of menu options.

**Strategy:** Coordinate efforts to allow students/parents input on monthly menu options. **(June 2014)**

**6. Other topics:**