



Schuyler Community Schools
SCS Administrators' Meeting
Tuesday, August 19, 2014 9:00 AM
SCS Administrators' Meeting @ SMS Conference Room
120 W. 20th St.
Schuyler, NE 68661-2400

I. Discussion Items

1. **SCS Administrator Meetings:** SCS Administrator Meetings are scheduled every Tuesdays at 9:00 at the SMS Conference Room. You are excused only if there is a conflict with a pre-scheduled out-of-district meeting beyond your control. If we have several conflicts, we may elect to change the meeting time or cancel the meeting for the week. The agenda for the meeting will be finalized and posted by noon on Mondays.

2. **2014-15 Administrator Contract Days:** We began the 2014-15 contract year on July 30th. Because of this, the 10 month contracts will be completed on May 27, 2015. The 11 month contracts will be completed on June 26, 2015. If you take any days during your contract time, you either need to have approval for discretionary leave, or log it as a PTO.

3. **Review of 2014-15 Opening Activities/Schedules:** Dave Gibbons will bring a summary of the results from the staff survey. Are there some things in the opening schedule you would like for discussion in the future? The staff expressed appreciation for the coffee/rolls and lunch provided by the vendor and board of education. Principals shared suggestions to support the food service program to make sure the refreshments, condiments, and side dish preparation was adequate. Information from the staff surveys supported the need to keep the vendor presentations shorter. The staff also supported the structure of the technology workshops on Wednesday afternoon. In conclusion, the administrators agreed that the schedule for opening workshops would be completed and sent out by July 15th, with a reminder and any changes going out August 1st.

4. **Monthly Board Reports:** The board meetings are scheduled for the 2nd Monday of the month at 6:30 at the SCHS Library Annex. Your board reports should highlight activities in your building. Please try to refrain from adding new things to your report, however, if something happens over the weekend, we can add it to your report.

5. **Review proposed bus schedule and building pickup/delivery:** We are planning on beginning our morning and afternoon bus routes between buildings on Tuesday, September 2nd. The pickup areas at each building are:

7:35 AM	Leave South Side @ SMS	3:35 PM	1:35 PM	Leave SES
7:45 AM	Leave West Gym @ SCHS	3:45 PM	1:45 PM	Arrive @ Preschool
7:55 AM	Leave Cul-de-sac @ Preschool	3:55 PM	1:55 PM	Arrive @ SMS
8:05 AM	Arrive East Doors @ SES	4:00 PM	2:00 PM	Arrive @ SCHS

We also discussed the route to pick up students attending the rural schools who participate in JH activities. Mr. Burton will bring the students in from the school he is working in, and Mrs.

Brabec will run the route to the other school. At this time, the students will be leaving their buildings between 3:00 and 3:05 PM.

6. Review August/September Staff Observation Schedules: Track your classroom observation schedules during August. Your focus must be on your new staff members (first 5-7 and last 5-7). Principals are responsible for submitting their September classroom observation schedule before they leave for the Labor Day break.

7. Discuss 2014-15 professional development (September focus): Last spring we decided to move to a Friday afternoon building specific professional development program. We also discussed allowing each building principal to work with his/her staff to determine what that looks like at each building. We also discussed the need to provide meeting time for staff, PLC's, technology, curriculum, etc... In addition, we discussed the request from support staff for necessary professional development opportunities at each building.

8. SIG Schedule at SMS: The middle school will have a schedule different from the elementary and high school programs. This is a requirement of the SIG grant. Teachers who work at SCHS will work their regular high school schedule first, then go to SMS for the workshop, if there is a schedule conflict.

9. NWEA-MAPS Testing: Building principals are responsible for working with Dave Gibbons on the fall MAPS assessment schedule.

10. Schedule District-Wide SPED Meeting: Mr. Gibbons would like to schedule a district-wide special education meeting with your staff. Check your calendar for a possible date and time.

11. Buildings and Grounds Schedule: Building principals must have their 2015 building priorities identified by the end of September. The rest of the schedule for your building must be completed before Thanksgiving break. This will require you to meet with Ron Mundil to get his input and estimates on costs.

12. District-Wide Program Meeting Schedule: All administrators are invited to attend, but not required.

Special Programs: (SPED, Title, ELL, etc...): 1st Tuesday @ 10:00 AM

District School Improvement: 1st Wednesday @ 7:30 AM at SMS

Alternative Ed. Program: 1st Friday @ 2:00 PM at SMS

Certificated Staff Building Reps: 1st Friday @ 3:00 PM at SCHS Central Office

After-School Program: 2nd Tuesday @ 10:00 at SMS

Technology Staff: 2nd Tuesday @ 11:00 SMS

Support Staff: 2nd Friday of the month @ 1:45 at SCHS, 2:45 at SES

Maintenance & Transportation Staff: 3rd Wednesday @ 2:00 PM at SCHS

Food Service Staff: 3rd Thursday @ 2:00 PM

Warrior Wellness Committee: TBA

Meetings will follow the above schedule except where conflicts occur. See meeting schedule on

the portal.

13. Friday Substitute Teacher Pay: Our regular substitute teacher pay for a full day is \$125. 1:30 Friday dismissal will be paid at \$100 per day. Substitute teachers will be dismissed at 1:30 with students on Fridays.

* **Conflict Resolution:** See attached form.