



Schuyler Community Schools
SCS Administration Meeting
Tuesday, September 2, 2014 9:00 AM
SCS Administration Meeting @ SMS Conference Room
401 Adam Street
Schuyler, NE 68661-2400

I. Discussion Items

- 1. Walk awhile in my shoes:** Administrators received "Walk a While in My Shoes". This manual provides simple messages that promotes seeing issues from other's perspective. The book covers topics including dealing with change, uncertainty of the future, empathy, "no-win" situations, etc... Each administrator selected a reading and will report back during the month of September.
- 2. Bus Program:** The before and after school bus program seems to have much interest and support from our parents. We currently have 190 students signed up to be able to ride to/from the preschool, middle school, or high school buildings. We need to continue to work with parents to understand that they either need to be at the site in the afternoon to pick up their children or make arrangements to have their children walk home with an older student or another family. We will not provide a babysitting service at the bus stops until they get there.
- 3. Inventory Update:** We will have all new and transferred staff members in the requisition/inventory program by Friday. They have until the end of September to get their inventory updated.
- 4. Buildings and Grounds:** The "fix-it" program is available on the filmmaker portal. Please go in and update and/or schedule your building priorities. Completing the preschool building project may be a high priority for 2015, so please keep that in mind as you schedule 2015 priorities.
- 5. Staff Observations:** September teacher observation schedules are due. You may make changes to this schedule as staff needs change. Thank you for your efforts to meet their needs and support your teachers.
- 6. Classroom Management/Student Behavior:** Our focus this fall is to develop and implement a program to improve student behavior and classroom management. This program is grounded in improving student/teacher relationships and the learning environment. Please make sure you are involving parents early in the process of dealing with more difficult student behavior situations.
- 7. Board Reports:** Board reports are due by Thursday preceding the school board meeting date. Please go to the meeting site and submit your request. Board meetings go live at noon on Friday.
- 8. Tech-It Program:** We are working with the technology team to design and implement a

technology management program. This program will allow our technology team the ability to schedule and complete staff requests for technology issues. See Tech-it program on the Filemaker server.

9. Curriculum and Textbook Cycle: Mr Gibbons is working on the textbook cycle and a new curriculum management program. Our goal is to have this program available for staff by the end of September. These two programs are also available on the Filemaker server.