



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

I. Discussion Items

1. **Board Meeting Review:** Year-end finance report, NESA performance review, Bus Schedule, After School,
2. **Walk a While Book Review:** Discuss individual readings.
3. **Intra-Campus Mail:** Last year Kim Powell delivered mail between the in-town school buildings. She has been reassigned to the middle school in a different role. We need to consider someone else who has a schedule that would allow them to do this job. Mrs. Brabec has agreed to work this into her schedule.
4. **Professional Development Schedule:** I have had requests from staff for administration to post our professional development schedule for September. Mr. Gibbons agreed to work with building principals to get the monthly schedule out to staff.
5. **Inventory:** You and your staff are required to update your inventory by the end of September. I have added new staff and made transfers where staff assignments were changed. If there are items on an inventory, please ask your teachers to find out if the items are reassigned to another person before deleting the item from the inventory. This is a requirement for the 2013-14 audit.
6. **Textbook Cycle/Curriculum Management Programs:** Dave Gibbons has been working on our textbook cycle and curriculum management programs. These two programs will be made available to your staff upon your approval.
7. **October Parent-Teacher Conference Goals:** We need to begin reviewing our 1st quarter parent-teacher conference goals. See parent-teacher guide. We also need to begin discussion on translation services for making the conferences more interactive.