



Schuyler Community Schools
SCS Administration Meeting
Tuesday, September 16, 2014 9:00 AM
SCS Administration Meeting @ SMS Conference Room
401 Adam Street
Schuyler, NE 68661-2400

I. Discussion Items

1. **Walk Awhile Book Review:** Reflecting on the importance of respecting the other person's perspective.
2. **Busing Program Update:** Bill Comley and Darli Vrba
3. **After school Program Update:** Stephen Grammer
4. **Activity Fund Procedures:** We will be making a small change to improve our procedures for handling cash from gate receipts, concessions, etc... The people actually working the cash boxes will submit their count and put it in a sealed envelope in the cash box. The administrator collecting the cash box must fill out a deposit slip reflecting a second count. Both independent counts along with the bank confirmation will be submitted to Sally for her to reconcile at the end of the month.
5. **FMP Systems Update:** Requisition/Inventory, Fix-it (Buildings and Grounds) Voucher, Time Clock,
6. **Monthly Meetings for this week:** Suggestions for topics for Food Service, Alternative Education, Certificated Staff scheduled for this week.
7. **Parent-Teacher Conference Goals:** We discussed the importance of improving our rationale and goals for our first parent-teacher conference at our last meeting. We need to begin the discussion with our teachers and food service program about the conferences schedule/goals for October.
8. **Para-Educator Job Descriptions:** One of the items identified in the strategic plan is to provide para-educators with a job description for the 2014-15 school year.
9. **Webpage:** Nebraska Digital will be here at 11:00 AM to discuss hosting SCS website. They support our current athletic schedule/calendar. Columbus Public Schools currently contract with them.