



Schuyler Community Schools
SCS Administration Meeting
Tuesday, September 30, 2014 9:00 AM
SCS Administration Meeting @ SMS Conference Room
401 Adam Street
Schuyler, NE 68661-2400

I. Discussion Items

1. **Walk a While in My Shoes:** Book Review Completion

2. **Inventory Due October 3rd:** Thank you and your staff for the good work on the inventory program. I realize it is not perfect at this time, but it is getting closer each time we update. There are still a few items (2,000) to be reviewed this week. I plan on running the summary report for the audit this Friday. Thanks again.

3. **Support Staff Safety Training:** We visited with staff last week about the EMC Safety Program. In visiting with staff, they expressed concern with the lack of access to technology for support staff at the building level. I approved them to watch the video at home on their computers and complete the program. Each video program is timed so we would be able to track the time. Dave Gibbons will provide you with a reasonable time for each of the 3 assigned videos.

4. **Professional Development:** APL Associates will be here for a one-day training on February 3rd. We will dismiss school at the high school that day. We also have a possible date for Dave Weber's "Sticks and Stones Exposed: The Truth Behind Words and Relationships". He is available on January 12th. We are currently scheduled to have January 19th off and a professional development day on April 24th. We could swap the PD day on the 24th and amend the calendar from January 19th to January 12th. The 3rd day we are talking about would be a Thursday night for parents, Friday morning for students and Friday afternoon for staff if we have Kevin Hunnicut here to present on technology.

5. **Substitute Employees:** The elementary staff expressed concern with the lack of available support staff substitutes. We are running an advertisement in the paper and posting the substitute openings on our website for substitutes (para-educators, office assistants, custodial) and for bus drivers.

6. **Talent Ed Webinar:** I have a webinar with Talent Ed. scheduled for Wednesday, October 1st at 11:00 AM at the Supt. Office. This webinar is on a teacher evaluation instrument. Anyone interested in attending is welcome.

7. **Curriculum Cycle:** Review current curriculum areas for review and update items to be placed on the schedule. Dave has done a great job so far, we need to get this finalized in the near future, so he will be asking for your involvement to complete this process.

8. **Building and Grounds:** The 2015 building/grounds schedule is also due at this time. If you

have not worked with Ronnie Mundil, you will need to arrange a time with him to finalize the program for this year. You are also to start using the maintenance portion of the program to request maintenance and building repairs. You will need to visit with your building staff before placing items on the list for Ronnie to assign.

9. **Strategic Planning:** October is the month for administration to update the strategic planning action items. Dr. Hoelsing will schedule a time with each administrative team to update this report and begin planning for the 2015 calendar year.

10. **After-school Program:** Mr. Grammer attended the 21st Century Meeting in Lincoln last week. He will provide an update on the program requirements at the meeting.

11. **Items from the floor:**

Substitutes: The administrators expressed concern for the lack of available substitutes for support staff. The District Office will advertise these positions and post the current openings on the district website.