



Schuyler Community Schools  
Support Staff Monthly Meeting  
Friday, October 31, 2014 1:45 PM  
Support Staff Monthly Meeting @ SCHS Library Annex  
120 W. 20th St.  
Schuyler, NE 68661-2400

## I. Discussion Items

**Meeting Attendees:** Shelley Friesz, Janelle Rocha, Donna Sobota, Alejandra Dimas, Jen Bennett, Michelle Shonka, Cathie Marking, Coralie Shonka, Valerie Comley, Lourdes Pena, Paloma Arciva, Vicki Druempel, Juan Melendrez, Renee Brabec, Vicki Schwartz, Matt Wachel, Lois Cockson, Barbara Stark, Carmen Marino, Marvine Koliha, Sally Jakub, and Dr. Hoelsing

1. **October Finance Report:** See attached report.
2. **Strategic Planning Meeting:** November 26th, from 8:00 to 12:00. This is a regular workday on our school calendar. All staff are to report to work for a 1/2 day. The workshop will be held at SCHS East Gym.
3. **Calendar Amendment:** The board of education approved modifying the second semester calendar to allow for a professional development day on January 12th. The workshop will be held at SCHS East Gym.
4. **School Training Videos:** Support staff should have access to a laptop in their buildings. Thank you to staff that have completed the first semester videos. If you don't know how to access or don't have access to the program, please let your building principal know. We have several staff members who have quite a list of completed trainings.
5. **Safety Concern:** All buildings are to have a safety committee. We are working with a company from Seattle called Prepared Response. This company sent a representative to the district to work with your crisis team leader, administrators and first responders from the community (fire, rescue, hospital, police, county sheriff, county attorney, and ministerial association) to review and map the three main school buildings. They will return in November to do the initial training with our district level team and they will be responsible for training at the building level. While we have a standing committee, all employees have a responsibility to take reasonable care and report issues that could result in someone being hurt on the job, on the playground, in the cafeteria, etc...
6. **Fix-it:** All staff should report any repairs to the principals who will post it on the FileMaker Fix-it Program. All staff have access to see the requested items and check on their status. If you want to check on a request, log in to the "fix-it" program and proceed as a guest. You will be able to see if your request has been filed, who the request has been assigned to, and the status of your request. You will also be able to see the long-range plan for building maintenance and improvement.

7. **Time Clock Reset:** Support staff should be using the FileMaker Time Clock Reset program to report time clock errors, leave requests, etc...

8. **Elementary Staff Requested Topics:**

a. **Snow Removal:** The district is responsible for maintenance and snow removal of sidewalks, roadways, and parking lots on our property. The city, county, and state are responsible for removal in their streets, highways, parking lots, etc...

b. **Playground Safety:** All staff on duty should report any broken playground equipment to your building principal. They will report it to Ronnie and he will take care of it or assign it to someone to be repaired. The new playground equipment has a lifetime safety warranty. If there are any concerns with this equipment, please let your principal know and we will notify the company.

c. **After-School Program:** Our grant application identifies that over the course of the school, our goal is to serve 225 students a minimum of 1 hour for 30 days. In the first year, we need to meet 70% of our goal (157 students). In year two, 80%, and in the remaining years, 100%. In our meeting last week with the department of education, they were impressed with our numbers in our initial two weeks. We have 130 students signed up at this point, but are short staff to accommodate any more children. Interest is increasing and the staff and students at the middle and high school are having fun working your children.

d. **Increasing Enrollment:** With the move to a school-wide Title I Program, we were able to reduce class size in the lower elementary without adding too many teachers. The board of education continues to pay attention to this issue and has responded initially with the remodeling of the preschool to expand programs at that level. Following our strategic planning meeting, it the second floor is a priority with staff and our community, they could complete the building remodel project and possibly move all early childhood programs to that building. This would open 3 more classrooms at the elementary buildings for expansion.

e. **North and East Entrances:** The before and after school transportation programs have presented changes in the doors students enter and exit before and after school. We will need to make sure to adjust our snow removal priorities and can accommodate traffic in and out of the building safely. We did have a cover over the north entrance in our plans for last summer, but removed it due to time and budget restraints.