

CEDAR CATHOLIC JR. - SR. HIGH SCHOOL
BOARD OF EDUCATION MINUTES
Thursday, September 14, 2023

The September 14, 2023 meeting was called to order by Pat Steffen. Meeting opened with a prayer by Daryl Kleinschmit.

MEMBERS IN ATTENDANCE: Dr. Dan Hoelsing, Beckie Polak, Pat Steffen, Melissa Bowers, Wendy Stevens, Daryl Kleinschmit, and Chad Cattau. Absent: Fr. Owen Korte, Fr. Jim Keiter, Tom Kuchta, Brian Pinkelman, and Joan Potts.

GENERAL BUSINESS:

APPROVAL of 8/17/2023 MINUTES: Daryl Kleinschmit motioned to approve the minutes of 8/17/2023, seconded by Pat Steffen. Motion was carried with a unanimous vote.

AGENDA: Beckie Polak motioned to approve the agenda, seconded by Wendy Stevens. Motion was carried with a unanimous vote.

ADMINISTRATION REPORTS:

DEVELOPMENT: No report due to early board meeting.

ASST. PRINCIPAL'S REPORT: See attached report.

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Fr. KORTE'S REPORT: No report.

COMMITTEE REPORTS:

TRANSPORTATION: Bus evacuation drills were conducted for Preschool - 12th grade on 9/13/23.

Cedar Catholic participated in the EMT Emergency Bus Mock Accident hosted by Hartington Fire and Rescue on Monday September 11th.

GROUND AND BUILDING: Air Conditioning at the MWAC gymnasium and concession area are completed.

FINANCE: Budget and expenses were reviewed. Daryl Kleinschmit motioned to approve the financial report, seconded by Wendy Stevens. Motion was carried with a unanimous vote.

OLD BUSINESS: None

NEW BUSINESS:

1. **Review the draft staff evaluation documents for the 2023-2024 school year:** See and review the attached Rule 10 Certified Employee Evaluation Policies and Procedures Checklist. These evaluations will be at the October board meeting for adoption. No motion needed.
2. **Consider, discuss and take-action to adopt the Emergency Preparedness Quick Reference Guides:**
 - a. We updated our Emergency Preparedness guides that hang by the door in each classroom. These guides are a quick reference for the drills and emergency procedures that are required to adopt and practice throughout the school year. Beckie Polak motioned to adopt the Emergency Preparedness guides as presented, seconded by Melissa Bowers. Motion was carried with a unanimous vote.
3. **School Crisis Manual:** Goal is to have the manual completed by the end of the first semester. This manual will provide detailed support for managing crisis situations that may arise throughout the school year. No motion needed.

CORRESPONDENCE: None

ADJOURNMENT: Beckie Polak made a motion to adjourn, seconded by Wendy Stevens. Motion was carried with a unanimous vote. Next meeting will be on August 17, 2023.

The closing prayer was led by Melissa Bowers.

Respectfully Submitted by Beckie Polak, Secretary