

Administration Meeting 8/21/2024

1. Opening Information Letter, schedules, etc...

- a. 2024-2025 Letter to parents
- b. Finalize Opening Staff Workshop Schedule

2. Handbook Changes: Review topics to cover with staff in our opening meetings.

- a. Work Hours: *7:30 to 4:00. (Staff Prayer/Meetings) Tuesday, Thursday, Friday*
- b. Hall passes and record logs: *Hall/Bathroom Passes, written passes for all other.*
- c. Cell phone regulations: *Kept in the locker, checked at the classroom door.*
- d. Discipline/classroom management, detentions, etc: *Teachers can give teacher detentions, the office will follow the handbook on school detentions done by the principal.*
- e. Homework/Grading: *A minimum of one grade per week with a reasonable turnaround on graded student work/tests.*

3. Teacher Observation Schedule/Focus

- a. Teachers will submit a class syllabus for the 2024-2025 school year by Labor Day.
- b. The Principal will continue to use a google doc for teachers to submit weekly lesson plans.
- c. The Principal will develop a teacher observation schedule for September identifying the focus for each walk-through visit.

4. School Safety/Crisis/Emergency Operation Plan (EOP)

- a. Classroom safety drill charts and manual (Review charts with all staff)
- b. Required Safety Professional Development: Develop and post training requirements for the 2024-2025 school year. We will compile and send list/links to Archdiocese.
- c. Required safety drills: Need to review with staff prior to drills.

5. School Accreditation Visitation Report and Response

- a. Review the 2022 Visitation Report and progress made in areas identified for improvement.
- b. Review the NDE accreditation letter and prepare for the onsite visit.

6. School Facility Rental Agreement and Waiver Form

- a. Response: We have the agreement from Catholic Mutual along with the waiver form for individuals/groups not associated with the school or parish.

7. Review the 2024 Cedar Catholic STRAT Plan with a three-year focus for 2024-2027.

- a. Review the proposed 2024-2027 STRAT Plan
- b. Discuss individual roles in working with the board committees.

8. Cedar Catholic Schools Bylaws: The Bylaws, Articles of Incorporation, and Lay President's Job Description were updated by the Archdiocese legal counsel.

- a. Review Cedar Catholic Schools Bylaws.
- b. Review Articles of Incorporation.
- c. Review Lay President's Job Description. (hope it is the final draft)

9. Cedar Catholic Open House: Review details of the Schedule for the Open House.

10. Blue Ribbon Committee: I will work with Joani Potts on scheduling these events.

- a. TBA. Executive Committee Meeting at HT Conference Room @ 5:30 PM
- b. August 18th Appreciation Supper at the Country Club @ 5:00 PM

11. Cedar Catholic School Website:

a. The office staff will continue working on getting information on the website as a communication resource for staff, students, and parents. We welcome any staff member interested in providing information on this site. This can be a great way for us to communicate with the various groups in our school and community.

12. Random Drug Testing Program

a. We need to order the testing kits and compiling the list of students for the program.

13. Students selling food items from their locker:

a. NO, students are not allowed to sell food items or other non-school related items during the school day.

14. Student TA's at Holy Trinity, Office and Work Based Programs: See required monthly forms for students involved in these programs.

15. Independent Reading Program: STAR Test Dates are open until September 13th. Students who test at or above grade level will be allowed study time rather than required reading time.

16. Morning Activities Conflict: If we have severe heat, we may need to move practice times to the morning to stay in compliance with NSAA regulations. We may encounter conflicts with activities that had to move practices to the mornings with other scheduled activities. All morning practices, not on the schedule must be approved through the Activities Director.

17. Robotics: Due to the additional classes, we had to move the two robotics rooms together. We will open the schedule again for students to enroll in the robotics class. Russ Gade will be assigned to teach the class. We will be recruiting parents of the students enrolled or interested in robotics to support the program outside of the regular school day (evenings, weekends)

18. Faculty Meeting: The High School faculty meeting is on the schedule for Tuesday, August 13th at 10:00 AM. We will be finalizing the agenda for this meeting this week. The Development Office staff will be included in this meeting to kick-off this school year.

19. Back to School Night: Our back to school night is Wednesday from 6:00-8:00 PM.

20. August Safety Drills: Bus Evacuation September 4th. Fire Drill: August 28th.

21. Principal's focus: Teacher walk-through observations. Cell phone policy check. Computer access (gaming, huddle), hall pass system, dress code and hair, custodial schedule, communication inside/outside of the building, 2024-2025 admin/teacher social contract,

22. Review 2023-2024 Budget Information: See Attached.

23. Review President's Job Description: 50% Cedar Catholic/50% Development Office. See attached.

24. Blue Ribbon Dinner Meeting Agenda: The Blue Ribbon Dinner was held on Sunday, August 18th. See attached Information.

25. Reassignment of Alissa Bartling's position and job responsibilities. Alissa will be working out of room 217. She will have a work assignment from the Development Office focusing on developing websites, promotional documents. See attached August Focus in the Blue Ribbon Meeting information. As she works through her Development Office responsibilities, we can begin to use her to assist us with the development of the Cedar Catholic website.

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