

Weekly Administration Meeting Agenda: 9/11/2024, 9/30/2024

1. **Opening Prayer**
2. **Strategic Plan and Board Committees:** Teachers and staff were asked to identify their top 3 choices on a google doc. I anticipate these groups to begin meeting in November. Teachers/staff have been assigned to the strategic planning board/staff leadership teams. Team leaders are currently updating completed actions through October 1st. Following the October school board meeting, sub-committees will meet prior to the December school board meeting.
3. **Safety Training for staff to drive school vehicles:** Cassie and Sheila will check with Catholic Mutual and UNK to see which of the required training we will need to complete. Catholic Mutual required meetings are only for those driving school vehicles with students.
4. **Safety Program Guidelines:** The safety Quick Reference Guides are to be hung next to the door and take with the teacher during a drill. The back pages (Red/Green) to be held up when the teacher has her group to their designated area. The first drill scheduled is bus evacuation. Review the safety protocol prior to drill. Required drills are:
 - Fire Drill: 10 times each year (Monthly)
 - Bus Evacuation: 2 times each year
 - Tornado Drill: 2 times each year
 - Lockdown: 2 times each year (secure)
5. **Bus Evacuation Drill:** The first bus evacuation drill was conducted on Wednesday, September 4th at 11:30 AM. The drills were conducted outside of Cedar Catholic Jr.-Sr. High School.
6. **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. STAR testing was completed for all 7-12 students.
7. **Robotics:** Due to the additional classes, we had to move the two robotics rooms together. We will offer robotics as a club program and recruiting parents of the students enrolled or interested in robotics to support the program outside of the regular school day (evenings, weekends).
8. **NDE Reports:** Complete and submit, then notify Superintendent Kauffold so she can go in and approve these reports as superintendent.
 1. **Rule 10 Assurance Nonpublic 2024-2025:** Due 11/1/2024. **Completed**
 2. **In the CDC - Nonpublic Membership Report:** Due 10/15/2024 **Completed**
 3. **Nonpublic Textbook Loan Participation for 2025-2026:** Submitted. The Archdiocese is hosting a textbook loan zoom meeting to share details about the new program for 2025. The textbook loan zoom meeting is set for October 8th from 8:00 to 10:00AM.
 4. **District Staff Reporting:** Opens August 2024 **Completed.**
9. **Teacher Observation/Evaluation:** Continue your walk through observations, eventually focusing on beginning and end of classes.
10. **Hall Passes/Telephones/Computer Firewall:** Continue to have teachers monitor these three areas. Make sure you continue to follow-up and collect the sign out sheets. Also, follow-up with those teachers assigned to monitor restrooms on their floors.
11. **Cedar Catholic School Website:** I have the president and school board websites created and up to date. Working on getting the new by-laws and articles of incorporation posted.

12. **Random Drug Testing Program:** Mr. Cattau will visit with teachers and coaches to inform them that we will be conducting random drug tests for students again this year.
13. **Extra-Duty Assignments:** Confirm extra-duty assignments with Cassie for the 2024-2025 school year.
14. **2024-2025 Social Contract:** Confirm/update the 2024-2025 social contract with employees.
15. **2024-2025 Bus Report:** Reviewed statistics and comparison between the 2023-2024 and 2024-2025 coop bus routes. We will use this information to develop a vehicle replacement cycle. See information attached below.
16. **Board Meeting Agenda Review:** Review October School Board Meeting Agenda.
17. **Textbook Loan Program:** Thank you for getting the parent request forms out for the 2025 textbook loan program. The textbook google doc was sent out on Tuesday to all teachers. Teachers are to work with their departments in prioritizing their recommendation on textbook replacements. We will use this information to organize a textbook/materials cycle for curriculum updates.
18. **Student Management:** Thank you for your continued efforts to support teachers to being consistent on setting high expectations for student behavior and classroom management. Teachers are reminded to give a student a chance to correct inappropriate behavior prior to assigning a disciplinary referral. The office will support you in managing your classroom, but, teachers need to be consistent in allowing a student a chance to correct their behavior.
19. **Closing Prayer**