

## **Administration Office Meeting 1/17/2025**

1. **Opening Prayer**
2. **January Safety Drill:** Fire Drill
3. **Teacher Observation Focus:** Reviewed October teacher observation schedule and focus. All new teachers and all teachers with less than 3 years at Cedar Catholic must have a formal evaluation conducted prior to Christmas break. Post conferences should be held as soon as possible or within the first two weeks of our return from Christmas break.
4. **Textbook Cycle:** Mrs. Larson, Ms. Pfeifer, and Mrs. Christensen will be working on textbook selection and curriculum updates. They may need release time to work together to order sample materials, discuss curriculum updates, etc...
5. **HNS/Catholic Schools Joint Admin. Meeting:** We met on January 16<sup>th</sup> with Holy Trinity and HNS administrators. See minutes from the meeting and 2025-2026 Calendar proposal.
6. **Cedar Catholic/Development Websites:** Review updates to the website and discuss areas for further development.
7. **Development Office Programs:** Review budget report for the first semester and discuss our involvement in supporting the GALA.
8. **February School Board Work Session:** The board will meet on Tuesday, February 18<sup>th</sup> at 5:30 PM, at the MWAC Learning Center. Strategic Plan Teachers committees will meet with board members to visit about the highlights for the year and consider input from the community leaders on suggested changes or focus for 2026.
9. **Inclement Weather Plan:** We have not used any days so far for inclement weather, however, we did lose one day for a broken main.
10. **Random Drug Testing:** Scheduled dates for 2<sup>nd</sup> semester Random Drug Testing.
11. **Staff Salaries:** I met with board members from Holy Trinity, East and West Catholic, and Cedar Catholic on 2025-2026 teachers and staff salaries. Members of the Holy Trinity Finance committee met following our meeting and we are scheduled to meet for a second time with Cedar Catholic board members on Monday, February 10<sup>th</sup> to finalize their recommendation on staff salaries, tuition, subsidies, and Development Office support.
12. **Budget Draft:** Reviewed a draft budget for the 2025-2026 school year. Included in this discussion is our recommendation on teacher and staff contracts, tuition, Development Office support, Parish subsidies, etc...
13. **Vehicle Replacement Plan:** Sheila and I will be working on a draft vehicle replacement plan. This plan will be funded by the Development Office.
14. **Staff Scholarships:** Discussion on applications to the Catholic Schools Office for scholarships for teachers to get graduate hours.
15. **Strategic Plan update:** Thank you for your work with staff to update the first year of the strategic plan. I will meet with the community leaders next Wednesday to review the plan and get input on areas discussed in their listening sessions that were not included in the plan.
16. **Items from the floor:**