

Administration Office Meetings 1/30/2024

1. **January Safety Drills:** Fire Drill and Lock Down Drill Please review the Safety Quick Reference Guide protocol prior to drill.
 - a. Review the “*Weapon on Campus, Lock Down, Intrude/Assault, and Reverse Evacuation tabs*” on “Quick Reference Guide”.
 - b. Make sure you review procedures with your students prior to the drill.
 - c. All drills are to be practices as a real event; quiet, orderly, efficient...
2. **January School Board Meeting:** School Board Meeting is re-scheduled for Thursday, January 25, 2024.
3. **Inclement Weather Plan:** Final review of inclement weather/school closing protocol. Calls for inclement weather will be made by 6:00 AM. If we initially call a late start, closings will be made by 8:00.
4. **Professional Development for Teachers:** Focusing on classroom management, APL teaching strategies, classroom observations, coaching strategies and teacher evaluations.
5. **Faculty/Staff Christmas Party:** Saturday, January 6th at the Bowling Alley.
6. **Dr. Hoelsing’s Eye Appts:** On January 5th and 26th @ 7:40 in Omaha, will be in at 10:30 AM on Fridays.
7. **Development Office Activities:**
 - a. Blue Ribbon Celebration: Friday, January 5th at the Big Hair Brewhaus.
 - b. The Development Office is still collecting information from their fall listening sessions with parents and community patrons. These sessions will focus on strategic planning input for the Cedar County Catholic Schools and Cedar Catholic. We will begin organizing this input in January.
8. **January 3rd Professional Development Workshop:**
 - a. Reviewed the 2023-2024 Teacher/Administrator Social Contract
 - i. Stressed open communication and honesty within faculty.
 - ii. Option for teachers to create Social Contracts with students for their classrooms.
 - iii. Teacher Compensation: committee of volunteers willing to review and make recommendations for improving teacher salary, benefits and other compensations
 - iv. **Resolving Conflicts:** See Conflict resolution on Principal’s Professional Development link.
 - v. **Teachers Detentions:** Requires student/teacher to call home and inform parents.
 1. Student makes the call to inform parent
 2. Teachers thanks the parent for their support
 - vi. **Discussed Repeat Offenders:** Data on first semester Discipline referrals.
 1. **1st Quarter:** 17 Fines, 15 Teacher detentions (2 repeat), 6 School detentions
 2. **2nd Quarter:** 4 Fines, 15 Teacher detentions (2 repeat), 8 School detentions (2 repeat)
 3. **1st Semester:** One 1-Day Suspension, Two 5-Day Suspensions
9. **2024-2025 School Calendar:** We are working on the first draft of the 2024-2025 school calendar. Attached is the first draft of the calendar proposal. Staff will provide their recommendations to present to the board of education. The board will be asked to adopt the finalized calendar at their February board meeting.
10. **Catholic Schools Week:** Catholic Schools Week is January 28th through February 3rd. See attached proposed schedule for the week.
11. **School Board Meeting:** Reviewed board meeting agenda and accompanying information. Board meeting packet will be uploaded to the board of education site and sent to board members on Wednesday, January 17th.
12. **February-April Teacher Evaluations:** Setup pre-conferences with teachers to review individual professional development tied to teacher observations and evaluations.
13. Review Safety Drill Videos:
 - a. Review 2 Videos on SRP Plan and Drill: Hold, Secure, Lockdown, Evacuate, Shelter
 - b. Send video series to staff to review prior to conducting the drill.
14. **Closing Prayer**