

Administration Office Meeting 10/10/2023

1. Opening Prayer

2. **Safety Program Guidelines:** Please review the Safety Quick Reference Guide protocol prior to drill. Required drills are:

Bus Evacuation: Annually

Fire Drill: 10 times each year (Monthly)

Tornado Drill: 2 times each year

Shelter in Place: 2 times each year (secure)

Lockout: 2 times each year

Lockdown: 2 times each year

Evacuate: 2 times (Off site location)

3. **October Safety Drill:** Our first Tornado drill will be at **9:30, Monday, October 16, 2023.**
- Run your class rosters and put them in the Emergency Flip Chart
 - Review the “Tornado” tab on your wall packet.
 - Make sure you review procedures with your students prior to the drill.
 - All drills are to be practices as a real event; quiet, orderly, efficient...
 - All students/staff go to the assembly room and wait for instructions.
4. **Rule 10 Compliance:** Each year the Department of Education requires accredited schools to file a statement of assurance on Rule 10 guidelines. See guidelines posted on the principal’s webpage.
5. **Emergency, Safety and Security Management Plan:** We received our draft management plan. The crisis team will need to meet and review the work you did last summer with NDE. Our goal is to have it ready for board adoption in December.
6. **Teacher Observation Focus:** Reviewed October teacher observation schedule and focus. The October focus switches to the last serial position (7-10 minutes) of the lesson. *Closure and Homework.* (empower and launch).
7. **Flu Shots Available:** Matt Steffen called and offered to come to school to give flu shots on **Friday, October 13th @ 7:30AM.**
8. **Staff Safety Training Videos:** Discussion on the required and optional staff safety training videos from the Archdiocese and Catholic Mutual Insurance. Administration will work with the Archdiocese and Catholic Mutual to make sure we provide access to these required/optional trainings. **Submit request to the Catholic Schools Office to approve our Required and optional 2023-2024 Safety Training for all staff.**
9. **HVAC System:** We still have an issue in room 119 with the condensate unit. This is scheduled to be fixed by this Friday.
10. **Rule 10 ACA Submission:** Complete and submit the Rule 10 Assurance on the NDE Portal.
11. **October School Board Meeting:** Confirm agenda items for board discussion and/or adoption.
12. **State Golf Tournament:** The State Class C Girls Golf Tournament was held in North Platte on Monday/Tuesday, October 9-10. Maci Schommer represented Cedar Catholic in qualifying for the State Tournament. Congratulations to Maci and her coach, Sheila Jueden!
13. **Inclement Weather Plan:** Discussed inclement weather/school closing protocol.
14. **Craft Fair:** The Development Office will be hosting the annual Craft Fair from 9:00 to 2:00 on Saturday, December 2, 2023 @ MCWAC.
15. **Random Drug Testing:** We conducted our first random, student drug test on Thursday, October 12th. Thank you for your continued support of this program.
16. **Custodial Program:** We hired Laura Steffen as a part-time custodian to assist Jeff with the housekeeping responsibilities. We are in the process of putting a schedule together and will post the schedule when it is done. Please make sure you are aware of when your room is scheduled for cleaning.
17. **Closing Prayer**