

Administration Office Meeting 11/20/2024

1. **Opening Prayer**
2. **November Safety Drill:** Fire Drill (We need two prior to Christmas break.)
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:** See draft textbook review cycle. We need to have our plan completed and sent in to the Archdiocese before Christmas break.
5. **HNS/Catholic Schools Joint Admin. Meeting:** Scheduled for Tuesday, November 26th. Hosted by Holy Trinity.
6. **Cedar Catholic/Development Websites:** Review updates to the website and discuss areas for further development.
7. **Development Office Programs:** The Shoppe and Savour and Fall Blitz were both successful events hitting their target audience/fund raising goals. The **Blue-Ribbon Online Christmas Auction** kicked off on Sunday, November 17th. Thanks for the continued efforts and support to keep these programs viable.
8. **Scholarship Luncheon:** The Cedar Catholic Scholarship Luncheon is scheduled for December 18th at MWAC Learning Center. We need to make sure the Kitchen is informed of the number of students not eating lunch on that day.
9. **January School Board Meeting:** The January School Board Meeting is scheduled for January 7th at 5:30 PM, at the MWAC Learning Center.
10. **Inclement Weather Plan:** Discussed inclement weather/school closing protocol. At our joint administrator meeting w/ HNS, we agreed to the same protocol as last year.
11. **Random Drug Testing:** Scheduled dates for the final 1st semester Random Drug Testing.
12. **Budget Review and Comp. Study:** We are beginning our work on budget and planning for the 2025-2026 school year. We still need salary, benefit, and tuition information from Norfolk Catholic, St. Mary's, Archbishop Bergan, and tuition information from St. Francis.
13. **Robotics and Investment Club Activities:** Rick Perk has done an outstanding job of supervising and directing our Robotics Club for this year. I also met with Brandon Baller to begin planning the Investment Club program for this year. We are looking at hosting the meetings over noon hour at the Learning Center. High School students interested in participating will be invited to attend. We will work with Mr. Cattau and Mr. Gade on classroom and investment club schedules.
14. **Strategic Plan update:** Review the board/staff committee assignments and discuss our plan for supporting meetings between school staff and new board members. These meetings need to be held prior to Christmas break.
15. **Closing Prayer**