

## Administration Office Meeting 11/30/2023

### 1. December Focus:

2. **December Safety Drills:** Lock Out and Secure/Shelter in Place and Fire Drill Please review the Safety Quick Reference Guide protocol prior to drill.
  - a. Review the “Lock Out and Shelter in Place” tab 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...
3. **Emergency, Safety and Security Management Plan:** We received our draft management plan. We sent the plan our staff worked on last summer with NDE to Nesbitt and Associates to have them work our plan into our overall plan for the building.
4. **December School Board Meeting:** No December School Board Meeting, however, we will post our reports on the board website.
5. **Inclement Weather Plan:** Review 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.
6. **Craft Fair:** The Development Office will be hosting the annual Craft Fair from 9:00 to 2:00 on Saturday, December 2, 2023 @ MCWAC.
7. **Custodial Program:** We are still in the hunt for part-time support for our maintenance department. In the meantime, please let us now if you have any concerns or needs that need our attention.
8. **Development Office Activities:** The Development Office began 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.
9. **Teacher Observation Focus:** Complete 1<sup>st</sup> semester classroom observations and post conferences before Christmas break. *Closure and Homework.* (empower and launch). During the 2<sup>nd</sup> semester, we will expand our observations to include all of the Cedar Catholic Instructional Norms. **Important:** Provide immediate and specific feedback on all student work within 3-5 Days of submitted work, unless exception for special projects.
10. **Student Behavior and Classroom Management:** Reviewed our current student behavior and classroom management protocols, teacher detentions and school detentions. We will work with teachers in our January 3, 2024 workday to discuss any changes to these protocols for the second semester.
11. **January 3<sup>rd</sup> Professional Development Workshop:** We will focus on # 9 and #10 in our professional development workshop in the January 3<sup>rd</sup> afternoon workshop.
12. **Christmas Coffee:** The Cedar Catholic office staff will host a Christmas Coffee on Monday, December 18<sup>th</sup> for Office staff from Hartington Public, Holy Trinity Elementary, Holy Trinity Parish, Development Office, and East/West Elementary from 10:00 AM to 2:00 PM. Cedar Catholic staff are welcome to stop by for a coffee/apple cider and a Christmas snack!
13. **Closing Prayer**

