

## Administration Office Meeting 11/7/2023

1. **Opening Prayer**
2. **Safety Program Guidelines:** Please review the Safety Quick Reference Guide protocol prior to drill.  
Required drills are:
  - Bus Evacuation:** Completed September
  - Fire Drill:** (Completed Sept/Oct) 10 times each year (Monthly)
  - Tornado Drill:** (1 completed, Each Semester)
  - Shelter in Place (Hold):** 2 times each year (secure)
  - Lockout:** 2 times each year
  - Lockdown:** 2 times each year
  - Evacuate:** 2 times (Off site location)
3. **November Safety Drills:** \_\_\_\_\_  
Fire drill will be \_\_\_\_\_
  - a. Run your class rosters and put them in the Emergency Flip Chart
  - b. Review the “Tornado” tab on your wall packet.
  - c. Make sure you review procedures with your students prior to the drill.
  - d. All drills are to be practices as a real event; quiet, orderly, efficient...
4. **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.
5. **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. Discussed posting these on our principal website.
  - a. How Teachers can Stop Bullying: (Dr. Hayley Watson)
    - i. Stop Bullying Step 1: <https://www.youtube.com/watch?v=8l7D2fBpyiE>
    - ii. Stop Bullying Step 2: <https://www.youtube.com/watch?v=UAl7OHYcPFE>
    - iii. Stop Bullying Step 3: <https://www.youtube.com/watch?v=jQyQtEWek24>
    - iv. Stop Bullying Step 4: <https://www.youtube.com/watch?v=EOd66D-kXiI>
  - b. Overcoming Trauma and Depression: (Dr. Hayley Watson)
    - i. Mental Health Documentary: <https://www.youtube.com/watch?v=ds6nhVHJ0Lc>
    - ii. Body Image & Binge Eating; <https://www.youtube.com/watch?v=mZWRRF9N0ck>
    - iii. Suicide Awareness Documentary: <https://www.youtube.com/watch?v=0thsQxDUYvk>
6. **Teacher Observation Focus:** Reviewed October-November 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). **Important:** Provide immediate and specific feedback on all student work within 3-5 Days of submitted work.
7. **November School Board Meeting:** Review agenda items for board discussion and/or adoption.
8. **Inclement Weather Plan:** Discussed inclement weather/school closing protocol. Meet with Hartington Public Administration to discuss protocol for school dismissals/cancellations.
9. **Craft Fair:** The Development Office will be hosting the annual Craft Fair from 9:00 to 2:00 on Saturday, December 2, 2023 @ MCWAC.
10. **Custodial Program:** We are still in the hunt for part-time support for our maintenance department.
11. **Development Office Activities:** The Development Office will begin 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. Our leaders meeting is scheduled for Monday, November 13, 2023. The purpose of this meeting is to review the process and expectations of parent/community patron meetings.
12. **Closing Prayer**