

### **Administration Office Meetings 2/13/2024**

1. **February Safety Drills:** Monthly Fire Drill and 2<sup>nd</sup> Lock Down Drill (without video presentations). 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. **February School Board Meeting:** Review Agenda for the School Board Meeting scheduled for Thursday, February 15, 2024.
3. **Inclement Weather Plan:** 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. **Development Office Activities:**
  - a. 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 beginning in February.
6. **2024-2025 School Calendar:** We are working on the third draft of the 2024-2025 school calendar. After meeting with Hartington-Newcastle Public School Administration, we agreed to reconsider calendar recommendations to better align calendars to support shared classes and transportation. We shared this with our teachers and asked for input on any other recommendations to make this a better plan. Final proposal will be completed at our Administrator Meeting on Tuesday, February 13th. The board will be asked to adopt the finalized calendar at their February board meeting on the 15th.
7. **2024-2025 Budget Material:** We are in the process of verifying budget information to begin planning for the 2024-2025 school year. We just received salary schedules from the Rural Catholic Schools and will be working with staff and board members to adjust salary and budget packages for the 2024-2025 school year. Staff costs are about 85% of the total budget.
8. **Teacher PD: Tuesday, February 13<sup>th</sup> at 7:40 Prayer:** APL Lesson Demonstration and review the teacher role on our evaluation process.
9. **Reminder:** We need to keep on top of returning student work in a timely manner. Our goal on regular assignments is 3 days or within the week. Exceptions are for lengthy assignments (research papers, projects, etc....). Our eligibility requirements are dependent on your ability to keep caught up on inputting grades in.

### **Closing Prayer**