

Weekly Administration Meeting Agenda: 9/11/2024

1. **Opening Prayer**
2. **Strategic Plan and Board Committees:** Teachers and staff were asked to identify their top 3 choices on a google doc. I anticipate these groups to begin meeting in November.
3. **Safety Training for staff to drive school vehicles:** Cassie and Sheila will check with Catholic Mutual and UNK to see which of the required training we will need to complete.
4. **Safety Program Guidelines:** The safety Quick Reference Guides are to be hung next to the door and take with the teacher during a drill. The back pages (Red/Green) to be held up when the teacher has her group to their designated area. The first drill scheduled is bus evacuation. Review the safety protocol prior to drill. Required drills are:
 - Fire Drill: 10 times each year (Monthly)
 - Bus Evacuation: 2 times each year
 - Tornado Drill: 2 times each year
 - Lockdown: 2 times each year (secure)
5. **Bus Evacuation Drill:** The first bus evacuation drill was conducted on Wednesday, September 4th at 11:30 AM. The drills were conducted outside of Cedar Catholic Jr.-Sr. High School.
6. **Independent Reading Program:** STAR Test Dates are open until September 13th. Students who test at or above grade level will be allowed study time rather than required reading time.
7. **Robotics:** Due to the additional classes, we had to move the two robotics rooms together. We will offer robotics as a club program and recruiting parents of the students enrolled or interested in robotics to support the program outside of the regular school day (evenings, weekends).
8. **NDE Reports:** Complete and submit, then notify Superintendent Kauffold so she can go in and approve these reports as superintendent.
 1. **Rule 10 Assurance Nonpublic 2024-2025:** Due 11/1/2024
 2. **In the CDC - Nonpublic Membership Report:** Due 10/15/2024
 3. **Nonpublic Textbook Loan Participation for 2025-2026:** Submitted
 4. **District Staff Reporting:** Opens August 2024
9. **Teacher Observation/Evaluation:** Continue your walk through observations, eventually focusing on beginning and end of classes.
10. **Hall Passes/Telephones/Computer Firewall:** Continue to have teachers monitor these three areas. Make sure you continue to follow-up and collect the sign out sheets. Also, follow-up with those teachers assigned to monitor restrooms on their floors.
11. **Cedar Catholic School Website:** I have the president and school board websites created and up to date. Working on getting the new by-laws and articles of incorporation posted.
12. **12. Random Drug Testing Program:** Mr. Cattau will visit with teachers and coaches to inform them that we will be conducting random drug tests for students again this year.
13. **Extra-Duty Assignments:** Confirm extra-duty assignments with Cassie for the 2024-2025 school year.
14. **2024-2025 Social Contract:** Confirm/update the 2024-2025 social contract with employees.
15. **Closing Prayer**