



Board, Administration, Budget and Finance Programs

Strategy 7.1: Review current hiring practices to ensure the selection, hiring, development and retention of quality administration, teaching, and support staff.

- Expand advertising and recruitment of potential candidates for open positions.
- Work with area colleges and universities on recruiting potential teacher candidates (Career Fairs, Career Days, etc.)
- Review the selection and interview process to ensure candidates are the right fit and possess the necessary credentials.
- Research staff development programs and schedule time to update staff on new and/or changing education programs.
- Develop and implement an exit interview with staff prior to leaving employment.

Strategy 7.2: Research, develop, and implement an evaluation system to promote and support effective instruction and classroom management.

- Annually review handbooks and communicate expectations outlined in the student and teacher handbooks.
- Continue to provide support and guidance to teachers to improve student behavior and classroom management.
- Develop and implement a teacher/counselor evaluation instrument in alignment with Archdiocese Policies.
- Develop and implement an administrator evaluation instrument in alignment with Archdiocese Policies.

Strategy 7.3: Increase staff visibility in the community and continue posting administrative meeting and program information on the principal's website.

- Increase staff visibility in the community at school and community events.
- Continue posting administrative meetings and program information on the school's website.
- Continue to be involved in our parish guild groups, Catholic Daughters/Knights of Columbus, EMHC and/or lector at church.
- Continue posting information on the principal's website.

Strategy 7.4: Increase transparency and consistent reporting of all budget and finance expenditures and receipts including tuition, endowments, savings, etc....

- Research and implement a program for on-line giving/bill paying, etc....
- Continue to publish financial reports monthly.

Strategy 7.5: Conduct annual salary/benefit studies with Rural Catholic Schools and area public schools to ensure a competitive workforce compensation package.

- Continue to conduct annual salary/benefits comparability study (Rural Catholic Schools, Area Public Schools)
- Continue to meet with elementary school board representatives on salary/benefits schedule.

Strategy 7.6: Continue posting board agendas, administrative reports, finance reports and meeting minutes on the school website.

- Continue to post board agenda and meeting materials on the school board website.
- Organize a committee to review reorganization of Cedar Catholic Jr.-Sr. High School's structure, board make-up, and governing bylaws.
- Create a Lay President position and accompanying job description for Cedar Catholic Jr.-Sr. High School and Development Office to be operational for the 2024-2025 school year.

Strategy 7.7: Review effectiveness of classroom management, discipline and student supervision in alignment with school handbook guidelines.

- Annually review and update student and teacher handbooks (teachers & administration)
- Host a student assembly each month to review what has been good and what needs to be worked on.



**COMPLETED ACTION STEPS
October 1, 2024 Report**

- 7.1 Attended the 2024 Wayne State College Career Fair to recruit potential new teacher interest in Cedar Catholic.
- 7.1 Hired a new Language Arts Teacher from Wayne State College for the 2024-2025 school year.
- 7.1 Hired a Family and Consumer Science teacher and initiated a new part-time program at the Jr/Sr high levels.
- 7.1 Hired an Art teacher and initiated a new part-time program at the Jr/Sr high levels.
- 7.3 Expanded the school administration website to include board and administration information and updates.
- 7.3 Continued posting administration weekly meeting minutes, calendars, etc...
- 7.2 Initiated a new student/behavior management system to allow for better tracking and accountability of student incidents throughout the school day.
- 7.2 Initiated the NO mobile phones in classrooms regulation and purchased "Classwize" to allow teachers/office to track student laptops and discourage distractions online.
- 7.2 Developed a new Lay President Job Description and Evaluation Instrument for the 2024-2025 school year.
- 7.4 Continued posting financial reports on a monthly basis.
- 7.5 Conducted a formal study of rural Catholic Schools and area public school salary and benefit schedules for the 2024-2025 school year.
- 7.5 Hosted several meetings with teachers and administrators to discuss their recommendations for board consideration of salary and benefits for the 2024-2025 school year.
- 7.5 Hosted East and West Catholic, Holy Trinity, and Cedar Catholic board representatives to reach consensus on salary and benefit packages for the 2024-2025 school year.
- 7.5 Developed and adopted a balanced budget for the 2024-2025 school year. See budget information posted on the Cedar Catholic board website.
- 7.6 Reorganized the Cedar Catholic School Board, Bylaws and Articles of Incorporation effective for the 2024-2025 school year.
- 7.6 Created a Lay President and accompanying job description for Cedar Catholic Jr./Sr. High School and Development Office for the 2024-2025 school year.
- 7.7 Created a teacher advisory team to review and make recommendations for changes to the 2024-2025 Cedar Catholic Handbooks.
- 7.7 Hosted a parent advisory group to review handbooks and make recommendations to the Cedar Catholic School Board on updates to the 2024-2025 handbooks
- 7.7 Presented teacher and parent recommendations to the board for their consideration in adopting the 2024-2025 handbooks.

July 1, 2024 Report

- 7.2 Teachers and administrators established a social contract for the 2023-2024 school year outlining professional work expectations for the 2023-2024 school year.
- 7.2 Teachers and administration researched, developed, and implemented a teacher evaluation instrument in alignment Cedar Catholic Instruction Norms and Catholic Expectations. Evaluation instrument posted on the Principal's website.
- 7.2 Counselor and administration researched, developed, and implemented a counselor evaluation instrument in alignment Counseling and Catholic Expectations. Evaluation instrument posted on the Principal's website.
- 7.2 Teachers and administration researched, developed, and implemented an administrator evaluation instrument in alignment with Archdiocese Policies. Evaluation instrument posted on the Principal's website.