

**Administration Summer Update: 6/25/2025 (Office Staff Focus)**

- 2024-2025 Contract Days Verification: Submit work calendar to reflect contract days worked and personal, sick, and vacation leave used during the contract year.
- Summer Work Hours: 9:00 to 3:00. We are scheduled to work 9:00 to 3:00 in June and July. Regular Office hours 7:30 to 4:00 start the first of August.

**Done:** Complete School Accreditation Visitation Report and Response to items identified in the on-site visit.

- NURSE: update student immunization records.
- Send student transcripts.
- Complete grades and open 2025-2026 school year.
- Approve and send purchase orders for 2025-2026 school year.
- Update school and activity calendar for the 2025-2026 school year.
- Update season passes for all activities.
- Complete the student schedules for the 2025-2026 school year.
- Complete student packets for the 2025-2026 school year.
- Complete Faculty packets for the 2025-2026 school year.
- Wrestling Program: Coordinate and finalize meet schedules, practice schedules, coaching assignments, practice layout, etc... to address parent concerns associated with termination of COOP Program.

**1. Summer Principal Work Focus:**

**Done:** Complete NDE end-of-year reports for 2024-2025 school year.

- Complete the Activity Progress on the Strategic Plan for July 1, 2025 Report
- Handbooks: Review hall-pass logs, cell-phone use (kept in the locker, checked at the classroom door), office referrals and prepare a summary report on student management systems.
- Review Homework/Grading: A minimum of one grade per week with a reasonable turnaround on graded student work/tests in handbook. Review input from staff on recommended 2025-2026 handbook changes. We also need to put the annual report policy in our handbook.
- Review School Safety/Crisis/Emergency Operation Plan (EOP) and work with Rob Bengston to coordinate Safety team meeting and changes to the safety program.
- Order testing kits and compile list of students drawn at random for the Drug testing program.
- 2025-2026 Opening Information: Letter to parents, Letter to teachers/staff, schedules, finalize Opening Staff Workshop Schedule, coordinate return to school schedule and teacher packets, etc...
- Coordinate the back to school fair in coordination with the return to school open-house.
- Identify required CMG and Seizure online teacher/staff training modules.
- Review 2025-2026 class syllabus and google doc system for teachers to submit weekly lesson plans.

**2. Summer President's Work Focus:**

- Review and update 2025-2026 Cedar Catholic School Website
- Review the 2024-2027 Cedar Catholic STRAT Plan with a three-year focus for 2024-2027.
- Update the Strategic Plan July 1, 2025 Progress Report. (Development)
- Develop School Board Meeting Agenda and materials for the July 15, Reorganization Meeting.
- Work with the Board President to review/assign board committees for the 2025-2026 school year.
- Review Cedar Catholic School Bylaws and Articles of Incorporation with the new board chair.
- Meet with the board chair to review requirements of the Lay President's Job Description.
- Work with HNS to coordinate bus routes and drivers for the 2025-2026 school year.

**Done:** Finalize purchase and pick-up the 2020 Blue-Bird Bus from Masters Transportation.

**Done:** Follow-up on school bus service and repair: buses, small vehicles and trailer.

**Done:** Create a Google Doc system to manage drivers and vehicles for activity events.

**Done:** Create a Google Doc system to manage vehicle maintenance and repairs.

**Done:** Create a Google Doc system to coordinate and schedule substitute teachers.

**Done:** Create a Google Doc system for technology repairs.

**Done:** Create a Google Doc system and update purchase order request forms to match invoices.

**Done:** Create a Google Doc to manage teacher observation log and schedule.

**Development Office Administration Focus**

- Blue Ribbon Committee: Work with Joani Potts on scheduling the 2025-2026 Blue Ribbon Kickoff.
- Truck Raffle: Schedule and work with truck ticket sales at summer events. (*Picked up on 6/19/25*)
- 2024-2025 Development Program Budget: Complete the July 1, 2025 Finance Report.
- 2025-2026 Development Program Budget: Finalize the office and program budget.
- Update Development Office and Alumni Websites for the 2025-2026 school year.
- Print and hang the 2005, and 2016-2024 Class Composite Pictures.
- Work with Emily Leise to digitize class composites for the website.

**Done:** Work on developing a searchable alumni website database.

**Done:** Train on Flocknote and send notes between Development Office personnel