

## Administration Office Meeting 10/16/2023

1. **Opening Prayer**
2. **Safety Program Guidelines:** Please review the Safety Quick Reference Guide protocol prior to drill. Required drills are:
  - Bus Evacuation:** Annually
  - Fire Drill:** 10 times each year (Monthly)
  - Tornado Drill:** 2 times each year
  - Shelter in Place:** 2 times each year (secure)
  - Lockout:** 2 times each year
  - Lockdown:** 2 times each year
  - Evacuate:** 2 times (Off site location)
3. **October Safety Drill:** Our first Tornado drill will be at **9:30, Wednesday, October 18, 2023.**
  - 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...
  - e. All students/staff go to the assembly room and wait for instructions.
4. **Rule 10 Compliance:** Each year the Department of Education requires accredited schools to file a statement of assurance on Rule 10 guidelines. See guidelines posted on the principal’s webpage.
5. **Emergency, Safety and Security Management Plan:** We received our draft management plan. The crisis team will need to meet and review the work you did last summer with NDE. Our goal is to have it ready for board adoption in December.
6. **Teacher Observation Focus:** Reviewed October 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).
7. **Flu Shots Available:** Matt Steffen came to the school to give flu shots on **Friday, October 13th @ 7:30AM for any staff from Cedar Catholic and Holy Trinity Elementary.**
8. **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.
  - a. How Teachers can Stop Bullying: (Dr. Hayley Watson)
    - i. **Stop Bullying Step 1:** <https://www.youtube.com/watch?v=8I7D2fBpyiE>
    - ii. **Stop Bullying Step 2:** <https://www.youtube.com/watch?v=UAI7OHyCpFE>
    - 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>
9. **HVAC System:** We still have an issue in room 119 with the condensate unit. This is scheduled to be fixed by this Friday.
10. **Rule 10 ACA Submission:** Completed and submitted the Rule 10 Assurance on the NDE Portal.
11. **October School Board Meeting:** Review agenda items for board discussion and/or adoption.
  - a. Approve Certificated Staff Evaluation Documents
  - b. Approve Support Staff Evaluation Documents
  - c. School Crisis Manual: See Draft Manual
12. **State Golf Tournament:** The State Class C Girls Golf Tournament was held in North Platte on Monday/Tuesday, October 9-10. Maci Schommer represented Cedar Catholic in qualifying for the State Tournament. Congratulations to Maci and her coach, Sheila Jueden!
13. **Inclement Weather Plan:** Discussed inclement weather/school closing protocol. Meet with Hartington Public Administration to discuss protocol for school dismissals/cancellations.
14. **Craft Fair:** The Development Office will be hosting the annual Craft Fair from 9:00 to 2:00 on Saturday, December 2, 2023 @ MCWAC.
15. **Random Drug Testing:** We conducted our first random, student drug test on Thursday, October 12<sup>th</sup>. Thank you for your continued support of this program.

16. **Custodial Program:** We hired Laura Steffen as a part-time custodian to assist Jeff with the housekeeping responsibilities. We are in the process of putting a schedule together and will post the schedule when it is done. Please make sure you are aware of when your room is scheduled for cleaning.
17. **Substitute Teacher Approval:** Our request for additional days for local substitute teacher permit holders working at Cedar Catholic has been approved for the 2023-2024 school year.
18. **First Quarter Review:** Discussed first quarter Office focus and possible goals for the second quarter.
19. **Closing Prayer**