

Administration Office Meeting 9/14/2023

1. Opening Prayer

2. **Safety Program Guidelines:** The new safety Quick Reference Guides for each classroom are here. They need to be distributed to each staff member. These 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:

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. **Safety Training for all staff:** Catholic Mutual Group hosts a website with safety videos for teachers and staff. The ESU Coordinating Council also distributes a list of annual trainings and requirements for school personnel. We will be working with our Crisis Team in September to finalize our list of required/optional staff training and videos for this school year.
4. **Bus Evacuation Drill:** The first bus evacuation drill is scheduled for Wednesday, September 13th at 8:00 AM. We schedule this drill in coordination with the grade school. The drills will be held at the Msgnr. Werner Parking lot. Sheila will be dismissing students by class for the drill. **Great job with the bus evacuation drills. Thanks for your support.**
5. **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.
6. **Star Testing:** The 7th and 8th grade students will take the STAR tests during the week of Sept. 18-22. Mrs. Larson will be administering the Reading tests, and Mrs. Koch will be administering the Math tests in their classrooms.
7. **Wednesday PLC Workshop:** We will meet in the library and complete the Rule 10 Technical Assistance Survey. Please bring your computers to access the google doc to tabulate the results.
8. **September Fire Drill:** Our first fire drill will be Wednesday, September 27, 2023.
- Run your class rosters and put them in the Emergency Flip Chart
 - Review the "Evacuation/Reverse Evacuation" tab on your wall packet.
 - Make sure you review procedures with your students prior to the drill.
 - All drills are to be practices as a real event; quiet, orderly, efficient...
 - Take your wall flip chart with you on the drill.
 - Hold up "RED" or "GREEN" when you reach your location.
 - If you are to proceed to an off-site location, walk to the MWAC unless directed to a different location.
9. **Paper/Copy:** Reminder, consider the use of an electronic option for instructional materials rather than a paper copy if possible. If we all contribute a little, we can better manage our monthly copy costs. Thanks
10. **Closing Prayer**