

Administration Office Meeting 9/27/2023

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. **Teacher Workshop:** Review 2023-2024 Teacher Social Contract and student relationship/management systems. Teaching is a hard job. Your administration is committed to make sure you have the support you need to be successful. Our kids deserve a great learning environment.
11. **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.
12. **Dinner for Education:** The bus leaves for Omaha at 3:00 on Thursday. We still have one seat available.
13. **Blue Ribbon Celebration:** Cedar Catholic is 1/3 funded by the Cedar Catholic Development Office. The Development Office is funded by the Blue-Ribbon Committee. We need to make sure we show our appreciation for their support.

14. **Fire Drill: Review fire drill procedures.** Discuss the first fire drill and documentation needed for the report. Next drill we will push the regular alarm to make sure all of the fire doors are operational. Time was 1.09 minutes (129 students). Thank you, teachers, for your leadership in carryout these safety drills.
15. **Teacher Observation Focus:** Complete teacher observation reports for September, first serial position. (*Feeling Tone, Overview, Anticipatory Set/Bell Ringer, Agendas, Learning Targets/Objectives*) and schedule post conferences to review observations. 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).
16. **Finalize Rule 10 Assurance Statement:** Complete and submit the Nebraska Department of Education Rule 10 Accreditation Statement of Assurance. Report due November 1, 2023
17. **Flu Shots Available:** Matt Steffen called and offered to come to school to give flu shots. We need to visit with Megan about getting back to Matt and scheduling a time.
18. **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.
19. **HVAC System:** As of Wednesday, we still have one AC unit that is offline at this time. The part is in and the repair is scheduled to be completed this week. (*Thursday update*) The new compressor has been installed and AC should be working in all classrooms. We still have an issue in room 119 with the condensate unit. AC works, but will be fixed by next week Friday. Thanks for your patience!
20. **The Alumni Weekend and Blue-Ribbon Celebration:** The alumni executive committee did a great job of hosting the alumni event and breakfast this past weekend. The Blue-Ribbon Committee also hosted a celebration and annual meeting on Sunday. This is a great group of people who are committed to supporting Catholic education in Cedar County. The Development Office also shared a complete finance report along with announcing an expansion of their office with the Hiring of Alissa Bartling as Development Coordinator. Finance and annual reports from this event are posted on the principal's and Development Office websites.
21. **Closing Prayer**