

Planning Focus for August 23, 2023

1. **Teacher Observation Schedule/Focus**
 - a. *Teachers will submit a class syllabus for the 2023-24 school year by Labor Day.*
 - b. *Administration will develop a google doc for teachers to submit weekly lesson plans.*
 - c. *Administration will develop a teacher observation schedule for September identifying our focus for each visit.*

2. **School Safety/Crisis/Emergency Operation Plan (EOP)**
 - a. *Classroom safety drill charts and manual (Review charts with all staff)*
 - b. *Required Safety Professional Development: Develop and post training requirements for the 2023-2024 school year. We will compile and send list/links to Archdiocese.*
 - c. *Required safety drills: Need to review with staff prior to drills*

3. **School Accreditation Visitation Report and Response**
 - a. *Review the 2022 Visitation Report and recommendations for improvement.*
 - b. *Host a planning session with staff on our focus for the 2023-2024 school year.*

4. **School Facility Rental Agreement and Waiver Form**
 - a. *Response: We have the agreement from Catholic Mutual along with the waiver form for individuals/groups not associated with the school or parish.*

5. **Cedar Catholic Strategic Plan 2019-2024: Faith Development, Finance Stability (Competitive Salaries/Affordable Tuition), Promote Academic Excellence, Stakeholders (Communication/Engagement), Marketing (Increase enrollment)**
 - a. *Validate progress on the current Cedar Catholic STRAT Plan.*

6. **Expand the current STRAT Plan with a three-year focus for 2023-2026 to eventually include all schools and support groups in the community.**
 - a. *Develop a plan for staff input in each of the identified areas.*

7. **Cedar County Catholic Schools Bylaws (Cedar Catholic, Holy Trinity and East/West Catholic)**
 - a. *Review Cedar County Catholic Schools Bylaws.*

8. **Blue Ribbon Committee:**
 - a. *September 5th Executive Committee Meeting at HT Conference Room @ 5:30 PM*
 - b. *September 24th Appreciation Supper at the Country Club @ 5:00 PM*

9. **Shovel-Ready Grant Application: Due October/November of 2023.**
 - a. *We are working on identifying the possible projects to be included in the grant/grants application this Fall.*

10. **Cedar Catholic School Website:**
 - a. *The office staff is working on getting information on the website as a communication resource for staff, students, and parents. We welcome any staff member interested in providing information on this site. This can be a great way for us to communicate with the various groups in our school and community.*

11. **Random Drug Testing Program**
 - a. *We are ordering the testing kits and compiling the list of students for the program.*