

School Improvement Steering Committee Meeting 9/6/2023

Agenda

1. **Opening Prayer**
2. **Review previous school improvement Action Plan:** *Reviewed previous school improvement action plan and discussed possible options for soliciting input on future goals/action plans, etc...*
3. **Review NDE External Visitation Report:** *The only recommendations for action on the NDE visitation report is to have staff complete the Technical Assistance Survey. Members of the steering committee will coordinate that activity.*
4. **Staff Training and Safety Requirements for 2023-2024:** *The new Emergency Preparedness classroom charts are here and will be distributed on Friday to all teachers. Training requirements will be shared with teachers at our meeting on Friday morning.*
5. **DRT Program recommendations for 2023-24:** *The 2023-2024 DRT plan is posted on the principal's webpage. This will officially begin next week.*
6. **Discuss new teacher evaluation document:** *The proposed teacher evaluation document will be presented to the board of education for their review and sent to the Catholic School Office this week. Thank you to the teachers who offered input on this document. Principals will schedule and begin visiting classrooms this week. The observation schedule will be completed by Friday and posted on the principal's website.*
7. **Closing Prayer**

Administration Office Meeting 9/7/2023

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.
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. **Closing Prayer**