

Administrator Focus for August 27, 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.*
- d. *Developed draft employee performance evaluation documents to present to the board of education for their approval and shared with staff for their input.*

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*
- d. *The safety wall charts were sent to the printer on Monday, August 28th. We will begin safety drills in September once we have a chance to review our protocols.*

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.*
- c. *We will be completing the school improvement survey in September as recommended in the State Accreditation Report. Audrey Freeman is completing a google doc for the tabulation of staff responses.*

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.*
- b. *Meeting with Scott Schremp to review progress on the plan and the process of compiling information to support the goals of this plan.*

6. Cedar Catholic Strategic Plan: Expand the current plan to sunset in 2024 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. *Reviewed Cedar County Catholic Schools Bylaws.*
- b.

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:** We are working on putting more information on the school website as a resource for staff.
- 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.*
 - Posted on the Site: Trojan Trackers, Administrator Meeting Updates*
 - The APL Resource Guide is posted on the Principal's Professional Development Site.*
 - Draft - teacher evaluation form is posted on the site.*

11. **Random Drug Testing Program**

- Test kits are ordered and we have compiled the list of students for the program.*

12. **Student TA's at Holy Trinity:** Mr. Bengston asked for an update on how the 8 students are working out at Holy Trinity Elementary. Mr. Cattau checked with the elementary staff on the students assigned to work in their building.

- The words used by the elementary teachers describing the work of their TA's were "great, excellent, polite, respectful, hard-working, amazing"*

13. **Students selling food items from their locker:** We no longer have the food cart. Are students allowed to sell items from their lockers?

- NO**, students are not allowed to sell food items or other non-school related items during the school day.*

14. **Office Support:** We are beginning to have more students wandering. With students working in the office, they like to come from class and hangout in the office. Please continue to keep unsupervised students in the hallways to a minimum during class periods.

15. **Morning Activities Conflict:** During the heat, we moved several practice times to the morning to stay in compliance with NSAA regulations. However, we have several activities that have moved practices to the mornings that may be in conflict with other activities. All morning practices, not on the schedule must be approved through the Activities Director (Mr. Cattau).

16. **Independent Reading Program:** Thank you to Mr. Bengston and several teachers who worked on the JH Independent Reading proposal. See the posted proposal to begin after Labor Day.

- 8/23 Meeting is in black.
- 8/27 Update is in red.