

### Administration Office Meeting 1/4/2024

1. **January Safety Drills:** Fire Drill and Lock Down Drill Please review the Safety Quick Reference Guide protocol prior to drill.
  - a. Review the “*Weapon on Campus, Lock Down, Intrude/Assault, and Reverse Evacuation tabs*” on “Quick Reference Guide”.
  - b. Make sure you review procedures with your students prior to the drill.
  - c. All drills are to be practices as a real event; quiet, orderly, efficient...
2. **January School Board Meeting:** School Board Meeting is scheduled for Thursday, January 18, 2024.
3. **Inclement Weather Plan:** Final review of inclement weather/school closing protocol. Calls for inclement weather will be made by 6:00 AM. If we initially call a late start, closings will be made by 8:00.
4. **Professional Development for Teachers:** Focusing on classroom management, APL teaching strategies, classroom observations, coaching strategies and teacher evaluations.
5. **Faculty/Staff Christmas Party:** Saturday, January 6<sup>th</sup> at the Bowling Alley.
6. **Dr. Hoelsing’s Eye Appts:** Every Friday in January @ 7:40 in Omaha, will be in at 10:30 AM on Fridays.
7. **Development Office Activities:**
  - a. Blue Ribbon Celebration: Friday, January 5<sup>th</sup> at the Big Hair Brew House.
  - b. The Development Office is still collecting information from their fall listening sessions with parents and community patrons. These sessions will focus on strategic planning input for the Cedar County Catholic Schools and Cedar Catholic. We will begin organizing this input in January.
8. **January 3<sup>rd</sup> Professional Development Workshop:**
  - a. Reviewed the 2023-2024 Teacher/Administrator Social Contract
    - i. Stressed open communication and honesty within faculty.
    - ii. Option for teachers to create Social Contracts with students for their classrooms.
    - iii. Teacher Compensation: committee of volunteers willing to review and make recommendations for improving teacher salary, benefits and other compensations
    - iv. **Resolving Conflicts:** See Conflict resolution on Principal’s Professional Development link.
    - v. **Teachers Detentions:** Requires student/teacher to call home and inform parents.
      1. Student makes the call to inform parent
      2. Teachers thanks the parent for their support
    - vi. **Discussed Repeat Offenders:** Data on first semester Discipline referrals.
      1. **1<sup>st</sup> Quarter:** 17 Fines, 15 Teacher detentions (2 repeat), 6 School detentions
      2. **2<sup>nd</sup> Quarter:** 4 Fines, 15 Teacher detentions (2 repeat), 8 School detentions (2 repeat)
      3. **1<sup>st</sup> Semester:** One 1-Day Suspension, Two 5-Day Suspensions
9. **Closing Prayer**

