

## **Administration Office Meeting 10/11/2024**

1. **Opening Prayer**
2. **Strategic Plan update:** Review the October report of progress on the Strategic Plan priorities. See updated report on the website under “Board of Education”.
3. **October Safety Drill:** Our lock down drill will be Monday, October 28, 2024.
  - a. All drills are to be practices as a real event; quiet, orderly, efficient...
  - b. Review the “Lock Down” tab on your wall packet.
  - c. Make sure you review procedures with your students prior to the drill.
  - d. Teachers remove the magnet from your door, keep students out of direct sight of the door.
  - e. Students/staff are to remain in their classrooms until the door is unlocked by administration.
4. **Teacher Observation Focus:** 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).
5. **Flu Shots:** Last year Matt Steffen came to school and gave flu shots to faculty members. We need to check to see if our staff is interested in having him come again this year.
6. **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. Submit request to the Catholic Schools Office to approve our required and optional 2024-2025 Safety Training for all staff.
7. **October School Board Meeting:** Confirm agenda items for board discussion and/or adoption.
8. **Inclement Weather Plan:** Discussed inclement weather/school closing protocol. At our joint administrator meeting w/ HNS, we agreed to the same protocol as last year.
9. **Random Drug Testing:** We conducted our first quarter student drug tests on September 30<sup>th</sup> and October 10<sup>th</sup>.
10. **Custodial Program:** We are still having some issues in the boys restroom. Please remind teachers that is important to continue to use hallway passes and to keep and turn in the hallway log sheets. Also, remind the men teachers on each restroom level to continue to check the restrooms on a regular basis.
11. **Closing Prayer**