

Administration Office Meeting 10/3/2023

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. **October Safety Drill:** Our first Tornado drill will be _____, October __, 2023.
- Run your class rosters and put them in the Emergency Flip Chart
 - Review the “Tornado” tab on your wall packet.
 - Make sure you review procedures with your students prior to the drill.
 - All drills are to be practices as a real event; quiet, orderly, efficient...
 - All students/staff go to the assembly room and wait for instructions.
4. **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.
5. **Wednesday PLC Workshop:**
6. **Emergency, Safety and Security Management Plan:** We received our draft management plan. The crisis team will need to meet and review the work you did last summer with NDE. Our goal is to have it ready for board adoption in December.
7. **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).
8. **Flu Shots Available:** Matt Steffen called and offered to come to school to give flu shots. We need to visit with Megan about getting back to Matt and scheduling a time.
9. **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.
10. **HVAC System:** We still have an issue in room 119 with the condensate unit. This is scheduled to be fixed by this Friday.

11. Closing Prayer