

### **Administration Office Meeting 12/20/2023**

1. **December Safety Drills:** Lock Out and Secure/Shelter in Place and Fire Drill Please review the Safety Quick Reference Guide protocol prior to drill.
  - a. Review the “Lock Out and Shelter in Place” tab 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. **December School Board Meeting:** No December School Board Meeting, however, we will post our finance reports on the board website.
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. **Christmas Coffee:** The Cedar Catholic office staff hosted a Christmas Coffee on Monday, December 18<sup>th</sup> for Office staff from Hartington Public, Holy Trinity Elementary, Holy Trinity Parish, Development Office, and East/West Elementary from 10:00 AM to 2:00 PM. Thank you for stopping by and joining our visitors to our building.
5. **Development Office Activities:** The Development Office will collect 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.
6. **January 3<sup>rd</sup> Professional Development Workshop:** We will focus on the following topics:
  - a. Student Behavior and Classroom Management
  - b. Staff Response to Bullying Issues
  - c. Cedar Catholic Instruction Norms
  - d. 2<sup>nd</sup> Semester Strategic Plan and Community Input
7. **Closing Prayer**