

September Administration Meetings: 9/5/2025, 9/26/2025

1. **School Safety:** We hosted an all-staff workshop on School Safety (Intruder) and Critical Incident. The workshop ran from 1:00 to 2:30 on Wednesday, September 3rd at the Cedar Catholic Library. Great questions from staff as we prepare to conduct our first lockdown training next week.
2. **Cedar Catholic and Development Office Audits:** Jeremy Smith from the Catholic Schools Office conducted the audit with Cedar Catholic and the Development Office in July-August. I will have a conference call on Friday afternoon at 2:00 to review recommended budget and accounting changes.
3. **Truck Tickets:** Discussed update on ticket sales and share thoughts on contacts with ticket sellers. On Wednesday we were just under 50% of our goal of 1,600 tickets with two weeks to go.
4. **Scissor Lift Support:** The Booster Club, Holy Trinity and Cedar Catholic all agreed to support (1,500) each to purchase the lift. The Booster Club and Holy Trinity have approved the purchase. We submitted our application to the Development Office and will need approval from the Development Committee.
5. **Msgr. Werner Gym Rooftop HVAC:** Don Kathol set the new HVAC unit on Thursday morning. We hope to have it up and running by the end of the week.
6. **September School Board Meeting:** The September School Board Meeting is scheduled for Tuesday, September 16th at 5:30 at the Msgr. Werner Learning Center. Items for board action or discussion???
7. **Smart Pass:** We are still working on minor changes to the system. Students and teachers are doing of great job with the implementation of the new system.
8. **HNS, Holy Trinity, East & West and Cedar Catholic Joint Admin. Meeting:** HNS will host the first joint administrator meeting next Thursday, Sept. 11th at 9:30 AM. Mr. Johnson is developing the agenda which will include coordination of Homecoming festivities.
9. **September Teacher Observations:** We need to start logging and conducting individual teacher observations on the portal. September walk-through focus is on **Beginning** (7-10 minutes) and **Ends** (7-10 minutes) (Anticipatory set, bell ringer....Closure). See procedures posted on the website on the president's professional development website. <https://www.cedarcatholic.org/vnews/display.v/ART/651aec5b34aee>
10. **School Lunch:** With school lunch prices increase, are we seeing any impact on the number of students participating and electing to bring their own lunch?? An email I received from a concerned parent shared her lunch bill was \$500 last month for 3 JH/HS students.
11. **Conflict Resolution:** Reviewed the conflict resolution document. Our goal is to encourage early communication on possible conflicts rather than deal with an escalating issue that could have been more easily resolved. See conflict resolution on the president's website.
12. **Portal System:** We are still working out the programming to fit our needs. We need to get Rob Morten a Cedar Catholic email in order for him to access the system. For the most part, the system will provide better communication and greater transparency.
13. **Website:** I continue to explore and expand information uploaded to the school website. The School Activity sites are updated. The team pictures were taken last week, but not available yet. We are currently having some access issues with pop-ups possibly blocking our sites. I learned yesterday that the school website could be accessed on a logout from Sycamore. Rob Morten is working on this issue.
14. **Strategic Plan and Board Committees:** Dr. Hoising will begin working with STRAT Committee Chairs on determining appropriate measurements/metrics to use to validate improvement in their STRAT area.
15. **Safety Program Guidelines:** The safety Quick Reference Guides 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:
 - Fire Drill: 10 times each year (Monthly)
 - Bus Evacuation: 2 times each year
 - Tornado Drill: 2 times each year
 - Lockdown: 2 times each year (secure) First one on Friday, September 26th.
16. **Review our first lockdown practice:** Send an email out to teachers asking for their feedback on the first lockdown drill.
17. **Robotics:** The 7-12 Robotics Club should begin in October. Contact Rick Perk to come in and visit with Mr. Paltz. Discussion on giving service credit to high school students willing to assist with the JH program.

18. **NDE Reports: Complete and submit.**
 - **Rule 10 Assurance Nonpublic 2025-2026:** Completed
 - **In the CDC - Nonpublic Membership Report:** Completed
 - **Nonpublic Textbook Loan Participation report for 2025-2026:** Submitted to ESU Coordinating Council.
 - **NDE District Staff Reporting:** Completed
19. **Teacher Observation/Evaluation:** Continue your walk-through observations, focusing on beginning and end of classes. Make sure new teachers have a minimum of one observation per month. Review lesson plans and begin discussion on their focus for first semester evaluations. (lesson organization, classroom management, student relationships, gradebooks)
20. **Smart Pass Update:** Discussion on the use of the Smart Pass System. We need to be consistent in requiring students/teachers to use the system to monitor hallway traffic during class time and improve our ability to assist teachers with managing this system.
21. **Random Drug Testing Program:** Mr. Cattau will visit with teachers and coaches to inform them that we will be conducting random drug tests for students again this year.
22. **2025-2026 Social Contract:** Confirm/update the 2025-2026 social contract to support consistency in building professional relationships and establishing clear expectations.
23. **Portal:** Discussion on the use and updating the portal. It is extremely important that the portal is kept current especially in the areas that affect employee pay (bus drivers, substitute teachers). Cassie relies on the Portal system and Sycamore for payroll while on maternity leave. I know Rob Morten is struggling with access to the technology repair system due to his email address. We need to get this resolved. Jeff does a great job of keeping up on facility issues. John Lammers may need a text to remind him to check for needed repairs.

CLASSROOM MANAGEMENT AND STUDENT RAPPORT STRATEGIES

Teachers use the EXCEL model to communicate with students. Students work collaboratively to create their own rules via a social contract. Students hold each other accountable using "checks" and "fouls." An environment is created that emphasizes positivity through "good things" and "affirmations."

The EXCEL model:

- **Engage:** Students are greeted at the door with a handshake, hug, or high-five with eye contact and a sincere welcome.
- **X-plore:** Teachers listen and attend to the personal, emotional and academic needs of our students.
- **Communicate:** Teachers communicate care as well as content.
- **Empower:** Teachers empower students to gain the ability to "use and do" the things they have been taught.
- **Launch:** Deals with how we "end and send" our students into the world. The purpose is to start our students on a course of action by ending our classes on a powerful note.

The Social Contract:

The Social Contract is created by the students, assisted by the teacher, in an effort to answer four questions regarding the environment of the classroom. The four questions include:

- How do you want to be treated by the teacher?
- How do you want to be treated by each other?
- How do you think the teacher wants to be treated by you?
- How do we want to treat each other when there is conflict?

The resulting answers make up a list of adjectives which serve as the basis for student expectations of behavior in the classroom.

The Social Contract is signed by all classroom members including the teacher.

The document is also shown to classroom visitors and they are encouraged to sign the contract as well.

The document is referred to on a regular basis to highlight success and serves as a guide for when problems arise.

The Four Behavior Questions:

These are questions that we ask to help stay true to the social contract:

- What are you doing?
- What are you supposed to be doing?
- Are you doing that?
- What are you going to do about that?

Good Things:

At the beginning of classes teachers will start with "good things," in which students share something good that is going on with them. This creates an environment of positivity and helps build relationships.

**Cedar Catholic Jr. -Sr. High School
Teacher/Administrator
2025-2026 Social Contract**

- 1. How do you want to be treated by the administrator?**
 - a. Respected and valued as a colleague.
 - b. Supportive and work to minimize classroom distractions
 - c. Consistent and fair with expectations, handbook rules, etc...
 - d. Be present and visible in the hallways and classrooms
 - e. Develop a professional relationship of mutual trust

- 2. How do you want to be treated by each other?**
 - a. Kindness, grace, positive, uplifting, encouraging
 - c. Be present and supportive of each other
 - d. Prepared and organized especially (substitutes)
 - e. Teamwork and inclusive

- 3. How do you think the administrator wants to be treated by you?**
 - a. Treated with respect, be honest and trustworthy
 - b. Teachers will do what you say they will do
 - c. Support goals to unify schools and establish a collective vision for our schools.

- 4. How do you want to be treated by each other when there is a conflict?**
 - a. Be honest, kind, and caring
 - b. Patience, especially in difficult situations
 - c. Be open minded and listen to the other side