



STRATEGIC PLAN

2024-2027

Mission Statement:	1
Belief Statements:	1
Exit Outcomes:	2
Objectives:	3
Strategies:	3
Action Plans:	6
Religious Education Program:	7
Core and Elective Education Programs:	8
Activity Programs:	9
Technology Programs:	10
Career Education and Guidance Programs:	11
Communications and Public Relations Programs:	12
Board, Administration and Finance Programs:	13
Support Programs:	14
Transportation, Buildings and Grounds Programs:	15
Development Office & CCC Board:	16
Completed Action Report:	18

Mission Statement

The loftiest aspiration of our organization.

Mission Statement: Empowered by our Catholic faith and the Holy Spirit, Cedar Catholic Jr.-Sr. High School develops disciples, scholars, and leaders for the future.

Beliefs

Fundamental values, ethical codes, and overriding convictions and principles.

Belief Statements: Cedar Catholic Jr.-Sr. High School believes that:

- All students can learn and must develop a sense of responsibility for their learning and actions;
- Learning takes place through individual and interactive activities;
- All students deserve equitable and quality learning opportunities that provide for individual differences;
- Family support and guidance is critical in the learning process;
- The school must be a community whose Christian values are understood, communicated, and demonstrated;
- Respect and acceptance are essential in the development of a student's dignity and self-worth;
- The school must reach out and collaborate with local and parish communities, as visible witnesses of God's love and service in the Church;
- Participation in group activities (both academic and extracurricular) is vital in assisting the student to develop responsibility, Christian attitudes, and leadership;
- The school is committed to providing a safe and supportive environment to ensure student educational success;
- It is the duty of the State to protect, through legislation, the right of the family to educate children in their religious beliefs.



Exit Outcomes

Established guidelines from which Cedar Catholic will operate.

Self-imposed regulations: Things Cedar Catholic graduates will demonstrate

1. **Exit Outcomes:** Graduates of Cedar Catholic Jr.-Sr. High School will be able to demonstrate:

- Catholic religious knowledge, virtue, and practices:
 - o By their personal belief in God through their lifestyle; and
 - o By their ability to display knowledge of moral and religious practices and obligations.
- Complex thinking skills:
 - o By applying academic knowledge to logical problem-solving strategies;
 - o By applying analytical and logical reasoning to everyday living; and
 - o By displaying innovative and creative thought processes.
- Effective communication skills:
 - o By using a variety of research skills and resources;
 - o By expressing ideas clearly;
 - o By effectively communicating for a variety of purposes;
 - o By effectively communicating through a variety of mediums; and
 - o By creating quality products.
- Effective social skills:
 - o Through the ability to self-assess and monitor behaviors in a group;
 - o By exhibiting community interaction; and
 - o By developing relationships and fostering cooperation with all age groups and races.
- Independent learning skills:
 - o By being self-motivated and self-directed;
 - o By establishing clear goals and means for success; and
 - o By seeking new challenges and considering choices before acting.
- A balance of spiritual, emotional, social, and physical practices for wellbeing:
 - o Through an appreciation and acceptance of one's beliefs and culture;
 - o Through an awareness of the effect of personal behavior on the greater community;
 - o Through global awareness;
 - o By pursuing personal standards of excellence; and
 - o By making healthful choices in diet and exercise.

Objectives

Desired end results.

Objective 1: Cedar Catholic Jr.-Sr. High students will have the opportunity to excel academically, possess diverse coursework with strong rigor, a solid foundation of skills, and an opportunity to have a well-rounded Catholic education (both curricular and extra-curricular) consistent with Cedar Catholic Beliefs and Exit Outcomes to achieve their personal goals.

Objective 2: Cedar Catholic Jr.-Sr. High School will have the technology, facilities, transportation and program resources to meet the needs of 21st-century learning while enabling our school to support the interest and needs of students to pursue a career of their choice and success in a competitive workforce.

Objective 3: Cedar Catholic Jr.-Sr. High School will meet the needs of our community to attract, develop and retain a quality workforce, manage financial resources, grow enrollment, build relationships with other communities, and promote parent and community involvement and support of Cedar Catholic Jr.-Sr. High School.

Strategies

Strategies are intended to close the gap between our baseline data (where we are) and our mission (where we want to be). Desired and measurable end results.

Religious Education Programs

Strategy 1.1: Increase involvement, visibility and continuity of Priests and/or Religious in our schools and Parishes.

Strategy 1.2: Continue to schedule and increase access to Mass, Retreats, Rally's, Eucharistic Adoration, Campus Ministry and Discipleship, and Community Service Programs.

Strategy 1.3: Continue to explore and expand resources and materials used in Religious Education Classes.

Strategy 1.4: Increase opportunities for parents to be more involved in their child's faith formation and increased Vocations.

Core and Elective Education Programs

Strategy 2.1: Review/update curriculum, textbooks, and materials aligned to our Catholic Faith and Accreditation Standards (Language Arts, Math, Science, Social Studies)

Strategy 2.2: Review/update elective course options, curriculum, textbooks, and materials aligned to our Catholic Faith and Rule 10 Accreditation Standards.

Strategy 2.3: Promote and increase access and support for a competitive Visual and Performing Arts Curriculum, Schedule, and Extra-Curricular Programs.

Strategy 2.4: Recruit, develop, and retain teachers and administrators with the credentials, endorsements, and certification in their assigned areas.

Activity Programs

Strategy 3.1: Review practice schedules and adopt and implement guidelines to reduce conflict with other programs and Wednesday/Sunday Church Services.

Strategy 3.2: Review and promote increased student participation in athletic and performing arts extra-curricular programs, clubs, and community events.



Strategy 3.3: Research and implement programs to promote parent participation and support for students involved in extra-curricular programs.

Strategy 3.4: Recruit, develop, evaluate, and retain quality coaches, sponsors and directors for all extra-curricular activities and student clubs.

Strategy 3.5: Consider expanding options for students to earn physical education credits for summer and after/before school strength training programs.

Technology Programs

Strategy 4.1: Review IT service, support, hardware and software available to staff and students to ensure our students have access to state-of-the-art technology.

Strategy 4.2: Research programs and schedules to allow student access to programs in STEM, Robotics, Web Design, Coding, Programming, etc....

Strategy 4.3: Expand websites and communication systems to promote parent and community involvement and support for Cedar Catholic Jr.-Sr. High School.

Career Education and Guidance Programs

Strategy 5.1: Research programs to promote student awareness of workforce and college options in alignment with career interests and aptitudes.

Strategy 5.2: Research and increase Dual Credit and College Credit options for students interested in accessing early entrance post-secondary programs.

Strategy 5.3: Research and implement mental health and anti-bullying programs and support for students and staff.

Strategy 5.4: Continue support and implementation of a structured Work-based program focused on building career awareness and employability skills.

Strategy 5.5: Research and expand scholarship opportunities with the Development Office, Community, and College Programs.

Communications and Public Relations Programs

Strategy 6.1: Work with Parish Offices to promote Catholic School Programs in Weekly Bulletins.

Strategy 6.2: Expand communications, support, and cooperation between East and West Elementary, Holy Trinity, and Cedar Catholic Jr.-Sr. High School.

Strategy 6.3: Research, develop and implement programs to promote parent awareness of scheduled events, changes, and options for increased involvement.

Strategy 6.4: Research, develop and implement recruitment programs to encourage parents to consider the benefits of Catholic School for their children.

Strategy 6.5: Expand use of Websites, Social Media, video productions, etc.... to market the benefits of Catholic Education at Cedar Catholic Jr.-Sr. High School.

Board, Administration and Finance Programs

Strategy 7.1: Review current hiring practices to ensure the selection, hiring, development and retention of quality administration, teaching, and support staff.

Strategy 7.2: Research, develop, and implement an evaluation system to promote and support effective instruction and classroom management.

Strategy 7.3: Increase staff visibility in the community and continue posting administrative meeting and program information on the principal's website.

Strategy 7.4: Increase transparency and consistent reporting of all budget and finance expenditures and receipts including tuition, endowments, savings, etc....

Strategy 7.5: Conduct annual salary/benefit studies with Rural Catholic Schools and area public schools to ensure a competitive workforce compensation package.

Strategy 7.6: Continue posting board agendas, administrative reports, finance reports and meeting minutes on the school website.

Strategy 7.7: Review effectiveness of classroom management, discipline and student supervision in alignment with school handbook guidelines.

Support Programs

Strategy 8.1: Review current hiring practices to ensure the selection, hiring, development and retention of quality administration, teaching, and support staff.

Strategy 8.2: Review coop bus program with Hartington-Newcastle Public and East and West Elementary School relating to funding and efficiency of the coop program.

Strategy 8.3: Review student transportation systems and parking safety before and after school and parking availability around schools.

Strategy 8.4: Develop a schedule for vehicle replacement and establishment of a finance option through the Development Office in support of this program.

Strategy 8.5: Review current facility needs and implement a plan to finance and schedule needed facility improvements.

Transportation, Buildings and Grounds Programs

Strategy 9.1: Review behavior/discipline guidelines and communication systems to promote a safe and orderly transportation system.

Strategy 9.2: Research, develop, and implement an evaluation system to promote and support effective instruction and classroom management.

Strategy 9.3: Increase staff visibility in the community and continue posting administrative meeting and program information on the principal's website.

Strategy 9.4: Increase transparency and consistent reporting of all budget and finance expenditures and receipts including tuition, endowments, savings, etc....

Development Office & Cedar Catholic Jr. -Sr. High School Board:

Strategy 10.1: Research and develop a program to research grant opportunities and expand and promote individual gifts, events, endowment and estate planning.

Strategy 10.2: Continue program to recognize and appreciate the support of Blue-Ribbon Committee Members and develop a plan to expand membership.

Strategy 10.3: Review current annual events and schedule and research ideas for updating or expanding community/alumni fund raising programs.

Strategy 10.4: Reorganize the Cedar Catholic Jr.-Sr. High School Board, By-laws and Articles of Incorporation in directing activities of the Development Office, Blue Ribbon Committee.

Strategy 10.5: Hire a Lay President and develop the job description to include governance of Cedar Catholic and the Development Office.

Strategy 10.6: Develop a plan to create transparency, engage stake-holders, connect with supporters and alumni and promote Development Office Programs.

Strategy 10.7: Continue efforts to increase sources of revenue from the Development Office for ALL Catholic Schools, keeping tuition and subsidies affordable.

Strategy 10.8: Continue and expand the K-12 Tuition Assistance Program for any families needing support to enroll their children to our Catholic Schools.

Strategy 10.9: Research and develop programs to expand and promote individual gifts, grants, etc... in support of early childhood programs.



Action Plans

Action Plans are steps taken in order to accomplish the strategies listed as important. Action plans must be funded, have staffing resources, time committed to seeing the action plan through, and communication on what is to be done, and what is finished. The action plan must be measurable and evaluated annually.

Action Plans:

Religious Education Programs

Strategy 1.1: Increase involvement, visibility and continuity of Priests and/or Religious in our schools and Parishes.

- Continue to invite Priests and seminarians to visit Theology classes on a Monthly basis in order to have a presence with students, to get to know students, and to be available to answer questions.
- Invite retired and visiting Priests and Sisters to visit and meet with Cedar Catholic students.

Strategy 1.2: Continue to schedule and increase access to Mass, Retreats, Rally's, Eucharistic Adoration, Campus Ministry and Discipleship, and Community Service Programs.

- Continue to have students attend Mass weekly and on Holy Days.
- Continue to have each class participate in an off-campus retreat each year that is run by a priest and Campus Ministry members.
- Connect with Newman Centers of local universities/colleges; FOCUS missionaries; other high school Catholic schools for CCHS high school students for retreats, etc.
- Continue to have each class attend first Friday Mass, spends their theology time at church for Eucharistic Adoration, and participates in Benediction.
- Continue to coordinate a service day where students ring bells for the salvation army at various locations, students help decorate church, choir sings at nursing homes, etc.
- Continue to host the Large Youth rally every other year & ideas for mini-rallies and schedule and coordinate mini retreats in off years of the larger Rally. Sending students to our elementary schools to do religious activities with elementary kids.
- Continue to have each class go to Confession once a month - either during Theology class time or as a big group.

Strategy 1.3: Continue to explore and expand resources and materials used in Religious Education Classes.

- Continue to provide a Bible for students to use in and outside class.
- Continue to provide teachers the Hallow app for personal use and in their classroom.
- Coordinate with the Evangelism Institute (EI) to provide resources and professional development to meet the 26-hour Catholic Schools Archdiocese Program.

Strategy 1.4: Increase opportunities for parents to be more involved in their child's faith formation and increased Vocations.

- Continue recruiting parents, grandparents, and community volunteers and share their faith in Discipleship Groups.
- Invite parents to daily mass - use bulletins; send note at beginning of year Cedar Masses at 8am or 2:40; check Sycamore calendar
- Continue supporting CCHS staff that are parents/grandparents to invest in their child(ren)'s faith formation by being actively involved in church, school and activities by being teachers, support staff and coaches of various activities.
- Continue to focus prayers for Vocations in the classroom - Rosary for Vocations; use school chapel to offer adoration – and Invite FOCUS missionaries to share their journey of Faith to increase Vocations to the Priesthood or Religious life.



COMPLETED ACTION STEPS

January 1, 2025 Report

- 1.1 Priests continue to visit classrooms, lead discussions, and teach lessons when available or scheduled.
- 1.1 Fr. Zachary Tucker coming on Friday Dec 13 to visit with Fr. Korte and Mrs. Christensen about what kind of visits do we want from him with our kids .
- 1.2 Continue to attend weekly Mass. See Mass schedule on the Trojan Tracker.
- 1.2 First Friday Nov. 1 and Dec 6 - all classes had opportunity to go to Adoration at HT church.
- 1.2 Class retreats were held for all classes in Oct, Nov, Dec - Campus Ministers gave witness talks along with the Culture Project presentations.
- 1.2 Hosted Discipleship in November and December.
- 1.2 Confession during Theology classes in November for December: Reconciliation service for 12, 11, 10 and then 7,8,9.
- 1.2 Theology students are working on first semester Archdiocesan assessments.
- 1.2 Students continue to work on their service hours by serving at Mass, at the Fall Blitz, concession stands, church cleaning - they need 10 for 2nd Quarter.
- 1.2 Campus Ministers are invited to read books to HT students on December 6th.
- 1.2 Juniors. and Seniors are invited to help at the Yankton Area Banquet .
- 1.2 Chapel - Adoration time for kids - Dec 17 Adoration in the chapel - as part of Las Posadas - journey of Mary and Joseph.
- 1.2 Service Day on Friday Dec 20 for all Cedar students - going to Benedictine Monastery, Majestic Bluffs, Crofton teachers, Salvation Army ringing bells.
- 1.3 Continue to explore and expand resources and materials used in Religious Education Classes.
- 1.3 Students continue to use their Bibles for class and Adoration.
- 1.3 Use the Hallow app for Advent music, daily quiz, podcasts.
- 1.3 Seniors used various online resources to research and present on a pope of their choice.
- 1.3 Advent wreath displayed in entryway.
- 1.3 Holy Souls list and prayers said during Nov.
- 1.3 ACRE test taken by 9th and 12th graders in Nov.
- 1.4 Calendars, bulletins and Sycamore has Mass times for Cedar students.

Ideas for future

- Seniors will visit Norfolk Monastery Jan 10
- Focus Missionary - Sara Burbach to visit in January, contacting Sydney Becker to visit, add Jared Burbach to that list too
- Fr. Keiter suggested looking at people from area Newman Centers like Wayne, UNL, UNO, SDSU to come into Cedar to visit with kids
- Fr Vogel would like us consider Theology class time - stay away from 1st period so priests can come in and visit and not worry about Mass time
- CSW - invite parents to something or Vocations activity
- Campus Ministry to go to Osmond to do activity with elementary kids
- Mount Marty - Magnify the Mount events - Fr. Keiter suggested the living Stations in Lent
- Mrs. Mainquist 8th graders will email priests/religious brothers and sisters about their order and life - 2nd Semester
- Fr. Korte suggested doing something like HT school - invite the parents of the class to come in and lead a rosary - we could do the whole school at the end of the day or pray with the class in the chapel - intentions could be vocations, for the class
- Discipleship discussion - Adam Pinkelman, Renae Mainquist and Lori Christensen plan to meet with Campus Ministers for a round table discussion about the groups -what is it, how to make it better, possibly activities
- Witness volunteers for Friday Benediction - Ben Kleinschmit, Jayda Bernecker Klug, Adam Pinkelman
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October 1, 2024 Report

- 1.1 Fr. Vogel has been to Cedar to visit and teach the Juniors and Seniors.
- 1.1 Fr. Knecht has been to Cedar to visit and teach the 7th and 9th grade.
- 1.1 Fr. Korte has stopped by to visit one section of the Juniors and Jr. High.



- 1.1 Fr. Keiter making the final arrangements for the class retreats - he is bringing in the Culture Project to help lead the retreats with the Campus Ministers still giving short witness.
- 1.2 Cedar students attend Mass on every First Friday, one Tues or Thurs and then two Wednesday's in the afternoon.
- 1.2 Campus Ministers held a retreat in July - discussed their strengths and weaknesses; making Jesus the center of their lives.
- 1.2 Eucharistic Adoration - all Cedar classes were able to go to church for adoration time - with ipad utilized to play Christian music.
- 1.2 Fr. Korte changed the way he is doing Benediction at the end of the day - he offered his witness with music. Going forward, he wants a student and an adult to offer their witness.
- 1.2 Confession was held during Theology classes on Sept 17 with Fr. Vogel, Fr. Liewer, Fr. Korte, Fr. Knecht, and Fr. Keiter all helping.
- 1.2 Fr. Korte blessed Cedar Catholic and had a short Eucharistic Procession around the school in September.
- 1.2 Discipleship started on September 4 & Oct 2- groups are separated by gender and grouped as grades 7,8,9 and then grades 10, 11, 12 - to help encourage conversation.
- 1.2 Rosary Rally 2024 - joining the Archdiocese of Omaha in praying the rosary for Vocations.
- 1.2 Classes will go to the chapel to pray the rosary as a group and then turn in the number to the Archdiocese Catholic School Office.
 - Students have used their Bibles for Theology classes and Adoration.
 - Teacher Retreat in August held in Coleridge.
 - Teachers have used Hallow app for class and own faith development.
- 1.3 Evangelium Institute this year will focus on Acts of the Apostles with a new leader who is very enthusiastic about his Catholic faith.
- 1.3 Teachers prayed a rosary for the Crofton children who were involved in an accident.
- 1.3 Juniors will have new Morality books for 2nd Semester this year.
- 1.3 Seniors have used online sources to find out about the Marriage Preparation - online FOCCUS test, Holy Trinity Marriage prep guidelines, Archdiocese of Omaha marriage prep guidelines
 - First Friday Mass in Sept - Cedar and HT invited grandparents to attend the Mass.
 - Printed calendars, church bulletins, and Sycamore post Mass for parents.
 - Seniors in CCHS chapel - prayers for vocations - collect names of priests from the seniors and freshmen to have intentional prayers for them.
- 1.4 Discipleship leaders - eight leaders are parents while 3 leaders are grandparents of CCHS students.
- 1.4 Invited an RCIA participant to share their story with Juniors who are studying the Sacraments of Initiation.

July 1, 2024 Report

- Rev. Owen Korte Celebrates weekly Masses, Reconciliation, Benediction, attends student functions, and currently serves as the President of Cedar Catholic High School.
- Rev. Jim Keiter conducts Retreats for our students in addition to celebrating Masses, Reconciliation, and other Church functions.
- Father Kevin Vogle Celebrates weekly Masses, Reconciliation, and Religion Classes at Cedar Catholic.
- Mr. Thomas Metya, Seminarian, supported our Religion classes on a weekly basis along with his support of school Masses, Benedictions, Campus Ministry, etc....
- Area and retired priests provide support and school Masses and Reconciliation.
- Students attend Mass weekly and on Holy Days.
- Each class participates in an off-campus retreat each year that is run by a priest and Campus Ministry members.
- Each class attends first Friday Mass, spends their theology time at church for Eucharistic Adoration, and participates in Benediction.
- 1.2 Mr. Bengston organizes a community service day where students ring bells for the salvation army at various locations, students help decorate church, choir sings at nursing homes, etc.
- 1.2 Each class goes to Confession once a month - either during Theology class time or as a big group; Youth rally every other year & ideas for mini-rallies
- 1.3. Each student was given a New Testament and Old Testament Bible that they can use in and outside class.
- 1.3 Teachers are provided the Hallow app for personal use and in their classroom.



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78° ▾

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- **1.3** Cedar Catholic Jr.-Sr. High School participates in the EI Institute to complete 26-hour Catholic Schools Archdiocese Program.
- **1.4** Parents, grandparents, and community volunteers currently participate and share their faith in Discipleship Groups.
- **1.4** Parents, grandparents, and parishioners are teachers/leaders in Family Formation, Jesus Night, and Confirmation preparation classes.
- **1.4** Many of our CCHS staff are parents/grandparents are invested in their child(ren)'s faith formation by being actively involved in church, school and activities by being teachers, support staff and coaches of various activities.



Core and Elective Education Programs

Strategy 2.1: Review/update curriculum, textbooks, and materials aligned to our Catholic Faith and Accreditation Standards (Language Arts, Math, Science, Social Studies)

- Align textbook selection and curricula to the Omaha Archdiocese Curriculum Standards.
- Provide time for teachers to meet to go through new standards and align with current teaching materials.
- Review/practice for students to prepare for the annual Archdiocese Assessment.
- Provide time for teachers to meet by department, with our elementary teachers, and resource teachers to continue to work on curriculum alignment.

Strategy 2.2: Review/update elective course options, curriculum, textbooks, and materials aligned to our Catholic Faith and Rule 10 Accreditation Standards.

- Continue to have teachers work individually, in departments, or as a whole staff to evaluate and update our lessons/unit materials to our Catholic traditions and beliefs and to Rule 10.
- Continue offering student counseling on options for registration for classes both from guidance counselors and classroom teachers.
- Annually review elective course offerings.
- Post online to school site, access to our class/course offerings.
- Expand health programs to include education on the harmful effects of alcohol/drug use/vaping, etc....

Strategy 2.3: Promote and increase access and support for a competitive Visual and Performing Arts Curriculum, Schedule, and Extra-Curricular Programs.

- Continue to promote and supports our fine arts extracurricular activities of band, pep band, jazz band, chorus, swing choir, One Act, and junior high and high school speech.
- Create a One-Act(1st semester)/Speech Competition (2nd semester) class option for high school.
- Continue to schedule JH sports during 8th period to allow all students the opportunity to participate and limit conflicts with facility conflicts.
- Expand One-Act Play schedule to allow our students opportunity to compete prior to Conference/District/State Contests.

Strategy 2.4: Recruit, develop, and retain teachers and administrators with the credentials, endorsements, and certification in their assigned areas.

- Conduct comparability study and update negotiated agreement annually.
- Expand efforts to recruit, develop, and retain quality, endorsed teachers, administrators, and support staff.
- Expand efforts to recruit, develop, and retain quality para educators, substitute teachers, custodial and maintenance, bus drivers, technology and office support staff.
- Research possible options for incentives to support teachers/staff interested in professional development, certification, and/or endorsements.
- Conduct observations, supervision and evaluation designed to develop staff and promote professional development and retention of a quality staff.



COMPLETED ACTION STEPS

January 1, 2025 Report

- 2.1 Anatomy students went to SDSU to view and work on cadavers. After the semester they will be going to the Wayne College of Massage Therapy.
- 2.1 Government and History classes finished election day activities. Seniors are preparing for taking the Citizenship test.
- 2.1 In the various social studies classes, students participated in the Patriot's Pen (junior high) or the Voice of Democracy (high school) contests that are sponsored by the American Legion.
- 2.1 Students 7-12 are working on Poetry Out Loud poems for the upcoming competition.
- 2.1 Mr. Paltz continues to be an invaluable resource to the science department and theology department.
- 2.1 Miss Pfeifer- Freshmen English students are learning how to properly write and self-revise a formal expository essay.
- 2.1 Junior English students did extensive preparation for the Fall ACT and many attest that it did pay off.
- 2.1 Teachers are finalizing the textbook rotation plan.
- 2.2 Jr. high and high school students are enrolled in Family and Consumer Science classes offered at Cedar Catholic.
- 2.2 Jr. high and high school students are enrolled in Art classes offered at Cedar Catholic.
- 2.3 Competitive speech class is offered in the regular class schedule.
- 2.3 Junior High speech season is practicing each week.
- 2.3 Donnie Schulte auditioned and was accepted into Nebraska-All State Band
- 2.3 High School Choir attended Northeast Community College. We sang and worked with Margaret Schulz (Northeast Director) and then we recorded our songs. The students were then treated to see how a state of the art recording studio works and they were able to hear themselves.
- 2.3 Currently have several students will be auditioning for honor choirs and honor bands for second semester.
- 2.4 Conducted a salary and benefit comparability study with comparisons to area public schools and Rural Catholic schools in our Archdiocese for administration and teacher salary comparisons.
- 2.4 Mr. Cattau has ongoing classroom observations and completed first semester formal evaluations on all new teachers.
- 2.4 All core and elective teachers are teaching in their endorsed areas of study.

Ideas for future

- Discussed the point system for elective classes and if students are truly planning out what they are taking or if it is just the ones who are in the running for valedictorian and salutatorian.

October 1, 2024 Report

- 2.1 Teachers completed a list of the priority order of replacement textbooks and updates.
- 2.1 Textbook loan forms have been sent out to parents to sign and return.
- 2.1 Teachers are utilizing Archdiocesan standards to plan lessons to not only teach the essentials but also to spread the faith within the classroom.
- 2.1 Teachers are providing an open environment to discuss what has been working within our curriculum and what could use some changes.
- 2.2 Teachers are discussing adding additional classes in areas of Science and English
- 2.2 ACT will be offered at Cedar on October 26, 2024
- 2.2 Juniors are currently working on John Baylor ACT prep
- 2.2 Juniors participated in the Mount Marty STEM Symposium
- 2.2 Freshmen, Sophomore, some seniors and 8th grade attended speaker Matt Mason on Poetry Out Loud
- 2.2 Sophomores will attend the Wayne State Career Day on Oct. 15.
- 2.2 Seniors and Juniors attended the HNPS/Cedar career fair.
- 2.3 Scheduled a competitive speech class for second semester.
- 2.3: Cedar Catholic High School Choir as 74 students this year in the ensemble.
- 2.3: Cedar Catholic High School choir will be traveling to Norfolk to do a recording in their new state of the art recording studio for the experience and to work with Northeast Community Colleges music department



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78° v

- 2.3: Cedar Catholic High School choir led the congregation in our Homecoming Mass and will soon be leading a "Restore Night" at Holy Trinity parish in November.
- 2.3: Cedar Catholic Swing choir has 26 members this year. First performances will be in January.
- 2.3: Members of the high school choir will be trying out for various collegiate honor choirs this fall. 2.3: Cedar Catholic Band participated in the Wayne State Band Day Competition on Saturday October 5th
- 2.3: Cedar Catholic Pep Band has been performing at football and volleyball games.
- 2.3: Donnie Schulte auditioned for the prestigious Nebraska All State Band.
- 2.3: Several Junior High Band Students will be auditioning for the 8th Grade All State Band to be taking place in November.
- 2.3: One Act rehearsals started with a record number of students on stage: This year there are 60 kids who will be on cast.
- 2.3: There are four performances scheduled for "THE ALMOST TRUE TALE OF ROBIN HOOD."
- 2.3: We will have a head speech coach and assistant this year which is so essential
- 2.3: The speech team had a retreat in August and kicked off the season with scripts in hand.
- 2.3: The desire is strong to have a competitive speech/one act class added to the daily schedule.
- 2.4 Recruited and hired a new full-time teacher endorsed in Language Arts. (9-11 Grades)
- 2.4 Recruited and hired a new part-time teacher endorsed in Family and Consumer Science. (7-12 Grades)
- 2.4 Recruited and hired a new part-time teacher endorsed in Art. (7-12 Grades)
- 2.4 Recruited and hired 2 part-time custodians (Bathrooms and Classrooms)
- 2.4 Continued to schedule and conduct classroom observations and implement the evaluation program for all teachers.
- 2.4 Continued to post office meetings, schedule priorities, and observe and evaluate the high school principal.

July 1, 2024 Report

- 2.1 Sheila Jueden completed our current textbook inventory in preparation for the development of the creation of a textbook/curriculum cycle review process.
- 2.4 Hosted a meeting with Hartington-Newcastle Schools to negotiate a coordinated calendar to coordinate shared classes. (Vocational Ag., Art, and bus schedules).
- 2.4 Conducted a comparability study of rural Catholic schools in the Archdiocese and area public schools to guide discussions with the board of education and teacher representatives.
- 2.4 Hosted a meeting with the elementary school boards/administrators to review this information and set the salary/benefit schedules for the 2024-2025 school year.
- 2.4 Participated in the Wayne State College Career and Recruitment Fair to contact current and future educators and share information about Cedar Catholic as a possible future option for employment.
- 2.4 Hired a full-time substitute teacher to support Theology and Upper level Science Labs.



Activity Programs

Strategy 3.1: Review practice schedules and adopt and implement guidelines to reduce conflict with other programs and Wednesday/Sunday Church Services.

- Review and update practice schedule guidelines for Wednesday and Sunday programs in the handbook, on the school website and Flocknotes to promote communication with parents and coaches/sponsors in other programs.
- Develop, publicize and enforce a Master Schedule for all activities, outlining facilities and practice times to minimize conflicts between programs utilizing the same facilities and student participants.
- Review the application process for requesting exceptions for activities in conflict with Wednesday and Sunday guidelines.

Strategy 3.2: Review and promote increased student participation in athletic and performing arts extra-curricular programs, clubs, and community events.

- Host an activity awareness and promotion at the beginning of the school year to inform parents and students of the activities available during the upcoming school year.
- Continue and expand the program to award service hours to band students that perform at pep bands and other community events.
- Consider developing a program to provide financial assistance (scholarship, tuition discount, etc.) for students enrolled in both band and choir classes.
- Research and develop a C-Club Handbook to encourage and recognize student participation in all school activities.

Strategy 3.3: Research and implement programs to promote parent participation and support for students involved in extra-curricular programs.

- Continue to support Booster Club activities to promote parent involvement and support for our youth, Junior high, and high school extra-curricular programs.
- Continue to host seasonal parent/participant meetings to inform, promote and encourage communication and student participation in school activities.
- Continue the annual Booster Club Kickoff to encourage increased student participation in activities and membership in the Booster Club.

Strategy 3.4: Recruit, develop, evaluate, and retain quality coaches, sponsors and directors for all extra-curricular activities and student clubs.

- Research, develop and implement a supervision/evaluation instrument for all activity administrators, coaches, sponsors, and directors.
- Continue to require all coaches and activity supervisors to complete the necessary Archdiocese Safe Environment Workshop and NFHS Activity Certification Requirements.
- Research, develop and implement a website for coaches to be able to access handbooks, NSAA information, NFHS requirements/training, activity schedules, etc.

Strategy 3.5: Consider expanding options for students to earn credits/athletic letter for summer and after/before school strength training programs.

- Research, develop, and implement an option for students to earn athletic lettering for time in the weight room outside of school time (C-Club Member)
- Consider removing physical education as a graduation requirement. Physical education is required to be offered for accreditation, but may not be required for all students.
- Research and develop an incentive program that recognizes and rewards students who excel in the strength and conditioning program.
- Research and review Ag. Science curriculum as a possible option for a third year of science requirement.



COMPLETED ACTION STEPS

January 1, 2025 Report

- 3.1 All school activities are posted on the school website along with the Trojan Tracker with dates, times, schedules, etc...
- 3.1 All activities webpages are updated and linked to the NSAA website for each activity.
- 3.1 The office continues to send flock notes as reminders, changes, or updates when schedules or events change.
- 3.1 Three requests during the first semester (Volleyball) for exceptions to the Sunday practice due to tournament/playoff games scheduled beyond our control.
- 3.2 Band students receive service hours for performance in pep band for activities and other community events.
- 3.3 Booster Club Activities: Currently at 133 Members for the 2024-2025 school year.
- 3.3 Fall Activities: Paid for state VB hotel rooms, Husker football tickets drawing at the kickoff.
- 3.3 2024-2025 Commitments: Boy's basketball uniforms, Girls wrestling singlets, Football uniforms pending for 2025-2026
- 3.4 Completed Draft evaluation documents for assistant coaches, head coaches, and Activities Director. These documents will be presented to the board of education for adoption for the 2025-2026 school year.
- 3.4 All coaches and sponsors are required to complete the Safe Environment Workshop and NSAA certification requirements.
- 3.5 Researching Ag. Science curriculum as a possible option for a third year of science requirement.
- 3.5 Reviewed and no additions. *Contact the Core Curriculum committee to research and review Ag. Science curriculum as a possible option for a third year of science requirement.

2024-2025 1st Semester Highlights

- **Band**-They have 26 members and this Fall they attended the WSC band day and performed at the Christmas concert. They also had one member on the All-State Honor Band in Lincoln.
- **Choir**-They have 75 students this year with 32 also being in swing choir. They performed at their Christmas concert and also did a professional recording in Norfolk and sang live on Spirit Catholic radio.
- **Volleyball**-There were 25 team members. They were District Champions and qualified for the Class D-1 State Tournament.
- **Football**-There were 51 players this year and the team made it to the state quarterfinals. There were also 10 different players mentioned on various all state teams.
- **Girls golf**-There were 7 team members and they improved throughout the season. As a team they finished in the top five in every meet.
- **Cross Country**-This year Cedar Catholic had 4 boys and 3 girls on the team. Both boys and girls teams were the GNAC Conference Champions. We also had one boy qualify for the state meet.

October 1, 2024 Report

- 3.1 All school activities are posted on the school website along with the Trojan Tracker with dates, times, schedules, etc...
- 3.1 The office sends flock notes as reminders, changes, or updates when schedules or events change.
- 3.1 Coaches are now asked to submit any Sunday practice schedule possibilities to the school President before the season begins so there is ample time to review that day's church schedule.
- 3.1 All coaches know they are not allowed to practice during any Mass times on Saturday's or Sunday's.
- 3.1 All coaches are reminded regularly that on Wednesday's, athletic practices must be completed by 5:30 to allow time for Church and Fine Arts practices to take place.
- 3.2 All coaches are always encouraging students to try their activities and they positively promote their own activity, but they also support and encourage student participation in all school activities.
- 3.2 Cedar Catholic finished second in the state for the NSAA multi-activity participation award in Class C for the 2023-2024 school year.
- 3.3 Hosted the Booster Club fall sports Kickoff.
- 3.3 All coaches have pre-season parent meetings to discuss their seasons and expectations of the students and parents. During this time, they will go through various team policies and answer any questions from the parents. They will also encourage parents to support the program and school in a positive way in their words and actions.
- 3.4 Coaches are encouraged to attend a minimum of one clinic each year to help themselves learn new strategies and ideas for their programs. The school will pay for one clinic per calendar year for each coach/sponsor.



- **3.4** All coaches and sponsors are required to complete the Safe Environment Training and NFHS Activity Certification Requirements.
- **3.4.** Handbooks, NSAA information, NFHS requirements/training, activity schedules are all posted on the Cedar Catholic website at <https://www.cedarcatholic.org/>
- **3.5** A new policy has been added to the handbook that lays out a policy for the students to earn a letter after accumulating 150 hours of lifting under the supervision of a school employee. This can include before/after school and summer hours as well. Strength training classes do not apply towards this letter.

July 1, 2024 Report

- **3.2** 2022-2023 NSAA Cup Award – Top Class C School “All-Activities” Champions.
- **3.2** CCHS ranked 2nd in Class “C” on NSAA website for Multi-Activity involvement. For the 2023-2024 school year, 76 out of 116 students are multi activity participants.
- **3.2 Conference:** Boys Basketball- Season Champion, Tournament Runner-up, Girls Track Runner-up
- **3.2 District:** Boys Basketball Champion, Boys Track Champion, Girls Track Champion
- **3.2 State:** Football Qualifier, Boys Cross Country Qualifier (1), Girls Cross Country Team Qualifier (3), Girls Golf (1) Boys Basketball-Qualifier, Boys Bowling Qualifiers, Boys Wrestling Qualifiers (6), Girls Wrestling (1) Speech Qualifiers (2), Boys and Girls Track Qualifiers (14). Band All-State (4).
- **3.2.** Pep Band students receive community service for performance at school athletic and community events.
- **3.3** Host parent meetings prior to the start of each season.
- **3.4 Coaches Honors:** Mr. Cattau selected to coach in the 2024 Shrine Bowl.



Technology Programs

Strategy 4.1: Review IT service, support, hardware and software available to staff and students to ensure our students have access to state-of-the-art technology.

- Continue contracting with Hartelco for services to update student laptops/chrome books and teacher laptops. Create a direct line of communication with Hartelco and teachers for issues and fix-it tickets.
- Expand online educational resources and graphing calculators to promote high order problem solving.
- Continue to support and upgrade classroom smart boards and projection equipment in all classrooms. Research replacement options and create a replacement cycle for technology replacements/updates.
- Develop and budget for computer/technology replacement and software updates.
- Research and update to the next level of Google Educational software.
- Research and implement a program to monitor student computers in the classroom.
- Continue to filter e-games and non-education websites during the regular school hours.
- Give staff access to programs to fix issues in house.
- Schedule and provide technology training for staff.
- Provide school subscriptions to commonly used technology resources (such as Quizlet, Gimkit, etc.)
- Implement computer cart/technology audits and updates scheduled monthly.
- Research, develop and implement a consistent classroom technology and "AI" expectations.

Strategy 4.2: Research programs and schedules to allow student access to programs in STEM, Robotics, Web Design, Coding, Programming, etc....

- Continue to use the programming capabilities of graphing calculators to code in applications which can be written and used in mathematics classes.
- Have students code in programs on TI84 graphing calculators, computers, etc.
- Continue support for the Junior High and High School Robotics program.
- Add additional resources in the robotics lab to be used for other STEAM activities (3D printer, coding software etc.)
- Expand the use of local resources (UNL Extension office) to provide STEM activities at CCHS.
- Provide incentives to research the above.....in science class there are some STEM projects already done.
- Include STEM/STEAM in the Junior High Transitions classes.

Strategy 4.3: Expand websites and communication systems to promote parent and community involvement and support for Cedar Catholic Jr.-Sr. High School.

- Expand the development and use of Cedar Catholic Jr.-Sr. High School and Development Office websites.
- Continue using the text messaging, Facebook, Flocknotes and other social media programs to communicate schedules, activities, and promotions to students, parents, community and alumni.
- Create a running list of resources for students, staff, and parents.



COMPLETED ACTION STEPS

January 1, 2025 Report

- 4.1 Regular visits from Hartelco have helped keep laptops and technology running smoothly.
- 4.1 Continued implementation of Classwize oversight technology.
- 4.1 A technology fix-it-ticket system has been created and will be implemented in the third quarter.
- 4.1 Students have continued to be more responsible as the policy that there are no replacement computers for uncharged laptops has been implemented.
- 4.1 Some minor tech issues fixed in-house, some fixed by Hartelco.
- 4.1 Need to complete a survey of teachers to find what technology, software, etcetera they are using so we can pursue a school license.
- 4.2 Robotics sponsor hired.
- 4.2 Students took field trip for robotics on December 11, 2024.
- 4.2 Anatomy students took field trip to cadaver lab at SDSU in November.
- 4.2 High school students attended the Hartington Career Fair at HNS to learn about available jobs in the Hartington area.
- 4.2 High school students have attended/will attend college fairs and college days (at WSC and NECC) allowing them to explore potential majors and careers.
- 4.2 Junior high Life-skills will complete a unit on communication which includes using email, social media, and text messages in the real world.
- 4.3 Continual use of Facebook, Flocknotes, and the CCHS website.
- 4.3 Updates made to website and Facebook as needed.
- 4.3 Access to school Facebook given to other staff to help post and promote CCHS.

Future items:

- Cellphone policy
- Upgrading to next tier in Google Workspace
- School licenses
- Will be implementing a technology ticket system 3rd quarter
- Survey of technology to teachers

October 1, 2024 Report

- 4.1 Network and filter updated as required by law.
- 4.1 Classwize program implemented through Linewize filtering service to allow teachers to monitor student computer use. This includes real-time updates, the ability to run reports on students' computer history, enforce rules to ensure appropriate student use of technology in the classroom.
- 4.1 Four televisions purchased and installed in classrooms to replace SMART boards and projection screens.
- 4.1 Two televisions in the MWAC for presentations (Development Office and Learning Center)
- 4.1 Laptop computers purchased for the Class of 2028 for their four years of high school.
- 4.1 Continued contract with Hartelco as our IT department.
- 4.1 Some in-house access given to faculty and staff to address in house issues.
- 4.1 Expectations of student care of laptops increased to require them to report issues to the office, but also return their laptops each day to ensure they are charged for the next day.
- 4.1 School year updates completed on all student and staff laptops.
- 4.2 Web Design class offered as an elective. Jr. High students will take Info Apps as a beginner course introducing them to computer programs.
- 4.2 Chemistry classes attended STEM days at Mt. Marty.
- 4.2 Hiring of Mr. Paltz to help science teachers set up and complete lab-based learning.
- 4.3 Daily Announcements given to students and posted on Sycamore.
- 4.3 Calendar updates made on Google Calendar which syncs with the website calendar and Sycamore.
- 4.3 Incoming students and families entered into Flocknote program to receive updates via text.



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- 4.3 Weekly updates posted on the school's Facebook page. This includes information about events, u
- 4.3 Share other relevant school information from Facebook pages such as the Development Office, Cafeteria, and Booster Club.
- 4.3 Coaches encouraged to use programs such as What's App to communicate with parents and students about schedules and changes.
- 4.3 CCHS website updated as necessary. Links to our social media pages and calendar are included.



Career Education and Guidance Programs

Strategy 5.1: Research programs to promote student awareness of workforce and college options in alignment with career interests and aptitudes.

- Continue to utilize the MyNextMove website for career planning for students (interest inventory, career clusters, job preparation)
- Continue to utilize the Pre-ACT and ACT Interest inventories for career planning for students.
- Continue to improve ways to make this career and college information available to parents and students throughout their JH and HS years.
- Implement the new junior high transitions plan and dedicate a quarter to career/education planning.
- Schedule and allow our students attend career fairs and have opportunities to job shadow.

Strategy 5.2: Research and increase Dual Credit and College Credit options for students interested in accessing early entrance post-secondary programs.

- Annually review dual/college credit eligibility and availability for all high school students.
- Continue working with Northeast Community College to expand options for dual/college credit classes.

Strategy 5.3: Research and implement mental health and anti-bullying programs and support for students and staff.

- Incorporate mental health and anti-bullying in JH Theology and PE/Health curriculum.

Strategy 5.4: Continue support and implementation of a structured Work-based program focused on building career awareness and employability skills.

- Oversee improvements of the coordination and implementation of the Work Study Program.
- Improve coordination and implementation of the CCHS work-study program.
- Bring in people from the community to talk about educational background needed for the jobs in our community.
- Organize a career fair that includes local businesses for the 2024-2025 year.
- In coordination with the Personal Finance class, organize a mock interview process for our juniors.
- Coordinate and schedule local businesses to conduct practice interviews and review resumes with students.

Strategy 5.5: Research and expand scholarship opportunities with the Development Office, Community, and College Programs.

- Contact (CCHS alumni) current college students and ask how our scholarship programs could improve.
- Continue posting scholarship opportunities on the website and on bulletin boards by junior and senior lockers.
- Continue to provide timely communication with parents on scholarship opportunities and application deadlines.
- Continue posting updated scholarship opportunities on our social media and website.



COMPLETED ACTION STEPS

January 1, 2025 Report

- 5.1 Administered Pre-ACT for 9th and 10 grade students. Also, completed the interest inventory and review that with students.
- 5.4 8th graders visited NECC campus on Nov. 13th
- 5.4 Freshmen went to a career day on Friday Dec. 13th at Northeast Community College.
- 5.4 Sophomores attended a career fair at WSC on Oct. 15th
- 5.5 January financial aid meeting for 11th & 12th grade and their parents.
- 5.5 One-on-one, individual meetings with all juniors.

COMPLETED ACTION STEPS

October 1, 2024 Report

- 5.1 Updated Guidance and Career Website outlining important information, resources, scholarships, and timelines.
- 5.1 7th grade students complete "True Colors personality analysis and assessment" as part of the new JH transition plan.
- 5.1 One-on-one, individual meetings with all seniors.
- 5.1 Met with all 7th graders to go over Progress Report/eligibility system.
- 5.1 Met with all 8th graders to go over Progress Report/eligibility system.
- 5.1 Met with all 11th graders to go over "to-do" list for junior year.
- 5.1 Met with all 12th graders to go over "to-do" list for senior year.
- 5.1 Met with 11th graders to create an ACT account and register for the upcoming ACT.
- 5.1 Co-host career fair with HNPS for our juniors and seniors on Sept. 24. Local businesses will be in attendance.
- 5.2 The criteria to be eligible for dual credit classes has been lowered for the 2024-2025 school year.
- 5.2 One student was identified as meeting the new criteria and was enrolled in dual credit classes. Other students may become eligible at semester.
- 5.2 80% of seniors, and 75% of juniors have taken at least one college credit class as of today. Some seniors have taken over 25 credit hours which is nearing 2 semesters of college coursework.
- 5.4 Co-host career fair with HNPS for our juniors and seniors on Sept. 24. Local businesses will be in attendance.
- 5.4 Registered and took juniors to College Fair at Bloomfield on Sept. 19th.
- 5.4 Met with 12th graders to create an "Activities Resume" for them to use during their senior year.
- 5.5 Updated scholarship list on website and sent out list on Flock Note to senior parents and students.
- 5.5 Met with seniors regarding the RHOP scholarship.
- 5.5 Set up OnToCollege ACT prep program for students. Miss Pfeifer does a unit of this with the junior students.
- 5.5 Identified 11th and 12th grade students to take the MAP test and registered them for the test at CCHS on 9/16. Administered the test on 9/16.
- 5.5 Hosted Northeast CC representative at CCHS for juniors and seniors.
- 5.5 Hosted Southeast CC representative at CCHS for juniors and seniors.
- 5.5 Hosted Mount Marty representative at CCHS for juniors and seniors.
- 5.5 Hosted Briar Cliff representative at CCHS for juniors and seniors.
- 5.5 Hosted Wayne State representative at CCHS for juniors and seniors.

July 1, 2024 Report

- 5.5 Mr. Bengston reviews availability of scholarships, posts due dates and assists students research, complete applications, and receive scholarships each year.



Communications and Public Relations Programs

Strategy 6.1: Work with Parish Offices to promote Catholic School Programs in Weekly Bulletins.

- Coordinate with the Parish Offices to include Catholic School information or inserts in the weekly Parish Bulletins.
- Add link to school calendar to Parish websites/social media.

Strategy 6.2: Expand communications, support, and cooperation between East and West Elementary, Holy Trinity, and Cedar Catholic Jr.-Sr. High School.

- Coordinate and schedule meetings, programs, and schedules with Cedar County Elementary Schools to improve communication and coordination of schedules and programs. In order for this to be successful, leadership has to be on the same page.
- Utilize the website and Flock notes (make sure parents' and students' correct email addresses are included in Flocknote.
- Schedule activities with C-Club, NHS, Campus Ministry as outreach to our feeder schools. Add Osmond in here as well.
- Continue to post school announcements to be reviewed by students/staff each morning.
- Continue to participate in special masses together as Catholic Schools Week, the Youth Rally and Homecoming Masses.
- Send invites to scheduled activities to the elementary schools.

Strategy 6.3: Research, develop and implement programs to promote parent awareness of scheduled events, changes, and options for increased involvement.

- Continue to post communication and schedule changes on the school text messaging system and sycamore app.
- Utilize the website and Flock notes. (make sure parents' and students' correct email addresses are included in Flocknote.
- Host a Home/School meeting in August where admin and teachers go through the handbook and parents can ask questions.
- Develop a Parents' Day at CCHS fair-style with resources, trainings (on Sycamore, Google, Lunch Accounts), forms, and gathering contact information.
- Create an informational portal where parents can search for specific topics, rules, forms, ect.

Strategy 6.4: Research, develop and implement recruitment programs to encourage parents to consider the benefits of Catholic School for their children.

- Utilize social media such as Facebook, Twitter, Instagram, Youtube, and Snapchat as positive promotion for CCHS.
- Research/Visit area Catholic schools to become more aware of recruitment program options.
- Host presentations during/near Mass to promote Catholic Education.
- Continue the 6th grade Orientation Program. (All-day event that ends with an activity i.e. a concert, game, or dance).
- Create physical and online promotional materials.

Strategy 6.5: Expand use of Websites, Social Media, video productions, etc.... to market the benefits of Catholic Education at Cedar Catholic Jr.-Sr. High School.

- Post a Daily Positive Promotion of our students and everyday activities on social media.
- Posting schedule on website/social media that includes events, classroom activities, monthly teacher highlight, etc.
- Have student-led posting from journalism classes, marketing classes, communication classes.
- Expand communication through coordination of media resources (Sycamore, Flocknote, Website, and Social Media).
- Consider expanding options for teachers to access Flocknotes to communicate with parents.



COMPLETED ACTION STEPS

January 1, 2025 Report

- 6.1 Continue hosting links to Parish and Elementary School Websites to the Cedar Catholic and Development Office Websites.
- 6.2 Continue monthly administration meetings with Holy Trinity, East and West Catholic, Cedar Catholic, and Hartington Newcastle Schools to review coop activity and academic programs, bus schedules, etc.... See meeting minutes on the website.
- 6.2 Continue updating and expanding Cedar Catholic and Development Office webpages.
- 6.2 Continue using flock notes, Facebook, etc... to increase transparency and support internal and external communication.
- 6.2 Continue posting weekly Trojan Tracker on the Cedar Catholic Website. (*Expanded Calendar Information*).
- 6.2 Expanded Activity page information to allow for easy access to all student activities.
- 6.3 Expanded Home page and quick links improve accessibility and ease of use for unfamiliar users.
- 6.4 Continue posting promotional information and flyers on the Cedar Catholic and Development Office Websites.
- 6.4 Continue Utilizing social media such as Facebook, Twitter to promote school and Development programs and events.
- 6.5 Expanded school forms and handbooks are posted on the school website.
- 6.5 See website analytics posted below outlining the Monthly Files, Pages, Visits and Hits on our Website.

October 1, 2024 Report

- 6.1 Added links to Parish and Elementary School Websites to the Cedar Catholic and Development Office Websites.
- 6.2 Host monthly administration meetings with Holy Trinity, East and West Catholic, Cedar Catholic, and Hartington Newcastle Schools to review coop activity and academic programs, bus schedules, etc...
- 6.2 Combined Homecoming Parade with Hartington Newcastle Public School, K-12 Homecoming Mass and Pep Rally.
- 6.2 Hosted K-12 Grandparent's Day with an All-School Mass, Eucharistic Procession to the High School Chapel and Coffee and Cookies in the Cafeteria.
- 6.2 Host monthly Religious Education Staff Workshops (EI) for East and West, Holy Trinity, St. Mary's (Osmond) and Cedar Catholic Teachers and Staff.
- 6.3 Continue to update and promote the High School and Development Office websites, calendars, Sycamore, flocknotes, social media, etc... to provide access to student and school information.
- 6.5 Post the weekly Trojan Tracker on the school website outlining all activities for the upcoming week.
- 6.5 Developed and post links on the school website for Athletics and Activities, School and Parish links, Career Ed and Guidance, President's Office, School Board, Handbooks, Calendars, Staff Directory, and School Contacts

Summary by Month

Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Jan 2025	6025	5419	1017	592	3671	9038400	5335	9161	48776	54225
Dec 2024	4924	4548	777	475	7332	40505888	14731	24104	141008	152649
Nov 2024	5428	4928	909	486	7719	38939299	14581	27270	147849	162848
Oct 2024	7615	6621	1628	582	9355	50366644	18049	50494	205278	236095
Sep 2024	7924	7323	985	498	7898	52954576	14958	29558	219712	237745
Aug 2024	5988	5488	960	448	7680	40771294	13895	29783	170155	185655
Jul 2024	4077	3727	783	395	6992	23868928	12262	24273	115556	126414
Jun 2024	3218	2964	695	369	5931	18086665	11097	20869	88947	96555
May 2024	4997	4511	1034	549	7400	26464447	17046	32065	139842	154915
Apr 2024	4296	3865	1295	688	7283	30543968	20657	38878	115969	128880
Mar 2024	4588	4068	1031	655	6769	750372553	20318	31977	126116	142231
Feb 2024	7073	6167	1008	579	7714	1334405812	16811	29239	178865	205122
Totals						2416318474	179740	347671	1698073	1883334



Board, Administration, Budget and Finance Programs

Strategy 7.1: Review current hiring practices to ensure the selection, hiring, development and retention of quality administration, teaching, and support staff.

- Expand advertising and recruitment of potential candidates for open positions.
- Work with area colleges and universities on recruiting potential teacher candidates (Career Fairs, Career Days, etc.)
- Review the selection and interview process to ensure candidates are the right fit and possess the necessary credentials.
- Research staff development programs and schedule time to update staff on new and/or changing education programs.
- Develop and implement an exit interview with staff prior to leaving employment.

Strategy 7.2: Research, develop, and implement an evaluation system to promote and support effective instruction and classroom management.

- Annually review handbooks and communicate expectations outlined in the student and teacher handbooks.
- Continue to provide support and guidance to teachers to improve student behavior and classroom management.
- Develop and implement a teacher/counselor evaluation instrument in alignment with Archdiocese Policies.
- Develop and implement an administrator evaluation instrument in alignment with Archdiocese Policies.

Strategy 7.3: Increase staff visibility in the community and continue posting administrative meeting and program information on the principal's website.

- Increase staff visibility in the community at school and community events.
- Continue posting administrative meetings and program information on the school's website.
- Continue to be involved in our parish guild groups, Catholic Daughters/Knights of Columbus, EMHC and/or lector at church.
- Continue posting information on the principal's website.

Strategy 7.4: Increase transparency and consistent reporting of all budget and finance expenditures and receipts including tuition, endowments, savings, etc....

- Research and implement a program for on-line giving/bill paying, etc....
- Continue to publish financial reports monthly.

Strategy 7.5: Conduct annual salary/benefit studies with Rural Catholic Schools and area public schools to ensure a competitive workforce compensation package.

- Continue to conduct annual salary/benefits comparability study (Rural Catholic Schools, Area Public Schools)
- Continue to meet with elementary school board representatives on salary/benefits schedule.

Strategy 7.6: Continue posting board agendas, administrative reports, finance reports and meeting minutes on the school website.

- Continue to post board agenda and meeting materials on the school board website.
- Organize a committee to review reorganization of Cedar Catholic Jr.-Sr. High School's structure, board make-up, and governing bylaws.
- Create a Lay President position and accompanying job description for Cedar Catholic Jr.-Sr. High School and Development Office to be operational for the 2024-2025 school year.

Strategy 7.7: Review effectiveness of classroom management, discipline and student supervision in alignment with school handbook guidelines.

- Annually review and update student and teacher handbooks (teachers & administration)
- Host a student assembly each month to review what has been good and what needs to be worked on.



COMPLETED ACTION STEPS

January 1, 2025 Report

- 7.1 Opened a Math Teaching position on Teach in Nebraska website to advertise open position for the 2025-2026 school year.
- 7.2 Developed draft evaluation instruments for the following positions: Activities Director, Head Coaches, Assistant Coaches. These will be up for board adoption in the March 18, 2025 school board meeting.
- 7.3 Continued posting administration weekly meeting minutes, calendars, etc...
- 7.4 Continued posting financial reports on a monthly basis.
- 7.5 Conducted a formal study of rural Catholic Schools and area public school salary and benefit schedules for the 2025-2026 school year.
7.5 Scheduled meeting on January 16th with East and West Catholic, Holy Trinity, and Cedar Catholic board representatives to reach consensus on salary and benefit packages for the 2025-2026 school year.
- 7.6 Continue working board meeting schedule to accommodate the Board Committees and Meeting Structure. (3rd Tuesday of the month (July, September, November, January, March, and May)
- 7.6 Established a schedule for Board Work sessions to meet with STRAT Committees to update progress and priorities. (February, June, October)
- 7.6 Hired Dan Hoelsing for Lay-President position for the 2025-2026 school year.
- 7.6. Hired Chad Cattaau for the Principal/AD position for the 2025-2026 school year.
- 7.6 Hired Joani Potts for the Development Director's position for the 2025-2026 school year.

October 1, 2024 Report

- 7.1 Attended the 2024 Wayne State College Career Fair to recruit potential new teacher interest in Cedar Catholic.
- 7.1 Hired a new Language Arts Teacher from Wayne State College for the 2024-2025 school year.
- 7.1 Hired a Family and Consumer Science teacher and initiated a new part-time program at the Jr/Sr high levels.
- 7.1 Hired an Art teacher and initiated a new part-time program at the Jr/Sr high levels.
- 7.3 Expanded the school administration website to include board and administration information and updates.
- 7.3 Continued posting administration weekly meeting minutes, calendars, etc...
- 7.2 Initiated a new student/behavior management system to allow for better tracking and accountability of student incidents throughout the school day.
- 7.2 Initiated the NO mobile phones in classrooms regulation and purchased "Classwize" to allow teachers/office to track student laptops and discourage distractions online.
- 7.2 Developed a new Lay President Job Description and Evaluation Instrument for the 2024-2025 school year.
- 7.4 Continued posting financial reports on a monthly basis.
- 7.5 Conducted a formal study of rural Catholic Schools and area public school salary and benefit schedules for the 2024-2025 school year.
- 7.5 Hosted several meetings with teachers and administrators to discuss their recommendations for board consideration of salary and benefits for the 2024-2025 school year.
- 7.5 Hosted East and West Catholic, Holy Trinity, and Cedar Catholic board representatives to reach consensus on salary and benefit packages for the 2024-2025 school year.
- 7.5 Developed and adopted a balanced budget for the 2024-2025 school year. See budget information posted on the Cedar Catholic board website.
- 7.6 Reorganized the Cedar Catholic School Board, Bylaws and Articles of Incorporation effective for the 2024-2025 school year.
- 7.6 Created a Lay President and accompanying job description for Cedar Catholic Jr./Sr. High School and Development Office for the 2024-2025 school year.
- 7.7 Created a teacher advisory team to review and make recommendations for changes to the 2024-2025 Cedar Catholic Handbooks.
- 7.7 Hosted a parent advisory group to review handbooks and make recommendations to the Cedar Catholic School Board on updates to the 2024-2025 handbooks
- 7.7 Presented teacher and parent recommendations to the board for their consideration in adopting the 2024-2025 handbooks.



July 1, 2024 Report

- **7.2** Teachers and administrators established a social contract for the 2023-2024 school year outlining professional work expectations for the 2023-2024 school year.
- **7.2** Teachers and administration researched, developed, and implemented a teacher evaluation instrument in alignment Cedar Catholic Instruction Norms and Catholic Expectations. Evaluation instrument posted on the Principal's website.
- **7.2** Counselor and administration researched, developed, and implemented a counselor evaluation instrument in alignment Counseling and Catholic Expectations. Evaluation instrument posted on the Principal's website.
- **7.2** Teachers and administration researched, developed, and implemented an administrator evaluation instrument in alignment with Archdiocese Policies. Evaluation instrument posted on the Principal's website.



Support Programs

Strategy 8.1: Continue providing a quality food service lunch program and options for parents to access menus, balance inquiry, pay on accounts, etc....

- Utilize the Sycamore App and the Cedar Catholic website to access lunch account balances and the lunch calendar.

Strategy 8.2: Continue providing staffing and support for students in alignment with accommodations outlined in their individual education or 504 Plan.

- Continue to use the process to develop SAT/MDT/IEP process to ensure teachers responsible for working with or implementing program modifications are included in the meeting.
- Schedule or set aside time and training for teachers to review the confidential report about students with IEP's, 504's, modifications and/or behavior prior to implementation of a new or changing program.

Strategy 8.3: Review current staffing and programs to ensure maintenance, cleaning and care of facilities on a daily, weekly, monthly, and annual basis.

- Recruit, develop, and retain a quality custodial/maintenance staff
- Develop a cleaning/maintenance plan to provide guidance for custodians to follow on a daily, weekly, monthly and annual basis.
- Share the custodial/maintenance cleaning plan and schedule with teachers to improve communication and allow teachers to know when (period/day) their room is scheduled for cleaning.
- Research and develop a custodial/maintenance supervision and evaluation instrument to provide feedback and support on a regular basis.



COMPLETED ACTION STEPS

January 1, 2024 Report

- **8.1** Continue to Utilize the Sycamore App and the Cedar Catholic website to access lunch account balances and the lunch calendar.
- **8.2** Continue to use the process to develop SAT/MDT/IEP process to ensure teachers responsible for working with or implementing program modifications are included in the meeting.
- **8.2** Schedule or set aside time and training for teachers to review the confidential report about students with IEP's, 504's, modifications and/or behavior prior to implementation of a new or changing program.
- **8.3** Continue restrooms checks throughout the day and schedule for daily cleaning.
- **8.3** Custodial staff has developed a cleaning schedule for the classrooms, bathrooms, and hallways.
- **8.3** Classroom cleaning schedules are handed to each teacher, in order for the teachers to know when their rooms are expected to be cleaned.

October 1, 2024 Report

- **8.1** Lunch account service Word Ware (wordwareinc.com) is available as a link on sycamore for parents, faculty, and staff to make online payments for lunch bills.
- **8.1** Monthly and daily lunch menus are posted on the sycamore website and a weekly menu is posted on the sycamore app.
- **8.2** Confidential report sent to teachers August 2024.
- **8.2** MPT-3 year evaluations are being done all through the year for special education students.
- **8.3** Restrooms are quality checked throughout the day.
- **8.3** Custodial staff has developed a cleaning schedule for the classrooms, bathrooms, and hallways.
- **8.3** Classroom cleaning schedules are handed to each teacher, in order for the teachers to know when their rooms are expected to be cleaned.

July 1, 2024 Report

- **8.3** Developed and implemented a Custodial Cleaning and Maintenance Plan that outlines daily, weekly, monthly, and annual maintenance and cleaning standards. Plan posted on the Principal's website.
- **8.3** Hired two part-time cleaning staff to clean bathrooms and classrooms.



Transportation, Buildings and Grounds Programs

Strategy 9.1: Review behavior/discipline guidelines and communication systems to promote a safe and orderly transportation system.

- Review need and availability of vehicles and drivers for route and activity program needs.
- Include transportation guidelines in the student handbook and on the school website.
- Post safety/behavior guidelines on the bus and procedures for correcting student behavior on the bus.
- Continue to schedule and conduct annual transportation safety and bus evacuation drills (two times per year).

Strategy 9.2: Review coop bus program with Hartington-Newcastle Public and East and West Elementary School relating to funding and efficiency of the coop program.

- Meet with administration from Hartington-Newcastle to review the coop busing program.
- Continue to coordinate bus routes and schedules with Hartington-Newcastle Schools.
- Record and submit miles to Hartington-Newcastle to submit the NDE for reimbursement.
- Continue to recruit drivers and review bus driver salaries/benefits on an annual basis (Match Hartington-Newcastle)

Strategy 9.3: Review student transportation systems and parking safety before and after school and parking availability around schools.

- Research options for off-site parking for buses/school vehicles that would open limited student/staff parking.
- Update and enforce rules for student parking at MWAC and on-site school parking.
- Research cost and funding options for a hard surface parking lot on the north side of the Jr.-Sr High School building.

Strategy 9.4: Develop a schedule for vehicle replacement and establishment of a finance option through the Development Office in support of this program.

- Evaluate all school vehicles and develop a vehicle replacement plan.
- Create a finance plan to maintain and/or purchase school vehicles.

Strategy 9.5: Review current facility needs and implement a plan to finance and schedule needed facility improvements.

- Conduct a review (spring/fall) of buildings and grounds to determine areas in need of repair, replacement or upgrading. (roof, heating/cooling, sidewalks, doors/locks, windows, etc....)
- Create a facility plan to identify and schedule building repair/upgrades (Paint, carpet, projectors, lighting, etc....)
- Update stage to allow for Cedar to host one-act festivals and promote performing arts programs.



COMPLETED ACTION STEPS

January 1, 2025 Report

- **9.2** Continue to meet with administration from Hartington-Newcastle to coordinate bus routes and schedules with Hartington-Newcastle Schools.
- **9.2** Reinforce parking rules and regulations for students and staff and make accommodations for Mass, funerals, special events, etc...
- **9.4** Established the Dick Kuehn Bus Fund in the Development office for donations to go toward the replacement of school vehicles.
- **9.4.** Developed a Draft Plan and annual budget for the replacement of school vehicles.
- **9.5** Worked with Catholic Mutual Insurance Company to conduct annual walk through of building facilities, sidewalks, roofs, etc... and addressed areas identified for repairs.

October 1, 2024 Report

- **9.1** Met with Hartington Newcastle Public School Administration to coordinate bus routes and drivers for the 2024-2025 school year.
- **9.1** Conducted Bus Evacuation Drills for all 7-12 students on September 4, 2024
- **9.2** Submitted 2023-2024 bus route mileage to HNS for inclusion in their Department of Education Transportation Report.
- **9.2** Completed a review of the Coop Bus Routes for the 2024-2025 school year. See reports on the school website.
- **9.3** Updated and enforces rules for managing student parking on regular school days as well as special occasions. (Funerals, Grand Parent Days, Homecoming, etc...)
- **9.5** Reviewed Catholic Mutual Insurance recommendations, conducted repairs to school sidewalk issues, and filed report on completed items.
- **9.5.** Completed summer custodial/maintenance (painting, carpet cleaning, stripping/waxing, furniture cleaning and repair, etc..) at Cedar Catholic Jr./Sr. High school.
- **9.5** Remodeled the 3rd floor kitchen to accommodate the new Family and Consumer Science Program.
- **9.6** Cleaned and updated the 3rd floor science lab and purchased additional furniture and teaching materials for advanced science classes (Chemistry and Physics).

July 1, 2024 Report

- **9.1** Met with administration from Hartington-Newcastle to review the coop busing program. Submitted 2023-2024 miles to HNs to report to the Department of Education for possible reimbursement in State Aid.
- **9.1** Met with HNS to discuss/recruit drivers and review bus driver salaries/benefits on an annual basis (Match Hartington-Newcastle)
- **9.5.** Conducted an insurance review and inspection of Cedar Catholic facilities with Catholic Mutual Insurance to determine areas in need of repair, replacement or upgrading. (roof, heating/cooling, sidewalks, doors/locks, windows, etc....)



Development Office, Budget and Finance:

Strategy 10.1: Research and develop a program to research grant opportunities and expand and promote individual gifts, events, endowment and estate planning.

- Continue to support and expand the teacher endowment started with the support of the development office.
- Research, write, and submit grants to support projects and programs.
- Continue to support and expand fund raising events (Blitz, Gala, Truck Raffle, Blue Ribbon and Alumni Events)
- Continue to cultivate individual major gifts with focus in coming year on developing potential generosity via estate planning and endowment gifts.

Strategy 10.2: Continue program to recognize and appreciate the support of Blue-Ribbon Committee Members and develop a plan to expand membership.

- Expand Blue-Ribbon membership to include alumni and community supporters not familiar with need of Blue-Ribbon Committee.
- Continue to recognize and appreciate current Blue-Ribbon Members' value and increase opportunities for member input and suggestions on improving the organization.
- Research and develop options of Membership levels and support.

Strategy 10.3: Review current annual events and schedule and research ideas for updating or expanding community/alumni fund raising programs.

- Continue review and evaluation of current fund-raising programs, events and alumni activities.
- Research and expand new revenue programs and social events.

Strategy 10.4: Reorganize the Cedar Catholic Jr.-Sr. High School Board and By-laws in directing activities of the Development Office, Blue Ribbon Committee.

- Work with the Archdiocese of Omaha Catholic Schools Office to reorganize Cedar Catholic Jr.-Sr. High School to provide direction to the Catholic Schools in Cedar County and supporting organizations.

Strategy 10.5: Hire a Lay President and develop the job description to include governance of Cedar Catholic and the Development Office

- Research and develop the position of Lay President and job description outlining the responsibilities of this new position.
- Create the funding support for the Lay President position to serve Cedar Catholic Jr.-Sr. High School and the Development Office.

Strategy 10.6: Develop a plan to create transparency, engage stake-holders, connect with supporters and alumni and promote Development Office Programs.

- Research and expand communication to include mailings and promotions on various media outlets, websites, social media including twitter, Facebook, and Instagram.
- Update and expand alumni contact information data base to include mailing, phone numbers, email, cell phone, etc.... to allow expansion of social media communication.
- Create a Cedar Catholic Jr.-Sr. High School website/ Communication HUB that would promote events, activities for all Catholic Schools in Cedar County on one main platform.

Strategy 10.7: Continue efforts to increase sources of revenue from the Development Office for ALL Catholic Schools, keeping tuition and subsidies affordable.

- Research Cedar Catholic Jr.-Sr. High School needs and develop programs to expand support for Catholic education.
- Research revenue sources available to offset reliance on tuition and subsidies needed to support increased cost of staff and programs.



Strategy 10.8: Continue and expand the K-12 Tuition Assistance Program for any families needing support to enroll their children to our Catholic Schools.

- Work with the Archdiocese Catholic Schools Office to increase awareness of Tuition Assistance Programs available in the Diocese.
- Schedule meetings with families that could benefit from this program and walk through the application process.

Strategy 10.9: Research and develop programs to expand and promote individual gifts, grants, etc... in support of early childhood programs.

- Continue to research funding sources to support the early childhood program.



COMPLETED ACTION STEPS

January 1, 2025 Report

- **10.1** Worked with Blue Ribbon Executive Committee to organized and promoted the first annual On-line Christmas Auction. Proceeds from the event were over \$17,621.
- **10.1** Created promotional materials for the On-line Auction and posted information on the Development Website and Facebook Social Media.
- **10.1** Scheduled, promoted and held the Fall Blitz Dinner and Raffle. Proceeds from the event gross was \$29,991.94.
- **10.1** Scheduled, promoted and expanded the Shoppe and Savour Market. Proceeds from the event gross was \$3,246.
- **10.1** Secured \$71,235 additional gifts and donations for CCHS Endowment.
- **10.1** Annual Fund drive has raised \$145,788 during the first semester (Annual Fund Appeal, 300 Club)
- **10.3** Host weekly meetings to track and plan for Development Office events, promotions, website development, etc...
- **10.3** Expanded two new events for the 2024-2025 year.
- **10.4** Installed the new members on the Cedar Catholic School Board. The new board membership includes three Blue-Ribbon members.
- **10.4.** Installed the Lay President and held meetings to outline job responsibilities, schedule, and deadlines for priorities each month.
- **10.5** Developed and updated a program and office budget for the 2024-2025 school year.
- **10.6** Continue to add pages and communication to the Development and Cedar Catholic Websites.
- **10.6** Created information and materials to promote upcoming events on the Development Office Facebook Page.
- **10.7** Coordinated information and posted promotional information to encourage parents to apply for the Nebraska 1402 scholarships for the 2024-2025 school year. Families were awarded over \$40,000 in tuition support.
- **10.8** Raised \$28,778.75 Support for ½ Tuition benefit for Cedar Catholic teachers.
- **10.9** Raised \$40,300 Tuition assistance gifts raised during the first semester.
- **10.9** Raised \$6200 Dick Kuehn Memorial Bus Fund
- **10.9.** Charter Bus fund donations \$2,500.
- **10.9.** Raised \$34,,799.97 Special projects, (Msgr. Werner Annex, Library, Band, FCS Program)
- **10.9** Raised \$11,930 Christmas gifts for Holy Trinity Parish and Holy Trinity and Cedar Catholic teachers and staff.
- **10.9** \$45,000 Technology gift for Robotics and Cedar Catholic student computers and classroom display screens.

October 1, 2024 Report

- **10.1** 2024 Annual Truck Raffle sold a record, 1,593 tickets. Gross sales were \$159,300. The truck went to Hallie and McKenna Noecker, daughters of Brian and Dawn Noecker.
- **10.1** Hosted the 2024 Fall Blue-Ribbon Annual Meeting and Business Meeting. This was the highest attended annual meeting. The report included a summary of annual events and a complete budget and finance report.
- **10.1** Annual 300 Club Membership met the goal of 300 members for the 2024-2025 school year.
- **10.1** Estate Planning: The Joseph Alvarez Estate, with a value of \$214,333.64 was finalized on Friday, September 27th with Catholic Futures Foundation unrestricted fund and Merrill Lynch Scholarship Funds.
- **10.1** Cedar Catholic Alumni Association hosted the 2024 Fall All School Social and Breakfast.
- **10.1** Assisted Kyle Hochstein on fund raising and paying off the debt of the Annex parking lot loan.
- **10.2** Three members of the Blue-Ribbon Committee will be assigned to serve on the Cedar Catholic School Board, with members of the Blue-Ribbon Exec. Committee to serve on the development sub-committee.
- **10.3** Monthly report of all Development Office activities, financial updates, weekly meeting minutes, and Office Operations.
- **10.5** Cedar Catholic Lay-President shared position, created under the new Bylaws, with Cedar Catholic Jr./Sr. High School for the 2024-2025 school year.
- **10.6** Continued expansion of Development Office website, communications, financial reports to improve transparency and communication with stakeholders.
- **10.8** Created Scholarship applications and opened a retail bank account to receive funds from the LB 753 and LB 1402 Scholarship Programs through the Opportunity Scholarship of Nebraska Programs.



July 1, 2024 Report

- **10.1** Jesse Hochstein established a Teacher Endowment Fund through the Archdiocese Catholic Futures Foundation.
- **10.1** The Alumni Association hosts the annual All-School Social and Breakfast.
- **10.1** The 2024 Gala reflected the generosity of the local, and regional communities, and alumni resulting in raising over \$400,000 for the third year in a row.
- **10.1** The truck raffle continued its success raising over \$150,000 for the second year in a row.
- **10.1** The Blitz continued its efforts to raise over \$20,000 to support student tuition scholarships.
- **10.2** The Blue-Ribbon Committee increased 19 new \$1,000 memberships-past 9 months.
- **10.4** Reorganized the Bylaws for Cedar Catholic Jr.-Sr. High School under the direction of the Catholic Schools Office and Omaha Archdiocese Legal Counsel.
- **10.5** Established a committee with representatives from each Cedar Catholic Jr.-Sr. High School Parish to research and develop the job description for the Lay President position for the 2024-2025 school year.
- **10.8** Cassie Gubbels and her mother host the annual scholarship luncheon to connect students with scholarship donors.
- **10.9** Holy Trinity developed a daycare program to implement for 2024-2025 school year in the Congregational church basement.