

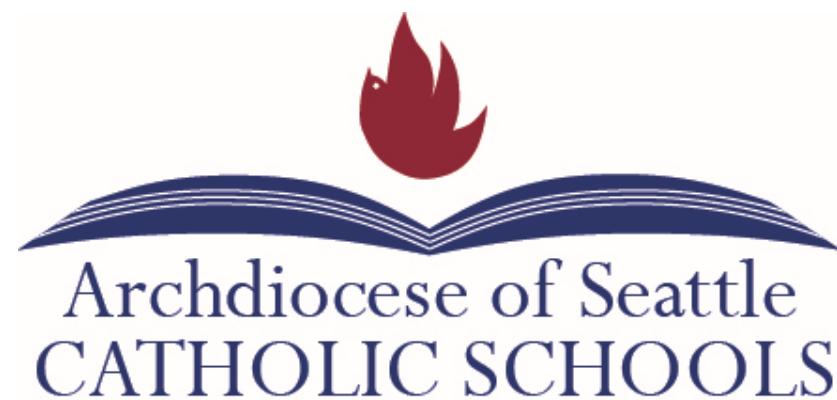


# EDvantage

The Professional Development of Teachers,  
Principals, and Office Support Staff of  
Catholic Schools in the Archdiocese of Seattle

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2017 | 2018



*The Office for Catholic Schools fosters  
collaborative communities among all shareholders  
through high quality professional development  
to positively impact student learning  
and develop Christ-like servant-leaders for today's world.*

*We work in the spirit of communion, solidarity and subsidiarity.*

## The Professional Development of Teachers and Principals of Catholic Schools

The Office for Catholic Schools supports the structures, life-long professional development of teachers and principals with programs that are mission-centered and comprehensive.

**Mission-Centered:** Catholic schools provide excellent religious, academic, and co-curricular programs, while forming young people in the Catholic faith, community life, service learning, and leadership development.

**Comprehensive:** Professional development is available throughout the year to all teachers and leaders of schools-principals, pastors, school commissioners, and development directors - who seek to develop skills and knowledge of their subjects through programs that are

- Available at the local school or regional centers or central locations
- Presented for clock hours, credits, or through certification programs
- Delivered virtually or in face time

**Structures and Life-long:** The regional and centralized programs of professional development follow a plan that respects the stages of a teacher's or principal's professional life from hiring to retirement and the need to stay current about the ever-changing landscape of teaching and administrative knowledge and practices.

Opportunities for professional development and the components of the leadership program are published in EDvantage and posted on our website: [www.ocsw.org](http://www.ocsw.org).

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# Office for Catholic Schools Focus Areas

## Catholic Identity and CIC - Christ in the Classroom

Implement Phase I, Foundational Experience, of the Christ in the Classroom Program through a school-based retreat and accompanying resources incorporating key Catholic Doctrine, witness and testimony.

*Rationale: Strength to Strength, Goal 1 identifies the multiple actions to ensure vibrant Catholic communities of faith in our schools. Significant progress has been made in achieving Goal One, but we recognize the need to tend the fires of faith. While Action 1, Task 1 has been realized through the writing and approval of the elementary and high school religion standards, Task 2 challenges us to catechetically certify all our teachers of religion. To accomplish this task, we have integrated Action 2, Tasks 1 and 3, to nurture our principals as the leaders in the school communities to provide a foundational faith retreat experience for all school personnel. (G1 - A1, T2; A2, T1, T3; A4, T1, T2)*

## Building Leadership Capacity- GRACE and Leadership Academy

Launch the GRACE project, providing school and regional teacher leaders with resources and professional development that will support their leadership in establishing PLCs, working with adult learners, and using data to address professional development needs at all levels. Continue support and growth of the Leadership Academy fostering a leadership pipeline.

*Rationale: Expanding leadership through teacher leaders invests in a “shared depth of understanding” in the work that must be done to impact student learning. By cultivating collaborative cultures, we increase each school’s ability to deepen learning and secure accountability. (G2 – A2, T2, T3, T4; A4, T1 T2; A5; A6, T3; A8, T1, T7)*

## Marketing Campaign

Launch first phase of a marketing campaign to improve school awareness and enrollment. Phase one includes an updated web infrastructure for the OCS, turn-key templates for schools needing updated websites, a system-wide public relations effort between Thanksgiving and Catholic Schools Week, and a pilot effort to drive web/foot traffic to 3-4 local schools through targeted media outreach.

*Rationale: Assisting our schools in marketing a Catholic education depends on many coordinated efforts. We seek to develop and implement a plan that addresses enrollment at the local, regional and Archdiocesan levels. (G3 - A1, T2; A4, T3) (G4 - A3, T2; A12, A13, A14, A15)*

## Business Practices

Continue to assist schools in use of the operations calendar that guides school administration in forecasting, creating, and tracking a balanced budget. Additional support will be provided to achieve greater revenue collection and to improve shareholder communication.

*Rationale: Guidelines for developing and maintaining a balanced budget includes clear communication with all shareholders. (G3 - A4, T1, T2) (G4 – A3, T1, T3)*

## Data Analysis

Positively impact Catholic identity and student achievement by creating protocols and tools which will allow schools and the OCS to regularly review and analyze data.

*Rationale: Strength to Strength calls for the gathering and use of data in each of the goal areas. This focus area will promote the necessary analysis of data at the Office for Catholic Schools, in each of the regions, as well as the local school. (G2 - A6, T1, T2, T3) (G3 – A2; A5, T4) (G4 – A1, T1, T2; A4, T2)*

# Strategic Plan Actions and Tasks: Completed and/or Maintained

## Goal 1: Strengthening Catholic Identity

A1, T1 – The Teaching and Assessment of Religion Standards  
A3, T3, T4 – Stewardship and Service Learning Rubric

## Goal 2: Excellent Curricula, Teachers and Schools

A1, T1, T2 – Updating of Curriculum on a Cycle (Religion, ELA, Science)  
A2, T3 – Development of Innovative Program Criteria (In Review SB)  
A5, T1, T2 – Choice of a Common Assessment  
A8, T1, T2 – Creation and Implementation of Leadership Development Program  
A8, T9 – Training of Principals on Multi-faceted Role of Principal

## Goal 3: An Accessible and Welcoming Community

A1, T1 – Development of Enrollment Targets (begun)  
A2, T1, T2 – Review of Student Information Systems  
A4, T2 – Rolling Admissions Calendar Financial Support  
A5, T1, T2, T3, T5 – Diverse Learners

## Goal 4: Wise Stewardship through Planning, Governance, Funding & Marketing

A1, T1 – Development of Indices of Vitality  
A5, T2 – Regular Review and Updates of Policies  
A7, T2 – Training for School Commissions  
A9, T2 – In-Service Training for School Development/Marketing Directors  
A10, T2, T3 – Federal and Title Funds  
A11, T2 – Exploring Different Governance Models  
A12, T4 – Development of Marketing Tool-kit  
A15, T2 – Survey of Best Practices and Creation of Budgeting Framework Worksheet

GOAL ONE: Catholic Identity	GOAL TWO: Excellent Curricula, Teachers, and School Leaders	GOAL THREE: Accessibility	GOAL FOUR: Wise Stewardship
Key initiatives:	Key initiatives:	Key initiatives:	Key initiatives:
1. Strengthening the teaching of religion through a new curriculum that is comprehensive, integrated with other subjects, and assessed for student learning and teaching effectiveness	1. Creating criteria for innovative programs that are adapted to 21st century learners and promoting them through regional planning in order to attract new families to Catholic schools	1. Informing and inspiring all stakeholders, especially parents and pastors, about the “value proposition” of Catholic schools	1. Creating a culture of planning and development through local and regional planning keyed to central planning, especially for curriculum and professional development, marketing, and sharing resources
2. Promoting collaborative exchanges among the school, the parish, and the parents and local community	2. Establishing a program of professional and leadership development that will <ul style="list-style-type: none"><li>Identify and prepare mission-centered principals and teachers</li><li>Require and provide professional development that is comprehensive and accessible</li></ul>	2. Increasing accessibility, especially for diverse learners, ethnic communities, and families who are challenged by the cost of tuition	2. Engaging in pro-active, data-supported analysis of “vital statistics” for Catholic schools and recommending targeted assistance where necessary
			3. Building a strong infra-structure of technology and using it to support pedagogy, professional development, marketing, and data collection and analysis
			4. Lobbying for alternative sources of funding to increase parental choice in education, including tax credits
			5. Requiring and supporting local marketing plans and creating regional and system-wide marketing plans to promote all Catholic schools

PROFESSIONAL DEVELOPMENT FOR TEACHERS

New Teacher Orientation

Clock Hours: 6

This one-day program, required of all new teachers, provides important and useful information about the mission and organization of Catholic schools, pertinent policies, and helpful tips for the first year teacher. Registration is required

	<u>2017</u>	<u>2018</u>
Date:	August 17, 2017	August 16, 2018
Time:	8:30 AM - 3:30 PM	8:30 AM - 3:30 PM
Location:	St. Francis of Assisi Schoool 15216 21st Ave SW Burien, WA 98166	St. Francis of Assisi School 15216 21st Ave SW Burien, WA 98166
Contact:	Karen Tarabochia Assistant Superintendent, School Governance, Operations, & Personnel <a href="mailto:karen.tarabochia@seattlearch.org">karen.tarabochia@seattlearch.org</a> 206-382-4860	

Regional Curriculum Day

Clock Hours: 5

A region designs its own curriculum day, based on issues of importance to the region, arranges for speaker(s) and other resources, and submits its plan for approval and financial support of \$2,000 per region to the Office for Catholic Schools.

Date:	March 16, 2018
Location:	Please check with your region for event location
Contact:	Kaitlyn O’Leary Assistant Superintendent, Curriculum, Government Programs & Early Learning <a href="mailto:kaitlyn.oleary@seattlearch.org">kaitlyn.oleary@seattlearch.org</a> 206-274-7655

GRACE Mid-Year Meeting

Clock Hours: 7

School teacher leaders in each region will participate in a mid-year meeting to evaluate progress, share best practices, and determine next steps in their efforts to forge local and regional professional learning communities.

Date:	January 16, 17, 18, 22, 23 2018 (Varies by region)
Time:	8:30 AM - 3:00 PM
Location:	Varies by Region
Contact:	Kaitlyn O’Leary Assistant Superintendent, Curriculum, Government Programs & Early Learning <a href="mailto:kaitlyn.oleary@seattlearch.org">kaitlyn.oleary@seattlearch.org</a> 206-274-7655



GRACE Catholic Educators Forum

Clock Hours: 12

School teacher leaders and principals will meet in school teams to evaluate their success during year 1 of the GRACE project and plan for year 2.

Date:	June 20, 2018
Time:	8:30 AM - 3:30 PM
Location:	TBD
Contact:	Kaitlyn O’Leary Assistant Superintendent, Curriculum, Government Programs & Early Learning <a href="mailto:kaitlyn.oleary@seattlearch.org">kaitlyn.oleary@seattlearch.org</a> 206-274-7655



## Virtus Training for School Staff

### *Clock Hours: 3*

Training for Safe Environment Education will be scheduled throughout the year. We currently have two programs scheduled that will be directed toward school staff members.



Date: July 27, 2017  
August 22, 2017  
For more dates within the Chancery, please click on the icon above.

Time: 9:30 AM - 12:30 PM

Location: St. Francis Cabrini Conference Room  
Archdiocese of Seattle Chancery  
803 Terry  
Seattle, WA 98104

Contact: Karen Tarabochia  
Assistant Superintendent, School Governance, Operations, & Personnel  
[karen.tarabochia@seattlearch.org](mailto:karen.tarabochia@seattlearch.org)  
206-382-4860

## Secondary Religion Curriculum Day

### *Clock Hours: 3*

This annual event provides secondary religion teachers an opportunity to discuss the new standards and possible resources in a conversation with colleagues.

Time: TBD

Location: TBD

Contact: Kristin Dixon  
Interim Superintendent of Catholic Schools  
[kristin.dixon@seattlearch.org](mailto:kristin.dixon@seattlearch.org)  
206-382-4861

## PROFESSIONAL DEVELOPMENT FOR TEACHERS & PRINCIPALS

### Christ in the Classroom Retreats

#### *Clock Hours: 6*

Retreats hosted at the local school twice per year as the foundation for the Christ in the Classroom Catechetical Certification.

Dates: October 6, 2017  
February 16, 2018

Time: varies by location

Location: Each school will host their own retreats

Contact: Sandra Barton Smith  
Assistant Superintendent, Catholic Identity & Essential Services  
[sandra.smith@seattlearch.org](mailto:sandra.smith@seattlearch.org)  
206-382-4842

### Technology Driven Formative & Summative Assessment Strategies

#### *Clock Hours: 6*

This hands-on workshop will give educators the chance to learn practical tools they can implement in their classroom immediately to better gather frequent, informative data about their students' learning.

Date: August 17, 2017 August 18, 2017

Time: 8:30 AM - 3:30 PM 8:30 AM - 3:30 PM

[Click to Register](#)

[Click to Register](#)

Location: St. Michael School  
1204 11th Ave SE  
Olympia, WA 98501

Archdiocese of Seattle  
910 Marion Street  
Seattle, WA 98104

Contact: Kaitlyn O'Leary  
Assistant Superintendent, Curriculum, Government Programs & Early Learning  
[kaitlyn.oleary@seattlearch.org](mailto:kaitlyn.oleary@seattlearch.org)  
206-274-7655

## Latino and Hispanic Enrollment

Parent Ambassador Program focuses on preparing Catholic Schools that have identified an opportunity for capacity building in enrolling new Hispanic/Latino students. This program will develop strategies for advertising, recruitment and empowerment of Latino families. This program will support existing families and enhance their participation in recruiting new families.

Program goals:

- Develop a communication plan to enhance involvement between Latino families with Parish/School
- Provide a positive Catholic School experience for families
- Assist with Training sessions for families and staff

Program benefits:

- Increase parent engagement in student's education, which can be beneficial to students, families and Catholic School as a whole
- Becoming more knowledgeable about Latino cultural response
- Catholic Collective Impact for Individual, Family, Neighborhood and Parish Communities seeking to respond to the challenges faced by our brothers and sisters living on the margins

Workshops included upon request:

- Introduction to PAP (Parents Ambassador Program)
- Why Catholic Schools? Is Catholic Education for me?
- Called and Gifted
- Servant Leadership
- Listening Skills and Communication Styles
- Positive Parenting
- The importance of volunteering and commitment to the School-SIS
- Responsibilities and commitment of the Program members
- Computer literacy, screen time and Cyberbullying
- English as a Second Language
- Adult Basic Education - INEA (adult literacy programs, GED and others)
- Navigating the Catholic Schools System
- Families mentoring Families – a Catholic response

Contact: [CentroRendu@svdpseattle.org](mailto:CentroRendu@svdpseattle.org)

Mirya Munoz-Roach  
Chief Program Director  
St. Vincent de Paul of Seattle / King County  
Centro Rendu Latino Education & Resource Center  
[miryar@svdpseattle.org](mailto:miryar@svdpseattle.org)  
(253) 499-4245

Jacqueline Lloyd-Evans  
[JacquelineL@SVdPSeattle.org](mailto:JacquelineL@SVdPSeattle.org)

## Assessment:

### The Northwest Evaluation Association Measurement of Academic Progress (MAP)

*Clock Hours: 5*

Northwest Evaluation Association Measurement of Academic Progress (MAP) is a computerized adaptive student assessment that offers educators the information they need to improve teaching and learning. Educators use the growth and achievement data from MAP assessments to develop targeted instructional strategies and plan school improvement. Results help educators make student-focused, data-informed decisions. MAP assessments are taken second through eighth grade.

Professional Development for teachers and administrators listed throughout the year. The first opportunity addresses identifying, disaggregating and analyzing data for principals and the Lead Teacher in a train-the-trainer model.

Time: 9:00 AM - 3:00 PM

Dates:

October 17, 2016	North End Region	Location TBD
October 18, 2016	Seattle Region	Location TBD
October 19, 2016	Tacoma Region	Location TBD
October 20, 2016	Southern Region	Location TBD
November 3, 2017	All Regions	Chancery, Orr Room

Contact: Jack Huber  
Director of Data Management  
[jack.huber@seattlearch.org](mailto:jack.huber@seattlearch.org)  
206-382-4855



## Missionary Discipleship Institute: Break-out Session at Teacher Excellence Day and a Follow-up One Day In-service

*Clock Hours: 15*

One-day formation, ongoing collaborative reflection and formation through webinar and partner meetings, and independent readings.

The Missionary Discipleship Institute (MDI) offers teachers three, completed unit designs integrating the new religion standards and a missionary service experience for 7th graders. Teachers will be provided with support and a framework for students to:

- Encounter and explore injustices
- Gain awareness and discern the disturbance of injustices
- Create and execute a student-led missionary service response

Students and teacher participants will gather with partner schools for a time to share projects and reflections.

Contact: Sandy Barton Smith  
Assistant Superintendent, Catholic Identity & Essential Services  
[sandra.smith@seattlearch.org](mailto:sandra.smith@seattlearch.org)  
206-382-4842

Kelly Hickman  
Missions Office  
[kelly.hickman@seattlearch.org](mailto:kelly.hickman@seattlearch.org)

Anna Johnson  
Maryknoll  
[aclarke@maryknoll.org](mailto:aclarke@maryknoll.org)

[Click to Register](#)

## High School Leadership Department Chair Training

*Clock Hours: 5 per meeting*

This series of workshops will provide high school leaders and department chairs with ongoing training on effective classroom observations and coaching strategies.

Date: Ongoing during 2017-2018

Contact: Kaitlyn O'Leary  
Assistant Superintendent, Curriculum, Government Programs & Early Learning  
[kaitlyn.oleary@seattlearch.org](mailto:kaitlyn.oleary@seattlearch.org)  
206-274-7655

## Accreditation Visiting Team Training

Training for team members who are already assigned to a visiting team for 2017-2018 school year.

[Click to Register](#)

Team:	Elementary Team Training	Elementary Chair Training
Date:	September 12, 2017	September 13, 2017
Time:	3:00 PM - 5:30 PM	3:00 PM - 5:30 PM
Location:	Archdiocese of Seattle Orr Conference Room 910 Marion Street Seattle, WA 98104	
Contact:	Janeal Grosinger <a href="mailto:janeal.grosinger@seattlearch.org">janeal.grosinger@seattlearch.org</a> 206-382-4861	



## Accreditation Visiting Team 2018-2019

*Clock Hours: 30*

The Accreditation process provides guidance and affirmation to the schools, and opportunities for sharing best practices and collaboration among the Visiting Team Members. Teachers and Administrators are welcome to register to join an Accreditation Team.

If you would like to be on a visiting accreditation team for 2018-2019 School year, please click on the link below to register.

[Click to Register](#)

[Click to Register](#)

Team:	Elementary Visiting Team	Secondary Visiting Team
Contact:	Janeal Grosinger <a href="mailto:janeal.grosinger@seattlearch.org">janeal.grosinger@seattlearch.org</a> 206-382-4861	



## Diversified Learners Committee

The Diversified Learners Committee (DLC) is a dynamic group of principals, teachers, and parents whose work is intended to support students of varying ability and diverse learning needs as inclusive members in Catholic school classrooms. The DLC commits to educating the whole child: spiritually, academically and socially; is rooted in the belief that inclusion is a cornerstone of our mission and is dedicated to including exceptional learners in Catholic schools.

### Actions:

- The DLC continually provides professional development to all faculty and staff
- The DLC guides regional support between our Catholic schools in the teaching and learning of diverse learners
- The DLC promotes inclusion of students through the sharing of common resources
- The DLC combines efforts with the Office for Pastoral Care to broaden the scope of archdiocesan services to those families most in need, working collaboratively with our school pastors and parish staff

Dates: August 24, 2017 - Chancery Conference Room 10 AM - 2 PM  
October 19, 2017  
November 30, 2017  
February 8, 2018  
April 26, 2018

Time: 9:00 AM - 11:00 AM  
(optional working lunch 11:00 AM - 1:00 PM)

Location: St. Madeleine Sophie School  
4400 130th Place SE  
Bellevue, WA 98006

Contact: Sandra Barton Smith  
Assistant Superintendent, Catholic Identity & Essential Services  
[sandra.smith@seattlearch.org](mailto:sandra.smith@seattlearch.org)  
206-382-4842

## Curriculum Review Committees: PreK - 12 Social Studies

### *Clock Hours: 5 per meeting*

The curricula under year-long review in AY 2017-2018 is Social Studies. The Curriculum Committees work to assist all schools in the Archdiocese to clarify grade level standards. The committees develop a process to identify resources for deeper understanding, implementation, and assessment of grade level standards in PK-12. Teacher-leaders and principals are encouraged to participate.

Dates: November 7, 2017 - CANCELLED  
January 16, 2018

Time: 9:00 AM - 3:00 PM

Location: Archdiocese of Seattle  
Orr Conference Room  
910 Ninth Avenue  
Seattle, WA 98104

Contact: Kristin Dixon  
Interim Superintendent of Catholic Schools  
[kristin.dixon@seattlearch.org](mailto:kristin.dixon@seattlearch.org)  
206-382-4861

## Curriculum Review Committees: Early Learning

### *Clock Hours: 5 per meeting*

The Early Learning Curriculum Review Committee will work to assist all schools in the Archdiocese to clarify grade level standards by identifying and developing a variety of resources intended to enhance the instructional toolkits of Pre-Kindergarten and Kindergarten teachers. Teachers and principals are encouraged to participate.

Contact: Kaitlyn O'Leary  
Assistant Superintendent, Curriculum, Government Programs & Early Learning  
[kaitlyn.oleary@seattlearch.org](mailto:kaitlyn.oleary@seattlearch.org)  
206-382-4859

## Where to Find Resources for Teachers and Principals

The Office for Catholic Schools website is a great resource for both Teachers and Principals. MyDesk on the OCS website will require a log-in ID and password. If you do not already have a log-in and password, please contact Vireak Ath.

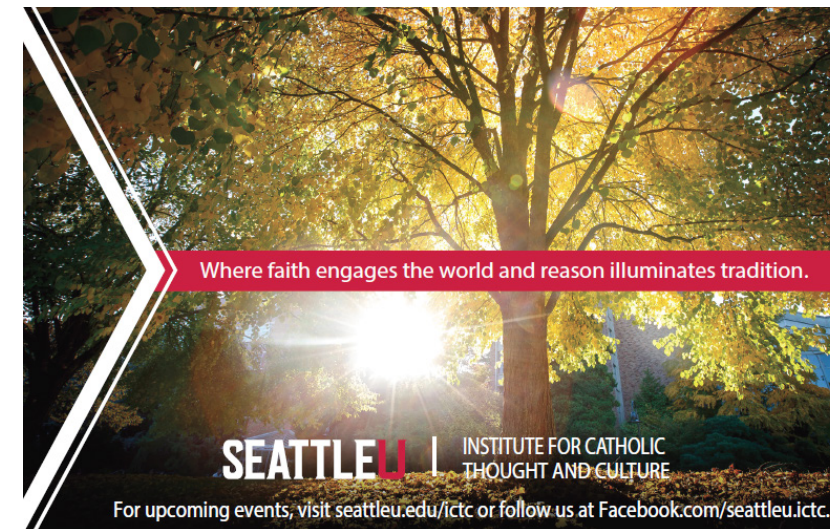
Website: <http://www.ocsw.org/apps/>

Contact: Vireak Ath  
Technology Coordinator  
[vireak.ath@seattleu.edu](mailto:vireak.ath@seattleu.edu)  
206-264-2080

The screenshot shows the 'My Desk' page of the Office for Catholic Schools website. The page is titled 'Resources for Catholic Educators' and includes a navigation bar with links like 'Our Schools', 'School Finder', 'Mailings', 'Personnel', 'Accreditation', 'Curriculum', 'Prof. Development', and 'Employment'. The main content area is divided into several sections, each with a list of links and documents. Yellow callouts highlight specific features:

- Names, Emails, and Phone numbers for everyone:** Points to the 'OCS Contacts' section.
- For creating your yearly school calendar in January:** Points to the 'Tools for Data Input' section.
- Drop-down Menus for departments:** Points to the 'Settings' section.
- Posting job openings and substitute teachers:** Points to the 'Reports for Data Output' section.
- Check Monthly for recommended tasks to complete:** Points to the 'My Tasks' section.
- Tool Kits:** Points to the 'Instructional Support' section.
- Evaluations, Field trip, Student forms, Covenants, and Personnel forms:** Points to the 'Documents and Forms' section.
- This Document:** Points to the 'Documents and Forms' section.

## Seattle University Institute for Catholic Thought and Culture



**The Institute for Catholic Thought and Culture will engage in a vibrant community-wide discourse on Catholicism in all its richness and complexity.**

ICTC and the Office of Institutional Inclusion invite you to the 2017-2018 Catholic Heritage Lecture series *That We May Be One: Racial Justice and the Catholic Church*.

It begins in the fall with the Most Rev. Edward K. Braxton, Bishop of Belleville, Ill., speaking on the Black Lives Matter Movement and the Catholic Church. Then in winter we explore the legal concerns of local immigrants, migrants and refugees. The lectures culminate in the spring with a panel on the racialization of Islam.

For details visit [www.seattleu.edu/ictc](http://www.seattleu.edu/ictc).

**SEATTLEU** | INSTITUTE FOR CATHOLIC THOUGHT AND CULTURE

*"Our strategic priorities of diversity, equity and inclusion are rooted in our mission focused on the whole person and deeply connected to our Jesuit Catholic character. Being authentically Jesuit Catholic means not settling for safe, but engaging the complex and challenging work toward justice with our heads and our hearts."*

—Natasha Martin, JD, associate vice president for Institutional Inclusion and Chief Diversity Officer and associate professor, School of Law





### The Archbishop Brunett Retreat Center at the Palisades

*Clock Hours: varies by retreat offering*

The Archbishop Brunett Retreat Center is a department and ministry of the Archdiocese of Seattle that aims to provide a peaceful, spiritual, and comfortable environment for guests who are searching for a deeper relationship with both God and neighbor. *(If you are an employee of the Archdiocese of Seattle, ask about our 10% discount when registering for a retreat!)*

[Click to Register](#)

**2017 Dates:**

August 25, -27	Fr. Michael Cerrone	<i>Silent Women's Retreat</i>
August 28-30		<i>Silent, Self-Directed Retreat</i>
September 1-3	Monks from St. Martin's	<i>Young Adult Retreat</i>
October 6-8	Fr. Robert Colaresi, <a href="#">O.Carm.</a>	<i>Lay Carmelite Retreat</i>
November 13-15	Dr. Sarah Bartel & Nathan Bartel	<i>Engaged Couples Retreat</i>
December 1-3	Deacon Jim Fish/Fr. John Fuchs, SJ	<i>Ignatian Prayer Advent Retreat</i>
December 8-10	Camille Pauley	<i>Women's Advent Retreat</i>

**2018 Dates:**

January 19-21	Dr. Sarah Bartel & Nathan Bartel	<i>Engaged Couples Retreat</i>
February 16-18	Fr. Stephen Rowan, Ph.D.	<i>Shakespeare Retreat</i>
February 16-18	Fr. Pat Freitag	<i>Married Couples Retreat</i>
March 9-11	Fr. Ken McKenna, OSFS	<i>Women's Lenten Retreat</i>
March 16-18	Fr. Sean Raftis	<i>Men's Lenten Retreat</i>
March 23-25	Fr. Jacques Philippe	<i>Palm Sunday Retreat</i>
April 6-8	Mauricio Perez	<i>Adult Spanish Retreat</i>
May 4-6	Fr. Marcin Szymanski, OP	<i>Young Adult Retreat</i>
May 11-13	Donna Cori Gibson	<i>Women's Retreat</i>
May 25-27	TBD	<i>Men's Retreat</i>
June 22-24	Fr. Jim Northrop	<i>Men's &amp; Women's Retreat</i>

**Location:** Archbishop Brunett Retreat Center at the Palisades  
4700 SW Dash Point Road  
Federal Way, Wa 98023

**Contact:** Mary Shelton, Accounts & Events Coordinator  
[mary.shelton@seattlearch.org](mailto:mary.shelton@seattlearch.org)  
206-274-3130

Giegie Calsado, Retreat and Program Coordinator  
[evangeline.calsado@seattlearch.org](mailto:evangeline.calsado@seattlearch.org)  
206-274-3123

### PROFESSIONAL DEVELOPMENT FOR PRINCIPALS & PROSPECTIVE PRINCIPALS

#### Elementary & Secondary Principal Kick Start Meeting

*Clock Hours: 10*



The Office for Catholic Schools provides principals with an opportunity at the beginning of each school year for professional and faith development through a two-day, overnight retreat.

[Click to Register](#)

	<u><b>2017</b></u>	<u><b>2018</b></u>
<b>Date:</b>	August 14-15, 2017	August 13-14, 2018
<b>Time:</b>	8:00 AM - 3:30 PM (Dinner on Monday evening)	8:30 AM - 3:30 PM (Dinner on Monday evening)
<b>Location:</b>	Archbishop Brunett Retreat Center at the Palisades 4700 SW Dash Point Road Federal Way, WA 98023	
<b>Contact:</b>	Kristin Dixon Interim Superintendent of Catholic Schools <a href="mailto:kristin.dixon@seattlearch.org">kristin.dixon@seattlearch.org</a> 206-382-4861	

*Young people of the third millennium must be a source of energy and leadership in our church and our nation. Therefore, we must provide young people with an academically rigorous and doctrinally sound program of education and faith formation designed to strengthen their union with Christ and his church. renewing our commitment to Catholic elementary and secondary schools in the third millennium.*

—United States Conference of Catholic Bishops, 2005

## New Principal Orientation

*Clock Hours: 8*

Once selected for a position, new principals will meet for a one day orientation program to focus on specific tasks and resources for the principal, including a review of policies, development of teaching faculty, working with the school commission, parents club, and participating in the life of the parish.

	<u>2017</u>	<u>2018</u>
Date:	July 25, 2017	July 31, 2018
Time:	8:30 AM - 6:00 PM	8:30 AM - 6:00 PM
Location:	Archdiocese of Seattle Orr Conference Room 910 Marion Street Seattle, WA 98104	Archdiocese of Seattle Orr Conference Room 910 Marion Street Seattle, WA 98104
Contact:	Karen Tarabochia Assistant Superintendent, School Governance, Operations, & Personnel <a href="mailto:karen.tarabochia@seattlearch.org">karen.tarabochia@seattlearch.org</a> 206-382-4860	



## Principal's Retreat - September 21-22, 2017

*Clock Hours: 12*

The Christ in the Classroom Foundation (CIC) has been designed with the goal of centering all aspects of school life in the person of Jesus Christ.

CIC Foundation is intended to be a starting point, not a destination, a catechetical foundation for all Catholic schools.

CIC Foundation invests in the school administrators and the teaching faculty to respond to our vocational call to pass on the gift of our Catholic faith to all in our care.

How is this Catechetical Certification for Catholic schools different?

- CIC Retreat(s) integrate core catechetical content extracted directly from the Archdiocesan PreK - 12 Religion Standards and Curriculum.
- CIC Retreat(s) will affirm the identity of our Catholic faith – what we believe, how we celebrate, how we live, how we pray, how we live in community, and whom we are called to serve. (Six Tasks of Catechesis)
- CIC Retreat times will include to moments for Sacred Scripture, witness and testimony (faith sharing), personal reflection, and mission effectiveness extensions to bring the learning back into the school...into the classrooms.
- CIC Retreat(s) will occur at the local school, with the school administrator (with support from the local CIC Leadership team) leading the annual retreat. Nominal costs will be incurred by the local school. OCS will create all CIC Program materials and resources.

Location: Seabeck Conference Center  
13395 Lagoon Drive NW  
Seabeck, WA 98380  
360-830-5010

[Click to Register](#)

Speaker: Rev. Ronald Nuzzi  
Executive Director of Equitable Access and Excellence  
Catapult Learning

Topic: Christ in the Classroom

Contact: Sandra Barton Smith  
Assistant Superintendent, Catholic Identity & Essential Services  
[sandra.smith@seattlearch.org](mailto:sandra.smith@seattlearch.org)  
206-382-4842



### Principal’s Quarterly Meetings

*Clock Hours: 5 (for each meeting)*

- Dates: November 16, 2017 [Click to Register](#)  
 January 25, 2018 [Click to Register](#)  
 March 8, 2018 [Click to Register](#)  
 May 17, 2018 [Click to Register](#)
- Time: 8:30 AM - 1:30 PM  
 Networking with other teachers, Leadership Academy, and regional meetings may be scheduled before/after each meeting.
- Location: Archbishop Brunett Retreat Center at the Palisades  
 4700 SW Dash Point Road  
 Federal Way, WA 98023
- Topics: Development of the 5 Focus Areas:  
 Catholic Identity, Academic Excellence, Marketing - Access, Governance and Funding, and Data  
  
 Other Topics may Include:  
 Policies and Procedures Updates  
 Evaluating School Personnel  
 GRACE  
 PreK Learning /Government Programs  
 Operations Calendar  
 Marketing & Enrollment  
 Christ in the Classroom  
 Leadership Academy for All  
 Indices of Vitality  
 Evaluating School Personnel  
 Professional Leadership Development  
 ITag  
 Curriculum & Social Studies Standards Review  
 Accreditation
- Contact: Kristin Dixon  
 Interim Superintendent of Catholic Schools  
[kristin.dixon@seattlearch.org](mailto:kristin.dixon@seattlearch.org)  
 206-382-4861

### Leadership Academy

*Clock Hours: 4 (for each meeting)*

The Office for Catholic Schools is excited to offer a Leadership Academy for new and aspiring principals. Recognized Catholic school leaders and shareholders will teach courses in managerial, academic, spiritual, and strategic leadership. Working in solidarity to ensure a system of excellent Catholic schools, the Leadership Academy will provide the knowledge, skills, and strategies for current and future school leaders.

- |           |   |  |
|-----------|---|--|
|           | <b><u>New Principals</u></b>  | <b><u>Aspiring Principals</u></b>  |
| Date:     | November 16, 2017<br>January 25, 2018<br>March 8, 2018<br>May 17, 2018  | October 10, 2017<br>December 12, 2017<br>February 13, 2018<br>April 10, 2018<br>June 5, 2018 |
| Time:     | Following All-Principal Meetings  | 3:00 - 6:00 PM   |
| Location: | Archbishop Brunett Retreat Center at the Palisades<br>4700 SW Dash Point Road<br>Federal Way, WA 98023  | Archdiocese of Seattle<br>Chancery<br>910 Mation Street<br>Seattle, WA 98104                 |
| Contact:  | Kelly Surapaneni<br>Coordinator of Leadership Development<br><a href="mailto:ksurapaneni@fulcrumfoundation.org">ksurapaneni@fulcrumfoundation.org</a><br>206-382-4861 |  |

## Marketing, Enrollment and Development Workshops

*Clock Hours: varies*

The Office for Catholic Schools and the Fulcrum Foundation are partnering to provide high-quality, relevant professional development for the marketing, enrollment, and development personnel in K-12 Catholic Schools.

Additional local school visits and regional group visits can be scheduled, when available.

### Social Media for Catholic Schools

**August 30, 2017**

**Presented by Heather Mansfield**

Special guest, Heather Mansfield of “Nonprofit Tech for Good” keeps up with the latest and greatest trends in Social Media. She will walk Catholic schools through effective strategies to strengthen their web, email, and social media usage. Additional topics will include online fundraising techniques.

### Developing a Fundraising Plan

**September 2017**

It is important to have a development plan and fundraising calendar. Learn the best practice for developing a plan and sticking to it.

### Enrollment Management and Marketing

**October 2017**

Learn the best practices from other schools successfully recruiting and retaining families year after year. Topics include entry point recruitment and tips to host successful registration events, building a Parent Ambassador Program, and a calendar-based approach to registration.

### School Auctions with Stephen Kilbreath

**November 15, 2017**

For many schools, the annual auction is the largest fundraiser of the year. Learn best practices from hiring an auctioneer to running a smooth event to raise the most money yet!

## Marketing, Enrollment & Development Workshops

### Capital Campaign

**February 21, 2018**

**Presented by Frank Feeman, CFO Archdiocese of Seattle & April Collier, Senior Vice President of Development at the Pacific Science Center**

You know a Capital Campaign is on the horizon – what does that mean? Learn what steps need to be taken within the Archdiocese to get you started, and hear from an experienced development professional about how to execute it from hiring a consultant to making the ask.

### Building the Case for Support - Finding your Why?

**May 2018**

The case for support should be at the base of every development program. Learn how to build your case and target what makes your school different, and how to convey it to potential donors.

Time: TBD

Location: Archdiocese of Seattle  
Orr Conference Room  
910 Marion Street  
Seattle, WA 98104

Contact: Tim Hunt  
Director of Marketing and Financial Services  
[tim.hunt@seattlearch.org](mailto:tim.hunt@seattlearch.org)  
206-748-7985

Conne McGlynn Bruce  
Fulcrum Foundation Director of Advancement  
[conne.bruce@fulcrumfoundation.org](mailto:conne.bruce@fulcrumfoundation.org)  
206-748-7989

To be added to the mailing list, please contact Lisa O’Leary  
[lisa.oleary@seattlearch.org](mailto:lisa.oleary@seattlearch.org)

## Principal Certification through Masters and Doctoral Programs

To be eligible for service in Catholic schools, prospective principals must receive certification. The following, which have different programs and methods of delivery, are recommended; candidates who are accepted into one of them may qualify for assistance from the Fulcrum Foundation.



### CREIGHTON UNIVERSITY

Phone: 402-280-2820  
 Contact: Dr. Timothy Cook  
 Email: [timothycook@creighton.edu](mailto:timothycook@creighton.edu)  
 Website: [www.creighton.edu](http://www.creighton.edu)



### GONZAGA UNIVERSITY

Phone: 509-313-3664  
 Contact: Janice Huston  
 Email: [hustonj@gonzaga.edu](mailto:hustonj@gonzaga.edu)  
 Website: [www.gonzaga.edu](http://www.gonzaga.edu)



### NOTRE DAME

Phone: 574-631-9309  
 Contact: April M. Garcia  
 Email: [agarcia9@nd.edu](mailto:agarcia9@nd.edu)  
 Website: <http://ace.nd.edu/leadership/>



### ST. MARTIN'S UNIVERSITY

Phone: 360-412-6142  
 Email: [gradstudies@stmartin.edu](mailto:gradstudies@stmartin.edu)  
 Website: [www.stmartin.edu](http://www.stmartin.edu)



### SEATTLE UNIVERSITY

Phone: 206-296-5750  
 Contact: Kaelen Frashure  
 Email: [Edadmin@seattleu.edu](mailto:Edadmin@seattleu.edu)  
 Website: [www.seattleu.edu](http://www.seattleu.edu)



### THE UNIVERSITY OF PORTLAND

Phone: 503-943-8257  
 Contact: Anne Rasmussen  
 Email: [rasmusse@up.edu](mailto:rasmusse@up.edu)  
 Website: <http://education.up.edu>

## Star Thrower Resources



Dewitt Jones is one of America's top professional photographers. He is also one of the nation's most sought-after keynote speakers. Twenty years as a freelance photographer for National Geographic earned him a reputation as a world class photojournalist.

In the business community, Dewitt has created six best-selling business training films, and over 20 short films. Filled with insightful stories and stunning photography, his films offer inspirational messages about creativity, attitude, and vision.

Dewitt is also a highly sought speaker. Presenting to organizations around the world, his inspirational messages and ability to communicate with audiences make his presentations an unforgettable experience.

The Office for Catholic Schools has purchased 6 of these films which you can check out of our library as an inspirational resource for you and your teachers. Videos come with a Facilitation Guide.

Videos available include:

- Focus Your Vision
- Celebrate! Change your Lends, Change your Life
- Celebrate What's Right with the World
- Everyday Creativity
- For the Love of It
- Short Stories, vol. 1

Contact: Janeal Grosinger  
 Office Coordinator  
[janeal.grosinger@seattlearch.org](mailto:janeal.grosinger@seattlearch.org)  
 206-382-4859

If we want TRULY  
 EXTRAORDINARY  
 VISION then you have to  
 continually expand your  
 horizons, take risks. If we  
 do' push our edge we'll  
 never expand our view..  
 It's not trespassing to go  
 beyond your own  
 boundaries.

Dewitt Jones





## Saint Martin's University School Administrator Certification



### School Administrator Certification

#### About the program

The school administration program is designed to meet requirements for certification as a school administrator (principal or program administrator).

- Those students without a master's degree enroll in the MED Program, leading to certification and a master's degree.
- Those students already possessing a master's degree can enroll in the certification-only option. Coursework and experience will be evaluated to determine specific requirements needed.
- Either of the options will help you meet your professional goal through a flexible program offered in small classes taught by highly qualified faculty.

#### Program features

- Program flexibility and designed for employed students; courses are offered evenings, hybrid, and summers
- Reduced tuition during summer months
- Use of case studies, field experiences and reflective assessments to assure relevance
- Highly qualified faculty members with many years of real-world experiences working in schools and other educational settings

#### Admission requirements

Applicants are encouraged to have had at least three years of relevant work experience in the field of education. Other work experience with students is considered on an individual basis. All applicants must meet the following qualifications:

- A baccalaureate degree from an accredited institution
- A GPA of 3.0 in undergraduate studies and/or previous graduate work
- Certification as a teacher or ESA in the state of Washington or comparable certification from another state
- Letter of support from your district for internship placement

**School administration certification, 21 semester credit hours** (Additional hours are needed for graduate degree)

MED 650 Professional Development Evaluation and Supervision (3)

MED 653 Principles of Leadership (3)

MED 654 Principal as Leader of Learning Community (3)

MED 655 School and Community Relations (2)

MED 656 Educational Finance (2)

MED 657 School Law for Educational Administrators (2)

MED 659a Principal Internship (3)- and -MED 659b Program Administrator Internship (3)

Contact: Linda Maier, Ed. D.  
Assistant Professor, Director of School Administration Program  
College of Education and Counseling Psychology  
[lmaier@stmartin.edu](mailto:lmaier@stmartin.edu)  
360-486-8831

Website: <https://www.stmartin.edu/academics/programs-schools/college-education-counseling-psychology/areas-of-study/post-graduate-school-administrator-certification>

## Saint Martin's University Programs

Major in Educational Studies

Please [click here](#) for more information.

Major in Elementary Education

Please [click here](#) for more information.

Minor/Program in Secondary Education

Please [click here](#) for more information.

Contact: Kate Boyle, Ph.D.  
Dean, College of Education and Counseling Psychology  
[kboyle@stmartin.edu](mailto:kboyle@stmartin.edu)  
360-438-4333

Linda Maier, Ed. D.  
Assistant Professor, Director of School Administration Program  
College of Education and Counseling Psychology  
[lmaier@stmartin.edu](mailto:lmaier@stmartin.edu)  
360-486-8831

Program in Special Education

Please [click here](#) for more information.

Contact: Cynthis E. Petersen, Ed.D.  
Professor, College of Education and Counseling Psychology  
[cpetersen@stmartin.edu](mailto:cpetersen@stmartin.edu)  
360-438-4549

Catholic School Special Tuition Program

Please [click here](#) for more information.

*I am convinced that Catholic education is one of the most effective tools for preparing a new generation of Catholic citizens who will offer the world the gift of a well-formed conscience and a true vision of life, hope and peace.*

- Most Rev. J. Peter Sartain, Archbishop of Seattle, 2014



## PROFESSIONAL DEVELOPMENT FOR OTHER SCHOOL LEADERS

### Meetings for Pastors & Canonically Appointed Leaders

#### *Clock Hours: 6*

The Office for Catholic Schools offers an opportunity for pastors and canonically appointed leaders of schools to meet with their principals and to receive updated information about the mission and programs of Catholic Schools in the Archdiocese.

Dates: January 25, 2018

[Click to Register](#)

Time: 8:30 AM - 3:30 PM

Location: Archbishop Brunett Retreat Center at the Palisades  
4700 SW Dash Point Road  
Federal Way, WA 98023

Contact: Kristin Dixon  
Interim Superintendent of Catholic Schools  
[kristin.dixon@seattlearch.org](mailto:kristin.dixon@seattlearch.org)  
206-382-4861

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### Orientation to New Pastors

The Vicar for Clergy Office provides comprehensive support to clergy and other pastoral leaders in parishes and faith communities. Please contact the Vicar for Clergy Office for more information about this training.

Contact: Very Rev. Gary Zender  
[gary.zender@seattlearch.org](mailto:gary.zender@seattlearch.org)  
206-382-4842

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### Site Visits for Pastors of Schools

These visits include a tour of the facilities, a briefing about specific data for the school, and an opportunity to talk with the principal or other school personnel. Visits are available upon request.

Contact: Please contact your school directly

## New School Commissioners: Orientation & Training

In addition to orientation at the local school, the Office for Catholic Schools and the Archdiocesan School Board offer an introduction to the important role of the school commission, based on Archdiocesan policy and sound working principles for consultative bodies and an overview of systems in place to support Catholic Schools. Sample by-laws will be provided and test cases discussed.

Notice of training sessions and registration information will be sent to school principals once dates, times, and location have been determined.

Contact: Karen Tarabochia  
Assistant Superintendent, School Governance, Operations, & Personnel  
[karen.tarabochia@seattlearch.org](mailto:karen.tarabochia@seattlearch.org)  
206-382-4860

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## School Office Support Staff Professional Development

Last year, the Office for Catholic Schools offered 2 Professional Development days for School Support Staff and they were very well-received. The school front offices, as significant partners with the OCS, have more forms, databases, dues dates and data needs requested throughout the year.

Please visit the website for the [Quarterly Newsletters](#).

Contact: Sandra Barton Smith  
Assistant Superintendent, Catholic Identity & Essential Services  
[sandra.smith@seattlearch.org](mailto:sandra.smith@seattlearch.org)  
206-382-4842

## Western Catholic Curriculum Summit

*Clock Hours: TBD*

Join Catholic curriculum leaders and teachers, alongside Rubicon consultants and the Diocese of Orange, as we come together to innovate curriculum practices!

Participants will have the chance to forge their own professional development path during the summit, creating a personalized learning experience geared towards developing the tools and resources to support their curricular objectives. The Summit will have one day geared towards supporting teachers and the other day focused on administrators and leaders of the curriculum process.

Dates: February 26, 2018

[Click to Register](#)

Location: Christ Cathedral Academy  
Garde Grove, CA

Contact: Kaitlyn O'Leary  
Assistant Superintendent, Curriculum, Government Programs & Early Learning  
[kaitlyn.oleary@seattlearch.org](mailto:kaitlyn.oleary@seattlearch.org)  
206-274-7655

## The Young Child Expo and Conference

*Clock Hours: TBD*

The YCE Spokane is presented by the Gonzaga University School of Education and Los Ninos Services. The goal of the conference is to provide useful information to professionals and parents in order to help all young children learn, grow, and reach their full potential.

Participants will have the opportunity to earn clock hours and STARS credit.

Dates: January 17-19, 2018

Location: Los Angeles, CA

Register: <https://www.rubicon.com/offerings/professional-development/events/wccs-2018/>



## Washington Association for the Education of Young Children Annual Conference

*Clock Hours: TBD*

Participants who attend the conference have the opportunity to earn STARS credit, clock hours, and/or college credit.

Dates: October 26-28, 2017

Location: Lynnwood Convention Center

Register: <http://www.waeycconference.org/registration.html>



## National Association for the Education of Young Children Annual Conference

*Clock Hours: TBD*

Attendees will be eligible to earn continuing education units (CEUs) and graduate credit for their participation in this professional development event through Portland State University.

Dates: November 15-18, 2017

Location: Atlanta, GA

Register: <http://www.naeyc.org/conference/>

Registration now open!

2017 NAEYC  
Annual Conference  
November 15-18 | Atlanta, Georgia



*"Teaching is a beautiful job; as it allows you to see the growth day by day of people entrusted to your care. It is a little like being parents, at least spiritually. It is a great responsibility. Teaching is a serious commitment, that only a mature and balanced person can undertake. A commitment of this type may inculcate apprehension, but remember that no teacher is ever alone, his or her work is shared with other colleagues and with all the education community to which they belong."*

*"As Jesus taught us, all the Law and the Prophets can be summarized in two commandments: love the Lord God and love your neighbor. We can ask ourselves: who is a teacher's neighbor? The neighbors are your students! It is with them that a teacher passes the day. They seek guidance, orientation, an answer -- and first of all, good questions!"*

-- Pope Francis

Audience with Catholic Union of Teachers, March 16, 2015

## National Catholic Education Association Conference

*Clock Hours: TBD*

An annual convention and a convocation featuring prominent educators in sessions and showcase the latest in technology, publications, and services along with a major exposition.

Dates: April 18-20, 2017

Location: St. Louis, MO

Registration: \$150.00

Register: [www.ncea.org/convention](http://www.ncea.org/convention) (opens mid-September)



## Los Angeles Religious Education Conference

*Clock Hours: TBD*

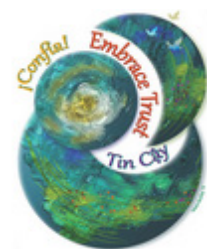
This conference is popular with religion teachers and all teachers in our Catholic Schools. It features major speakers, breakout sessions for teaching strategies and spiritual renewal, and vendors' booths that offer a look at the latest teaching materials.

Dates: March 16-18, 2018

Location: Anaheim Convention Center

Registration: \$70.00

Register: [www.recongress.org](http://www.recongress.org)



## IMPORTANT INFORMATION

### Archdiocesan Policies for Professional Development

Parish/school employees are encouraged to participate in spiritual retreats and/or days of reflection. Employees who participate in archdiocesan or parish/school-sponsored employee gatherings and days of reflection held during normal working hours and approved by the supervisor receive regular wages. (Policy 3.32)

Employees are required to successfully complete training including, but not limited to:

- “Protecting God’s Children” Virtus training, including annual updates
- Accident, safety and blood borne pathogens training

Other training may be required by the supervisor, including but not limited to:

- Training due to computer software or hardware conversion, upgrade or addition
- Training required to maintain employee’s current level of expertise necessary to perform the job
- Training required as the result of a transfer, promotion or change in position responsibilities
- Training required to improve an employee’s job performance
- Certification through the Office of Catholic Faith Formation or other certification program as required
- HIPAA

Costs for registration and materials for required training are paid by the school, and the employee receives compensation for the time worked. (Policy 3.33)

Contact: Karen Tarabochia

Assistant Superintendent, School Governance, Operations, & Personnel

[karen.tarabochia@seattlearch.org](mailto:karen.tarabochia@seattlearch.org)

206-382-4861

## Washington State Policies for Certification of Teachers and Administrators

Before they are hired, teachers must provide evidence that they hold or are eligible to hold the appropriate Washington State Professional Education Certificate.

Teachers and administrators are responsible for obtaining and maintaining their Washington State Professional Education Certification.

To determine which certificate a teacher is qualified to receive view the options online:

### Washington State Teacher Certification:

A teacher candidate either applying for full time or substitute certificate will find information regarding:

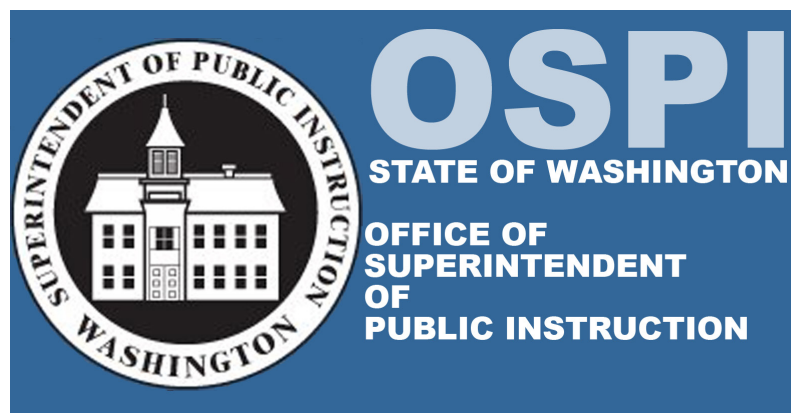
- Type of certificate
- Requirements for qualifying
- Application to download

### Washington State Administrator Certification:

An administrative candidate will find information regarding:

- How to become certified as an Administrator
- How to transfer from out of state
- How to renew a certificate
- Application materials for next certificate

Contact: Karen Tarabochia  
Assistant Superintendent, School Governance, Operations, & Personnel  
[karen.tarabochia@seattlearch.org](mailto:karen.tarabochia@seattlearch.org)  
206-382-4861



## Washington ProTeach Portfolio: Types of Washington Teaching Certificates

Basic Requirements:

- Residency Certificate - this is the first level regular certificate that the majority of applicants receive
- Professional Certificate - this is the advanced level regular certificate. Most applicants receive this certificate after holding a residency certificate and working as an educator in Washington
- Substitute Certificate - valid for life
- Limited Teaching Certificates - these certificates are for employers who cannot find enough teachers with regular certificates and wish to hire an applicant that does not meet requirements for a regular certificate
- Student Teaching in Washington – What if I am in a teacher preparation program and I am going to student teach in Washington?
- Click on ProTeach logo below to access the information on achieving the ProTeach Certification

Contact: Karen Tarabochia  
Assistant Superintendent, School Governance, Operations, & Personnel  
[karen.tarabochia@seattlearch.org](mailto:karen.tarabochia@seattlearch.org)  
206-382-4861



## Claiming Clock Hours

To apply for clock hours at their school sites, teachers and principals should visit [The Office for Catholic Schools website](#).

Items required for each application include:

- Course Objectives
- Instructor Vita
- Agenda
- Sign In Sheet
- Evaluation Forms

Contact: Kristin Dixon  
Interim Superintendent of Catholic Schools  
[kristin.dixon@seattlearch.org](mailto:kristin.dixon@seattlearch.org)  
206-382-4861



# OCS Leadership



**Interim Superintendent, Elementary Accreditation Commissioner**  
 Kristin Dixon  
[superintendent@seattlearch.org](mailto:superintendent@seattlearch.org) 206-382-4861



**Assistant Superintendent - Governance, Operations, & Personnel;  
 Secondary Accreditation**  
 Karen Tarabochia  
[karen.tarabochia@seattlearch.org](mailto:karen.tarabochia@seattlearch.org) 206-382-4860



**Assistant Superintendent - Catholic Identity & Essential Services**  
 Sandra Barton Smith  
[sandra.smith@seattlearch.org](mailto:sandra.smith@seattlearch.org) 206-382-4842



**Assistant Superintendent - Curriculum, Government Programs &  
 Early Learning**  
 Kaitlyn O'Leary  
[kaitlyn.oleary@seattlearch.org](mailto:kaitlyn.oleary@seattlearch.org) 206-557-8236



**Director - Marketing & Financial Services**  
 Tim Hunt  
[tim.hunt@seattlearch.org](mailto:tim.hunt@seattlearch.org) 206-748-7985



**Director - Data Management**  
 Jack Huber  
[jack.huber@seattlearch.org](mailto:jack.huber@seattlearch.org) 206-382-4855



**Leadership Academy**  
 Kelly Surapenini  
[kelli.surapenini@fulcrumfoundation.org](mailto:kelli.surapenini@fulcrumfoundation.org) 206-382-4859

# OCS Support Staff



**Office Coordinator**  
 Janeal Grosinger  
[janeal.grosinger@seattlearch.org](mailto:janeal.grosinger@seattlearch.org) 206-382-4861



**Administrative Assistant**  
 Krista Harrell  
[krista.harrell@seattlearch.org](mailto:krista.harrell@seattlearch.org) 206-382-3498



**Administrative Assistant**  
 Lisa O'Leary  
[elizabeth.oleary@seattlearch.org](mailto:elizabeth.oleary@seattlearch.org) 206-382-4843



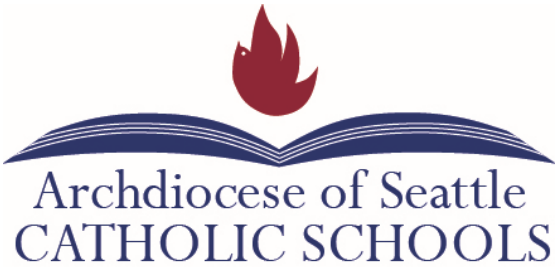
**Technology Coordinator**  
 Vireak Ath  
[vireak.ath@seattlearch.org](mailto:vireak.ath@seattlearch.org) 206-264-2080



**Technology & Planning Specialist**  
 Tom O'Callahan  
[tom.ocallahan@seattlearch.org](mailto:tom.ocallahan@seattlearch.org) 206-274-7656



**Technology Consultant**  
 Carl Swenson  
[carls@seattlearch.org](mailto:carls@seattlearch.org) 206-274-7654

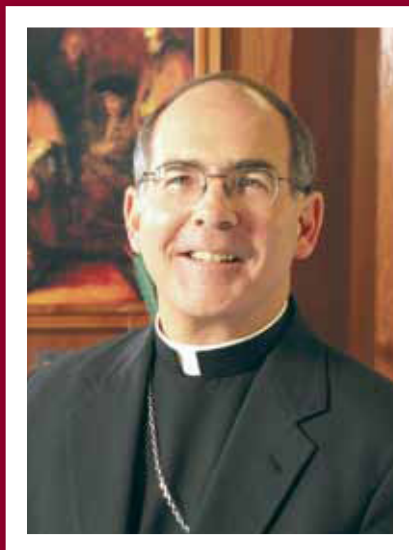


# 2017-2018 Calendar of Events

<u>July 2017</u>	
July 25	New Principal Orientation
July 27	Virtus Training
<u>August 2017</u>	
August 14-15	Principal Kick Start Meeting
August 17	School Office Support Staff PD
August 17	Technology Driven Formative & Summative Assessment Strategies
August 18	Technology Driven Formative & Summative Assessment Strategies
August 17	New Teacher Orientation
August 22	Virtus Training
August 24	Diversified Learners Committee
August 25	Retreat Opportunity at Palisades
August 28-30	Retreat Opportunity at Palisades
August 30	Social Media for Catholic Schools
<u>September 2017</u>	
September 1-3	Retreat Opportunity at Palisades
September 12	Elementary Accreditation Team Training
September 13	Elementary Accreditation Chair Training
September 21-22	Principal Retreat
September	Developing a Fundraising Plan
<u>October 2017</u>	
October 6	Christ in the Classroom Retreat
October 6-8	Retreat Opportunity at Palisades
October 10	Leadership Academy - Aspiring Principals
October 19	Diversified Learners Committee
October 26-28	WA Association for the Education of Young Children Annual Conference
October	Enrollment Management and Marketing

<u>November 2017</u>	
November 3	MAP Assessment Program Training - Chancery
November 7	Curriculum Review Committees: Social Studies
November 13-15	Retreat Opportunity at Palisades
November 15-18	National Association for the Education of Young Children Annual Conference
November 16	Principal Quarterly Meeting
November 16	Leadership Academy - New Principals
November 30	Diversified Learners Committee
November	School Auctions Workshops
<u>December 2017</u>	
December 1-3	Retreat Opportunity at Palisades
December 8-10	Retreat Opportunity at Palisades
December 12	Leadership Academy - Aspiring Principals
<u>January 2018</u>	
January 16-18	GRACE Mid-Year Meetings
January 16	Curriculum Review Committees: Social Studies
April 18-20	The Young Child Expo and Conference
January 19-21	Retreat Opportunity at Palisades
January 22-23	GRACE Mid-Year Meetings
January 25	Principal/Pastor Annual Meeting
January 25	Leadership Academy - New Principals
<u>February 2018</u>	
February 8	Diversified Learners Committee
February 16	Christ in the Classroom Retreat
February 13	Leadership Academy - Aspiring Principals
February 16-18	Retreat Opportunity at Palisades
February 26	Western Catholic Curriculum Summit
February	Capital Campaign

<u>March 2018</u>	
March 8	Principal Quarterly Meeting
March 8	Leadership Academy - New Principals
March 9-11	Retreat Opportunity at Palisades
March 16	Regional Curriculum Day
March 16-18	Retreat Opportunity at Palisades
March 16-18	Los Angeles Religious Education Conference
March 23-25	Retreat Opportunity at Palisades
<u>April 2018</u>	
April 6-8	Retreat Opportunity at Palisades
April 10	Leadership Academy - Aspiring Principals
April 18-20	Nat. Catholic Education Assoc. Conference
April 26	Diversified Learners Committee
<u>May 2018</u>	
May 4-6	Retreat Opportunity at Palisades
May 11-13	Retreat Opportunity at Palisades
May 17	Leadership Academy - New Principals
May 17	Principal Quarterly Meeting
May 25-27	Retreat Opportunity at Palisades
May	Building a Case for Support-Finding your Why
<u>June 2018</u>	
June 5	Leadership Academy - Aspiring Principals
June 20	GRACE Catholic Educators Forum
June 22-24	Retreat Opportunity at Palisades
<u>July 2018</u>	
July 31	New Principal Orientation



*Catholic schools are vital to the New Evangelization, because they reflect the light of Christ in a powerful way. They place a candle in the children's hands, and God lights it with his Son. Catholic schools guard and nurture Christ's light because we know it is only by his light that children will see and learn the truth.*

- Most Rev. J. Peter Sartain, Archbishop of Seattle, 2014

