

Cover/information to principals about registration:

Strategic Plan for Catholic Schools Listening Sessions – Registration begins today.

Registration begins today! As part of the planning process, Listening Sessions will gather input from all stakeholders of Catholic Schools throughout the Archdiocese who will respond to proposals for developing the Strategic Plan. Elementary school principals are asked to extend an invitation to all stakeholders in their school and parish communities to attend one of the listening sessions. Our goal is proportional representation of participants including pastor, administrator, board/commission member, teacher, staff, parent, donor, and parishioner. Principals of high schools are asked to register representatives of the high school community including the president (if applicable), the chaplain, faculty, members of the school commission, parents of students, and members of the general public.

Depending on the ease of access for your school and parish community, you may register for any one of the five locations listed on the registration form. Father Rowan will introduce each of the Listening Sessions, which will be facilitated by the Alliance for Catholic Education (ACE Consulting) from the University of Notre Dame. For more information, I have attached an agenda.

Please identify a note taker/recorder for your school. The recorder will take clear notes on the discussions at each of the assigned tables and will observe the following procedures:

- Ensure that the notes are easily understandable for someone who was not present at the table.
- Whenever possible, record full thoughts and statements rather than fragments.
- Note the affiliation (parish or school) or role (parents, teacher, pastor, etc.) of the respondents when recording their responses.
- **Do not act as a participant in the discussions.**
- Keep participants on topic and ask for follow up to statements as needed.
 - Try not to unduly influence the direction of the conversation, by refraining from offering his/her own opinions or thoughts.
- Present a synopsis of the discussion during the small-group reporting section or ensure that a participant at the table is prepared to provide this report.
- Have participants complete evaluations for the session.
- Collect all required documents and submit them to Lisa O'Leary at the end of the evening. This will include, but may not be limited to, the following:
 - Signed informed consent documents for each participant
 - Sign-in sheet
- Email a typed version of the notes to Lisa O'Leary within three days of the event.

The recorder may bring a laptop computer or can take notes on paper and type them out later if necessary. If there are more than 10 attendees, the principal should supply two names, one of which may be the principal's. Depending on attendance, the second recorder may not be needed.

We ask each local school principal to coordinate parish participation with the school pastor and submit one registration for the school and parish community. The maximum of participants per school and parish community is 15. Please visit the following web link to register: [Registration form](#).

Registration closes February 26th!

For more information please contact Lisa O'Leary at 206-382-4843 or elizabeth.oleary@seattlearch.org