



OCS Department Update

November 30 – December 11, 2015

SUPERINTENDENT

Welcome to December and the first weeks of Advent! Just in case you might want a new idea or two to help celebrate the season, I have included a link below from Loyola Press. It is full of Advent Resources.

Keep in prayer:

- The families and work places of Sue Mecham and Principal Michael Bacigalupi.

Important Dates to Remember:

- **Executive Principal Meeting:** December 2, 9AM – 3PM Large Isaac Orr Conference Room, Chancery
- **President Meeting:** Date Change - new meeting date is December 14, 2015 11:00 AM – 1:00 PM
- **Pastor/Principal Meeting:** Date Change – new meeting date is January 8, 2016 at Isaac Orr Conference Room, Chancery

School Visits:

- **November 20 –December 4:** St Nicholas / St Frances Cabrini / St Joseph Chehalis

<http://www.ignatianspirituality.com/advent>

CURRICULUM, INSTRUCTION, & ASSESSMENT

Teachscape

By the numbers for this year, August 28 through November 30

- 39 schools invested in the Teachscape On-Line Formation Tool
- 773 total walkthroughs
- 119 average number of walk-thoughts at the high school level
- 42 average number of walkthroughs at the elementary school level

A walkthrough is a 7-9 minute observation during which an observer indicates what was seen and heard in the classroom environment.

In the observed classrooms, on average

- 84% have learning targets or objectives posted and these are evident to students
- 38% teachers are circulating
- 60% teachers are giving directions, instructions or guided practice
- 71% teachers are instructing the whole group
- 25% students are actively processing information through writing or speaking
- 45% of lessons are working with recalling information

The numbers begin to tell a story. On the positive side, we have worked on posted and sharing our learning targets or objectives with the students. Through this practice, we hope to make the learning meaningful to the students. We help students identify the “why” of the learning as well as the “what”. On the other hand, the numbers above illustrate the need and desire for offering professional development opportunities that assist principals and teachers in increasing rigor through instructional strategies that will facilitate critical thinking.

To support principals, we have developed a tool built on the Teachscape criteria. This tool is meant to be used as the summative evaluation instrument. As part of the instrument, resources have been gathered to assist teachers in determining next steps and goal statements for growth. Currently, the instrument is being reviewed by four Teachscape principals

and will be shared with principals during the January principals meeting. It is important to note that the instrument could be used in conjunction with or without the Teachscape tool.

Interested in becoming a Teachscape school? The Teachscape training is schedule for January 11 and 12. The one-time training can be covered by Title II for approximately \$650. A yearly school license is \$500.

High School Religion Standards Committee

This wonderful group of committed teachers have met three full days to review the Bishops’ Framework and translate the framework into standards. We have completed the first draft for courses one through six. We will meet again in February to review draft 2. Our hope is to have the course standards completed by April 15 to be submitted to Archbishop Sartain.

Math Standards Committee

The Math Standards Committee members have worked on developing a Math tool-kit to be used during a math in-depth study. This tool-kit will be ready to roll-out in spring 2016. In the next month, the committee will submit a math survey to all math teachers seeking feedback on the effectiveness of the most popular texts used in our Archdiocese. We will collate this information and offer it as part of the tool-kit. When you receive the survey, please be certain that your math teachers provide their feedback. Thank you!

FINANCE AND MARKETING SERVICES

As part of a new marketing plan approved by the Archbishop, the Office for Catholic Schools is conducting a survey of parents across western Washington. The purpose of the survey is to better understand a family's decision making process regarding the education of their children. This 10 minute survey asks parents to rate the importance of different school characteristics and then invites each parent to state whether they believe they would find that characteristic in public schools, Catholic schools, and/or non-Catholic private schools. The results of the survey will inform a forthcoming marketing campaign for Catholic education in the Archdiocese of Seattle.

www.WaSchoolSurvey.com

Please feel free to join us at our December 3rd Social Media Workshop with Heather Mansfield.

Register at www.ocsw.org

PLANNING, ESSENTIAL SERVICES, & DATA MGMT

1. **2015 Annual School Data Reports** were handed out at the Principals' Meeting on Nov. 19. At the next regional meeting, I would recommend that principals go to MyDesk and take time to collectively review the Annual School Data Reports to look at regional data and use the Advanced Search features to be fully aware of the information available to you for planning purposes. We will try to distribute booklets when we see you, but otherwise, we can bring copies to the Friday, January 8 Pastor/Principals' meeting.
2. Tuesday, December 1st **IOWA Post-Test Training** Information can be found at <http://www.ocsw.org/site/entry.php?b=2478> Other 2015 Achievement Data can be found in MyDesk or the IOWA and ITBS forums after Thanksgiving.
3. Thursday, December 10th is the next **Diversified Learners Committee meeting** here at Isaac Orr. Please continue to check out our growing resources in the **DL Forum** at <http://www.ocsw.org/site/forumdisplay.php?f=73> or visit the **Regional DL Teams Forum** to find out what's happening in your region at <http://www.ocsw.org/site/forumdisplay.php?f=116>

ACCREDITATION

Elementary

Accreditation Team Training for members of the Elementary School teams for the 2015-2016 school year; is scheduled for January 13, 2016 from 1:00-3:00 PM. Please register for the training here:

<http://www.ocsw.org/web-form/view.php?id=170375>

High School

E-RATE AND TECHNOLOGY

Coming Soon!

OPERATIONS, PERSONNEL, & GOVERNANCE

Updates for Aesop:

- Sweep reports have been sent. Please distribute to everyone who needs a copy and contact Krista with questions.
- All subs must be paid through the sub pool
 - o Long Term Subs- contact Krista (krista.vandyke@seattlearch.org) with details
 - o Part-time employees who also sub- Krista needs paperwork (W-4 and PAF). They will enter sub hours into sub pool UltiPro and regular hours into the school's UltiPro
 - o If a school wants to pay a Longterm Sub at a different rate than the agreed regular sub rate for that school, they would use the Job Code LONGTERM.

Release of Archdiocesan Records (including employment or student cumulative record)

- When the Archdiocese is involved with any litigation it requires a record review of the parish and if necessary the school.
- If contacted by **Seth Dalby**, Director for Archives & Records please comply with his request.
- The individual named in the request is involved in a lawsuit against the Archdiocese, the records are named by the plaintiff's lawyers and we are required by law to produce them.

If records are requested by other sources or lawyers continue to seek counsel with this office before complying.

Regional Trainings for School Commission and Parent Club

- Please contact Karen to set a time for trainings for your School Commission or Parent Club. This is most effective when done with at least one other school as it provides more opportunities for sharing of ideas and possible solutions.

Evaluations Due for all first year employees

- **Remember** 3.61 (B) Newly-assigned teachers shall be evaluated formally twice within the first year of their assignment: once within the first 60 school days of their assignment and again before May 15th

LATINO ENROLLMENT

Workshop: Bridging Cultural Differences

Dr. Julieta Crosby is available to visit your school and conduct a cultural awareness workshops for your school faculty and staff. She has given many talks to schools throughout western Washington, contact her today to schedule a complimentary workshop. **Topics covered can be beneficial for successful outreach to any ethnic population.**

Differences in language, culture and education make family communication and participation difficult in many schools. Workshops focus on creating awareness among school staff about diverse cultures, the ways students and families reflect these differences, and strategies (both inside and outside of the classroom) to strengthen your school community. Many schools have found innovative and creative ways to bridge these differences in order to create meaningful school-family partnerships.

Topics covered include:

1. Developing empathy and understanding cultural differences
2. Winning trust through parent engagement
3. Enrolling more diverse families

GOVERNMENT PROGRAMS & EARLY EDUCATION

Coming Soon!