



OCS Department Update

December 14 - 27, 2015

SUPERINTENDENT

Welcome to third and fourth weeks of Advent!

This fall, the OCS leadership embarked upon the process of updating our mission statement, intent on forming a declaration that describes *who we are, why we are here, and what we stand for*. I am pleased to introduce our new mission statement:

"Working in the spirit of communion, solidarity and subsidiarity, the Office for Catholic Schools engages leadership and strategies to support excellence in Catholic education."

We will be using this statement as a tool to guide decisions about our priorities, actions, and responsibilities, as well as the basis upon which we will build our vision statement ... our next internal project.

In case we do not see you before the Christmas Break, know that the Office for Catholic Schools wishes you and your school community a joyous Christmas holiday season!

Important Dates to Remember:

- **President Meeting:** December 14, 2015 11:00 AM – 1:00 PM
- **Leadership Academy Meeting:** December 15, 2015 2:00 – 6:00 PM at the Chancery, Large Orr Conference Room
- **Pastor/Principal Meeting:** January 8, 2016 at Isaac Orr Conference Room, Chancery – Please invite your pastors to attend.

School Visits:

- **November 20 – December 4:** Our Lady of Fatima / St Louise / Holy Family Kirkland / St Monica / St Madeleine Sophie

CURRICULUM, INSTRUCTION, & ASSESSMENT

TEACHSCAPE

In consideration of increasingly busy schedules, Teachscape training has been limited to one-day -Tuesday, January 12, 9:00 am – 3:00 pm. Schools where the teacher leaders or vice-principals have been training and are assisting with the walk-throughs, the frequency of the use has increased, and as a result the data is richer. If you are still interested, and haven't taken the time to join, give me a call!

The one day training can be covered by Title II for approximately \$325. A yearly school license is \$800, and each year thereafter \$500.

RELIGION STANDARDS AND ESSENTIAL QUESTIONS

In light of the standards as the bulletin insert feature, we have a great opportunity to review the location of the standards and essential questions on the OCS website.

LITURGY OF THE HOURS

In the November Principals' Packet, you received an Advent Liturgy of the Hours. We had planned to give you this prayer opportunity at the meeting. We have committed to preparing three additional Liturgy of the Hours for your use during the school year. Some schools have invited the pastor or the parish faith formation coordinator to assist in training the staff in this prayer form. Our hope is for the 8th graders to be able to lead this for the students.

MATH STANDARDS COMMITTEE

Encourage teachers to complete the math textbook/resource survey. Teachers received this in the Teacher Mailing, and the principals received this in an email on Friday, December 11. The results will be included in the Math Tool-Kit released in April 2016.

PLANNING, ESSENTIAL SERVICES, & DATA MGMT

INDICES OF VITALITY

The OCS Tech Team are preparing for the Principals/Pastors Meeting on January 8. We will have an hour presentation focusing on the 2015-2016 Indices of Vitality Reports for our elementary and secondary schools. Each school will receive two paper copies and an electronic version will be sent to the principal after the meeting occurs. This is the second year of the Indices of Vitality so now you will start seeing patterns and trends from the emerging longitudinal data. Also, more refinement has been occurring in crafting the template and the growing glossary. We hope this year, the Indices of Vitality report for your school will be even more accurate and reflective of your local reality.

2015 DATA REPORTS

Please continue to visit MyDesk to review newly generated reports that reflect data for the 2015-2016 school year.

DIVERSIFIED LEARNERS COMMITTEE UPDATE:

The DLC work continues to work to secure additional professional development opportunities and resources that are posted in the DL Forum on the OCS website. Please ask your DL regional team leader for an update. Many of the regions are hoping to integrate a DL focus on the March 18th Regional Curriculum Development Day.

OFFICE SUPPORT STAFF PD ON MARCH 18TH

My team would like to host a PD Day on Friday, March 18th for interested school office directors and secretaries focusing on deeper training of UltiPro, AppliTrack, Aesop, CSED, the OCS Website for forms and resources, etc. We are needing a host school for our meeting location. If your school is able to offer a space for us, we will provide the rest! Please contact Sandy Smith if this is feasible for your school. Thank you!

GOVERNMENT PROGRAMS & EARLY EDUCATION

COMING SOON!

E-RATE AND TECHNOLOGY

COMING SOON!

ACCREDITATION

ELEMENTARY

Congratulations to Holly Rogers and the staff of Our Lady of Lourdes School in Vancouver! They completed the accreditation at the end of November. Many thanks to the team members who participated in giving affirmation and feedback to a Holly and her team.

We are in need of additional chairs who can guide a process in cooperating dioceses. The protocol requires that all chairs are trained once a year. For new and returning chairs, we have scheduled a training on... Look for the registration in the Monday Principal Mailing.

ACCREDITATION TEAM TRAINING

For members of the Elementary School teams for the 2015-2016 school year; training 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>

For members of the Secondary School teams for the 2015-2016 school year training is scheduled for January 13, 2016 from 10:00AM -12:00 PM. Please register for the training here: <http://www.ocsw.org/web-form/view.php?id=158900>

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

FINANCE AND MARKETING SERVICES

CATHOLIC SCHOOLS WEEK – PARISH INSERTS

Catholic Schools Week 2016 begins on Sunday, January 31st. The OCS will be including a parish bulletin insert across the Archdiocese to promote the Catholic identity of all Catholic schools.

We appreciate your assistance in working with your parish/school community to ensure the insert is included in your local bulletin.

WASCHOOLSURVEY.COM

The OCS continues to survey parent communities (both inside and outside of our schools) as we develop a messaging and media strategy to promote our schools. Please encourage your parents to take the survey at WaSchoolSurvey.com before January 1st. If your region is well represented in the survey results, it will be easier to create region-specific marketing tactics.

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

OFFICE FOR CATHOLIC SCHOOLS

PRINCIPAL / PASTOR MEETING

Please register for the meeting at this link: <http://www.ocsw.org/web-form/view.php?id=168042>. The meeting will be held in the Chancery, Large Orr Conference Room from 8:30 AM – 3:30 PM. We will meet as regions at the end of this meeting.

2016-2017 SCHOOL CALENDARS

On December 15th, you will be receiving a letter asking you to begin the planning for your 2016-2017 school calendars. This can be done on MyDesk. If you are a new principal or just need some additional help entering the information, please contact Janeal Grosinger at (206) 382-4861 or Janeal.grosinger@seattlearch.org

ARCHBISHOP LEADERSHIP DINNER

On January 27th, the Archbishop will be hosting his annual Leadership Dinner for High School Seniors. Please choose 4-5 student leaders to attend and complete this registration form <http://www.ocsw.org/web-form/view.php?id=174738>