



OCS Department Update January 10 – 23, 2016

SUPERINTENDENT

Please join me in welcoming Assistant Superintendent Kaitlyn O'Leary to the Office for Catholic Schools! Kaitlyn's work experience includes both teaching and leadership in Catholic and charter schools, as well as in the Catholic schools office for the Archdiocese of New York. She earned her undergraduate and graduate degrees from the University of Notre Dame and is fluent in Spanish. Kaitlyn is responsible for serving Catholic schools in the areas of Federal and State Programs and all Early Learning Programs.

IMPORTANT DATES TO REMEMBER:

- OCS Office Closed: January 15, 2016 for Martin Luther King, Jr. Day
- Leadership Academy Meeting: January 26, 2016 2:00 – 6:00 PM at the Chancery, Large Orr Conference Room
- High School Leadership Dinner: January 27, 2016 at the Chancery
- Fulcrum Foundation Celebration of Light: January 29, 2016 at Seattle Sheraton 6:00 PM

SCHOOL VISITS:

January 4 – 29, 2016: Seattle Prep / Villa Academy / Sacred Heart / Forest Ridge / St Joseph Issaquah / St Therese / St Joseph Seattle / Holy Names / Seattle Nativity

CURRICULUM, INSTRUCTION, & ASSESSMENT

ESSENTIAL INSTRUCTIONAL FORMATION TOOL

Effective teachers in Catholic schools exhibit the following:

- 1) engage in research-based, data-driven teaching practices;
- 2) communicate with students, parents and colleagues;
- 3) **assess, identify and address the needs of all learners;**
- 4) **integrate authentic Catholic practices.**

At our meeting on Friday, January 8, all principals will receive the "Essential Instructional Formation Tool". The tool breaks down the definition above into 17 criteria. Each criteria lists observable teacher behaviors. The teacher and the principal engage in discussion identifying strengths and opportunities for growth. An accompanying "Resource Toolkit" offers teachers suggested readings, documents and websites to assist the teacher's growth.

While the tool is based on the Teachscape criteria, all principals, regardless of Teachscape experience, could use the two forms.

TEACHSCAPE

Individual teachers, grade levels, content areas, schools, regions and the Archdiocese – all have something to learn from the Teachscape data. The system data identifies strong Catholic Identity, frequent use of learning targets and objectives, and yet our challenge is to increase the rigor of the classroom experience through questioning and discussion. Our summer institute will take this data into consideration as we plan for this professional development experience. More information coming soon!

MATH COMMITTEE

The math educators will meet Tuesday January 19 for our third of four meetings. Our goal? To develop a user-friendly math tool-kit that will be based on the yearly in-depth study. The math tool-kit will be available April, 2016. We then turn our attention to the NGSS – Next Generation Science Standards.

GOVERNMENT PROGRAMS & EARLY EDUCATION

COMING SOON!

E-RATE AND TECHNOLOGY

2016 E-RATE

School interest and participation in the FCC USAC E-rate program has greatly expanded this year. You are strongly recommended to complete your USAC/E-rate registration ASAP and submit the Form 470 no later than January 31, 2015. There are several other critical dates and timelines to consider if your school is considering E-rate funding. Contact me if your school would like assistance from the OCS task force.

TECHNOLOGY ASSESSMENTS

The technology task force has extensive experience with providing school technology assessments. The 2016 assessment target is classroom IT infrastructure such as classroom wireless networks and high speed Internet service with a goal to complete five school assessments per month. We will also provide guidance for technology selection and upgrade planning. Call me to discuss how a technology assessment could optimize your school's technology to network classroom and assist with technology plans.

2015 SCHOOL TECHNOLOGY SURVEY

We appreciate the excellent school participation in the technology survey. The survey provides insight on the potential to adopt common services and solutions plus focal areas to accelerate plans for IT infrastructure upgrades and modernization.

ALL SCHOOL I.T. SEMINAR SERIES

The IT seminar series was kicked off in November with a discussion of IT Physical Infrastructure best practices. The second seminar will be a web conference in late January. The topic will be Next Generation Wireless Networks and include design best practices and advanced, high performance, classroom WiFi networks. Your IT support staff and any other interested staff are invited to attend. Teachers or staff may not serve on a visiting team until they have received the training.

FINANCE AND MARKETING SERVICES

CATHOLIC SCHOOLS WEEK – PARISH INSERTS

A bulletin insert will be delivered to all parishes in time for Masses on Sunday, January 31st during Catholic Schools Week. We advise that each school contact their respective parish staff to ensure that the insert will be included in the bulletin for Masses that day. School regions are encouraged to work collaboratively to contact parishes without schools and, when possible, organize activities that bring attention to Catholic schools and Catholic Schools Week (e.g.; pulpit announcements and/or information tables)

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 Catholic schools. Please encourage your parents to take the survey at WaschoolSurvey.com before January 31st. If your region is well represented in the survey results, it will be easier to create region-specific marketing plans during future region meetings.

PLANNING, ESSENTIAL SERVICES, & DATA MGMT

2015 FALL TESTING DATA

2015 Fall Testing Data is available for access the ITBS and the IOWA testing consortium schools. There are 3 places to view your school's data differently:

- 1) Please go to MyDesk and access either appropriate IOWA and ITBS links to show your school's local data and data tied to your consortium grouping. The elementary accreditation B-3 template has been populated for your annual review of student population aligned to the four quartiles. Please remember to take time with your data team to analysis the data and respond to the guiding questions associated with the B-3 template to determine this year's current cohort of students' growth, concerns, next steps.
- 2) OCS website>Online Forums: To see consortium data and the growth of our students, please visit the ITBS and IOWA online forums and visit the 2015 thread of information. The data displays are in PDF format for your faculty to easily study comparison and ranking information as well as some subject specific displays. I have been working with various faculty with ITBS or IOWA data review and if I can be of service, please contact me.
- 3) Riverside's Data Manager or ITBS/iRM Interactive Results Manager – these comprehensive databases showcase your school's local and longitudinal data and your school's data story compared to the national norms.

2015 INDICES OF VITALITY REPORTS

The 2015 Indices of Vitality Reports will be shared at the January 8 Pastor/Principal Meeting. This is the second year of the Indices and the refinements to the data collection have been very insightful. Thank you so much for your collective feedback as we develop this tool to annually review the viability of each school in a common way. I anticipate the Executive Principals will facilitate and secure dedicated time to discuss, review and set new priorities for local and regional schools based on data trends. Please take time to study and apply the growing Glossary of Terms. We plan to send the electronic version of the Indices report to each school later this month so you can use as a resource for your school commission or Board.

ACCREDITATION

ELEMENTARY

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.

OFFICE FOR CATHOLIC SCHOOLS

2016-2017 SCHOOL CALENDARS

On December 15th, you received a letter asking you to begin the planning for your 2016-2017 school calendars. This can be done on MyDesk at <http://www.ocsw.org/calendar/>. 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. Each High School should choose 4-5 student leaders to attend and complete this registration form <http://www.ocsw.org/web-form/view.php?id=174738>

ACCREDITATION TEAM TRAINING

Training for those serving on a visiting team or those wishing to be trained for future accreditation teams will be offered on January 13th, at the Isaac Orr Conference room

Elementary School: Training is scheduled from 1:00-3:00 PM. Please register for the training here: <http://www.ocsw.org/web-form/view.php?id=170375>

Secondary Schools: Training is scheduled from 10:00-12:00. Please have teachers or staff register with: <http://www.ocsw.org/web-form/view.php?id=158900>

OPERATIONS, PERSONNEL, & GOVERNANCE

STATE MINIMUM WAGE INCREASES - JANUARY 1, 2016

- Washington State Minimum Wage will remain \$9.47/ hour
- Seattle Minimum Wage Increase will increase to \$12.50/hour
- Tacoma Minimum Wage increase on February 1, 2016, \$10.35/hour

If your parish/school is located in within the Seattle or Tacoma city limits please ensure that all employees meet the new minimum.

PRINCIPAL INTENT TO RETURN FORM

Be on the lookout this month for the Principal Intent to Return Form. Pastors will also be receiving the notice for them to state their intentions of renewing the principal's covenant for the 2016-2017 school year. This decision should include a conversation and evaluation feedback to the principal.

COVENANT INFORMATION

If an employee is not meeting standards and the principal is considering not offering a covenant for the 2016-2017 school year, evaluations and improvement plans need to be implemented according to policy 3.61. A consultation with the Assistant Supt. should be included in the planning for a non-renewal.

OFFICE FOR FINANCIAL SERVICES NEWSLETTER

Please review the newsletter from the Office for Financial Services included in the Mailing from the Archbishop dated December 17th, 2015. The bullets in the letter include areas to be aware of in budgeting and planning for the next school year.

LATINO ENROLLMENT

PARENT AMBASSADOR TRAINING PROGRAM

Last week, the Latino Enrollment Office initiated its first Parent Ambassador Program - a Program is designed to increase Latino enrollment in our Catholic elementary schools, by harnessing the power that parents of current students represent. By all accounts, this first workshop was considered very successful. There will be four of these workshops in the month of January at St. Mary Magdalen and plans are being developed to expand the Parent Ambassador Program throughout the Archdiocese.

For more information on how to increase and enhance its Latino Enrollment, schools are encouraged to contact Dr. Julieta Crosby at OCS.