

OCS Department Update January 23 – February 6, 2016

SUPERINTENDENT

St. Mary, Aberdeen Update: Lots of rain and a plugged roof drain ... it's a bad combination. Last week, St. Mary School endured significant water damage when the rain collected on the roof and found its way off, via roof vents. Several classrooms, the restrooms, and the principal's office sustained major water damage. The school will be moving into a temporary building for the remainder of this year. Unfortunately, we lost all of the 5th and 6th Grade instructional materials and Nicole lost the majority of her office materials. Please keep the community in prayer – and expect more information from OCS, including how each school community can help. In the meantime, be sure that your roof drains are clear of debris and operating correctly!

IMPORTANT DATES TO REMEMBER:

- 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
- Catholic Schools Week Chancery Celebration: February 2, 2016 at Isaac Orr Conference Room 11:00 AM
- Quarterly President Meeting: February 8, 2016 at Isaac Orr Conference Room 11:00 AM
- High School Choir Festival: February 8, 2016 at Beneroya Hall 7:00 PM
- Executive Principal Meeting: February 9, 2016 at Isaac Orr Conference Room 9:00 AM

SCHOOL VISITS:

January 25 – February 6, 2016: St Therese / St Joseph Seattle / Holy Names / Seattle Nativity / Eastside Catholic HS / Pope John Paul II HS / Holy Family, Lacey / St Michael, Olympia

CURRICULUM, INSTRUCTION, & ASSESSMENT

SUMMER INSTITUTE

August 17-18, 2016 – Holy Rosary Edmonds

August 18-19, 2016 St. Michaels, Olympia

Save-the-date for our Annual Summer Institute! "Questioning and Discussion: Deepening Student Thinking and Understanding, While Building Classroom Communities of Inquiry" led by ASCD authors, Jackie Acre Walsh and Beth Dankert Sattes. A formal outline of the event can be found in the Principals' Newsletter today, January 25. Make plans to bring your school team!

MATH STANDARDS COMMITTEE

Many thanks to the participants on our Math Committee. As always, committee members offer valuable feedback in creating a Tool-Kit for schools, with the purpose of assisting in writing the in-depth study for the Accreditation process. Additionally, the virtual kit will allow schools to provide individual teachers and PLCs resources for digging deeply into analyzing data, standards and instructional methods and on-line resources as well as textbook offerings. I thank the team in advance of our final product and look forward to sharing it with you in April.

THE CORE SIX PRESENTATIONS AND SAMPLES

Available in August, a complete set of power-point presentations and student samples will be available for principals and teacher-leaders for staff meeting or PLC meeting use. Thanks to the staff at Immaculate Conception, Our Lady of Perpetual Help, under the guidance of their principal, Kimberly Kilroy, I have been able to amass a collection of materials that help unpack this terrific treasure-trove of a book. The Core Six: Essential Strategies for Achieving Excellence with the Common Core, Silver, Dewing and Perini, 2012.

PLANNING, ESSENTIAL SERVICES, & DATA MGMT

2015-2016 INDICES OF VITALITY

At the January 8th Principal/Pastor meeting, the 2015—16 Indices of Vitality reports were shared with the school leadership. Thank you for your on-going feedback to help us design and capture meaningful and accurate information. If you find an error that you would like corrected, please make a copy of the specific page, write your corrections and email or mail it to Sandy Smith. (Sandra.smith@seattlearch.org or ocs@seattlearch.org) Any requests or

suggestions must be submitted by Monday, Feb. 8th. For the 13 schools who did not have representation at the Jan. 8th meeting, your Indices packet has been mailed out directly to you. The week of Feb. 8 - 12, we will send each school their Indices of Vitality report electronically. Many school leaders are introducing this tool to their Schools Commissions and/or Board of Advisors for thoughtful dialogue with data to drive new goals and opportunities for each school. Thank you!

DIVERSIFIED LEARNERS COMMITTEE WORK

The next Diversified Learners Executive Committee meeting is Thursday, Feb. 11th here at the large Isaac Orr Conference room from 9 - 11:30 AM. The DL regions are starting to build their momentum to connect teachers with teachers to network and support each other. Please visit our DL online forums to use any DL resources that have been vetted for you. Also, each region is beginning to post regional meeting dates so we have better transparency. Key links to use with your employees:

Find your Diversified Learners Committee members at <http://www.ocsww.org/directory/index.php?by=roles&listid=2233&list=Diversified%20Learners%20Committee>

DL Online Forum at <http://www.ocsww.org/site/forumdisplay.php?f=73>

Regional DL teams Forums at <http://www.ocsww.org/site/forumdisplay.php?f=116>

ESSENTIAL SERVICES PROJECT

Crisis Management resources, protocol and templates. If your school has dealt with a death or significant illness of a student, teacher, parent or community member and you have resources that were helpful during this time of crisis, we would be honored if you would share any resources that were helpful to your community. Please send items directly to me at Sandra.smith@seattlearch.org I am working with the Library Media Center, some high school counselors and OCSFF staff to build common crisis support resource lists that could serve all 74 schools.

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 March 1, 2016. Look for the registration in the Monday Principal Mailing.

HIGH SCHOOL TEAM TRAINING

Accreditation Team Training has been scheduled for Monday, February 8th, 10:00-12:00 at the Chancery. We have three high schools with site visits planned for next year and will be needing team members. Please register for the training at <http://www.ocsw.org/web-form/view.php?id=180737>

ELEMENTARY TEAM TRAINING

Training for those serving on a visiting team or those wishing to be trained for future accreditation teams will be offered a webinar on January 25th.

Instructions for logging on to the meeting: Please sign in before (time).

Your login is your first and last name.

ACTION ITEMS:

- **Conduct a Technology Test Run** One day before the meeting, check if your computer can run Blackboard by clicking on this [link](#) (you will only need to do this the first time you access Blackboard on that particular computer). The page will indicate if you need to download additional software (e.g., Java) for Blackboard to run on your computer.
- After testing your computer, **try going to the actual meeting room by clicking [here](#)**. If it allows you to enter the room, then all is set. *Please do not wait until the day of the meeting to test this, as we may lose time troubleshooting instead of getting into the material.*
- On the day of the meeting, click [here](#).

FINANCE AND MARKETING SERVICES

CATHOLIC SCHOOLS WEEK – PARISH INSERTS

Parishes will be receiving bulletin inserts for Catholic Schools Week beginning the week of January 25th.

We encourage each school to 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, students in uniform, and/or information tables).

WASCHOOLSURVEY.COM

The OCS continues to survey Pre-K – 8th grade 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.

HIGH SCHOOLS

The OCS would like to develop a HS specific marketing survey. Each HS should have a representative from their school contact Tim Hunt to serve as a representative during the development of this survey.

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 Tom O'Callahan if your school would like assistance from the OCS task force.

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

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 Tom O'Callahan to discuss how a technology assessment could optimize your school's technology to network classroom and assist with technology plans.

GOVERNMENT PROGRAMS & EARLY EDUCATION

I am delighted to join the Archdiocese of Seattle as Assistant Superintendent for Early Learning and Government Programs. I hope to meet all principals at regional principal meetings in the coming months. In the meantime, please feel free to contact me at Kaitlyn.oleary@seattlearch.org or (206) 274-7655. I welcome the opportunity to speak with you about how I can support your school communities.

FEDERAL PROGRAMS FORM

Please be reminded that the 2016-2017 Private School Intent to Participate in Federal Programs form will open on February 5, 2016 and close on April 22, 2016. Use the [EDS](#) system to apply. Even if you are opting out, the form must be completed. All schools are encouraged to apply for all services provided.

EVERY STUDENT SUCCEEDS ACT

This year's renewal of the [Every Student Succeeds Act](#) means that private school student services (and services to their teachers) is now determined on the basis of the full allocation of funds-great news for our Catholic schools! Read more about how new provisions in the 2015 ESSA positively impact private schools [here](#).

OPERATIONS, PERSONNEL, & GOVERNANCE

W-2 FORMS

The Archdiocese is providing **only** an electronic Form W-2's this year. The Payroll Services Office will **not** be mailing Form W-2. All employees will have access to view, print, and download their W-2's on January 29, 2016 by accessing their UltiPro profile. Employees will need to contact their location's Payroll Administrator should they need assistance accessing UltiPro.

SUBSTITUTES W-2 FORMS

For teachers who subbed 01/01/16- 06/30/15 (last school year) they will need to click on each school profile in UltiPro and print a W-2 for each sub job. If the substitute was not paid through UltiPro, they will need to contact the school's payroll office to request a W-2 form.

For teachers who subbed 09/01/15-12/31/15, they will need to click on the Archdiocese of Seattle 0301 and print their ONE W-2 for all schools.

PRINCIPAL INTENT FORMS

Remember to return the "Intent to Return" form to the Office for Catholic Schools as soon as possible.

LATINO ENROLLMENT

PARENT AMBASSADOR TRAINING PROGRAM

The Latino 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 – continues its implementation at St. Mary Magdalen, Everett. 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.