



## OCS Department Update

### February 7 - 20, 2016

#### SUPERINTENDENT

I would like to say **thank you** to the schools who generously donated an item or two for last week's CSW Chancery Raffle. The gifts were a great hit. During the luncheon, we had a chance to make a presentation about our Catholic schools. Based on the feedback we received and suggestions that our deaneries would benefit from seeing / hearing the presentation, I will be attempting to meet with the deaneries before the end of the school year. If you are interested in attending the meeting in your deanery, please let Janeal know. She will keep our regions informed of the deanery dates and times.

#### IMPORTANT DATES TO REMEMBER:

- 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
- Leadership Academy Meeting: February 23, 2016 at Isaac Orr Conference Room 2:00 PM
- All Principal Meeting: March 15, 2016 at Palisades Retreat Center 8:30 AM

#### SCHOOL VISITS:

**February 8-19, 2016:** Our Lady of Lourdes School / Pacific Crest Academy / Seton Catholic HS / St Joseph School, Vancouver / St Rose / St Catherine School / Seattle Prep / St Mary Magdalen School / Immaculate Conception School, Mt Vernon / Assumption School, Bellingham

#### CURRICULUM, INSTRUCTION, & ASSESSMENT

##### SUMMER INSTITUTE – SAVE THE DATE

**August 17-18, 2016 – Holy Rosary Edmonds**

**August 18-19, 2016 St. Michaels, Olympia**

- How does skillful classroom discussion deepen student thinking and support all students to be heaven, college and career ready?
- What is the DNA of a discussion that engages students of all abilities and backgrounds in respectful and meaningful discourse?
- What protocols and strategies can you use to scaffold the requisite student skills and dispositions at all grade levels and all abilities?
- What are the qualities of questions and questioning practices that underpin thoughtful interactions?

Explore these and related questions as you interact with colleagues and with Beth Acree and Jackie Walsh, authors of *Questioning for Classroom Discussion*.

**NOTE! Registration opens this Thursday, February 11, 2016. Title II funds may be used for this event.**

#### MARCH MADNESS! PD AT THE REGIONAL LEVEL AND MORE!

Many thanks for completing the Regional Curriculum Day Form with the description of the good work that will be happening on March 18, 2016 in all the regions. OCS grants for the Regional Curriculum Days will be prepared and sent to the Executive Principal, unless noted otherwise, during the last week in February. Funds will be in your hands the first week of March.

#### PLANNING, ESSENTIAL SERVICES, & DATA MGMT

##### 2015-2016 INDICES OF VITALITY

Indices of Vitality Reports 2.0 - Thank you for your collective feedback and input about ways to make the Indices of Vitality reports reflect the important markers, indicators and benchmarks that are important for us all to track and study.

**REMINDER:** There is a quick surveymonkey available until Feb. 8<sup>th</sup> to add any additional insights/edits. The link is located at:  
<https://www.surveymonkey.com/r/IOV>

#### SAVE THE DATE – MARCH 18TH

**Save-The-Date:** On Friday, March 18<sup>th</sup>, OCS is organizing a **School Office Support Staff PD Day** for networking and training purposes for interested employees. We are still finalizing our details but the OCS Tech Team, Krista Van Dyke and I are designing a day to provide training and support for our School Office Directors and Support staff. We will be focusing on many of the databases that support our collective work: CSED, UltiPro updates, AppliTrack, Aesop, Personnel forms, access codes for key tools, etc. It's a first for us and we are excited to meet our new friends!

#### 2016 NCEA CONVENTION

The 2016 NCEA Convention is in San Diego, March 29-31. Are you going? Members of the Diversified Learners Committee are presenting from **3:15 - 4:30 p.m. on Wednesday, March 30** and our presentation is called: **Serving All in Our Care: An Archdiocesan Approach to Serving Diverse Learners Through School-Parish Partnerships**. Our Presenters and Panel: Martine Romero, Dan Sherman, Erica Cohen-Moore, Sandy Smith and some of the DL regional team members. If you are able to attend NCEA, let us know so we can try to link up the Seattle people while in San Diego.

#### ACCREDITATION

##### ELEMENTARY CHAIR TRAINING – MARCH 1, 2016

Are you interested in learning about life in other diocese? Do you enjoy the accreditation process? (Yes, some people do!) Then consider pursuing training as a chair of a visiting committee. Dr. Haggarty will offer training for our current and future chairs. Registration link: <http://www.ocsw.org/web-form/view.php?id=178171>

#### FINANCE AND MARKETING SERVICES

##### PARISH INSERTS

Each parish in the Archdiocese received parish inserts in advance of Catholic Schools Week. If, for some reason, you did not see this insert in your parish bulletin, please contact your parish to ensure that the insert makes it into an upcoming bulletin. The bulletins do not mention Catholic Schools Week, so they are still relevant.

**Our next Archdiocesan-wide parish insert will take place on Mother's Day (May 8<sup>th</sup>).**

##### HIGH SCHOOLS

OCS would like to develop a HS specific marketing survey. Each HS should have a representative from their school contact Tim Hunt at [tim.hunt@seattlearch.org](mailto:tim.hunt@seattlearch.org) 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.

### 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

### PRE-KINDERGARTEN COLLABORATION DAY – MARCH 18, 2016

All Pre-Kindergarten teachers, teacher aids, and early learning coordinators are encouraged to register for our **Pre-Kindergarten Collaboration Day**, the first of a series of collaboration days designed to facilitate the sharing of developmentally appropriate best practices in a variety of Pre-Kindergarten/early learning contexts. **Lunch will be provided and clock hours are available.** Click [here](#) to register. If your school is willing to host the workshop, please contact Kaitlyn at [Kaitlyn.oleary@seattlearch.org](mailto:Kaitlyn.oleary@seattlearch.org).

### INTENT TO PARTICIPATE FORM

Remember to complete the Private School Intent to Participate form on [EDS](#) (open 2/5/16 through 4/22/16). If you do not have an EDS login, contact Kaitlyn. **ALL SCHOOLS MUST COMPLETE THIS APPLICATION**, even if they do not intend to participate in federal programs.

### D.E.L. CHILDCARE LICENSING

The Washington State Department of Early Learning is offering several licensing orientations in a variety of locations for schools interested in licensing a child care center (offers child care services to children under the age of 5) or school age program (offers care for children ages 5 through 12 when school is out). Attending a licensing orientation is an obligatory part of the licensing process. Visit [this page](#) to find and register for an orientation near you. For more information, please feel free to contact Kaitlyn at [Kaitlyn.oleary@seattlearch.org](mailto:Kaitlyn.oleary@seattlearch.org).

## OFFICE FOR CATHOLIC SCHOOLS

### 2016-2017 SCHOOL CALENDARS

On December 15<sup>th</sup>, 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](mailto:Janeal.grosinger@seattlearch.org)

### NOMINATIONS FOR ARCHBISHOP BRUNETT AND SR. MARY TAYLOR AWARDS

It is once again time to submit nominations for the Archbishop Brunett and Sr Mary Taylor Awards.

The **Sister Mary Taylor Award** was established by the Archdiocesan School Board in January, 1986 to recognize distinguished service to Catholic education by teachers, staff, administrators and those who have made outstanding gifts of their time, talent and resources in the service of Catholic schools. The award is named in honor of Sister Mary Taylor, SNJM, a well-respected teacher, administrator and Assistant Superintendent of Catholic Schools for the Archdiocese of Seattle.

The **Archbishop Alex J. Brunett Award** was established in 2011 by the Archdiocesan School Board to recognize distinguished service to Catholic education by a pastor, priest or deacon. The award is named in honor of Archbishop Alex J. Brunett, in recognition of his support for Catholic education, during his service as Archbishop of the Archdiocese of Seattle for 13 years.

For a copy of the nomination form, please contact Janeal at [Janeal.grosinger@seattlearch.org](mailto:Janeal.grosinger@seattlearch.org)

## OPERATIONS, PERSONNEL, & GOVERNANCE

### PERFORMANCE AND EVALUATION POLICIES

As the school year passes the mid-point it is important to consult policies if you are needing to make changes in personnel.

#### 3.61 TEACHERS'S PERFORMANCE EVALUATION

- (A) All teachers employed in the Catholic schools shall be evaluated by the school administrator or designee.....
- (B) Newly-assigned teacher shall be evaluated formally twice within the first year .....
- (C) If a teacher's covenant is not to be renewed for failing to meet good teaching or leadership standards, the school administrator must conduct an evaluation and give the teacher feedback to support improvement of his or her performance. The improvement plan must begin no later than March 15<sup>th</sup> .....

### GOVERNANCE WORKSHOP

Looking for Regions who would organize for Governance Workshop for School Commission and Parent Club Training!

## LATINO ENROLLMENT

### ENGAGING LATINO FAMILIES

As part of a national grant from the Catholic Campaign for Human Development (CCHD), Dr. Julieta Crosby has been working with Catholic schools and local communities to improve Latino engagement and enrollment.

On February 23<sup>rd</sup>, the Office for Catholic Schools will host a workshop to showcase some of the best practices happening in the Archdiocese of Seattle. These best practices will focus on Latino community outreach, but can also be helpful for outreach with many other ethnic and cultural communities. All are welcome to join this exciting opportunity to create more welcoming and inclusive communities for Catholics of all backgrounds.

*Topics will include:*

- Realities that immigrant families face
- Strategies to help families overcome "culture shock"
- Methods to build cooperation among schools, families, and broader communities
- Processes to develop Parent Ambassador Programs

*Presenters:*

- Dr. Julieta Crosby, Director of Latino Enrollment, Office for Catholic Schools
  - Kristin Moore, Development Director, St Mary Magdalen Elementary
  - Current parents from St Mary Magdalen Elementary
- Lunch will be provided, please RSVP.