

OCS Bi Weekly Update

September 11 - 24, 2016

Serve 25,000 students to be Christ-like leaders by 2020

SUPERINTENDENT

Patrick Haggarty

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Congratulations on a successful start to the 2016-17 school year! We, at OCS, are fully aware of the time, energy, and resources it takes to get ready for a new school year to begin. All of the summer planning, hiring, cleaning, and preparing that goes into a successful fall is extraordinary. We've heard from many schools so far and know that this summer was exhausting but the fruits of your labors are paying off with one of the best school year starts we've experienced ... ever. On behalf of Archbishop Sartain and the OCS staff, THANK YOU for an outstanding summer and an excellent fall. --- Know that we are looking forward to seeing you at the Principals' retreat on Sept. 22nd.

IMPORTANT DATES TO REMEMBER:

Elementary Accreditation Team Training: September 15, 2016 3:00 – 5:00 PM; Large Orr Conference Room	Principal Retreat: September 22-23, 2016; Silverdale Beach Hotel	Karen Tarabochia Out of Office Sept 5 – Sept 30
OCS Free & Reduced Lunch School Summary Due September 23, 2016	Social Media Presentation: Heather Mansfield- speaker; September 26, 2016; 8 AM; Large Orr Conference Room	Parent Ambassador Convention: September 30, 2016; 9:00 AM; Large Orr Conference Room
NWEA MAP Testing Window Sept 19 – Oct 7	Fall Data Collection Sept 19 – Oct 3	Executive Principal Meeting October 11, 2016 Orr Conference Room

E-RATE & TECHNOLOGY

Tom O'Callahan tom.ocallahan@seattlearch.org 206-612-6356

E-RATE TASK FORCE

Several schools have benefited from 40%+ E-Rate discounts on high speed Internet service and classroom wireless network upgrades. Some schools have reported 20 to 30x faster Internet access.

The task force is provide technical assistance and supplier coordination in support of the initial service turn up include 2 schools this weekend.

The total school visits during the last two weeks has been 13.

TECHNOLOGY STRATEGY AND PLANNING

Meetings with IT suppliers ranged from discussions regarding organizational Microsoft software licensing and Internet services. Details will be posted on the OCS web site by the end of September.

The ITAG Team's first meeting of the school term is in September. The discussion will include releasing an Information Technology Infrastructure Network and Information Security Request for Information (RFI) to IT suppliers. There are likely many schools eligible to submit a claim to State of Washington LED monitor anti-trust settlement fund.

<http://www.lcdsettlement.atg.wa.gov/>

FINANCE & MARKETING SERVICES

Tim Hunt tim.hunt@seattlearch.org 206-748-7985

PROFESSIONAL DEVELOPMENT

OCS and Fulcrum are partnering to provide high-quality, relevant professional development for the marketing, enrollment, and advancement personnel. Additional local school visits and regional group visits can be scheduled, when available.

- The Basics - September 14, 2016
- Social Media for Schools September 28, 2016 – (Heather Mansfield)
- The Annual Fund: Building Block for Fundraising – November 2, 2016
- Parish Outreach - January 18, 2017
- Events for Impact - February 15, 2017
- Registration and Retention - March 22, 2017
- Endowment Basics and Major Gifts – May 17, 2017

LATINO ENROLLMENT

Julietta Crosby Julietta.crosby@seattlearch.org 206-274-7656

PARENT AMBASSADOR PROGRAM

The Parent Ambassador Program is designed to increase enrollment at Catholic Schools by using the power that parents of current students provide. Parent Ambassadors are a valuable resource and become part of the schools' recruitment team; it is also very cost effective way to connect with our community.

The program organizes school families and prepares them to be part of the school's recruitment team, by sending them into the community to talk to other parents and connect them to new families enrolled in the school. Our families are star recruiters! Many school families are here because another parent referred them to us. The goal is to encourage families to get involved in the recruitment process and to recognize the great work they already do in attracting new families.

Training parent Ambassador in Education: The workshops are an investment in the community. By educating the Latino Community in fundamental strategies to navigate the Catholic school system and to be successful participants of the school community with information in their language and culturally connected

Parent Ambassador Workshops:

1. Acculturation, Cultural shock, faith and family.
 2. Effective Communication Styles, Leadership.
 3. The importance of voluntary, commitment for Parent Ambassador in education in Catholic Schools.
 4. Responsibilities of Parent Ambassador volunteers in Catholic Schools.
- Schools might also consider attending the 2016 Equity and Family Engagement Conference – Oct 1st. **Register for the conference:** <http://www.wafamilyengagement.org/annual-conference.php>

Dr. Julieta Crosby is available to visit your school and conduct a Parent Ambassador Program workshop. Please contact her if you are interested.

ACCREDITATION

Kristin Dixon Kristin.dixon@seattlearch.org 206-382-4872

Karen Tarabochia Karen.tarabochia@seattlearch.org 206-382-4860

ACCREDITATION TEAM MEMBERS NEEDED

We are now accepting reservations for Visiting Committee Members for 2016-2017, open to teachers and admin. No previous experience is required but attending the training session is!

Elementary School Teams:

When: Thursday, September 15, 2016

Where: Chancery, Large Orr Conference Room **Time:** 3:00 P.M. – 5:00 P.M.

Register: <http://www.ocsw.org/web-form/view.php?id=161454>

Secondary School Teams:

When: Tuesday, October 25, 2016

Where: Chancery, Small Orr Conference Room **Time:** 1:00 P.M. – 3:00 P.M.

Register: <http://www.ocsw.org/web-form/view.php?id=201553>

CURRICULUM, INSTRUCTION, & ASSESSMENT

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MAP ASSESSMENT

Rosters are in and uploaded! Big shout-out to Vireak Ath! He worked doggedly with both the schools and NWEA to move us successfully through the rostering process. We have learned so much in this first testing window. Hopefully, as we continue to administer this assessment, we will all become more adept and precise in completing the rosters on time.

Destination PD Hopefully, by now, each of the principals and/or MAP Coordinators has logged into Destination PD and seen the value of the Learning Library organized by the important MAP roles. If you or your teachers are not into this website, please give Kristin a call.

TEACHER EXCELLENCE DAY 2016

Registration Our registration is now closed. Many thanks to Lisa O'Leary who has been helping us work with our new registration tool to make this more stream-lined for all attendees. If you have questions about registration, please give Lisa a call in the office.

Liturgy Please note the **agenda for TED**. The Mass will begin at 1:45 P.M. in each location. We moved the timing of the liturgy to enhance the experience as a true "sending forth!" Our day together celebrates and affirms our work in the ministry to "Teach as Jesus did." What better way to end our day than by celebrating as a community fed by the Eucharist? All school pastors will be invited this week to help concelebrate this day with us. We hope that you will encourage your pastor to join us for this important Mass.

DATA MGMT & ESSENTIAL SERVICES

Sandy Barton Smith Sandra.smith@seattlearch.org 206-382-4842

DIVERSIFIED LEARNERS PD OFFERINGS

We are grateful to announce that Deacon Larry Sutton will be coming back to Seattle for multiple presentations that may resonate with your faculty and staff. On Friday, October 7 at Teacher Excellence Day, Deacon Larry will be at both TED sites presenting a session entitled: *"How to Welcome, Include and Catechize Children with Autism from our Multicultural Communities."* On Saturday, October 8th, he will be presenting a workshop entitled: *"How to Welcome, Include, and Catechize ALL of God's Children: Practical Suggestions for Serving Those with Special Needs"*.

Deacon Larry Sutton, Ph.D. is the Director of the Pre-Theology program at St. Vincent College and has worked in collaboration with the Diversified Learners Committee for the past few years. Please see the 9/12 weekly mailing for specific details.

Understood.org - One helpful DL resource to consider sharing with your parent community or posting on your school website is Understood.org. **Understood for learning and attention issues** is a comprehensive website for families seeking support with learning and attention issues and conditions, school and learning, friends and feelings, parent toolkit, parenting coach guidance. The personalized resources are for Preschool through Grade 12 and beyond.

2016-2017 IOWA TESTING COHORT

Thank you to those who have submitted their IOWA roster spreadsheets - you should receive your bar codes in the Testing Coordinators' packets which will be shared at the Principals' Retreat. The IOWA Testing window is October 15th - 31st

GOVERNANCE, OPERATIONS, & PERSONNEL

Karen Tarabochia Karen.tarabochia@seattlearch.org 206-382-4860

STUDENT INSURANCE 2016/17 SCHOOL YEAR

- There will be no brochures or insurance letters, sent home with the students this year !
- Information concerning insurance payment for student injuries occurring at school, to supplement the parent's insurance, is found on Catholic Schools website under: **Student Insurance**
- The paper work for filing a claim and FAQs is also located under: **Student Insurance**

REPORTING STUDENT/STAFF/VISITOR INCIDENTS

- [Sedgwick Claims Management Services](#) requests that head injuries and serious student injuries which may require a Dr.'s care, be reported using the form: **Property or Liability Incident Report**. There is no need to report all skinned knees ☺ !
- This same form would be used to report adult injuries, or accidents that may lead to claims.
- This form is located on Catholic Schools Website under: **"Incident Forms"**

STEPS FOR ADMINISTERING MEDICATION

- Directives and steps to be followed when administering medications to students during the school day are located on **All OCS Forms** with the **"Authorization for Administration of Medications at School."** form.

EARLY LEARNING & GOVERNMENT PROGRAMS

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OCS FREE & REDUCED LUNCH SCHOOL SUMMARY

Please return your school's OCS Free & Reduced Lunch School Summary (distributed at Kickstart) to Kaitlyn by **September 23, 2016**. Email Kaitlyn if you need a copy of this form.

ESSA WEBINAR

The USCCB and NCEA are cohosting a live webinar on the *Every Student Succeeds Act*, how it will impact federal education programs, and what school leaders can do now to prepare for implementation. [Click here](#) to access the live program, which will take place on **September 15 from 1 PM- 2 PM**.

DEL TEXT ALERTS

DEL licensed programs can now sign up to receive text alerts from the Department of Early Learning. Text "EARLYED" and the relevant keyword below to GOV311 (468311) to receive content-specific messaging!

- Licensed child care centers - Keyword: **CENTERCARE**
- Licensed school-age child care providers - Keyword: **SCHOOLAGE**
- Early Achievers - Keyword: **ACHIEVERS**

FAMILY INCOME AND HOME LANGUAGE SURVEYS

OCS family income and home language surveys are available in both English and Spanish, and can help you collect accurate student demographic data to facilitate participation in Title I, E-Rate, and Title III. Email Kaitlyn if you need a copy of these surveys. The suggested due date for families to return these forms is **September 16, 2016**.

FALL CONSULTATION REMINDERS

- (1) Schedule a fall consultation meeting if it has not yet been scheduled with your district. (2) Prepare a list of newly enrolled students who qualify for Title I, Title III, or special education services under IDEA. (3) Request information about your proportionate share allocation for the federal programs in which you participate.

OFFICE FOR CATHOLIC SCHOOLS

SCHOOL CALENDAR EVENTS FOR OCS CALENDAR

We are now accepting events from your school to add to the OCS online calendar. We will accept the following types of events: Open House, Music Concerts, School Play, Auction, Grandparents Day, Graduation, School Festival, Parent/Child events, Science Fair, Book Fair, and Parent Education Meetings. Please send your information to Janeal.grosinger@seattlearch.org