

## OCS Bi Weekly Update

### September 25 – October 8, 2016

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

#### SUPERINTENDENT

Patrick Haggarty

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206-382-4861

Here's a sincere **thank you** to all who made it a priority to attend the annual Principals' Retreat. It is a great testament to the importance of living our faith when more than 60 Catholic school leaders in the Archdiocese gather to hear, discuss, and better understand Pope Francis' LAUDATO SI'. Better yet, it is simply awesome that we can take time to collaborate with each other on how we can support the Holy Father's guiding encyclical letter in our schools and classrooms. And of course, it's always great when we can share time with colleagues and friends. Thanks for being part of a fantastic tradition.

Please keep in prayer the good people from Mount Vernon and Burlington, especially those who died as a result of the shooting at the Cascade Mall. The youngest victim was a parishioner at St. Charles and Immaculate Conception.

#### IMPORTANT DATES TO REMEMBER:

<b>NWEA MAP Testing Window</b> Sept 19 – Oct 7	<b>Karen Tarabochia Out of Office</b> Sept 5 – Sept 30	<b>Executive Principal Meeting</b> October 11, 2016 10 AM – 2 PM; Orr Conference Room
<b>Social Media Presentation:</b> Heather Mansfield- speaker; September 26, 2016; 8 AM; Large Orr Conference Room	<b>Parent Ambassador Convention:</b> September 30, 2016; 9:00 AM; Large Orr Conference Room	<b>Leadership Academy Meeting</b> October 11, 2016; 2 PM – 6 PM; Orr Conference Room
<b>Fall Data Collection</b> Sept 19 – Oct 3	<b>School President Meeting</b> October 4, 2016; Small Orr Conference Room	<b>Principal Meeting</b> November 10, 2016 Palisades Retreat Center

#### ACCREDITATION

Kristin Dixon [Kristin.dixon@seattlearch.org](mailto:Kristin.dixon@seattlearch.org) 206-382-4872  
Karen Tarabochia [Karen.tarabochia@seattlearch.org](mailto: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!

#### 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>

#### E-RATE & TECHNOLOGY

Tom O'Callahan [tom.ocallahan@seattlearch.org](mailto: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/>

#### LATINO ENROLLMENT

Julietta Crosby [Julietta.crosby@seattlearch.org](mailto:Julietta.crosby@seattlearch.org) 206-274-7656

#### 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
1. Parent Ambassador in Education
4. Cultural aspects of the Latino Culture

School leaders might also consider attending the Washington State Family and Community Engagement Trust **2016 Equity and Family Engagement Conference** on Saturday, October 1<sup>st</sup>, 2016. Register for the conference: <http://www.wafamilyengagement.org/annual-conference.php>  
Clock hours and STARS available. School teams are encouraged to attend. Breakfast, lunch and free childcare provided.

#### CURRICULUM, INSTRUCTION, & ASSESSMENT

Kristin Dixon [Kristin.dixon@seattlearch.org](mailto:Kristin.dixon@seattlearch.org) 206-382-4872

#### TEACHER EXCELLENCE DAY

**Presenters arrive to set up classroom at 7:30 a.m.**

**Doors Open at 8:15 a.m.**

**Mass at 1:45 – 2:45 p.m. Pastors have been invited to be a part of this celebration. Full attendance at Mass makes for a terrific start to our year!**

- **Name Tags:** Name tags will be given at our Principal Retreat, Thursday, September 29. Name tags have the session and discussion room numbers as well as the lunch order.
- **Presenter Information:** All presenters must bring their own technology, i.e. laptops with adapters and extension cords, to TED. Please help us by reminding presenters!
- **Facilitated Discussion Leaders:** We will send facilitators information about the specific needs for a successful discussion next week.
- **Lunch:** Schools will be billed for the lunches that have been ordered.
- **Liturgy:** Mass begins 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 have been invited this to help celebrate this day with us.
- **Music for our Mass!** Again we blare the trumpet and bang the drum as we request all musicians to help us on this day. Great liturgy is supported and made complete with wonderful music. Practice for our Mass will be again at 7:45 a.m.

## DATA MGMT & ESSENTIAL SERVICES

Sandy Barton Smith [Sandra.smith@seattlearch.org](mailto:Sandra.smith@seattlearch.org) 206-382-4842

### FALL DATA COLLECTION

The [2016-2017 Fall Data Collection](#) is underway and open until Monday, October 3<sup>rd</sup>. Vireak Ath will start contacting schools this week if there is no activity occurring for your school. If you need any assistance, please contact us immediately for help.

### TED & CATHOLIC SCHOOL LIBRARIANS

Thank you to **Jodie Purcell**, Librarian at BBHS for welcoming our librarians to gather at BBHS. The Catholic School Librarians (CSLA) have developed amazing resources and all librarians are welcome to be a part of this association. Does your school librarian know about these resources? [Find our Librarians](#) and the [Archdiocesan Library Media Center resources](#) available to all 74 schools thanks to the fine work of **Lisa Hillyard**, our Archdiocesan librarian.

### DIVERSIFIED LEARNERS EXECUTIVE COMMITTEE

The next [Diversified Learners Executive Committee meeting](#) will be Tuesday, October 13<sup>th</sup> at St. Madeleine Sophie School, Bellevue from 9 AM to 11:30 AM.

### IOWA CONSORTIUM

We are preparing for the IOWA Consortium Fall testing window for October 15 - 31<sup>st</sup>. If you need any final materials, please contact Assessment Coordinator, Valerie Kosinski at [Valerie.Kosinski@hnhco.com](mailto:Valerie.Kosinski@hnhco.com)

### SCHOOL FINDER TOOL

Did you know? The [School Finder tool](#) tells us: 23 Catholic schools serve Diversified Learners, 10 schools serve Gifted and Talented students, 19 schools are STEM focused, 57 schools offer Preschool - PreK, 29 schools offer Extra - Curricular programs, and 27 Catholic schools offer service learning programs.

## GOVERNANCE, OPERATIONS, & PERSONNEL

Karen Tarabochia [Karen.tarabochia@seattlearch.org](mailto: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.

## 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](mailto:Janeal.grosinger@seattlearch.org)

### AESOP

Krista Van Dyke will be out of the office on her honeymoon from September 23 – October 6. If you have questions about the Aesop program, please call the main OCS office at (206) 382-4861.

## FINANCE & MARKETING SERVICES

Tim Hunt [tim.hunt@seattlearch.org](mailto: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.

- 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

Tim Hunt is contacting each Catholic school for 30 minute phone calls related to school marketing and finance operations. If you haven't already done so, please contact Tim or Andra to schedule a time for you to connect with Tim.

## EARLY LEARNING & GOVERNMENT PROGRAMS

Kaitlyn O'Leary [Kaitlyn.oleary@seattlearch.org](mailto:Kaitlyn.oleary@seattlearch.org) 206-274-7655

### DOH IMMUNIZATION REPORTS

[DOH immunization reports](#) are due on November 1, 2016. Resources are available on the DOH [web page](#), including: [Frequently Asked Questions about reporting](#) and [Step-by-step instructions to complete the report form](#). You may also wish to review [this article](#) which includes additional helpful information. If you have questions about how to complete the report, contact [oi cpschools@doh.wa.gov](mailto:oi cpschools@doh.wa.gov).

### OSPI COMPLIANCE: PRIVATE SCHOOL ENROLLMENT/STAFF REPORTING

The private school enrollment report will open on October 3<sup>rd</sup> and close on November 16. Remember to complete this report on [EDs](#) as soon as it opens. Contact Laura Moore ([laura.moore@k12.wa.us](mailto:laura.moore@k12.wa.us)) if you do not have access to your EDs account.

### OCS FREE & REDUCED LUNCH SCHOOL SUMMARY

OCS Free & Reduced Lunch School Summaries (distributed at Kickstart) were due to Kaitlyn on **September 23, 2016**. Please email your completed form to Kaitlyn as soon as possible. For more information about how to complete this form, review [this article](#) or reach out to Kaitlyn.

### HOME LANGUAGE SURVEY NEXT STEPS

If you administered a home language survey, review [these tips](#) for working with your district to access Title III services for those students who were identified as English Language Learners.

### FALL CONSULTATION REMINDERS

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.