

- ❖ Excellence in Catholic Education
- ❖ Congratulations to Matt DeBoer, St Therese principal, on the birth of his daughter.
- ❖ Congratulations to St Philomena School for completing their Accreditation visits last week

OCS Bi Weekly Update

October 23 - November 6, 2016

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

SUPERINTENDENT

Patrick Haggarty

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206-382-4861

As we round the corner to Election Day, it serves as a good reminder that we, as a tax exempt / not for profit organization, cannot advocate for or against candidates running for office. The USCCB has an excellent document – Forming Consciences for Faithful Citizenship - (<http://www.usccb.org/issues-and-action/faithful-citizenship/upload/forming-consciences-for-faithful-citizenship.pdf>) that I highly recommend for all teachers and administrators. I am also reminded of the wise words Thomas Jefferson wrote to William Hamilton in 1800, “I never considered a difference of opinion in politics, in religion, in philosophy, as cause for withdrawing from a friend”. I trust that regardless of who we would like to see as our elected leaders, the message of love, peace, and forgiveness will remain our focus in our classroom, and throughout our schools.

IMPORTANT DATES TO REMEMBER:

High School Quarterly Meeting October 28, 2016, 10 AM – 12 PM, Orr Conference Room	Principal Meeting November 10, 2016 Palisades Retreat Center
Leadership Academy November 1, 2016 2:00 – 6:00 PM, Kennedy Catholic HS	Thanksgiving November 24-25, 2016 OCS offices will be closed Thursday and Friday
The Annual Fund: Building for Fundraising Seminar November 2, 2016 9:00 AM, Orr Conference Room, Chancery	Executive Principal Meeting December 13, 2016 10:00 – 2:00, Orr Conference Room

GOVERNANCE, OPERATIONS, & PERSONNEL

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

HOURLY PAY FOR SUBSTITUTES

There have been requests from some principals to be able to pay substitutes an hourly rate if they are at the school for less than a half day or just slightly over the half day. The policy stating that substitutes be paid for a half day or full day was removed in the latest policy revision. Schools may establish an hourly rate and pay substitutes for actual hours worked, if they wish. The hourly rate would be determined by taking the daily rate and dividing by number of hours that the substitutes are expected to work in a full day.

It is a local decision if a school wants to offer a long – term substitute a covenant and benefits. With the shortage of teachers this may become necessary in order to find someone willing to substitute. **3.7 (D) A covenant and benefits may be offered to a long-term substitute for a period of six months to one year.** If the covenant extends to the end of the school year then benefits will need to be paid for the 3 months after the school year ends.

RELEASE FORMS MUST BE REVIEWED

If your school is using any waivers or release forms that were not created and/or vetted by the Archdiocese and have the Archdiocesan logo, they must be reviewed to confirm the legal status. Forms signed by guardians giving permission for the school to transport students, have home stays for educational purposes, administer medical attention, travel away from the school, participate in sporting events, etc. that have not been reviewed and approved by the Archdiocese should not be used until approval is granted. Forward any forms without Archdiocesan approval to:
karen.tarabochia@seattlearch.org.

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 administration of high schools. 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>

DATA MGMT & ESSENTIAL SERVICES

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

2016-2017 ANNUAL SCHOOL DATA BOOK

At the Thursday, Nov. 10th Principals' Meeting, each school leader will receive two paper copies of the *2016-2017 Annual School Data Book*. We will be working with our information at the meeting and we ask each school leader to share and review their 2nd copy with the Pastor, or for the high schools, the President of the school.

DIVERSIFIES LEARNERS COMMITTEE WORK

One New DL resources have been posted for your review and usage. Please visit and share with your faculty: DL Forums at
<http://www.ocsw.org/site/forumdisplay.php?f=73>

Reminders:

- 1) 9 IOWA Schools - Testing wraps up on Friday, October 31st. Please follow your administrative packet directions to send your scoring sheets into Riverside Publishing-HMH (Valerie Kosinski) in a timely way. This way you will receive your results quickly and we can secure roll-up data promptly. Thank you!
- 2) High School Grit scores spreadsheet due Nov. 17th

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 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 to schedule a time for you to connect with him.

SCHOOL OPERATIONS CALLS

If you haven't already done so, please contact Tim Hunt to schedule a 30 minute phone call related to school marketing and finance operations. Results from these phone calls will be shared at the January principals' meeting.

CURRICULUM, INSTRUCTION, & ASSESSMENT

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

TEACHER EXCELLENCE DAY – THANK YOUS & EVALUATIONS

Many thanks to all who made our TED 2016 a success! Look for the evaluations to be sent electronically. Teachers will be able to access their own clock hour forms upon completing of the evaluation.

MAP DATA – FINDING, READING & USING – PROFESSIONAL DEVELOPMENT OPPORTUNITY

WHO: MAP ADMINISTRATORS, PRINCIPALS, LEAD TEACHER
LEARNING TARGETS:

- Identify goal area strengths and needs to flexibly group students
- Connect groups of students to skills
- Use growth projection data and learning statements to develop academic learning goals
- Share ownership of the data with students and parents
- Be able to communicate with parents and stakeholders
- Identify one action step to take related to the content and/or strategies experienced.

Register here: <http://www.ocsw.org/web-form/view.php?id=236033>

OBSERVETAB TEACHER OBSERVATION PLATFORM

A recorded informational webinar about ObserverTab is available [here](#).
Registration information and a PDF version of the drop in diagnostic tool can be found [here](#).

LEADERSHIP DEVELOPMENT

Kelly Surapaneni ksurapaneni@fulcrumfoundation.org 617-233-9993

LEADERSHIP ACADEMY

The first class is scheduled for

WHAT: Catholic Schools Leadership Academy

WHEN: Tuesday, November 1st

WHERE: Kennedy Catholic High School

WHEN: 2PM – 5:30PM

WHO: All first year principals and any aspiring Catholic school leaders

Class 1: *Knowing and Appreciating the Developing Story of Catholic Schools*

Instructor: Dr. Patrick Haggarty, Superintendent of Catholic Schools

Class 2: *The Vocation of Catholic Education Leadership – Answering the Call*

Instructor: Mr. Michael Prato, Principal, Kennedy Catholic High School

If you have any questions or concerns regarding the Leadership Academy, feel free to contact me at your convenience.

OFFICE FOR CATHOLIC SCHOOLS

LAUDATO SI REGIONAL GOALS FROM THE PRINCIPAL RETREAT

The Principals spent the first day of the 2016 Retreat listening to Dr. Joseph Mudd explain how Pope Francis' Laudato Si can be brought to the schools. Dr Haggarty asked, "How can each of the Archdiocese of Seattle Catholic Schools work together as regions to bring Pope Francis' Laudato Si to the school communities?" After a brief discussion, here are the ideas that each region came up with:

SOUTHERN: We will work together to create a list that is sent out to teachers and parents and then returned to the school. The list will include items that they can work on to make their school more green. The school will check off each item as it completes the items they are working on. Once they have completed 10 goals/tasks; then the list will be sent to another school for them to work on tasks. We currently have an idea of what the forms will look like, but we need to work on the tasks/goals that we will add to it. We will also set up a Facebook page where schools can take pictures of the projects as they complete them.

SOUTH SOUND: We would like to bring multiple groups of children together to attend nature camps, and create an online journal. This will also create a cross regional initiative to engage our students in the geography of the northwest. We plan to start by getting the students involved and then move on to the teachers and parents. We will share stories online and focus on the history of the NW, then combine it with the history of the school. We hope to get ahold of the Sisters of Providence archives in Renton to help with collection the school history.

SOUTH KING: We are planning to coordinate a Green Team of student-led projects and programs. We hope to be intentional about communicating our projects and share our ideas at regional meetings.

SOUTH SEATTLE: We are planning to schedule a day of service for all 5th grade students in the region to help out at Seward Park.

NORTH SEATTLE: We are planning a Black-Out day for Good Friday this school year. We will coordinate it with all regional schools. We plan to speak to teachers, parents and students to "unplug" on this day. We also plan to tie the theology of Good Friday and the theme of Easter to this lesson plan. We discussed writing letters to our school boards to see if the boards will match any money that we raise in savings.

NORTHERN: We are planning to "unplug" during the Lenten season. We would like to show the electric bill to the students prior to unplugging and then again at the end to show them the difference it makes. We would also like to look into water filter fountains for all of the schools.

OFFICE FOR CATHOLIC SCHOOL: We have looked into the filter water fountains and have found that KCDS carried these for approximately \$900, which is a substantial savings over the \$1500-\$1600 each that we found at the retreat. Please view this document: http://www.kcda.org/Bid_305_Bottle_Filling_Stations/2016/16-305_Because_Water_Flyer_08-2016.pdf. If you are not a member of KCDS Discount Purchasing and would like to be, please contact Janeal for more information.

EARLY LEARNING & GOVERNMENT PROGRAMS

Kaitlyn O'Leary Kaitlyn.oleary@seattlearch.org 206-274-7655

DOH IMMUNIZATION REPORTS

Reports are due on November 1. [Click here](#) for more information.

OSPI COMPLIANCE: PRIVATE SCHOOL ENROLLMENT/STAFF REPORTING

Please complete these mandatory reports on [EDs](#) by November 16th. [More information here](#). Remember these tips when completing the report:

- Click "save" AND "submit." If you save the report, you have not submitted it.
- Only list one administrator.
- Include a supervisor for non-certificated staff, other than those who teach Religion only.

LEAD LEARNER SERIES REGISTRATION

Please remember to register for the Lead Learner series! [Click here](#) to learn more. [Click here](#) to register.

OSPI REVIEW TOUR- ESSA CONSOLIDATED PLAN

OSPI is seeking feedback on their consolidated plan for ESSA implementation, which will be submitted to the US Department of Education. [Click here](#) to find a tour date near you. [Click here](#) to register for the live webinar.

OCS FREE & REDUCED LUNCH SCHOOL SUMMARY

Several schools have not yet returned their summary reports. Please send them to Kaitlyn ASAP. [Details here](#).

E-RATE & TECHNOLOGY

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E-RATE TASK FORCE

The task force has been assisting several schools with plans for requesting 2017 E-Rate grants. The 2017 goal is 100% E-Rate participation.

TECHNOLOGY STRATEGY AND PLANNING

An invitation to school leaders to complete the 2016 school technology survey has been emailed. The survey is designed to get a snapshot of information and education technology.

A request for information (RFI) on classroom wireless network and school Internet content filter technologies has been distributed to several manufacturers and their reseller partners. The responses will help identify IT equipment which will be suitable a range of school IT challenges and operations.