

- Excellence in Catholic Education
- ❖ Congratulations to St Louise School for completing their Accreditation visits last week.
- ❖ Congratulations to Justyna King, principal of Eastside Catholic on the arrival of her new baby!

November 7 - 19, 2016

SUPERINTENDENT

Patrick Haggarty

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Many years ago, I decided to write "Thank You" notes to members of my school community during the month of November, in "Thanksgiving" of their support of our schools. The cards were well received ... so well received, that I decided that it would be a good thing to end each work day by writing a personal note or two. It was a good habit and it helped build many positive relationships between the school and the community. In recent years and for no good reason, I got lazy and grew out of the habit of ending my day in gratitude. There seems to be so much to do each day that taking time to say thanks faded off of my priority list. So this month, I decided to commit to a return to the good ol' days and end each day in gratitude. Will you consider joining me for November by sending a thank you note or two each day, to those who have helped make the Catholic school community a better place for children?

IMPORTANT DATES TO REMEMBER:

Principal Meeting November 10, 2016 Palisades Retreat Center	Retired Catholic School Administrators' Breakfast December 9 – Large Orr Conference Room - OCS
High School Administrators' Meeting November 15 – Large Orr Conference Room - OCS	Leadership Academy December 11, 2016 2:00- 6:00 PM, Orr Conference Room, Chancery
Thanksgiving November 24-25, 2016 OCS offices will be closed Thursday and Friday	Executive Principal Meeting December 13, 2016 10:00 – 2:00, Orr Conference Room

LEADERSHIP DEVELOPMENT

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

LEADERSHIP ACADEMY

The second Leadership Academy meeting is scheduled for

WHEN: Tuesday, December 13th, 2:00PM-6:00PM

WHERE: Archdiocese of Seattle, Chancery (Orr Conference Room), 910 Marion Street, Seattle WA 98104

WHO: All new and aspiring principals

Class 1: *The Fundamentals of Catholic School Finance*

Class 2: *Building and Maintaining a School Budget*

Instructors: Frank Feeman, Scott Bader and Tim Hunt

Register here: <http://www.ocsw.org/web-form/view.php?id=220312>

Future Leadership Academy Dates: January 10th, February 7th, March 14th, April 11th, May 9th and June 13th

If you have any questions regarding the Leadership Academy feel free to contact me.

GOVERNANCE, OPERATIONS, & PERSONNEL

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

UPDATING AND TRAINING FOR SCHOOL COMMISSIONS

Congratulations and thanks to the Regions that have scheduled and participated in the training for local School Commissions. As participants are realizing there is much to learn about the canonical guidelines and from meeting with each other. We will be continuing the trainings into January or later to meet the request for training after new members have been selected.

The materials used for the training, replacing the "School Commission Handbook" last published in 2014, are now online and available to be printed and distributed to your School Commission and Parent Club members. They are found in "ALL OCS FORMS" School Commissions/Boards Handbook, Board Appointment Application, and Parent Club Handbook.

[School Commission Handbook 2016](#)

[Parent Club Committee Guidelines 2016](#)

[Board Appointment Process](#)

The former handbook is not going to be reprinted.

CONTINUING SUBSTITUTE CHALLENGE

IMPORTANT: Substitutes need to sign into UltiPro at the end of the day to get paid. The substitute can go in later and sign in but it is very challenging if their tardiness goes into the past pay period. It is a big help if school office staff welcomes the substitute teacher and helps them get oriented with UltiPro.

A huge THANKS to those schools that have mastered the procedures!!

FINANCE & MARKETING SERVICES

Tim Hunt

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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.

- 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

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.

EARLY LEARNING & GOVERNMENT PROGRAMS

Kaitlyn O'Leary

Kaitlyn.oleary@seattlearch.org

206-274-7655

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.

SIS COMMITTEE INFORMATIONAL SURVEY

The Student Information System committee is seeking input to help inform their selection of a uniform Student Information System for archdiocesan elementary schools. **The survey will open on November 10th and close on November 23rd.** All elementary schools are strongly encouraged to participate. [Click here to access the survey](#).

OCS FREE & REDUCED LUNCH SCHOOL SUMMARY

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

CURRICULUM, INSTRUCTION, & ASSESSMENT

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

IFG-ACRE INFORMATION

The ACRE helps schools, parishes and diocesan leaders evaluate the faith knowledge and attitudes of students in Catholic schools.

- Tests are administered in two formats: on-line or the paper/pencil option.
- The test window is the month of April.
- Schools have two years to implement.
- Order materials here: <https://ncea.caltesting.org/>
- Overview Brochure available for download: <https://ncea.caltesting.org/docs/201...REbrochure.pdf>

To order, you will need to refer to your NCEA membership number, refer to your membership card. If you cannot find your membership card, contact NCEA at 1-800-711-6232 or phone the OCS.

MAP ASSESSMENT UPDATE

1. Will your school MAP test in January? Participation in the January testing is optional. Rosters with updated information will be due prior to Thanksgiving break, Friday, November 18. The test window is January 4 – 27, 2017.
2. The spring testing window remains May 1 – May 19, 2017. Rosters will be due Friday, March 31, 2017. Rosters can be submitted prior to the deadline.
3. As we move into next year, rosters will be due prior to the close of the 16-17 academic year. Schools can always go back in the fall and add students.
4. Within the next two months, NWEA will offer an OCS webinar in the continued use of data with your teachers to help make instructional decisions. More information to come.
5. New to MAP? Look for an email from my office outlining the process for professional development and rostering students.

ACCREDITATION

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ELEMENTARY ANNUAL PROGRESS REPORTS

At the Principal meeting on November 10th, Kristin Dixon will distribute the annual progress report to each school that is required to complete one this year. At the meeting, she will also explain the new changes on the report. In addition to the hard copy you will receive at the meeting, an email will be sent to you with an attachment of the electronic version. The schools that are required to attend a mid-term review will also receive their information packets.

OFFICE FOR CATHOLIC SCHOOLS

SUPERINTENDENT SCHOOL SITE VISITS

The following schools are scheduled for school site visits in the next 2 weeks:

- November 9, 2016 - Holy Family School, Lacey; Pope John Paul II High School; St Michael School, Olympia
- November 16, 2016 – St Mary Magdalen School, Immaculate Conception/OLPH, Assumption School, Bellingham

REGIONAL BOOK READS

The books have arrived that your region chose to read. We will be passing these out to the Executive Principals at the November 10th meeting. If your region has not chosen a book yet, please contact Janeal for ordering, as soon as you decide.

RETIRED CATHOLIC SCHOOL ADMINISTRATORS' BREAKFAST

On December 9th, in the Large Orr Conference Room, OCS will be hosting our first annual "Retired Catholic School Administrators' Breakfast". We've sent out more than 50 invitations to former Catholic school administrators and asked them to join us in a celebration of Catholic schools. If there is a person you'd like to see on the invite list, please contact Janeal with the name and contact information as soon as possible. And if you'd like to join us for breakfast that day, please RSVP with OCS. We'd like to make this annual gathering a morning of collegiality and storytelling for the benefit of Catholic schools in the Archdiocese of Seattle.

E-RATE & TECHNOLOGY

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

E-RATE TASK FORCE

Filing for E-Rate grants begins in January. All schools are eligible for a least a 20% discount on their Internet service. An estimate of the maximum amount of 2017 E-Rate grants will be shared at the All Principals meeting.

All schools new to E-Rate must register in the USAC web site. *The goal is to register the remaining 30+ schools with E-Rate by December 7th.* These are the updated registration instructions.

<http://www.ocsw.org/files/uploads/ITAG/2017%20School%20E-Rate%20Registration%20and%20Consultant.pdf>

TECHNOLOGY STRATEGY AND PLANNING

An invitation to school leaders to complete the Survey Monkey 2016 School Technology survey was emailed last month. Thanks to the 25 schools that completed the survey by the November 1st due date. The goal is for all schools to complete the survey by the November 10th All Principals meeting.

DATA MGMT & ESSENTIAL SERVICES

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

2016-2017 ANNUAL SCHOOL DATA BOOK & RESOURCES

Please visit **MyDesk > Reports** to secure annual school data in two ways:

- A. [Annual School Data Books](#) in pdf format: This folder contains the historical data books from 2010 – 2016. These data book are a helpful resource to break open with your school commissions for goal setting and planning.
- B. [School Data Annual Reports](#): **Select your school** to see the 2016 - 2017 Data sections for reference and planning purposes. Data sections include: School information, Enrollment, Faculty demographics, Budget Indicators, Salary, Instructional Materials and Assessment info. You will see colorful buttons which link you to prior years' data collection for your school. You can print all sections if desired. Using this [same link](#), you can select **ADVANCED SEARCH** and select year, select region/level, or select sections that you are interested in reviewing. Click on **SEARCH**.

2016 GRIT SCORES FOR 11 CATHOLIC HIGH SCHOOLS

Each high school's GRIT Scores spreadsheet is due to vireak.ath@seattlearch.org by Thursday, Nov. 17th. Please contact our office if you need any assistance. Thank you!

DIVERSIFIED LEARNERS UPDATE

The Catholic High School DL Liaisons have been invited to a networking meeting on Thursday, Nov. 17th from 11 AM – 1:30 PM at the St. James Pastoral Care Outreach Center on 9th and Columbia. The next Diversified Learners Executive Meeting will be Tuesday, December 6th from 9 AM to 11:30 AM, St. Madeleine Sophie School, Bellevue.