

## OCS Bi Weekly Update

*December 4 - 17, 2016*

### SUPERINTENDENT

Patrick Haggarty

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I recently had the opportunity to meet with several school principals and hear their concerns and field their questions. Clearly, I heard the sense of being overwhelmed, undervalued, and by all accounts, frustrated by the expectations of the Office for Catholic Schools as well as the changes implemented by the Archdiocese of Seattle. Taking into consideration all that has taken place in the last five years (IRS, Ulti-Pro, Aesop, health/building/student accident insurance, From Strength to Strength, Student Assessments, Payroll Lag, TeachScape, etc.) coupled with the ever-increasing stress of running a school (financial budgets, teacher shortage, pastor changes, maintaining enrollment, PreK programs and the Archdiocesan bureaucracy that complicates consistent communication); I was reminded that leading a Catholic school is a monumental challenge. Suffice it to say that the two hour meeting was an excellent reminder that there are times where OCS needs to be mindful of those in the field and push the pause button to remind ourselves of the demands placed on our school administrators. With this in mind, please know that over the month of December, the OCS staff will take time to inventory and reassess our expectations of our schools and their leaders, as it relates to our mission – “working in the spirit of communion, solidarity, and subsidiarity, OCS engages leadership and strategies to support excellence in Catholic education”.

### IMPORTANT DATES TO REMEMBER:

<b>Retired Catholic School Leaders' Breakfast – All Principals are invited to attend</b> December 9 – Large Orr Conference Room - OCS	<b>Christmas</b> December 23 – 27, 2016 OCS offices will be closed Friday - Tuesday
<b>Executive Principal Meeting</b> December 13, 2016 10:00 – 2:00, Orr Conference Room	<b>New Years</b> January 2, 2017 OCS offices will be closed on Monday
<b>Leadership Academy</b> December 13, 2016 2:00- 6:00 PM, Orr Conference Room, Chancery	<b>High School Leaders Quarterly Meeting</b> January 6, 2017, 10:00 AM., Orr Conference Room

### FINANCE & MARKETING SERVICES

Tim Hunt

[tim.hunt@seattlearch.org](mailto:tim.hunt@seattlearch.org)

206-748-7985

#### PRINCIPAL/PASTOR MEETING JANUARY 26TH

Thank you to all the schools that have completed their operations calls and submitted their financial information. If your school has not yet submitted your financial information, there is still time to do so in advance of the January 26<sup>th</sup> Principal/Pastor meeting. Schools that have reported their financial information will receive a budget analysis worksheet at that meeting. Contact Tim if you have any questions (206) 747-5351  
[tim.hunt@seattlearch.org](mailto:tim.hunt@seattlearch.org).

#### BEST PRACTICES

##### Budgeting

Many schools around the Archdiocese begin their budgeting process for the next school year between the months of November and January. For schools needing any assistance in getting started with their next year's budget, a workshop will be held **Tuesday, December 13<sup>th</sup> from 2-6pm at the Chancery Offices**. Please contact Tim to RSVP or, if you are unable to attend, find a better time to discuss your school budget individually.

##### Registration

One of the biggest challenges in producing an accurate budget is estimating the next year's enrollment. OCS strongly encourages schools begin registration processes (both for new and current families) sooner rather than later. For example, by sending [a letter of intent](#) to current families a school can begin to estimate the number of families that will definitely be returning as well as identify families that may be considering other educational options.

### DATA MGMT & ESSENTIAL SERVICES

Sandy Barton Smith

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206-382-4842

#### 2016 IOWA TESTING COHORT

2016 Fall IOWA data roll-up is being finalized for your review and usage. Please visit the **2016 Archdiocesan IOWA Form E Testing Results forum** to review the posted pdf report at <http://www.ocsw.org/site/showthread.php?t=3977>. The B-3 template and other IOWA annual test data is being populated now and should be activated this week. Please check MyDesk: [IOWA Annual Achievement Data- ISL-B-3](#)

### DIVERSIFIED LEARNERS PD OPPORTUNITIES:

**2017 NCEA Convention and Expo**, April 18 - 20, 2017 – St. Louis, Missouri. This national conference is growing in their offerings in the area of serving students with special needs. Many of the Diversified Learners Committee members are attending. Title II funds can be applied to attend this event. Registration is now open. Preliminary Program is available for review: <http://www.ncea.org/ncea2017>

**NCEA 2017 New Directions Exceptional Learners Conference** will be June 19 - 21, 2017 in Evanston, Illinois. There is a call for proposals and I believe we have many innovative and successful programs and practices that are ready to be shared nationally. This conference is designed to offer practical skills, quality professional development and networking opportunities for special educators in Catholic schools, early interventionist, and other Catholic educators instructing and supporting children and youth with exceptionalities. Examples of populations served within the Exceptional Learners' umbrella include, but are not limited to, gifted, English as a Second Language, Autism Spectrum Disorder, Asperger's Syndrome, Dyslexia, Developmental Delays, and Down Syndrome. Call for Proposals: **Due December 30, 2016**.

<https://www.conferenceabstracts.com/cfp2/login.asp?EventKey=YPHQVMGZ>

### LEADERSHIP DEVELOPMENT

Kelly Surapaneni

[ksurapaneni@fulcrumfoundation.org](mailto:ksurapaneni@fulcrumfoundation.org)

617-233-9993

#### LEADERSHIP ACADEMY

The second Leadership Academy meeting:

**WHEN:** Tuesday, December 13th, 2:00PM-6:00PM  
**WHERE:** Archdiocese Chancery (Orr Conference Room), 910 Marion Street

**WHO:** Open to every school principal and aspiring school leaders  
**New principals are required to attend**

**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:** Jan 10, Feb 7, Mar 14, Apr 11, May 9 and June 13. If you have any questions regarding the Leadership Academy feel free to contact me.

## 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

### ELEMENTARY ANNUAL PROGRESS REPORTS

At the Principal meeting on November 10<sup>th</sup>, Kristin Dixon distributed the annual progress report to each school that is required to complete one this year. At the meeting, she explained the new changes on the report. In addition to the hard copy you received at the meeting, an email was sent to you with an attachment of the electronic version. The schools that are required to attend a mid-term review also received their information packets. Please email your completed report to [Kristin.dixon@seattlearch.org](mailto:Kristin.dixon@seattlearch.org) and [Janeal.grosinger@seattlearch.org](mailto:Janeal.grosinger@seattlearch.org) before January 6, 2017.

## GOVERNANCE, OPERATIONS, & PERSONNEL

Karen Tarabochia [Karen.tarabochia@seattlearch.org](mailto:Karen.tarabochia@seattlearch.org) 206-382-4860

### NEW OVERTIME RULES TEMPORARILY BLOCKED

We have been given information by Chancery HR that implementation for of the proposed FLSA changes (exempt / nonexempt rules) have been temporarily blocked, from implementation due to become mandatory on Dec. 1<sup>st</sup>. **What Now?**

- If your school has implemented the FLSA changes, continue as planned.
- If you have any concerns regarding the changes, now is the time to review them with HR to determine appropriate next steps.

#### **THIS IS A TEMPORARY INJUNCTION**

This means while it is not effective on December 1<sup>st</sup>, it doesn't mean the rules will not change at some point next year. While the rule is delayed you should continue to evaluate the status of your employees, to determine if they are classified properly and place those in non-teaching positions making less than \$913 a week on hourly salary.

## E-RATE & TECHNOLOGY

Tom O'Callahan [tom.ocallahan@seattlearch.org](mailto:tom.ocallahan@seattlearch.org) 206-612-6356

### E-RATE TASK FORCE

38 schools have registered to participate in the 2017 E-Rate funding. Our goal is to register 20 more schools in December. The schools that registered for E-Rate in 2016 do not need to re-register unless there is a new account administrator. Contact Tom if your school is planning Internet service provider contract changes to check for E-Rate discount eligibility. These are the updated E-Rate registration instructions. ***All schools are eligible for a least a 20% discount on their Internet service.***

### TECHNOLOGY STRATEGY AND PLANNING

51 schools have completed the 2016 survey and we are on track for all schools to complete the survey by December 15<sup>th</sup>. The new technology fund established by Fulcrum is a multi-year program to help schools with funding classroom network modernization. Completion of the 2016 school technology Survey Monkey survey and 2017 E-Rate participation is required. The OCS ITAG team will meet in December begin preparation to review Wave 1 school technology modernization plans in January.

## OFFICE FOR CATHOLIC SCHOOLS

### SUPERINTENDENT SCHOOL SITE VISITS

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

- December 7, 2016 – St Mark School, St Brendan School
- December 15, 2016 – St Joseph School, Chehalis; Pacific Crest Academy; St Joseph School, Vancouver

### HIGH SCHOOL CHOIR FESTIVAL

The Catholic High School Choir Festival is scheduled for Monday, February 8, 2017 at 7:00 PM at Beneroya Hall. Please come experience the wonderful musical talent of area high school choirs. Tickets can be purchased at any area high school.

### HIGH SCHOOL LEADERSHIP DINNER

Please reserve March 29, 2017 for the High School Leadership Dinner. Please select 4 senior students who are leaders in your school to attend this dinner with the Archbishop. Online registration and more information will come in January.

## CURRICULUM, INSTRUCTION, & ASSESSMENT

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

### ACCREDITATION UPDATE

Schools who are not in the year of the Self Study or Accreditation Visit are required to complete the [WCEA Action Plan Yearly Progress Report](#). The Report is due January 1, 2017.

### SCIENCE COMMITTEE

The team of science teachers have been at work developing both the survey for science teachers and reviewing criteria for quality science resources. At the conclusion of our work, armed with survey results information and vendor information, we will produce a science tool-kit that will assist schools in the in-depth study of science, and give direction as to the resources that are recommended. If your teachers have not taken the science survey, please consider offering about 10 minutes in a staff meeting for them to complete this task. Currently, we have 125 responses, and we would love a greater percentage to represent the science teachers in our Archdiocese. Find the link to the [survey here](#).

### MAP WINTER ASSESSMENT

This testing period is optional for schools. The Office for Catholic Schools requires the Fall and Spring testing only.

### ACRE TEST

School are required to assess student knowledge of the faith through the ACRE test. This test informs the school in the areas that need additional emphasis. At the principal meeting, Kristin will offer a process for your schools to review the test and align it to the grade level standards. This process will provide a great opportunity to review the standards at all grade levels.

## EARLY LEARNING & GOVERNMENT PROGRAMS

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

### OCS GOVERNMENT PROGRAMS PAGE GOES LIVE!

[Check it out](#) to find resources for federal title programs, IDEA special education services, child nutrition programs, and more! Remember to bookmark the page: [ocsww.org/government-programs.php](http://ocsww.org/government-programs.php)

### TITLE PROGRAMS REMINDERS

1. Know and monitor your allocation(s) for this school year. All districts should have shared this information with schools by now.
2. Make a plan to use your allocation(s) well. Check out this [planning worksheet](#) to help plan your Title IIA spending.

### PRESCHOOL SURVEY

Many thanks to the 37 elementary schools that have responded to the [preschool survey](#). If your school has not yet responded, please do so as soon as possible. Remember that **PRESCHOOL** describes any education that a child receives before Kindergarten, no matter his/her age.