

## OCS Bi Weekly Update

*December 18 – January 1, 2017*

### SUPERINTENDENT

Patrick Haggarty

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Merry Christmas and Happy New Year!

After consulting with the Executive Principals and the OCS Staff, we have decided that OCS is going to modify the way in which we communicates to our schools and parishes. Beginning in 2017, OCS will limit our "routine" outgoing email to school and parishes to this Bi-Weekly Update and a monthly email to all teachers. It is our hope that by reducing our outbound email, we can be more efficient and effective communicators ... and reduce the amount of email school and parish leaders have to scan.

The Principal Perception Check is available for use by school leaders who would like to enhance their professional growth plan by using the 80 known reliable and valid criteria for effective Catholic school leadership. If any principal / school leader is interested in using the perception check, please let me know.

I would like to thank three members of the Executive Principals Committee for their willingness to help organize the 2017 Principals' Retreat. In a philosophy shift, I have asked the Executive Principals Committee to take the lead with designing the Principals' Retreat so that OCS may best reinforce this event to fit the needs of the Principals.

### IMPORTANT DATES TO REMEMBER:

<b>Christmas</b> December 23 – 27, 2016 OCS offices will be closed Friday - Tuesday	<b>Leadership Academy</b> January 10, 2017 2:00 – 6:00 PM, Chancery – Orr Conference Room
<b>New Years</b> December 30, 2016 - January 2, 2017 OCS offices will be closed on Monday	<b>Accreditation Mid-Term Sharing Meeting</b> January 11, 2017, location TBD
<b>High School Leaders Quarterly Meeting</b> January 6, 2017, 10:00 AM., Orr Conference Room	<b>Martin Luther King, Jr Day</b> January 16, 2017 OCS offices will be closed on Monday

### GOVERNANCE, OPERATIONS, & PERSONNEL

Karen Tarabochia

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#### IMPROVEMENT TO ULTIPO FOR SUB POOL

We continue to work with Payroll Dept. to improve the efficiencies for the sub pool. Currently Long-Term Subs are part of the sub pool, as well as those teachers or administrators who have a permanent job at a location (part time), and are only going to sub at that location. Those employees will be moved out of the Sub Pool and be paid solely out of that home location.

Benefits to making this transition:

- Payroll would not have to track and assign the Long-Term sub rates
- If the employee became benefit eligible they are already hired at the location where they would receive the benefits.
- If the employee was hired as a Full-Time teacher at the location there would be less administrative work.
- There would be less confusion and frustration for PA's who have full-time staff that want to sub for other employees at their location only. (Remember a person qualifies as full-time staff if they are working at least 30 hours or teaching 3/5 time per week).

#### PERFORMANCE REVIEW

**Be sure to plan for teacher evaluations and to meet policy requirements, to be in compliance if an employee is not doing the job as needed and required.**

3.60 (B) Newly-assigned teachers shall be evaluated twice within the first year of their assignment; once within the first 60 days of their assignment and again before May 15 and thereafter according to the schedule set forth in 3.60 (A)

### EARLY LEARNING & GOVERNMENT PROGRAMS

Kaitlyn O'Leary

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206-274-7655

#### DEL PRESCHOOL LICENSING ORIENTATIONS DATES

The Department of Early Learning has now released the 2017 dates for licensing orientations. Attending a licensing orientation is a mandatory component of the preschool licensing process and a great way to gather information if you are considering licensing. [Review your licensing office's 2017 dates here.](#) Contact Kaitlyn ([kaitlyn.oleary@seattlearch.org](mailto:kaitlyn.oleary@seattlearch.org)) if you are

thinking about licensing and would like more information about the orientations.

#### REGISTRATION OPEN: OCS 20-20 SERIES

The 20-20 series on federal programs is a series of monthly online meetings offered for 20 minutes on the 20th of each month. The series will give participants the opportunity to learn more about federal programs, resources, and available funding. Anyone with an interest in federal programs is encouraged to participate. [Click here](#) to learn more. [Click here](#) to register.

#### SAVE THE DATE: OSPI SUMMER CONFERENCE

**FREE for Private School Teachers and Administrators**

**Where:** Seattle Pacific University

**When:** June 22<sup>nd</sup>-23<sup>rd</sup> OR August 8<sup>th</sup>-9<sup>th</sup>

**What:** "Creating a Dynamic and Engaging Classroom"

#### CERTIFICATE OF IMMUNIZATION STATUS (CIS) CHANGES

A new and improved CIS is now available in the [Immunization Information System](#) (IIS). [Click here](#) for instructions on how to print the new CIS. Parents can complete the new printed version OR access their child's CIS through [MyIR](#). Parents can also email or call the Department of Health office to get a copy of their child's CIS at [WAIISRecords@doh.wa.gov](mailto:WAIISRecords@doh.wa.gov) or 1-866-397-0337. You can review [current immunization requirements here](#). More information about the changes [here](#).

### ACCREDITATION

Kristin Dixon

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206-382-4872

Karen Tarabochia

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#### 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.

## LEADERSHIP DEVELOPMENT

Kelly Surapaneni [ksurapaneni@fulcrumfoundation.org](mailto:ksurapaneni@fulcrumfoundation.org) 617-233-9993

### LEADERSHIP ACADEMY

**WHEN:** Tuesday, January 10, 2017, 2:00PM-6:00PM  
**WHERE:** Archdiocese Chancery (Orr Conference Room), 910 Marion Street  
**WHO:** All new and aspiring principals  
**New principals are required to attend**

**Class 1:** *Develop Teams to Improve Catholic School Marketing & Enrollment*

**Instructor:** Tim Hunt

**Class 2:** *Best Practices in Catholic School Fundraising*

**Instructor:** Anthony Holter

Register here: <http://www.ocsw.org/web-form/view.php?id=220662>

**Future Leadership Academy Dates:** 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.

## 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 26th Principal/Pastor meeting.

Schools that have reported their financial information will receive a budget analysis worksheet during this meeting. Contact Tim if you have any questions (206) 747-5351 [tim.hunt@seattlearch.org](mailto:tim.hunt@seattlearch.org)

### CATHOLIC SCHOOLS WEEK BULLETIN INSERTS

As the OCS prepares to include bulletin inserts during the opening Sunday of Catholic Schools Week, it would be very helpful for school leadership to contact the local parish staff, letting them know to be on the lookout for bulletin inserts and to be sure that they are included in bulletins on January 29<sup>th</sup>, 2017.

### BEST PRACTICES

Register now for the next school advancement best practice workshop about auctions and innovative strategies to get families engaged and raise the money your school needs to thrive. <http://www.ocsw.org/web-form/view.php?id=228932> **February 15, 2017 9:30 - noon**

### NEED MORE SCHOOL PHOTOS?

For schools looking to get more high quality digital photos of their school grounds, students, teachers and events, the OCS has a high quality digital camera that we are willing to lend out, as available. The only caveats are that the camera is returned in excellent working condition and that photographs of students whose parent/guardian has completed proper consent forms may also be used by the OCS. Contact Tim for more information or to schedule use of the camera.

## DATA MGMT & ESSENTIAL SERVICES

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

### SCHOOL OFFICE SUPPORT STAFF & CSED RECORDS MANAGEMENT CLEAN UP:

All School Office Support Staff Primary Contact persons have received an email from Krista Harrell, seeking action during January to update the CSED records for each school. The OCS is aligning work email information from the **Cvent** database (supporting the Teacher Excellence Day registration process), the **UltiPro** database (payroll contact info for Level I employees), plus the **CSED database** which is the only database that contains all 74 schools' employees work emails. **Task:** Each school is asked to review the local spreadsheet and to follow the directions to edit/terminate/or add school employees into the CSED database. There is a direction sheet included and if questions, please contact [krista.harrell@seattlearch.org](mailto:krista.harrell@seattlearch.org). Our goal is to have cleaner CSED files by Monday, January 23.

### 2016-2017 INDICES OF VITALITY REPORTS

2016-2017 Indices of Vitality Reports for each school will be shared at the Thursday, January 26<sup>th</sup> Pastor/Principal Leadership Meeting. This is the 3<sup>rd</sup> year of reporting and now patterns are emerging. New Principals: If for some

reason you do not have the 14-15 and/or 15-16 lofV reports, please send an email to Vireak Ath at [vireak.ath@seattlearch.org](mailto:vireak.ath@seattlearch.org). Vireak can send the local reports to you to support your planning processes.

## DIVERSIFIED LEARNERS COMMITTEE

Diversified Learners Committee is celebrating the DL Good News during Catholic Schools Week! The January issue of **NWCatholic** will feature an article written by SU MIT Intern, **Julie Gunter**, celebrating the work and vision of serving our academically diverse learners! Please consider sharing this article with your school and parish families.

## E-RATE & TECHNOLOGY

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

### E-RATE TASK FORCE

All schools which have requested upgrades of their Comcast and Wave Cable Internet service have been completed. Some CenturyLink fiber Internet upgrades are in progress.

Forty-one schools have registered to participate in 2017 E-Rate funding and 3-5 more schools are targeted in December. All filing for E-Rate grants will begin in January. Schools should be planning their Internet and network modernization projects.

The schools that registered for E-Rate in 2016 do not need to re-register unless there is a new account administrator. Most schools are eligible for 40% discount on their Internet service. 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.

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

### TECHNOLOGY STRATEGY AND PLANNING

The new technology fund established by the Fulcrum Foundation is a multi-year program to help schools with funding classroom network modernization. Fifteen schools have been identified as potential candidate for the 2017 Fulcrum Foundation IT Network Modernization grants. Tom has visited many of the schools and will help the schools prepare technology modernization project plans.

### ITAG

The December meeting discussion focused on a template for schools to use to build a network modernization plan that is comprehensive and integrates long term educational technology goals. The template will be used by schools seeking Fulcrum Foundation IT Network Modernization grants.

## CURRICULUM, INSTRUCTION, & ASSESSMENT

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

### PROFESSIONAL DEVELOPMENT PLAN FOR 2017-2018

At your next regional meeting, Executive Principals will present a proposal that takes a good look at what we have in place right now with regards to Teacher Excellence Day and Catholic Educators Forum. You will be asked to listen to and discuss the possibilities for the next school year. Be sure to attend your regional meeting, and complete a survey that will follow your discussion. Our process follows the PDSA model, plan, do, study and act. We have worked with a certain model for 3 years, and the data tells us to consider new directions. Thanks for your input in advance!

### SCIENCE COMMITTEE

Our Science Committee will be meeting in January 17, 9:00 a.m. - 3:00 p.m., in the Isaac Orr Room at the Chancery. We are working steadily on the Science tool-kit, and a part of this is to make a recommendation for science resources. We have heard from two publishers thus far, and will hear from an additional 4 more publishers in January. This is one of the key questions that schools are asking, and we hope to provide some guidance as you make this important choice for your students and staff.

### JANUARY MAP TESTING

Vireak has submitted the rosters for those schools who want the January mid-year assessment. This is optional for schools.

### MARCH REGIONAL PROFESSIONAL DEVELOPMENT DAY

The Executive Principals have received the application for funding to help support the Regional Professional Development Day. Applications due the end of February.

## OFFICE FOR CATHOLIC SCHOOLS

### 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.

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### 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.

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### ARCHDIOCESAN CREST (LOGO) USED ON OFFICIAL SCHOOL DOCUMENTS

We are reviewing the guidelines of the Archdiocesan crest for use on school documents such as report cards and diploma. More information will follow shortly.

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### 2017-2018 SCHOOL CALENDARS

The OCS has sent to all schools a copy of the suggested calendar for the 2017-2018 school year along with a letter of guidelines. All schools are required to complete an online calendar submission prior to **March 1, 2017**. If you are a new principal or need help with your online submission, please contact

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