

- ❖ Best Wishes to the Fulcrum Foundation as they prepare for the Celebration of Light. Thanks for all you do for the Catholic Schools
- ❖ Welcome back Justyna King (Eastside Catholic) who is returning from maternity leave.
- ❖ Congratulations to St Alphonsus School. They collected 1,212 lbs of food in 2.5 days to donate to Queen Ann Food Bank during "Can the Man" holiday drive.

January 15 - 28, 2017

SUPERINTENDENT

Patrick Haggarty

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Does your inbox fill faster than it empties – on a regular basis? If so, your inbox must be like mine. During the hours of a typical work day, I am simply unable to answer all of the emails that require my attention. There are always several that require a personal response, many that I am cc'd and some that are "FYI" emails from vendors, colleagues, and educational / Catholic organizations.

I think I suffer from email fatigue.

It's an awesome communication tool but there are times when I wish for the return of the good ol' days, when mail meant ink, paper, an envelope, and a stamp. And yet, I like email because it supports immediate, inexpensive, and comprehensive written communication to send. However, it's not "inexpensive" to receive and read. I've been thinking...

If the average school principals receives approximately 2,700 work-related emails each year (15 emails/day for 180 days) and spends about one minute reading each one, it costs the school about \$2,100 for its leader to sit in front of the computer screen and scan emails (based on an average salary of \$95,000). With 74 schools, I am going to conservatively guess that we spend more than \$150,000 each year, reading email.

At OCS, we've heard from several school administrators that your email inboxes are full. And now that I see how much it costs us to read emails, I have asked the OCS staff to reduce the number of emails we send your way, which will hopefully reduce your fatigue and maybe, a small expense to the school budget.

Here's the plan: For January and February, OCS will commit to sending this Bi-Weekly Update and the monthly teacher's email to your inbox ... period. That's it. We'll continue to update the ocsw.org webpage on a regular basis, with OCS information as well as material from other Chancery offices and relevant documents to Catholic schools. The www.ocsw.org website can be accessed and reviewed at any time and I encourage all school folks to visit the site often. The OCS staff will also continue sending personal emails to individuals, as needed, but we will not be sending generalized emails more than every other week. At the end of February, I'll check in with the school leaders to see how we are doing and make adjustments, as needed.

So here is the Middle January Bi-Weekly Update. We'll send you another one at the end of the month. In the meantime, please don't forget to check www.ocsw.org for updates and announcements.

IMPORTANT DATES TO REMEMBER:

Martin Luther King, Jr Day January 16, 2017 OCS offices will be closed on Monday	Catholic Schools Week January 29- February 4,, 2017
Principal / Pastor Meeting January 26, 2017 Palisades Retreat Center	High School Choir Festival January 30, 2017 7:00 PM, Beneroya Hall
Fulcrum Celebration of Light January 27 2017	Leadership Academy February 7, 2017 2:00 – 6:00 PM, Chancery, Orr Conference Room

FINANCE & MARKETING SERVICES

Tim Hunt

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CATHOLIC SCHOOLS WEEK 2017: COMMUNITIES OF FAITH, KNOWLEDGE, AND SERVICE

January 29th – February 4th

- Archdiocesan-wide Bulletin Inserts: The OCS will be distributing flyers in each parish bulletin for Sunday Masses on January 29th, please be sure to contact your parish offices in your region to ensure these inserts are included in the Sunday bulletin. These inserts will arrive during the week of the 23rd in the parish's regular bulletin delivery from Catholic Printery.
- Regional Flyers: Each regional group has also received a flyer with contact information for each school. Please feel free to print and use these for community outreach efforts.
- Bring SWAG to Next Principals' Meeting: The OCS has reinstated an old annual tradition to inform Chancery offices about the good things happening in Catholic schools during Catholic Schools Week. Last year, many schools provided school SWAG for a Chancery employee raffle. If you have any school merchandise, clothing, or trinkets that you are willing to donate to the raffle... please bring them to our next All Principals' Meeting on January 26th

GOVERNANCE, OPERATIONS, & PERSONNEL

Karen Tarabochia

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RE-EMPLOYMENT OF SCHOOL PERSONNEL

It is that time of year when it is necessary to consider employment and re-employment for the school personnel.

The following forms are located in "[Principal Monthly Tasks](#)" for January:

- Principal Employment for the next school year
- [Pastor/ PC/PLC Intent Form](#)
- [Teacher Intent Form](#)
- Principal and Teacher covenant forms
- [Evaluation Form Elementary Principal](#)
- [Recruitment Timetable](#)

TEACHER PERFORMANCE EVALUATION

Please refer to section 3.60 TEACHER PERFORMANCE EVALUATION to find policies regarding renewal or non-renewal of Teacher Covenants.

Non-teaching staff are not offered a new WORK AGREEMENT unless the job has changed in scope and responsibility.

Changes of salary or adjustments to job description are noted on the current work agreement.

LEADERSHIP DEVELOPMENT

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LEADERSHIP ACADEMY

The fourth Leadership Academy meeting is scheduled for

WHEN: Tuesday, February 7th 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: *Hiring Catholic Faculty, Support Staff and Volunteer Personnel*

Instructors: Karen Tarabochia and Denise Aubuchon

Class 2: *Managing Conflict*

Instructor: Jennifer Clemens

Here is the form to register: <http://www.ocsw.org/web-form/view.php?id=221296>

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

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

CURRICULUM, INSTRUCTION, & ASSESSMENT

Kristin Dixon

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SUMMER CATHOLIC EDUCATOR FORUM

Hopefully, at your regional meetings, you will have or will be discussing the Teacher Leader Project (GRACE – Growing Regionally, Affirming Catholic Education) proposed to be held June 19 and 20. This year, we hope to host 2 teacher leaders from each school for leadership training in curriculum, instruction and assessment. The two teacher leaders will work with school principals to determine the academic plan for growth unique to each school. For more details, please participate in the presentation and discussion coming to a principal meeting in your region! A survey will be given to each region's principals following the meeting letting us know of your interest in the project.

MAP WINTER ASSESSMENT

We have 28 schools who have submitted rosters for the optional winter testing. If you didn't roster for this test term, and you might want to participate in this test option, you may do so. The Office for Catholic Schools requires the Fall and Spring testing only.

ACCREDITATION

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THANK YOU

Thank you to all schools who completed the yearly update! I will read each of the reports and send you a response. Generally, the responses contain affirmations and some questions to consider.

EARLY LEARNING & GOVERNMENT PROGRAMS

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20-20 SERIES ON FEDERAL PROGRAMS: REGISTER NOW!

The 20-20 series 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.

NEW CERTIFICATE OF IMMUNIZATION STATUS AVAILABLE

The new CIS has been posted [here](#). Use the new CIS for all new students. Previous versions are still valid. Frequently Asked Questions about the CIS and Certificate of Exemption (COE) are available [here](#).

SAVE THE DATE: REGIONAL CURRICULUM DAY – PRESCHOOL AND KINDERGARTEN TEACHERS

David Matteson, a nationally recognized expert in literacy development, will be joining the archdiocese to provide Preschool and Kindergarten teachers with a fabulous workshop on emergent literacy and developmental writing instruction. [REGISTER HERE BY FEBRUARY 3RD](#). [Details and workshop description here.](#)

WA P-3 EARLY LEARNING SYMPOSIUM: REGISTER NOW!

[Click here](#) for more information about this great opportunity for teachers and principals dedicated to early learning.

DATA MGMT & ESSENTIAL SERVICES

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CATHOLIC SCHOOL WEEK RESOURCES

[Catholic School Week Resources](#): We are blessed to have excellent curriculum extensions created by NCEA and Catholic Relief Services. Please join us in solidarity to lift up the "Syrian Refugee Toolkit" which provides daily prayers, videos, simulations, prayer service, family extension ideas, PPTs, etc. to raise awareness so children can support children. You need to log on to download the free materials at <http://ghs.crs.org/content/little-flower-project>

MASS FOR LIFE – MARCH FOR LIFE

Mass for Life - March for Life is Monday, January 23rd. As schools and parishes head to Olympia, could we ask that a picture or two of your community be taken and added to your FB feed? It will be wonderful to show the power of voice, prayer and action from so many of our schools on this important day!

<http://www.ocsw.org/site/content.php?r=4457-Mass-for-Life-Monday-January-23-2017>

DIVERSIFIED LEARNERS EXECUTIVE COMMITTEE

Diversified Learners Executive Committee's next meeting is Thursday, February 9th. The DL regional team leaders are asked to host 3 meetings during the school year to bring teachers together as we network and grow with the DL initiatives. Mid-year check-in: If your region is not "up and running" to your expectations, will you kindly communicate with me directly so we can assist building an evenness across the regions.

PD Recommendations for the DL Executive Committee: We are charged with finding, vetting and recommending DL professional development opportunities that might be very helpful in our schools or regions. Please check out the latest recommendations as we prepare for the March Regional Curriculum Day and more! [Click here](#)

E-RATE & TECHNOLOGY

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E-RATE TASK FORCE

The schools should complete their requests for Internet grants in January. E-Rate also provides discounts on classroom network equipment and the Fulcrum Foundation has established a fund to assist with funding classroom network equipment. Several schools are candidates for 2017 Fulcrum Foundation IT Network Modernization grants. Tom has contacted the candidate schools and is assisting the school with the grant application. Looking beyond 2017, many schools are candidates for Fulcrum grants. Fulcrum is projecting their contribution to schools for 2018-2020 based on the 2016 technology survey and 2017 E-Rate participation. 2017 E-Rate participation is a prerequisite for grant eligibility so all schools are urged to register for E-Rate by the end of January.

TECHNOLOGY STRATEGY AND PLANNING

Several schools have reached out to Tom with student computer technology questions. One technical specification that should be strongly considered for all WiFi computers is IEEE 802.11ac Wave 2 WiFi radios network adapters. Wave 2 provides the highest possible WiFi network speeds. Many but not all computers have Wave 2 network adapters. Contact Tom for advice on this.

Your school may be planning to replace or add classroom network/computer cabling. A document has been created to provide schools guidance for all network upgrade projects. The document provides guidance on technical specifications, design, and industry standards that can maximize cable performance and life span. <http://www.ocsw.org/files/uploads/ITAG/2017%20Cabling%20and%20Rack%20Design%20and%20Specifications.pdf>

OFFICE FOR CATHOLIC SCHOOLS

PASTOR / PRINCIPAL MEETING – SURVEY QUESTIONS

The Pastor/Principal Meeting is scheduled for January 26th from 10 AM – 1:00 PM. Agenda items include School Finances, 2017 State of the School Address (with Indices of Vitality), and Improving Mass Attendance and Catholic School Enrollment. We encourage you to invite your pastors or PAA's to this meeting. You may register for the meeting [here](#). School principals, pastors and PAA's were sent a list of three questions to answer prior to the meeting. We would appreciate it if you could take a couple of minutes to send your responses to janeal.grosinger@seattlearch.org before January 20th. If you have questions, please call (206) 382-4861.

2017-2018 SCHOOL CALENDAR - UPDATED

A couple of dates on the OCS Central Calendar have been updated. Please look [here](#) for the most recent edition. You will find on this link 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

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.

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.