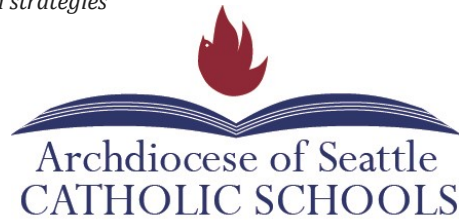


# Office for Catholic Schools Bi-Weekly Report

## January 17, 2017

*Working in the spirit of communion, solidarity and subsidiarity, the Office for Catholic Schools engages leadership and strategies to support excellence in Catholic education.*

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



---

### Nuggets of Awesomeness:

#### Excellence in Catholic Education

- Congratulations to the Fulcrum Foundation on a very successful Celebration of Light.
- Congratulations to Joe Manning and his wife on the arrival of their new son!

#### Important Dates to Remember:

- **Catholic Schools Week** January 29th - February 4, 2017
- **High School Choir Festival** January 30, 2017 Beneroya Hall
- **Leadership Academy Meeting** February 7, 2017, 2:00 - 6:00 PM. Orr Conference Room
- **President's Day** The Office for Catholic Schools will be closed on February 20, 2017
- **Executive Principal Meeting** February 21, 2017 10:00—2:00 Orr Conference Room



**Patrick Haggarty**

Superintendent

[superintendent@seattlearch.org](mailto:superintendent@seattlearch.org)

#### **Thank You**

On behalf of the Office for Catholic Schools and Archbishop Sartain, I would like to thank the school and parish leaders - especially the 20+ pastors - that took time out of their day to meet with us on Thursday. It was a fantastic gathering and one in which I hope will be the beginning of an annual pastor / principal / PAA meeting where we can discuss, plan, and implement activities that will increase Mass attendance and school enrollment. The PowerPoint presentation I used has been posted on the Principal's forum and can be found at: <http://www.ocsw.org/files/uploads/3778/Catholic%20Schools%20-%202017.pdf> In the meantime, we will do the best we can to disaggregate the information left on the papers hanging about the retreat center and get this information to you before week's end.

As our schools join Catholic schools across the country to celebrate Catholic Schools Week, it seems appropriate to take a few words and thank a few folks whose mission and vision is to support Catholic education in the Archdiocese of Seattle. Please join me in thanking Anthony Holter, Conne Bruce, Susan Ocoma, Joey McFaul, Ann Milkowski, Stephanie Singler, Cathy Wise and the Board of Directors of the Fulcrum Foundation. After attending my 3<sup>rd</sup> Celebration of Light on Friday, I am convinced that our schools are open and changing the trajectory of children's lives, not only because we have excellent teachers, administrators, and pastors, but also because of our partnership with Dr. Holter and his team. We, in the Archdiocese of Seattle, are blessed to have the Fulcrum Foundation.



**Karen Tarabochia**

Governance, Operations, & Personnel

[Karen.tarabochia@seattlearch.org](mailto:Karen.tarabochia@seattlearch.org)

#### **W-2 Tax Year 2016**

Please communicate to your employees that the W-2's for tax year 2016 are currently being processed and will be available electronically on the UltiPro website on Monday, January 30<sup>th</sup>. <https://n22.ultipro.com>. The Archdiocese has elected electronic Form W-2's only. The Payroll Services Office will not be mailing W-2 forms.

#### **Paying Substitutes**

We continue to get concerns from principals about their substitutes being paid on a timely basis. It is imperative that the substitute or school staff enter the substitute's hours on the day they substitute!! Make it a routine that hours are entered before they leave the building.

Substitutes who do not have their paperwork completed will not be able to access Aesop until they have submitted their: Personnel action form, I-9, W-4, with current Safe Environment and Background Checks.

Currently we have 335 substitutes in Aesop and our "fill rate" is 85%. This does mean that the later the calls to Aesop, the harder the position is to fill. A local contingency plan for teacher absences is a must.

---



## Sandy Barton Smith

Data Management  
& Essential Services

[Sandra.smith@seattlearch.org](mailto:Sandra.smith@seattlearch.org)

## Indices of Vitality Reports

The IofV reports were shared at the January 26 Pastor/Principal Meeting. Those who were unable to attend will receive their reports by mail this week. If there are any edits or corrections that you would like to occur, please send an email to me or [vireak.ath@seattlearch.org](mailto:vireak.ath@seattlearch.org) by Friday, Feb. 3<sup>rd</sup>. On Monday, Feb. 6<sup>th</sup> Vireak will send each school their 16-17 IofV report electronically plus the new Elementary and/or High School Composite IofV to each school leader. We hope this information will be helpful for your planning process.

## Inclusion Ministry Mass with Archbishop Sartain

[Inclusion Ministry Mass with Archbishop Sartain](#) - May I ask schools serving students with special needs to include this [invitational flyer](#) in your home communication or school website in the next few weeks? The Special Needs Ministry Office, on behalf of Archbishop Sartain, invite all to come celebrate our **students with special needs and their families on Saturday, April 1<sup>st</sup> at 11:00 AM at St. James Cathedral** followed by a reception/family dance at O'Dea High School. It will be a beautiful moment of communion - solidarity - subsidiarity.

## Catholic Schools Week

Happy Catholic Schools Week! Post your fun on your school's FB page and we will try to highlight on the OCS FB page at <https://www.facebook.com/seattle.catholic.schools/> Have you liked us on FB yet??



## Kristin Dixon

Curriculum, Instruction,  
& Assessment

[Kristin.dixon@seattlearch.org](mailto:Kristin.dixon@seattlearch.org)

## NWEA MAP Testing and Professional Development

An interactive webinar that will assist you in interpreting the data? For more info and registration, [click here](#). New to the MAP Test? Your first test session will be fall 2017. We will help you get started with one full day in-service. [Click here](#).

## Science Committee Update

By April, principals and teachers will be able to access a science tool-kit replete with all kinds of goodies. [Click here](#) for more information.

## G.R.A.C.E.—Teacher Leaders

Thank you for your responses to our survey seeking input on the Teacher Leader initiative. We have received 46 so far. If you haven't completed [the survey](#), please take a moment to do so. Your feedback is important to us!



## Kaitlyn O'Leary

Early Learning &  
Government Programs

[Kaitlyn.oleary@seattlearch.org](mailto:Kaitlyn.oleary@seattlearch.org)

## SIS Committee Update

Please [click here](#) for an update on the Student Information System committee work.

## OCS 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.

## Maximizing Title I Allocations

[This 20 minute webinar](#) from the 20-20 Series on Federal Programs offers some great and practical tips to help you prepare now to maximize your Title I allocation next school year. Remember that now is the time to begin identifying the low income students in your school community.

## Register Now: 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 3<sup>RD</sup>](#). [Details and workshop description here](#).

## Washington P-3 Early Learning Symposium: Register Now!

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



## Tim Hunt

Finance & Marketing  
Services

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

## Catholic Schools Week 2017: Communities of Faith, Knowledge and Service

January 29th—February 4th: Happy Catholic Schools Week. It would be great for us to hear about the different things happening around the Archdiocese. If you have some time this week or next, please let us know how you celebrated with your community!

## Budgeting Resources

At the past principals' meeting, we presented some new resources to help with your school financial planning efforts. First, the [school budget template](#) can be a helpful tool to create, track, and manage your school budget. Second, the [budget analysis tool](#) can help with short and long term planning. For example, if you are in the process of considering tuition increases for the next year, this tool can quickly help you see the impact of tuition and payroll costs over the next 4 years. Please feel free to reach out to me if you need assistance with either tool, or if you have general questions regarding your school budget.

## NCEA Webinars

A number of interesting webinars from NCEA that are either stored on their website (such as some [best practices in creating an effective school website](#)). A full list of past websites is available on [NCEA's YouTube Channel](#). Visit <http://www.ncea.org/webinars> for a list of the remaining webinars for the year, which include some really interesting partnerships like Discovery Education, the Dept. of Education, Ren Web, and the Pacific Institute.



**Kelly Surapaneni**

Leadership Development

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

## 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.

## Seattle University Educational Administration M.Ed. Welcome Reception

February 16th from 5:00-6:30.. For more information, [click here](#).

Click on the RSVP button of the attached bulletin to attend this event.



**Tom O'Callahan**

E-Rate & Technology

[Tom.ocallahan@seattlearch.org](mailto:Tom.ocallahan@seattlearch.org)

## E-Rate Task Force

44 schools are registered with the E-Rate Task Force. Of these, 40 are expected to apply for Internet discounts and 15 are expected to apply for network hardware funding as well.

## Technology Strategy and Planning

15 K-8 schools are in the process of completing Fulcrum Foundation IT Network Modernization grants applications for classroom wireless network modernization. The combination of E-Rate and Fulcrum grants will provide over \$250,000 of funding. ITAG will assist OCS with reviewing the schools' IT network modernization project plans in mid-February.



**Kristin Dixon**

Elementary Accreditation

**Karen Tarabochia**

Secondary Accreditation

## 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.

## Evaluations for the Pastor / Principal Meeting

[Here is the link](#) for the Pastor/Principal meeting last week. These evaluations are required for the clock hour applications, so we greatly appreciate it if you could please complete the evaluation as soon as possible.

## Archbishop Brunett and Sister Mary Taylor Award Nominations

Nomination forms were passed out at the Principal/Pastor meeting on Thursday for both of these awards. Please return your nomination to [Janeal.grosinger@seattlearch.org](mailto:Janeal.grosinger@seattlearch.org) prior to March 31, 2017.



### **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. All schools are required to complete an online calendar submission prior to **March 1, 2017**.

### **High School Leadership Dinner**

All schools with onsite phone systems will need make sure their service contractor is programming the phone system for the new 564 and 10-digit dialing. I am concerned that some schools may not have a plan for the telephone network changes. <http://archive.kitsapsun.com/news/local/western-washingtons-new-area-code-means-10-digit-dialing-for-all-calls-333602db-ed3b-4f7c-e053-01000-380196651.html?d=mobile>

### **For High School Leaders**

The firm that spoke about international students during the Kick Start meeting has sent more information. Please view this link: <http://www.businesswire.com/news/home/20170124005437/en/Sterling-Partners%E2%80%99-Education-Opportunity-Fund-Invests-Amerigo>