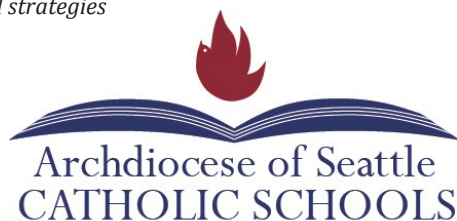


Office for Catholic Schools Bi-Weekly Report

February 13, 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 Kathy Wartelle who is recently hired as the permanent principal of Immaculate Conception/OLPH.

Important Dates to Remember:

- **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
- **Quarterly President Meeting** February 27, 2017 1:00—3:00 PM Orr Conference Room
- **Leadership Academy Meeting** March 14, 2017, 2:00 - 6:00 PM. Orr Conference Room
- **Regional Curriculum Day** March 10, 2017



Patrick Haggarty

Superintendent

superintendent@seattlearch.org

Superintendent Succession

As an appointed employee, the Superintendent works at the pleasure of the Archbishop. In that light, when the Superintendent chooses to resign, it is solely up to the Archbishop to appoint the next Schools leader. On the flip side, it is a customary protocol in many (Arch)Diocese that employees appointed by the (Arch)Bishop, including the Superintendent, submit their resignations when the Holy Father assigns a new (Arch)Bishop. The reason is simple: It is critical that the Archbishop surrounds himself with people he trusts and respects, to represent him through the Archdiocese. Hence, the next Archdiocesan Superintendent will be a person selected by the Archbishop to lead the Office for Catholic Schools. This could be a candidate recommended to him through a national search; it could be an existing employee from within the Archdiocese; or it could be someone that Archbishop has personally sought to fulfill the Superintendent duties. At this time, I know that Archbishop Sartain is prayerfully discerning who will be the next Superintendent. I am also confident that he is seeking counsel from Chancery leadership and colleagues from throughout the nation, as every good leader does when faced with filling a significant leadership position. While this process unfolds, I would like to thank you for being patient and understanding. When Archbishop has reached a decision, I am sure that he will communicate - in his usual and effective manner - to let everyone know who the next Superintendent will be or what process will be engaged.



Karen Tarabochia

Governance, Operations, & Personnel

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Mumps

There have been reports of mumps in some of the school districts and the Public Health Dept. has issued guidelines for schools. Make sure that all immunization records are current. If you have staff members who are not current with immunizations or have not had the mumps, they can be required to stay at home if mumps are diagnosed in your school population. <http://www.kingcounty.gov/depts/health/communicable-diseases/disease-control/mumps.aspx>

Time Sheets and Snow Days

Exempt Employees (Covenant) enter pay code HOLIDAY equal to the full day work hours. Non-exempt Employees (Hourly) who work at least 20 hours per week are paid for days if school is cancelled, and enter the HOLIDAY pay code. Those working less than 20 hours will not be paid. Please click [here](#) and view 3.24 (approx. page 23)

Make-up Days

The state requirement of a 1000 contact hours for a school year is the measure to use when determining how to "make up" missed days. Since it is required hours, adjustments can be made by adjusting days, early dismissals, adding days at the end of the year, etc. Hopefully we are through the worst of the winter weather, no guarantees.

Hiring and Intent to Renew

The forms for intent to renew and hiring for the next school year are found on the website. Please be respectful of your fellow administrators and do not recruit their staff unless a staff member initiates the inquiry. If you are planning on changing a job description or duties, you do not have to put that in the "INTENT" form. Details and changes would come with a new work agreement or covenant. [2017 Elementary Principal Intent Renew Packet](#)



Sandy Barton Smith

Data Management
& Essential Services

Sandra.smith@seattlearch.org

PD Offerings and More!

The Diversified Learners Committee is committed to finding on-going opportunities for professional development to support our students. Special thank you to Christina McGill and her team for finding local, regional and national opportunities for each school to consider. Please visit: [PD ideas ad Missionary Discipleship Training- March 4-5](#).

Another March 10th PD Offering

School Office Support Staff In-service will be at St. Madeleine Sophie School, Factoria from 10 - 2 p.m. on Friday, March 10th. Our guest presenter will be **Seth Dalby**, the Archivist for the Archdiocese of Seattle. Seth will be focusing on the [school records retention schedule](#) and help schools review protocol and best practices in managing and maintaining confidential information and records. The OCS mach registration form will be sent directly to the School Office support staff teams next week. NO cost, lunch provided and FREE parking plus the fun of networking with your fellow school office support staff. Please join us!



Kristin Dixon

Curriculum, Instruction,
& Assessment

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](#). Currently, we have three opportunities for this webinar with room in all sections for 20 schools:

17 Schools Registered: Monday, February 13th, 3:30 – 4:30 P.M.

4 Schools Registered: Friday, February 17th, 10:00 – 11:00 A.M.

3 Schools Registered: Friday, February 17th, 1:00 – 2:00 P.M.

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](#).

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 52 so far. We are happy to report that we have an overwhelming vote of confidence for this project. Please keep your eyes out for information and registration for this event.

March Regional In-Service Day

We know of some of the great opportunities planned for our teachers and staff. Remember, for us to issue the check to the region, we need to have a plan on file. Here's a sample of the offerings:

South Sound Region : "K-12 Building Community and Articulation among Grade Levels"

Northern Region: "Prepare the Way: Celebrating and Supporting English Language Learners"

South Seattle Schools: "Cultural Competency"

We will publish all plans when we have them on file! Due date: February 20. [Click here](#) to complete the plan.



Kaitlyn O'Leary

Early Learning &
Government Programs

Kaitlyn.oleary@seattlearch.org

Free Workshop: Preparing for the Every Student Succeeds Act

Learn about the important changes to Federal title programs that will take effect next year under the ESSA and the OCS resources that will help you navigate these changes. Schools that were not able to participate in the regional ESSA workshops are especially encouraged to attend. [More information here](#). [Click here to register now!](#)

Join the February 20-20 Series on Federal Programs

It's not too late to register for this month's 20 minute webinar on how to effectively plan a Title I program. [Click here](#) to learn more. [Click here to register now!](#)



Tim Hunt

Finance & Marketing
Services

Tim.hunt@seattlearch.org

IRS Requirements and Grants

We have heard from several school principals and development directors regarding challenges proving a school's non-profit status. If you are experiencing any challenges that may, for example, threaten your ability to secure grants or scholarships, please contact me and I can help you navigate this problem.

Budgeting Resources

A number of principals have contacted me recently about producing preliminary budgets for the 2017-18 school year. I am happy to assist with this if you could use help. Contact me to schedule a time to discuss. Also, please consider utilizing our budget tools:

The [school budget template](#) can be a helpful tool to create, track, and manage your school budget.

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.

Professional Development Resources

The next advancement workshop is on February 15th at the Chancery Offices. The topic is "Events for Impact: Auctions and innovative strategies to get families engaged and raise the money you need to thrive" [RSVP today!](#)

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](#).



Kelly Surapaneni

Leadership Development

KSurapaneni@fulcrumfoundation.org

Leadership Academy

The next Leadership Academy meeting is scheduled for

WHEN: Tuesday, March 14th 2:00PM-6:00PM

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

WHO: All new and aspiring principals

AREA OF FOCUS: Strategic Leadership

Here is the form to register: <http://www.ocsw.org/web-form/view.php?id=221659>

Future Leadership Academy Dates: 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

E-Rate Task Force

Two new schools have been added to the task force 2017 E-Rate cohort. Now there are 46 schools preparing to participate in E-Rate funding. Most schools received grants for 40% discounts. Several schools are working with the task force for guidance with upgrades to higher speed Internet access and considering fiber optic service.

Technology Strategy and Planning

ITAG reviewed and approved all 9 school network modernization proposals at the 2/8 project technical review. An additional 6 schools will have project reviews at the end of February. The estimated total school wireless network equipment costs are estimated to be \$240K. The goal is use a combination of E-Rate and Fulcrum Foundation IT Network Modernization Fund grants to cover the entire \$240K cost.



Kristin Dixon

Elementary Accreditation

Karen Tarabochia

Secondary Accreditation

2018-2019 Accreditation Cycle

For schools that will be going through Accreditation during the 2018-2019 school year, we will be contacting you shortly to schedule a meeting in April. We would like to meet with the principal and staff to discuss the start of your Self Study report. The meeting will take about an hour.

Accreditation Visits

We have several high schools and elementary schools going through the accreditation visit in the next month. Please keep them in your thoughts and prayers.

School Photos

At the May Principal meeting we always celebrate the successful completion of the accreditation visit for each school that was scheduled this school year. If you had or will have an accreditation visit during the 2016-2017 school year, we would like pictures to use in our presentation. Please send pictures of the school, students, Mass, events, etc. to

Janeal.grosinger@seattlearch.org

Principal Retreat—September 2017

We have reserved a new location for our Principal Retreat in September 2017. We will be staying at the [Seabeck Conference Center](#). Please also check out their wonderful [photo gallery](#). We have reserved the entire campus for our group, so it will be a private retreat. It would help us with our room reservations if you could please complete this [quick survey](#) on which nights you would be interested in staying for. Please ask both Principal and President to complete the survey. If you have any questions, please call our office at (206) 382-4861.

2017-2018 School Calendar—Due March 1st

All schools are required to complete an online calendar submission prior to **March 1, 2017**. Please look [here](#) for the most recent edition of the calendar. Please consider building snow days into your calendar for next school year.

2017-2018 School Assessment

A letter from Dr Haggarty was recently sent out by email to all Presidents, Principals, and Heads of School regarding the assessment fees for the 2017-2018 school year. Please share this information with your PAA's. If you have any questions or did not receive your email, please call our office at (206) 382-4861.



Teacher Excellence Day 2017

Teacher Excellence Day for 2017-2018 will be held on October 6, 2017. Please mark your calendar for next school year.

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 prior to March 31, 2017. If you need a copy of the form, please call the office at (206) 382-4861.

Telephone Network Changes

All schools with onsite phone systems will need to make sure their service contractor is programming the phone system for the new 564 area code and 10-digit dialing. <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

Information for need-based, full tuition [Abbot Roth and Abbot Baran Scholarships](#) are now available. The deadline for the application is March 1, 2017. The application is open to students from Catholic high schools in Washington. Scholarship nominations should be sent to admissions@stmartin.edu. If you have questions, please contact Rebecca Byrne at (360) 486-8121.

Young Women's Leadership Summit

July 9-12, 2017 - Get a head start....and surround yourself with women on a mission. More information [here](#).