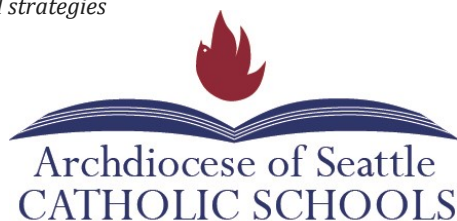


Office for Catholic Schools Bi-Weekly Report

February 27, 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 St Brendan School who will be celebrating their 50th Anniversary in March
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Important Dates to Remember:

- [Leadership Academy Meeting](#) March 14, 2017, 2:00 - 6:00 PM. Orr Conference Room
 - **Regional Curriculum Day** March 10, 2017
 - **March 20, 2017**—OCS offices are closed for the Annual Chancery Day of Reflection
 - [All Principal Meeting](#) March 23, 2017 9:00 AM—1:00 PM Palisades Retreat Center
 - [High School Leadership Dinner with Archbishop Sartain](#) March 29, 2017 5:30—8:00 PM Orr Conference Room
 - **Quarterly High School Principal Meeting** March 31, 2017 10:00 AM—12:00 PM Orr Conference Room
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Patrick Haggarty

Superintendent

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March 23rd Principal Meeting

Recently, the OCS staff has been mapping our meetings for the 2017-18 school year. It's an excellent exercise of organization work flow, ensuring that all meetings - both internal and external - begin with an end in mind. To forecast gatherings more than a year in advance, making certain that they are coordinated and consistent, is critical to maximize the effectiveness of our time spent together. As you well know, there are few things worse than leaving a meeting and wondering how you'll ever get those two hours back. In that light, OCS provides a meeting evaluation survey following each school leaders' get-together. The survey includes a Net Promoter Score (NPS), which we rely on to quickly assess the effectiveness of the meeting. Our January School Leaders meeting earned a solid NPS and the comments reflected that the 3 hour block (10AM - 1PM) was well received. Hence, we will be working with the same schedule for the March School Leaders' Meeting. My reason for taking the words to explain this is simple. The purpose of OCS is to serve Archbishop and school leaders, engaging in leadership strategies to support excellence in Catholic education. In sum, we are here to help you succeed. And when we host meetings that are effectively scheduled with an agenda that addresses your needs, it's a win/win/win. I look forward to seeing you March 23rd!

I ask that you please keep the school communities of St. Francis Assisi and Kennedy Catholic in prayer this week. The woman who died as a result of the hit and run in Burien, has grandchildren that attends both schools.



Karen Tarabochia

Governance, Operations, & Personnel

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Employee Service Awards

See mailing today for Service Awards Instructions. [\(link\)](#) Each school is responsible for submitting a list of employees who has reached 10, 20, 25, 30, 35, 40, etc. years of service to Catholic Schools. This includes all school employees and service given in another (arch) diocese. The awards will be delivered to the principals at the May 4th, All Principal Meeting.

Deadline for submitting names: April 4th

Forms and Pins for 7th Grade Recognition

A prayer service and recognition ceremony may be held locally for seventh grade students who exemplify the identity and excellence of Catholic education. Some Regions have gathered with neighboring schools to celebrate these students. See mailing today for instructions. [\(link\)](#)

Covenants and Work Agreements

Teacher Covenants (form for teachers qualifying for paid benefits) and for those not qualifying for paid benefits (working less than 2/3 teaching per week), Principal Covenants and Work Agreements have been posted on the OCS website Personnel Section, "All Forms". Please use the form, "[Change in Terms or Conditions of Employment](#)", to note an employee changing full time or part time status, ("All Forms") and record the employee's signature as record of their notification of the transition.



Sandy Barton Smith

Data Management
& Essential Services

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Follett-DESTINY Consortium is Evolving...

Follett-DESTINY Consortium is evolving into a PLC community shepherded by Lisa Hillyard, Librarian at the Archdiocesan Library Media Center! The CSLA librarians and the DESTINY Consortium members are moving into a new cohort format to better network and support the instructional goals of our Catholic school libraries. [Click here](#) to learn how this cohort will now be operating. Thank you to Lisa Hillyard and Vireak Ath who will be coordinating specific aspects of the Follett-DESTINY renewal process.

School Finder

At any time, your school editor can update your school's profile. We have updated the tool to be more reflective of specific school programs. Please take a moment to visit School Finder at <http://www.seattlearchdiocese.org/Schools/SchoolFinder.aspx> to ensure the information matches your expectations as you message out to the public. If you need to edit, click on "Editor Login" (bottom right in the footer). Use the "Email Web Development" link under the login screen to email Anni McKinnon, Archdiocese Web Directory Editor.

Monthly Tasks for Principals and Office Support Staff

The March monthly tasks links have been updated to reflect the items that do require your attention. Please visit: <http://www.ocsw.org/site/content.php?r=1291>

Friday, March 10th is School Office Support Staff Personnel Training Day

Our [registration link](#) is open and our guest list is growing! We welcome new and returning office staff as we grow using all tools in MYDESK. **Seth Dalby**, Archivist at the Chancery, will be our guest focusing on records management protocol. [Click here](#) to review agenda.



Kristin Dixon

Curriculum, Instruction,
& Assessment

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NWEA MAP Testing

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.](#)

NWEA MAP DestinationPD Website Updated

NWEA has updated the Destination PD website to make it easier to navigate. Please click on this [link](#) to update your link. More information coming soon about this update.

G.R.A.C.E.—Teacher Leaders at the Elementary Schools

Please find the registration for GRACE, Growing Regionally Advancing Catholic Education. This year, we will focus on elementary schools only. To get us off to a great start, the Fulcrum Foundation has graciously offered to cover the cost of the conference. At your regional meetings, the executive principal will share more details. If you have questions, do not hesitate to give me a call. [Click here](#) to access the registration form.

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 of file. Here's two more offerings:

- Pierce Region: "Integrating Technology" with Conn McQuinn from the PSESD
- South King Region: "Meeting the Needs of Diverse Learners in the Classroom" with Deacon Larry Sutton, PhD.

[Click here](#) for a full listing of offerings.



Kaitlyn O'Leary

Early Learning &
Government Programs

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Mandatory OSPI Compliance

Submit your request for **Private School Annual Re-Approval** by **April 11th!** [Click here](#) for instructions on how to do so.

Low-Income Student Data Collection

Now is the time to identify the low-income students in your school community. You will receive several resources from your regional Executive Principal at your next regional meeting, also hyperlinked here. These include:

Family income surveys in [English](#) and [Spanish](#)

[Low-income student list template](#) (to be completed after administering the survey)

[Instructions on how to identify low-income students using FACTS](#) (only recommended if ALL families at your school use FACTS for tuition management)

I strongly recommend that all schools administer family income surveys. **Our data suggests that relying on FACTS Tuition Assistance Applications only captures 25% of the low-income students in the Archdiocese!** It is critically important to identify these students so that we can fully take advantage of programs like Title I and E-Rate!!! I am available to meet with schools and help create processes that will lead to improved identification of these students. Please reach out to schedule an appointment.

Changes to the Federal Title IIA Program & OCS Pooling

OSPI has confirmed that Title IIA allocations will no longer carry over, effective this year. Ask your school district when their fiscal year ends- this is the date by which you must use your entire 2016-2017 Title IIA allocation. The OCS is in the process of working with OSPI to pool unused funds for leadership professional development in August. All principals will receive a [survey regarding their interest in pooling](#) at upcoming regional meetings. **Please complete the survey by April 15th.**

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 work-



Tim Hunt

Finance & Marketing
Services

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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

A number of interesting webinars from NCEA are 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

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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.



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



Website:

<http://www.ocsw.org/files/uploads/3669/EDvantage.pdf>

EDvantage Events for March 2017

For more information about the events listed below, please click on the [EDvantage link](#) on our website.

March 10	Regional Curriculum Day
March 10-12	Retreat Opportunity at Palisades—Lenten Retreat with Dr. Thomas Rosica
March 14	Leadership Academy
March 22	Registration & Retention Meeting
March 23	Principal Quarterly Meeting
March 24-26	Retreat Opportunity at Palisades—Men's Lenten Retreat with Msgr. Brian Bransfield
March 31—April 2	Retreat Opportunity at Palisades—Woman's Lenten Retreat with Fr. John Fischer, OSFS



Principal Retreat—Please complete this survey!

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.

High School Leadership Dinner with the Archbishop—Due March 3rd

Please [register your High School Senior Class Officers](#) for Dinner on March 29th.

March 23rd Principal Meeting

Please complete the [online registration form](#) for the All-Principal meeting on Thursday, March 23rd at Palisades.

Young Women's Leadership Summit

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

Fulcrum Foundation Building Diversity & Inclusion Grant Program - Applications due February 28th

A link to the online application and information on the program can be found [here](#). Applications must be submitted online by no later than **February 28th, 2017**, to be considered for funding. For more information, please see the [link on our website](#).

Reflective Experiences from the Youth & Young Adult Evangelization

LENT IS COMING....and it's only one week away, so come and stand in solidarity with your fellow young adults in actively preparing for the arrival of Christ Jesus. This year the Office for Youth & Young Adult Evangelization is proud – once again – to provide [two reflective experiences](#) for our archdiocesan young adults.

Used Uniforms Available

St. Mary Magdalen is in the process of replacing uniform sweaters/vests with our "new" logo. At the end of this school year, we will be holding a uniform drive to collect all of the uniforms with the "old" logo. We will have a large number of uniform vests/sweaters (many hundreds!) in sizes from preschool to eighth grade, and are looking for a new home for them. The principal, Zack Cunningham, would first like to pursue trying to find a school that could use them either locally or abroad. (If there isn't such an organization, we do have a textile recycling organization that can take them.) However, we are hoping someone may have connections with someone who may be in need of these uniforms!

These sweaters/vests are dark green with small white script embroidery that says "SMM Irish". Perhaps a school in need could sew a patch over the logo, or use them as is. If you are interested, please contact the school at (425) 353-7559.