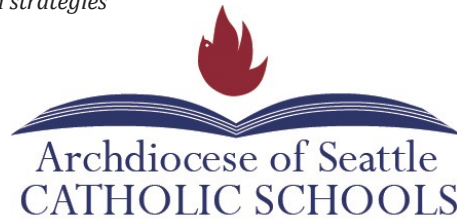


Office for Catholic Schools Bi-Weekly Report

March 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 St Patrick, St John, Kennedy Catholic, and Bishop Blanchet for completing their Accreditation visits within the last two weeks.

Important Dates to Remember:

- [Leadership Academy Meeting](#) March 14, 2017, 2:00 - 6:00 PM. Orr Conference Room
 - **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
 - **April 14 - 17, 2017**—OCS offices are closed for Easter Weekend
-



Patrick Haggarty

Superintendent

superintendent@seattlearch.org

A Little Sunshine goes a Long Way....

As I was walking the dog this weekend, slogging through what used to be our front yard, that now looks and feels like a sponge, mud bog; I was reminded that it is that time of year when we all need a boost. It's March. It's raining. My feet are muddy and my dog is wet. And the Good Lord knows that I am looking for a little sunshine right now.

As Catholic educators, we have all been pushing and pulling and weaving and bobbing our way through the school year. We are now at that time when the brunt of a long winter is over but sunshine of spring is yet to arrive. As Catholic school leaders, I would encourage us all to be the ray of sunshine in our workplace. Now is the time where we can be the positive warmth to the good people we work with. To offer a warm cup of coffee to a colleague or give a teacher a break by taking a classroom of students for 30 minutes makes a world of difference and brings a little sunshine into our schools. Thank you for taking care of each other, until the sun shines again.



Karen Tarabochia

Governance, Operations, & Personnel

Karen.tarabochia@seattlearch.org

Hiring Procedures

At this time of year principals will be addressing several important employment issues...reminders of some practices that assure your actions are just and legal.

Notification to Employees

March-April is the time in which principals begin conversations with employees for the coming year, concerning their continuing employment, changing a position or terminating their employment. Be sure to consult [Personnel \(Section 3, Part II - Hiring\)](#) of [Archdiocese of Seattle Catholic Schools Policies Manual](#)

The conversation and notification should occur, no later than May 15TH. In order to be in compliance with the requirements of our insurance company, it is necessary to discuss any intention to terminate or discharge an employee with me **PRIOR** to informing the employee, to ensure that policy has been followed. [Personnel \(Section 3, Part VIII Performance Review and IX Terminations\)](#)

Listing Openings

It is strongly recommended that all vacancies be open-listed. If you plan to hire internally, list or announce the position internally. You are not required to interview everyone who applies, give consideration to all who apply. If the position will be filled outside the current school employees, plan to list the position through Applitrack.



Sandy Barton Smith

Data Management
& Essential Services

Sandra.smith@seattlearch.org

Immigration and Refugee Ministry

Immigration and Refugee Ministry: Here are some key resources to assist members of our school and parish communities:

[Know Your Rights guide from CLINIC](#), which can be downloaded in English or Spanish

[Know Your Rights videos, steps to protect yourself, and advocacy](#) options from Justice for Immigrants (JFI)

[Family Preparedness Plan \[English\]](#) or [Family Preparedness Plan \[Spanish\]](#)

[Template for developing an Emergency Plan \[Spanish\]](#) from the Intercommunity Peace and Justice Center (IPJC)

[Cards to assert rights](#) from IPJC

[Ideas for parish groups](#) from St. James Immigrant Assistance.

All of this and more is also available on the Archdiocesan immigrant & refugee web page: www.seattlearchdiocese.org/irm

There are also some upcoming events:

[Immigration Update – Tuesday, March 14th](#) at St. James, Seattle [from 6:30-8:00 PM](#)

[Know Your Rights Training in Spanish – Sunday, March 19th](#) at St. Mary's, Seattle [from 12:00-2:30 PM](#)

[Know Your Rights Training in Spanish – Saturday, March 25th](#) at St. Brendan's, Bothell [from 10:00 AM – 2:00 PM](#)

If there is an immediate need in your community, there will be a "LIVE session" on Facebook with the Immigration Up-

date [on Tuesday, March 14th at 6:30 PM](#) using the following page: <https://www.facebook.com/St.JamesImmigrantAssistance/>

If your school needs specific assistance, please contact:

Joe Cotton

Assistant Director | Office of Pastoral Care & Outreach

Tel: [\(206\) 382-4847](tel:(206)382-4847) | Cell: [\(206\) 472-4270](tel:(206)472-4270)



Kristin Dixon

Curriculum, Instruction,
& Assessment

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MAP 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.

Title IIA Funds—Covering the Cost of Hotel Stay during CEF

If schools wish to use Title IIA funds to cover the cost of hotel stay during CEF, click here for the [steps](#) they should take.

NWEA MAP Test Windows for 2017-2018

The test windows for 17-18 have been set. We listened to you and recognize the difficulty to get the students tested in a three week window, so we now have four weeks for each of the test windows.

- Fall - September 18 - October 13, 2017
- Winter - January 15 - February 9, 2018
- Spring - April 30 - May 25, 2018

NWEA MAP Test Rosters for the Spring Test Window—Due March 31

To finish our year this year, we have extended the spring testing to cover the following weeks: May 1 - May 26, 2017.



Kaitlyn O'Leary

Early Learning &
Government Programs

Kaitlyn.oleary@seattlearch.org

OSPI Compliance

1. Submit your request for **Private School Annual Re-Approval** by **April 11th!** [Click here](#) for instructions on how to do so.
2. Complete the **Private School Participation in Federal Programs Intent to Participate** form on [EDS](#) by **April 30th**. Download [instructions for completing the form](#) here. Title IVA and IVB are new federal education programs under ESSA. I strongly recommend that schools indicate their **intent to participate in all of the available federal programs**. More information about the intent to participate and changes under ESSA can be found [here](#).

Low-Income Student Data Collection

The resources below can be used to identify low income students that will drive next year's Title I and E-Rate allocations.

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 enter financial information into FACTS)

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.

Title IIA Pooling Survey

Please [complete this short survey](#) by **April 15th**. This will help us plan for leadership professional development subsidized by unused Title IIA funds.



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

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

KSurapaneni@fulcrumfoundation.org

Leadership Academy

The next Leadership Academy meeting is scheduled for

WHEN: Tuesday, April 11th 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: Federal Programs 101 with Kaitlyn O'Leary

Class 2: Serving Diversified Learners with Sandy Barton Smith

Here is the form to register: <http://www.ocsw.org/web-form/view.php?id=222233>

Future Leadership Academy Dates: 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

50 schools are in the 2017 E-Rate Task Force cohort. 2017 E-Rate registration closed at the end of February and your school should submit all 470 requests by March 16, 2017. The last day to file for funding (Form 471) is May 11, 2017 but plan on having your 470 bid evaluations completed by April 11, 2017.

Technology Strategy and Planning

Nine schools visits to discuss technology plans and infrastructure projects were completed in the last 6 weeks.

Over 10 schools are considering modernizing their classroom cabling and Tom is providing guidance on cabling room and equipment room standards and specifications.

Many schools have Wi-Fi network "dead zone" locations where wireless network access is inconsistent or not available. A meeting to discuss optimizing the performance of classroom wireless networks is planned for late March. Contact Tom for details.



Kristin Dixon

Elementary Accreditation

Karen Tarabochia

Secondary Accreditation

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

Accreditation Team Member Sign-up for 2017-2018

We are currently accepting applications for school administrators and teachers to be on the accreditation visiting teams for the 2017-2018 school year. Please register at the following links:

Elementary School Personnel— <http://www.ocsw.org/web-form/view.php?id=240052>

Secondary School Personnel— <http://www.ocsw.org/web-form/view.php?id=251899>



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 10-12	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.