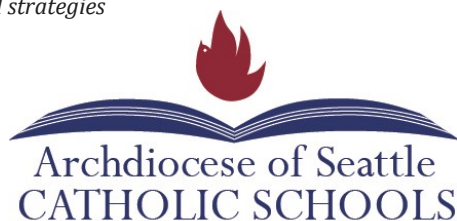


# Office for Catholic Schools Bi-Weekly Report

## April 24, 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**



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### Important Dates to Remember:

- **Executive Principal Meeting** April 25, 2017 10:00 AM—2:00 PM Orr Conference Room
  - **All Principal Meeting** May 4, 2017 10:00 AM—1:00 PM Palisades Retreat Center
  - **Leadership Academy Meeting** May 9, 2017, 2:00 - 6:00 PM. Orr Conference Room
  - **Quarterly President Meeting** May 22, 2017, 1:00 - 3:00 PM. Orr Conference Room
  - **High School Quarterly Meeting** May 26, 2017, 10:00 AM - 12:00 PM. Orr Conference Room
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**Kristin Dixon**

Interim Superintendent

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

### **What is Needed for Schools to be Catholic?**

Last week, I attended the NCEA conference in St. Louis. While one of my favorite images was of the sweet Dominican sisters in full white habit carefully dining on ribs at Sugarfire Bar-b-que, it was Fr. Nuzzi's talk "Irresistible Catholic Schools" that challenged me and provided clear and practical advice.

Fr. Nuzzi addressed the state of the question, "What is needed for schools to be Catholic?" While we can look to the [National Standards](#), the accreditation process, and [Church documents](#), he made particular reference to the doctrine of the Trinity as the foundation for our Catholic schools. "When we are in community, we are most likely like God...Trinity is the primary model for the school, for God is relationship."

How to market and build relationship? Fr. Nuzzi spoke of some best practices.

- Interview prayer – from a brochure of prayers, the parent chooses a prayer to say with the principal to begin the interview. The parent mentions the prayer intention prior to the prayer.
- Birth and baptism – celebrate baptism with a free-month coupon for pre-k
- School Tours – be specific about the role and training of the office staff, as the first face and voice of the school
- Information sessions - for real estate agents, business and political leaders

When we gather [Thursday, May 4](#) for the All Principals Meeting at the Palisades, we will celebrate and affirm our schools who have navigated the accreditation process this school year, and we set the stage for sharing our school, region and OCS goals.

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**Karen Tarabochia**

Governance, Operations, & Personnel

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

### **Employee Agreements**

The 4/10/17 update contained the definitions for "**WHICH COVENANT OR WORK AGREEMENT TO USE?**" Please continue to refer to that list as you do employee agreements. Teachers must be working ¾ time in order to qualify for paid benefits. The definition below is to be used as you discern, "Who is a teacher and should a covenant be issued?" Preschool teachers should be issued a covenant.

#### **TEACHER DEFINITION**

A teacher is an employee whose *primary duty* must be that of activity in the field of teaching:

- provides education for pupils assigned to his/her care in a formal and ongoing learning environment, carried out at a school or other place of education where instruction and imparting knowledge are the primary emphases, *AND*
- uses lesson plans to facilitate student learning, follow a course of prescribed course of study (curriculum) and provide instruction in religion, literacy and numeracy, craftsmanship or vocational training, the arts, civics, community roles, or life skills, *AND*
- has the responsibility for student discipline, classroom management, and communicating with parents regarding the behavior, academic progress, and/or wellbeing of the child, *AND MAY INCULDE*
- duties that extend beyond formal teaching, including accompanying students on field trips, supervising study halls, helping with the organization of school functions, and serving as supervisors for extracurricular activities.

**NEW TEACHER ORIENTATION is Thursday, August 17<sup>th</sup> at St. Francis of Assisi School in Burien, School, registration online!! Please direct your new teachers to the registration form. ([link](#))**

**OPEN ENROLLMENT for benefits in the 2017-2018 school year begins Monday, May 1 – Monday, May 15<sup>th</sup>. Be on the lookout for communication from the Benefits Services Office !!**



## Sandy Barton Smith

Data Management  
& Essential Services

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

### OCSWW.ORG Website

The OCS is upgrading some of the features and security features on the OCS website during Easter vacation. If you experience difficulty accessing a web page that you usually are able to access, please first refresh the website. If this does not resolve the situation, and an error message stating "forbidden access" or "page is not accessible", please contact [Vireak.ath@seattlearch.org](mailto:Vireak.ath@seattlearch.org) so he can troubleshoot.

### Special Olympics of WA Golf Tournament—June 26-27, 2017

#### Willows Run Golf Course in Redmond, WA

Registration is OPEN through the SOWA website for volunteer opportunities: principals, teachers, parents, and students over age 15 - High School GOLF teams would be welcome to join! On Course and off course volunteers will be needed for **June 26 - 29, 2017**. Some of the volunteer opportunities include: Food and Beverage Support, Caddies, Cart Drivers (Must have valid insurance and driver's license.), Equipment handlers, Scorekeepers, Ball Spotters (appropriate for anyone - great for teens), Awards Team, Officials Support, Airport Welcome Day Volunteers June 25th Gate Greeters!!! Baggage Claim Greeters-should be able to lift bags and help load trucks, Light Rail Hosts-must be able to stand for long periods of time (chairs will be available), Information Specialists/Greeters-must be able to stand and walk the airport for long periods of time.

Some of the on course volunteers will need to be very knowledgeable about golf and golf course etiquette. *There will be a two hour training on Sunday June 25th from 1-3pm followed by discounted golf for those who wish to play.* The afternoon training does, however, preclude golf volunteers from assisting with the Airport Welcome Day event in the afternoon. Go to [www.specialolympicsusagames.org](http://www.specialolympicsusagames.org) to sign up for the newsletters if interested! If questions, please contact Karlan Jessen directly at: [kjessen@specialolympicsusagames.org](mailto:kjessen@specialolympicsusagames.org)



## Kaitlyn O'Leary

Early Learning &  
Government Programs

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

### David Matteson Emergent Writing Workshop for Early Educators—Part II

We are so excited to host David Matteson for a second time and continue the learning we began on Regional Curriculum Day. This workshop is a great opportunity for all Preschool and Kindergarten teachers, regardless of whether or not they were able to attend the first workshop. [Click here for more details.](#) [Click here to register now.](#) **Registration closes on April 28<sup>th</sup>!**

### OSPI Compliance

Complete the **Private School Participation in Federal Programs Intent to Participate** form on [EDS](#) by **April 30<sup>th</sup>**. Download [instructions for completing the form](#) here.

### Registration is Open—HS Department Chair Leadership Initiative

HS teams should register for this great opportunity by **May 19<sup>th</sup>**. [Click here to register.](#) [Click here for more information.](#)

### Last call for CEF Registration!

All elementary schools are invited to register teacher leaders and principals to attend the summer Catholic Educators Forum, which will kick off the GRACE project and arm teacher leaders with strategies to help them lead professional learning alongside school principals next school year. Please [click here to register](#) ASAP.



## Tim Hunt

Finance & Marketing  
Services

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

### Budgeting Resources

- Contact me directly if you'd like some help establishing your budget for next year.
- 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.

### IRS Requirements and Grants

If you are experiencing any challenges that may, for example, threaten your ability to secure grants or scholarships, please contact me directly.



## Tom O'Callahan

E-Rate & Technology

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

### E-Rate Task Force

E-Rate is providing considerable school technology funding for Internet service and classroom wireless network projects. 2017 applications for E-Rate funding are 25% complete. This is a summary of the funding received in 2016 and projected 2017 funding. 31 schools received E-Rate 2016 Internet service funding. 51 schools (72%) are projected to receive E-Rate funding in 2017.

E-Rate Equipment Funding: 2016 - \$80K, 2017 - \$80K (projected)

E-Rate Internet Funding: 2016 - \$105K, 2017 - \$140K (projected)

### Technology Strategy and Planning

Tom invited school IT support staff to a technology review and discussion on optimizing wireless networks for classrooms. The meeting is Tuesday, April 25<sup>th</sup>. Contact Tom for meeting details.



**Kelly Surapaneni**

Leadership Development

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

### Leadership Academy

The Office for Catholic Schools offers a Leadership Academy for new and aspiring principals. Courses in managerial, academic, spiritual and strategic leadership are taught by recognized Catholic school leaders and shareholders. Working in solidarity to ensure a system of excellent Catholic schools, the Leadership Academy will provide the knowledge, skills, and strategies for current and future school leaders.

We are currently taking nominations for aspiring principals for the 2017-2018 Leadership Academy. Send an email with the aspiring principal's name to [KSurapaneni@fulcrumfoundation.org](mailto:KSurapaneni@fulcrumfoundation.org).

The Leadership Academy meeting is scheduled for

**WHEN: Tuesday, May 9th 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:** The Principal's role in rigorous curriculum development, implementation and review in a Catholic School setting

**PRESENTERS:** Kristin Dixon and Gwen Geivett

Here is the form to register: <http://www.ocsw.org/web-form/view.php?id=222356>



**Kristin Dixon**

Elementary Accreditation

**Karen Tarabochia**

Secondary Accreditation

### 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](mailto: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>



Website:

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

### EDvantage Events for April 2017

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

April 18-20	National Catholic Education Association Conference
April 28-30	Retreat Opportunity at Palisades—Surprising Ways of Grace
May 4	Principal Quarterly Meeting
May 9	Leadership Academy Meeting
May 12-14	Retreat Opportunity at Palisades— Mother's Day Weekend Retreat
May 17	Endowment Basics and Major Gifts



[Janeal.grosinger@seattlearch.org](mailto:Janeal.grosinger@seattlearch.org)

### Principal Meeting—May 4th

The next all Principal meeting is scheduled for May 4th at the Palisades Retreat Center. [Please register as soon as possible.](#)

### 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.