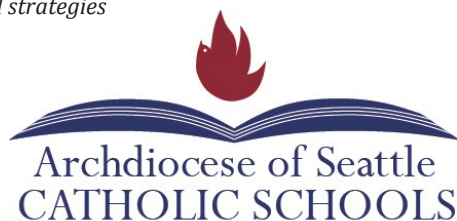


# Office for Catholic Schools Bi-Weekly Report

## May 8, 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:

- **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
  - **Memorial Day**—OCS offices are closed on May 29, 2017
  - **Executive Principal Meeting**—June 6, 2017, 10:00 AM—2:00 PM. Orr Conference Room
  - **Retired School Leaders Breakfast**—June 16, 2017, 9:00 AM—11:00 AM. Orr Conference Room
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**Kristin Dixon**

Interim Superintendent

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

### **Principal Meeting Basic Questions.**

*"What drew you to this work? Why are you here? What gives you life?"*

*"Name a recent experience that drew you back that recalled those reasons."*

Our principal meeting on May 4 began with these basic questions. First as a way to reground us in our mission during the challenging month of May, and second as a opportunity to share with the principals why I have found myself agreeing to this position as Interim Superintendent.

As I look back on my many years in Catholic education, what emerges as the most important reason revolves around relationships. When I met with the Archbishop this past month, he, too, underscored the importance and quality of relationships. Celebrating and affirming growth in students, challenging and learning with teachers, working alongside pastors and colleagues, each interaction truly gives me the fuel in my engine. I experience fulfillment in sorting out difficult puzzles as I work with others to help bring about an exciting vision. The experience I had recently that draws me back to my purpose involves a conversation with a principal who came to me, and tearily sat in my office and shared how very alone she felt. Leadership can be a lonely business especially in making decisions that are for the good of the community but not necessarily the most popular. While I may not be able to "fix" her feelings, she told me later that she felt better for having shared.

Many years ago, Sr. Clare Fitzgerald gave a presentation to the principals at a time when I was feeling the desert of loneliness. I believed the work was too much, couldn't possibly do all that was required, and furthermore I didn't want to. It was as if Sr. Clare could read my mind. She walked up to me pointed her finger at me and said "You are called to perform the tasks of your time that are associated with your time. This is your time." I think of her now, and pray to be up to the challenge.

The Strategic Plan continues as our launching pad, the accreditation goals offer additional insights into the needs of the schools. We are blessed with leaders who are committed to Catholic education by building and discovering the Kingdom of God in each school and throughout our Archdiocese. I keep all leaders and the school communities in my prayers of gratitude. I call on the patron saint of the Cathedral, St. James, pray for us!



**Karen Tarabochia**

Governance, Operations, & Personnel

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

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**Remember to send a copy of all Covenants to Payroll. New yearly Work Agreements are not created. (Note salary and/or duty changes on current work agreement.)**

### **Benefits When Leaving Employment**

Contact the Benefits Office for this brochure [\(LINK\)](#) for any employees leaving employment at the end of the school year. This gives insurance information and Retirement and Saving Plan information.

### **Closing Applitrack Listings**

Please notify Krista by phone or email when you have filled a position so it can be removed from Applitrack. The site gets buried with openings if we do not get that notification. Because this causes challenges to applicants and overloads the system, we remove listings after their **4<sup>th</sup> week**, unless you notify us that you want them to remain.

### **Benefits Open Enrollment Ends Monday, May 15th**

Refer to the mailing you received at your home from the Benefits Office.

### **Registration for Virtus Training**

The Safe Environment Office alerts you on the practice of accepting onsite registration for classes. While they sign the class list, many are not following through by going online to: [www.virtusonline.org](http://www.virtusonline.org) and registering. If they do not do this part they will not have a record for attending and meeting the requirements.



## 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)

### ESSA is Funded!

At the May Principal meeting, I shared with you some disappointing news regarding funding of federal Title programs under ESSA. Just hours after our meeting, we received some better news. Congress reached the following spending agreement:

**Title I:** Increase of \$550 million

**Title IIA:** Decrease of \$295 million (because of the way the grants will be calculated, this means Catholic schools will likely see the same amount of Title IIA funding next year as they did this year)

**Title III:** Funding stays the same

**Title IV:** Funded at \$400 million. This new program will allow us to access supplementary services in the areas of health, school safety, technology, arts education, and more! [Click here](#) to learn more about this new program.

### Consultation Tools

Remember to use these tools when you meet with your public school district to plan Title programs for next year:

To ensure that all required subjects are discussed during consultation: [Consultation Checklist](#)

To ensure that your allocation has been calculated correctly: [Title IA Calculator](#) [Title IIA Calculator](#)

### 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.](#)

### GRACE Project Updates

Each region should identify one Regional Teacher Leader and send the teacher leader's name to Kaitlyn as soon as possible, before the Catholic Educators' Forum in June.

If you would like to use Title IIA funds to cover hotel costs for CEF, [click here](#) to learn more!



## Tim Hunt

Finance & Marketing  
Services

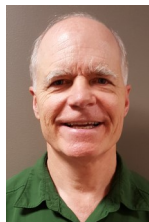
[Tim.hunt@seattlearch.org](mailto:Tim.hunt@seattlearch.org)

### 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

The OCS E-Rate Task Force completed the 2017 funding year on May 8<sup>th</sup>. The task force submitted over 55 requests for funding on behalf of 50 schools. Since January 2017, the task force has archived over 5,000 project documents, traveled for 30 school visits, received or sent a combined number of over 900 emails, and had over 1,000 phone calls.

### Technology Strategy and Planning

Tom organized a conference call with school IT support staff to hear about classroom Wi-Fi network optimization strategies. The discussion topics included increasing network access speed, performance, and improving inter-classroom computer roaming. Participants discussed their school technical situations and planning activities.



**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

### 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.

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
May 26-28	Retreat Opportunity at Palisades—Men's Retreat
June 2-4	Retreat Opportunity at Palisades— Pentecost Retreat



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

### 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.