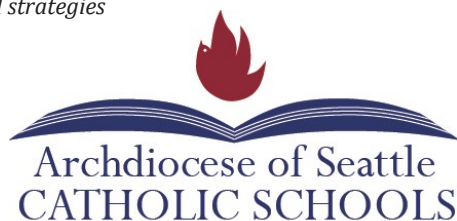


Office for Catholic Schools Bi-Weekly Report

May 22, 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**



Important Dates to Remember:

- **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. **This meeting has been cancelled**
- **Retired School Leaders Breakfast**—June 16, 2017, 9:00 AM—11:00 AM. Orr Conference Room



Kristin Dixon

Interim Superintendent

superintendent@seattlearch.org

Called to Live with and for Others

"We are called to live not as one without others, above or against others, but with and for others."

Pope Francis, @Pontifex Twitter Account, May 22, 2017

The Pope reminds us that we are called to live with and for others. The question we at the OCS wrestle with is how to be with and for all schools, and at the same time differentiate our services to meet your needs. One way to do this is to intentionally plan for differentiation in our meetings throughout the year. We seek to "curriculum map" the yearly opportunities the OCS has scheduled for principal professional development. We have looked at the **meeting dates** as well as how our **meeting time** is used.

Meeting dates: Recently, the Executive Principals received a request for the dates of the Regional Principal Meetings. We hope the pattern/flow will look like this:

All Principals ➡ Executive Principals ➡ Regional Principals ➡ All Principals ➡ Executive Principals ➡
Palisades Chancery Local Palisades Chancery

This hopeful flow will allow for greater communication between all three groups.

Meeting time: To differentiate, the All Principal meetings will begin at 10:00 a.m. and end at 1:00 p.m. with lunch following. This schedule opens up the 8:30 – 10:00 a.m. as well as the 2:00 – 4:00 p.m. time for themed sub-groups and or topics, i.e. new principals, government programs, accreditation.

Like the school leader, you want to take advantage of your precious dates and times with your teachers. We, too, desire our work to be affirming of your ministry as leaders in Catholic schools. As you prepare to turn the calendar to June, we pray for peace and joy to echo in the hallways, classrooms and parking lots! St. James, patron saint of our Archdiocese, pray for us!



Karen Tarabochia

Governance, Operations, & Personnel

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Covenant / Work Agreement

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.

New Teacher Orientation

NEW TEACHER ORIENTATION IS Friday, August 17th at St. Francis of Assisi School in Burien, registration online!!
([REGISTRATION LINK](#))

Remember if you are **terminating** an employee for any reason including "Layoff/Reduction in Hours you need to follow policies and procedures as noted in policy **3.66 LAYOFF/REDUCTION IN HOURS** found in the Policy Manual. ([link](#)) **3.67 TRANSITION ASSISTANCE LEAVE** Employees who are terminated are eligible for health, welfare and retirement benefits at terminationas provided in the plan in effect ...([link](#))

Archive Department

As "end of the school year" clean out begins, there are always questions concerning what paperwork do you dispose of and what and how long do you retain files, permission slips, parent notes, lesson plans, etc. Please refer to these guidelines from the Archives Department. ([link](#))



Sandy Barton Smith

Data Management
& Essential Services

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OCSWW.ORG Website

The OCS is upgrading some of the features and security features on the OCS website. 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 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 to sign up for the newsletters if interested! If questions, please contact Karlan Jessen directly at: kjessen@specialolympicsusagames.org



Kaitlyn O'Leary

Early Learning &
Government Programs

Kaitlyn.oleary@seattlearch.org

GRACE Lodging

If you are interested in using Title IIA funds to cover the cost of lodging during the GRACE Catholic Educators Forum, [click here for detailed instructions](#). [The Grove West Seattle Inn](#) is reasonably priced and located 10 minutes from the school.

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](#)



Tim Hunt

Finance & Marketing
Services

Tim.hunt@seattlearch.org

Catholic Schools Week 2018—School Service Projects

As part of the Catholic Schools Week celebration during 2018, we will be working with a public relations firm to help garner added media coverage for school service projects and other community activity at each school. If you could send me your activities for next year, that would be very helpful in ensuring we get local media to cover your school.

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

E-Rate Task Force

Congratulations to the schools that submitted 2017 E-Rate grant requests. The E-Rate Task Force assisted schools with 55 grant requests. Schools have started to receive routine questions from USAC/E-Rate grant reviewers.

12 Schools will be using the grant to modernize classroom wireless networks with additional funding assistance from Fulcrum Foundation IT Network Modernization Fund grants. Contact Tom O'Callahan if your technology plan includes classroom wireless network upgrades in 2018 or 2019.

Technology Strategy and Planning

The ransomware viruses will continue to be a threat. The threat can be easily be mitigated with routine IT best practices that include data backups and keeping current with computer and server security updates.



Kelly Surapaneni

Leadership Development

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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 to participate in the 2017-2018 Leadership Academy beginning in September.

2017-2018 Leadership Academy Aspiring Principal Nomination form: <http://www.ocsw.org/web-form/view.php?id=255542>

If you have any questions about the Leadership Academy work or would like to pass along a nomination, please contact Kelly Surapaneni, Coordinator of Leadership Development, at KSurapaneni@fulcrumfoundation.org or 617-233-9993.



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. We are hoping to have team assignments before the end of the 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 May/June 2017

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

May 26-28 Retreat Opportunity at Palisades—Men's Retreat

June 2-4 Retreat Opportunity at Palisades— Pentecost Retreat



Janeal.grosinger@seattlearch.org

Spring Data Collection is Open

The final data collection is now open and ends on June 6th.

<http://www.ocsw.org/site/content.php?r=4132-2017-Spring-Data-Collection-is-OPEN!>

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.