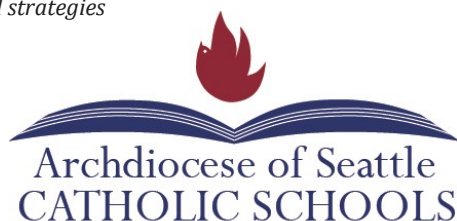


Office for Catholic Schools Bi-Weekly Report

June 5, 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:

- [Teacher Leaders Conference](#)
June 19-20, 2017 Our Lady of Guadalupe
- OCS Offices are closed on July 4, 2017
- **New Principal Orientation**
July 25, 2017 Orr Conference Room
- [Kick Start Principal Meeting](#)
August 14-15, 2017 Palisades Center
- **New Teacher Orientation**
August 17, 2017 St Francis of Assisi School
- OCS Offices closed on September 4, 2017

TO DO List:

- [OSPI Compliance—Weapons Report](#)
- Pre-Order your Sweatshirt
- [Principal Retreat Survey](#)
- Spring Data Collection
- [Complete Budget](#)
- Plan for Summer Enrollment Inquiries
- [Register new Elementary teachers for August Workshops](#)
- Pick up Service Awards
- [Register new employees for Virtus](#)

PD Opportunities:

- [Accreditation Team Training](#)
- [Summer CCP](#)
- [Diversified Learners Committee](#)



Kristin Dixon

Interim Superintendent

superintendent@seattlearch.org

Pentecost Sunday. I like to think of this day as the Feast Day for our Catholic Schools. The disciples were gathered in the upper room, frozen with fear for their future. But then, the Holy Spirit descended on them and they were set on fire! Just as those disciples moved from fear to courage, from hopelessness to enthusiasm, we are called to be determined modern-day disciples who courageously ask all our shareholders to be a part of our ministry. Principals plant the seeds of hope in all, parents, students, teachers and parishioners. We don't seek perfection, we seek to establish a loving community open to listening and dialogue. We seek to identify the school's needs, and we seek the resources to fill these needs. Sometimes, the needs can be solved through a financial donation, but more often the most important gift is through our energy, commitment and willingness to discover the unique gifts that each brings to the table. We celebrate and affirm the many gifts when we ask others to participate. In asking all to be a part of the school's mission of building and discovering the Kingdom of God, we spark the imagination and help set the world on fire!

In reviewing the work of summer, we are delving deeply into our 5 focus areas:

- ◆ Catholic Identity through the Christ in the Classroom
- ◆ Building leadership capacity through the GRACE program and Leadership Academy
- ◆ Launching the first phase of our Marketing Campaign
- ◆ Building sustainable business practices
- ◆ Using data to support the work of the OCS and individual schools

We look forward to seeing you at our Kickstart to the year, August 14 and 15. Keep your eye out for the Kickstart agenda to be arriving in your email by Monday, June 12. We keep you in our prayers of gratitude and thanksgiving as you prepare to end your school year.

St. James, patron saint of our Archdiocese, pray for us!



janeal.grosinger@seattlearch.org

Principal KickStart Meeting—Please register!

We are now accepting registration for the August Kick Start meeting. Please register [HERE](#). We will send out an agenda as soon as it is available.

Pre-Order your Sweatshirt Today!

We are ordering sweatshirts for one of our upcoming Principal meetings and would like to know what size you would like to order. We have not made a final decision yet on the style, but are leaning towards a "hoodie" type sweatshirt. Assuming they are unisex, please order a size between S—4XL. Please send an [email](#) with your size selection.

Data Manager Position in OCS

We will be posting our new Data Manager position on [Applitrack](#) on Thursday, June 8, 2017.

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.



Karen Tarabochia

Governance, Operations, &
Personnel

Karen.tarabochia@seattlearch.org

Good News for Budgets

A memo from the Office of Human Resources was sent to Parish administration on May 15th, noting there will be a one-month Premium Holiday from Christian Brothers Insurance, being noted on your June bill. There is nothing you need to do to make this happen, this will be adjusted for employees and employers in UltiPro on the June bill. The deductions and billing amount will revert back on July 1, 2017.

Employee Service Awards

We still have some school's service awards here in the office. If you have not made arrangements for picking them up please plan to do so before the end of the school year!

Planning for Policy Updating Workshop

If you are interested in updating and/or aligning your Parent Handbook to current and new policies, during the summer, please contact Karen at karent@seattlearch.org. Dates will be determined depending on the consensus of the majority responding : (June 19-23, June 26-30, July 10-14, July 17-21 or July 31-August 4) We will be working together and online, reviewing Sr. Mary Angela Shaughnessy's new offering: "School Handbooks: Legal Considerations" and updating your handbooks. Respond by June 12th with interest and date choice. karent@seattlearch.org

New Teacher Workshop

Teacher newly hired to the **ELEMENTARY** schools should register at: ([link](#)) for New Teacher Orientation, held at St. Francis Assisi School in Burien on August 17th, 8:30-4:00. All employees new to the Archdiocese must register and attend the Virtus Workshop. ([link](#))



Sandy Barton Smith

Data Management
& Essential Services

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Spring Data Collection

Thank you to all schools for completing the spring data collection in a timely way! We will be pulling together the results and then share accordingly. There is much PreK- 12 student achievement to celebrate! Each school has set a new **ENROLLMENT GOAL** for the 2017-2018. Let's work together to make those goals a reality!

Office for Catholic Faith Formation

Summer Catechist Certification Registration - Last call to register by Friday, June 9th! We have many educators close to completing the Office for Catholic Faith Formation's current CCP program. This could be a GREAT opportunity for many to finish this important program. Link to the [Summer CCP Flyer](#).

June 26 - 29, 2017 – Only Years 2 and 3 of the CCP Program will be offered - select the courses you need to complete your program. Isaac Orr Conference Center of the Chancery (910 Marion Building)

Please register at www.seattlearchdiocese.org/foundations (1) Select the appropriate year curriculum (2) Select a location (3) Select classes (4) View your selections and register using debit or credit cards. Prior approval is required by your Pastor, PC or Principal in order to complete registration. Please email the [Catechetist Certification Program](#) with questions. ****If there is not a minimum number of registrations, the summer program may be cancelled.

Diversified Learners Committee

It's been a great year of learning, networking and focusing on serving ALL students in our care. The DL resources continue to build so please visit the [DL forum](#) through the summer to see if there are resources that could bless your ministry as we embrace 2017 -2018. *Thank you to the DL Executive Committee for your faithful and tireless commitment to grow as inclusive Catholic schools.*



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 Forum, [click here for detailed instructions](#). [The Grove West Seattle Inn](#) is reasonably priced and located 10 minutes from the school.

DEL Preschool Licensing for 2017-2018

If you are interested in preparing an application for DEL Preschool Licensing during the 2017- 2018 school year, please reach out to me to schedule an initial walkthrough/consultation. The summer months are a great time to get a head start on the process!

SIS Committee Update

The SIS committee has made its final recommendation. [Click here to learn more](#).

OSPI Compliance—Weapons Report

Please remember to complete the OSPI Weapons Report before summer vacation. Remember that you should complete this report AFTER the last day of school. The report must be submitted by July 31st. [Click here](#) for more information about how to complete the report.



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.



Tom O'Callahan

E-Rate & Technology

Tom.ocallahan@seattlearch.org

E-Rate Task Force

Schools are receiving routine questions from USAC/E-Rate grant reviewers. Nineteen schools have already received their USAC/E-Rate funding commitment letters.

Technology Strategy and Planning

Tom is asking K-8 schools to provide forecasts for wireless network upgrades during 2017-2018 and 2018-2019. This information will be used to help build a funding forecast for the Fulcrum IT Network Modernization Fund that assists schools with technology funding. Contact Tom if your school has a classroom wireless network upgrade planned.



Kelly Surapaneni

Leadership Development

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 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>



EDvantage Events

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

We will be creating our 2017-2018 edition of the EDvantage soon. Please look for copies online in early August.

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