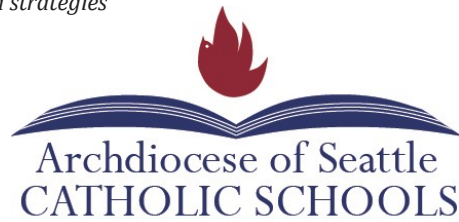


Office for Catholic Schools Bi-Weekly Report

June 19, 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:

- [Register for Kick Start](#) . Copy of the [Agenda](#)
- [OSPFI 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](#)
- [Register new employees for Virtus](#)

PD Opportunities:

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



Kristin Dixon

Superintendent

superintendent@seattlearch.org

KickStart!

Planning ahead! The Office for Catholic Schools has spent the past 2 months planning for our Kickstart scheduled for August 14 and 15 at the Palisades. We wanted to be sure to address the concerns expressed in the evaluations:

- Lots of good information, but too much...not enough time to process
- Too much talking at us (principals) and not enough sharing among principals
- Build time in for mass and socializing
- Time for professional development that can impact principals as academic leaders

A tall order, but we believe that we have taken first steps to make great use of our time together.

Registration: Please take the time to review the schedule, and then to register for this time together.



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

Sandra.smith@seattlearch.org

2016-2017 Spring Data Collection

SPRING DATA COLLECTION....needs your attention please! This is the final collection of the year to secure end of the year metrics for 74 schools. The link is still open at <http://www.ocsw.org/apps/SchoolData/SpringUpdate> We will start calling schools next week to help achieve success!

Missionary Discipleship Institute Updates for Grades 7 & 8

It's been a great partnership with Missions Office and Maryknoll and we are looking for the next cohort of middle school students to be involved next school year. For more info: <http://www.ocsw.org/site/entry.php?b=2650>

St Vincent de Paul Society of Seattle/King County

809 Catholic school students have shared their time and talent at the St. Vincent de Paul Center in Seattle this school year. To see daily Good News happening at St. Vincent de Paul become a FB friend at <https://www.facebook.com/SVDPSSeattle/>

Karlan Jessen, Director of Volunteers for Special Olympics, USA Games 2018

She sends her thanks for so many Catholic school volunteers preparing to help with the June 26-28, Willows Run Golf Tournament in Redmond for the 2017 Special Olympics North America Golf Championship. More than 230 golfers and coaches from across the US and Canada will play in individual and team competitions. In addition to individual players, the Special Olympics Golf Championship will feature two-person unified teams consisting of golfers with and without intellectual disabilities. Furthering the spirit of inclusion through sports and unified play is a hallmark of Special Olympics competitions. Keep these websites handy as we grow with SO!

Special Olympics of Washington website: <http://specialolympicswashington.org/>

Special Olympics USA Games - Seattle 2018 website: <https://www.specialolympicsusagames.org/>



Kaitlyn O'Leary

Early Learning &
Government Programs

Kaitlyn.oleary@seattlearch.org

Registration is Open— Free August Professional Development Workshop!

The OCS has organized a workshop on Technology-Driven Formative and Summative Assessment Strategies with Fredy Padovan, a recognized national expert on using technology in the classroom. This workshop is open to all teachers and principals in the Archdiocese. [Click here to find out more and register!](#)

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

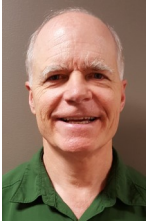
National Catholic Schools Week 2018—"Learn. Serve. Lead. Succeed." (January 28-February 3)

In the lead-up to Catholic Schools Week 2018, the OCS will be working with a public relations firm to improve the awareness of all schools across the Archdiocese of Seattle. We will be utilizing, as appropriate, the NCEA's theme for this year's national celebration, "Learn. Serve. Lead. Succeed." PR efforts will commence during the Thanksgiving/Christmas season and include outreach to local news outlets in order to win coverage of school activities (such as service projects, student leadership achievements, newsworthy academic efforts, as well as open houses/tour dates). Our goal, in both the immediate and long-term, is to improve awareness of the great things happening in all schools across Western Washington and to influence a greater number of families to visit and enroll in Catholic schools.

Summer Campaign with 4 Pilot Schools (June 30—September 15)

The OCS will be pilot testing a strategic communications effort during this summer. Schools selected for the pilot program have demonstrated strong budgeting processes, collaborative cultures (school and parish), a willingness to work with the OCS over the summer, and (despite recent enrollment challenges) strong leadership (both principal and school commission). Each pilot school is located in a different region of the Archdiocese, presenting an opportunity to garner a variety of demographic and geographic insights from this effort.

Goals for the pilot effort include: finding effective media to reach parent audiences (e.g.; social media and search advertising), achieving improved awareness among parents, motivating a greater number of families to actively consider Catholic schools, and garnering important learnings as we hope to effectively develop a broader strategy that benefits all schools in the Archdiocese of Seattle. We will share important learnings from this effort as they become available and during fall OCS meetings.



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>



Janeal.grosinger@seattlearch.org

Principal KickStart Meeting—Please register!

We are now accepting registration for the August Kick Start meeting. Please register [HERE](#). A copy of the agenda is attached to this registration.

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

The Office for Catholic Schools is looking for a new Data Analysis Manager. If you know of a possible candidate, please refer them to the [online application](#).

School Policy Handbooks

We are looking for a few great samples of faculty handbooks, student handbooks and school safety procedures (such as earthquake drills) to utilize in Kickstart. Please send a PDF of your handbooks and safety procedures to Janeal at Janeal.grosinger@seattle.arch.