Archdiocese of Seattle CATHOLIC SCHOOLS

The Office for Catholic Schools fosters collaborative communities among all shareholders through high quality professional development to positively impact student learning and develop Christ-like servant-leaders for today's world. We work in the spirit of communion, solidarity and subsidiarity.

August 1, 2017 Bi-Weekly Report

Important Dates to Remember:

- **Kick Start Principal Meeting**
  August 14-15, 2017   Palisades Center
- **New Teacher Orientation**
  August 17, 2017   St Francis of Assisi School
- **MAP Testing Window** Sept 18th—Oct 13th
- **HS Department Chair Training**—August 17, 2017
- **Technology PD for Teachers and Principals**—August 18, 2017
- OCS Offices closed on September 4, 2017

TO DO List:

- Register for Kick Start . Copy of the Agenda
- OSPI Compliance—Weapons Report
- Principal Retreat Survey
- Complete Budget
- Register new Elementary teachers for August Workshops
- Register new employees for Virtus
- August Principal Monthly Tasks

PD Opportunities:

- Accreditation Team Training
- Diversified Learners Committee
- Social Media Workshop
- Technology-Driven Formative and Summative Assessment Strategies- Free!
- 1st Diversified Learners Committee Mtg and Social
- Follett-DESTINY Consortium Librarian Training
- PowerSchool Consortium Training for Admins Users

Summer—OCS Planning Time

Kristin Dixon

Interim Superintendent

superintendent@seattlearch.org

We at the Office for Catholic Schools have been hard at work identifying how we can best serve you, the spiritual, academic and managerial leaders of our schools. What is this work?

- Welcoming our new Director of Data Management, Jack Huber, Ph.D.
- Fine tuning our mission statement to really tell the world why we exist
- Developing the five focus areas and associated metrics so that we can report our progress to all our constituents
- Fine-tuning the feed-back loop that will be strengthened through our Executive Principals and Regional Meetings
- Working with the Fulcrum Foundation to underscore the importance of our communication that ultimately benefits all school communities
- Welcoming our 8 new principals to their leadership positions!
- Implementing the new Christ in the Classroom Program and developing all the associated tools
- Developing an Operations Calendar that will assist you in planning your year

All this will be presented at our Kick-Start. Be sure to register here.

Communication Channels

Sandy Barton Smith

Data Management & Essential Services

Sandra.smith@seattlearch.org

The Weekly Mailing will begin Monday, August 7th; the first Teacher Monthly mailing will begin August 18 - following the New Teacher Orientation. The first Quarterly School Office Staff Mailing will be sent out August 9th. You can help us improve our accuracy by ensuring any new personnel is enrolled in the Catholic School Employee Database (CSED). As new hires continue to enter our system, please enroll them directly into the CSED with a priority given to sharing the employee's *work email* plus identifying the specific **roles** and specific **positions**.

Missionary Discipleship Institute

We are looking for the next cohort of 7th grade classes who are ready to be trained! **22** elementary schools are already underway with MDI! A commitment to these three units can serve as your core 7th grade religion curriculum for the school year. Join us! For more information, please click here.

Christ in the Classroom, (CIC) our new Catechetical Certification for Catholic Schools is preparing to launch!

The CIC proposal has been approved and at KickStart I am excited to share the updated format, OCS policy language, and the steps that are be being designed to prepare for our Christ in the Classroom Retreats this year. I welcome our CIC Consultant, **Susan Burdett**, who will be assisting behind-the-scenes with content development.

Special thank you to Sister Joyce Cox

Our Christ in the Classroom colleague, for her wisdom, vision, and prayerful support of the launching of this new program. Sister sends her very best to YOU!

Karen Tarabochia

Governance, Operations, & Personnel

Karen.tarabochia@seattlearch.org

Aesop
**DEADLINE FOR UPDATING and ADDING TEACHING STAFF INTO AESOP IS 8/25/2017

Teachers may contact and assign substitutes!

1)If you wish for teachers to have this privilege, direct them to access the AESOP training document (Click HERE) to view the video (Click HERE) to learn how to invite and assign a substitute of their choice.

All substitutes must sign out at the school before leaving, so the day can be approved in Ulti Pro. No substitute approvals through the OCS. We continued to get calls during the summer from substitutes who didn't get paid for working in your building. School Administration needs to be sure that the correct procedure is in place to pay the substitutes.

2) Substitutes have the responsibility to enter their hours into Ulti Pro before leaving the school for the day. The hours will be approved at the school and sent directly to Payroll. Please direct substitutes to the web site where information for using the system is available for them.

Forward a copy of all teacher /principal covenants to the Payroll Department.

Covenanted teachers are those who…
Provide education for pupils assigned to their care in a formal and ongoing learning environment,
Use lesson plans to facilitate student learning, follow a course of prescribed course of study (curriculum)
Has duties that may extend beyond formal teaching, including accompanying students on field trips
Have responsibility for student discipline, classroom management

---

Kaitlyn O'Leary

Early Learning & Government Programs

Kaitlyn.oleary@seattlearch.org

Register Now! Free August Professional Development Workshop!
The OCS has organized a workshop on Technology-Driven Formative and Summative Assessment Strategies with Fredy Pa-dovan, a recognized national expert on using technology in the classroom. This workshop will be offered in **Seattle on August 18th and in Olympia on August 17th**. It is open to all teachers and principals in the Archdiocese. **Clock hours will be offered**. Teachers may register individually or principals may register their entire staff. **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. It is important to start this process early in the school year.

Alma Student Information System Pilot for the 2017-2018 School Year
The SIS committee has made its final recommendation. Click here to learn more.

University of Washington Center for Educational Leadership Partnership
We are excited about our partnership with the UW CEL this year. UW will offer an ongoing high school department chair and high school administrator training throughout the year. Elementary school principals will also receive professional development on instructional leadership strategies. To learn more about CEL, click here. I encourage all participating in these trainings to spend some time reviewing the 4D and 5D frameworks before the start of the school year.

Achieve3000 Online Demonstrations
Achieve3000 is a research-supported differentiated reading software program that helps students at all reading levels improve their reading comprehension skills. If you are interested in finding out more about this product, click here to find out about 30 minute demonstrations they are offering our schools.

Tim Hunt

Finance & Marketing Services

Tim.hunt@seattlearch.org

Social Media Training with Heather Mansfield
Wednesday, August 30th   **9:00 AM – 3:30 PM**   **Large Isaac Orr Conference Room**
Register TODAY!

Heather Mansfield is the founder of the Nonprofit Tech for Good blog and author of best-selling books Mobile for Good and Social Media for Social Good. Over the last 10 years, she's built a following for @nonprofitorgs on social networks to more than one million and presented over 100 social media and fundraising trainings throughout the world! In addition, she's provided over 500 webinars, training more than 30,000 nonprofits, NGOs, and charities worldwide.

Attendees will gain practical, actionable knowledge about how to successfully launch and maintain a social media strategy for your school. Also:
• The importance of crafting a social media strategy
• How much staff time is required to be successful on social media
• How to share content on Facebook to maximize likes, comments, and shares
• When and how often to post on Facebook
• The basics for effectively sharing content on Twitter and Instagram
• How to use social media effectively to increase website traffic and email subscribers
• How to create visually compelling graphics for social media
• How to effectively participate in giving days
• How to track and report their social media ROI

Budgeting Resources
Feel free to contact me for school budget consultation.
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.

Jack Huber

Data Management

Jack.huber@seattlearch.org

Introduction

Greetings! After years working in assessment for local school districts, I'm excited to embark on this new journey of serving our data needs here in Catholic schools as your new Director of Data Management. In the months to come, I'll be taking a fresh look at our practices of data here in the Archdiocese, starting with the fall MAP window and the Fall Data Collection, and looking for ways to move us forward. I'll be asking questions such as: What do we value and measure here in our schools? What data do we collect; what do we do with it; and how well is that serving our needs? What data do we need but not yet have? I'll look for ways to help us streamline our collection of data, and I'll help us with our analysis, interpretation, and use of data. What are your needs for data? Feel free to reach out to me!

Tom O'Callahan

E-Rate & Technology

Tom.ocallahan@seattlearch.org

E-Rate Task Force

75% of the 50 schools have received funding awards. Planning for 2018 is in progress. Tom will be assisting 12 schools to prepare technology plans and designs for 2018 classroom wireless network upgrades.

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.ocsww.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 Training—Elementary

Thank you to everyone who signed up for to be on an accreditation team for 2017-2018. We will be hosting a mandatory team training meeting on:

Tuesday, September 12, 2017 from 3:00—5:30 PM
Archdiocese of Seattle
910 Marion Street
Seattle, WA 98104

If you have been assigned a team already, please register here. If you have any questions, please contact Janeal.grosinger@seattlearch.org

Archdiocese of Seattle CATHOLIC SCHOOLS

Janeal.grosinger@seattlearch.org

Principal KickStart Meeting—Last Chance to register!

If you have not registered for the August Kick Start meeting, please do so as soon as possible. Please register HERE . A copy of the agenda is attached to this registration form.

MAP Testing

The fall MAP testing window is from **Sept 18th to Oct 13th , 2017** . We ask that every school to please send in a new student roster file to Vireak.ath@seattlearch.org by **August 31st**.

Click here to download the new REQUIRED student roster file templates. Please do NOT make adjustments to the roster file. Keep all the headers and insert the information that is asked for.

Click here for the Info Sheet, which has all the detail on how to complete the student roster files.