



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 14, 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
- **HS Department Chair Training—**
August 17 & 18, 2017
- **Technology PD for Teachers and Principals—**August 18, 2017
- OCS Offices closed on September 4, 2017
- **MAP Testing Window** Sept 18th—Oct 13th

TO DO List:

- [OSPI Compliance—Weapons Report](#)
- [Principal Retreat Registration](#)
- [Complete Budget](#)
- [Register new Elementary teachers for August Workshop](#)
- [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](#)



Kristin Dixon

Interim Superintendent

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Summer—OCS Planning Time

A brief story to start...this past month, feeling low on caffeine in the early morning hours, I stopped for some McDonald's coffee. (Yes, sometimes this not-so-smooth coffee reminds me of the simple life pre-latte.) The woman who waited on me quickly noted my Catholic school affiliation, and she enthusiastically leaned out of the drive-through window to share her story. An immigrant from Cambodia, she and her husband wanted the best for their son. As a freshman in public school, he had been maintaining his grades, but she knew he could be happier and more engaged. She and her husband both worked two jobs, sacrificed, and sent him to Kennedy Catholic. She excitedly wanted to tell me her story, because her son had recently graduated and received a full scholarship to the University of Washington. She attributes her son's success to the teachers who challenged him, the faith community who surrounded him, and the school who financially helped them make it happen. Stories like this exist in all our schools. I am so grateful for the leaders in our schools who make dreams a reality! A big shout out to our partners in the Fulcrum Foundation who offer hope to so many families. I offer my prayers of gratitude for your work, and call on the Holy Spirit to fill us with new energy and grace for the year ahead.

Welcome to Kickstart!

Curriculum Update

Located on My Desk you will find all kinds of treasures. Click on the [curriculum button](#) to access the new Science Toolkit! Many thanks to the science teachers who created this resource. They have researched the Next Generation Science Standards, and found some terrific assistance for teachers of science. What is there?

- A section on integrating the science standards with the grade level religion standards
- Favorite Science Field Trips
- Survey of Science Texts and/or Resources

Good stuff on the Curriculum page!



Sandy Barton Smith

Catholic Identity
& Essential Services

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Laudato Si Update

At the 16-17 Fall Principals Retreat, Dr. Mudd helped us break open ***Laudato Si: On Care for Our Common Home*** given to us by Pope Francis. Many schools and regions prioritized action items to begin mindfully living out ***Laudato Si*** in the school environment. The OCS Laudato Si action was to purchase a EZ#20 Elkay water fountain for our 2nd floor colleagues. Bring your GRACE water bottle and try it out! Did you know there is a **Laudato Si** Leadership team taking this call to the next level? Patty Bowman, Executive Director of Intercommunity Peace and Justice Center, is inviting all schools to come together for the [Praised be: A Mass Celebrating the Season of Creation](#) on **Sept. 30 10:30 AM, St. James Cathedral.**

[Catholic Identity Integration of Laudato Si](#) - On Care for Our Common Home

- [Laudato Si](#)
- [Catholics Acting on Laudato Si](#) - [Intercommunity Peace and Justice Center](#)
- Catholic Climate Covenant - [Resources for K-12](#)
- [Organizations and Resources on Creation Care](#)
- [Resources shared by St. Joseph Parish, Seattle](#)



The 17-18 Fall Leadership Retreat is around the Corner!

Please secure your calendar for our **Christ in the Classroom Retreat on Sept. 21 – 22** at our new destination, [Seabeck Conference Center](#). We are blessed to have **Rev. Ron Nuzzi** facilitating our CIC Retreat. If possible, come Wednesday late afternoon-evening Sept. 20 as there is no additional cost. Coming Wednesday PM will be a gentle opportunity to “enter in” to our Retreat experience and be together. Janeal will have your sweatshirt ready!



Karen Tarabochia

Governance, Operations, &
Personnel

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Policy and Procedure Manual

The Personnel Section of the Policy and Procedures Manual has been updated and revised and will be available on OSC website August 18th. The updates and revisions are highlighted in yellow! **Please discard older versions of the policies!!** All new staff must read, sign the agreement form stating they have read the manual, and agree they can be held accountable to uphold the policies. The signed form is placed in the employees personnel file. Personnel files for the school staff are kept under security in the school.

Benefits Office Video

The Benefits Office has a video at www.seattlearchbenefits.hrintouch.com, which gives a full overview of the benefits offered when working for the Archdiocese. This would be to direct all employees to review the benefits website to make sure all of their information is updated. New teachers will have an opportunity to hear about the benefits at the New Teacher Orientation on August 17th.

New Teacher Orientation

Make sure that new teachers have registered for New Teacher Orientation at St. Francis Cabrini School, Burien on Thursday, August 17th. Remember that all new staff must go online, register and attend www.seattlearchdiocese.org/SEP/Training, “Protecting God’s Children” class before they begin working.

Applitrack

All applications will be listed until we receive notification that the position is to be closed, or after 4 weeks the position will be automatically removed into archives. The principal will need to notify the office if they wish to reinstate the opening from archives.

The company that provides the application and substitute systems have been acquired by Frontline which means there is a name change. Applitrack has become **Frontline Recruiting and Hiring** and Aesop has become **Frontline Absence and Time Solution**. We will continue to use both names.



Kaitlyn O'Leary

Curriculum, Early Learning
& Government Programs

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GRACE Updates

160 teachers and principals met for two days in June to launch GRACE. Participants learned PLC strategies and began to plan a yearly calendar of professional learning community meetings to drive their work. As we look to the beginning of the school year and opening in services, returning to the norms development and root beliefs exercises shared during the GRACE workshop is a great way to kick off the school year with your staff. Be on the lookout for the first GRACE Update coming soon!

Fall Federal Programs Reminders

The start of the school year is a great time to meet with your school district and finalize services under federal Title programs. Remember to ask your district *how your allocations were calculated and how the administrative costs were determined*.

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 and nine schools will pilot Alma this year. [Click here to learn more.](#)



Tim Hunt

Marketing &
Financial Services

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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

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Getting Ready for MAP Testing

The fall MAP testing window is from **Sept 18th to Oct 13th, 2017**.

Each school needs to 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 requested. [Click here](#) for the Information Sheet on how to complete the student roster files.

[Click here](#) for MAP Updates for principals.

Understanding MAP Data and Reports

Need help understanding the data? Mark your calendar for MAP data trainings the week of **October 17 to October 20**.

These trainings will be **regional**. Specific locations are to be determined. The trainings will be delivered in partnership between NWEA and OCS and will focus on how to access the reports and use the data to guide instruction. We will plan the trainings to benefit all schools, so please plan to have someone from your school attend your regional training!

If you have any questions, please call me anytime at (206) 382-4855



Tom O'Callahan

E-Rate & Technology

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E-Rate Task Force

Most schools should receive 2017 E-Rate funding request approvals by the end of the week.

2017 Classroom Network Modernization: 4 school Wi-Fi installations are in progress with equipment delivery expected in the next two weeks. Training will be provided to school tech staff on the operation of their new web content filters and initial Wi-Fi access point/router configuration/programming.

2017 Internet: 2 of 3 schools have new high speed fiber optic Internet service installed next week. Fiber optic service provides superior uptime, reliability, and performance. All school technology plans should include a goal for high speed fiber Internet service.

Technology Strategy and Planning

Tom is investigating school technology refresh strategies (master supplier contracts, quantity discounts) at other dioceses to consider using in our schools.

Several schools are purchasing Chromebooks and receiving assistance with the designs and initial configuration.

Network Modernization Program update: An estimated 40 schools will participate in the OCS Network Modernization Program. The major funding sources are E-Rate and the Fulcrum IT Network Modernization Fund. 13 schools are planning Wi-Fi network upgrades in 2018. There were 7 schools upgraded in 2016 and 10 in 2017. Ten schools are targeted for upgrades during last two years of the program.



Kelly Surapaneni

Leadership Development

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Leadership Academy

The Office for Catholic Schools is excited to offer a distinct Leadership Academy track for aspiring principals. Courses in managerial, academic, spiritual, and strategic leadership will be 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.

WHO: Aspiring principals

WHEN: 5 Tuesday Meetings

October 10 December 12 February 13 April 10 June 5^t

The Leadership Academy meetings will be held from **3:00pm-6:00pm**

WHERE: Chancery (Orr Conference Room), 910 Marion Street, Seattle WA 98104

NOMINATION PROCESS: If you have a person in your school who you feel is on the road to principalship, you may nominate them to attend the Leadership Academy for the 2017-2018 academic year. Send an email with the name of the nominated leader to Kelly Surapaneni at KSurapaneni@fulcrumfoundation.org.

LEADERSHIP ACADEMY REQUIREMENTS:

Attendance at 80% of Leadership Academy meetings in order to receive a Leadership Academy completion certificate.
Structured conversations- completion of 3 discussion and reflection forms with an established mentor.



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

MAP Testing

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Janeal.grosinger@seattlearch.org

Federal 4th Grader Park Pass Program

Help a 4th grader earn a park entry pass for all national parks (Mt Rainier, North Cascades, Olympic) and national forest trail-heads!

Your school can help a fourth grader earn a free pass and learn about nature and our public lands heritage. With the pass, fourth graders can bring family and friends on adventures free for a full year.

FAQ: <https://www.nps.gov/foun/planyourvisit/upload/4th-Grade-Pass-USGS-FAQ-Page-FINAL-508.pdf>

<https://www.everykidinapark.gov/get-your-pass/educator>

Principal Retreat with Fr. Ron Nuzzi—September 21-22, 2017

Please register for the [Principal Retreat Here](#). The agenda will be posted as soon as it is finalized. If you have any questions, please email Janeal.grosinger@seattlearch.org