

*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.*

## **September 1, 2017 Bi-Weekly Report**

Dear Principals and Teachers,

***"An excellent Catholic school is guided and driven by a clearly communicated mission that embraces a Catholic Identity rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence and service."***

- National Standards and Benchmarks for Effective Catholic Elementary and Secondary

How do you live this out in your school?

Discovering God's Kingdom, right here...right now. That is our task in Catholic schools. God's plan for creation includes you and me and all those with whom we work and minister. We are called to serve with our unique talents and gifts given to us by God. Our students truly need to know and believe that God's world would be less if each does not fully seek, name and use that talent to discover and build God's Kingdom. For me, it is why I do what I do.

So, welcome to the new year! We have a year in front of us, a chapter in the book that needs to be written. How do we write this? Responding to our time in the history of the world with love, care and calling each to be their best selves, the selves God intended us to be.

What is that time in the world? Natural disasters, a country divided, increasing homelessness, and an on-going threat of war. I think of what I have learned from the Office for Catholic Schools collaboration with the Mission's Office and Maryknoll Missionaries. As Jesus' disciples we are called to encounter, to become disturbed and then to respond. Throughout Scripture, we read of Jesus' encounter with the marginalized, we often question and wonder about his response. And, we learn compassion and mercy. Encounter, disturbance and response, each of these verbs demand our attention, and a willingness to both see and witness injustice. Through our intentional work with students and their families, and in coordination with parishes, we help one another to truly see, dig deep to understand, and then to respond as a disciple of Christ with our talents and gifts. For me, this is why Catholic schools exist...to help us become all that God dreamed of for this world. Discovering God's Kingdom, right here, right now.

I look forward to visiting your school and witnessing the mission of Catholic schools in action.

We keep you in our prayers throughout this year.

Peace,  
Kristin Dixon

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#### Important Dates to Remember:

- OCS Offices closed on September 4, 2017
- **MAP Testing Window** Sept 18th—Oct 13th
- [Principal Retreat](#) Sept 20-22, 2017

#### TO DO List:

- [Principal Retreat Registration](#)
- [Complete Budget](#)
- [Register new employees for Virtus](#)
- September [Principal Monthly Tasks](#)

#### PD Opportunities:

- [Diversified Learners Committee](#)
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**Kristin Dixon**

Interim Superintendent

[superintendent@seattlearch.org](mailto:superintendent@seattlearch.org)

#### **New Teacher Orientation**

Last week, we hosted new elementary school teachers for a one-day in-service. One of our goals for the day was to give them a chance to connect with one another, and share answers to four basic questions. For you today, I have placed the first three questions in word clouds – the greater the size of the word, the more prominent in their responses. What did I notice?

- ◆ [What are your hopes for the year?](#) Teachers hope for the ability to build community in their classrooms, to inspire faith and learning. They know that the key to a great year is to build relationships with students and their families.
- ◆ [What are your greatest fears?](#) Teachers worry about teaching the Catholic faith, about the interactions they might have with families or colleagues, management of students, and how to juggle their work and home lives.
- ◆ [What suggestions could you give your administrator?](#) Teachers have plenty of suggestions! Clear communication, and expectations topped the list. Teachers want honest feedback. They want to see you in their classrooms, but they also hope that you won't micromanage them. Teachers truly want a mentor to help navigate the first year.
- ◆ [What is your biggest, most pressing question right now?](#) This is a great list! Perhaps a best practice is to review your teacher handbook to make sure that you have all these questions answered.

We keep you close in our prayers of gratitude. May you and your staff be filled with the Holy Spirit!

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**Karen Tarabochia**

Governance, Operations, &  
Personnel

[Karen.tarabochia@seattlearch.org](mailto:Karen.tarabochia@seattlearch.org)

#### **Aesop / Frontline Absence and Time Solution**

All teaching staff should **now** be entered into the substitute management system. All former staff should have been removed. Teachers may contact and assign substitutes if you wish.

Direct the teachers to access the AESOP training document and video ([click here](#)) to review how to invite and assign a substitute of their choice.

**REMEMBER :** The substitute hours will be approved at the school and sent to Payroll. Schools have the responsibility to have a "check out" process for substitutes at the end of their day to enter their hours into Ulti Pro, in order for them to be paid. We are continuing to update the substitute status and availability daily.

#### **Benefits Office**

The Benefits Office has a video that gives an overview of Archdiocesan benefits:

[www.seattlearchbenefits.hrintouch.com](http://www.seattlearchbenefits.hrintouch.com). New teachers had an opportunity to hear about the benefits at the New Teacher Orientation, and should be entering their information before the end of August.

#### **Policy and Procedure Manual**

All new staff must read, and sign the agreement form stating they have read the manual. The signed form is placed in the employee's personnel file, which is kept under security in the school. All updated or changed policies are highlighted in yellow. Until our website is repaired, if you need copies of these forms, please call our office.

#### **Safe Environment Training**

**ALL** new employees must complete this required training **before** they begin working. ([link](#))

#### **Leave / Temporary Replacement in OCS**

Krista Harrell will be on leave from 8/28- early December. The Office for Catholic Schools is thrilled to announce that

**Eugenia Geisel** will be working with us in Krista's position during this leave. Please contact Eugenia at [Eugenia-ia.Geisel@seattlearch.org](mailto:Eugenia.Geisel@seattlearch.org) with all Aesop/Applitrack questions and needs. We appreciate your patience during this time of transition.



## Sandy Barton Smith

Catholic Identity  
& Essential Services

[Sandra.smith@seattlearch.org](mailto:Sandra.smith@seattlearch.org)

### My Desk

- The [new](#) Catechetical Certification Program for all Catholic Schools, entitled **Christ in the Classroom** is beginning to launch this school year. Please follow [this link](#) learn more about **Christ in the Classroom Foundation**. CIC resources will be shared and available at the Principals Retreat Sept. 21-22 as school leaders prepare for the local CIC Retreat(s) this year.
- **CURRICULUM:** Depository for PreK-12 Religion, English-Language Arts, Math, and Science resources and toolkits are available NOW! Social Studies will be the 2017 -2018 in-depth curricular focus.
- **INSTRUCTION and ASSESSMENT:** Depository for Planning tools, NWEA-MAP, ACRE for Grades 5 and 8, GRACE Project, and Instructional Support for both Elementary and High Schools.
- **GOVERNMENT PROGRAMS:** Depository for Title IA, Title IIA, Title III, Consultation Resources, IDEA Special Education and additional resources.
- **EDvantage** is an online document that promotes specific professional development opportunities for teachers and principals of Catholic schools. Currently, the pdf version is available for your review. Please visit and share: **EDvantage**.
- **ALL CONTACT LISTS** link continues to improve as each school edits their CSED. **Find teachers by grade level and/or by subjects, find roles, find positions!** **Quality control request:** Principals, please click on **MY LIST: My School** to double-check to see if ALL of your school employees are on your online list. This is a reflection of who is in or not in the CSED database at your school. Thank you!
- Need OCS access to get into MYDESK? Check with your local building CSED administrator or contact [ocs@seattlearch.org](mailto:ocs@seattlearch.org)



## Kaitlyn O'Leary

Curriculum, Early Learning  
& Government Programs

[Kaitlyn.oleary@seattlearch.org](mailto:Kaitlyn.oleary@seattlearch.org)

### GRACE Updates

We are excited to hear how the launch of the GRACE Project goes in each of your schools. What GRACE activities do you have planned for your opening in-service? Have you built in some structured check in time between principal and teacher leader(s)? Here are some helpful resources:

[Agenda template for Principal- STL check ins](#)

[Template- Title IIA PLC Funding Request \(to provide stipends to teacher leaders\)](#)

[GRACE PLC Activities: The types of activities principals and teacher leaders can use to structure PLC time](#)

### August PD Recap

We've had some wonderful professional learning opportunities during August. Here are some helpful resources for those who attended and would like to review what they learned, or for those who were not able to attend, but would like to learn more!

[Center for Educational Leadership- Elementary Training Notes](#)

[Center for Educational Leadership- Elementary Training PowerPoint](#)

[Center for Educational Leadership- High School Training Notes](#)

[Center for Educational Leadership- High School Training PowerPoint](#)

[Formative & Summative Assessment through Technology Training Notes](#)

[Formative & Summative Assessment through Technology Training PowerPoint](#)

### 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.

### 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*.



## Kelly Surapaneni

Leadership Development

[KSurapaneni@fulcrumfoundation.org](mailto:KSurapaneni@fulcrumfoundation.org)

### 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<sup>t</sup>**

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](mailto: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.



**Tim Hunt**

Marketing &  
Financial Services

[Tim.hunt@seattlearch.org](mailto:Tim.hunt@seattlearch.org)

## Social Media Training with Heather Mansfield

Wednesday, August 30<sup>th</sup>

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](mailto:Jack.huber@seattlearch.org)

## October MAP Data Training

Please review your calendar for the week of October 16-20 for MAP data trainings currently scheduled for the following locations:

Date	Location	Regional Groups	Registration—Please click link to register
Monday, October 16, 2017	Our Lady of Lourdes, Vancouver	Southern, South Sound	<a href="https://www.eventbrite.com/e/october-map-data-training-southern-and-south-sound-registration-37429096435">https://www.eventbrite.com/e/october-map-data-training-southern-and-south-sound-registration-37429096435</a>
Tuesday, October 17, 2017	Holy Rosary, Edmonds	Northern, Olympic	<a href="https://www.eventbrite.com/e/october-map-data-training-northern-and-olympic-registration-37433797496">https://www.eventbrite.com/e/october-map-data-training-northern-and-olympic-registration-37433797496</a>
Wednesday, October 18, 2017	St. Joseph, Seattle	Eastside, South Seattle	<a href="https://www.eventbrite.com/e/october-map-data-training-south-seattle-and-eastside-registration-37433863694">https://www.eventbrite.com/e/october-map-data-training-south-seattle-and-eastside-registration-37433863694</a>
Thursday, October 19, 2017	St. Patrick, Tacoma	Pierce, South King	<a href="https://www.eventbrite.com/e/october-map-data-training-pierce-and-south-king-registration-37433925880">https://www.eventbrite.com/e/october-map-data-training-pierce-and-south-king-registration-37433925880</a>
Friday, October 20, 2017	Christ the King, Seattle	North Seattle	<a href="https://www.eventbrite.com/e/october-map-data-training-north-seattle-registration-37434012138">https://www.eventbrite.com/e/october-map-data-training-north-seattle-registration-37434012138</a>

These trainings will be different from last year. They will be jointly facilitated by NWEA and OCS and will:

- review the MAP assessment system
- focus on key reports
- lead your team through a practical data-driven dialogue protocol that you can take back to your building

The goal is for you to walk away from the training ready for analysis and action.

Please plan to bring at least one teacher leader. The trainings will be from 9 to 3. Lunch will be provided. Please plan to attend the training in the region we have selected for you.



**Kristin Dixon**

Elementary Accreditation

**Karen Tarabochia**

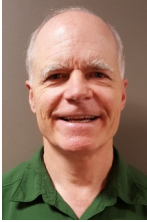
Secondary Accreditation

## Accreditation Team Member Training—Elementary

Thank you to everyone who signed up for to be on an accreditation team for 2017-2018. We noted on earlier editions and in the original registration form that there would be a mandatory training meeting on September 12th for all members assigned to be on a team this year. We have changed our plans to help schools eliminate the need to hire a sub.

We will hold all training meetings at the beginning of the previsit meeting date, unless you are notified by OCS. If you are assigned to an accreditation team and are unable to attend the previsit date, please contact us as soon as possible.

If you have any questions, please contact [Janean.grosinger@seattlearch.org](mailto:Janean.grosinger@seattlearch.org)



**Tom O'Callahan**

E-Rate & Technology

[Tom.ocallahan@seattlearch.org](mailto:Tom.ocallahan@seattlearch.org)



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### E-Rate Task Force

2017 Classroom Network Modernization: E-Rate funded classroom funded Wi-Fi network installations continue with Wi-Fi equipment deliveries this week and next week. Several visits to schools were completed with more visits during the next three weeks.

### Technology Strategy and Planning

Several schools have timed student computer upgrades to follow classroom and Internet network upgrades. Several schools are receiving technical assistance with Google for Education and Chromebooks administration, design, and initial configuration. Tom is supporting school technology planning with technical specification documents, technical review of contracts, and discussions with IT suppliers.

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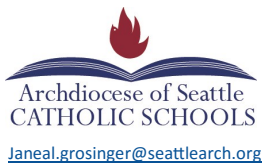
### EDvantage Professional Development Opportunities 2017-2018

The [2017-2018 EDvantage](#) is now available. Please share this link with all your school personnel.

If you have any questions, please contact [Janeal.grosinger@seattlearch.org](mailto:Janeal.grosinger@seattlearch.org)

September Events:

- ◆ August 24 Diversified Learners Committee
- ◆ August 25 Retreat Opportunities at Palisades
- ◆ August 28-30 Retreat Opportunities at Palisades
- ◆ August 30 Social Media for Catholic Schools
- ◆ September 1-3 Retreat Opportunities at Palisades



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### 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](mailto:Janeal.grosinger@seattlearch.org)

### MAP Testing

The fall MAP testing window is from **Sept 18<sup>th</sup> to Oct 13<sup>th</sup>, 2017**. We ask that every school to please send in a new student roster file to [Vireak.ath@seattlearch.org](mailto:Vireak.ath@seattlearch.org) by **August 31<sup>st</sup>**.

[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.

### 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>