



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.

October 9, 2017 Bi-Weekly Report

Important Dates to Remember:

- **MAP Testing Window** Sept 18th—Oct 20th
- Executive Principal Meeting Oct. 10, 2017
- Leadership Academy October 10, 2017
- NWEA MAP Training—October 16-20, 2017
- Quarterly Principal Meeting—Nov 16, 2017

TO DO List:

- [Complete Budget](#)
- [Register new employees for Virtus](#)
- September [Principal Monthly Tasks](#)
- Please complete the [OCS Website Survey](#)
- [OSPI Enrollment and Staff Report](#)

PD Opportunities:

- [Diversified Learners Committee](#)
- [Makeup UW CEL Training](#)
- [MAP Training](#)



Kristin Dixon

Interim Superintendent

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Thank you to OCS Team for all they are doing to our support schools...

- **Catholic Identity—Christ in the Classroom Principal and Local Retreats; Diverse Learners; USCCB Increasing Hispanic Enrollment Grant**
- **Expanding Leadership Capacity—GRACE Regional and School Leaders; the Leadership Academy for New and Aspiring Principals**
- **Increasing Access—Successful Marketing Pilot Plan; the New OCS Website Design**
- **Business Practices—Operations Calendar and Associated Tools; Federal Program Supports; Policy Review and Update**
- **Data—PD offerings for MAP Data Protocols; Fall Data Collection**

The Gospel this week-end stressed the importance of working in the vineyard. And not just working it, but recognizing the gift of being asked to work and the great fruit that can come from our labor. The School Vineyard is both geographically large, and great in its needs. Know that we are working collaboratively with one another, with our upcoming Executive Principals and with all regions to help move forward in all our initiatives.

At your regional meetings, we want your feedback on many of the initiatives above. During the All Principal Meeting on Thursday, November 16, we plan to incorporate your feedback on the various timely topics related to the Operations Calendar. Like you, we are working in the present moment, and planning for a smooth and efficient future.



Karen Tarabochia

Governance, Operations, & Personnel

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After School Group Requirements & Management

- After School Groups (run by a vendor) are required to carry a \$1 million general liability insurance, including sexual misconduct coverage, and must list the Corporation of the Catholic Archbishop of Seattle as additional insured. They will need to comply with the Safe Environment terms and conditions that are specified on their facility use agreement form, depending if they are user group 3A, 3B or 4.
- If the program is covered but individual volunteers are not covered with archdiocesan liability insurance.
- Forms and contact staff information are found at : <http://www.seattlearchdiocese.org/archdiocese/insurance>
- It is the responsibility of the principal to be sure that all vendors are in compliance and meet all current archdiocesan requirement for Safe Environment and Background Checks are currently in place to assure the safety of the students.
- The money collected for programs would be paid directly to the company or the individual offering the program.
- Teachers providing educational programs or after school tutoring may provide services on school property. Teachers should not accept payment for tutoring students currently taking classes from them.



Sandy Barton Smith

Catholic Identity
& Essential Services

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Christ in the Classroom Foundation Retreat are launching!

It appears that a super-majority of schools launched their initial CIC Foundation Retreat on Friday. Many schools are following your lead and anchoring the local CIC Foundation Retreat to their school calendar THIS year. We are booking out to March 16 – truly a sign of commitment! 2 final reminders: 1) Please send your local clock hour sign-in or attendance sheet with signatures to the OCS - that is all we need. 2) Please use the SurveyMonkey CIC evaluation link - your feedback matters! The link also provides the CIC clock hour certificate at the end (Link was shared in your Part 2 CIC email). Sincere gratitude to Susan Burdett, CIC Consultant, and Sister Joyce Cox, our Patron Saint of CIC.

Diversified Learners Committee

The DL Executive Committee will meet Thursday, October 19th. ***The games are coming!! The games are coming!*** The DLC is working on your behalf to select 1-4 targeted SO volunteer areas that can be coordinated throughout the Archdiocese of Seattle schools - parishes. The Knights of Columbus are in!

Congratulations

Congratulations to **Kennedy Catholic Athletic Director, Sam Reed**, who will serve as the [Basketball Sport Commissioner](#) for the 2018 Special Olympics USA Games. From July 1-6 2018, more than 4,000 Special Olympics athletes, coaches and representatives from across the U.S., along with tens of thousands of volunteers and spectators, will gather in Seattle for six days of national-caliber competition. I am attaching [Special Olympics USA Games At a Glance.pdf](#) which is the roadmap to the USA Games. Please share with your campus ministers, athletic directors, coaches, teachers, students....praying, supporting, volunteering, or being 'Fans in the Stands' is the dream!



Tim Hunt

Marketing &
Financial Services

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OCS Website Survey

The Office for Catholic Schools is conducting a survey of all Presidents, Principals, Teachers, Development Directors, and Office Staff regarding the design of our new website. Please take a moment to complete this short survey:

www.surveymonkey.com/r/newocswwebsite **Please complete this survey by October 3rd.**

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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Please resume MAP Testing

OCS has extended the testing window by one week. The testing window is now open until **October 20**.

Register for October MAP Data Training

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.

Date	Location	Regional Groups	Registration—Please click link to register
Monday, October 16, 2017	Our Lady of Lourdes, Vancouver	Southern, South Sound	Click here
Tuesday, October 17, 2017	Holy Rosary, Edmonds	Northern, Olympic	Click here
Wednesday, October 18, 2017	St. Joseph, Seattle	Eastside, South Seattle	Click here
Thursday, October 19, 2017	St. Patrick, Tacoma	Pierce, South King	Click here
Friday, October 20, 2017	Christ the King, Seattle	North Seattle	Click here



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Kaitlyn O'Leary

Curriculum, Early Learning
& Government Programs

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OSPI Compliance: Enrollment and Staff Report

The deadline to complete the OSPI Enrollment and Staff Report is **November 15th**. Be sure to report enrollment as of October 2nd. [Click here](#) for more information about how to fill out the report. [Click here](#) to complete the report.

High School Department Chair Leadership Trainings

The first round of High School Department Chair Leadership Trainings are scheduled for October 25th at Bellarmine Prep (English, Foreign Language, Theology, and History cohorts) and October 27th at O'Dea High School (Math & Science cohorts). I will be sending an agenda and details about the training to all participants soon.

UW Center for Educational Leadership Makeup Training—November 7th

We are offering an additional training with the UW CEL for those who missed the foundational training at Kickstart. This training is also open to assistant principals and other instructional leaders in your school who conduct classroom observations and walkthroughs. [Click here to learn more and register.](#)

DEL Preschool Licensing for 2017-2018

I am currently seeking 5-10 schools that would like to be part of this year's licensing cohort. If you are interested in preparing an application for DEL Preschool Licensing during the 2017- 2018 school year, or would like to learn more about the process, please reach out to me.



Kelly Surapaneni

Leadership Development

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Leadership Academy

Do you have an interest in higher education? Specifically, in Educational Leadership/Principal Certification?

If you are considering a program in educational leadership or principal certification, fill out this brief survey: <https://www.surveymonkey.com/r/XDTQYTX>

Upon completion of the survey, a phone call will be scheduled with Kelly Surapaneni, Coordinator of Leadership.

Feel free to contact Kelly Surapaneni at KSurapaneni@fulcrumfoundation.org or at 617-233-9993 with any questions.

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





Tom O'Callahan

E-Rate & Technology

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E-Rate Task Force

E-Rate is federally funded from the Universal Service fee on all monthly telephone service bills. Funds are distributed to help schools fund Internet service and Wi-Fi networks. School Internet service costs range from \$110 to \$4,500 per month. This is a table of the 2015-2017 annual Internet funds (Cat 1) and 2015-2017 classroom Wi-Fi network funds (Cat 2) and number of participating schools. Since the OCS E-Rate task force was established in 2016, the total E-Rate funds received by participating schools are over \$270,000.

Year	Cat 1	Cat 2	Total	# Cat 1	# Cat 2
2015	\$ 28,982	\$ 5,449	\$ 34,431	na	na
2016	\$ 44,124	\$ 75,214	\$ 119,338	24	13
2017	\$ 71,949(1)	\$ 78,795	\$ 150,744	41	15

Doesn't include the \$66K that non OCS E-Rate Task Force Team schools received.

The task force schools had 100% of applications approved by mid-August and ranks in the top 10% of approvals nation-wide.

Many schools have taken advantage of E-Rate Cat 1 discounts to upgrade Internet service speeds. Over 41 schools now have 100 Mbps high speed Internet service compared to 9 schools in 2015. This reflects an over 420% increase.

Technology Strategy and Planning

Tom has completed a study of NWEA MAP assessment Internet traffic and discovered that starting up the MAP test can peak at more than 19 Mbps (using an E-Rate/Fulcrum funded high performance Wi-Fi network) at a small school. Previously, many schools only had a maximum of 20 Mbps speed Internet service. Upgrading Internet service to 100 Mbps has allowed schools to run MAP tests without impacting routine Internet access.



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Archdiocesan School Board Awards

The **Sister Mary Taylor Award** was established by the Archdiocesan School Board in January, 1986 to recognize distinguished service to Catholic education by teachers, staff, administrators and those who have made outstanding gifts of their time, talent and resources in the service of Catholic schools. The award is named in honor of Sister Mary Taylor, SNJM, a well-respected teacher, administrator and Assistant Superintendent of Catholic Schools for the Archdiocese of Seattle.

The **Archbishop Alex J. Brunett Award** was established in 2011 by the Archdiocesan School Board to recognize distinguished service to Catholic education by a pastor, priest or deacon. The award is named in honor of Archbishop Alex J. Brunett, in recognition of his support for Catholic education, during his service as Archbishop of the Archdiocese of Seattle for 13 years.

Would you like to nominate your pastor or school leader for this year's Archbishop Brunett or Sr Mary Taylor awards?

Please [Click here](#).

Fulcrum Foundation Programs Upcoming Application Windows

Please contact Susan Ocoma, Fulcrum's Program's Manager, with any questions at 206-748-7988 or susan.ocoma@fulcrumfoundation.org. Links to all applications are available on our website, www.fulcrumfoundation.org, under Grants and Programs.

School Partnership Grant Program

Application available online 9/20/2017

Deadline to apply is 10/25/2017

Determination letters mailed to all applicants in early January 2018

Saint Elizabeth Ann Seton Endowment (for Pierce County Schools only)

Application available online 9/27/2017

Deadline to apply is 10/25/2017

Determination letters mailed to all applicants in early January 2018

Tuition Assistance Grant Program (TAP)

Application available online 10/1/2017

Deadline to apply for Fulcrum funding is 1/5/2018

Determination letters mailed to all applicants in February 2018 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>