



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 23, 2017 Bi-Weekly Report

Important Dates to Remember:

- HS Department Training—October 25 & 27, 2017
- Quarterly Principal Meeting—Nov 16, 2017
- Leadership Academy—November 16, 2017
- Thanksgiving—OCS offices Closed—Nov 23-24
- High School Principal/President Meeting—November 27, 2017
- Executive Principal Meeting—December 12, 2017

TO DO List:

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

PD Opportunities:

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



Kristin Dixon

Interim Superintendent

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Foundational Retreats

"The incarnation does not provide us with a ladder by which to escape from the ambiguities of life and scale the heights of heaven. Rather it enables us to burrow deep into the heart of our humanity and find it simmering with divinity."

-Avery Dulles, American Theologian

The recent Foundational Retreat offered us all an opportunity to stay at "home" retreating into the heart of our own communities. The focus of this day encouraged all participants to reflect and share on the four great mysteries, and in so doing, we "burrowed and ...found it shimmering with divinity." At the Office for Catholic Schools, we are all affirmed by your expressions of joy in accepting the challenge to lead this retreat and in the overwhelmingly positive responses we have received from so many teachers. We are grateful for the vocation of leadership each of you provides in our schools.

I encourage you to read each section of this newsletter to connect with the many opportunities that are available!



Karen Tarabochia

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Student Compliance with Immunization Requirements

School Immunization Report Due by November 1st

It is state law that all schools—both public and private—are required to report by November 1st of each year.

- Compliance with the immunization requirements starts with the Certification of Immunization Status (CIS) or Certificate of Exemption (COE)
- Parents MUST submit a CIS for each student documenting all required immunizations, or provide a copy of a lab test showing immunity to a disease.
- Must be filled out and signed by parent (not necessary to submit a new one every year).
- Students can be in a temporary conditional status for 30 days after the first day of attendance. Staff follow-up with these students is required until they are in compliance.
- Students still missing required immunizations after the 30 day conditional time frame are out of compliance and must be excluded from school.
- If parents want an exemption for required vaccines, they are required to submit a COE.
(A health care provider is required to sign the exemption form for personal, religious, or medical exemptions.)
- Directions for completing and submitting the Immunization Report and further information can be found by following the prompts and directions found on the following website.

IMMUNIZATION COMPLIANCE RESOURCE *Immunization Toolkit: <http://immstoolkit.org/>

- There have been reports of mumps in some school districts and the Public Health Dept. declares that staff who have not been immunized must remain out of the school until the student(s) are cleared to return to school.



Sandy Barton Smith

Catholic Identity
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Christ in the Classroom Foundation LOCAL Retreats

Over 600 surveymonkey responses received (which then activates the clock hour certificate). The surveymonkey link is OPEN so encourage your faculty to take the surveymonkey and secure their clock hour form. CIC ATTENDANCE-SIGN-IN forms are still coming in. I apologize to those who have sent the sign-in form by mail; it takes a while for OCS to receive snail mail. I will continue to update our numbers at the [CIC Foundation Local Retreat](#) article.

CIC Resources

As we move forward with our **GREAT MYSTERIES** content, each month we will be presenting a monthly faculty prayer for your consideration. Susan Burdett and I ask you to review the prayer service, adapt as you see fit, schedule 10-15 minutes in November, set up your beautiful faculty prayer table, decide if music and journaling might be part of this moment and enter into the CIC prayer entitled **Thanksgiving and Eucharist: [November Faculty Prayer](#)**

School Office Support Staff

The quarterly [School Office Mailings](#) are underway to better support our wonderful school office teams. If there are topics you feel need to be more intentionally addressed, please share ideas with us.

Diversified Learners Committee

We are blessed with committed DL members! The [2017-2018 DL roster](#) reflects the Executive Committee and the DL REGIONS. We have 103 members...principals, learning specialists, teachers, counselors, high school Learning resource directors! We are seeking new DL regional leaders in the South King and Southern regions. The [DL Forum](#) continues to be updated with new DL resources.



Kaitlyn O'Leary

Curriculum, Early Learning
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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.](#)

Immunization Status Reporting

All schools must report the immunization status of students by **November 1st**. [Click here for step-by-step instructions on how to complete this report.](#) Send all questions about immunization reporting and requirements to ocpschools@doh.wa.gov

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.](#)



Tim Hunt

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Developing a Fundraising Plan—Wednesday, October 25, 2017

It is important to have a development plan and calendar of fundraising activities. Learn best practices in planning and execution from the team at Lakeside School. Attendance is free for Catholic school supporters. [Register Today!](#)

Location: The Chancery, Isaac Orr Conference Room
910 Marion Street, Seattle

Time: 9:30 AM to 12:00 PM

Presenters: Daiga Galins, Director of Development, Lakeside School
Sasha Nouri, Assistant Director of Development, Annual Fund, Lakeside School

WordPress Training

Many of our schools use WordPress websites and have asked for WordPress-specific training. One such training will be held at the Washington State Convention Center on both Saturday November 4th and Sunday November 5th. If you recently launched a new WordPress site or have a new person managing your site, this may be a helpful conference to attend. [Tickets are \\$40 and you can register here.](#)

Please note that this conference will cater to several different audiences. The most relevant sessions for Catholic school supporters include: [Learning to use your site](#), [Blogging and Social Media Lightning Talks!](#), [practical marketing for non-profits](#), and [design tips for non-designers](#). View the entire schedule [here](#).

NCEA Year-Round Marketing Kit

I highly encourage principals to share the [NCEA's Marketing Kit for Catholic Schools](#) with their marketing staff, committees, and school commissions. The kit includes some helpful guidance related to branding, social media and website best practices, use of parent ambassadors, Catholic Schools Week planning, NCEA's national day of giving, Hispanic/Latino outreach, and a number of helpful tools and templates.

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, if you haven't already done so!: www.surveymonkey.com/r/newocswebsite



Jack Huber

Data Management

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Professional Development Opportunity

Please review your calendar for **Wednesday, November 29, to Friday, December 1** to consider attending the WERA / OSPI Annual Conference.

WERA is the Washington Educational Research Association. It's a diverse organization of Washington educators (including many principals and teachers) devoted to improving teaching and learning through applied educational research. Every year they host a local conference in SeaTac. Each year the conference features well-known figures in the field of education. This year's conference includes Dr. David Conley, a national expert on college readiness; and Dr. Pedro Noguera, a national expert on achievement gap. The conference will also feature 65 breakout sessions on a wide range of topics of interest to educators.

To learn more about WERA, please visit the Web site at wera-web.org. To register for the conference, click [here](#).

MAP Reports

The Fall Testing window has been marked complete. Archdiocesan summary statistics should appear on your MAP reports on Tuesday.

MAP Training Materials & Makeup Webinars

A big thanks to all for your participation and engagement during last week's MAP trainings. We are excited to hear about the great ways you will bring MAP data analysis and action planning back to your schools. [All materials shared during the training are now posted on the OCS website here](#). If you were not able to attend the training, but would like more information about the materials shared and how you can use them at your schools, we are offering two short webinars to review this material. [Click here for more information and to register](#).

Future MAP Data Training

Please mark your calendar for the week of February 5th through 9th for MAP data training with Wendy from NWEA. These trainings will focus more on student interventions. Right now we are looking for sites to host the regional trainings. Once those arrangements have been made, we will communicate them so you can register. Stay tuned



Kelly Surapaneni

Leadership Development

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Leadership Academy

The Office for Catholic Schools offers a Leadership Academy for aspiring administrators. 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 prepares tomorrow's leaders with the knowledge, skills and strategies in Catholic school leadership.

This year, the Leadership Academy has a separate track for aspiring leaders and the new principal induction. Our aspiring administrators met for their first Leadership Academy meeting on October 10th for a meeting focused on school culture. **New principals will meet on November 16th after the All Principals Meeting at the Palisades.**

Degree in Educational Leadership/Principal Certification

Are you interested in a degree in Educational Leadership or Principal Certification? We have a number of partnerships with Catholic institutions in higher education.

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.



Tom O'Callahan

E-Rate & Technology

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E-Rate Task Force

All but one of the eleven Fulcrum funded 2017 classroom Wi-Fi wireless systems are in service. The E-Rate Task Force provided major technical network design and integration assistance for five schools.

Technology Strategy and Planning

Tom visited 11 of the 2018 Fulcrum IT Network Modernization candidate schools during the last 2 weeks and will be assisting them with preparing and submitting grant applications.



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



Kristin Dixon

Elementary 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 Janeal.grosinger@seattlearch.org



November Principal Meeting

The November Principal meeting is scheduled for November 16th at Palisades. **Please register for this meeting**. A copy of the agenda will be attached on Wednesday to the registration form. If you have any questions, please email Janeal.grosinger@seattlearch.org

November President and High School Leaders Meeting

The November President and High School Leaders meeting is scheduled for November 27th at Palisades. [Please register for this meeting](#). A copy of the agenda will be attached on Wednesday to the registration form.

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 su-san.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>