

# Keystone

noun: keystone

1. a central stone at the summit of an arch, locking the whole together.
2. something on which associated things depend for support



Office for Catholic Schools

November 5, 2018

OCTOBER 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

## [November - Principal Monthly TASK List](#)

### Upcoming Events for November:

- 22 - Thanksgiving - OCS Offices Closed
  - 23 - Day after Thanksgiving - OCS Offices Closed
  - 26 - [High School Leaders Meeting](#)
  - 27 - [Executive Principal Meeting](#)
  - 27 - [Leadership Academy - New & Aspiring Principals, Admissions/Development Directors](#)
- [2018-2019 OCS Academic Calendar](#)



## Message from the Superintendent

*"In order to teach it is enough to know something.*

*But to educate one must be something.*

*True education consists in giving oneself as a living model,  
an authentic lesson. This is what Jesus did."*

-Fr. Alberto Hurtado, S.J.

At the Catholic Leadership Conference, author Chris Lowney, spoke of the need for authentic, courageous leaders, especially now. We need leaders who can inspire others through word and action. Each of us is called to be

the “living model, an authentic lesson” through our daily act of showing up and responding to the many challenges set before us. Following Jesus’ example, we live the questions appointed to our time, and to respond with love. Our families have the benefit of a Catholic school education, that if done well, can inspire, especially in these challenging times for our Church and schools. I keep you all in my prayers of gratitude, invoking all the Saints during this month of November!



## **Catholic Identity**

### **CHRIST IN THE CLASSROOM NOVEMBER MENTOR RETREATS - LAST CALL**

For those school leaders who would like a bit more time with Susan Burdett and Sandy Smith to deepen the retreat content background and share coaching strategies as we grow into our CIC Retreat facilitating skills, please take a look at the dates-times and follow the surveymonkey links to register. The November CIC Retreats are strengthening content support for the current **GREAT MYSTERIES content and the SCRIPTURE and TRADITION content** – 2 established CIC retreats that are available for schools to continue using if you have not had the chance to bring to your faculty.

- **Friday, Nov. 9: St. Luke Parish, Shoreline** [Christ in the Classroom Practice - Mentoring Retreat: Great Mysteries & Scripture and Tradition \(NORTH LOCATION\)](#)
- **Friday, Nov. 16: St. Michael School- Parish, Olympia** [Christ in the Classroom Practice - Mentoring Retreat: Great Mysteries & Scripture and Tradition \(SOUTH LOCATION\)](#) **SIGN-UP closes Thursday morning, Nov. 15.**

### **CATHOLIC SOCIAL TEACHING**

Curriculum connection with **Claire Lucas**, our CCHD intern this year! Thanks **Amy Hall**, MDI teacher at [Christ the King School](#) for your testimony of Claire’s effectiveness!

### **MENTAL HEALTH OFFERINGS**

**Mental Health Offerings** for November have been posted to support teachers, parents and the wider community! Please [click here](#) to see what’s happening near you!

### **BIG THANK YOU TO SEATTLE PREP & THE MATH MASTER**

**BIG THANK YOU to Seattle Prep and the Math master, Brian Meza!** [2018 MATH Games](#) are in the books and the students were AMAZING! Take a peek at that event stats...and fun!

## SAVE-THE-DATE FOR MIDDLE AND HIGH SCHOOL OPPORTUNITIES

**Food Fast – Nov. 10-11, 2018** Missions Office: [CRS-Food Fast Hunger Awareness Experience](#)

**World Youth Day in SEATTLE:** Catholic Youth Convention is coming! [January 26-27, 2019 Lynnwood Convention Center](#)

**Junior High Rally!** Grades 6-9 March 9, 2019 TBA.



## Governance and Leadership

### CENTRALIZED LEAVE MANAGEMENT STARTS JANUARY 1, 2019

Starting January 1<sup>st</sup>, Lily McGary in the Human Resources Office will be overseeing the centralization of Family Medical Leave for all Archdiocesan and School employees. She will partner closely with OCS, HR, Benefits, Workman's Comp. and Payroll to ensure all aspects of employee leave is managed and integrated appropriately. (206) 382-4570

**What YOU Need to Do:** You can call the schools office, ask your general questions, and reference to policy, and get help with planning. You contact Lily at the above number and she will manage the paperwork and keep you informed along the way. She will communicate with the employee, the doctor's office, relieving you from handling and storing medical related documents.

### WA STATE FAMILY LEAVE DEDUCTIONS START JANUARY 1, 2019

Washington State has developed a new paid leave that offers employees partial wage replacement while on leave, including medical care of family members, birth/adoption of a child, and military. The cost is shared between employer and employee, as a payroll deduction. Deductions will begin 1/1/2019 and the leave benefit will be available to employees after 1/1/2019. This leave is in addition to the Archdiocesan Family leave already in place.

- **What this means for you –**Stay tuned! We are still waiting on final policies from the state and will provide you with guidance.
- **What you need to do –**Watch for mail from the WA State Employment Security Department and fax to HR.

**More Information in next mailing concerning Unemployment Coverage**

### NON-DISCRIMINATORY POLICY REGARDING STUDENTS

This is a reminder for all Catholic schools to be in compliance with the Federal Law

regarding publication of their "Notice of Nondiscriminatory Policy Regarding Students". Instructions regarding this can be found in the Archdiocesan School Policy Manual (4.1 (C)).

Schools are required to publish the Notice of Nondiscriminatory Policy Regarding Students in their admissions materials and in some public medium such as the school's website, the school's handbook, a parish newsletter, or the parish Sunday bulletin. The exact words to be published are:

**Notice of Nondiscriminatory Policy Regarding Students:**

" \_\_\_\_\_ School admits students of any race, color or national and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to all students at the school. In the administration of its policies, the school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan and athletic and other administered programs".

## **NEW PRESIDENT AT FOREST RIDGE SCHOOL**

Congratulations to Forest Ridge School on the recent hire of their new Head of School. Mary Rose Guerin will be joining the school July 1, 2019. [Read More](#)



## **Academic Excellence**

### **TOOLS FOR TEACHER GOAL SETTING**

Inquiry cycles using the CEL 5D+ Rubric are underway in many of our schools! As you help your teachers determine an instructional area of focus, please remember the [sample focus area](#), [area of focus teacher template](#), and [principal goal-tracker](#) provided by OCS. Remember that the [CEL Facilitator's Guide](#) provides useful resources for you to lead the goal-setting and inquiry cycle process at your schools. Four sessions and accompanying materials are provided.

### **PROFESSIONAL DEVELOPMENT WORKSHEET**

This year, we will be regularly updating [this worksheet](#) with excellent PD opportunities throughout Western Washington. We've organized this worksheet by region so it is easy for you to find PD near you! Many thanks to Dr. Greg Cox from O'Dea High School for providing this great resource.

### **LEADERSHIP ACADEMY**

On **Tuesday, November 27<sup>th</sup> (3:00pm-6:00pm)**, there is a great session on managerial and spiritual leadership (including enrollment, marketing, and school culture). This workshop is co-sponsored by the Office for Catholic Schools and the Fulcrum Foundation. Feel free to bring along development and admissions staff to the first two hours of this workshop.

[Click here for Online registration](#)

**3:00pm – 4:00pm:** Get Your House in Order with Michele Thornquist, St. John

Advertising for Catholic Schools Week 2018 has been purchased to encourage prospective parents across the Archdiocese to come and visit our excellent Catholic schools. Learn how to focus your efforts, make a plan, and achieve enrollment success!

**4:00pm – 5:00pm:** Host Excellent Admissions Events with Kristin Moore, St. Mary Magdalene

Get families on your campus, highlight to your strengths, and create a welcoming environment where parents are eager to enroll!

**5:00pm – 6:00pm:** Leadership Academy Only- Applying School Culture

Presentations on the School Culture observations and school culture frameworks

**Location:** The Chancery, Isaac Orr Conference Room, 910 Marion Street, Seattle  
No cost!

## **PRINCIPAL CERTIFICATION & MASTERS PROGRAMS**

*Are you or teachers in your school interested in pursuing a program in Educational Leadership?*

We have a relationship with the following universities: **Creighton University (Omaha, NB), Gonzaga University (Spokane, WA), University of Notre Dame (South Bend, IN), St. Martin's University (Lacey, WA) and Seattle University (Seattle, WA).**

**CREIGHTON UNIVERSITY** Phone: 402-280-2820 Contact: Ronald Fussell Email: [ronaldfussell@creighton.edu](mailto:ronaldfussell@creighton.edu) Website: <https://www.creighton.edu/ccas/education/graduate/>

**GONZAGA UNIVERSITY** Phone: 509-313-3481 Email: [soegrad@gonzaga.edu](mailto:soegrad@gonzaga.edu) Website: <https://www.gonzaga.edu/school-of-education/departments/graduate/leadership-administration>

**NOTRE DAME** Phone: 574-631-9309 Contact: April M. Garcia Email: [agarcia9@nd.edu](mailto:agarcia9@nd.edu) Website: <http://ace.nd.edu/leadership/>

**ST. MARTIN'S UNIVERSITY** Phone: 360-438-4333 Email: [gradstudies@stmartin.edu](mailto:gradstudies@stmartin.edu) Website: <https://www.stmartin.edu/>

**SEATTLE UNIVERSITY** Phone: 206-296-5750 Email: [Edadmin@seattleu.edu](mailto:Edadmin@seattleu.edu) Website: <https://www.seattleu.edu/education/edadmin/>

Seattle University has some *online information sessions* already scheduled from both the Post Masters Certification in Principal/ Program Administration program and the Doctorate in Educational

Leadership: <https://www.seattleu.edu/education/admissions/information-sessions/> (The next date is **November 15<sup>th</sup>**)

## THE UNIVERSITY OF PORTLAND-Catholic Preliminary Administrator License

**Program** Website: <https://education.up.edu/graduateprograms/catholic-pre-al.html>. For more information, please contact

Austin Veiga at [veiga@up.edu](mailto:veiga@up.edu)

Many of the Universities offer a 50% discount to full-time educators. Additionally, through the generosity of Fulcrum donors, there are partial scholarships for these partner schools. The application for these Educational Leadership Grants is in early 2019.

## ACCREDITATION TEAM MEMBERS NEEDED

If you are interested in being on an ELEMENTARY accreditation team, we are taking registrations now. [Please register here](#). If you have questions, please email [janeal.grosinger@seattlearch.org](mailto:janeal.grosinger@seattlearch.org)



## Operational Vitality

### MANDATORY COMPLIANCE: ENROLLMENT & STAFF REPORT

The annual Enrollment and Staff report is due on November 15th. Please use your enrollment as of October 1st to complete this report. Please note that the State Board of Education is now the entity that controls this report, not OSPI. If you have questions about completing this report, or need a new EDS login, contact [private.schools@k12.wa.us](mailto:private.schools@k12.wa.us). [Click here](#) to access the EDS system. [Click here](#) for instructions on how to complete the report.

### E-RATE TASK FORCE

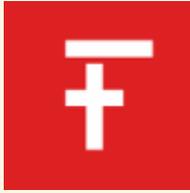
The 2019 school request for Internet bids, Form 470, started this week and the process is due to complete 1/15/19.

Jan attended the annual E-Rate consultants training last week. She had an opportunity to learn additional processes to request our maximum funding from the FCC E-Rate program. One particular activity that would benefit some schools is to start using E-Rate IT infrastructure hardware (Category 2) funds. A few schools have participated in the Internet funding only and need to start to use the discounts available for equipment purchases in 2019 to ensure future funding eligibility. Jan and Tom will contact schools in that specific situation to let them know how and when they should begin to request their Category 2 funding.

### TECHNOLOGY TASK FORCE

The October 16th all archdiocese technology conference was widely hailed as an overwhelming success. This was the first general assembly of school technology

professionals to share ideas, meet with exhibitors, and listen to educational and infrastructure technology presenters. A 2019 conference is in planning.



## Fulcrum Foundation News

### FULCRUM DIVERSITY COMMITTEE

Fulcrum's Diversity Committee would like to share some upcoming cultural competency/diversity trainings or resources for schools. Please note that any fees to attend these events are the responsibility of schools.

- NWAIS People of Color Conference – November 28 – December 1, 2018 (<https://pocc.nais.org/>)
- The College Board – A Dream Deferred – March 13-15, 2019 (<https://dreamdeferred.collegeboard.org/>)

### FULCRUM TUITION ASSISTANCE GRANT PROGRAM (TAP)

The application is now available. Applications and all necessary documentation must be submitted online via FACTS Grant and Aid by no later than January 4, 2019, to be considered for Fulcrum funding. Additional information will be provided via email to all TAP Coordinators mid-September.

#### ACTION ITEMS:

1. If you haven't already done so, identify TAP Coordinators for your school. An online survey to collect the names and contact information for your school's TAP Coordinators has been created. [CLICK HERE](#) to access the survey.
2. FACTS will be sending your 2018-19 renewal form on September 12<sup>th</sup> via email. The renewal form verifies your school information, allows you to update tuition and other school-level data, and asks for any additional custom questions that you might want added to the application. **PLEASE FILL OUT AND RETURN THE FORM AS INSTRUCTED ASAP.** None of your families will be able to access the application – or select your school from the drop-down menus in the application – until the form has been submitted to FACTS.

#### Questions about Fulcrum programs?

Contact Susan Ocoma, Fulcrum's Programs Director, at 206.748.7988 or [susan.ocoma@fulcrumfoundation.org](mailto:susan.ocoma@fulcrumfoundation.org).

### FULCRUM ADVANCEMENT WORKSHOPS

We are partnering with the Office for Catholic Schools to bring you some high quality professional development sessions. Please join us at any of the following:

**Tuesday, December 4<sup>th</sup>**

**Isaac Orr Conference Center**

**9:30am to noon**

**Accounting vs Development: Learn what you need to know to have a great relationship with your business office**

*Robert Nicklos, CPA, Principal, Accounting and Assurance Services, Bader Martin, PS*

*Lori Scott, CPA: Senior Manager, Accounting and Assurance Services, Bader Martin, PS*

You hear relationship between development and the business office can be contentious – Who books the pledges and tracks the money? Who monitors donor direction? What is an endowment? Come learn from the experts what you need to know to keep the accountants happy while honoring the donors' intentions.

**Tuesday, February 26<sup>th</sup>**

**Isaac Orr Conference Center**

**9:30am to noon**

**Building Business Partners through Sponsorship Opportunities**

*Dean Hanks, Vice President of Development, Bellarmine Preparatory School*

*Lynn Miller, Director of Special Events, Bellarmine Preparatory School*

Building a successful corporate sponsorship program takes effort, and continuing to ask for sponsors for every event can create donor fatigue. Learn how Bellarmine Prep moved from a sponsorship program to building relationships through their Business Partnership Program with annual results totaling more than \$170,000. See materials and get insights on how you can build a similar program for your school and parish.

**Tuesday, April 16<sup>th</sup>**

**Isaac Orr Conference Center**

**9:30am to noon**

**Alumni Relations: Using Class Reps to Create a Robust Alumni Network**

*Aoife Gallagher Groppo, Director of Alumnae Relations, Holy Names Academy*

Your alumni program may not have been established in 1881, but that doesn't mean you can't use best practices to get your alumni excited and engaged. Learn how Holy Names Academy established a Class Rep Program and how they use it to their advantage to keep their alumnae active and involved.



## Chancery News

### WA STATE CATHOLIC CONFERENCE

[Please read this message from the Bishops of Washington State on Initiative 1631](#)

### MISSIONS OFFICE

[GOOD NEWS November 2018](#) is ready for your review! Please share broadly!

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