

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 19, 2018

NOVEMBER 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	1

[November - Principal Monthly TASK List](#)

[\[mycatholicschool.org\]](#)

Upcoming Events for November:

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



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

HIGH SCHOOL CAMPUS MINISTRY TEAMS MEETING

Tuesday, Nov. 27 from 9 – noon at Isaac Orr room, The Chancery. We are excited to bring together the high school campus ministry teams to network **and** connect with many Chancery ministries including Missions, Maryknoll, Youth Ministry, St. Vincent de Paul-Centro Rendu, and of course, Schools! This is a time for networking, sharing information, and learning how best we can support the important role campus ministry plays in the life of our schools. NO registration is necessary. Please come!

DIVERSIFIED LEARNERS

The next DL Executive Committee meeting is **Tuesday, Dec. 4th from 9- 11:30 AM at St. Catherine School**. DL agenda and all supporting materials have been emailed to membership. Please [click here \[ocsww.org\]](https://ocsww.org) to register.

CIC FOUNDATION FALL RETREATS

Please keep sending in your paperwork so we can record and honor your efforts. CIC Foundation data will be shared at the January Pastor/Principal Mtg. If questions, please contact Eugenia.geisel@seattlearch.org

CIC LEVEL 1

The core resources to support the **CIC Level One Program** reside in the [Christ in the Classroom \[ocsww.org\]](https://ocsww.org) forum in MYDESK in the old website. The [CIC Level 1 Guidebook \[ocsww.org\]](https://ocsww.org) will assist you and your CIC Leadership team in preparing, planning and assisting your faculty/staff in participating fully in the program. Please remember this year is optional with the 2019-2020 school year being our full activation year for 73 schools. If your school is ready to sign up now, **Stacy Wendt, Platform**

Manager, Symbolon, Augustine Institute is ready to assist each school to set up their school successfully. Again, subscription/seat cost is \$30 per school employee. The Augustine Institute Accounting Department will bill each school directly - NET 30 days.

CIC LEVEL 1 - COHORT ONE

The first group to register was the **OCS!!!!** I am grateful to say the OCS is modeling communion, solidarity, and subsidiarity by registering all 12 members of the office to walk through the online Symbolon series at a pace that matches our OCS needs. As schools in Cohort One complete the program, there will be a surveymonkey evaluation to learn how the program worked for these schools and which protocols, practices and timelines worked best and areas that need more refinement-clarity. This will guide us to strengthening the CIC Level I Program as we grow into it.

To sign up to join CIC Level I -Cohort One – please [click here](#). We will close the close registration on **12.15.18** so this first group can launch and learn. Registration for CIC Level I – Cohort Two will open August 1, 2019.



Governance and Leadership

HOLIDAYS FOR FULL-TIME EMPLOYEES

Holidays for full-time employees (excluding those with Covenants)

Please refer to:

3.26 HOLIDAYS in the Personnel Manual for questions concerning paid holidays for full time employees, (all hourly employees). (“ Administrators should include holidays when calculating the number of days a Support Staff Employee is budgeted to work (e.g. School secretary is scheduled to work 180 instructional days, 10 days before the school year starts, and 10 days after the school year ends.) The ten recommended days are listed in the policy. Breaks in the school year are NOT holidays. If there is a break that extends beyond the 10 recommended holidays the salary of the Support Staff will reflect that there were fewer hours during the time period, unless the employee has chosen to use cumulated vacation hours.

3.29 VACATION (“Accrual for vacation leave is determined by years of employment ...”) There were some questions concerning the Support Staff if Veteran’s Day was a paid holiday since most schools were not in session. Unless the employee’s specific work agreement stated this was a holiday, the Support Staff would need to work that day, use a vacation day or not be paid for the day.



Academic Excellence

HS INSTRUCTIONAL LEADERS UPCOMING MEETINGS

The cohort 1 meeting will take place at Archbishop Murphy High School on November 28th. [Click here to register. \[mycatholicschool.org\]](http://mycatholicschool.org) Please be sure that all teachers who will attend are registered by November 21st.

TITLE IVA ALLOCATIONS

Are you receiving a Title IVA allocation for the first time this year? Not quite sure how to spend it? [Click here \[mycatholicsschool.org\]](http://mycatholicsschool.org) for more information about the many great ways that Title IVA funds can be used to enhance our school programs. Feel free to reach out to Kaitlyn O'Leary with specific questions.

LEADERSHIP ACADEMY

On **Tuesday, November 27th (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 \[mycatholicsschool.org\]](http://mycatholicsschool.org)

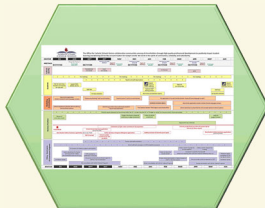
[Read More \[us3.campaign-archive.com\]](http://us3.campaign-archive.com)

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).**

[Read More \[us3.campaign-archive.com\]](http://us3.campaign-archive.com)



Operational Vitality

LAST CALL FOR STATE ENROLLMENT AND STAFFING REPORTS

If you have not yet submitted your enrollment and staffing report, please do so immediately. The deadline was November 15th, but the reporting window is still open. [Click here \[eds.ospi.k12.wa.us\]](http://eds.ospi.k12.wa.us) to access the EDS system. [Click here \[sbe.wa.gov\]](http://sbe.wa.gov) for instructions on how to complete the report. Contact private.schools@k12.wa.us with questions.



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.

[Read More \[us3.campaign-archive.com\]](https://us3.campaign-archive.com)

Questions about Fulcrum programs?

Contact Susan Ocoma, Fulcrum's Programs Director, at 206.748.7988 or 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:

[Read More \[us3.campaign-archive.com\]](https://us3.campaign-archive.com)



Chancery News

MISSIONS OFFICE

[GOOD NEWS November 2018 \[mycatholicschool.org\]](https://mycatholicschool.org) is ready for your review! Please share broadly!

NORTHWEST CATHOLIC - Catholic Schools Week Issue 2019

Wow...can you believe that next week is Thanksgiving? Last week we chose the 2019 Essay Contest Winners, and this week we are in the midst of the January, Catholic Schools Week issue, and we would love you to be a part of it.

If you haven't already done so, consider placing an ad in the [January 2019, NORTHWEST CATHOLIC, Catholic Schools Week issue. \[mycatholicschool.org\]](https://mycatholicschool.org)

Copyright © 2018 Office of Catholic Schools, All rights reserved.

All the OCS staff should be on this list.

Our mailing address is:

Office of Catholic Schools
910 Marion St
Seattle, WA 98104

[Add us to your address book \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

Want to change how you receive these emails?

You can [update your preferences \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) or [unsubscribe from this list \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com).