

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

December 17, 2018

DECEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
						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					

[December- Principal Monthly TASK List](#)

[January - Principal Monthly TASK List](#)

Upcoming Events for December:

- 24 – All Chancery Offices Closed
- 25 – All Chancery Offices Closed
- 26 – All Chancery Offices Closed

Upcoming Events for January:

- 1 – All Chancery Offices Closed
- 17- [Principal / Pastor Meeting at St Thomas Parish](#)
- 21 – OCS Offices Closed – Martin Luther King, Jr. Day
- 28 – Catholic Schools Week Begins
- 31- HS Leadership Dinner with Archbishop

[Important Office for Catholic Schools News](#)

[2018-2019 OCS Academic Calendar](#)

Important Date Change

The Principal / Parish Leadership Meeting has been changed. Please mark your calendars.

The New Date is January 17, 2019

Meeting will be held at St Thomas Parish in Tukwila

[Please register for this meeting](#)



Message from the Superintendent

Third week of Advent – we light the rose candle of joy. And the Gospel reading is not lost on me...John the Baptist is asked by the crowd, “How should we live our lives?” He tells them in very clear language, “Whoever has two cloaks, should share with the person who has none. And whoever has food, should do the same.” The path to joy is in our ability to give...to those who are given much, much will be required.

This last week, we sent out the compensation survey to our teachers, and the principals also heard about the new and improved FMLA. Improved for our workers, but an added consideration for our schools. Catholic schools are increasingly challenged to keep up. So, when I think about the Gospel and to give from our best selves, the work in the Office for Catholic Schools becomes even more important as each of us strives to assist the principals by giving clear information, or a willingness to return to them with answers...we recommit to you offering a joyful response. We don't take our schools for granted as we continue to build foundations and address so many needs. The Holy Spirit's presence is gentle but mighty. I pray we can be the same.

(A little less than half our teachers have opened the compensation survey email. Please encourage them to open and complete. If your teacher(s) did not receive this survey, let us know in office.)

Have a blessed Christmas break!



Catholic Identity

CIC WINTER RETREAT FOCUSING ON TASK 6 MISSIONARY SPIRIT

CIC Winter Retreat focusing on Task 6 MISSIONARY SPIRIT designated for the **Friday, Friday 15th CIC WINTER LOCAL RETREAT DAY!** The retreat materials and content are being polished and will be published on **Monday, January 7th**. Special thank you to my collaborative friend and CIC mentor, **Susan Rose Burdett**. We have a spaces available for the 2 practice sessions to unpack the CIC materials and experience the retreat with Susan Burdett so you can lead it confidently in February!

Friday, January 11, 2019 - St. Luke Parish, Shoreline 10 -2 pm. [Click here.](#)

Friday, January 18, 2019 – St. Michael Parish, Olympia 10 -2 pm. [Click here.](#)

FALL CIC RETREAT

The **FALL CIC RETREAT: The Great Mysteries – The Sequel** is the **required** CIC Retreat for all 73 schools this year. So far, **39** schools of the **73** schools have achieved this requirement. Thank you! To see if we have your school listed, please visit: <http://www.ocsw.org/site/content.php?r=5099-18-19-Christ-in-the-Classroom-Foundation-Local-Retreats-Data-Review>

CIC CLOCK HOUR UPDATE: Clock hour paperwork for any CIC local school retreat (ie: Scripture and Tradition, Great Mysteries, and Great Mysteries 2-The Sequel) that have occurred between **July 1st and December 14th** need to be sent to the OCS by **Dec. 19th** attention Eugenia Geisel, enugenia.geisel@seattlearch.org so CIC clock hour paperwork can be processed by our pal, Lisa O'Leary.

PER A PRINCIPAL INQUIRY

The most current version of **The Children's Prayer Book**, containing the required diocesan-specific prayers for parishes and schools, are found through Saint Mary's Press. [Prayers by Heart](#) \$5.95 each. (The Catholic Children's Prayer Book - Arch of Seattle) [Prayers by Grade Level- 2014 Standards](#)

SCHOOL OFFICE "GoToMeeting" WEBINAR IN JANUARY

Principals, just an FYI! The school office staff have been invited to participate in our first quarterly School Office GoToMeeting webinar. Our inaugural School Office webinar is scheduled for **Tuesday, January 22 from 10:00am - 11:00am**. School office directors can [register here](#) to submit your virtual RSVP and also to provide feedback about topics, questions, and your level of interest for this and future webinars. The webinar will be recorded so we capture our learning.



Governance and Leadership

CENTRALIZED FAMILY MEDICAL LEAVE MANAGEMENT FOR SCHOOLS AND PARISHES

Beginning **January 2, 2018** all Family Medical Leave requests and management of leaves, for all School and Parish employees will be managed by HR Specialist Lily McGarry in the Human Resources Office. She will work with the school, HR, Benefits, Workman's Compensation and Payroll to ensure all aspects of the employee leave is managed and integrated appropriately. When you have an employee who may need Family Medical Leave, call **206-382-4578** and ask for Lily. Lily will then answer questions and manage the process, handling paperwork and keeping you informed of what is needed. She will communicate with the employee, the doctor's office and help them handle and store the medical related documents.

UNEMPLOYMENT COVERAGE STARTS JANUARY 1, 2019

The Archdiocese of Seattle has elected to provide unemployment coverage for all non-appointed employees (parish and school) who work 20 hours or more per week, depending on the reason for unemployment, and availability for work.

- **When an employee has left employment at your school**, watch for mail from the WA State Employment Security Department (ESD) and fax to (206-382-4267) ASAP. All communication from ESD is time sensitive and needs to be reviewed and responded to as soon as possible to avoid an error in the determination of benefits.
- **As we get closer to January 1, be on the lookout for more information on Unemployment Insurance, and how it will be managed and the costs associated with the program.**

WA STATE FAMILY LEAVE DEDUCTIONS STARTS 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. For example: For an employee earning \$50,000 annually, the employer portion is \$73.33 and the employee portion is \$126.67. Deductions will begin 1/1/2019 and the leave benefit will be available to employees after 1/1/20. This leave is in addition to the Archdiocesan Family Medical Leave that is already in place.

NOTICE FOR REPORTING SCHOOL CLOSURE

Most schools have reported that they are now making announcement regarding school closures through their own website and are not using the news stations. If you would like the contact information for the news stations please contact Eugenia. Eugenia.Geisel@seattlearch.org



Academic Excellence

NEW E-WALK FEATURE: TEACHER GOALS

Thanks to your feedback, E-Walk has added a new feature which will allow you to see your teachers' goals every time you observe them, helping you to focus your feedback around a teacher's goal area. To add goals to teachers' profiles, follow these steps: **Click New - - - select category "teacher goals" - - - select teacher - - - click create - - - type in the teacher's goal and click save - - - repeat this for each teacher.** The next time you observe a teacher, you will be able to see his/her goal right at the top of the observation form.

MID-YEAR REVIEW FORM IN E-WALK

Getting ready for mid-year reviews? Did you know E-walk is set up for you to review aggregate roll-up data from teacher observations? To access this data, follow the steps

below to complete the mid-year review form. Note that we will also review this during the January principal meeting.

Click new - - - select category "Mid-Year Review" - - - select teacher - - - click create

GRACE JANUARY MEETING: DATE CHANGES TO ACCOMMODATE VIADUCT CLOSURE

The GRACE regional meetings are coming up in January. We have decided to add two additional meetings, offering more locations to minimize travel time for teachers during the viaduct closure. We will also start the meetings at 9 AM to allow more time for travel. Review the new dates and locations below. Please make sure the teacher leaders at your school [register to attend](#). [Click here to review the agenda](#).

- January 14: South Sound & Southern, St. Michael, Olympia
- January 15: North Seattle, St. Catherine, Seattle
- January 18: South King, South Seattle, & Olympic, Office for Catholic Schools
- January 22: Eastside, Holy Family, Kirkland
- January 23: Northern, Immaculate Conception, Mount Vernon
- January 25: Pierce, St. Patrick, Tacoma

UPCOMING CAREER FAIRS

Beginning in January there are number of Career Fairs. The first of the year is the Gonzaga University Trek Program -January 8th in Portland and January 10th in Seattle. Here is the link for this fair: <https://www.gonzaga.edu/student-life/career-services/events-programs/career-treks> [gonzaga.edu]

Stay tuned for links to the many career fairs on our website, www.mycatholicsschool.org [mycatholicsschool.org] and in the Keystone OCS Bi-Weekly mailings.

PRINCIPAL CERTIFICATION & MASTERS PROGRAMS

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

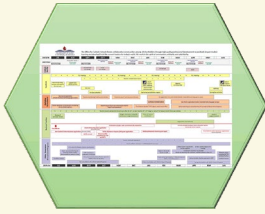
We have a relationship with the following universities: **Creighton University (Omaha, NB), Gonzaga University (Spokane, WA), University of Notre Dame (South Bend, IN), St. Martin's University (Lacey, WA) and Seattle University (Seattle, WA).**

[Read More](#)

SEATTLE UNIVERSITY - EMPOWERING SOCIAL SECTOR LEADERS TO CREATE CHANGE

Professional development courses | January 2019

[Read More](#)



Operational Vitality

E-RATE TASK FORCE

Thirteen schools have initiated the E-Rate process to request fiber optic Internet service bids. This is the highest level of interest in high performance Internet connections since the task force was established in 2016.

TECHNOLOGY TASK FORCE

Google had a representative at technology forum held in October and shared their perspective on the total cost of ownership of Chromebooks v. PCs.

TCO study: <https://mycatholicschool.org/resources/google-report-chromebook-v-pc-total-cost-of-ownership/>

The study highlights that there can be a large difference in the TCO between IT solutions. A TCO study can expose considerable downstream support costs in addition to the initial acquisition costs.

There are eight schools that finalizing network designs for classroom network modernization in 2019.



Fulcrum Foundation News

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](#)

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.

- 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](#) [Questions about Fulcrum programs?](#)

Contact Susan Ocoma, Fulcrum's Programs Director, at 206.748.7988 or susan.ocoma@fulcrumfoundation.org.



Chancery News

MISSIONS OFFICE

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

WA STATE CATHOLIC CONFERENCE

Catholic Schools Day at the State Capital is January 30, 2019

Wednesday, January 30th will be Catholic Schools Day at the State Capital in Olympia. Students and teachers from Catholic schools across the state are invited to participate from 10 am to 2pm in a tour of the Capitol campus, meetings with Legislative leadership, the celebration of a legislative resolution that honors the rich tradition of Catholic education in our state, and celebration of Mass. This is a great opportunity for students to proudly represent their school community to state lawmakers, witness the government in action, and learn more about public service, while advocating on behalf of Catholic schools.

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