

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

March 25, 2019

APRIL 2019						
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				

[April - Principal Monthly TASK List](#)

[\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

Upcoming Events for April:

4 - OCS Offices Closed - Chancery Day of Reflection at Palisades

9 - [Executive Principal Meeting](#)

[\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

9 - [Leadership Academy Meeting](#)

[\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

15- Annual Accreditation Progress

Reports are Due

19 - Good Friday - OCS Offices are Closed

22 - Easter Monday - OCS Offices are Closed

[Important Office for Catholic Schools](#)

[News \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

[Calendar & Events on Website](#)

[\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

[2018-2019 OCS Academic Calendar](#)

[\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

[2019-2020 OCS Academic Calendar](#)

[\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

Message from the Superintendent

On this Feast Day of the Annunciation, I reflect on a poem that Sr. Joyce Cox shared with me three years ago, and I have used it as a touchstone for reflection ever since. In “The Annunciation,” Denise Levertov paints the picture of the “angelic ambassador” appearing to Mary, and Mary’s quiet, yet courageous response, “She was free to accept or refuse, choice integral to humanness...the astounding ministry she was offered.” Each of us has been called to our ministry in Catholic schools, and we are free to accept or refuse. Through our words and actions, every day we make choices to bring Jesus into the world in which we live.



Hail Mary, full of grace. I think about the people in my life who move and speak with grace in difficult situations. I have been taught that every grace we will ever need in our lives, in our work, exists in us. The challenges and choices bring this grace to the surface. We cooperate with the challenge, or not. The poem ends with the line, “Consent, courage unparalleled, opened her utterly.” May this Lent be a time for us to open ourselves again to say yes to God’s daily calling in each of our lives.

Catholic Identity

CIC WINTER RETREATS

The CIC Winter Retreats are wrapping up! Please remember to send us your



paperwork so we can process your school accordingly. Please check to see if we have your school as complete:

18-19 Data Review WINTER CIC Foundation LOCAL Retreats: Task 6

Missionary Spirit – [click here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

(REQUIRED) 18-19 Data Review FALL CIC Foundation LOCAL Retreats: Task 1

Knowledge of the Faith-Great Mysteries – The Sequel – [click here](https://ocsww.us3.list-manage.com)

[\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

DIVERSIFIED LEARNERS EXECUTIVE COMMITTEE

The next Diversified Learners Executive Committee meeting is Tuesday, April 2nd from 8:30 AM to 1 PM at St. Catherine School, Seattle. To register, [click here.](https://ocsww.us3.list-manage.com)

[\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

GOOD NEWS! WA SPECIAL OLYMPICS

Good news to share! Special Olympics Washington soccer and swimming athletes are bringing home hardware from this year's Special Olympics World Games in Abu Dhabi! Our **Simon Van Giesen**, 25, of Seattle, won the bronze medal in the 50-meter backstroke. The US men's Unified soccer team, which is made up of Washington athletes with and without intellectual disabilities, beat India 5-0 to take the bronze medal. The team is the first soccer team to ever represent the US in a World Games competition. If you would like to **request Special Olympics Athletes to come speak** at your school, please call Special Olympics Washington, Main Number: (206) 362-4949, Email: info@sowa.org
<http://specialolympicswashington.org/> [\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

ACRE ASSESSMENT

Thank you to the many elementary schools for [placing your ordering for ACRE materials \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) with the new company, *My Catholic Technologies*. I will be following up with schools who have not placed their ACRE order to ensure we have the best representation for the APRIL testing window. If you have questions, please connect with me personally.

EARTH DAY

April brings Care of God's Creation through EARTH DAY month and events: I wanted to pass along this resource packet from **Catholic Climate Covenant** as you bring your solidarity with [Laudato Si](https://catholicclimatecovenant.org/program/earth-day) [[ocsww.us3.list-manage.com](https://catholicclimatecovenant.org/program/earth-day)]. <https://catholicclimatecovenant.org/program/earth-day> [[ocsww.us3.list-manage.com](https://catholicclimatecovenant.org/program/earth-day)] Our partner, Intercommunity Peace and Justice Center, is with us on this journey. If you would like to reach out to IPJC, **Christian Cousins**, Justice Educator, he is hoping we could share any plans or resources that you are using in APRIL to celebrate EARTH DAY-MONTH with other communities. Contact information: www.ipjc.org [[ocsww.us3.list-manage.com](https://catholicclimatecovenant.org/program/earth-day)] and ccousins@ipjc.org

MENTAL HEALTH AWARENESS MONTH

May brings Mental Health Awareness Month

- This May, the **Mental Health Ministry Committee and the DLC** will be challenging each parish and school to show some visible sign of mental health solidarity to our local communities. Resources are building and can be located by [clicking here](https://catholicclimatecovenant.org/program/earth-day) [[ocsww.us3.list-manage.com](https://catholicclimatecovenant.org/program/earth-day)].
- **Mental Health Literacy Curriculum** - Washington State Legislature was considered Mental Health Literacy Curriculum during this session but the bill stayed in committee. While this curriculum is NOT required, this website has been used and recommended by members of the Mental Health Ministry Committee and we offer it to share and review with your faculty at <http://teenmentalhealth.org> [[ocsww.us3.list-manage.com](https://catholicclimatecovenant.org/program/earth-day)]. The [Mental Health and High School Curriculum Guide](https://catholicclimatecovenant.org/program/earth-day) [[ocsww.us3.list-manage.com](https://catholicclimatecovenant.org/program/earth-day)] is a free download and to review the learning modules – the password is **t33nh3alh**.
- **Mental Health First Aid Training** - <https://www.mentalhealthfirstaid.org> [[ocsww.us3.list-manage.com](https://catholicclimatecovenant.org/program/earth-day)] Highly recommended. Consider offering a faculty - staff [Mental Health First Aid for Youth training](https://catholicclimatecovenant.org/program/earth-day) [[ocsww.us3.list-manage.com](https://catholicclimatecovenant.org/program/earth-day)] in June or August. Go to the website to find opportunities closest to you. Check out the [Mental Health First AID FAQs](https://catholicclimatecovenant.org/program/earth-day) [[ocsww.us3.list-](https://catholicclimatecovenant.org/program/earth-day)

[manage.com](#)] could be a helpful resource for your **parent community** who might consider sponsoring a Mental Health First Aid training for Adults.

Governance and Leadership

2019 EMPLOYEE SERVICE AWARDS

Each school is responsible for submitting a list of employees who have reached 10, 20, 25, 30, 35 etc. years of service to Catholic Schools. This includes all school employees and service given in another (arc) diocese. Submit names to the form [here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com).

Deadline for submitting names: APRIL 12th

NO NAMES WILL BE ACCEPTED AFTER APRIL 12TH!!!



GUIDELINES TO EMPLOYING STUDENT WORKERS

[Summer Hiring of Minors Guidance \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

As schools make plans for summer work projects we are often asked about rules for employing minors. The form outlines the guidelines for different ages, and types of work projects they are allowed to be assigned.

FRISK: THE THANK YOU LETTER

This is the letter designed to notify the employee that there are concerns in their work habits or actions. It is designed to help promote positive change in employee performance, and to provide positive, corrective and progressive documentation of an employee. FACTS; RULE; IMPACT; SUGGESTIONS; KNOWLEDGE. This provides documentation that the challenge has been addressed and is retained in the personnel file.

Academic Excellence



MAP WORKSHOPS RESCHEDULED

We have rescheduled the MAP workshops for May 2nd at St. Luke School in Shoreline. [Please click here to register \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com). If you registered to attend the canceled workshop, no need to re-register. We will confirm your attendance as the date gets closer.

GRACE UPDATES

- **APRIL MEETING REGISTRATION:** Registration is now open for the April GRACE teacher leader meetings. Please encourage your teacher leaders to [register here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com).
- **GRACE PROGRAM EVALUATION:** A big thanks to all of the teachers and administrators who took the time to participate in our GRACE Program Evaluation. Please feel free to [share the results \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) with your staff.
- **GRACE FORUM REGISTRATION:** Use the [Title IIA request form \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) to register your team for the June GRACE forum. The registration deadline is **May 1st**. Please contact Kaitlyn O'Leary with any questions.
- **GRACE TEAM REGISTRATION:** In addition to registering for the forum, we are asking each school to [register their teacher leaders \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) to participate in the GRACE program next year. [Click here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) to register by **June 1st**!

CHANGES TO THE PRIVATE SCHOOL APPROVAL PROCESS

Many of you received an email from the State Board of Education with a new approval application. There have been a variety of questions regarding this form, in particular the new requirement to upload Fire and Health and Safety Inspections. [Please review this guidance \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) from the state before submitting this form. Please note that the form is due on April 8, 2019.

PRIVATE SCHOOL PARTICIPATION IN FEDERAL PROGRAMS APPLICATION

There was a glitch in the private school participation in federal programs application, and it has now been re-opened. Unfortunately, any **school that has already submitted their intent to participate** will need to re-submit the application. If your intent to participate application has not been completed, you may submit it now. (See [2019–20 Education Data System \(EDS\) Log-In Instructions \[k12.wa.us\]](#) [\[ocsww.us3.list-manage.com\]](#) to log-in to EDS and [Updated directions \[k12.wa.us\]](#) [\[ocsww.us3.list-manage.com\]](#) for private schools). The due date for this form is **April 25th**.

TEACHER RECRUITMENT

Washington Educator Career Fair

Wednesday, March 27th from 9:00am-3:00pm

Tacoma Dome Arena

<https://www.wspa.net/washington-educator-career-fairs> [\[wspa.net\]](#) [\[ocsww.us3.list-manage.com\]](#)

Karen Tarabochia, Eugenia Geisel and Kelly Surapaneni will be the OCS representatives

For information about upcoming Career Fairs and Applitrack postings, [please visit our website. \[ocsww.us3.list-manage.com\]](#)

TEACHER CERTIFICATION

Creighton University Teacher Residency MEd: Overview of Courses & Calendar

14-month Master's degree in Education + Secondary Certification

[Click here for details \[ocsww.us3.list-manage.com\]](#)

Contact: Max Engel, maxengel@creighton.edu

Deadline for Registration is March 31st

If you have a teacher in need of certification that you feel is a good fit for the Creighton Program, [please provide their name, school, email and teaching area in](#)

[this form: \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

We are looking to have a group rate for sending multiple teachers to this program from the Archdiocese of Seattle.

PRINCIPAL CERTIFICATION & MASTERS PROGRAMS

Are you interested in pursuing a program in Educational Leadership?

[Here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) are the universities we have cultivated a relationship with in Educational Leadership. Many of these programs have rolling admissions periods and a 50% discount for full-time Catholic educators in the Archdiocese of Seattle. All of the universities below operate on a cohort basis. This provides a network of fellow aspiring administrators to collaborate with while pursuing the degree/certificate.

If you are interested in an Educational Leadership degree/certificate program, please contact Kelly Surapaneni at ksurapaneni@fulcrumfoundation.org or at 617-233-9993.

Additionally, through the generosity of Fulcrum donors, there are partial scholarships for these partner schools. There is an application for Fulcrum Foundation Educational Leadership Grants. The Grant portal is **now open** (on the Fulcrum website: [https://fulcrumfoundation.org/\[ocsww.us3.list-manage.com\]](https://fulcrumfoundation.org/[ocsww.us3.list-manage.com])) **Deadline for submission is MARCH 31, 2019**

LEADERSHIP ACADEMY

The Office for Catholic Schools and the Fulcrum Foundation offer the Leadership Academy, a yearlong leadership development program for aspiring and new principals. Recognized Catholic school leaders and shareholders will teach courses in managerial, academic, spiritual, and strategic leadership. Working in solidarity to ensure a system of excellent Catholic schools, the Leadership Academy will provide the knowledge, skills, strategies and best practices for current and future school leaders.

WHO: New and Aspiring principals

WHEN: 2019-2020 Dates:

- **Summer Workshop- TBD**

- **October 8th**
- **November 12th**
- **February 11th**
- **April 7th**
- **May 26th**

The Leadership Academy meetings will be held from **3:00pm-6:00pm**

WHERE: Chancery (Orr Conference Room), 910 Marion Street, Seattle WA 98104

WHAT: Leadership training in the following areas: Academics, Spirituality, Management & Strategic Planning

Click here for a short video account of how the Fulcrum Foundation and Office for Catholic School are collaborating to build leadership capacity: [Building Leadership Capacity Video \[ocsww.us3.list-manage.com\]](#)

If you are interested in the Leadership Academy for the 2019-2020 academic year, fill out this quick interest survey: [Leadership Academy Interest Form \[ocsww.us3.list-manage.com\]](#) or contact Kelly Surapaneni at KSurapaneni@fulcrumfoundation.org.

Partners in Mission Advancement and Enrollment Conferences- Partners in Mission is a national, Catholic education consulting firm dedicated to advancement and leadership. There are two conferences in the summer that are dedicated to enrollment and advancement. Here is the link to Partners in Mission: [https://www.partnersinmission.com/ \[ocsww.us3.list-manage.com\]](https://www.partnersinmission.com/)

The National Enrollment Management Conference for Catholic Schools

Sunday, June 23 to Thursday, June 27, 2019 in Boston

Boston Quincy Marriott Hotel

The National Advancement Conference for Catholic Schools

Sunday, June 23 to Thursday, June 27, 2019 in Boston

Boston Quincy Marriott Hotel

Operational Vitality



FEDERAL PROGRAMS DATA COLLECTION

It is the time of year to collect data for federal programs participation in the 2019-2020 school year. Please feel free to use the surveys we have collated, linked below. Feel free to reach out to Kaitlyn with any questions.

- [Family Income Form- English \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)
- [Family Income Form- Spanish \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)
- [Family Income Form Key \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)
- [Home Language- English \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)
- [Home Language Survey- Spanish \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)
- [Home Language Survey Key \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)
- [Instructions to Generate Data in FACTS \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

E-RATE TASK FORCE

March is the last month to request 2019 E-Rate funding. The E-Rate Task Force submitted 42 requests for bids for schools since November 2018. Sixteen of the bid requests were for classroom wireless network modernization projects. The schools have evaluated 95% of the bids and are signing contracts with their selected service provider. Twenty-five requests have been submitted to E-Rate for funding and 17 remain to be submitted.

Since 2016, the E-Rate Task Force has help over 21 schools find affordable fiber Internet connections to address the need for higher computer performance. Fiber Internet connections are becoming the standard for Internet service at schools with cloud based software such as Office 365 and Chromebooks.

TECHNOLOGY TASK FORCE

The planning for modernization the classroom wireless networks at nine schools over the summer is in progress. The team is visiting schools to identity the best locations for new hardware and the associated classroom network cabling.

Fulcrum Foundation News



SAVE THE DATE

Celebration has been scheduled for next year. Please save the date!

Friday, January 24, 2020

FULCRUM FOUNDATION EDUCATIONAL LEADERSHIP GRANTS

There is an application for Fulcrum Foundation Educational Leadership Grants. The Grant portal is **now open** (on the Fulcrum website: <https://fulcrumfoundation.org/ocsww.us3.list-manage.com>)

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, April 30th – PLEASE NOTE: This is an updated meeting date

Isaac Orr Conference Center

9:30am to noon

Please Register: [ocsww.us3.list-manage.com](https://fulcrumfoundation.org/ocsww.us3.list-manage.com) 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

MISSIONS OFFICE

[GOOD NEWS MARCH 2019 \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) is ready for your review! Please share broadly!



PASTORAL CARE AND OUTREACH

[NEWSLETTER \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

[INCLUSION MINISTRY MASS \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

[PASTORAL MINISTRIES SERIES \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

[ACHIEVABLE HEALTH, WELLNESS AND & SPIRITUAL GOALS FOR LENT \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

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All the OCS staff should be on this list.

Our mailing address is:

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

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