

# 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 11, 2019

MARCH 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
31						

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

#### Upcoming Events for March:

21 - [Principal Meeting - Please register](#)

#### Upcoming Events for April:

15- Annual Accreditation Progress Reports are Due

### [Important Office for Catholic Schools](#)

#### [News](#)

#### [Calendar & Events on Website](#)

[2018-2019 OCS Academic Calendar](#)

[2019-2020 OCS Academic Calendar](#)

## Message from the Superintendent

A couple of reminders for Principals:



- Online calendars were due on March 1<sup>st</sup>. If you have not submitted your calendar, please contact Janeal as soon as possible. Later this week she will be approving all school calendars. You will receive an email from her once your calendar is approved.
- Accreditation Progress Reports for elementary schools are due on April 15<sup>th</sup>. If you have not received a link to your report, please contact Janeal at your convenience.
- All Principal/President meeting is scheduled for next Thursday, March 21<sup>st</sup>. Registration will begin at 8:00 AM followed by Mass at 8:30 AM. We are very happy that Bishop Mueggenborg and Fr. Northrup will be celebrating Mass with us. The meeting will take place at St. Thomas Parish in Tukwila. The agenda will be sent out shortly. [Please register](#)
- Please mark your calendar for the Fulcrum Celebration of Light – Friday, January 24, 2020 – Save the Date!
- The Catholic High School Choir Festival has been rescheduled to March 28, 2019 at Beneroya Hall 7:00 PM. Please contact your nearest high school if you would like to purchase tickets.

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## Catholic Identity



**WELCOME AVA AND GRACE - WELCOME BACK TO THE OFFICE  
SANDY SMITH!**

Thank you for your patience as I was away from the office for about a month and now I am getting caught up! My daughter and her husband, had twin baby girls, [Ava and Grace](#), on Feb. 7<sup>th</sup> – the little ladies came one month early! Through the snowstorms,

etc., it was truly a time of grace for our family.

### **MENTAL HEALTH PD DAY FOR SCHOOL COUNSELORS**

Mental Health PD Day for school counselors is **Friday, March 15<sup>th</sup> from 9 AM to 2:30 PM at the Chancery. Thank you to Maureen Reid and the Mental Health Ministry Committee for coordinating this day!** PURPOSE FOR THE MEETING: Convene school personnel responsible for the social-emotional-behavior health of students in the Archdiocese of Seattle Catholic Schools to strengthen the network of support for the students' mental health challenges and share regional resources. This link will take you to all the information and a registration form: <https://mycatholicsschool.org/event/catholic-school-counselors-mental-health-ministry-meeting-march-15-2019/>

### **MENTAL HEALTH MINISTRY NETWORKING LUNCHEON**

Please consider joining us **on Wednesday, March 20<sup>th</sup> from 11:30 AM to 1:30 PM at Holy Family Parish, Kirkland** for the annual MHM Networking Lunch. Luncheon [Flyer](#) is attached for easy distribution. To register, please email [ericac@seattlearch.org](mailto:ericac@seattlearch.org)

### **INCLUSION MINISTRY MASS AND DANCE**

Please share the following flyer with your families with students with special needs so they KNOW they are invited and **WELCOME** to the **Archbishop's Inclusion Mass on Saturday, March 23 at 11 AM at St. James Cathedral, Seattle**. We are grateful for our partnership with **O'Dea High School** as they host the party-dance in the gym! THANK YOU! <https://mycatholicsschool.org/event/inclusion-ministry-mass/>

### **ACRE IN APRIL FOR GRADES 5 & 8**

**If you haven't purchased your materials for the ACRE assessment this April, the time is now.** Remember, this is about a one-hour battery for Grade 5 and Grade 8 so it is achievable to build this assessment into your April schedule. The National Catholic Education Association (NCEA) is now working with a new company, **My Catholic Faith Technologies** to deliver a stronger online platform for the IFG ACRE Religious Education Assessment, to learn more, please [click here](#).

I have posted an article on the new website for more background information, if your

school is new to ACRE. <https://mycatholicschool.org/for-catholic-schools/catholic-identity/acre-assessment/>

The Archdiocese of Seattle OCS code for schools is **32380**.

ACRE is designed to assist in the evaluation of catechetical/religious education programs in Catholic schools and parishes. As a multilevel, age appropriate tool, NCEA ACRE is used in grade 5 (Level 1); grades 8 or 9 (Level 2); and grades 11 or 12 (Level 3). The NCEA IFG: ACRE edition is based on the Catholic Church's expectations for an organic, systematic, and comprehensive education in Christian discipleship. Currently, it is the only tool that provides national scores for comparison and processes for tracking religious education program data over time.

**Online** ACRE Assessment \$3.50 (complete)

**Offline** ACRE Test Booklet \$1.80 (paper)

**Offline** ACRE Answer Sheet \$3.85 (paper)

### **CIC LOCAL RETREATS**

\*\*\*\*Please remember that OCS policy is for **all 73 schools** to minimally participate in the **required** CIC Retreat for the 2018-2019 school year. Currently, **we have 41 out of 73 schools in compliance - [good standing](#)** for achieving this catechetical expectation. To study the materials for the required retreat focusing on the **2018 FALL CIC Local Retreat- The Great Mysteries - The Sequel**, [click here](#). Schools have until June 30<sup>th</sup> to accomplish this retreat for compliance purposes. Thank you!

If you have completed the required CIC retreat, then you may decide to participate in the 2019 Winter CIC LOCAL Retreat! ALL CIC Winter Retreat materials/resources focusing on **Task 6: Missionary Spirit** can be found

at: <http://www.ocsw.org/site/content.php?r=5104-2019-CIC-Foundation-Local-Winter-Retreat>

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## **Governance and Leadership**

### **2019 AWARDS**

If you are ordering awards for 2019, please [click here](#)



### **SNOW DAY INFORMATION**

As private schools, the minimum school year must consist of 180 days **OR** a school-wide average of **1000** instructional hours in grades one through 12, and at least 450 hours for Kindergarten. You may count the total hours a student spends at school (including recess) with the exception of lunch. Private schools have the option of meeting the 1000 instructional hours or the 180 days. Waivers from meeting the 180 day requirement are not available for private schools.

### **IMMUNIZATION: MEASLES OUTBREAK**

You should have received from the Washington State Board of Education a link to access the [“Immunization Information: Measles Toolkit”](#) It includes the requirements if there should be a case of measles reported in your school. We encourage staff to review records to be able to determine students (or staff) who are at risk in the event of a report of measles in your community. **Sample policy:** “If there is an outbreak within our school community of a vaccine-preventable disease that your child has not been immunized against, (school name) will follow the guidelines set forth by the Washington State Department of Health, and your child will be exempted from attending school for at least 21 days or until the last rash presents itself (which could be 60 days or longer).”

### **HIRING AND INTENT TO RENEW**

The forms for Intent to renew and hiring for the next school year are found on the [new website](#). Please be respectful of your fellow administrators and do not recruit their staff unless the staff member initiates the inquiry. If you are planning on changing the job description or duties you do not have to put that in the “INTENT” form, details and changes would come with the new covenant.

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## **Academic Excellence**

**MAP WORKSHOPS RESCHEDULED**



We have rescheduled the MAP workshops for May 2<sup>nd</sup> at St. Luke School in Shoreline. [Please click here to register](#). If you registered to attend the canceled workshop, no need to re-register. We will confirm your attendance as the date gets closer.

### **GRACE APRIL MEETING REGISTRATION**

Registration is now open for the April GRACE teacher leader meetings. Please encourage your teacher leaders to [register here](#).

### **GRACE PROGRAM EVALUATION**

A big thanks to all of the teachers and administrators who took the time to participate in our GRACE Program Evaluation. We received a great response! 234 teachers, 93 teacher leaders, and 36 administrators participated in the survey. We have now closed the survey and are working on collating the data. We will report back to you soon!

### **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](#) 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**

The [application to participate in federal programs](#) opens on March 15<sup>th</sup>. Please remember to CHECK ALL PROGRAMS. Last year, many schools missed out on the Title IVA program, which offers great services, because they did not check all the boxes. If you check all the boxes, you can always opt out of programs during consultation. Additionally, remember to list all of the districts in which your students reside on the application. This will ensure you can receive Title I services from outlying districts.

### **TEACHER RECRUITMENT**

For information about upcoming Career Fairs and Applitrack postings, [please visit our](#)

[website.](#)

## **PRINCIPAL CERTIFICATION & MASTERS PROGRAMS**

***Are you interested in pursuing a program in Educational Leadership?***

[Here](#) 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](mailto: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/> )

## **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](#)

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

### **PACIFIC ALLIANCE FOR CATHOLIC EDUCATION**

The Pacific Alliance for Catholic Education (PACE) is a two-year graduate teaching program serving Catholic schools in the western United States. PACE program participants teach full-time in K-12 Catholic schools, live together in intentional communities, and earn tuition-free graduate degrees in education. Our teachers are currently serving in 37 Catholic schools in 16 cities in Alaska, Hawaii, Idaho, Oregon, Utah, and Washington State

**PACE Contact Information:** Austin Veiga at [veiga@up.edu](mailto:veiga@up.edu)

**PACE website:** <https://education.up.edu/pace/>

**PACE School Request Form:**

[https://appsone.up.edu/PerfectForms/PresentationServer/\(S\(gswpkrfex44jou55zkv4v545\)\)/Form.aspx/Play/SqDggAcj?f=SqDggAcj](https://appsone.up.edu/PerfectForms/PresentationServer/(S(gswpkrfex44jou55zkv4v545))/Form.aspx/Play/SqDggAcj?f=SqDggAcj)

### **OTHER TEACHER RECRUITMENT OPPORTUNITIES**

[https://docs.google.com/document/d/1fo9HKR9pNejD4jfu2kaWqf6c16scxe6oh46\\_RonAgJU/edit?usp=sharing](https://docs.google.com/document/d/1fo9HKR9pNejD4jfu2kaWqf6c16scxe6oh46_RonAgJU/edit?usp=sharing)

**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/>

### **The National Enrollment Management Conference for Catholic Schools**

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

Boston Quincy Marriott Hotel

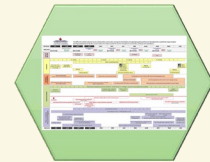
### **The National Advancement Conference for Catholic Schools**

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

Boston Quincy Marriott Hotel

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## **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](#)
- [Family Income Form- Spanish](#)
- [Family Income Form Key](#)
- [Home Language- English](#)
- [Home Language Survey- Spanish](#)
- [Home Language Survey Key](#)
- [Instructions to Generate Data in FACTS](#)

### **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 identify the best locations for new hardware and the associated classroom network cabling.

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## **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/> )

### **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 16<sup>th</sup>**

**Isaac Orr Conference Center**

**9:30am to noon**

**Please Register: 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.

## 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/>)

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## Chancery News

### MISSIONS OFFICE

[GOOD NEWS FEBRUARY 2019](#) is ready for your review! Please share broadly!



### PASTORAL CARE AND OUTREACH

[NEWSLETTER](#)

[INCLUSION MINISTRY MASS](#)

[PASTORAL MINISTRIES SERIES](#)

[ACHIEVABLE HEALTH, WELLNESS AND & SPIRITUAL GOALS FOR LENT](#)

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