

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

April 23, 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:

30 - [Development Seminar - Alumni Relations](#) [\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

Upcoming Events for May:

2 - [MAP Workshop](#) [\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

21 - [Leadership Academy Meeting](#) [\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

23 - [Principal Meeting at St Thomas Parish](#) [\[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

[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](#)

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

[2019-2020 OCS Academic Calendar](#)

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

Message from the Superintendent

I am happy to introduce Kristin Moore as the new Director for Marketing and Enrollment. Kristin's in-depth work as the Marketing and Enrollment Director at St. Mary Magdalen for the past 6 years has given her insight and prepared her well for the challenges in working with the schools in the Archdiocese of Seattle. Kristin successfully implemented a comprehensive rebranding strategy which has been instrumental in repositioning the school for the 21st century. Her creativity, innovative marketing, strategic outreach, and partnership development have significantly increased enrollment and brought new life and resources into the school community. Kristin will be working with the leadership in our office as well as the Executive Principals and Fulcrum Foundation to increase awareness and access to our schools.



In addition to her work on the ground with St. Mary Magdalen, Kristin has been a speaker for development trainings within the Archdiocese of Seattle and the Diocese of Spokane. She has also been a speaker at the national NCEA conference and during the summer, presents at The University of Notre Dame's *Adelante* conference which focuses on Latino outreach.

As OCS Director of Marketing and Enrollment, Kristin brings energy, collaboration, and new ideas. We are very blessed and excited to work with Kristin in her new role at the OCS.

Catholic Identity



ACRE

ACRE for Grades 5 and 8 is wrapping up! If your school needs help, has questions, or other ACRE related inquiries, please call or email me so I can support you. We will be closing our ACRE window on **Friday, May 3rd**. THANK YOU for your participation!

MENTAL HEALTH AWARENESS MONTH

The **Mental Health Ministry Committee** and **Diversified Learners Committee** is inviting each Catholic school and parish in the Archdiocese of Seattle to take a step as a sign of communion, solidarity and subsidiarity during the month of May for Mental Health Awareness Month. Resources are building and can be located by [clicking here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com).

MISSIONARY DISCIPLESHIP INSTITUTE CAPSTONE DAYS

As our MDI schools move into Unit 3 of the MDI, they will be getting together with their partner school for the [MDI Capstone Day \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) – a day to reflect on the learnings of the year, share their class response projects, and discern and plan how missionary discipleship will be a part of their summer and 8th grade year. Thank you to **Kelly Hickman, Mission Office, Anna Johnson, Maryknoll and the MDI 7th grade teachers** for establishing an excellent MDI foundation and presence in these **27** schools! BRAVO!

CATHOLIC IDENTITY AND ACCREDITATION

The OCS - Accreditation progress report allows schools to track their accreditation goals each year to note their growth. The [WCEA Catholic Identity Standards and Rubrics pdf \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) helps us keep our eyes on what is important. Another helpful document is the [Catholic Identity Rubrics- Look Fors. \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) Last year, Kristin added a section in this tool for us (Arch of Seattle - not all of WCEA) regarding the **8 Catholic Identity standards**. We ask each school to reflect upon 2 CI standards each year and then provide input-

evidence of the work through this accreditation online tool. I am the delegate to support this CI section. This year, as stated on the *18-19 OCS Academic calendar*, our focus has been [Prayers, Signs and Sacramentals. \[jocsww.us3.list-manage.com\]](https://jocsww.us3.list-manage.com) Next year, 2019-2020, the two CI standards we (as an archdiocese) will focus on [Catechist Certification and Evangelization. \[jocsww.us3.list-manage.com\]](https://jocsww.us3.list-manage.com) As schools work towards their next accreditation visit, through the self-study process, each school can develop a depository of Catholic identity information, noting growth and progress over time. Kristin's vision is that no school would have to start "at the beginning" with the accreditation self-study, but rather, use the work that has been entered annually, to bring forward to the next self-study process. The current [Catholic Identity Standards timeline \[jocsww.us3.list-manage.com\]](https://jocsww.us3.list-manage.com) can assist you and your faculty to calendar in these timelines so we are all looking at the Catholic Identity standards in a similar way.

SHOUT-OUT TO PIERCE COUNTY

MARK YOUR CALENDAR FOR A MASS FOR INCLUSION at **St. Patrick's, Tacoma** on **Saturday, June 30th at 9 AM** with **Bishop Elizondo**. Following the Mass, a pancake breakfast for all! Can't get better than that!! <https://mycatholicschool.org/2019/04/22/mass-for-inclusion-saturday-june-30-2019-st-patricks-tacoma/> [\[jocsww.us3.list-manage.com\]](https://jocsww.us3.list-manage.com)

Governance and Leadership

COVENANT AND WORK AGREEMENTS

Teacher Covenants (for teachers qualifying for paid benefits) and for those not qualifying for paid benefits (working less than 2/3 teaching per week), Principal Covenants and Work Agreements are posted on the new OCS website, under [Materials and Forms - Hiring \[jocsww.us3.list-manage.com\]](https://jocsww.us3.list-manage.com). Please use the form, ["Change in Terms of Conditions of Employment" \[jocsww.us3.list-manage.com\]](https://jocsww.us3.list-manage.com) regarding the changing of all non-exempt employees to the hourly rate, and record the employee's signature as record of their notification of the transition. (Always go



online to get forms, all revisions are not necessarily reported and most recent form are online!)

EMPLOYEE SERVICE AWARDS

THE DEADLINE FOR REPORTING NAMES FOR EMPLOYEE SERVICE AWARDS HAS PASSED AND NO NEW NAMES WILL BE ACCEPTED ! Thank you to all who submitted the names of employees reaching employment milestones !!

TEACHER RECRUITMENT AND HIRING MANNERS

****Please read and agree to respect fellow administrators during the Teacher hiring season!!! ****

- In offering a teacher a formal covenant for the next school year principals should include cautions to teachers that it is reportable to the OSPI if teachers sign a covenant and then continue to seek employment with the intention of “breaking” the covenant and accepting another position.
- It is not professionally ethical for school administrators to approach a teacher who is under a covenant at another school.
- OCS strongly encourages all principals to communicate with each other before engaging a Catholic school teacher into the employment process. This includes obtaining a recommendation from the current principal regarding the applicant before offering the position.
- Teachers are encouraged to first speak with his/her principal before contacting another school or administrator about an employment opportunity.
- School principals who interview a candidate who is currently employed by another Catholic school, need to have that teacher’s application on file in [AppliTrack \[ocswww.us3.list-manage.com\]](https://ocswww.us3.list-manage.com). Covenants may not be offered until the AppliTrack file is updated and reviewed.
- If a candidate lacks a teacher certification, know that there are some certifications available from the state for people who have special qualifications or meet certain circumstances.

PLEASE CONTACT [Eugenia](#) when posted positions are filled so it can be removed from the listing.

Academic Excellence



HS INSTRUCTIONAL LEADERS CLOSING SESSION

Please make sure your leadership team is [registered \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) for the May 3rd session. All principals are encouraged to attend, along with a mixed team of cohort 1 and cohort 2 members. All are welcome!

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 RECAP:** [Click here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) to review minutes from the April GRACE meetings. All meeting materials can be located [here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com).
- **GRACE FAQ:** You may wish to share [this document \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) with teachers considering joining the program for next year.
- **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-](https://ocsww.us3.list-manage.com)

[manage.com](#)] to participate in the GRACE program next year. [Click here](#)
[\[ocsww.us3.list-manage.com\]](#) to register by **June 1st!**

TEACHER RECRUITMENT

PDF Resume Books for resumes we have collected at the Career Fairs are posted on the **Archdiocesan of Seattle Principal Meetings 2018-2019 Trello Board**. They can be found on the cards under "**Important Information**".

Teacher Recruitment Resources:

<https://mycatholicsschool.org/for-catholic-schools/personnel-policy/teacher-recruitment/> [\[ocsww.us3.list-manage.com\]](#)

Applitrack link for Administrators:

<https://a1-3.applitrack.com/seattlearch/onlineapp/admin/admin.aspx>
[\[ocsww.us3.list-manage.com\]](#)

Eugenia is continually updating the AppliTrack postings for the 2019-2020 year to take to career fairs, college career centers and post with college list serves. **Help us by making sure the listings in AppliTrack are accurate *and updated***. When a position is filled please remove from AppliTrack. **Have a position filled?** Please either close the position or let Eugenia know so she can help keep your positions up to date!

When entering the *title* of the position, please use this template: **2019-2020 Role – School, City**

- [Applitrack link for Administrators \[ocsww.us3.list-manage.com\]](#)
- [Applitrack Overview for Administrators \[ocsww.us3.list-manage.com\]](#)

Check back regularly to our [Teacher Recruitment Resources \[ocsww.us3.list-manage.com\]](#). If you have any questions about the teacher recruiting initiatives, recommendations for other avenues, Applitrack or would like to join the team, please email Eugenia Geisel at eugenia.geisel@seattlearch.org or call **206-382-3498**.

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.

EMMAUS LEADERSHIP SERIES - BOSTON COLLEGE

[Emmaus Leadership Series \[bc.edu\] \[ocsww.us3.list-manage.com\]](#), Boston College's

premier program for in-the-field Catholic school presidents, principals, assistant principals and heads of school, is currently accepting applications for a **July 2019 start**.

The Emmaus Series is a 20 month program offering leaders formation in knowledge, skills and dispositions for the particular context of the Catholic school. The program consists of 3 short retreats, 8 day-long workshops, and 8 hour long webinars. Because the work of leading a school is shared, 3-5 school colleagues attend the workshops and webinars with the leader. The program costs \$2000 which can be paid with Title II funds.

Operational Vitality



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.

Fulcrum Foundation News



SAVE THE DATE

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

Friday, January 24, 2020

PARTNERS IN MISSION: NATIONAL ADVANCEMENT SUMMER INSTITUTE FOR CATHOLIC SCHOOLS - JUNE 23-27

Partners in Mission hosts a national conference in Boston every June. This conference is geared to Catholic schools and has two tracks: enrollment management and advancement. Several schools have made the decision to attend this year and Conne Bruce from Fulcrum will also be attending. See the conference brochure [here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com).

If you plan on attending, or have additional questions, please contact Conne Bruce at 206.748.7989 or conne.bruce@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 30th

Isaac Orr Conference Center

9:30am to noon

Please Register: [\[ocsww.us3.list-manage.com\]](https://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 APRIL 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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