

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 8, 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:

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

[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

The Executive Principals will meet tomorrow, April 9, to review the OCS goals for this year, and help us focus the lens more intentionally in support of all our schools. We have tried some new things this year, including our principal meeting location at St. Thomas, beginning our all principal meetings with Mass, large sessions and break-out sessions. We have received feedback from each of those meetings. The Executive Principals are critical thought partners to help us evaluate to better meet your needs. Our schools are unique, but single focused in their purpose no matter the location or resources available: to provide a great education steeped in our Catholic faith, nurturing and growing ethical, moral citizens who work to build a better world, God's Kingdom! We thank our Executive Principals for their commitment of time to us at the OCS. We also recognize them in their willingness to facilitate the regional meetings. Each of us is called to reach out and support one another, and the Executive Principals model this for our Archdiocese! Thank you.

Catholic Identity



ACRE

We are underway!!! Currently, **43** elementary schools have registered with *My Catholic Technologies* to use the ACRE assessment this April. There is still time to

participate so please consider joining us now within our April testing window.... April 1 - 30. For more information, [click here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com).

CLOCK HOURS

There is an art to secure clock hours and we have wonderful documentation for you or your school delegate to use to capture clock hours easily and successfully thanks to our wonderful, **Lisa O'Leary**. The **April School Office Mailing** focused of **CLOCK HOURS** to help our office staff understand the necessary parts to complete the paperwork accurately. Please [share this link \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) with your clock hour delegate.

MISSIONARY DISCIPLESHIP INSTITUTE

[Missionary Discipleship Institute \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) for **Grade 7**: It's been a powerful year of learning the cycle of **ENCOUNTER, DISTURBANCE, RESPONSE!** We are now heading into our **CAPSTONE Projects** which are the cumulative presentations designed by the 7th grade teams. Over the next month, 7th graders will be teaching their leaning on CST themes of poverty, ecology, walking with the marginalized, and more! A sincere thank you to **our 7th grade MDI teachers and to Kelly Hickman, Missions Office, and Anna Clarke Johnson, Maryknoll,** for their faithful companionship as they support each classroom of learners.

SPRING OPPORTUNITIES

- [Catholic School Librarians \(CSLA\) Mtg \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) – **Friday, April 12, 2019** – ALL are welcome!
- **PRAYER WALK – Solidarity with Immigrant Families** – [April 29 – May 11, 2019 \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)
- [Bridge Disability Ministries Conference – May 15, 2019 \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)
- [School Safety Resources \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) – more updates are available!

- [Maryknoll: Taiwan and Cambodia Immersion Trip – Nov. 7 – 21, 2019](#)
[\[ocsww.us3.list-manage.com\]](#) - **for your teachers!**



Governance and Leadership

COVENANT AND WORK AGREEMENTS

[“WHICH COVENANT OR WORK AGREEMENT TO USE?”](#) [\[ocsww.us3.list-manage.com\]](#) Please continue to refer to the list as you do employee agreements.

Teachers must be working $\frac{3}{4}$ time in order to qualify for paid benefits. The definition below is to be used as you discern, “Who is a teacher and should a covenant be issued?” Preschool teachers should be issued a covenant.

TEACHER DEFINITION

A teacher is an employee whose primary duty must be that of activity in the field of teaching:

- provides education for pupils assigned to his/her care in a formal and ongoing learning environment, carried out at a school or other place of education where instruction and imparting knowledge are the primary emphases,

AND

- uses lesson plans to facilitate student learning, follow a course of prescribed course of study (curriculum) and provide instruction in religion, literacy and numeracy, craftsmanship or vocational training, the arts, civics, community roles, or life skills,

AND

- has the responsibility for student discipline, classroom management, and communicating with parents regarding the behavior, academic progress, and/or wellbeing of the child,

AND MAY INCLUDE

- duties that extend beyond formal teaching, including accompanying students on field trips, supervising study halls, helping with the organization of school functions, and serving as supervisors for extracurricular activities.

OPEN ENROLLMENT

[OPEN ENROLLMENT \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) for benefits in the 2019-20 school year begins **Monday, May 15th**. Be on the lookout for communication from the Benefits Services Office!!

EMPLOYEE SERVICE AWARDS

Thank you to all who have already submitted the names and years of service for employees. If you have yet to do so, please submit award recipient names by **FRIDAY, APRIL 12th**. The awards will be delivered to the All Principal meeting at St. Thomas, Tukwila on **May 23rd**.

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

- **GRACE FORUM REGISTRATION:** Use the [Title IIA request form \[ocsww.us3.list-manage.com\]](#) 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 \[ocsww.us3.list-manage.com\]](#) to participate in the GRACE program next year. [Click here \[ocsww.us3.list-manage.com\]](#) to register by **June 1st**!

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

Teacher Recruitment Resources:

<https://mycatholicschool.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 \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)
- [AppliTrack Overview for Administrators \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)

Check back regularly to our [Teacher Recruitment Resources \[ocsww.us3.list-manage.com\]](https://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



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

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