

# 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

# June 3, 2019

JUNE 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						

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

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

#### Upcoming Events for June:

7 - OCS Offices Closed - Archbishop

Etienne Mass

19 - CEF Meeting

20 - CEF Meeting

[Important Office for Catholic Schools](#)

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

[Calendar & Events on Website](#)

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

[2018-2019 OCS Academic Calendar](#)

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

[2019-2020 OCS Academic Calendar](#)

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

## Message from the Superintendent

What a beautiful week-end! The perfect week-end to celebrate the Feast of the Ascension! I attended Visitation's confirmation, a joint Holy Rosary/Visitation venture with Archbishop Sartain celebrating. His words reminded me of a very important understanding. Even though we were all confirmed one to sixty plus years ago, we are given every gift of the Holy Spirit at the time of confirmation: wisdom, understanding, counsel, fortitude, knowledge, piety, and fear of the Lord. Archbishop Sartain shared that while he knows this, and he needs those gifts every day, he often doesn't take the time to pray to the Holy Spirit to "fan the gifts into flame." Yes! As we prepare to end this year, I am encouraged to recall that every gift I need in my life, every gift that each of you need, you were given already. We just need to call on the Holy Spirit to breathe life into our important tasks and to guide us ever forward. Amen!

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## Catholic Identity



### **WRAPPING UP MENTAL HEALTH MONTH**

Shout out to the **leadership of St. Philomena School, Des Moines** who is captured in the King5 article entitled, [Seattle Children's offers classes in Youth Mental Health First Aid \[ocsww.us3.list-manage.com\]](#).

### **2019-20 MDI GRADE 7 REGISTRATION IS NOW OPEN**

**Please visit:**

[https://docs.google.com/forms/d/1WZvO\\_WkI6p\\_ZYSdHeTZZ\\_LnwJI7FVPCCKOtschJHmWw/edit?ts=5cedbed4](https://docs.google.com/forms/d/1WZvO_WkI6p_ZYSdHeTZZ_LnwJI7FVPCCKOtschJHmWw/edit?ts=5cedbed4) [ocsww.us3.list-manage.com]

IF your school is in MDI or moving into MDI, please remember the **2019 CIC Winter Retreat focusing on Task 6: Missionary Spirit** embeds the MDI language and rubrics into an adult faith formation faculty/staff retreat moment. Consider using this work for an August Faculty/Staff August CIC Local Retreat. CIC Missionary Spirit Retreat Resources are accessible by [clicking here \[ocsww.us3.list-manage.com\]](#).

## **CATECHETICAL CERTIFICATION LEVEL 2 FOR CATHOLIC SCHOOLS**

**A Happy Surprise!** As of Tuesday, May 21<sup>st</sup>, we have our “Nine Graduates” of Cohort One completing the **CIC Level I Symbolon Online Series, Augustine Institute**. Our first principal is **Martine Romero**, St. Madeleine Sophie School! Our teacher leaders are from **Sacred Heart School, Bellevue and St. Madeleine Sophie School, Bellevue!**  
**BRAVO to:** *Diane Shepp, Stephanie Arildson, Rachel Schriber, Caroline Daly, Amy Davis, Mary Davis Dickerson, Angela Ensminger, and Mandy Balinbin!*

## **REGISTRATION FOR CIC LEVEL 1 - COHORT 2 - WILL OPEN AUGUST 1**

Christ in the Classroom Information can be found at <https://mycatholicsschool.org/for-catholic-schools/catholic-identity/cic/> [[ocsww.us3.list-manage.com](https://ocsww.us3.list-manage.com)]

Christ in the Classroom Resources can be found at <http://www.ocsww.org/christintheclassroom.php> [[ocsww.us3.list-manage.com](https://ocsww.us3.list-manage.com)]

## **CLOCK HOURS FOR 2018-2019**

The deadline for all clock hour documentation for the 2018-2019 year is June 28. This includes all clock hour paperwork for any Christ in the Classroom Retreats completed this school year. [Check here \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) to find your school's name for the Great Mysteries: The Sequel Retreat. If you've completed the retreat and do not see your school, you can still turn in sign-in sheets by **JUNE 28th** to be in compliance! Clock hour questions? Please visit: <https://mycatholicsschool.org/for-catholic-schools/professional-development/clock-hours/> [[ocsww.us3.list-manage.com](https://ocsww.us3.list-manage.com)]

## **DEACON ERIC PAIGE AND THE OFFICE OF MARRIAGE AND FAMILY LIFE**

[The Office of Marriage and Family Life \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) serves as a wonderful resource for our Catholic schools! The Office of Marriage and Family Life proclaims the Good News of Jesus Christ's presence in the life of the family by assisting parishes, schools and faith communities in forming and supporting families in living their vocation to marriage and family life. The Office of Marriage and Family Life can support Catholic schools with religious formation and Catholic identity, help Catholic schools to engage parents to help them take a constructive role as first teachers of their children, and provide support for Parent Engagement meetings.

- Follow this link for the handout shared by Deacon Eric at the May 23<sup>rd</sup> Principals' meeting [Catholic School resource opportunities. \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com)
- Follow this link to our [Parent Engagement link \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) which contains more of the [family life offerings \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com).

## **2019 THE MUSTARD SEED PROJECT LOYOLA, UNIVERSITY OF CHICAGO**

### **Registration opens July 15<sup>th</sup>**

The Mustard Seed Project is a conference that explores the important topic of serving students with disabilities within the Catholic school setting. This year's conference will take a special focus on imagining innovative systems to support mental wellness of students in Catholic schools. The conference features numerous avenues for learning: expert input, breakout sessions, team action planning and collaboration sessions with Catholic school teams from across the country.

### **REGISTRATION OPENS JULY 15, 2019**

**\*Register before August 15th \$550**

**\*Register after August 16th \$595**

**\*Team of 3 or more \$475 per person**

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## **Professional Development - Summer 2019**

### **JUNE 24-25, 2019 - THE 2019 ANNUAL PRIVATE SCHOOL SUMMER CONFERENCE**

- Location: Seattle, Seattle Pacific University
- **9 a.m.– 4 p.m. Differentiation: Practical Strategies for Implementation**
- FREE to private school educators employed by State Board of Education approved private schools
- Preschool teachers can use the training for STARS credit
- Each session will contain the same content and materials. Details on the conference topic to come. • Training materials are included

- Provides free clock hours!

**Registration:** [Click here to register! \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) The last day to register for all conference dates will be **May 31**. No late registrations will be accepted.

Conference Meals: Title II, Part A Office at the U.S. Department of Education does not allow the use of federal funds to provide food and beverages at meetings or professional development training sessions. We encourage all conference participants to plan accordingly.

For more information, please call: 360-725-6361 or email [title2quality@k12.wa.usa](mailto:title2quality@k12.wa.usa).

### **AUGUST 14, 2019 - DIVERSIFIED LEARNERS CONFERENCE**

- Presenter: Michael J. Boyle, Ph.D. Andrew M Greeley Center of Catholic Education, School of Education, Loyola University Chicago.
- Sponsored by the Diversified Learners Executive Committee.
- Location: St. Thomas Parish, 4415 S 140th St Tukwila, WA 98168
- Time: 8:15 AM to 4:00 PM Registration coming soon.

### **AUGUST 19, 2019 - "LET'S TALK ABOUT DIVERSITY! BUILDING DISCERNMENT & SKILLS FOR DIVERSITY, EQUITY, AND INCLUSION IN OUR SCHOOLS"**

- Presenter: Alison Park. This day is sponsored by the Fulcrum Foundation Diversity Committee
- Time: August 19, 2019 8:00 AM to 3:00 PM
- Where: St. Thomas Parish, 4415 S 140th St. Tukwila, WA 98168
- Who: Archdiocese of Seattle staff, teachers, administrators
- Why: Learn language, tools, and practices to support DEI (Diversity, Equity, and Inclusion)
- Cost: This is a free event sponsored by The Fulcrum Foundation. Lunch will be provided.
- Clock Hours: YES!
- Registration coming soon.

## AUGUST 20-21, 2019 - 2019 ANNUAL PRIVATE SCHOOLS SUMMER CONFERENCE

- Location: Seattle, Seattle Pacific University
- **9 a.m.– 4 p.m. Differentiation: Practical Strategies for Implementation**
- Each conference is FREE to private school educators employed by State Board of Education approved private schools
- Preschool teachers can use the training for STARS credit
- Each session will contain the same content and materials. Details on the conference topic to come.
- • Training materials are included
- Provides free clock hours!
- **Registration:** [Click here to register \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com). The last day to register for all conference dates will be **May 31**. No late registrations will be accepted.
- Conference Meals: Title II, Part A Office at the U.S. Department of Education does not allow the use of federal funds to provide food and beverages at meetings or professional development training sessions. We encourage all conference participants to plan accordingly.
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## Governance and Leadership



### TEACHER RECRUITMENT AND HIRING MANNERS

- It is not professionally ethical for school administrators to approach a teacher who is under a covenant at another school.
- 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. Covenants should 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.
  - It is important to require the candidate to work with the certification office to acquire a conditional or an emergency certification.

**PLEASE CONTACT Eugenia [EugeniaGeisel@seattlearch.org](mailto:EugeniaGeisel@seattlearch.org) when posted positions are filled so it can be removed from the listing!!**

### **3.9 REHIRED EMPLOYEES**

Supervisors must consult with the Archdiocese Office of Human Resources or Office for Catholic Schools and the former supervisor, prior to extending an offer of temporary or regular employment to an individual who was formerly employed by another Catholic parish, school or agency in the Archdiocese of Seattle. Some former employees are on the "do not hire list" due to previous behaviors or decisions. Please use the form, ["Change in Terms or Conditions of Employment" \[ocsww.us3.list-manage.com\]](https://ocsww.us3.list-manage.com) to note an employee changing to or from full time or part time status, and record the employee's signature as record of their notification of the transition.

### **THANK YOU FOR SUBMITTING THE NAMES FOR EMPLOYEE SERVICE AWARDS!**

We celebrated staff from 5 years of service to 55 years of service!! Please plan an appropriate local celebration for these staff members!! Awards were delivered to principals at the All Principal meeting on May 23<sup>rd</sup>. If you did not attend the meeting please contact Eugenia Geisel (206) 382-3498, to make arrangements to get the awards from the Office for Catholic Schools.

### **ALL NEW EMPLOYEES MUST TAKE SAFE ENVIRONMENT WORKSHOP**

Please register: <https://www.virtusonline.org> [ocsww.us3.list-manage.com]

## REGISTER ALL NEW TEACHERS FOR "NEW TEACHER WORKSHOP" - AUGUST 15TH

August 15<sup>th</sup> at St. Philomena School. **Please have them use this Summer PD registration:** <https://www.surveymonkey.com/r/SummerPD19> [ocsww.us3.list-manage.com]

## SAMPLE FAMILY HANDBOOK

### SAMPLE FAMILY HANDBOOK

[The Table of Contents for the Family Handbook \[ocsww.us3.list-manage.com\]](#) and [a sample handbook \(with RED Highlights to show examples used for St. Philomena\) \[ocsww.us3.list-manage.com\]](#) is posted. This is the information shared at last week's Principal meeting, in the "Updating Policy" workshop. **Thanks to Steve Morissette**, for working with the Office for Catholic Schools and sharing his work that reflects the policies of the Archdiocese of Seattle, and the resource of Sr. Mary Angela Shaughnessy. Summer is a good time to review and update your current policies. Contact the Office for Catholic Schools with any questions.

### STAFF LIST UPDATES

Please send your staff list updates for the 2019-2020 school year to [Eugenia Geisel](#) by **AUGUST 1<sup>st</sup>**. If hiring additional staff members past that date, please update as hired. The information required will be as follows:

- *Staff Member Name*
- *Position*
- *Email*
- *Work Phone (if applicable)*

Additionally, please send **names** of those who **will not be returning** to your school for 2019-2020

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# Academic Excellence



## **LAST CALL - GRACE FORUM REGISTRATION**

Use the [Title IIA request form](#) to register your team for the June GRACE forum. The registration deadline was **May 1<sup>st</sup>**, so please register **ASAP**. 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 1<sup>st</sup>**!

## **CLOCK HOUR APPLICATION REMINDERS**

Please remember that applications for clock hours are due to Lisa O'Leary by **June 15<sup>th</sup>** if you would like them processed by July 15<sup>th</sup>. Any applications received after June 15<sup>th</sup> will be processed by August 1<sup>st</sup>. Visit our clock hours page for reminders about what you need to submit and the most up-to-date clock hour forms: <https://mycatholicschool.org/for-catholic-schools/professional-development/clock-hours> [\[ocsww.us3.list-manage.com\]](#)

## **NEW TEACHER CERTIFICATION REQUIREMENTS FAQ**

[Click here \[ocsww.us3.list-manage.com\]](#) to get your questions answered, and please share this with your staff!

## **E-WALK UPDATES**

**Renewal:** Bills for next year's E-Walk licenses will be mailed on July 5<sup>th</sup>. If you DON'T plan to renew, you must notify E-Walk by June 2<sup>nd</sup> by emailing [mxrenewal@harriscomputer.com](mailto:mxrenewal@harriscomputer.com).

**New E-Walk Users:** If you are interested in adopting the E-Walk teacher observation tool next year, reach out directly to Mark Moretti at [mmoretti@harriscomputer.com](mailto:mmoretti@harriscomputer.com) and he will be happy to provide you with a product demo.

## **CCEL PROFESSIONAL DEVELOPMENT INITIAL REGISTRATION FORMS - DUE JUNE 1ST**

We are offering some exciting new training opportunities with the Center for Educational Leadership next year. Click here to learn more about the [Elementary \[ocsww.us3.list-manage.com\]](https://www.surveymonkey.com/r/CEL2019Arch) and [High School \[ocsww.us3.list-manage.com\]](https://www.surveymonkey.com/r/HSArch2019) Offerings. We will open the formal Title IIA registration site in the fall, but we need to gather initial commitments to finalize our contracts. Please fill out the initial registration form now to let us know you hope to participate in this training next year. If something changes, we won't hold you to it!

· Elementary Training Registration Link:

[https://www.surveymonkey.com/r/CEL2019Arch \[ocsww.us3.list-manage.com\]](https://www.surveymonkey.com/r/CEL2019Arch)

· High School Training Registration Link:

[https://www.surveymonkey.com/r/HSArch2019 \[ocsww.us3.list-manage.com\]](https://www.surveymonkey.com/r/HSArch2019)

## **SAMPLE LANGUAGE FOR TITLE IIA AND TITLE IVA PLANS**

It's the time of year in which you are asked to submit Title funding plans to your local school district. The documents below provide some helpful sample language for use in the different plans you will be crafting.

· [Title IIA- Elementary \[ocsww.us3.list-manage.com\]](https://www.surveymonkey.com/r/TitleIIAElementary)

· [Title IIA- High School \[ocsww.us3.list-manage.com\]](https://www.surveymonkey.com/r/TitleIIAHighSchool)

· [Title IVA- Elementary and High School \[ocsww.us3.list-manage.com\]](https://www.surveymonkey.com/r/TitleIVAElementaryandHighSchool)

## **ACCREDITATION TEAM MEMBER REGISTRATION**

We are currently looking for team members to be on our visiting teams for accreditation next year - both high school and elementary. If you are interested, [please register here \[ocsww.us3.list-manage.com\]](https://www.surveymonkey.com/r/please-register-here). If you have any questions, please contact [Janeal](#).

## **2019-2020 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:**

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

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

Outside of these listed meetings are a number of **optional** leadership development opportunities, beginning in August.

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

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

**REQUIREMENTS:** (1.) Get a recommendation from your principal. (2.) Schedule a 30-minute interview with Kelly Surapaneni to assess leadership development needs. (3.) Attend the 5 required dates listed above.

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

[Recommend an aspiring leader \[ocsww.us3.list-manage.com\]](#)

Contact Kelly Surapaneni at [KSurapaneni@fulcrumfoundation.org](mailto: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.

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## Accessibility



### **MARKETING AND ENROLLMENT**

Are your enrollment numbers where you want them to be? We are in prime enrollment season and there is time to move the needle. Join us for the Summer workshop series and get your creative juices flowing! Dates and sign up links coming soon.

Questions? Contact Kristin Moore, Director of Marketing & Enrollment.

[Kristin.moore@seattlearch.org](mailto:Kristin.moore@seattlearch.org)

Cell: 206-475-7069

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## Fulcrum Foundation News



### **FULCRUM IS HIRING!!**

Fulcrum Foundation is hiring!

Fulcrum Foundation is currently hiring for two positions: [Database Manager \[recruiting2.ultipro.com\] \[ocsww.us3.list-manage.com\]](#) and [Development Associate \[recruiting2.ultipro.com\] \[ocsww.us3.list-manage.com\]](#). If you know someone who would be interested in either of these positions, please forward them the job postings. For more information, please contact Julie Coleman at [Julie.coleman@fulcrumfoundation.org](mailto:Julie.coleman@fulcrumfoundation.org) or 206.748.7987.

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All the OCS staff should be on this list.

**Our mailing address is:**

Office of Catholic Schools

910 Marion St

Seattle, WA 98104

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