



The Office for Catholic Schools fosters collaborative communities among all shareholders through high quality professional development to positively impact student learning and develop Christ-like servant-leaders for today's world. We work in the spirit of communion, solidarity and subsidiarity.

February 5, 2017 Bi-Weekly Report

Important Dates to Remember:

- [Fulcrum Celebration of Light](#)—February 9, 2018
- [High School Choir Festival](#)—February 12, 2018
- [Executive Principal Meeting](#)—February 13, 2018
- [Leadership Academy](#)—February 13, 2018
- [President / HS Leaders Meeting](#)—February 26, 2018
- [HS Leadership Dinner w/Archbishop](#)-February 28, 2018
- [Quarterly Principal Meeting](#)—March 8, 2018

TO DO List:

- [Complete Budget](#)
- February [Principal Monthly Tasks](#)
- Please complete the [OCS Website Survey](#)
- [Winter MAP Trainings](#)
- [MAP Fusion Conference \(Portland\)](#)
- Time to volunteer!!
[Special Olympics USA Games, Seattle - July 1-6, 2018](#)

PD Opportunities:

- [Diversified Learners Committee](#)



Kristin Dixon

Superintendent

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January Principal / Pastor Meeting

We hosted 64 principals, 32 pastors, and 6 paa's for our annual January meeting at the Palisades. The feedback that you have shared with us helps us evaluate the day and analyze how we can better serve your needs. Some of the learnings that bubbled to the surface in the feedback:

- How can we differentiate to meet your needs? The four areas of the strategic plan summarize the work of our schools, but we are all in different places on the continuum of growth. How do we help all schools grow in each of the areas?
- How can we build in discussion time to allow for deeper learning and networking?
- What is the "sweet-spot" with regards to the start and stop times, and how to use the minutes to best meet your needs?

We will seek feedback to these bigger questions from our Executive Principals as we plan for future All Principal Meetings.

March Principal Meeting

Please note that the next All Principal Meeting will offer you an experience and a chance to follow-up for discussion. Refer to Kaitlyn O'Leary's description below. Thank you to our schools, St. Philomena and St. Patrick, for allowing us to enter the classrooms and learn together how to offer affirmation and formative feedback to our teachers.

Catholic Schools Week Media Campaign

We have had a wonderful response rate to our Catholic Schools Week Media Campaign. Take a look at Tim's article for more detail. The funnel is working, and hopefully you are experiencing an increase in inquiries. Be ready!



Kaitlyn O'Leary

Curriculum, Early Learning
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Save the Date: Learning Walks with the University of Washington

We are excited to share that all principals will have the opportunity to participate in a learning walk as part of the March 8th Principal Meeting. If you have not yet indicated your site preference for that day (St. Philomena or St. Patrick), please let me know as soon as possible. [Click here](#) to review the agenda and learn more.

GRACE Teacher Mid-Year Meetings

GRACE teacher leader meetings have been a great success! [Click here for a summary of the day](#). Please be sure to have a 30- minute guided follow-up conversation with your teacher leaders by February 9th. Teacher leaders are asked to return the conversation guide to me by that date.



Tim Hunt

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Financial Services

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Ad Pilot 2.0—LAUNCHED

We have launched Ad Pilot 2.0, including Facebook and Google search ads that direct visitors to a new centralized website (catholicschoolswv.org) designed to raise awareness of Catholic schools and direct more people to consider us for their children. Targeted advertisements are now live to ALL Catholics and ALL school-aged parents within 5 miles of ALL Catholic schools.

These ads will run through February, to make sure you are prepared to welcome, follow up, enroll and retain more families this year!

GreatSchools.org Reviews

More and more parents are accessing online reviews as they consider education options for their children. One review site, [GreatSchools](http://GreatSchools.org), feeds into Zillow and RedFin real estate listings and will sometimes include local Catholic schools as part of a home listing profile (though not as often as we would like).

As we enter registration season we highly recommend that all schools “claim” their GreatSchools profile (yes, you have one) to: 1. ensure the description is accurate and 2. encourage some of your best parent ambassadors to provide new reviews about why they love your school. In addition to GreatSchools, we also recommend updating Yelp, Facebook, and Google descriptions and encouraging parents to provide positive reviews.

Budget Season

Each school recently received both a template to create their next year’s budget as well as an analysis tool that will help the conversation to develop financial goals for next year. If you’d like assistance with developing your next year’s budget, please feel free to contact me!



Sandy Barton Smith

Catholic Identity
& Essential Services

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ACRE Religion Assessment

There is still time to order materials for your Grade 5 and Grade 8 classroom materials to participate in the **April 9 - 30 testing window** for the Archdiocese of Seattle. These are the 3 links to study as you prepare to order the ACRE:

1) [ACRE Assessment Overview](#), 2) [NCEA IFG ACRE Ordering](#), and 3) [NCEA Assessment Resources](#).

For those 26 schools who tested in April 2017: If your school faculty has not reviewed the ACRE data for an alignment to core concepts and OCS Religion standards, we have organized some resources so your teachers can analyze your local Grade 5 and 8 ACRE data. For those entering into the ACRE for April 2018, these resources can help prepare and guide teachers of the core concepts that will be assessed on the ACRE as we continue to teach the OCS Religion standards deeply and intentionally. Please [click here](#).

Christ in the Classroom Local Winter Retreats

We have CIC Foundation Retreats starting on Feb. 16th and calendared through May. All schools have received the [CIC content](#) which includes the [surveymonkey link](#) that leads to the clock hour certificate for each teacher. **Please note:** If you are securing your CIC Retreat for a different date, please print out the clock hour sign-in sheet (which you will then send to OCS - c/o Sandy) and record the actual date that your local CIC retreat occurred. Additionally, when your teachers print out their clock hour certificates, please have them use the actual date of the **local CIC Retreat** for their own records. Please call if you need any additional help.



Karen Tarabochia

Governance, Operations, &
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W-2’s

Please communicate to your employees that the W-2’s for tax year 2017 are currently being processed and were available electronically on the UltiPro website beginning Monday, January 29th. <https://n22.ultipro.com>. The Archdiocese has elected electronic Form W-2’s only. The Payroll Services Office will **not** be mailing W-2 forms.

Hiring and Intent to Renew

The forms for intent to renew and hiring for the next school year are found on the website. [Teacher Intent Form](#)
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 a job description or duties you do not have to put that in the “INTENT” form, details and changes would come with the new covenant. [Standard Teacher Covenant \(0.75 FTE and greater\)](#) Work agreements are **NOT** rewritten each year but any salary or hours worked changes would be recorded on the current work agreement.

Please review [Employment Issues Memo](#)

3.9 Rehired Employees

Supervisors must consult with the Archdiocesan 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.



Jack Huber

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MAP Fusion Conference

The national [MAP Fusion Conference](#) will be in Portland on June 26th and 27th. The OCS hopes to send a group to attend this conference and learn together.

The discounted cost is \$460 per person for the three-day conference. Please use registration code **FusionPDX.SEA**. Title IIA funds can be used to pay for the conference.

Does your school have a story of success to tell about MAP? Then please consider presenting at the conference. [Click here](#) for the Call for Proposals. Presenters earn three free passes to the conference.

MAP Training Materials

All training materials from the February MAP trainings can be found on the [OCS website here](#).



Kelly Surapaneni

Leadership Development

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Leadership Academy

We are taking nominations for the 2018-2019 cohort of the Leadership Academy.

WHO: Aspiring administrators

WHEN: 1 Summer Workshop-August 15-16

5 Tuesday Meetings throughout the school year from 3:00pm-6:00pm

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

Here is the survey link for those interested in applying: [Leadership Academy Interest Survey](#)

Or contact Kelly Surapaneni at KSurapaneni@fulcrumfoundation.org.

Principal Certification, and Masters Programs

Are you or teachers in your school interested in pursuing a program in Educational Leadership?

Below are the universities we have cultivated a relationship with in Educational Leadership. Many of these programs have rolling admissions periods, but others have a deadline in the upcoming weeks. All of the universities below operate on a cohort basis, providing a network of fellow aspiring administrators to collaborate with while pursuing the degree/certificate.

Many of the Universities offer a 50% discount to full-time educators. Additionally, through the generosity of Fulcrum donors, there are partial scholarship for the University of Portland and the University of Notre Dame Educational Leadership programs.

CREIGHTON UNIVERSITY Phone: 402-280-2700 Contact: Ronald

Fussell Email: ronaldfussell@creighton.edu Website: <http://www.creighton.edu/ccas/education/>

GONZAGA UNIVERSITY Phone: 509-313-3664 Contact: Janice Huston Email: hustonj@gonzaga.edu Website: <https://www.gonzaga.edu/school-of-education>

NOTRE DAME Phone: 574-631-9309 Contact: April M. Garcia Email: agarcia9@nd.edu Website: <http://ace.nd.edu/leadership/>

ST. MARTIN'S UNIVERSITY Phone: 360-412-6142 Email: gradstudies@stmartin.edu Website: <http://www.stmartin.edu>

SEATTLE UNIVERSITY Phone: 206-296-5750 Contact: Kaelen Frashure Email: Edadmin@seattleu.edu Website: <https://www.seattleu.edu/education/edadmin/>

THE UNIVERSITY OF PORTLAND-Catholic Preliminary Administrator License Program Website: <https://education.up.edu/graduateprograms/catholic-pre-al.html>. For more information, please contact Mary Dolan at dolan@up.edu.



Tom O'Callahan

E-Rate & Technology

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E-Rate Task Force

34 of 42 schools have submitted 2018 Internet funding requests (Form 470). Schools are starting their classroom WiFi network equipment bid evaluations and classroom cabling bid evaluations will start next week. The estimated length of new cabling installed to support the 20+ classroom network modernization projects over the past 3 years is over 8 miles.

Technology Strategy and Planning

Tom visited a public school that recently adopted 1:1 computers for grades 3-12. Here are a couple IT infrastructure highlights. The student take home tablets (grades 6-12) were wearing out closer to 3 years than 4 years. All classrooms had a WiFi access point and the 9-12 grade network design needed to be adjusted to double the number of access points due to the high density of student tablets and phones.



Kristin Dixon

Elementary Accreditation

Karen Tarabochia

Secondary Accreditation

2017-2018 Accreditation Progress Reports

For schools in Accreditation Year 1, 2,3, or 4 (not the self study year or the visit year)—you are scheduled to complete the annual accreditation progress report. The new report template will be sent to your email inbox shortly along with instructions on the new format. If you have any questions about the report, please contact Janeal.grosinger@seattlearch.org

Accreditation Team Member Training—Elementary

Thank you to everyone who signed up for to be on an accreditation team for 2017-2018. We will hold all training meetings at the beginning of the previsit meeting date, unless you are notified by OCS. If you are assigned to an accreditation team and are unable to attend the previsit date, please contact us as soon as possible.

If you have any questions, please contact Janeal.grosinger@seattlearch.org



EDvantage Professional Development Opportunities 2017-2018

The [2017-2018 EDvantage](#) is now available. Please share this link with all your school personnel.

If you have any questions, please contact Janeal.grosinger@seattlearch.org



Catholic Schools Week Reflection

This Sunday, I found myself at mass in the pew of the parish in which I attended school for over eight years. Next to me sat- or rather squirmed- my little brothers, who now attend preschool and second grade there. The second grader sat in his uniform, and instantly I was transported to that rush of excitement and novelty of trading in an hour of extra uniform time in exchange for a free dress pass. This will my first year experiencing Catholic Schools Week in a role other than student, an experience I am finding to be at times a surreal joy as my perspective shifts and grows.

In thinking about what Catholic education did for me, I could recite a litany of gratitude: the high quality education, the spiritual formation and freedom to live out my faith, the truly lifelong relationships that I continue to cultivate daily. The experience of Catholic school is something that truly never leaves you. This is a truth I have lived and witnessed, and it plays a key role in how I approach my new position in the Office for Catholic Schools. It is what makes what we do here in our office and in our schools so important. If a Catholic school never leaves those who enter its doors, then it is vital that our schools be environments infused with love.

In coffee-fueled conversations with friends and fellow Catholic school alumni, both Catholic and non-Catholic students alike, we found that the experience of Catholic education can be boiled down to three main questions:

Who are you as a person?

What you are doing?

What are you going to do in light of that?

It struck me as echoing an Ignatian examen, and the more I let those questions wash over me in light of my experience the more I realized it was an accurate summary of how my Catholic school experience helped me discover myself, formed me, and challenged me. During this week, I hope to continue asking myself these questions, and I invite you to do the same of yourselves, your colleagues, and your students.
-Eugenia Geisel

High School Leadership Dinner with Archbishop

The Leadership Dinner is scheduled for Wednesday, February 28th at 5:30 PM in the Orr Conference Room of the Chancery. [Please register](#) your Senior Class Officers for this dinner. The registration deadline is February 12th. High School Principals should receive a letter from Mrs. Dixon shortly with more information. If you have any questions, please contact Janeal.grosinger@seattlearch.org

2018-2019 Academic Calendar

The [Archdiocesan Academic Calendar for 2018-2019](#) is now available. Please use this calendar when finalizing your school calendar. You should receive an email today from our office with the calendar template. If you have any questions on how to adjust this calendar for your school needs, please contact Janeal.grosinger@seattlearch.org

In addition, the [online calendar tool](#) is now available for the 2018-2019 School year. Please complete your calendar dates online by March 1, 2018.

Piano and Organ

We have a parishioner who has a small piano and organ. Manufacture is Wurlitzer and she said they are what is called a "spinnet" type. If your music program is interested in more information, please contact Ed Foster at (206) 382-2064.

Archdiocesan School Board Awards

Would you like to nominate your pastor or school leader for this year's Archbishop Brunett or Sr Mary Taylor awards? Please [Click here](#).



529 Plans and K-12 Education

Did you know that 529 Education Savings Plans can now be used to pay for K-12 education—including Catholic school tuition? Changes approved in the new Tax Cuts and Jobs Act extend the use of 529 Education Savings Plans—traditionally meant to cover college or other post-high school education and training costs—can now be used for approved K-12 education expenses. Fulcrum is working with the Office for Catholic Schools to develop tools and guidance for schools and parents on this issue. In the meantime, check out these great resources to learn more about the changes:

[What is a 529 Plan?](#)

[What are the new changes to 529 Plans?](#)

[New York Times Article](#)

[CNBC Article](#)

Celebration of Light

Fulcrum's signature fundraising event and community celebration of Catholic education is on Friday, February 9th at the Seattle Sheraton Hotel. More information can be found [HERE](#) or by contacting Stephanie Singler at stephanie.singler@fulcrumfoundation.org or 206.219.5811.

Seattle University

20% off the last two KeyArena games <http://bit.ly/CatholicsAtTheKey> Use code "17FULCRUM"

Catholics at the 'Key All Season Long!

Don't miss the homecoming game February 3 – The greatest basketball player of all time, Elgin Baylor, will be honored at halftime!
