Archdiocese of Seattle
CATHOLIC SCHOOLS

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.

June 4, 2018 Bi-Weekly Report

Important Dates to Remember:

- Deadline for GRACE Lodging Registration—June 8, 2018
- GRACE Catholic Educators Forum—June 21-22, 2018
- OCS Offices Closed—July 4, 2018
- New Principal Orientation—July 12-13, 2018
- Kick Start Principal Meeting—August 13-14, 2018
- New Teacher Orientation—August 16, 2018
- Leadership Academy (Aspiring) - August 15-16, 2018

TO DO List:

- June Principal Monthly Tasks
- Please complete the OCS Website Survey
- MAP Fusion Conference (Portland)
- Time to volunteer!!
  Special Olympics USA Games, Seattle - July 1-6, 2018

PD Opportunities:

- Diversified Learners Committee
- Summer Professional Development

Kristin Dixon

Superintendent

superintendent@seattlearch.org

Questions about Discipline Policy

If an inquiring family asks you about your discipline policy, how do you answer this important question? I recall during my years in the principal's chair, that this question opened the door to a deeper discussion. "What is it that God wants for your child?" "How can we assist you as parents in helping your child discover their unique gifts?" A Catholic school can assist children in developing the self-discipline to become their best selves as a member of a community. We have a common language that instills a belief in the dignity of all persons, and a belief that it is through relationships with one another, with Jesus, who is both our teacher and model, that we strive for a peaceful and just world.

This answer isn't exactly a policy statement, or a list of rules. Certainly, both policies and rules are important, but a deeper understanding of the reason for our schools is inherent in this question about discipline. Bottom line, our Catholic schools are open for business because we offer this deeper understanding of self-discipline.

Bishop Mueggenborg shared the Wall Street Journal editorial with me and with the Fulcrum Foundation this past week-end titled, "The Catholic Schools Difference". The article will make you smile and nod your heads in agreement! This article is worth your time, and will offer encouragement for the last lap of the school year. Thank you for all you do for your school,

Kaitlyn O'Leary

Curriculum, Early Learning & Government Programs

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GRACE Lodging Registration

If you are in need of lodging for the GRACE forum, please review the instructions to use your Title IIA funds for lodging. Please note, rooms will only be held until June 10th. Starting June 11th, rooms will be released to the public and will not be guaranteed at the discounted rate.

GRACE—Letter to All Teachers

Please share this letter with the teachers at your school to provide them with an overview of GRACE this year and a summary of the vision moving forward.

GRACE Teacher Leaders—Principal End-of-Year Conversation Guide

We are asking that all principals and teacher leaders engage in a brief end-of-year conversation. Click here to access the conversation guide. Principals, please submit a short summary of your conversation using this form by **June 15th.**

E=Walk Online Teacher Evaluation Tool

We have scheduled three short webinars for those interested in learning more about E-walk before deciding whether or not they will use it next year for teacher observations. Click here to access webinar details. If you haven't yet signed up for E-Walk and would like to, click here to register.

OSPI Compliance: Weapons Report

The deadline to submit the OSPI weapons report on EDS is July 31st. Please remember you CANNOT submit this report until after the last day of school.

Title IIA Professional Development Plans

Please remember to use the language provided if you plan to participate in the Archdiocesan GRACE, HS Department Chair, or CEL 5D Learning Walk professional development we will offer. Click here for sample language.

Summer Professional Development Opportunities

Click here for a variety of great conferences. Title IIA funds apply!

Karen Tarabochia

Governance, Operations, & Personnel

Karen.tarabochia@seattlearch.org

Which Covenant or Work Agreement to Use?

Covenants and Work Agreements have been revised to reflect the different jobs associated with the positions. Please refer to this list when deciding which form to use. If you have already offered covenants from the website they are correct.

STANDARD TEACHER MINISTERIAL COVENANT

FTE: 0.75 and Greater

All teaching staff that works full time or at least 0.75. These teachers qualify for full benefits according to the policy in effect at that time. This includes Pre School teachers.

STANDARD TEACHER MINISTERIAL COVENANT

FTE: Less than 0.75

All teaching staff working less than full time, and hours do not qualify for paid medical benefits, but do qualify for a proportion of benefits (ie. Sick leave, personal day, retirement, etc.) based upon the percentage of time worked. There are no benefits for those working less than 20 hours.

STANDARD TEACHER MINISTERIAL COVENANT

HOURLY COMPENSATION (For Those Earning Less than $250/Week)

All instructing staff that works for an hourly salary and earns less than $250 a week or $1200 in a school year. This instructor may come in for a period of time, do a project and come back at a later time to complete the project. This could be a specialist in a particular curriculum, or co-curricular area. All who instruct are considered teachers. There are no benefits for this Covenant.

NO CHANGES TO: Standard Elementary Principal, Standard Elementary Vice Principal, Standard Secondary Principal, Standard Secondary Vice Principal covenants. The President works under a Work Agreement appointed by the Archbishop.

EMPLOYMENT WORK AGREEMENT (*To be signed at the time of hiring, not renewed each year)*

FTE: 30 hr/week or greater

All non-teaching staff working in the school. This includes teacher aides, administrative assistants, playground aides, custodial staff, etc. These positions are eligible for paid holidays, 10 sick days and 2 personal days, and unless working the full calendar year are not eligible for vacation pay. These positions are paid on an hourly basis for the days on the job. Benefits will continue to be paid during the summer break and payment will be deducted from paychecks beginning in Sept.

EMPLOYMENT WORK AGREEMENT (To be signed at the time of hiring)

Less than 30 hrs/week Non-Certificated Staff:

Hours do not qualify for paid medical benefits, but do qualify for a proportion of benefits (ie. sick leave, personal day, retirement, etc.) based upon the percentage of time worked. There are no paid medical benefits for those working less than 30 hours.

New Teacher Orientation—Save the Date

Please have all your new teachers register. *Thursday, August 16, 2018*

Check in: 8:30am **St. Philomena Parish Hall** 1815 S 220th Des Moines, WA

Sandy Barton Smith

Catholic Identity & Essential Services

Sandra.smith@seattlearch.org

Christ in the Classroom Foundation Update

The complete clock hour paperwork (sign-in sheets) for the **CIC Great Mysteries local retreat and/or the CIC Scripture and Tradition local retreat** offered this year **must be in our office on or before June 30th** for verification that your school participated in the CIC retreat(s). To check if you are on our confirmed CIC Retreat lists, please visit: 17-18 Great Mysteries Retreat and 17-18 Scripture and Tradition Local Retreat. Please remember, per policy one CIC retreat is required each year.

We will then make updated 18-19 surveymonkey evaluation links with updated clock hour certifications so the **Great Mysteries and Scripture and Tradition retreats**, if your school did not access them, could be used for your AUGUST in-service week or at another time during the 18-19 school year. Also, if you would like to review your surveymonkey data for one or both of the CIC Retreats for planning purposes, please send an email request to Eugenia.geisel@seaatlearch.org and she will send your data directly to you.

September CIC Leadership Retreat at Seabeck—September 20-21

We are excited to invite **Father Ron Nuzzi** back to join us as we work through the CIC Leadership Retreat focusing on **Task 5: Community Life**. We will be working for perfect attendance so we can be together as one and grow in a common vision of community life. Principals and Presidents, PLEASE secure these dates on your personal calendar now so you can be fully present to this faith experience. Those who can come Wednesday afternoon/evening, Sept. 19 will be treated to an evening of fellowship and fun!

Special Olympics USA Games are T-minus one month away!

You have done a great job! The signs are coming in and take a peek at your sign-age efforts http://www.ocsww.org/site/content.php?r=5060-SO-Athletes Also, all are welcome to attend the June 30 7PM Special Olympic Mass at Kane Hall. Room 130. It's going to be a beautiful moment for all of us to witness with Archbishop Sartain. Please note the stories of our 2 SO athletes, **Simon Van Geisen** **and** **Frannie Ronan** in this month's NW Catholic! BRAVO!

Kelly Surapaneni

Leadership Development

KSurapaneni@fulcrumfoundation.org

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.

Leadership in Action—Kathleen Conklin

Please read the great article on Kathleen Conklin—Principal of Assumption-St Bridget that was featured in the latest edition of Fulcrum First Friday Update.

Partnering to Build Leadership Capacity in our Schools

Please read the great article on the combined Fulcrum Foundation/Office for Catholic Schools Strategic Plan that was featured in the latest edition of Fulcrum First Friday Update.

Tim Hunt

Marketing &
Financial Services
Tim.hunt@seattlearch.org

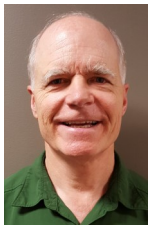
Registration / Advertising Survey!

If you're having a particularly good or challenging registration season (ie, better registration or lower registration than normal), could you please shoot me a note to let me know?
We are in the midst of advertising and will be making some adjustments over the summer. Another way to inform our efforts is to complete this survey, which would take 5 mins.

Google Analytics—Support Available to set your Website up!

The OCS and the Fulcrum Foundation are eager to help schools take advantage of free services to measure traffic on their websites. Google Analytics is one such tool and we are very lucky to have the support of Bob Covey to help set this program up. Below are a list of 5 steps to setup Google Analytics, which you can do independently or contact Bob for step-by-step assistance.
There are 5 basic steps in implementing Google Analytics on your web site.

- Identify the Google Analytics (GA) Administrator & be sure they have a Gmail account
- Identify the School Web Site Administrator and be sure they can access your web site with administrator privileges
- Generate a Tracking ID
- Add the OCS permissions and GA: Verify Google Analytics Dashboard access.
- Have the Website Admin install GA snippet.



Tom O'Callahan

E-Rate & Technology

Tom.ocallahan@seattlearch.org

E-Rate Task Force

Funding requests: Since 2016, 120 E-Rate funding requests have been submitted and there has never been a rejection. 54 out of 56 E-Rate requests for funding, Form 471, have been fully approved for 2018-19. The remaining 4 forms are expected to be approved in the next 2 weeks.

Invoicing: Form 486 filing is the first step in process to receive E-Rate disbursements. Thirty-eight Form 486 documents have been approved. All these forms were filed after the schools had completed their CIPA documentation. The remaining 6 schools are working on their CIPA documentation.

Technology Strategy and Planning

The task force is working with 9 schools to prepare their 2019-2020 school IT network modernization projects. Summer IT network modernization projects are underway at 9 other schools and the task force is providing the schools a mix of project coordination and engineering.
The ITAG is developing a Chromebook best practice document to guide school technology staff.

Kristin Dixon

Elementary Accreditation

Karen Tarabochia

Secondary Accreditation

2018-2019 Accreditation Team Member Registration—NOW OPEN

If you would like to be on an accreditation team for 2018-2019 please register online. Please register to be on either an Elementary Team or a Secondary Team. 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

High School Accreditation Teams

We will have 2 high schools who will have Accreditation Visits in the 2018-19 school year. If the principal would like staff to be trained for serving on visiting teams, to gain experience in the Accreditation process, please have staff register for a team. If you have questions, please contact Karen.Tarabochia@seattlearch.org . Training will be held in September.

Jack Huber

Data Management

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Update on Alma

Guided by the Strategic Plan, OCS is still working toward the goal of all schools using the same student information system (SS). At the same time, OCS is dedicated to wise stewardship of our financial resources which means we respect the investment you've made in your SIS, such as PowerSchool, to adapt it to your needs. We're working toward a goal of one "deal you can't refuse" SIS that prevails over competing products in functionality, flexibility, ease of use, responsive training, customer service and support, and cost-effectiveness.

This year, based on last year's SIS Committee recommendation, seven schools piloted Alma. The pilot went well and the schools have good things to say about it. Because Alma is a new company it is still actively developing its features and that development is going well. Alma understandably wants to strengthen its partnership with us and serve more schools next year. To that end Alma has recently offered webinars of which a number of schools have taken advantage. The schools that piloted Alma this year are staying with the product, and at this point we're pleased to report that a handful of new schools have decided to migrate to it next year (2018-19) or are actively considering it.

We believe Alma holds great promise to soon become this "deal you can't refuse" SIS product and actively encourage your school to explore the product and consider adopting it next year.

Spring Data Collection

Please complete the Spring Data Collection by June 25th.

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Archdiocesan School Board Awards— DUE ASAP

We are approaching the final deadline for submitting your nominations. Please send your nominations to janeal.grosinger@seattlearch.org as soon as possible.

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

FULCRUM

Educational Leadership Grants

Fulcrum provides partial scholarships for aspiring administrators and principals to pursue degree programs and/or principal certification programs in Educational Leadership. Beginning in April 2019, you can apply for scholarship funds in Educational Leadership or principal certification to our partner programs (Creighton University, Gonzaga University, Saint Martin's University, Seattle University, University of Notre Dame, and University of Portland). For more information contact Susan Ocoma susan.ocoma@fulcrumfoundation.org