



*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.*

## January 8, 2018 Bi-Weekly Report

### Important Dates to Remember:

- M.L. King, Jr. Day—OCS offices Closed—January 15, 2018
- Principal/Pastor Meeting—January 25, 2018
- Leadership Academy Meeting—January 25, 2018
- 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

### TO DO List:

- [Complete Budget](#)
- [Register new employees for Virtus](#)
- January [Principal Monthly Tasks](#)
- Please complete the [OCS Website Survey](#)
- [Enrollment and Staff Report](#)
- [Immunization Status Reporting](#)

### PD Opportunities:

- [Diversified Learners Committee](#)
- [UW CEL Makeup Training](#)
- [MAP Training Makeup Webinar](#)



**Kristin Dixon**

Interim Superintendent

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## Celebrate Catholic Schools Week 2018

January 28 – February 3  
#CSW18

Check out the [great resources that the NCEA has prepared](#) for schools to consider as you plan Catholic Schools Week 2018! As we prepare for Catholic Schools Week 2018, and registration, it is also helpful to remember to market to your current families as well as those considering a Catholic education! What is your school doing to make certain that all families see and believe in the benefit of their choice in Catholic education? This [reproducible graphic](#) gives 12 top reasons to choose Catholic schools. At our next All Principal/Pastor meeting, we hope you bring with you your outline for CSW to share with those at your table/regional groups. We build on one another's efforts and ideas!



**Sandy Barton Smith**

Catholic Identity  
& Essential Services

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### Essential Services

January marks the mid-point where schools are planning and developing vision for 2018-2019. Please check in with January Monthly Tasks for [Principals](#) and [School Office Staff](#).

### Catholic Identity

Chancery ministries have important events and opportunities for your consideration: [National Migration Week](#), [Mass and March for Life- Jan. 22](#), [Catholic Advocacy Day on Feb. 21](#), [Human Trafficking](#), [Restorative Justice movement](#), and [Missionary Discipleship](#) webinars. Many of these resources can be activated with faculty/staff, families as well as integrated into many rich religion opportunities for our students.

### Christ in the Classroom Foundation Winter Retreat on Friday, February 16

Two emails will be sent to each principal on Monday, January 8<sup>th</sup> containing the CIC Winter Retreat content, resources, directions, pre-filled clock hour forms, and survey monkey evaluation link. This CIC Winter Retreat focuses on **Task 1: Knowledge of the Faith - Scripture and Tradition**. ALL Christ in the Classroom resources can be found [here](#).

### Special Olympics US Games July 1-6, 2018

**2 Big Wins on the Road to the Special Olympics US Games July 1-6, 2018!** A great surprise occurred at St. Madeleine Sophie School, Bellevue on Friday, January 5! **Frannie Ronan, 2nd grader**, learned she will be part of the Washington State Special Olympics delegation of athlete. Frannie will be competing in the Gymnastics venue and the **youngest** of the 4,000 Special Olympic athletes! Nothing better than faith, family, and friends together to celebrate **"TEAM FRANNIE"**! The **Knights of Columbus of Washington** will be the manpower behind the Special Olympics Family Fun Day on the 4<sup>th</sup> of July at HUSKY Stadium! The Knights are coming from Canada, Idaho, Montana and Oregon to help serve!



## Karen Tarabochia

Governance, Operations, &  
Personnel

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### Important Changes for 2018—Paid Sick Leave for ALL Employees

Be sure to consult with your Payroll Administrators to review changes they have received from Payroll Services. New law : **Washington State Paid Sick Leave Law, effective Jan. 1, 2018.** All employees working 20 hours or less per week are **NOW** eligible to earn paid sick leave. These employees will need to be assigned the sick plan in Ultipro now. Seattle sick and Tacoma sick PTO plans will no longer be used. The Washington State sick PTO plan must be assigned to all eligible employees.

- Accrual Rate: Employees will accrue 1 hour of sick leave for every 30 hours worked.
- Carry Over: Employees will be allowed to carry over 72 hours to the next calendar year.
- The PTO plan will follow current sick PTO plans and allows employees to use the hours as they accrue them, there will not be a waiting period.

### All Updated Policies are entered on the OCS Website

All revisions and changes to school policies have been approved and are now loaded on the OCS website. New policies or changed policies are highlighted in **yellow** and ongoing policies are now shown in basic black.

**W-2's for tax year 2017** will be processed and will available electronically on the UltiPro website by the end of January. The Archdiocese provides electronic Form w-2's only. The Payroll Services Office will not be mailing W-2 forms.



## Kaitlyn O'Leary

Curriculum, Early Learning  
& Government Programs

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### GRACE: Teacher Leader Meetings—January and June

The registration deadline for the January GRACE teacher leader meetings is January 12<sup>th</sup>. Please encourage your teacher leaders to register! This meeting is for all teacher leaders and one principal representative in each region. Principals and teacher leaders will be asked to have a guided follow-up conversation. [Please pass this registration link along to your teacher leaders.](#)

The June GRACE meeting will be held on **June 21<sup>st</sup> and 22<sup>nd</sup>**. Please note that this is a change from the originally scheduled dates of June 20<sup>th</sup> and 21<sup>st</sup>. Please save the date. We are asking that **ALL principals and teacher leaders** attend this training.

### Notice of Title Funding Allocations from OSPI

Many of you received an email notification for OSPI this week regarding your Title funding allocations. To understand what this means and what you should review, [click here to learn more.](#)

### Resources from the University of Washington

[Click here](#) to access the resources shared by the University of Washington at November's All Principals' meeting. UW will be joining us again at the March 8<sup>th</sup> All Principals Meeting to continue our learning.



## Tim Hunt

Marketing &  
Financial Services

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### Catholic Schools Week 2018

We are excited to expand our pilot advertising effort to include all schools during Catholic Schools Week.

Beginning January 25th , Advertisements will air to several hundred thousand households via Facebook and Google. Make sure you are best prepared to welcome, engage, and enroll more families!

Reference our [Catholic Schools Week Readiness Checklist](#) and get your school ready for enrollment season!

Advertising will continue for 3 weeks past Catholic Schools Week, so we encourage you to use this time as a great kickoff for your registration efforts!

### Budget Season

Did you know that the average school in the Archdiocese raises their stated tuition by 4% annually?

Each school is responsible to set their own tuition, but we often get questions about "average tuition increases" and other assumptions to include in early drafts of the 18-19 budget. It's never too early to plan ahead:

Recommended actions:

- Send "Intent to Return" forms home to get a jump on 18-19 retention
- Examine current contracts to make 18-19 tuition revenue projections
- Over-estimate potential expense increases (salaries, benefits, insurance, etc) and under-estimate potential revenue sources (tuition collection and fundraising)... create these assumptions now and refine as we move closer to year-end!
- Utilize the school budget template to create, track and manage your budget!
- Contact me if you need assistance!



## Tom O'Callahan

E-Rate & Technology

[Tom.ocallahan@seattlearch.org](mailto:Tom.ocallahan@seattlearch.org)

### E-Rate Task Force

The E-Rate program moved up filing deadlines considerably. In December, the E-Rate Task Force assisted schools to submit their Internet service E-Rate CAT 1 Forms 470 (request for bids) and 471(request for funding) so this will be completed well ahead of the request for funding deadline in March. The schools with E-Rate CAT 2 projects have finalized their plans and associated IT infrastructure. The request for bid documents are in final review in preparation for posting for competitive bids.



**Kelly Surapaneni**

Leadership Development

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### Principal Certification, Masters and Doctoral Programs

To be eligible for service in Catholic schools, prospective principals must receive certification. The following, which have different programs and methods of delivery, are recommended.

**CREIGHTON UNIVERSITY** Phone: 402-280-2700 Contact: Ronald Fussell Email: [ronaldfussell@creighton.edu](mailto:ronaldfussell@creighton.edu) Website: <http://www.creighton.edu/ccas/education/>

**GONZAGA UNIVERSITY** Phone: 509-313-3664 Contact: Janice Huston Email: [hustonj@gonzaga.edu](mailto:hustonj@gonzaga.edu) Website: <http://www.gonzaga.edu>

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

**ST. MARTIN'S UNIVERSITY** Phone: 360-412-6142 Email: [gradstudies@stmartin.edu](mailto:gradstudies@stmartin.edu) Website: <http://www.stmartin.edu>

**SEATTLE UNIVERSITY** Phone: 206-296-5750 Contact: Kaelen Frashure Email: [Edadmin@seattleu.edu](mailto: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](mailto:dolan@up.edu).

### New Principals

New principals will be meeting on **January 25<sup>th</sup>** at the conclusion of the All Principal's Meeting for a session on *Serving Diverse Learners*. This session will be from 2:00pm-4:00pm

### Leadership Academy

The Leadership Academy meeting is scheduled for

**WHEN: Tuesday, February 13th 3:00PM-6:00PM**

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

**WHO:** All new and aspiring principals

**AREA OF FOCUS:** Spiritual Leadership

If you have any questions regarding the Leadership Academy feel free to contact [ksurapaneni@fulcrumfoundation.org](mailto:ksurapaneni@fulcrumfoundation.org)



**Jack Huber**

Data Management

[Jack.huber@seattlearch.org](mailto:Jack.huber@seattlearch.org)

### Winter MAP Trainings

Registration is now open for our winter MAP trainings. These trainings are scheduled for Monday, February 6 through Friday, February 10. The trainings are open to principals, teacher leaders, and MAP coordinators. [Please register by January 26<sup>th</sup>](#).

### MAP Fusion Conference

Save the date! The [MAP National Fusion Conference](#) will take place in Portland this summer on June 26<sup>th</sup> and 27<sup>th</sup>. The Office for Catholic Schools hopes to send a group together to attend this conference and learn together. Title IIA funds can be used to cover the cost of this training. We will soon have a group registration code available. Be on the lookout for more information about group registration.

### New Lockdown Browser

MAP has updated the lockdown browser for all platforms to improve security and compatibility with newer test items and accommodations. Please check with your MAP coordinator to update your devices to this new browser if at all possible. Please visit the [MAP Help Center](#) for more information about updating lockdown browsers.

### Text –to-speech Accommodation now Available

Text-to-speech is now available. Text-to-speech allows a student to have a question read aloud to them by the computer, replacing the need (in some cases) for a proctor to read the questions for each student, and enabling a larger percentage of students to be assessed at once. When activated by the proctor, the speech controls will now appear on the student's toolbar where the highlighter and eraser are currently located. The toolbar will appear slightly different than it has in the past, though all the original functionality remains the same. Students can practice using text-to-speech for MAP Growth (without any proctor involvement) at <http://warmup.nwea.org/screenread.html>. It's recommended to use Chrome or Firefox browsers with the practice tests.

### New MAP Growth warmups will replace Practice Tests

MAP Growth warmups will be replaced by new practice tests by mid-February, enabling students to practice using the new text-to-speech capability. Students will follow a link (just as they did before), then enter a new generic student username and password. There is no proctor involvement required. It's recommended to use Chrome or Firefox browsers with the new practice tests. MAP will announce the transition to practice tests through a message at the top of pages within the system and provide a link to view the new MAP Growth practice test login information in "User Assistance."



**Kristin Dixon**

Elementary Accreditation

**Karen Tarabochia**

Secondary Accreditation

### 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](mailto:janeal.grosinger@seattlearch.org)



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## 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](mailto:Janeal.grosinger@seattlearch.org)



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### Principal / Pastor Meeting

Our Annual Pastor / Principal meeting is scheduled for January 25, 2018. Please [register](#) both the principal and the pastor for this meeting. From 8:30—9:30 AM the OCS Leadership will be available to answer your questions. A continental breakfast will be available at 9:00 AM and the meeting will begin at 9:30 AM. On the [agenda](#) for this meeting is the School Leadership and Student Achievement, Catholic Identity, Operations for Thriving Schools, and Analysis of School and Parish Community Data. Bishop Mueggenborg will meet with all pastors following the meeting at 2:00 PM.

### 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](mailto: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.

### Archdiocesan School Board Awards

The **Sister Mary Taylor Award** was established by the Archdiocesan School Board in January, 1986 to recognize distinguished service to Catholic education by teachers, staff, administrators and those who have made outstanding gifts of their time, talent and resources in the service of Catholic schools. The award is named in honor of Sister Mary Taylor, SNJM, a well-respected teacher, administrator and Assistant Superintendent of Catholic Schools for the Archdiocese of Seattle.

The **Archbishop Alex J. Brunett Award** was established in 2011 by the Archdiocesan School Board to recognize distinguished service to Catholic education by a pastor, priest or deacon. The award is named in honor of Archbishop Alex J. Brunett, in recognition of his support for Catholic education, during his service as Archbishop of the Archdiocese of Seattle for 13 years.



### 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](mailto:stephanie.singler@fulcrumfoundation.org) or 206.219.5811.

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