

October 17, 2022

Hello School Leaders,

Just a note that I will be away at a leadership conference Monday through Wednesday this week. If you need anything while I'm gone, please reach out to Janeal at 206.382.4861, Janeal.grosinger@seattlearch.org or John Sullivan at 206.702.4525, john.sullivan@seattlearch.org Thank you!

Here are a few items to mention this week – some new, some repeated just in case!

ACTION ITEMS

1. Annual Principal Self-Assessment Cycle...a friendly reminder:

- For all Level 1 principals (except those in their first year at a school):
 - **Step 1 by October 15th:** Complete the annual self-assessment and goal sheet by October 15th.
 - **Step 2 by November 15th:** Principals need to schedule a meeting with their pastors/canonical leader and review their self-assessment and goal sheet no later than November 15th.
 - **Step 3 by December 1st:** Pastor/canonical leader submits a copy of the self-assessment and goals sheet with his written feedback to OCS by December 1st.
 - For Level 1 principals in their first year at a school – the due dates for the three steps above are as follows: **December 15th, January 15th, February 1st** (completing the steps with the assistance from OCS)
- 2. October 20th at 10:20 am:** The Great Washington Shakeout - Each year, FEMA holds a state-wide earthquake drill at 10:20 a.m. on 10/20 (October 20th). Schools and parishes are encouraged to participate in this event. You can find more information [here](#).
- 3. Due by November 15th:** The private school enrollment report is due no later than November 15th. The portal and directions can be found [here](#).
Note: The enrollment count included in the report should be based on your school enrollment as of October 3rd.

In addition to the resource linked above, the state is offering weekly Q & A sessions on Thursdays from 11:30-12:30 to help answer questions about the reporting process. You can access the Zoom link here: [Thursday Q&A Zoom](#)

That's all for this week!

Peace to everyone,

Pam 😊