

December 12, 2022

Hello School Leaders,

Thank you to all Level 1 administrators who have completed their self-assessment review with their pastor/canonical leader. A friendly reminder to please email your signed self-assessment and goals sheet once completed. Thank you!

New Information This Week:

- Please forward [this newsletter](#) to school employees on the Christian Brothers Health Plan. It was sent via email to all those enrolled, but I've often heard that many don't receive it (sometimes goes into Spam folder). Please note that this newsletter is only for those on Christian Brothers; Kaiser sends out a separate one. Thank you!

Repeat Information (just in case):

- **Salary information from Human Resources:** Please see the attached documents H.R. recently sent to parish bookkeepers and PAAs regarding the changes to the salary threshold that go into effect on January 1, 2023. These are four new documents that are helpful for answering questions and processing the necessary paperwork:
 - [H.R. Memo](#)
 - [Salary Threshold FAQ](#)
 - [Notice to Employee](#)
 - [Directions for Completing Personal Action Form](#)
- **Holiday Security Bulletin:** Please take a look at this [holiday safety/security bulletin](#) that the chancery recently shared – it's insightful. Feel free to share it with your staff.
- **Volunteer Agreement Forms:** Now that the state of emergency has been lifted, the Human Resource Department has indicated schools should shred the Volunteer Agreement Forms collected earlier this school year. No copies should be kept on file.
- **Northwest Catholic Contest Winner:** Read about Aoife Kennedy, 6th grader at Holy Rosary Edmonds, who won the cover art contest and check out these articles in the December 2022/January 2023 issue of Northwest Catholic: [NWC1222 Flip \(nextflipbook.com\)](#)
- **Save the Date!** On Thursday, January 5th Joffe Emergency Services will be presenting during the 11:00 principal meeting on establishing an Incident Command System (ICS) for responding to school emergencies. Note: This presentation will be **1 hour long**, so please note this date and time on your calendar.

Sending you all my prayers for a restful Christmas break with your families!

Merry Christmas & Happy New Year!

Pam Schwartz 😊