

Leadership & Governance Update

April 3, 2023

Hello School Leaders,

Please note that I will be on vacation from April 7-21, so please reach out to me this week if you need something before my departure. While I'm gone, please contact the following OCS team members if you need assistance:

- For urgent personnel or school related matters: Nicholas Ford @ superintendent@seattlearch.org, **206-382-4861**
- For Frontline job postings or sub related matters: Synthia Kaldi @ Synthia.kaldi@seattlearch.org, **206-393-7517**
- For general questions (or you aren't sure who to contact): Amy Edwards @ Amy.edwards@seattlearch.org, **206-382-4861**

I am including an [updated contact list](#) for the OCS Team as well.

NOTE: This same Keystone edition will be repeated for the next two weeks.

New Information

- **Please read** the [following memo from Kathryn Daily](#) in Human Resources regarding employee W4 information.
- **EANS I Ideas:** Not sure how to spend your remaining EANS I funds before the September 30th deadline? Consider hosting summer camp at your school! Allowable EANS I reimbursable expenses can include: "maintaining education and support services or assistance to address learning loss." Summer camp can be designed to provide additional academic instruction AND incorporate fun, camp-like activities for your students! But HURRY, don't wait! Submitting your plan to the state for approval will require a long lead time, so now's the time to act. Another idea for using unspent EANS I funds is to provide each student with a summer learning bag that contains materials to address the learning loss that has occurred over the last few years due to COVID. If you are interested in exploring this option, reach out to me for more information.
- **Emergency Response Resources:** Last week, I reviewed [the following slide deck](#) with emergency response resources which were previously shared last year. The slide deck includes templates for emergency plans and a number of other useful resources. Some schools have contracted with Joffe Emergency Services to conduct an assessment of needs and to help develop their plan, others have developed their own safety committees to do this work. Another resource is Greg Allen with Highlander Six Consulting. Greg is a retired US Army Colonel and security consultant who has worked with several of our schools:
Gregory J Allen, Security Consultant
[H6 \(highlander6.com\)](mailto:gallen@highlander6.com); 253.709.3195
gallen@highlander6.com

Important Due Dates

- **April 7th:** Deadline for Employee Service Award submissions - Please submit the First Name, Last Name, and Years of Service for each teacher, school employee, and administrator who has reached an award year. Please read the following memo for submission instructions: [Awards - My Catholic School](#)
- **April 17th:** Application to Participate in Federal Programs: Each year, private schools must complete an application to participate in any Title program (including student services and professional development funding). Even if you do not plan to access all the Title programs/services, we strongly

recommend you complete the application and still check all the Title programs (you cannot change it later). **There are no exceptions to the April 17th application due date. Application instructions and contact information for questions can be found here:**

[Private School Participation in Federal Programs Bulletin Posted and Application Open \(govdelivery.com\)](#)

In addition, you can find information about each Title program [on this document](#).

- **April 18th** - Private School Approval Application: Each year, the State Board of Education requires all private schools to re-apply for approval. NOTE: This is different than the enrollment report schools submitted in the fall. Directions for completing the application can be found here:

[2023 - 2024 Private School Approval Applications](#)

Questions? Stop by during their **Zoom office hours** @ **11:30–12:30** offered on:

- April 5, 19

For questions, please contact: nicole.mulhausen@k12.wa.us, 360-791-5605

Have a great week!

Pam Schwartz 😊