



*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.*

November 6, 2017 Bi-Weekly Report

Important Dates to Remember:

- Quarterly Principal Meeting—Nov 16, 2017
- Leadership Academy—November 16, 2017
- Thanksgiving—OCS offices Closed—Nov 23-24
- High School Principal/President Meeting—November 27, 2017
- Executive Principal Meeting—December 12, 2017

TO DO List:

- [Complete Budget](#)
- [Register new employees for Virtus](#)
- November [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

superintendent@seattlearch.org

Leadership Gifts

I recently returned from the 2017 Catholic Leadership Summit. The Keynote Address was given by Mr. Harry Kraemer, Jr. Professor of Management and Strategy at Northwestern University's Kellogg School of Management. He spoke on the importance of marketing our schools through dynamic leadership. He shared four key ideas that I found helpful:

1. Leaders keep it simple. Leaders are willing to dive into the details, and yet know the importance of resurfacing bringing a broader perspective on the big picture.
2. Leaders use common sense. He quoted Mark Twain, "If you stop to think about it, everything is common sense. Problem is, is that it isn't so common."
3. The best leaders start leading right away. They lead long before they have anyone reporting to them. Leadership has nothing to do with org charts, it has everything to do with the ability to identify an issue, and figure out a path forward. Issue...opportunity...go. He asked all leaders in attendance, "Are you watching the movie or are you in the movie?"
4. Good leaders expect to be challenged. They do not bring a personal agenda. Rather they communicate effectively and always remember the statement, "I am not trying to be right, just trying to do the right thing."

How to do this? His remarks included this game plan: time for prayer, commitment to gratitude, "...seeking to understand so as to be understood", and remembering that each gift is from God. In the Office for Catholic Schools, we hope we are providing support for you as a leader. We pray for you and your school communities, and we remain so very grateful for your willingness to serve.

We look forward to seeing you all at the Principals Meeting on Thursday, November 16! Register [here!](#)



Karen Tarabochia

Governance, Operations, &
Personnel

Karen.tarabochia@seattlearch.org

Notice for Reporting School Closure

The contact information for media notifications when school faces an emergency closure has been reviewed and updated: [Snow Procedures 2017-18](#) Please note that in addition to having your school IDs and passwords, KOMO News is requesting this year that each school provide a contact via email for their alert and updates. Be sure to include the Office for Catholic Schools in your notifications so we can answer any questions that come to our website or phone lines.

Release Forms must be Reviewed

If your school is using any waivers or release forms that were not created and/or vetted by the Archdiocese and have the Archdiocesan logo, they must be reviewed to confirm the legal status. Forms signed by guardians giving permission for the school to transport students, have home stays for educational purposes, administer medical attention, travel away from the school, participate in sporting events, etc. that have not been reviewed and approved should not be used until approval is granted. Please forward forms without Archdiocesan approval to: karen.tarabochia@seattlearch.org.



Sandy Barton Smith

Catholic Identity
& Essential Services

Sandra.smith@seattlearch.org

Diversified Learners Executive Committee

Diversified Learners Executive Committee is meeting Thursday, November 30th from 9 – 11:30 AM at St. Madeleine Sophie School. Agenda and registration link will be available next week.

Christ in the Classroom Foundation LOCAL Retreats

We will be pulling data and surveymonkey results on Nov. 7th to prepare for the 11/16 Principals' Leadership meeting. Still looking for clock hour sign-in forms from a few schools. To double-check our list, please [click here](#). Currently, 643 surveymonkey evaluations have been submitted. Thank you!

OCS website>MyDesk>Instructional Support

Securing a common space as a depository for helpful resources for our school personnel continues to be a strong focus for our office.

Please visit the following landing pages that have been updated:

[Christ in the Classroom](#): includes CIC Foundation, CIC Foundation Resources, CIC Level I, CIC Level I Resources, Mission Effectiveness, and coming...Catholic NW History.

[Consortium](#): includes PowerSchool and Follett/DESTINY

[Curriculum](#): includes Religion, English- Language Arts, Math, Science, Social Studies, Arts and PE

[Government Programs](#): includes Title IA, Title IIA, Title II, Consultation Resources, IDEA Special Education Services, and Additional Resources

[Instruction and Assessment](#): includes Planning Tools, NWEA-MAP, ACRE for Grade 5 and 8, Instructional Support - High Schools, Instructional Support - Elementary, and the GRACE Project.



Kaitlyn O'Leary

Curriculum, Early Learning
& Government Programs

Kaitlyn.oleary@seattlearch.org

GRACE: Trello Board and Online Meetings

The GRACE teacher leaders are using Trello to collaborate and share resources. Principals are also welcome to access GRACE resources using Trello. [Click here to join the Archdiocesan GRACE Trello Board](#) and access all GRACE materials, including meeting templates, PLC activities, and important dates.

GRACE teacher leaders have begun meeting online in regions. The purpose of online meetings is to collaborate around teacher leadership and share best practices about leading staff PLC meetings. During online meetings, teacher leaders share successes, prepare to lead upcoming activities, and problem solve around common areas of concern. I would encourage principals to check in with their teacher leaders after each online meeting. Here is the [schedule of online meetings for each region](#).

OSPI Compliance: Enrollment and Staff Report

The deadline to complete the OSPI Enrollment and Staff Report is **November 15th**. Be sure to report enrollment as of October 2nd. Click here for more information about how to fill out the report. [Click here to complete the report](#).

MAP Electronic Data Wall Templates Now Available

After hearing from many of you that you would like to create an electronic MAP data wall, we have [created a few templates](#). Many thanks to Our Lady of Lourdes School and St. Therese Catholic Academy for sharing the resources they used. They provided the inspiration for these tools.



Tim Hunt

Marketing &
Financial Services

Tim.hunt@seattlearch.org

School Auctions

For many schools, the annual auction is the largest fundraiser of the year. Stephen has been involved in actions for 25 years. He will share his knowledge and best practices from hiring an auctioneer to running a smooth event in order to raise the most money yet!

Date: Wednesday, November 15, 2017

Presenter: Stephen Kilbreath, Auctioneer

Location: Isaac Orr Conference Room

Time: 9:30am – 12:00pm

[Register Today!](#)

WordPress Training

Many of our schools use WordPress websites and have asked for WordPress-specific training. One such training will be held at the Washington State Convention Center on both Saturday November 4th and Sunday November 5th. If you recently launched a new WordPress site or have a new person managing your site, this may be a helpful conference to attend. [Tickets are \\$40 and you can register here](#).

Please note that this conference will cater to several different audiences. The most relevant sessions for Catholic school supporters include: [Learning to use your site](#), [Blogging and Social Media Lightning Talks!](#), [practical marketing for non-profits](#), and [design tips for non-designers](#). View the entire schedule [here](#).

NCEA Year-Round Marketing Kit

I highly encourage principals to share the [NCEA's Marketing Kit for Catholic Schools](#) with their marketing staff, committees, and school commissions. The kit includes some helpful guidance related to branding, social media and website best practices, use of parent ambassadors, Catholic Schools Week planning, NCEA's national day of giving, Hispanic/Latino outreach, and a number of helpful tools and templates.



Jack Huber

Data Management

Jack.huber@seattlearch.org

Need Help Telling your Achievement Story?

Six cohorts of students have taken MAP tests three or four times. With these waves of MAP testing behind us, we have a growing body of longitudinal data with which to tell our achievement stories.

How have these same students achieved over time? How do students from your school compare to their peers throughout the Archdiocese? What about the “summer slump”?

I’ve assembled all their MAP data into one Excel document and charted their learning by cohort so we can see their achievement and growth. To view the chart, please click [HERE](#).



Kelly Surapaneni

Leadership Development

KSurapaneni@fulcrumfoundation.org

Leadership Academy

New principals will meet on November 16th after the All Principals Meeting at the Palisades.

The Office for Catholic Schools offers a Leadership Academy for aspiring administrators. Courses in managerial, academic, spiritual and strategic leadership are taught by recognized Catholic school leaders and shareholders. Working in solidarity to ensure a system of excellent Catholic Schools, the Leadership Academy prepares tomorrow's leaders with the knowledge, skills and strategies in Catholic school leadership.

This year, the Leadership Academy has a separate track for aspiring leaders and the new principal induction. Our aspiring administrators met for their first Leadership Academy meeting on October 10th for a meeting focused on school culture.

Degree in Educational Leadership/Principal Certification

Are you interested in a degree in Educational Leadership or Principal Certification? We have a number of partnerships with Catholic institutions in higher education.

If you are considering a program in educational leadership or principal certification, fill out this brief survey: <https://www.surveymonkey.com/r/XDTQYTX>

Upon completion of the survey, a phone call will be scheduled with Kelly Surapaneni, Coordinator of Leadership.



Tom O'Callahan

E-Rate & Technology

Tom.ocallahan@seattlearch.org

E-Rate Task Force

The Task Force is closing the 2017 application records and verifying all payment to the schools are processed by E-Rate/USAC correctly. The annual E-Rate consultant training will be on Nov 14th and we will inform the schools of any changes in the program, of which we are expecting very few.

Technology Strategy and Planning

Instruction on firewall and content filter policy is in progress at the 2017 IT Network Modernization schools. In preparation for the 2018 IT Modernization Project, eleven schools were visited to discuss 2018 technology projects. At this point nine of the schools are candidates for Wi-Fi network project funding. Over 45 schools have been visited during the past 2 years to exchange best practices, strategies, and technology initiatives.



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



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 noted on earlier editions and in the original registration form that there would be a mandatory training meeting on September 12th for all members assigned to be on a team this year. We have changed our plans to help schools eliminate the need to hire a sub.

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



November Principal Meeting

The November Principal meeting is scheduled for November 16th at Palisades. [Please register for this meeting](#) . If you have any questions, please email Janeal.grosinger@seattlearch.org

November President and High School Leaders Meeting

The November President and High School Leaders meeting is scheduled for November 27th at Palisades. [Please register for this meeting](#) .

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.

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