



ARCHDIOCESE OF PORTLAND

IN OREGON

DEPARTMENT OF CATHOLIC SCHOOLS BULLETIN

Volume 1, No. 6

February 2016

HIGH SCHOOL PRINCIPALS

High school principals will meet on **February 2nd**, from 11:00am-2:00pm, at St. Mary's Academy, Portland. Lunch will be served.

FAITH FORMATION INSERVICE

Teachers from all elementary schools will meet on **February 5th**, at St. Pius X School for the Elementary Faith Formation In-service Day. Registration begins at 8:30am, the program will start promptly at 9:00, and the day will end at 2:30pm. All elementary school teachers are required to attend. Interested teachers are encouraged to bring musical instruments and/or join the choir to lead the music for the Archbishop's Mass.

NEW PRINCIPALS

There will be a Meeting at the Pastoral Center for all first- and second-year principals on **February 11th** from 9:00am to 2:00pm.

FEBRUARY 16th TEACHER IN-SERVICE

The day-long in-service for all elementary school teachers scheduled for **February 16th** will be devoted to working on unit calendars and curriculum maps utilizing the Rubicon platform by region.

EXCEPTIONAL LEARNERS

There will be a meeting of the Exceptional Learners Strategic Planning Committee on **February 18th** from 4:00 to 6:00pm at the Pastoral Center.

RETREAT

The Presidents and Principals retreat will be held from **4:00pm on Feb. 24th, through Noon on Feb. 26th** at Salishan Resort. For the retreat information use this link: [Retreat Registration](#).

PRINCIPAL APPLICATION MATERIAL

The Archdiocese of Portland in Oregon is seeking applicants for anticipated principal openings in its Catholic elementary schools for the 2016-2017 school year. Information about the openings as well as application materials and directions can be found at this link: [Principal Application](#) or by calling 503-233-8348. Principals are asked to encourage qualified personnel to apply.

MARCH PRINCIPALS MEETING

The March elementary principals meeting will take place on **March 11, 2016**, at St. Pius Parish beginning with refreshments at 8:30am and concluding by 3:00pm. Lunch is included. The topic for the day is STEM Education, and the speaker is Dr. Stephanie Salomone from the University of Portland. The program is for principals who may also bring two teachers with them. The cost is \$30 per person. Principals are asked to complete the registration form which may be found at this link: [STEM Workshop Registration](#), and e-mail it to jhinds@archdpdx.org, by **February 15th** at the latest. Secondary school principals may also attend and bring up to two teachers.



CATECHIST CERTIFICATION

A new process for earning Catechetical Certification for all elementary school teachers and administrators will go into effect for the 2016-2017 school year. Information on the new requirements and on the transition into the new program can be found at this link: [Catechist Certification](#) .

PERSONNEL REMINDERS:

- **February 15th:** The Principal's *Letter of Intent* is due to the Pastor with a copy to the Department of Catholic Schools. Also, the principal's completed Self-Appraisal Form is due to the pastor with a copy to the Department of Catholic Schools. Copies of both forms can be found at these links: [Principal Evaluation-Pastor](#), [Principal Self Evaluation](#)
- **March 15th:** The suggested deadline for teachers and other school employees to turn in *Budget Planning Worksheet* [formerly *Letter of Intent*]. The template is available at this link: [BP Worksheet](#). Principals may adjust the due date for individual school needs.
- **May 1st:** The deadline for *Employment Agreements* being offered to returning teachers. Teachers have 15 calendar days after an offer of employment to accept or reject an employment agreement. Links to the teacher *Employment Agreement Form* will be included in the March Bulletin.
- Principals are asked to use the *Position Listings Form* to list an opening on the Archdiocesan webpage. If a principal would like to add the opening to SchoolSpring/EdZapp please note that on the form. The form is available at this link [Job Listing](#) .

TEACHER STANDARDS & PRACTICES COMMISSION NOTICE

TSPC is experiencing problems with the renewal of the Basic and Initial II Teaching Licenses. Basic and Initial II Teaching License with expiration dates up to and including March 2016 are extended to March 31, 2016. The matter should be resolved by March 1, 2016.

IMMUNIZATION REQUIREMENTS

Wednesday, **February 17, 2016**, is State Exclusion Day. Note that

- **Religious exemptions signed prior to March 1, 2014, are no longer valid.** Parents are required to turn in documentation of immunization or complete the new process for a nonmedical exemption prior to Exclusion Day.
- **Schools are required to have their immunization and exemption rates available at their main offices, on their websites, and for parents on paper or electronic format.**
- Additional information is available at this link: [HB895 Materials](#)

INCLEMENT WEATHER MAKE-UP

The 2015-2016 school calendar includes two school closure days. A school that closes for more than two days, for any reason, will have to make up the additional missed day(s) of instruction. If this affects your school, contact John Matcovich for guidelines on how to add instructional days to your calendar. In May, all schools will receive an Amended Calendar Form where the principal will list the dates of any school closures, and the dates of make-up days, if any.

JOURNEY TOGETHER IN HOPE

Each summer, the Archdiocese provides a retreat weekend for Catholic families with members with disabilities. A SAVE THE DATE flyer with information about the program can be found at this link: [Save the Date](#)

