



Department of Catholic Schools Bulletin

FAITH FORMATION INSERVICE DAY

Teachers from all elementary schools will meet on **February 2, 2018**, at St. Pius X School for the Elementary Faith Formation In-service Day. This year's speaker is Joan Rosenhauer, Executive Vice President of Catholic Relief Services, who will focus her presentation on social justice, this year's faith formation theme. The program runs from **9:30am to 2:30pm**. Mass will be celebrated by Archbishop Sample at 11:00am followed by lunch. Morning refreshments will be available starting at 9:00am.

ACRE TESTING

The ACRE assessment will be administered in grades 5, 8, and 11 during the week of **February 5-9, 2018**, in all archdiocesan schools. The ACRE assesses faith knowledge as well as the students' religious beliefs and attitudes. Information about the ACRE assessment and instructions for administering the assessment can be found **HERE**.

PRESIDENTS/PRINCIPALS RETREAT

The retreat for elementary and secondary school principals and presidents will be held on **February 7th through 9th, 2018**, at the **Inn at Spanish Head**, starting at 4:00pm on Wednesday and concluding at Noon on Friday.

HIGH SCHOOL PRINCIPALS

A meeting of high school principals will be held on **February 13th**, from 10:00am-2:00pm, at Jesuit High School. By **February 9th** agenda items should be submitted to Stacy Baker at sbaker@marisths.org.



LEADERSHIP PROGRAM

A session of the Leadership Program for all first-year and second-year principals will take place on **February 15th**, from 9:00am-2:30pm at the Pastoral Center. Refreshments will be available at 8:30am; lunch will be provided. Participants are reminded to have carefully read the assigned chapters from Thomas Groome's *What Makes Us Catholic*.

PROFESSIONAL DEVELOPMENT DAY

The Elementary Teacher Professional Development Day scheduled for **February 20, 2018**, will be held regionally. Principals are reminded to consult with their regions to see how the school's professional development needs align with the school's goals and those of other schools in their region. It is a great opportunity to collaborate in regions. Principals who have not already done so are to send their school's plan for the day to jray-timoney@archdpdx.org.

IMMUNIZATION REQUIREMENTS

Wednesday, **February 21, 2018**, is Statewide Exclusion Day. Remember there is a law in place that affects how schools handle immunizations. 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 in electronic format. More information, including reporting timelines, is available **HERE**.

ELEMENTARY SCHOOL PRINCIPALS

The next Elementary School Principals Meeting will be on **March 9, 2018**, at Jesuit High School. The day will start at **8:30am** with Mass and the first session will start at 9:40am. A schedule for the day will be included with the March BULLETIN.

ACCREDITATION

The Math In-Depth Study is due **April 27th, 2018**. Directions and templates are in the ISL document on the WCEA website. The link is on the Department of Catholic schools web page. Send report electronically to jray-timoney@archdpdx.org. Any principal needing more guidance is asked to contact Jeannie Ray-Timoney at the Department of Catholic Schools.

CURRICULUM & INSTRUCTION

- **STEM Partnership:** Schools that are participating with the STEM cohort should have received an email with next steps. The next meeting is **February 5th**.
- **RELIGION:** This is a call for religion teachers K-8th grades to meet **March 19th**, from 9:00am-2:30pm (**corrected date**) at the Pastoral Center. The purpose of the day will be to review the new religion standards and collaborate on creating power standards by grade level. Two to four teachers will be needed at each grade level. Principals who have teachers willing to work on this project are asked to RSVP to dcs@archdpdx.org.
- **SCIENCE** This is a call for science teachers K-8th grades to meet **April 13th**, 9:00am-2:30pm, at the Pastoral Center. The purpose of the day will be to review the NGSS standards and create exemplar STEM backward design units. Principals who have teachers willing to work on this project are asked to RSVP to dcs@archdpdx.org.

SCHOOL CALENDAR 2018-2019

- The form and directions for elementary school principals to submit the 2018-2019 school calendar for approval can be found **HERE**. The form and directions for secondary school principals to submit the 2018-2019 school calendar for approval can be found **HERE**. Calendars are due **by May 1st** to dcs@archdpdx.org.

PERSONNEL REMINDERS

- The Principal's *Letter of Intent* is due to the Pastor with a copy to the Department of Catholic Schools by **February 1st**. Also, the principal's completed Self-Appraisal Form is due to the pastor with a copy to the Department of Catholic Schools by **February 1st**. Copies of both forms can be found **HERE** for Principal Evaluation by Pastor, and **HERE** for the Principal Self Evaluation
- The suggested deadline for teachers and other school employees to turn in the *Budget Planning Survey Worksheet* [formerly *Letter of Intent*] is **March 15th**. The template is available **HERE**. Principals may adjust the due date for individual school needs.
- The deadline for *Employment Agreements* being offered to returning teachers is **May 1st**. Teachers have 15 calendar days after an offer of employment to accept or reject the offer. Links to the teacher *Employment Agreement Form* will be included in the March Bulletin.
- Principals are to use the **Online Position Listings Form** to list a staff/teacher opening on the Archdiocesan webpage. The online form is available **HERE**.
- The Preliminary Budget Assumptions Memo for 2018-2019 may be found **HERE**.

NCEA CONVENTION 2018

The annual convention of the National Catholic Educational Association will take place in Cincinnati, Ohio, from **April 3-5**. Registration is open at ncea.org.



APPRECIATION DAY

Following is a link to Oregon Governor Brown's Oregon Private Schools Appreciation Day Proclamation for February 1, 2018. It may be found **HERE**.

