



ARCHDIOCESE OF PORTLAND

IN OREGON

DEPARTMENT OF CATHOLIC SCHOOLS BULLETIN

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March 2016

ACCREDITATION TRAINING

Accreditation Elementary Leadership Team Training is **March 8th**, 1:00-4:00pm at the Pastoral Center. This is a mandatory training session for any school going through an official accreditation visit in the fall of 2016. At least two members of the leadership team of schools involved are to attend the meeting.

NEW PRINCIPALS

There will be a webinar training for all first- and second-year principals on **March 8th** from 1:30-2:30pm. Michelle Braulick will be presenting information on the tuition assistance awards process.

MATH STANDARDS

Elementary Math Standards Review will be held at the Pastoral Center **March 10th** 8:30-3:30pm. Please see the following link for committee members: [Math Review Committee](#)

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.

EXCEPTIONAL LEARNERS

There will be a meeting of the Exceptional Learners Strategic Planning Committee on **March 17th** from 4:00 to 6:00pm at the Pastoral Center. An update on the committee's planning process can be found at the following link: [ELC Update](#)

EIGHTH GRADE MASS

The annual eighth grade Mass with Archbishop Sample will take place on **March 18th** at 9:30am at St. Mary's Cathedral in Portland. Msgr. Pat Brennan, pastor of Cathedral Parish, will present a history of the Cathedral beginning at 9:15am. All eighth grade classes are invited. If your school's eighth graders will attend, please notify Barb English at benglish@cathedral-or.org by March 4th. Information about this event can be found at the following link: [Mass Invitation](#)

PE & HEALTH STANDARDS

Elementary PE and Health Standards Review will be held at the Pastoral Center **April 5th**, 8:30am-3:30pm. Please see the following link for committee members: [PE Review Committee](#)

HIGH SCHOOL PRINCIPALS

High school principals will meet on **April 7th**, from 10:00am-2:00pm, at Jesuit High School, Portland. Lunch will be served. Please submit agenda items by **March 29th**, to Stacey Baker, sbaker@marisths.org. An agenda along with parking instructions will be sent out before the meeting.



HIGH SCHOOL PRESIDENTS

High School Presidents will meet on **April 12th**, from 10:00am-2:00pm, at the Pastoral Center in Portland. Lunch will be served. Please submit agenda items by April 1st, to jhinds@archdpdx.org. An agenda will be sent out before the meeting.

APRIL PRINCIPALS MEETING

The April elementary principals meeting will take place on **April 15, 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 “Blended Learning,” and the speaker is Father Nate Will, C.S.C., Ph.D., from the University of Notre Dame. The program is for principals plus two teachers per school. The cost is \$30 per person. Principals are asked to complete the registration form which may be found at this link: [April Registration](#) and e-mail it to jhinds@archdpdx.org, by **March 15th** at the latest. Secondary school principals may also attend and bring two teachers.

CATECHIST CERTIFICATION

Additional information on the course offerings through the University of Notre Dame’s STEP Theology Online program can be found at the following link: [STEP Flyer](#) . The STEP program will provide coursework for the revised Elementary School Catechist Certification Program for newly hired teachers beginning in the 2016-17 school year.

ACRE TESTING

Additional information on the elementary and secondary level ACRE assessments, what they measure, and the test’s alignment to the Bishop’s framework can be found [ACRE Information](#)

TRAINERS MEETINGS

There will be no more training meetings this school year for Data Team Trainers and Backward Design Teacher Trainers. Any principal needing more assistance for the school is asked to contact Jeannie Ray-Timoney at jray-timoney@archdpdx.org

RESOURCE GUIDE

The *Do the Drill!* School Resource Guide has been updated to comply with the most recent state laws regarding drills and safety. Copies of the Guide as well as other Fire Safety material may be ordered by visiting the Oregon State Fire Marshal website: [Materials Request](#) .

EMPLOYMENT AGREEMENTS

Please use this link [Employment Agreements](#) to access all teacher and mid-level administrator employment agreements. Principal employment agreements will be emailed separately to pastors. The agreements are in PDF format and contain blank fields which can be filled out using Adobe Reader or Adobe Acrobat. The forms can also be printed and filled out by hand. After the principal, the pastor, and the employee have signed the employment agreement and Exhibit A, the original is given to the employee and a copy is kept in the employee’s personnel file. In the case of Religious teachers, the Religious Superior must also sign. For teacher agreements the following timelines apply: A returning teacher is to be offered the contract on or before May 1st. The teacher then has 15 calendar days to accept or reject the agreement. Address any questions about the forms and process to Dina Boyle at dboyle@archdpdx.org.

FOR YOUR INFORMATION

- The Mass and luncheon scheduled for **May 19, 2016**, has been cancelled.
- Information helpful for budgeting can be found at this link: [2016-17 Budget Items](#)
- The U of P Summer Learning Program information flyer can be found at this link: [U of P Summer Program](#)

