



ARCHDIOCESE OF PORTLAND

IN OREGON

DEPARTMENT OF CATHOLIC SCHOOLS BULLETIN

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OPENING ADMINISTRATORS MEETING

The opening meeting of the 2016-2017 school year for all elementary school principals, all secondary school presidents and principals, and pastors and associates from school parishes will be held at the University of Portland on **August 24, 2016**. The program will begin at 10:30am with Mass and a Commissioning celebrated by Archbishop Sample, in the Chapel of Christ the Teacher, followed by brunch and a meeting in the Board Room of the Bauccio Commons. The program will conclude by 2:30pm

NEW TEACHERS IN-SERVICE

The in-service program for all elementary and secondary school teachers new to schools in the Archdiocese will be held in two locations:

- **August 25th** at The Madeleine in Portland for new teachers at schools in the greater Portland area.
- **August 26th** at St. Paul School in Eugene for new teachers in the schools in Salem, Eugene, Stayton, Grants Pass, and Medford areas.

Each program will start at 9:00am and conclude by 2:30pm. Continental breakfast will be available at 8:30am. Mass will be celebrated before lunch, and lunch is provided. Principals are to inform their new teachers of the date, time, and location of the program. Attendance is required. However, if a teacher needs to be excused, that is the decision of each principal. Dress is business casual. The fee per new teacher is \$40. A registration form will be sent to schools with the **August BULLETIN**. Principals are welcome & encouraged to attend at no fee—just complete a registration form.

NEW APPOINTMENTS, 2016-2017

Principals:

- Corrine Buich, Our Lady of the Lake School, Lake Oswego
- Shirley Gray, St. James School, McMinnville
- Krista Jacobson, Valley Catholic Elementary
- Doug Ierardi, Valley Catholic High School

Presidents:

- Thomas D. Arndorfer, Jesuit High School, Portland

Other Changes:

- Melissa Doxtator from principal of St. Joseph School, Salem, to administrator of Valley Catholic Early Learning School
- Jessica Kast, Superintendent's Administrative Assistant

NAME RESTORATION

As of **July 1, 2016**, Archbishop Howard School at St. Rose (AHS) will restore its name to St. Rose School, as it was founded in 1913. AHS is the primary mission of St. Rose of Lima Catholic Church and serves students from many surrounding parishes in Northeast Portland.

SERVING SPECIAL NEEDS STUDENTS

A year-long strategic planning process conducted by the Partners for Exceptional Learners Task Force has been completed. The group's recommendations about how Archdiocesan schools may continue to meet the needs of students with special educational needs can be found at this link: [PEL INFORMATION](#)

CURRICULUM

- The Math Standards which were published in the May BULLETIN will soon be posted on the Department of Catholic Schools website.
- The PE and Health Standards are available at this link: [PE-HEALTH STANDARDS](#) . Principals and members of the Health/PE Committee are asked to send any feedback to Jeannie Ray-Timoney at jray-timoney@archdpdx.org by **June 17th**.
- Thanks to all who participated in the Math Curriculum Fair and to Jan Hinds for her assistance in organizing the fair and publishing the new standards.
- A reminder about accreditation documents which are due by **June 30th** can be accessed at this link: [ACCREDITATION DEADLINES](#) .

STEM

The deadline to register to participate in the **NHL STEM program** outlined during the recent webinar conducted by the University of Portland is **July 1st**. Please refer to the flyer which can be found at this link: [STEM FLYER](#) . Also, the University of Portland is sponsoring a “**Math Circle for Middle School Math Teachers.**” Information about this program can be found **at this link:** [MATH FLYER](#) .

EMPLOYEE HEALTH TRAINING

As of **July 1, 2016**, administrators and teachers will need to schedule their own employee health trainings through the MESD online scheduler. Schools will also be responsible for their staff’s training records. Jan Hinds will be sending each school administrator the school’s current employee training records as well as instructions for each school to stay in compliance with OSHA and the State of Oregon.

2016 WESTON MATCH PROGRAM

Information about this program can be found at this link: [WESTON](#) . Note that the **deadline** for this year is **September 15th**, earlier than last year.



NEW PRINCIPAL MENTOR PROGRAM

First year principals and their mentor principals are asked to complete the year-end evaluation form and return it in to John Matcovich at jmatcovich@archdpdx.org by **June 30th**. The evaluation form can be found at this link: [NP EVALUATION](#) .

ENROLLMENT REPORT

Principals are asked to complete **The 2015-16 End of School Year and 2016-17 Projected Enrollment Form** and return it to dboyle@archdpdx.org by **June 30th** at the latest. The form is available at this link: [ENROLLMENT](#). Note that there are changes to what reports the Department of Catholic Schools needs at the end of the school year. The Oregon State Fire Marshal recommends that the Emergency Drill Report be kept at each school for the local Fire Department to review when the school is inspected; therefore, schools **do not** need to submit copies of the Drill Report to the Department of Catholic Schools. Also copies of the school’s Substitute Records do not need to be submitted since subbing does not count for teaching experience with the Teacher Standards and Practices Commission. However, each school should keep its own substitute records on site for 5 years (scanned copies are fine) in the event that TSPC changes the guidelines.

DATE CHANGE & ADDITION

- On **August 16th** there will be an in-service program on teacher supervision: **8:30am-Noon** for high school administrators; **Noon-3:30** for elementary school administrators. Location: The pastoral center.
- On **November 21st** there will be a follow-up program on teacher supervision for secondary school administrators.
- On **November 22st** there will be a follow-up program on teacher supervision for elementary school administrators (**This date will replace the November 18th date originally scheduled for an elementary principals meeting**).

THE NEXT BULLETIN WILL BE IN AUGUST.

Happy Summer!