



# ARCHDIOCESE OF PORTLAND

## IN OREGON

### DEPARTMENT OF CATHOLIC SCHOOLS BULLETIN

Volume 2, No. 11

June

#### **STRATEGIC PLANNING COMMITTEE**

There will be a meeting of the members of the strategic planning committee on **June 20, 2017**, at the Pastoral Center, beginning at 1:30pm and concluding by 4:30pm.

#### **OPENING ADMINISTRATORS MEETING**

The opening meeting 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 17, 2017**. The program will begin at 10:30am with Mass and a Commissioning celebrated by Archbishop Sample and priests of the Archdiocese, in the Chapel of Christ the Teacher, followed by brunch and a meeting in the Bauccio Commons. Elementary school principals are asked to request that their pastors save the date. Invitations will be sent to pastors in July.

#### **NEW TEACHERS IN-SERVICE**

The in-service program for all elementary and secondary school teachers new to schools in the Archdiocese will be held on **August 18<sup>th</sup>**, at St. Luke School in Woodburn. The program will start at 9:00am and conclude by 2:30pm. It will include Mass and lunch. Principals are to inform their new teachers of the date, time, and location of the program. Attendance is required. Registration information will be included in the August BULLETIN. Principals will also be invited to participate,

#### **APPOINTMENTS FOR 2017-2018**

##### **Principals:**

- William Summer, St. Francis, Sherwood
- Kelli Clark, St. Ignatius, Portland
- Deborah Dewar, St. Joseph, Salem
- Nicole Foran, St. Mary's Academy, Portland
- Bob Weber (Head of School), Blanchet, Salem

##### **Presidents:**

- John Matcovich, Valley Catholic
- Colin McGinty, Central Catholic

##### **Other:**

- Gary Beckley, Ed.D., Associate Superintendent, Archdiocese of Portland
- Ashley Sheridan, Interim Principal, Holy Trinity, Beaverton

#### **ANNUAL REPORT**

Principals who have not yet done so are encouraged to submit material for the *Archdiocese of Portland Schools Annual Report*. Submit pictures and information about Awards and Honors for the school, faculty, staff, students; Important events of the current school year, e.g., anniversary of the founding of the school, unique and/or innovative programs. Send the information before the end of the current school year to [dcools@archdpdx.org](mailto:dcools@archdpdx.org)



## Pentecost

## CATECHIST CERTIFICATES

Principals should provide a Certificate of Completion to every teacher who has completed the three-year *Catholicism* catechist certification program, then place a copy of the certificate in the teacher's personnel file. The certificate template can be found [HERE](#). Teachers new to your school this year should complete their first course in the University of Notre Dame STEP catechist certification program, and provide a certificate of completion to their principal by the end of the summer. Principals will need to document their teachers' Catechist Certification status for the 2016-17 school year by completing the appropriate "2016-17 Catechist Certification Roster" and returning it to John Matcovich by June 23<sup>rd</sup>. The high school form can be found [HERE](#). The elementary form can be found [HERE](#).

## 2017-18 FAITH FORMATION

The 2017-18 Faith Formation theme for all archdiocesan schools is Social Justice. The Faith Formation Committee has prepared an outline of activities, resources, and speakers to support principals in their role as the spiritual leader of their school. An overview of the Faith Formation Program can be found [HERE](#), and background information on the committee's suggested titles for a Faculty Book Study can be found [HERE](#).

## END OF YEAR REPORTS

The end of school year and projected 2017-2018 enrollment form is [HERE](#) and is due **June 30, 2017**. The Department of Catholic Schools no longer requires copies of the substitute records and the yearly fire drill report, but these items should be retained at the school.

## FINGERPRINTING PROCESS UPDATE

Effective **July 6, 2017**, the fingerprinting process will be changing to a FieldPrint process exclusively. The cards and forms which are currently used will no longer be accepted. Dina Boyle will hold a webinar on the new process in June. Any questions, please email [dboyle@archdpdx.org](mailto:dboyle@archdpdx.org).

## PEER FORMS CONFIRMATION

Principals are asked to remind teachers to check their TSPC accounts to verify that the PEER form has been received by TSPC. There can be a delay of 24-48 hours from the form being sent and the confirmation showing in the teachers account. For teachers who will be renewing over the summer, be sure to give them a signed PDU verification form to turn in with their PEER form to Dina. The verification form is [HERE](#). If a teacher does not receive a confirmation email from Dina that the PEER form has been submitted to TSPC, please email [dboyle@archdpdx.org](mailto:dboyle@archdpdx.org) or call 503-233-8348.

## PDU CERTIFICATES

Access the available PDU certificates for 2016-2017 school year at *(contact your principal for certificates.)* Please download, fill out, and distribute PDU certificates to your teachers for their participation in the in-services this year.

## REMINDERS

- **AMENDED CALENDAR:** Each school's amended calendar was due by **May 30<sup>th</sup>**, to [jkast@archdpdx.org](mailto:jkast@archdpdx.org). Schools that have not already done so are asked to take care of the matter as soon as possible. The form is available [HERE](#).
- **EMPLOYEE HEALTH TRAINING:** Principals are reminded that they are responsible for scheduling their own employee health trainings. Schools may schedule training through the [MESD](#) by using the [online scheduler](#), or schools may use any other appropriate training provider. By the end of June, a list of other health training providers will be sent out.

## PROFESSIONAL DEVELOPMENT

The University of Portland STEM Education and Outreach Center is offering a free online professional development program this summer! It is primarily geared to middle school, but the materials can be adapted for use at any grade level. Information about this program and others can be found [HERE](#).

## STRATEGIC PLANNING DATES

Please save the following dates for important Strategic Planning Meetings and ask pastors, and members of school boards and school advisory councils to do the same:

- **September 27, 2017:** Key Findings Presentation, St. Matthew, Hillsboro, 2:30-4:30pm.
- **September 28, 2017:** Key Findings Presentation, St. Paul, Eugene, 2:30-4:30pm (a repeat of September 27<sup>th</sup>).
- **January 20, 2018:** Summit Day on Strategic Planning, St. Pius X, Portland, 10:00am-2:00pm, with lunch.

## CURRICULUM

- **Curriculum Maps/Unit Design:** Principals are advised to take time to review with the faculty curriculum maps and units designed for math within the ATLAS Rubicon tool. It would also be a good time to review ELA units, SS units, and other subject area units for vertical and horizontal articulation.
- **Thanks to all teachers and principals who met on April 26th** to review curriculum/resources for *Called to Protect*, *Second Step*, *Family Life*, and *Theology of the Body*. The Curriculum Committee will be reviewing the recommendations from this group in concert with Cathy Shannon, the Director of Child Protection and Victims Assistance, to provide proper direction for elementary schools in this subject area.
- **Teacher Effectiveness-**The committee for teacher effectiveness/evaluation met in April to review materials from the in-service this year and to set a direction for a structured format and accompanying professional development for next year.

HAPPY  
SUMMER  
VACATION!

## ACCREDITATION

- Holy Redeemer, The Madeleine, O'Hara, St. James, St. Paul Parochial, and Sacred Heart, Medford are all in the self-study process this year. If principals need guidance with Action Plans for the school's critical goals, please contact Jeannie Ray-Timoney.
- Accreditation reports are to be completed and returned to [jray-timoney@archdpx.org](mailto:jray-timoney@archdpx.org) by **June 23, 2017:**
  - **School Profile:** A5 Participation in IDEA; A6 Participation in Fed Programs; and A8 Staff Development
  - **Data Analysis:** B1 Enrollment Trends; B2 Finances; B3 Quartile Analysis; and B4 Student Growth (Jeannie Ray-Timoney will send the template for the B3 and B4 reports.)
- The Appendix J Annual Progress Report also needs to be completed. The form is attached [HERE](#).

## SAVE THE DATES

There will be refresher in-service programs for all new principals and new teachers on August 24<sup>th</sup> about Backward Design and on August 25<sup>th</sup> about Renaissance. Current principals and teachers who might benefit from a refresher are also welcome. Each day's refresher will run from 9:00am-2:30pm. Details will be in the August BULLETIN.

## WESTON MATCH PROGRAM

Information about this program can be found [HERE](#).



THE NEXT BULLETIN WILL BE IN  
AUGUST