



## Department of Catholic Schools Bulletin

### **FAITH FORMATION COMMITTEE**

There will be a Faith Formation Committee meeting on **August 7, 2017**, from 1:00 – 3:00 pm at the Shari's Restaurant in Tanasbourne. The agenda will focus on planning activities for the coming school year.

### **NEW PRINCIPALS ORIENTATION**

The orientation meeting for all principals new to the Archdiocese will be held at the Pastoral Center in Portland on **August 16, 2017**. The program will begin at 9:00am; refreshments will be available at 8:30am. Lunch is provided, and the meeting will conclude by 2:30pm.

### **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. The program will conclude by 2:30pm. It is expected that all will attend, but because an accurate count for food service is needed, please notify the Department of Catholic Schools ASAP if you are unable to attend by an e-mail to [dcs@archdpx.org](mailto:dcs@archdpx.org). Invitations were sent to pastors in July. Priests concelebrating are remind to bring an alb and green stole.

### **CURRICULUM COMMITTEE**

The curriculum committee will meet on **August 17<sup>th</sup>**, at 9:00am at the University of Portland in the Bauccio Commons.

### **NEW TEACHER 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, 2017**, at St. Luke School in Woodburn, beginning at 9:00am and concluding 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 can be found [HERE](#). Return the completed registration form to the Department of Catholic Schools by **August 11<sup>th</sup>** with the accompanying fees. **After August 11<sup>th</sup> call in the names of teachers who will be attending.** Principals are welcome & encouraged to attend at no fee—just complete a registration form.

### **CURRICULUM/ASSESSMENT**

The following sessions are required for new principals and new teachers, and are open to individuals who need a refresher:

- **Backward Design Review and Training: August 24<sup>th</sup>**, 9:00am-to 2:30pm at St. Anthony Catholic School
- **Learn to utilize STAR 360: August 25<sup>th</sup>**, 8:45-3:00pm at St. Anthony Catholic School
- **Both those required to attend and those others who elect to attend are asked to RSVP to [dcs@archdpx.org](mailto:dcs@archdpx.org), by August 18<sup>th</sup>.**
- Principals are reminded to add new teachers and administrators to both Renaissance STAR and ATLAS Rubicon systems.

## ACCREDITATION

- Schools having accreditation visits during the fall 2017-2018 are The Madeleine, St. Paul Parochial, St. James, Holy Redeemer, O'Hara, and Sacred Heart (Medford).
- Accreditation Visiting Team Training: Those serving on an accreditation visiting team this year must attend a training. The two dates available for training are **August 31<sup>st</sup>**, 9:00am-12:00, or **September 6<sup>th</sup>**, 3:30-6pm. Both sessions will be held at the Pastoral Center in Portland. Please RSVP to [dcs@archdpdx.org](mailto:dcs@archdpdx.org) by August 28<sup>th</sup>.
- 2017-2018 is a Self-Study year for All Saints, Holy Family, St. Anne, St. Ignatius, St. John the Apostle, St. Joseph, St. Pius, St. Thomas More, Valley Catholic, and Franciscan Montessori Earth School. Please check timelines in the ISL protocol.
- All elementary schools are to look over the *Catholic Identity Ongoing Review Cycle*, which can be found [HERE](#), to see what standards the school needs to address this year. Principals are reminded to send out the staff/stakeholder surveys early enough to give ample time to write the accompanying report. Address questions concerning this review to Jeannie Ray-Timoney. Reports are due electronically **December 1, 2017**.

## NEW APPOINTMENTS, 2017-2018

- Patrick Jefferies, Principal, Christ the King, Milwaukie
- Chris George, Athletic Director, La Salle Catholic College Prep, Milwaukie
- Anna Raineri, Interim Principal, Holy Redeemer, Portland
- Brittany Rowe, Superintendent's Administrative Assistant

## FIRST DAY OF SCHOOL

All schools are to use the form which can be found [HERE](#) to report enrollment numbers as they stand on the first day of school. E-mail the completed form no later than **September 8<sup>th</sup>** to [dboyle@archdpdx.org](mailto:dboyle@archdpdx.org).

## TESTING WINDOW

Principals are reminded that the first window for Renaissance STAR student testing is **September 11<sup>th</sup> to 29<sup>th</sup>, 2017**.

## FAITH FORMATION IN-SERVICE

Each school is required to have a Faculty Faith Formation In-service which may take place on any day during the beginning of the school year in-service week. Principals are asked to provide information on their school's program by completing the linked survey by Monday, **August 14<sup>th</sup>**. The survey may be accessed [HERE](#).

## FAITH FORMATION (2017-2018)

Social Justice is the Faith Formation theme for all Archdiocesan schools during the 2017 – 2018 school year. The Faith Formation Committee has prepared an outline of activities, resources, and speakers to support principals in their role as the spiritual leader of the school. An overview of the Faith Formation Program may be found [HERE](#). Background information on the committee's suggested titles for a faculty book study may be found [HERE](#).

## CATECHIST CERTIFICATION

All teachers who completed the *Catholicism* series are catechist certified, valid through June 2020. All new teachers (and current teachers who did not complete *Catholicism* are responsible for completing the online *STEP* program. Program details and the transition from *Catholicism* to *STEP* may be found [HERE](#).

## IFG FACULTY ASSESSMENT

The IFG assessment will be administered to all principals and faculty during the week of September 11-15, 2017, in all Archdiocesan schools. The IFG assesses faith knowledge as well as religious beliefs and attitudes. Individual results are confidential and group results will be used to guide future faith formation and professional development planning. Instructions for registering your school's faculty for the test can be found [HERE](#). Registration deadline is **August 25, 2017**.

## SCHOOL EMERGENCY DRILLS

Emergency drills should begin within ten days of the start of school. Monthly drills must be held while school is in operation with at least two Earthquake and two Safety Threat Drills during the school year. The Emergency Drill Report form is available [HERE](#).

## TRAVEL REVIEW FORMS

In planning for overnight trips during the 2017-2018 school year, Travel Review Forms are to be submitted to the Department of Catholic Schools at least four weeks prior to an overnight trip. For out-of-state trips, include the completed checklist. All contracts/agreements with outside companies must be reviewed by the Archdiocesan Risk Management Office beforehand. The Travel Policy and Review forms are available [HERE](#).

## FINGERPRINTING PROCESS

The new Field-print fingerprinting process is now in effect. See the information sheet and scheduling aid [HERE](#). A webinar is scheduled for **August 8, 2017**, at 10:00am. To register for the webinar, click [HERE](#).

## NCEA SETON AWARD

The National Catholic Educational Association's most prestigious award is the Elizabeth Ann Seton Award, named after St. Elizabeth Ann Seton in recognition of her lifelong dedication to teaching. This award is present annually to exemplary individuals whose support and service impact Catholic education and the well-being of our nation's youth. Among this year's five honorees is **Joseph E. Weston**, President of the Weston Investment Company of Portland, Oregon. Mr. Weston has been a long-time benefactor and generous supporter of Catholic school education in the Archdiocese. The award's ceremony will be take place on October 2<sup>nd</sup> in Washington, DC.

**CONGRATULATIONS!**

## COMMUNICABLE DISEASE CONTROL

Principals need to download and keep a digital copy of the *Communicable Disease Control Plan for School Employees (2015)* in the school office. The purpose of this manual is to outline the requirements and procedures for the protection of employees against bloodborne pathogens in the school setting. OSHA will ask for this document during an inspection. The plan can be found [HERE](#).

## EMPLOYEE HEALTH TRAINING

Each principal now has to schedule the school's employee health trainings through the [MESD online scheduler](#). Schools are also responsible for their staff's training records. The 2017-2018 School Health Training Process is outlined [HERE](#).

## IMMUNIZATION REQUIREMENTS

Principals are asked to review the State of Oregon required immunizations for children attending school and child care facilities. Note that Senate Bill 895 now states that any non-medical (formerly religious) exemptions signed before March 1, 2014 are invalid. Therefore, parents who wish for their child to have a non-medical exemption will need to file a new non-medical exemption with the school which with an attached VACCINE EDUCATION CERTIFICATE verifying completion of education about immunizations, either from a health care practitioner or the online vaccine education module: [IMMUNIZATION INFO](#).



## TEACHER STANDARDS & PRACTICES COMMISSION ALERT

Recently, several teachers and principals have inquired about participating in the TSPC Advanced PDU program to move from an Initial I or Preliminary License to a Professional License. This option is NOT available to non-public school teachers. The Advanced PDU program, as determined by TSPC, is tied to the teacher evaluation system that is legislatively mandated for Oregon public & charter schools. Catholic schools in the Archdiocese of Portland are not part of that evaluation system. The Department of Catholic Schools has asked TSPC to clarify this on its website so there is less confusion for our teachers. If any updates to this rule are passed, schools will be informed.

## CALENDAR 2017-2018

An updated version of the Department of Catholic Schools Events Calendar can be found [HERE](#).



## STRATEGIC PLANNING DATES

The following dates are for **important** Strategic Planning Meetings. These presentations are designed for those who have leadership positions with regards to Catholic schools: Pastors, presidents, principals, other school administrators, and members of school boards and school advisory councils:

- **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 19, 2018:** Summit on Strategic Planning, O'Hara School, Eugene, 4:00-7:00pm, with a lite supper.
- **January 20, 2018:** Summit on Strategic Planning, St. Pius X, Portland, 10:00am-2:00pm, with lunch. (a repeat of January 19<sup>th</sup>).

## PRAYER FOR A NEW SCHOOL YEAR

**Father,**  
**We thank you for the opportunity**  
**to begin this new school year,**  
**and we ask that you bless**  
**the students, faculty, and student families**  
**that make our school a great place.**  
**We pray that you will guide us in all ways,**  
**so that we will seek your will**  
**in everything that we do.**  
**We ask this in the name of Jesus Christ our**  
**Lord. Amen**



**Catholic Schools**  
Learn. Serve. Lead. Succeed.