



## Department of Catholic Schools Bulletin

### 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**.

### ELEMENTARY SCHOOL PRINCIPALS

The **September 15, 2017**, elementary school principals meeting will be held at Queen of Peace School in Salem, beginning at 9:00am and concluding by 2:30pm. Refreshments will be available at 8:30am and lunch is included. The topic for the meeting will be a discussion of systemic PLCs and how to implement a framework in the Archdiocese. In preparation for this discussion, principals are reminded to complete the reading of *Cultures Built to Last* by Dufour and Fullan.

### IFG FACULTY ASSESSMENT

The IFG assessment window will close on **September 15<sup>th</sup>**. 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. IFG information may be found [HERE](#).

### CURRICULUM COMMITTEE

The Elementary School Curriculum Committee will meet on Monday, **September 18, 2017**, from 11:00am-2:00pm at the Pastoral Center.



### FAITH FORMATION COMMITTEE

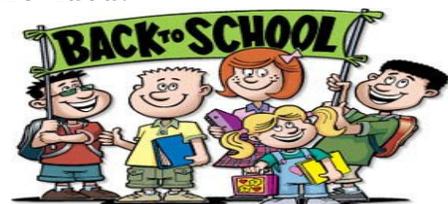
The Faith Formation Committee will meet on **September 18, 2017**, from 1:00–3:00pm at La Provence in Beaverton (Progress Ridge). The agenda will focus on ACRE and IFG, a review of the August Faith Formation day, planning for the Principals' Retreat (2018 & 2019), and the February Faith Formation in-service.

### SAC WEBINARS

Governance webinars for members of Elementary School Advisory Committees will be in two parts and offered on two different sets of dates: The first set of dates is **September 25<sup>th</sup>, Part I, and September 26<sup>th</sup>, Part II**. The time for both sessions is **5:30-6:30pm**. Each participant needs a computer with access to the internet. Principals are asked to submit the names and e-mails of those from their schools who will be participating to [dcs@archdpdx.org](mailto:dcs@archdpdx.org) by **September 14<sup>th</sup>**. The Department of Catholic Schools will then send directions to each participant about connecting to the webinar. The webinars are for new members of SAC as well as current members who have not previously participated including principals and pastors. The second set of dates is October 18<sup>th</sup> and 19<sup>th</sup>, from 6:30-7:30pm each night. Note that the second set is a repeat of the first set. Information about registering for these dates will be included in the October *BULLETIN*.

### STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee will meet on **September 27<sup>th</sup>**, from 10:00am-1:00pm, at Holy Trinity School in Beaverton. Lunch will be provided.



## STRATEGIC PLANNING DATES

Please inform others in the school with leadership positions [**Pastors, presidents, principals, other school administrators, and members of school boards and school advisory councils**] about these dates and remind them of the importance of attending these Strategic Planning Meetings:

- **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>).

Principals are asked to submit the names & e-mails of those from their schools who will be attending as well as the date and location to [dcs@archdpdx.org](mailto:dcs@archdpdx.org) by **September 20<sup>th</sup>**.

## 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](#).

## FAITH FORMATION PROGRAM

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 their schools. 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](#).

## PRINCIPAL GOALS

Each principal is asked to identify one spiritual, one professional, and one program goal for the 2017-2018 school year. Please complete these by **September 29, 2017**, using the form which may be found [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](#).

## CALENDAR 2017-2018

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

## ESSA: TITLE FUNDING SURVEY

To facilitate the best utilization of ESSA Title funds across the Archdiocese, the Department of Catholic Schools is gathering information about the process used in each school. Principals are asked to complete a survey regarding funding for Titles I, II, and III, which may be accessed [HERE](#).

## NCEA CONVENTION 2018

The annual convention of the National Catholic Educational Association will take place in Cincinnati, Ohio, from April 3-5. Registration will open in mid-September.



## MANY GIFTS, ONE NATION

This year, NCEA is presenting an online giving campaign to help support and bolster individual Catholic school efforts in their existing fundraising and development efforts. To learn more about NCEA's efforts please click [HERE](#).



**September 15<sup>th</sup>**  
**Feast of Our Lady of Sorrows**

## ACCREDITATION

- Schools having accreditation visits during the fall of 2017-2018 are The Madeleine, St. Paul Parochial, St. James, Holy Redeemer, O'Hara, and Sacred Heart (Medford).
- Those serving on an accreditation visiting team this year must attend a training. The remaining date available for training is **September 6<sup>th</sup>**, 3:30-6pm. This session will be held at the Pastoral Center in Portland. Please RSVP as soon as possible to [dcs@archdpdx.org](mailto:dcs@archdpdx.org)
- 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 to stay on track.
- Elementary school principals are asked to review the Catholic Identity Ongoing Review cycle to see what standards the school needs to address this year. Principals are reminded to send out the staff/stakeholder surveys early to give ample time to write the accompanying report. Questions concerning this review should be addressed to Jeannie Ray-Timoney. Documents for this review can be found [HERE](#). Reports are due electronically by **December 1, 2017**.
- UbD: Backward Design – Train the Trainers: Three options for Professional Development will be held: on **September 18<sup>th</sup>**, from 4:00-6:00pm, at the Pastoral Center; on **September 19<sup>th</sup>**, from 4:00-6:00pm, at St. John Fisher School; and on **September 20<sup>th</sup>**, from 4:00-6:00pm, at Queen of Peace School.



## BEGINNING OF SCHOOL REPORTS

- The Beginning of the School Year report forms are available [HERE](#). Please use the Checklist as a guide for completing the Report. The files will need to be downloaded to the computer before entering information to ensure no loss of data.
- The NCEA DataBank report is due to the Department of Catholic Schools by Monday, **October 2<sup>nd</sup>**. Please honor the deadline as this will give DCS time to compile the data to meet the NCEA deadline of November 3<sup>rd</sup>.
- All other documents are due **November 10<sup>th</sup>**.
- Any questions or requests for assistance can be directed to Dina at [dboyle@archdpdx.org](mailto:dboyle@archdpdx.org).

## FINGERPRINTING UPDATE

The Oregon Department of Education has notified the Department of Catholic Schools that there is a significant delay in issuing clearances for employees who have been fingerprinted using the Fieldprint system. The delay is caused by a database issue at the Oregon Department of Education. Principals are reminded that employees may begin working while their fingerprints are being processed. Any questions on the fingerprinting process can be directed to [dboyle@archdpdx.org](mailto:dboyle@archdpdx.org).

## SCHOOL EXCHANGE WEBPAGE

A page has been added to the Department of Catholic Schools website to list items schools would like to sell or giveaway to other schools or items schools are looking for. To add an item to this page, email the information to [dboyle@archdpdx.org](mailto:dboyle@archdpdx.org). Send the information in a PDF (photos included help and be sure to include contact information). The page is [HERE](#).

## OUTDOOR ACTIVITIES GUIDANCE

*Public Health Guidance for School Outdoor Activities During Wildfire Events* from the Oregon Health Authority can be found [HERE](#).