



## Department of Catholic Schools Bulletin

### FAITH FORMATION COMMITTEE

The Faith Formation Committee will meet at 1:00pm on **March 5<sup>th</sup>** at Twigs Bistro in Bridgeport Village. The key agenda items include evaluating the recent faith formation events, as well as discussion about next year's planning.

### NEW PRINCIPALS

There will be a webinar for all first- and second-year principals on **March 6<sup>th</sup>** from 1:30 to 2:30pm. Michelle Braulick will be presenting information on the FACTS tuition assistance awards process. Register **HERE by MONDAY, MARCH 5<sup>th</sup> at NOON**. A link to the webinar will be sent to all those who register.

### STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee for the Long-Range Planning study will meet on **March 6<sup>th</sup>**, from 1:30-4:30pm, at the Pastoral Center in Portland.

### ELEMENTARY SCHOOL PRINCIPALS

The next Elementary School Principals Meeting will be on **March 9, 2018**, at Jesuit High School. The day will start time with - Mass at 8:30am. Session One will start at 9:40am, and the topic will be TEACHER EFFECTIVENESS. At 11:15am, there will be a presentation about Jesuit's special education program and a tour of the campus followed by lunch at 12:15pm. Session Two, which will start at 12:45pm, will continue with the topic of Teacher Effectiveness. The program will conclude by 2:30pm. Principals are asked to RSVP to Dina Boyle at [dcs@archdpx.org](mailto:dcs@archdpx.org) if they intend to participate in Mass, so there will be adequate seating. The Mass is Jesuit's regular Friday student Mass.



### EIGHTH GRADE MASS

The annual eighth grade Mass will take place on **March 23<sup>rd</sup>** at 9:30am at St. Mary's Cathedral in Portland. Archbishop Sample will be the celebrant. Msgr. Patrick Brennan, rector of the Cathedral, 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](mailto:benglish@cathedral-or.org) by March 9<sup>th</sup>.

### CURRICULUM & INSTRUCTION

- This is a call for **Religion teachers** K-8<sup>th</sup> grades to meet **March 19<sup>th</sup>, 9-2:30pm** at the Pastoral Center to review the new religion standards and to collaborate on creating power standards by grade level. Two to four teachers at each grade level are needed. Principals are asked to RSVP to [dcs@archdpx.org](mailto:dcs@archdpx.org) if they have teachers willing to work on this project.
- This is a call for **Science teachers** K-8<sup>th</sup> grades to meet **April 13<sup>th</sup>, 9-2:30pm** at the Pastoral Center to review the NGSS standards and to create exemplar STEM backward design units. Principals are asked to RSVP to [dcs@archdpx.org](mailto:dcs@archdpx.org) if they have teachers willing to work on this project.
- **Rubicon/Backward Design Sessions** will be held on **March 12<sup>th</sup>** at the Pastoral Center from 4:00- 6:00pm & on **March 14<sup>th</sup>** at Queen of Peace from 4:00-6:00pm.

### NCEA CONVENTION 2018

The annual convention of the National Catholic Educational Association will take place in Cincinnati, Ohio, from **April 3-5**. Registration is open at [ncea.org](http://ncea.org).



## ACCREDITATION

- **Leadership Team Training** for schools writing their self-study in 2018-2019 will be held on **March 13<sup>th</sup>** from 3:00 to 5:30pm at the Pastoral Center.
- The Math In-Depth Study is due **April 27<sup>th</sup>, 2018**. Directions and templates are in the ISL document on the WCEA website. The link is on the Department of Catholic schools web page. Send report electronically to [jray-timoney@archdpx.org](mailto:jray-timoney@archdpx.org). Any principal needing more guidance is asked to contact Jeannie Ray-Timoney at the Department of Catholic Schools.
- **ACCREDITATION Visiting Team Member SIGN-UP FOR 2018-2019 SCHOOL YEAR:** It's time to search for persons willing to sit on accreditation teams. Those schools going through the accreditation process during the '19-'20 academic are reminded that there is a requirement that the Principal and the teacher(s) chairing the Self-Study Process for your school must have been on an accreditation team during 2018-2019 school year.
- Principals and teachers from other schools are highly encouraged to join an accreditation team. Note that only those who have taught for three years or more are eligible to serve on an accreditation team. Team members will earn professional development units for their service. Complete the online Sign-Up form **HERE**.

## EMPLOYMENT AGREEMENTS

Please use this link, **Employment Agreements**, to access all teacher and mid-level administrator employment agreements. Principal and president employment agreements will be e-mailed separately to pastors and board chairs. 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 or president, the pastor or board chair, 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 agreement on or before **May 1<sup>st</sup>**. The teacher then has 15 calendar days to accept or reject the agreement. Employment Agreement Forms may be found **HERE**. Address any questions about the forms and process to Dina Boyle at [dboyle@archdpx.org](mailto:dboyle@archdpx.org).

## PERSONNEL REMINDERS

The suggested deadline for teachers and other school employees to turn in the *Teacher/Staff Survey for Planning* is **March 15<sup>th</sup>**. The template is available **HERE**. Principals may adjust the due date for individual school needs.

## OTHER REMINDERS

- Principals can access all past issues of the DCS Bulletin **HERE**
- The March Substitute List is **HERE**.
- Teacher hiring protocols for archdiocesan elementary and secondary schools can be found **HERE**.



## EMPLOYEE HANDBOOK

The Parish and School Employee Handbook has been revised. The new February 2018 edition supersedes the December 2017 edition. This new edition is on the Human Resources Office web page **HERE**.

The substantive change from December is the inclusion of the "Oregon Sick Time Law" (page 44). Mechanical corrections are also included but do not alter policy context or substance.

If you did not receive or complete the handbook review process, please direct your staff to read it. All staff are responsible to carefully review the Handbook and complete the "Receipt and Acknowledgement Form" (page 57). A signed page should be retained by the employee and another should be inserted in their personnel file.

We suggest setting a deadline for completion by the week of March 16.

You will be notified when modifications occur and available on the website. To ensure everyone has current information we recommend using the electronic version of the Handbook only. Please contact Alana Wilson in Human Resources ([awilson@archdpdx.org](mailto:awilson@archdpdx.org)) if you or your staff have questions.

## UNIVERSITY OF PORTLAND PROGRAMS

- A brochure for the Catholic cohort of the Preliminary Administrator Licensure Program can be found **HERE**.
- A Summer Learning flyer for students entering 4<sup>th</sup> through 11<sup>th</sup> grades in the fall of 2018 can be found **HERE**.

**LOVE LIFE**  
**LIVE  LENT**  
**TRANSFORM YOUR WORLD**



This Lenten season, as we take up our cross to follow Jesus, may we be reminded that our cross does not prohibit us from seeing the cross of others. In fact, to carry our cross worthily, we must have a legitimate and real concern for others that propels us to act on their behalf. This can be tough, and like the blind man, faith is often all we can rely on. But when faith is engaged, as witnessed by the blind man, wonderful things can happen. Pope Francis described faith this way:

"Faith is not a light which scatters all our darkness, but a lamp which guides our steps in the night and suffices for the journey. To those who suffer, God does not provide arguments which explain everything; rather, his response is that of an accompanying presence, a history of goodness which touches every story of suffering and opens up a ray of light." (*Lumen Fidei*) [A reflection from USCCB]