



Department of Catholic Schools Bulletin

PRINCIPALS MEETING

High School Principals will meet on **April 10th**, from 10:00am to 2:00pm, at the Regis campus of Regis St. Mary School in Stayton. Agenda items should be e-mailed to Stacey Baker sbaker@marisths.org by April 5th.

PRINCIPALS WEBINAR

There will be an **optional** webinar for all interested principals on **April 11th** from 1:30 to 2:30pm. Alana Wilson will be presenting information on Human Resources. Register **HERE** by **Monday, April 10th at NOON**. A link to the webinar will be sent to all those that register.

FAITH FORMATION COMMITTEE

The Faith Formation Committee will meet on **April 26th**, from 1:00-3:00pm at Twigs Bistro in Bridgeport Village.

ELEMENTARY SCHOOL PRINCIPALS

Elementary School Principals will meet on **April 27, 2018**, at St. Pius X School. The day will start with refreshments at 8:30am. The meeting will open at 9:00am and conclude by 2:30pm. The topic for the day is Systemic Professional Learning Communities. Lunch will be served at noon, at which time retiring principals will be honored.

ACCREDITATION

The Math In-Depth Study is due **April 27th, 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@archdpdx.org.

STRATEGIC PLAN

The nomination form to serve on one of the implementation committees for the strategic plan can be found **HERE**. Note that self-nominations are welcome.

CURRICULUM & INSTRUCTION

- This is a call for **Science teachers** K-8th grades to meet **April 13th, 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@archdpdx.org if they have teachers to work on this project, especially pre-K, K, and 1st Grade teachers so teachers of all grades are represented.
- A copy of the PowerPoint about Teacher Evaluation from the March 9th elementary school principals' meeting can be found **HERE**. Embedded in the PowerPoint are the forms and documents reviewed at the meeting.
- **Thanks** to all Religion Teachers who joined together to review the Religion standards. A lot of great input and feedback was gathered. Teachers may find the following resource useful www.thereligionteacher.com.

LEADERSHIP PROGRAM

The Leadership Program for all first-year and second-year principals will take place on **May 2, 2018**, from 9:00am-2:30pm at the Pastoral Center. Participants are reminded to have completed the reading of *What Makes Us Catholic* by Thomas Groome.

TRANSITIONS

The following principals will be completing their service at the end of the school year:

- **Karen Asbury**, St. Rose, Portland
- **Maria Palacio**, St. Vincent de Paul, Salem
- **Rose Rosinski**, All Saints, Portland
- **Lucy Shawn**, Sacred Heart, Gervais
- **Mary Thompson**, St. Pius X, Portland

STRATEGIC PLAN

The final version of the strategic plan, ***Forming Missionary Disciples of Christ*** can be found **HERE**. Note this version is for pastors, presidents, principals and members of governance. An executive version will be published later for the general public.

EIGHTH GRADE AWARD

The Archbishop Sample Christian Leadership and Service Award, a \$200 scholarship, is again available to one eighth grade student from each Catholic elementary school who will be going on to a Catholic high school in the Archdiocese of Portland. The application form is available [HERE](#).

SCHOOL CALENDAR 2018-2019

A REMINDER: The form and directions for elementary school principals to submit the 2018-2019 school calendar for approval can be found [HERE](#). The form and directions for secondary school principals to submit the 2018-2019 school calendar for approval can be found [HERE](#). Calendars are due **by May 1st** to dcs@archdpx.org.

DIPLOMA TEMPLATE

This year's elementary school diploma template can be found [HERE](#). Insert the name of the student, the school's name, the date of the school's graduation, the pastor's name, and the principal's name. Principals may add the school logo in the designated spot Contact Brittany or Dina at, dcs@archdpx.org, with any questions.

CHILD PROTECTION COMPLIANCE LETTER 2018

It is time once again for principals to send the annual letter of compliance to Archbishop Sample regarding child protection training and background screening compliance for your school. Find a message from Cathy Shannon and all details for the Child Protection Compliance Letter [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 1st**. 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
- Principals are to use the **Online Position Listings Form** to list a staff/teacher opening on the Archdiocesan webpage. The online form is available [HERE](#).



Alleluia

Christ
is
Risen!