



Department of Catholic Schools Bulletin

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 16, 2018**. The program will begin at 10:30am with Mass and a Commissioning celebrated by Bishop Peter Smith 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 17, 2018**, at St. Anthony School in Tigard. 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.

CURRICULUM INSERVICE

There will be an in-service program required of all new teachers and all new principals about Backward Design & Renaissance Testing on **August 21, 2018, from 8:30am-3:30pm**, at St. Anthony, Tigard. Lunch will be provided.

CALENDAR 2018-2019

An up-to-date version of the Department of Catholic Schools Events Calendar can be found **HERE**.

APPOINTMENTS FOR 2018-2019

Principals:

- Lesley Lindell, St. Matthew, Hillsboro
- Jon Myers, All Saints, Portland
- Christine Penwell, St. Rose, Portland
- Joanne Smith, St. Pius X, Portland
- Josie-Lynn "Gigi" Wolf, Sacred Heart, Gervais & St. Vincent de Paul, Salem

Transitions:

- Denise Jones, President, La Salle Catholic College Prep is retiring.
- Erica Pyne, Principal, St. John the Apostle, Oregon City, has accepted a position outside of Catholic schools.

AMENDED CALENDAR

Each school is to submit an amended calendar by June 15th, to dcs@archdpdx.org. The form is available **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. Training may also be done at the school level by a *qualified trainer* (Licensed Physician or Registered Nurse) and training materials for Medication Administration and Severe Allergic Reaction training are available by contacting dcs@archdpdx.org.

SCHOOLS EXCHANGE

This is a reminder that schools can list items needed or for sale/giveaway on the DCS website at this **link**. Please e-mail all items for listing to dcs@archdpdx.org.



FINGERPRINTING PROCESS REMINDER

Reminder: all school employees who have unsupervised access to minors must be fingerprinted. Licensed teachers are fingerprinted as part of their license. All others must use the process detailed in the attached information sheet and scheduling aid **HERE**. This is in addition to the background check through Praesidium.

PDU CERTIFICATES FOR 2017-2018

To access fillable PDU certificates for professional development taken during the 2017-2018 school year, click **HERE**.

PEER FORMS REMINDER

In addition to the completed PEER form, be sure to include the PDU verification form for any teachers renewing their license during the summer months. The form is **HERE**. Any questions, contact Dina at dboyle@archdpx.org.

END OF YEAR REPORTS

The end of school year and projected 2018-2019 enrollment survey is **HERE**. It is due **June 29, 2018**. The Department of Catholic Schools no longer requires copies of the substitute records and the yearly fire drill report, **but these items are to be retained at the school** and the templates are **HERE**.

CATECHIST CERTIFICATION

Based on the 2017-2018 Catechist Certification guidelines, found **HERE**, principals will need to document their teachers' Catechist Certification status for the 2017-2018 school year by completing the 2017-2018 Catechist Certification Roster found **HERE** by **June 22, 2018**. Questions may be addressed to gbeckley@archdpx.org.

PRAYER BOOKS

The Archdiocese processes a group order for material from Liturgy Training Publications. A school interested in ordering copies of the *CHILDREN'S DAILY PRAYER BOOK* or 2018-2019 Liturgical Calendars can find the order form **HERE**.

FAITH FORMATION 2018 – 2019

The 2018 - 2019 Faith Formation theme for all archdiocesan schools is *Prayer & Spirituality: Answering the Call toward Missionary Discipleship*. 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**.

ACCREDITATION

Principals are asked to complete and turn in the following reports by June 25th, 2018 to jray-timoney@archdpx.org.

- **School Profile:** A5 Participation in IDEA, A6 Participation in Fed Programs, A8 Staff Development
- **Data Analysis:** B1 Enrollment Trends, B2 Finances, B3 Quartile Analysis, B4 Student Growth [The template for the B3 and B4 reports will be sent by e-mail on June 4th.]
- Appendix J Annual Progress Report-The report form can be found **HERE**.
- **Congratulations** to those schools who successfully completed their accreditation visit in the 2017-2018 school year: Holy Redeemer, The Madeleine, O'Hara, St. James, St. Paul Parochial, and Sacred Heart in Medford.
- **The following schools have accreditation visits in the 2018-2019 school year:** All Saints, Holy Family, St. Anne, St. Ignatius, St. John the Apostle, St. Joseph, St. Pius the X, St. Thomas More, Valley Catholic Elementary, Franciscan Montessori Earth School, and Central Catholic High School.

VACCINATIONS

An information flyer on Catholic Church Teaching about Vaccination produced by the Michigan Catholic Conference and distributed by the United States Conference of Catholic Bishops can be found **HERE**.



CURRICULUM & INSTRUCTION

- There is an opportunity for elementary principals interested in collaborating with the Curriculum Committee and other diocesan leaders from across the Western United States this summer at the ATLAS Rubicon Portland location. Please review the link **HERE**.
- **Differentiation and Multiage Learning Seminar:** Dr. Barbara Cozza, a renowned researcher in multiage learning will present the research and practical application of differentiated instruction to support multiage learning in the classroom. She will also cover collaboration with parents, teachers, and administration. The program is open to all elementary school principals and teachers. Don't miss this opportunity. Reserve a spot for **June 21st and June 22nd** at Holy Cross School, Portland. RSVP to dcs@archdpdx.org.
- **STAR Assessment:** The September principal meeting will focus on STAR assessments. The following link will guide you to 4 webinars that principals should watch before that meeting. **Webinar series with NCEA** 1) Unlocking student talent; 2) Practical ideas on personalized learning; 3) Competency-based learning-changing the pace; and 4) Assessment and student agency. These topics will be useful for principals and teachers.
- **Family Life and Protection of God's Children:** The expectations for implementation of *Called to Protect, Family Life, Second Step*, and *Theology of the Body* for 2018-2019 school year can be found **HERE**. Bulk orders for *Second Step* materials are due to DCS by June 22 to dcs@archdpdx.org.

WESTON MATCH PROGRAM

Information about this program can be found **HERE**.



ANNUAL REPORT PARAMETERS, INSTRUCTIONS & DEADLINE

Please submit material (pictures and information) for the *Archdiocese of Portland Schools Annual Report*. **Send the information by June 15th at the latest** to dcs@archdpdx.org. Please ensure all student photos have parental release for publication. Potential topics & events:

- Awards & Honors: School, students, faculty, staff,
- Unique and/or innovative programs,
- Highlights of Important Events: For example, 50th anniversary celebration for the founding of the school,
- Identification: Three to four sentence description of award, honor, highlight, event and picture if available.
- **Photo Standards:** Photos may be of any aspect ratio, and must be at least 1200px as the SMALLEST number in the dimension details. For example, a photo that is 2350px X 1200px is acceptable. A photo that is 1200px X 635px is not high enough resolution to use.
- **Some good rules of thumb:**
 1. Always send the largest image possible.
 2. Send the original (un-modified) image whenever possible.
 3. Never send images saved from a website because they are already downsized and cropped by the web program and are not fit for use in print.

THE OREGON IPM LAW

The Oregon School Integrated Pest Management Law requires all schools to have and implement an IPM Plan. Each school is required to have an IPM Plan Coordinator. The IPM Coordinator must attend IPM training each year. The OSU School IPM Program provides training that meets this annual training requirement. The latest information on IPM Coordinator training is located on the home page of the OSU website: osuipm.org Registration is currently open for next month's trainings in Medford and Beaverton, and will open soon for the other six training events.

STRATEGIC PLANNING

An executive summary of the Strategic Plan for Catholic Schools: *Forming Missionary Disciples of Christ* was published in the May 18th edition of the *Catholic Sentinel*. Copies of this version will be available at the opening administrators meeting in August. A longer summary of the plan is also available on the website and can be found **HERE**. Also the full version of the plan can be found **HERE**.

The printed version only contains the objectives of the plan. The version on the website has the objectives and the strategies. The full version has the observations and data as well as the objectives and the strategies. The full version is for Catholic school administrators and school governance bodies.

The forming of an Implementation Committee for each of the chapters in the plan has been completed, and these committees will begin their work before the end of the month and continue to form action items for each of the strategies in the fall once the schools are back in session.

Each school's administration, faculty, and governance body will also need to collaborate to align the school's long range plan with the Archdiocesan plan and assess what this plan means for them and the schools in their region. Implementation of the plan will be a dominant agenda item for all Catholic schools in the Archdiocese during the coming school year.

SAVE THE DATE: On **January 17, 2019**, there will be a meeting for an **UPDATE ON IMPLEMENTATION OF THE STRATEGIC PLAN** for all school pastors, presidents, principals, and members of governance bodies. The meeting will start at **2:30pm** and **conclude by 4:30pm**. The location is to be determined.

REGIONAL MEETINGS

The chairs of the elementary school regions are asked to submit a list of the dates for their meetings for the **2018-2019 school year** to the Department of Catholic Schools by **June 20th**, by e-mail to dcs@archdpx.org.

PROFESSIONAL LEARNING COMMUNITIES

Each principal is asked to submit a list of the schools in the region whose teachers will comprise PLCs and the dates that the PLCs will meet together during the **2018-2019 school year** to the Department of Catholic Schools, by **June 20th**, by e-mail to dcs@archdpx.org.

VOCATIONS: SAVE THE DATE

The Office of Vocations will sponsor 6th Grade Vocation Rallies on **March 13, 2019**, in Salem and on **March 14, 2019**, in Tigard. More information can be found **HERE**.

CHILD PROTECTION TRAINING

Information regarding the mandatory training modules for the 2018-2019 school year may be found **HERE**

RISK MANAGEMENT MANUAL

The new *Risk Management Manual* has been released and can be accessed **HERE**.

SUBSTITUTES

The **June** Substitute List is available **HERE**.



"I know how tempting it is, Miss Tutwiler, but you really shouldn't dismiss your class for summer recess until summer gets here."

