



Department of Catholic Schools Bulletin

OPENING ADMINISTRATORS MASS & 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 Archbishop Sample and priests of the Archdiocese, in the Chapel of Christ the Teacher, followed by brunch and a meeting in the Bauccio Commons. 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@archdpdx.org. Priests concelebrating are reminded to bring the Archdiocesan vestments.

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. The link to register new teachers can be found [HERE](#). Principals are invited to participate; just register using the link; there is no charge.

FAITH FORMATION COMMITTEE

There will be a Faith Formation Committee meeting on **Monday, August 20, 2018**, from 1:00–3:00pm, at *La Buca* in Portland. The agenda will focus on planning activities for the coming school year.



CURRICULUM INSERVICE

There will be an in-service program required of all new elementary school teachers and all new elementary school principals about Backward Design & Renaissance Testing on **August 21, 2018, from 8:30am-3:30pm**, at St. Anthony, Tigard. Lunch will be provided. Other individuals who need a refresher are welcome. Use the link [HERE](#) to register.

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
- Mary Haluska, St. John the Apostle, Oregon City (interim)
- Sandy Lonergan, St. James, McMinnville (interim)

Presidents:

- Andrew Kuffner, President/Principal, La Salle Catholic College Prep
- Oscar Leong, President, De La Salle North

Pastors:

- Fr. James Herrera, Sacred Heart, Gervais
- Fr. Lucio Villalobos, M.Sp.S., St. Matthew, Hillsboro
- Msgr. John Cihak, Christ the King, Milwaukie
- Fr. Luan Tran, St. Agatha, Portland
- Fr. Patrick Neary, C.S.C., Holy Redeemer, Portland
- Fr. Manual Becerra, St. Vincent de Paul, Salem
- Fr. Shane McKee, St. Francis, Sherwood



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 online form by **Friday, August 24, 2018**. The form may be accessed [HERE](#).

FAITH FORMATION PROGRAM

Personal Prayer is the Faith Formation theme for all archdiocesan schools during the 2018–2019 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](#).

CATECHIST CERTIFICATION

All new teachers, all faculty who teach religion, and current teachers who did not complete *Catholicism* are responsible for completing the online *STEP* program. Program details may be found [HERE](#).

ACRE: FEBRUARY 2019

During the week of **February 4, 2019**, all 5th, 8th, and 11th grade students in Archdiocesan schools will take the ACRE assessment. NCEA has contracted with a new company to host this assessment with the hope of streamlining and improving the process. Principals may submit their orders [HERE](#) at any time.

EMPLOYEE HEALTH TRAINING

Each principal now has to schedule the school's employee health trainings through the [MESD online scheduler](#). In addition, schools are 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.



FEES

The list of anticipated fees and other costs for elementary schools during the 2018-2019 school year is available [HERE](#).

CURRICULUM/ASSESSMENT

- **First Student Testing Window:** September 10th-28th, 2018
- **September 14th Elementary Principal Meeting** will focus on STAR assessments. The following link will guide principals to four 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.

ACCREDITATION

- **Accreditation visits for 2018-2019:** All Saints, Holy Family, St. Anne, St. Ignatius, St. John the Apostle, St. Joseph, St. Pius, St. Thomas More, Valley Catholic Elementary, Franciscan Montessori Earth School, and Central Catholic High School.
- **Accreditation Visiting Team Training:** Those serving on an accreditation visiting team this year must attend training. Two dates are available: **August 30th, 2:00-4:00pm** or **September 5th, 4:00-6:00pm**. Both sessions will be held at the Pastoral Center. Use the link [HERE](#) to register.
- **2018-2019 a Self-Study Year:** Cathedral, Holy Trinity, Queen of Peace, St. Clare, St. Francis, St. Luke, Regis St. Mary, St. Matthew, and Marist. Please check timelines in the ISL protocol.
- **Elementary Schools:** Review the Catholic Identity Ongoing Review cycle to see what standards the school needs to address this year. Remember to send out the staff/stakeholder surveys early to give ample time to write the report. Address questions to Dr. Jeannie Ray-Timoney at jray-timoney@archdpdx.org. Reports are due electronically **December 21st, 2018**.

CALENDAR 2018-2019

An up-to-date version of the Department of Catholic Schools Events Calendar can be found [HERE](#).

FIRST DAY OF SCHOOL

All schools are to use the online form which can be found [HERE](#) to report enrollment numbers as they stand on the first day of school. Submit the form no later than **September 7th**.

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 2018-2019 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](#) and [HERE](#).

FINGERPRINTING REMINDER

All school employees without fingerprint clearances through the state of Oregon (TSPC or Childcare Division) need to be fingerprinted. See the information sheet and scheduling aid [HERE](#). For questions on the process, please contact Dina Boyle at dboyle@archdpx.org.

COMMUNICABLE DISEASE CONTROL

Principals need to keep a copy of the *Communicable Disease Control Plan for School Employees (2017)* in the school office. This manual outlines the requirements for the protection of employees against blood-borne pathogens in the school setting. OSHA will ask for this document during an inspection. The updated plan can be found [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](#).

STRATEGIC PLANNING IMPLEMENTATION

Chairs of the various implementation committees are reminded to inform the Department of Catholic School of the date of the first committee meeting of 2018-2019 school year as soon as possible, and then to send minutes for each meeting to the DCS. The initial task of each committee is to add more members if needed. Note additional members must be submitted to the DCS for approval before formally adding them to a committee. The next task is to devise the action items for each strategy. On **September 19th** there will be a luncheon meeting of the Strategic Planning Coordinating Committee from 11:00am-1:00pm at St. Anthony School, Tigard. An initial draft of the progress with action items, therefore, will be need to be submitted to the DCS by **September 14th** so the committee can review what progress is being made. Note that the Coordinating Committee is made up of the implementation committee chairs and the staff of the DCS.

