



Department of Catholic Schools Bulletin

ELEMENTARY SCHOOL PRINCIPALS

Elementary school principals will meet on **March 8, 2019**, at St. Joseph School, Salem. Refreshments will be available at **8:30am**. The program will run from **9:00am to 2:30pm**. Lunch is included. The focus of the meeting will be on deepening the understanding of the role of the Framework in professional learning with the Danielson Model including practical applications of the model.

PRINCIPALS WEBINAR

There will be an **optional** webinar for all interested principals on **March 13, 2019**, from 1:30-2:30pm. Steve Poehler will present information on tuition assistance. Register by **March 6th**, for the webinar **HERE**.

FAITH FORMATION COMMITTEE

The Faith Formation Committee will meet at 1:00pm on **March 19th**, at La Buca in Portland. The key agenda items are evaluating the February faith formation events, as well as planning for the next school year.



EIGHTH GRADE MASS

The annual eighth grade Mass will take place on **March 22nd**, 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. This year, 8th graders from each school are invited to participate in the Mass choir. Details will be found on the registration page. Principals whose school's eighth graders will attend, are to register **HERE** by **March 8th**.

ALICE TRAINING

The two-day ALICE training for all Archdiocesan schools will be held at St. Anthony's in Tigard on **June 18th & 19th**, from 8:00am-5:00pm. Each school is expected to send two staff members to be trained. The total cost for the two-days is \$580 (includes breakfast and lunch both days). Archdiocesan schools are eligible to use a portion of their safety grant to cover half of the training cost (\$250). Safety grant arrangements will be handled by the Department of Catholic Schools. Principals are asked to register staff who will participate and also indicate the school's safety grant preference **HERE** by **March 8th**. A schedule for the two days can be found **HERE**. Please note the **KEY POINTS** listed at the bottom of the schedule, and be sure those participating are aware of them.

NCEA CONVENTION 2019

The annual convention of the National Catholic Educational Association will take place in Chicago, Illinois, from **April 23-25**. Registration is open via the NCEA website



ACCREDITATION

- Leadership team training for schools going through a self-study during the 2019-2020 school year will be held at the Pastoral Center on **March 21st, from 4:00-6:00pm.**
- Schools going through a self-study during the current school year (2018-2019) are reminded that Self-Study drafts are due by end of April for feedback. Email the draft to Dr. Ray-Timoney jray-timoney@archdpdx.org.

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@archdpdx.org.



ACRE 2020

An update to the 2019-2020 calendar: The ACRE assessment will be administered the week of **February 10-14, 2020.**

PERSONNEL REMINDERS

- The suggested deadline for teachers and other school employees to turn in the *Budget Planning Survey Worksheet* [formerly *Letter of Intent*] is **March 15th**. The template is available **HERE**. Principals may adjust the due date for individual school needs.
- The deadline for *Employment Agreements* being offered to returning teachers is **May 1st**. Teachers have 15 calendar days after an offer of employment to accept or reject the offer. Links to the teacher *Employment Agreement Form* will be included in the March Bulletin.
- 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**.
- Teacher hiring protocols for archdiocesan elementary and secondary schools can be found **HERE**.
- The March **Substitute List** is available **HERE**.

