



## Department of Catholic Schools Bulletin

### LEADERSHIP PROGRAM

The Leadership Program for all first-year and second-year principals will take place on **May 1, 2019**, from 9:00am-2:30pm at the Pastoral Center. Refreshments will be available at 8:30am; lunch will be provided. Participants are reminded to have completed the readings and be ready to discuss.

### MENTOR SCHOOL VISITS

First year principals are reminded that a one day visit to the school of their mentor principal is to be completed before the end of the school year, and second year principals to the schools which were assigned. First and second year principals and their mentors are asked to complete the end-of-year survey found [HERE](#) by **May 24<sup>th</sup>**.

### NEW PRINCIPALS - 2019-2020

- Danyelle Ramsey: Central Catholic HS
- Sarah Brentano: Christ the King
- Joe Galati: Holy Family
- Deirdre McPheeters: Holy Redeemer
- Lillie Stevens: St. Cecilia
- Sandy Lonergan: St. James
- Mary Haluska: St. John the Apostle
- Amber Ploussard: St. John the Baptist
- Kate Chambers: The Madeleine



### TEACHER STANDARDS & PRACTICES COMMISSION ALERT

With regards to license renewal, effective **July 1, 2019**, licensed teachers and administrators will no longer receive a 120 day grace period and the license will not remain active unless an application is submitted online prior to the license expiration date.

### AMENDED CALENDAR

Each school is to submit an amended calendar by **June 15<sup>th</sup>**, to [dcs@archdpdx.org](mailto:dcs@archdpdx.org). The form is available [HERE](#).

### END OF YEAR REPORTS

The end of school year and projected 2019-2020 enrollment survey is [HERE](#). It is due **June 28, 2019**. Information is also being requested about a school's classroom capacity numbers. Note, the Department of Catholic Schools no longer requires copies of the substitute records nor the yearly fire drill report; however, **these items are to be retained at the school**.

### 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@archdpdx.org](mailto:dcs@archdpdx.org) with any questions.

### EIGHTH GRADE AWARD

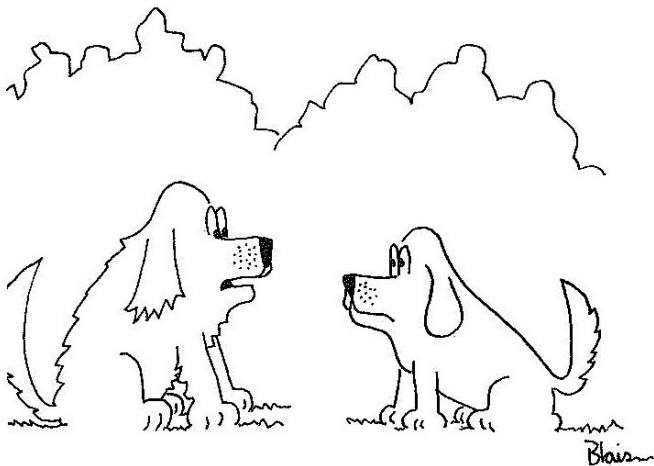
*The Archbishop Sample Christian Leadership and Service Award*, a \$200 scholarship, is again available to one eighth grade student from each Catholic elementary school who will be going on to a Catholic high school in the Archdiocese of Portland. The application form is available [HERE](#).

## ACCREDITATION

The end-of-year elementary school documents required for accreditation are Appendix B 1-4 which are in the [ISL protocol](#). Please send these by June 21<sup>st</sup> to [jray-timoney@archdpx.org](mailto:jray-timoney@archdpx.org).

## CURRICULUM AND INSTRUCTION

- The curriculum committee will meet at the Pastoral Center in Portland on **May 31<sup>st</sup>** beginning at 10:00am.
- **Thank you to all K-8 Science Teachers** who have been working on creating Stage 1 and Stage 2 science curriculum for the Archdiocese this year. The next two sessions will be June 19<sup>th</sup> and 20<sup>th</sup> at St. Luke in Woodburn. Please let your principal know if you would like to continue this work in June, and submit your request to participate [HERE](#).
- **The October 11<sup>th</sup>, 2019**, elementary teacher in-service will be held at Valley Catholic. The Curriculum Committee is calling for proposals for teacher led sessions. Any principal having teachers interested in presenting to their peers is asked to have them fill out the google form [HERE](#).
- Teachers can present in pairs if desired. The curriculum committee will also call for proposals for principal led sessions for their peers. Principal presenter form is [HERE](#).



"I'm so hungry I could eat a doctoral dissertation."

## CHILD PROTECTION INFORMATION

Principals are reminded that Child Protection Training and Recordkeeping Deadlines Are Rapidly Approaching:

- **May 5**, Annual child abuse prevention training for children and youth is to be completed. *(If this is still in process, keep in mind it MUST be completed before the end of May.)*
- **May 25**, Pastors and Principals annual compliance letter sent to Archbishop Sample. *(Sample letters in WORD format were sent out by Cathy but are also available by email request to [acp@archdpx.org](mailto:acp@archdpx.org).)*
- **May 31**, Deadline for total numbers of parents, children and youth attending training reported in Armatus under Audit Statistics. Please also include the total number of children/youth in your parish or school programs. *(This is a key component to the process.)*

## SAFE ENVIRONMENT TRAINING

Creating Safe Environments – CASE-- is the new Praesidium training for employees and volunteers. Following are the training dates for current trainers and parish and school staff persons on this new program. Registration details will be available later.

- **Thursday, June 13<sup>th</sup>**, St. Anthony Francis Hall, Tigard, 9am-1pm
- **Friday, June 14<sup>th</sup>**, St. Joseph Church, Salem, 9am-1pm
- **Saturday, June 15<sup>th</sup>**, Portland: Location & time TBA
- **Tuesday, August 6<sup>th</sup>**, St. Alice Parish Hall, Springfield, 9am-1 pm
- **Wednesday, August 7<sup>th</sup>**, Portland (Eastside)– more detail TBA
- **Wednesday, August 14<sup>th</sup>**, Shepherd of the Valley, Central Point, 10am-2 pm

Additional trainings dates for this new program will be announced later. Note that all current CTP Trainers must attend one of these sessions or a Train the Trainer Workshop to continue as a trainer. New CTP Trainers attending one of the above trainings will need to attend day 2 of the Train the Trainer Workshop in order to complete the training. Train the Trainer Workshop dates will be on the calendar by mid-May.

## ANNUAL REPORT PARAMETERS, INSTRUCTIONS & DEADLINE

Please submit material (pictures and information) for the **Archdiocese of Portland Schools Annual Report**. Send the information by **June 14<sup>th</sup>** at the latest to [dcs@archdpdx.org](mailto: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, 50<sup>th</sup> 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.

**This publication is a marketing tool to allow us to tell our collective story as Catholic schools of the Archdiocese of Portland. The content of our report depends on each school submitting material for the publication. Thanks in advance for participating.**



## SUBSTITUTE LIST

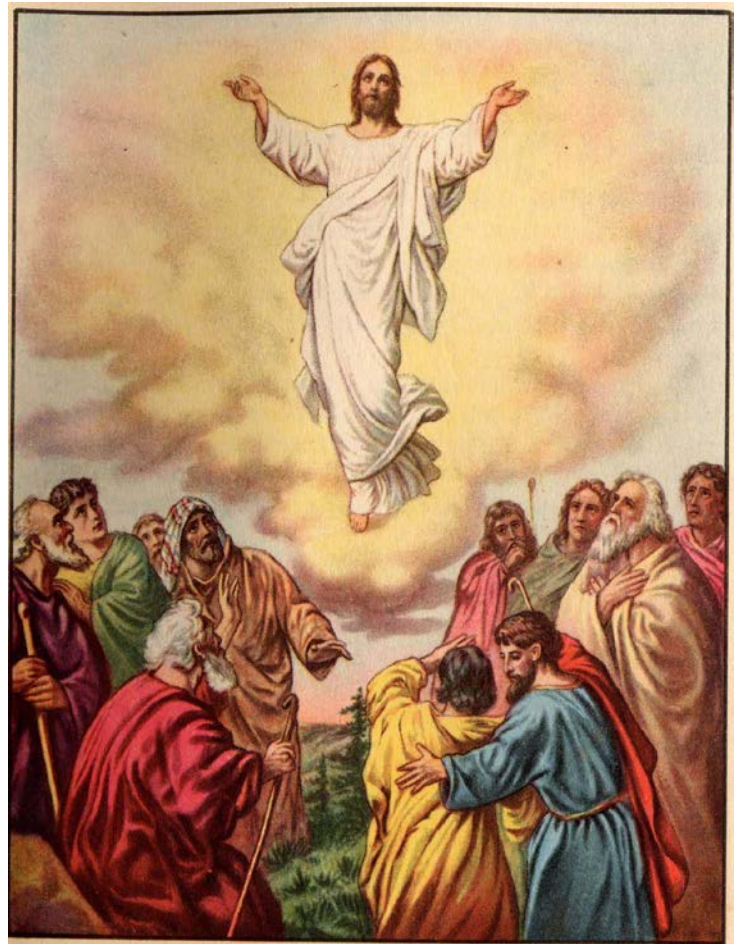
The May **Substitute List** is available [HERE](#).

## PDU CERTIFICATES

PDU Certificates for the Danielson presentation at the March 8<sup>th</sup> principals' meeting are available [HERE](#).

## OUTDOOR SCHOOL UPDATE

In planning for outdoor school, each school principal is to work directly with their local ESD or school district with regard to their process for student registration. There are plans in the works at the state level to streamline this into a universal process but the state has not yet finalized those plans.



JESUS GOING TO THE HEAVENLY HOME