

ARCHDIOCESE OF CHICAGO



OCS Leadership Day
St. John Brebeuf
 8301 N. Harlem Ave.
 Niles, IL 60714

Thursday, October 5, 8:15 a.m. to 3:10 p.m.

St. John Brebeuf Parish Ministry Center

- **Parking:** Please park in the church parking lot. The lot is located on Main Street, east of Harlem Avenue. [Map of St. John Brebeuf](#)
- **Meeting logistics:** The meeting will take place in St. John Brebeuf's Parish Ministry Center. Mass will take place in St. John Brebeuf Church.
- **Driving directions to:** <http://www.sjbschool.org/contactus>
- **Seat Assignments:** <http://bit.ly/2ycTzmQ>

Topic:

OCS Leadership Day

Attendees: Archdiocesan school leaders

Facilitators : Dr. Jim Rigg and Mrs. Elise Matson-Dite

Note Keepers: AM: Dr. Megan Stanton-Anderson; PM Mr. Jerry Spatara

Time Keepers: AM: Ms. Therese Craig; PM: Dr. Merry Quinn

Meeting Objectives:

- **Objective One:** Learn about best practices for school advisory boards.
- **Objective Two:** Examine the new administrator's handbook and hear other announcements.
- **Objective Three:** Celebrate the Eucharist with Archdiocesan school leaders
- **Objective Four:** Discuss Tax Credit Scholarships and implications for principals and schools.
- **Objective Five:** Learn about updates to the Principal and Teacher Evaluation processes
- **Objective Six:** Breakout Sessions
 - Room A - Catechetical Certification: How to ensure your teachers are registered for the appropriate coursework - Mr. Bob Rabe
 - Room B - Tax Credit Scholarships: Q&A follow-up on the presentation on Tax Credits - Mr. Bob Hudzik and Mr. Tim Cawley
 - Room C - Fall Marketing and Enrollment Strategies: Mr. Kurt Lewis

Meeting Norms

- Assume positive intentions.
- Take an inquiry stance.
- Ground statements in evidence.
- Stick to the protocol.
- Start and end on time.
- Be here now.
- Everyone has a voice.

Time	Minutes	Activity
7:30-8:15	45	Pre-meeting social time. A light breakfast is served at this time. Please visit vendors during this time!
8:15-8:30	15	<p>Opening prayer. Welcome, prayer, and meeting logistics. Presenter: Dr. Jim Rigg, Mr. Bob Rabe, Mrs. Elise Matson Dite</p> <ul style="list-style-type: none"> ● Greeting from Rev. Michael Meany and Dr. Mary Maloney - Pastor and Principal of St. John Brebeuf Parish and School <ul style="list-style-type: none"> ○ Welcome by Fr. Meany and Dr. Maloney ○ Bob Rabe- push for Souper Stadium; we have collected 79,000 cans so far but want to double this <ul style="list-style-type: none"> ■ Also reminded principals about Holy Fire and asked them to consider sending students to this on Oct. 20 ■ Also mentioned Encounter, the Friday night event for teens



		<ul style="list-style-type: none"> ● Dr. Rigg <ul style="list-style-type: none"> ○ Pointed out the new Strategic plan document ○ Congratulated the Blue Ribbon winners and principals were acknowledged ○ Announced and introduced new OCS staff ○ Elise reviewed Datawise norms with the group and introduced the icebreaker ● Ice Breaker - Desert Island and a class of students and one book
8:30-9:55	85	<p>Objective One: Learn about best practices for school advisory boards. Presenter: Liz Livingston Howard</p> <ul style="list-style-type: none"> ● Dr. Rigg introduced Liz Howard to the group ● Liz acknowledged the hard work and complexities of being an elementary school principal and thanked the principals in the room ● Liz used the Meeting wise norms as a jumping off point for her discussion and shared that if school boards just used these, she wouldn't need to be here! ● Introduced her topic of speaking about school boards and shared her experience of being on boards and working with them ● Some of the things that Boards do: <ul style="list-style-type: none"> ○ Represent a variety of skill sets to share with the principal ○ Be a thought partner ● Slides addressing the following aspects of board membership: <ul style="list-style-type: none"> ○ How can your board help you to be more effective? ○ Who are your board members? ○ How do you invite people to be a board member? <ul style="list-style-type: none"> ■ Time ■ Talent ■ Treasure ■ Work, weight, wealth and wisdom <ul style="list-style-type: none"> ● Wealth is not just financial; could be in the area of expertise and in their network ● Want people who are good thought partners ■ Onboarding is an important part of the process ○ Have a position description for your board members so that this can be used to set expectations in recruiting new members ○ Many voices at the table but one voice leaving the room ○ Need honesty and ability to discuss difficult topics without confrontation ○ Financial obligation should not be set at a firm required level ○ Set expectations that work for your school community ● Boards have a strategic focus <ul style="list-style-type: none"> ○ Consent agenda - put all the minutia into one agenda item ○ Strategic planning conversations (clear criteria for what these are and are not) ● Why is engagement important? (table conversation) <ul style="list-style-type: none"> ○ Reasons for this: more invested, more team oriented, more supported, more innovative, remain focused on agenda ○ How are you connecting members to the mission of the school? ○ How do you ensure that members feel that they are invested and that it is special that they are there? ○ Structure meeting so that there is time for discussion and put more important issues first ○ Devil's Advocate versus contrarians; these are needed but a devil's advocate is charged with researching a topic ○ How do people know enough to talk about the high points of your school, regardless of the role they play or the age of their student?



		<ul style="list-style-type: none"> ● Important that the school is viewed as a ministry of the parish <ul style="list-style-type: none"> ○ Connecting the school (with board members as advocates) with the parish is key ○ Pastors play a critical role in the life of the school and their engagement with the school board can range <ul style="list-style-type: none"> ■ Having a conversation about pastors involvement in the board and setting expectations with him so that there is not miscommunication about this ■ Share pastor role with board members so they understand this as well ● Leverage your relationship with the Board ● Questions: <ul style="list-style-type: none"> ○ How do you handle it when ideas are presented that have been tried before?
9:55-10:10	15	Break
10:10-10:45	35	<p>Objective Two: Examine the new administrator’s handbook and hear other announcements.</p> <ul style="list-style-type: none"> ● Introduction of Administrator’s Handbook - Dr. Jim Rigg <ul style="list-style-type: none"> ○ Educational policies case studies and pop quiz ○ Fun interactive activity ● Instructions on NCEA Survey - Kurt Lewis <ul style="list-style-type: none"> ○ Erate survey extended to Oct. 12 ○ HHI Survey due on Oct. 6 ○ OCS survey -Due Oct. 18 ● Short principal survey - Elise Matson Dite - Principal Survey
10:45-11:00	15	Transition to Mass and Plus Deltas
11:00-12:00	60	Objective Three: Celebrate the Eucharist with Archdiocesan school leaders. Presider: Bishop Francis Kane.
12:00-12:45	45	Lunch
12:45-1:45	60	<p>Objective Four: Discuss Tax Credit Scholarships and implications for principals and schools. Presentation: Dr. Jim Rigg, Mr. Tim Cawley, Mr. Bob Hudzik NOTES: (Presentation is available online; handout provided)</p> <ul style="list-style-type: none"> ● Mr. Cawley gave update with highlights on Tax Credit Scholarships ● Defined SGOs; Discussed scholarship eligibility; implementation requirements and timelines; define actions schools should be taking; identify ocs support to assist schools; review communication plans and information sources; <p>Critical Work:</p> <ol style="list-style-type: none"> 1) Support efforts to create an SGO 2) Get donors to commit \$35-\$40 million by January 1. 3) Develop and implement communication and marketing plans for scholarship applications. 4) Develop a plan to address impacts within our schools. 5) Launch advocacy efforts to keep the law in place. <p>NEED TO DO NOW:</p> <ul style="list-style-type: none"> ● Complete HHI surveys. This income information is critical! ● Develop lists of families that left school for financial reasons b/c marketing dept can do target marketing to reach out to them. ● Ensure your NCEA survey enrollment by classroom is 100% accurate. Allow you to plan to add students without adding costs. ● Guiding principles for admissions will be coming from OCS. ● Refer potential donors to Jeremy Monty (jmonty@archchicago.org) at Stewardship & Development who can help them understand the law and what is needed.



		<p>OCS support: (What we're doing):</p> <ul style="list-style-type: none"> • Driving clarity and specificity of the program with Illinois authorities • Define required scholarship and admissions application process and timing • Hiring marketing firm to target programs to existing and new student families. • Develop professional development for principals and staff to prepare for new students. • Evaluate testing requirements and impact on existing testing programs. • Develop an FAQ on AoC website by 10/15. • Targeted marketing begins in November. • Decisions on application/registration process in November. • Tuition pricing by December 1.
1:45-2:10	25	<p>Objective Five: Learn about revisions to the Principal and Teacher Evaluation processes. Presenters: Dr. Mary Kearney and Dr. Jorge Pena</p> <p>NOTES:</p> <ul style="list-style-type: none"> • 50 schools in the pilot program • PD on 10/27 for principals in the Pilot Group. • Training for 50 principals will be half day at Cardinal Meyer Center • ALL principals and school administrators complete the certification prior to July 2018 • AdvancEd ELEOT 2.0 assesses learning environment. Training video is available. Measures effectiveness of learning environment in classroom. • DRAFT of AoC Performance Standards for School Leaders is posted on the OCS Resource Portal • DRAFT reduces the number of standards from 6 to 4. • Table groups to identify evidence to support the new Indicators in each standard.
2:10-2:25	15	Break - Snack will be served
2:25-3:05	40	<p>Objective Six: Breakout Session: Choose One</p> <ul style="list-style-type: none"> • Room A - Catechetical Certification: How to ensure your teachers are registered for the appropriate coursework - Mr. Bob Rabe • Room B - Tax Credit Scholarships: Q&A follow-up on the presentation on Tax Credits - Mr. Bob Hudzik and Mr. Tim Cawley • Room C - Fall Marketing and Enrollment Strategies: Mr. Kurt Lewis
3:05-3:10	5	Plus/Delta Protocol: Assess what worked well and what did not in this meeting. Please leave plus deltas on your table for collection.
3:10		Leadership Day concludes