



OCS Leadership Day

St. Ignatius College Prep, 1076 West Roosevelt Rd., Chicago, 60608

Thursday, August 3, 2017, 8 a.m. to 3:30 p.m. at St. Ignatius College Prep

- **Parking:** Parking is available in the Racine/Roosevelt lot, west of the school.
- **Meeting logistics:** Morning/afternoon sessions in **Tully Hall**; Liturgy will be held in **McLaughlin Theater**
https://www.ignatius.org/virtual_tour/virtualtour.html.
 - Leaders should enter St. Ignatius College Prep from Roosevelt Road. OCS staff will be at entrances.
- **Driving directions to St. Ignatius:** <http://www.ignatius.org/about/driving-directions/>
- **Seat Assignment:** <http://bit.ly/2uWrf3O>

Topic: OCS Leadership Day	Attendees: Archdiocesan school leaders Facilitators: Dr. Jim Rigg and Mrs. Elise Matson-Dite Note Keepers: AM: Dr. Kari King, PM: Mrs. Lorelei Bobroff Time: AM: Dr. Maria Hawk, PM: Mr. Hedi Belkaoui
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Meeting Objectives:

- **Objective One:** Introduction to the 2017/2018 School Year.
- **Objective Two:** Learn about the process for analyzing ACT ASPIRE scores and creating the CSIP.
- **Objective Three:** Learn about maximizing your school's Title I and E-Rate funds.
- **Objective Four:** Learn about compliance requirements through OPCY.
- **Objective Five:** Celebrate the Eucharist with Archdiocesan school leaders.
- **Objective Six:** Learn about the *Soup-er Stadium Challenge*.
- **Objective Seven:** Learn about the AoC School Strategic Plan and *Renew My Church* initiative.
- **Objective Eight:** Attend two of the following breakout sessions:
 - Introduction to Applied Behavior Analysis (ABA) Training for the Classroom (Sessions 1 and 2)
 - New Training Requirements for the Child Care Assistance Program (CCAP) (Sessions 1 and 2)
 - AdvancED School Improvement Review (Session 1)
 - Maximizing Your School's Title I and E-Rate Funds (Sessions 1 and 2)
 - Update on Every Student Succeeds Act (ESSA) (Sessions 1 and 2)
 - Mentors for New Leaders (Session 2)

Please click [here](#) for a description of the breakout sessions listed above.

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
7:15 - 8 a.m.	45	Pre-meeting social time. A light breakfast is served at this time in Tully Hall. Please have your photo taken and visit vendors during this time.
8 - 8:25 a.m.	25	Opening prayer. Welcome, prayer, meeting logistics. Presenters: Dr. Jim Rigg, Mrs. Elise Matson-Dite NOTES: (Refer to PPT slides available on the OCS Portal) Dr. Rigg lead the principals through a self-reflection.
8:25-9:10 a.m.	45	Objective One: Introduction to the 2017/2018 School Year. Presenters: Dr. Jim Rigg, OCS Staff Members. NOTES: (Refer to PPT slides available on the OCS Portal) 27 new principals introduced 4 transfer principals introduced 1 high school principal introduced



		<p>Jim introduced APA officers: Mary Ann Johnson, president; Sr. Marie Michelle Hackett, Nancy Nasco,</p> <p>Tax credits - State budget passed w/o tax credit or parental choice. However, increase in credit from \$500 to \$750; State Education Bill still alive, under debate, possible vote to override Governor's veto; OCS may be a time when we ask you to reach out to your representatives</p> <p>Jim reviewed important dates for the school year - master calendar in your "We are One Body" bag. Leadership Days - 10/5, 2/16 preceeded by day-long principal retreat, Financial planning meeting in early 2018; system develop days; Kurt Lewis - Fall survey - we hope to prepopulate a significant part; now synced with Power School, should go live September 11th; Kurt Lewis, Theresa Allen and Power School will provide support; due October 11th . Remove summer banners and store somewhere safe for future use.</p> <p>Maria Hawk reviewed Board Training in each vicariate. Review 8/4/17 Principal Update for registration information. Locations: 1 - St. Emily 2 - St Paul of the Cross 3 - Pope John Paul II 4 - St Gles 5 - St. Patricia 6 - Meyer Center Board members can attend any meeting they like, they do not have to attend in the vicariate. Look for link in 8/4/17 principal update</p> <p>Arch Educational Policy update - the manual will be available electronically in the next few weeks, there are live links included; policy language has been tightened up; format changed, not in alpha-order, but by topic; accompanying the manual will be a highlight of significant changes.</p> <p>Bob Rabe - Thanked principals for their hospitality extended toward him. Offered to visit if he's not been to your school thus far. Gender dysphoria - (transgenderism) DSM-V definition was discussed - we are assigned a gender identity at birth, at any age of development a child may feel disjointed with their biological identity. We prefer we all use the term gender dysphoria.</p> <p>Bob provided a three step approach to address this.</p> <p>Principal's Retreat: 2/15/18 Redeeming Administration: A Spirituality of Leadership; Keynote speaker Ann Garrido, D. Min.</p> <p>Catholic Identity updates/PD: Principal's Road Map for the process, cost, teacher payment handout was provided. Principals were encouraged to pick up the handout. Waiting on HR to complete payment policy. Training sites for PD will be in 8/11/17 Principal Update. By May 1, 2018 ALL teachers must complete level I course work and retreat. See Bob with questions.</p> <p>Check Principal Updates for other PD options related to Catholic Identity.</p>
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<p>9:10 – 10:10 a.m.</p>	<p>60</p>	<p>Objective Two: Learn about the process for analyzing ACT ASPIRE scores and creating the CSIP. Presenters: Dr. Mary Kearney and Dr. Jorge Peña. NOTES: (Refer to power point slides available on the OCS Portal)</p> <p>Our goal is that all students are ready for their next level of work. We are in GROWTH MODE!</p> <p>Please attend one of the workshops for Aspire and CSIP creation. The workshops are full. The registration is full, OCS is double checking the registrants to assure all principals get into one of the workshops, APs may have to attend another workshop.</p> <p>Dr. Pena reviewed Systemwide ACT/Aspire results. Dr. Pena explained how to interpret data. Overall results are flat. English - exceeding Reading - ready Writing - ready Math - ready Science - ready</p> <p>Key reports to analyze to identify areas for improvement: Current Progress</p> <p>Theory of Action: (Part of the CISP template) Identify the skills that challenged student the most. Use high quality student centered instruction to teach these skills; Act and adjust quickly, based on evidence, in order to see real change in learning and teaching. Build the knowledge and skills to do the work of improvement. Are provided guidance and support from the OCS, and Collaborate by sharing learning as it unfolds, will improve.</p> <p>Dr. Pena reviewed: the Student Growth Percentile (SPG) report comparing 2016 data to 2017; this report will automatically populate in the CSIP as you enter your 2016 and 2017 scores;</p> <p>OCS will review multiple formative assessments for primary grades for future use. These assessments will feed into the ACT Aspire assessment. OCS will continue work with priority standards. Look for small grade level teams to work with to identify the standards. PD will continue around reading, specifically 3rd grade. Looking to continue work with Jennifer Savarro.</p> <p>Professional Development tab in CSIP. Principals are to document what types of PD they are offering their staff.</p> <p>Student Sticks forthcoming; look in the Principal Update for further direction. Prepare to share your results with your community. Communicate with your parents. Remember this data can not be compared “apples to apples” with your public schools.</p>
<p>10:10 – 10:20 a.m.</p>	<p>10</p>	<p>Break</p>
<p>10:20 – 10:30 a.m.</p>	<p>10</p>	<p>Objective Three: Learn about maximizing your school’s Title I and E-Rate funds. Presenter: Mr. Thomas McGrath NOTES: (Refer to PPT slides available on the OCS Portal)</p>



		<p>Eligibility determined through free lunch program (NSLP) 113/178 of schools offer the NSLP</p> <p>Simply household income survey link will be distributed to parents by principal to determine eligibility. 100% will need to complete the survey. The is best practice to capture as many federal funds as possible.</p> <p>Tom reviewed the various amount of federal funds available.</p> <p>Tom reviewed the three-prong approach to maximize E-rate and IT investments.</p>
10:30 – 10:50 a.m.	20	<p>Objective Four: Learn about compliance requirements through OPCY. Presenter: Ms. Mary Jane Doerr</p> <p>NOTES: (Refer to PPT slides available on the OCS Portal) Philosophy - close the holes that allow event of harm to reach our children; safety for all of our children; teachers must be compliant; schools must be compliant. Annual audit Compliance starts July 1 - site administrators should remove parents/volunteers from the system who no longer work with the school and begin to add new ones. Audit is due in May - should take 10 minutes to complete, given you're confident all of your teachers and volunteers are trained per OPCY guidelines Employee Requirements: fingerprints, background check, CANTS report (yearly for EVERY employee, completed prior to the start of school) Protecting God's Children (Virtus; all employees must complete training within 60 days of hire date), mandated reporter training (recertification due every 5 years), signed code of conduct (past 2/2015 for all employees)</p> <p>AoC requires training for all children to be trained in recognizing abuse and what to do about it; may be in health curriculum</p> <p>School volunteers (NO eApps account; OPCY will verify via Virtus): background check, CANTS report, Protecting God's Children training, signed code of conduct.</p> <p>Site administrators need to clean up your lists so your school is not paying fees unnecessarily.</p> <p>2 Databases: site administrators need to attend ½ day training related to using the reports and websites eApps - used to maintain employee compliance (volunteers no long need eApps account) Virtus - used to maintain volunteer compliance; training for everyone</p> <p>3rd party contractors no longer required to complete eApps nor Virtus; no background check; NOT part of our system. They need to employee a letter to you that their employees have had background check, finger printed, and Virtus trained.</p> <p>OPCY will assist you in assuring your school is in compliance.</p>
10:50 - 11 a.m.	10	Transition to Mass
11 a.m. - 12 p.m.	60	Objective Five: Celebrate the Eucharist with Archdiocesan school leaders. Presider: Rev. Jason Malave



12 - 12:45 p.m.	45	Lunch
12:45 - 1 p.m.	15	<p>Objective Six: Learn about the <i>Soup-er Stadium Challenge</i>. Presenters: Ms. Anne Maselli, Mr. Robert Rabe, and Ms. Kate LeFevour-Catholic Charities</p> <p>NOTES: Program introduced in May</p> <ul style="list-style-type: none"> • Working with Catholic Charities, Soldier Field and Bears Charles Tillman Foundation • Video was presented highlighting the program-effort to help Chicagoans - effort to fill every seat in Soldier Field with a can of food to stock Catholic Charities Food Pantry • Challenge will focus on education as well as supply food to the pantry • There is a curriculum that coordinates with the Soup-er Stadium Challenge • Goal: to take school beyond the school to look at the depth of hunger in our community • Lessons can be implemented throughout the school's established curriculum • Letters to school families provided and school's encouraged to use parent community to assist in this program <p>Challenge Kick Off Event - 9/12 @ Soldier Field, Midway Club - more information to follow</p> <p>(Refer to video on the OCS portal to share with school and curriculum that can be used all will be available as of 8/4 on the OCS portal and information will be provided in the Principal Update)</p> <p>PD can/will be provided by Bob Rabe - please contact</p>
1 - 2 p.m.	60	<p>Objective Seven: Learn about the AoC School Strategic Plan and <i>Renew My Church</i> initiative. Presenter: Dr. Jim Rigg</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Dr. Rigg thanked school pastors who joined the afternoon presentation • The plan has been completed, now in the implementation stage • Archdiocese involved in needed renewal: enrollment declines, declining Mass participation, aging buildings, improvement in local public options, school closures, aging buildings, teacher/principal turnover, affordability for all • Plan methodology: Initiated in late 2015 Data collection Surveys Focus groups Consultation with advisory groups Kellogg Teacher Retention Study Guidance from Cardinal, Vicars and School Board <p>Pastors and Principals the leaders in the plan</p> <p>Five Focus areas:</p> <ul style="list-style-type: none"> • Catholic Identity • Academic excellence • Leadership • Governance • Financial vitality • Each focus area have specific goals = Collective Commitments <p>Dr. Rigg spent time to discuss "What We've Learned" and " Our Vision for the Future" the focus areas</p>



		<p>Strategic plan 1st year focus:</p> <p>Catholic Identity - 4 select initiatives</p> <ul style="list-style-type: none"> ● Revision of the religion curriculum ● Expansion of the teacher catechetical process ● Revision of the current principal formation program ● Standard religion assessment - using the Catholic Identity Behaviors 1:0 Rubric ● Key Metrics: School performance based upon a to be determined standardized assessment of religion knowledge/faith ● Progress towards Catholic identity related goals as part of AdvancED process <p>Leadership-5 select initiatives:</p> <ul style="list-style-type: none"> ● Director of Leadership Formation ● Additional resources and programming in thee New Leaders Academies ● Phasing in of the revised principal evaluation plan ● Development of individual retention plans ● Audit of administrative demands on principals <p>Key Metrics for Leadership:</p> <ul style="list-style-type: none"> ● Increase the number of qualified applications ● Double the number of principal candidates ● Achieve at least 70% of principals at the satisfactory level on evaluation ● Assure a turnover rate of no higher than 6 years <p>Academic Excellence</p> <ul style="list-style-type: none"> ● Teacher instructional practices need to change ● Professional development increases ● Kellogg Study - January, 2017: some results - survey looked at: ● Why do Catholic school teachers come and stay in Catholic education ● Four prong approach: survey, research, focus groups, HR data <ul style="list-style-type: none"> ○ 18% of teacher leave after the 1st year ○ Teachers satisfied with their school - will stay ○ Principal/pastor leadership is a strong predictor of teacher satisfaction with school - salary is not a strong predictor of teacher satisfaction - not as strong a predictor as leadership <p>Additional selective initiatives:</p> <ul style="list-style-type: none"> ● ESSA funding ● Danielson Framework ● Standard Based Report Cards ● Use of ELEOT observation tool ● Emphasis on teacher recruitment <p>Key Metrics:</p> <ul style="list-style-type: none"> ● Students achieve on grade level ● All students grow at least one full grade level ● All school perform at or above local competitive options on standardized tests ● Schools make adequate progress on school specific goals <p>Governance/Financial Vitality:</p> <ul style="list-style-type: none"> ● Viable school boards ● parish/school model a benefit-good schools benefit the parish, good parish benefit the school ● Principal/pastor relationship is vital to success of school/parish ● Enrollment decline of just about 2% <p>Select Initiatives:</p> <ul style="list-style-type: none"> ● Leverage Renew my Church to improve overall vitality ● Robust reviews of the vitality of each school/assessment of optimal governance and financial systems
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2 - 2:10 p.m.	10	Break and transition to breakout session
2:10 - 2:45 .m.	35	<p>Objective Eight: Attend one of the following breakout sessions:</p> <ul style="list-style-type: none"> ○ Introduction to Applied Behavior Analysis (ABA) Training for the Classroom. Presenter: Ms. Leah Adamik ○ New Training Requirements for the Child Care Assistance Program (CCAP). Presenter: Mrs. Julie Ramski ○ AdvancED: School Improvement Review. Presenter: Dr. Jorge Peña ○ Maximizing Your School's Title I and E-Rate Funds. Presenter: Mr. Thomas McGrath ○ Update on the New Every Student Succeeds Act (ESSA). Presenter: Dr. Mary Kearney and Mrs. Katrina McDermott
2:45 – 2:50 p.m.	5	Transition to breakout session
2:50 - 3:25 p.m.	35	<p>Objective Eight: Attend one of the following breakout sessions:</p> <ul style="list-style-type: none"> ○ Introduction to Applied Behavior Analysis (ABA) Training for the Classroom> Presenter: Ms. Leah Adamik ○ New Training Requirements for the Child Care Assistance Program (CCAP). Presenter Mrs. Julie Ramski



		<ul style="list-style-type: none"> ○ Maximizing Your School's Title I and E-Rate Funds. Presenter: Mr. Thomas McGrath ○ Update on the New Every Student Succeeds Act (ESSA). Presenter: Dr. Mary Kearney and Mrs. Katrina McDermott ○ Mentors for New Leaders. Presenter: Mrs. Elise Matson-Dite
3:25 - 3:30 p.m.	5	Plus/Delta Protocol: Assess what worked well and what did not in this meeting. Plus/Deltas and ISBE evaluation form are returned to the OCS table in Tully Hall.
3:30 p.m.		Leadership Day concludes.
3:40 - 4:15 p.m.	35	Optional tours of St. Ignatius College Prep conducted by the school. Tours begin in Tully Hall.