

## OCS Leadership Day

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

**Thursday, August 4 8:00AM to 3:30PM @ St. Ignatius College Prep**

- **Parking:** Parking is available in the Racine/Roosevelt lot west of the school.
- **Meeting logistics:** Morning/afternoon sessions: **Tully Hall**; Liturgy will be held in the **McLaughlin Theatre**: [https://www.ignatius.org/virtual\\_tour/virtualltour.html](https://www.ignatius.org/virtual_tour/virtualltour.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 Assignments:** <https://goo.gl/KWFjKA>

**Topic:**  
OCS Leadership Day

**Attendees:** Archdiocesan school leaders  
**Facilitator:** Dr. Jim Rigg  
**Note Keepers:** Dr. Bridget de la Peña and Dr. Megan Stanton-Anderson  
**Time:** Dr. Maria Hawk

**Meeting Objectives:**

- **Objective One:** Reflect on the ministry of Catholic school leadership
- **Objective Two:** Celebrate the Eucharist with Archdiocesan school leaders
- **Objective Three:** Understand the structure and staffing of the Office of Catholic Schools
- **Objective Four:** Learn about the AoC School Strategic Plan and Renew My Church initiative
- **Objective Five:** Recognize Archdiocesan achievements
- **Objective Six:** Understand Archdiocesan ACT Aspire results and preview AdvancED expectations for 2016-2017.
- **Objective Seven:** Learn important information prior to the start of the 2016-2017 school year from:
  - The Office for the Protection of Children and Youth
  - OCS Finance and Operations
  - Director of Evangelization and Catholic Identity: Online catechetical certification and formation program

**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
7:30-8:25	55	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!
8:30-9:00	30	<b>Opening prayer.</b> Welcome and meeting logistics. Presenter: Dr. Jim Rigg /Fr. Michael Caruso, SJ Ice Breaker: One-minute handshake.
9:00-10:30	90	<b>Objective One:</b> Keynote Presentation: <i>The Calling to Catholic School Leadership</i> . Presenter: Dr. Mary McDonald.
10:30-10:45	15	Break and transition to liturgy
10:45-11:45	60	<b>Objective Two:</b> Liturgy. Celebrant: Archbishop Blase Cupich: <b>McLaughlin Theatre</b>
11:45-12:45	60	Lunch: Please have your photo taken and visit vendors during this time.
12:45-1:05	20	<b>Objective Three:</b> Introduction of OCS Staff. Facilitator: Dr. Rigg <ul style="list-style-type: none"> <li>● Update from Bob Rabe, the Director of Evangelization and Catholic Identity, about online catechetical certification and formation.</li> <li>● More information will come in next week's update.</li> </ul>

1:05-1:50	45	<p><b>Objective Four</b> : OCS Strategic Plan and Renew My Church Initiative  Facilitator: Dr. Jim Rigg  Handouts:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Presentation</a></li> <li>2. <a href="#">Prayer Slides</a></li> <li>3. <a href="#">Light Prayer</a></li> <li>4. <a href="#">Table Talk Handout</a></li> <li>5. <a href="#">OCS Vicariate Chart</a></li> <li>6. <a href="#">OCS Org Chart</a></li> <li>7. <a href="#">Strategic Plan Printed</a></li> </ol>
1:50-2:00	10	Break: A snack will be served!
2:00-2:15	15	<p><b>Objective Five</b> : Recognition and celebration of good news! Facilitator: Dr. Jim Rigg  <b>NOTES:</b></p> <ul style="list-style-type: none"> <li>● Those who earned doctorates this year were recognized.</li> <li>● Graduates of the Leadership Academy who are now principals or OCS staff were recognized.</li> <li>● APA <ul style="list-style-type: none"> <li>○ Vito DeFrisco (president)</li> <li>○ Nancy Andrasco (treasurer)</li> <li>○ Mary Ann Johnson (PR/LAP)</li> <li>○ Sr. Marie Michelle Hackmann</li> </ul> </li> <li>● Good News from Regional Directors <ul style="list-style-type: none"> <li>○ Vicariate VI: St. Margaret of Scotland</li> <li>○ Vicariate V: St. Mary Star of the Sea</li> <li>○ Vicariate IV: St. Cyprian</li> <li>○ Vicariate III: St. Agnes of Bohemia</li> <li>○ Vicariate II: Northside Catholic Academy</li> <li>○ Vicariate I: St. Zachary</li> </ul> </li> </ul>
2:15-2:45	30	<p><b>Objective Six:</b> Understand Archdiocesan ACT Aspire results and 2016-17 AdvancED tasks  Facilitators: Dr. Mary Kearney and Dr. Jorge Pena  Small group activity: Engage in assessment literacy  Link to handouts:</p> <ol style="list-style-type: none"> <li>1. <a href="#">I Notice/I Wonder Activity</a></li> <li>2. <a href="#">Data Displays</a></li> </ol> <p><b>NOTES:</b></p> <p><b><u>Dr. Mary Kearney spoke.</u></b></p> <ul style="list-style-type: none"> <li>● Attendees received packets called “ACT Aspire Results for 2016.”</li> <li>● Can use this activity with staff</li> <li>● All principals asked to attend an ACT Aspire workshop.</li> <li>● Principals asked to please read the weekly update.</li> <li>● Principals asked to attend CSIP workshop.</li> <li>● GAINS has unpacked the Next Generation Science standards.</li> <li>● Thinking Maps PD provides foundational support across the curriculum at no cost to you.</li> </ul>

**Dr. Jorge Peña presented.**

**ACT Aspire**

- All ACT Aspire reports are available online.
- Dr. Peña explained how to read the graphs.
- Table Activity: Write specific and descriptive statements about what the data shows. Use "I Notice, I Wonder" protocol. The "I Wonder" statement should connect your school's performance to the system level results.
- Tables shared out their "I Notice" statements with the whole group.
- Dr. Peña shared the student survey results related to ACT Aspire.

**AdvancED CSIP**

- Dr. Peña reviewed AdvancED tasks for the upcoming year.
  - Will use last year's Aspire data to evaluate this year's CSIP plan
  - Schools with leadership change should update Executive Summary
  - Will survey stakeholder groups again this year so that we can compare these to data from three years ago
  - Survey data will be used to inform the diagnostic for each school
  - Dr. Pena offered his support in the process to all schools
- Dr. Peña noted there are two weeks of workshops.
- Dr. Kearney notified Archdiocesan principals that the instrument *Annual Performance Review and Evaluation of the Principal* will no longer be used for principal evaluation. All principals will receive more information about the new instrument through the Principal Update, the APA and their Council meetings.

2:45-2:55

10

**Objective Seven:** Understand current safe environment requirements for all schools.

Presenter: Director of OPCY, Ms. Mary Jane Doerr

Handouts:

1. [Children Training Information](#)
2. [OPCY Brochure](#)
3. [OPCY Presentation](#)

**Notes:**

Mary Jane introduced herself to the group and reviewed the personnel in this office. She will share School Safe Environment Requirements.

**What we do:**

- Provide assistance to those harmed by abuse
- Direct Safe Environment Training and Compliance
- Direct Annual Audit - important that we do what we are required to
- Lead Office for all allegations of sexual abuse
- Open files and send notifications for all hotline calls

**Audit process and requirements:**

- Still have 8 schools who have not turned in audit materials (list of schools?)
- CANTS process
- Compliance Requirements
- eApps process: Employees must go through this before working
- If you suspect abuse, call! DCFS first, then OCPY and then your RD
- Site Administrator duties

		<ul style="list-style-type: none"> <li>○ Make sure you have someone designated as this person</li> <li>○ Training happening next week (Mayra)</li> <li>○ Virtus process</li> <li>● Children’s Training Programs <ul style="list-style-type: none"> <li>○ Every school needs to implement one of these options <ul style="list-style-type: none"> <li>▪ Child Lures</li> <li>▪ Called to PROTECT</li> <li>▪ Family Life</li> </ul> </li> </ul> </li> </ul> <p><b>Non-sexual Abuse Reports</b></p> <ul style="list-style-type: none"> <li>● OPCY is notified that a hotline report has been made</li> <li>● HR/RD to take lead in investigation</li> </ul> <p><b>Important Dates</b></p> <ul style="list-style-type: none"> <li>● July 1 - Beginning of the Audit Year</li> <li>● Sept. 15 - First run of e Apps</li> <li>● May 2017 - Audit Report due to OPCY</li> <li>● June 30, 2017 - End of Year Audit <ul style="list-style-type: none"> <li>○ eApps numbers run for on-site audit</li> </ul> </li> </ul> <p><b>Principals should work on becoming compliant ALL YEAR and not leave this to the end of the year</b></p> <ul style="list-style-type: none"> <li>● Employees must be in compliance within 30 days of employment</li> <li>● New employees and parent volunteers should be focus in first month of school</li> </ul>
2:55-3:05	10	<p><b>Objective Eight:</b> Receive updates from OCS Finance and Operations Presenter: Mr. Thomas McGrath</p> <p><b>Notes:</b> Water Testing: Progress to Date</p> <ul style="list-style-type: none"> <li>● Environmental consulting firm tested all 181 Catholic schools according to EPA guidelines in the past 30 days</li> </ul> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>● Takes 3 weeks for results to come back</li> <li>● Very high demand right now for water testing</li> <li>● Based on findings, retesting may be needed</li> <li>● Wide range of outcomes may happen <ul style="list-style-type: none"> <li>○ No impact</li> <li>○ Shutting down fixtures</li> <li>○ Plumbing fixes</li> </ul> </li> <li>● AOC will support schools in formulating communications for parents about the results of water testing (principals to watch for this information)</li> <li>● Remediation plans and vendors to execute will be provided to schools</li> </ul> <p><b>ERATE and CPS</b></p> <ul style="list-style-type: none"> <li>● Earlier application cycle for FY17</li> <li>● ERate survey to come out this month</li> </ul>
3:05-3:15	10	<p><b>Objective Nine:</b> Receive important information from Human Resources about school personnel Presenter: Director of Personnel Services, Mr. Christopher Cannova</p> <ol style="list-style-type: none"> <li>1. <a href="#">HR Staff Contacts Handout</a></li> </ol> <p><b>Notes:</b></p>

		Fred Van De Hende represented HR department; Shared HR Employment Cycle chart Fred took Questions from audience
3:15-3:20	5	Final comments and closing prayer from Dr. Jim Rigg
3:20-3:30	10	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		Leadership Day concludes
3:40-4:15	35	Optional tours of St. Ignatius College Prep conducted by the school. Tours begin in Tully Hall.