



Catholic Schools Office  
**PRINCIPAL BULLETIN**  
December 10, 2020



*Mission of the Catholic Schools Office: The Catholic Schools Office, driven passionately by faith in Christ, provides leadership, service, oversight, and support to the Catholic schools of the Archdiocese of Cincinnati.*

**Lord, like a loving parent, you offer me your comforting hand  
and tell me not to be afraid.**

**Help me to wait for your coming with patience and to listen to what you ask of me.**

**I want so much to be one of "your people" and to live my life in you.**

**Thank you for the way you bless my life. Thank you for listening to my prayers  
and for planting deep in my heart the knowledge that with you, nothing is impossible.**

### **NEW FROM THE CSO OFFICE**

#### **Emergency Tuition Assistance Requests** *(from Vince Woodall)*

There are still funds available for emergency tuition assistance requests. The Catholic Education Foundation (CEF) will grant up to \$1,000 per student and the High School Emergency Fund will provide up to \$2,000 per student. All requests will be on a first come, first serve basis. To apply, complete the request which can be located on the EDC. All completed emergency requests should be emailed to Vince Woodall.

#### **EdChoice Endorsement Authorization** *(from Vince Woodall)*

Below you will find an EdChoice Endorsement Authorization for a parent/guardian to give the school permission to endorse EdChoice checks during the pandemic. This Authorization was created through the legal counsel for the Archdiocese. Just a few things to note: Please contact Vince Woodall with any questions.

1. This authorization should ONLY be used during the pandemic. The law is still very specific regarding the endorsement of these checks and our counsel still recommends that parents endorse the checks once the pandemic is behind us; unless the law changes.
2. EdChoice recently published a statement that schools could get a verbal or email consent for endorsement during the pandemic. We still recommend the use of this authorization form; if at all possible.
3. The parent/guardian with the name on the check must be the person to sign this Authorization.
4. The school should endorse the check as "For Deposit Only" and then deposit. If the bank has any questions, the school can provide the Authorization.

[EdChoice Authorization Form](#)

[EdChoice Authorization Form Spanish](#)

#### **Government Programs** *(from Chris Shisler)*

[CLICK HERE](#) for previous Government Programs updates

**Grants Update (NEW)** – You may have recently received an email from Ohio-K12 DoNotReply with the subject Cares Relief Fund (CRF) Reporting Requirement. The email asks you to complete a brief report on the use of your CARES money. This is legitimate and should be completed by the indicated deadline of December 30. The bottom of the email contains a personalized link for your school. The report is simple and asks for basic contact information and how you used your CRF funds. Please take a moment before the deadline to complete this brief report.

You should be in the process of finalizing any grants you have accessed to pay for COVID-related expenses. Please remember that all grants are reimbursement-based, except for any ESSER funds still available from your LEA. All grant purchases and documentation need to be completed prior to the end of this month (December 30<sup>th</sup> to be exact)

For the CRF and BroadBand grants, after completing the SAM registration, please be sure to submit all Project Cash Requests in your CCIP before the December 30<sup>th</sup> deadline. For these two grants, there is a Final Expenditure Report (FER) that needs to be completed in January. The FER process is relatively simple and is also completed in your CCIP. The deadline to complete the FER is January 31<sup>st</sup>. I will provide detailed directions in the next week or so.

Thank you for all your hard work in procuring these needed funds for your schools to offset the COVID expenses everyone has incurred.

## **NEW FROM THE CSO OFFICE CONTINUED**

### **Curriculum and Assessment** (from Krista Devine)

[CLICK HERE](#) for previous communications and updates in Curriculum and Instruction.

### **IOWA/CogAT Data Manager Cohort – Begins Monday 12/14/20**

Thanks to all who replied with interest in joining this cohort. Our 1<sup>st</sup> meeting will be Monday, December 14<sup>th</sup> 3:00-4:00pm via Zoom. Please attend if you can, or share the information with anyone in your building who is interested in joining the cohort. If you aren't able to join right at 3:00pm, jump on the meeting when you can. If you would like to join the cohort, but can't attend the 1<sup>st</sup> meeting, please let me know.

### **Zoom Meeting Info**

<https://catholiccincinnati.zoom.us/j/99062085240?pwd=dWlCT2doZlJmOStwZW1zM2s5YXJvUT09>

*Are you looking to utilize the information provided by the IOWA and/or CogAT? Do you have a teacher who could become the "IOWA Data Expert" for your school? If so, please consider joining the IOWA Data PLC group. This group will not require much of your time and will meet virtually, as needed. We will delve into Data Manager and learn how to better use and understand IOWA data. There will be at-your-own-pace training provided if you prefer. Attend all sessions or just one! If interested in joining this PLC, please send me an e-mail [kdevine@catholicaoc.org](mailto:kdevine@catholicaoc.org)*

### **Discovery Education**

Attention all Principals! Your teachers and students will THANK YOU for bringing this TOP NOTCH resource to your schools. I ask that you take 7 minutes to review the video at the link below. This overview video was created especially for our schools at my request as I wanted to share what this program does in a few quick minutes.

### **Archdiocese of Cincinnati (discoveryeducation.com)**

As we reach the end of the biennium, this would be a great use of auxiliary funds. If you are interested in providing Discovery Education as a resource for your school, please send me an e-mail. I will coordinate purchase and training for your teachers, so you don't have to do a thing to make this happen – other than approve it! Just let me know.

### **OCSAA Health & Fire Yearly Inspections: Staying in Compliance.** (from Laura Meibers)

Continue to document requests for a visit including dates of contact, person contacted and response from Fire/Health & Safety Departments. ODE will be checking with Theresa Bowser for documentation.

### **ODE has updated their PreK-12 Covid Fact Sheet** (from Shelly Kahny)

For updated information, visit this website: [Updated PreK-12 Education COVID-19 Fact Sheet \(govdelivery.com\)](#) This includes helpful talking points, sample social media posts, resources, updated COVID data, etc. Specifically, this issue addresses preliminary plans to distribute a vaccine in Ohio, new guidelines for quarantining and resources for mental health support.

### **ASCD** (from Sharon Willmes)

ASCD is presenting 12 Days of Professional Learning. Each day, beginning December 8, has a theme with resources listed. Some of these resources include a list of books or articles or a webinar. To see the topic and resources for each day, [click here](#). Day 1 began with Cultural Competency and Equity. You can view an archived webinar [The Innocent Classroom](#) which will help educators understand key Innocent Classroom concepts and how to apply those concepts to undermine racial bias in their classrooms and schools. ASCD is presenting Solving Academic and Behavior Problems in a Remote Environment December 10 at 3:00 p.m. ET as Day 2 in the 12 Days of Professional Learning.

[Click here](#) for more information and to register.

### **Planning Your Virtual Recruiting Events** (from Sharon Willmes)

Partners in Mission is offering a webinar entitled "Planning Your Virtual Recruiting Events" on December 16 at 2:00 p.m. ET. With Catholic Schools Week approaching, learn from those who have already successfully completed this. You will hear best practices on virtual recruitment including how to make an in-house virtual tour, executing information sessions, and designing discovery days. For more information and to register, click the title.

### **Online Summit – Getting School Climate Right –A Guide for Principals** (from Sharon Willmes)

Tuesday, December 15 from 1:00 – 3:00 p.m. For more information and to register, [click here](#).

### **December's Monthly Professional Development Session** (from Sharon Willmes)

The next monthly professional development session given by Sharon Willmes is coming up on Thursday, December 17 from 9:00 a.m. – 11:00 a.m. This month's topic is [Mindframes for Students That Allow Them to Drive](#). Participants will watch a webinar (Going Deeper with Distance Learning) together and then spend time discussing sections of the webinar. Assistant principals are also welcome.

To see the agenda, [click here](#).

The Zoom link is:

<https://catholiccincinnati.zoom.us/j/94412598551?pwd=QW5uYWw0aHkzVkJOVGh1U2d4K2dhQT09>.

## **[NEW FROM THE CSO OFFICE CONTINUED](#)**

### **Virtual Field Trip to Ohio Statehouse online** (from Susie Gibbons)

Virtual Tour of the Ohio Statehouse, Friday, December 11, 2020

12:00 noon <https://www.facebook.com/events/1263219257367396>

This live online event is free, and does not require signing in to Facebook, unless you would like to ask questions.

### **Youth Sports** (from the Center for the New Evangelization)

Principals, as you know, the current COVID situation in our Archdiocese is accelerating in a majority of our counties. The state and many local health departments have issued guidance and recommendations for social gatherings, curfews, and mask-wearing, but has not yet issued any specific guidance for youth sports.

It is in consideration of circumstances across our Archdiocese, state and county recommendations, and the unique environment of youth sports that we issue the following recommendations regarding youth sports at our parishes and schools with the understanding that all decisions regarding athletics remain the discretion of the local Pastor:

1. If your parish school has suspended in-person learning, then we highly recommend that sport practices and games associated with your parish are suspended during that time and,
2. If your parish does not have a school but maintains a sports program, we highly recommend that the suspension of sports practices and games follow your local public school's precedent on in-person learning.

If you have any questions or concerns, please contact Shane Legg, Associate Director for Youth Evangelization, at [slegg@catholicaoc.org](mailto:slegg@catholicaoc.org).

### **From Vocare Support**

Principals, please remind your first-year teachers who need *Teach, Lead, Serve* that it needs to be completed within the first year of teaching, per the requirement of the Archdiocesan HR department. Those new teachers who teach religion can earn 10 Vocare credits if they complete the course online in Vocare. Thanks for your help with the reminder!

## **Policies, Forms, Resources..... Updates**

<a href="#">Field Trip Policy / Form</a>	<a href="#">Principal Directions</a>	<a href="#">Government Info</a>	<a href="#">Social Media Policy</a>
<a href="#">Vocare</a>	<a href="#">Student Accident Info</a>	<a href="#">CSO Calendar</a>	<a href="#">School Reports Timeline</a>
<a href="#">GCS Compilation Resource Pre K-8</a>	<a href="#">RWB Documents 20-21</a>	<a href="#">Permanent Record Card</a>	<a href="#">Vocare CEU Process</a>
<a href="#">Workshops</a>	<a href="#">Teacher Evaluations</a>	<a href="#">Group CEU Request Form</a>	<a href="#">All School Info</a>
<a href="#">Teacher CEU Request Form Final</a>	<a href="#">Teacher Minister Contract</a>	<a href="#">Responsible Use of Technology</a>	<a href="#">Vocare CEU Form</a> <a href="#">CEU Sample Form</a>

## **PREVIOUSLY REPORTED INFORMATION FROM CSO OFFICE**

### **Quarantine Update** *(from Shelly Kahny)*

The CDC announced yesterday the following changes: Quarantining for close contacts can now be 7 days with a negative COVID test result or 10 days without one. This will help reduce the amount of time close contacts have to spend in quarantine. Our local health departments will be following what is recommended by the Ohio Department of Health. At this time, no decision has been shared from the state level, but we have been asked to watch press conferences for any announcements concerning this

### **COVID Information From the Ohio Department of Education** *(from Shelly Kahny)*

There are questions about the implications of the **Purple level guidance** to “only leave home for supplies and services.” Education qualifies as a service for purposes of this quoted statement. Many districts and schools have linked their reopening plans and contingencies to the Public Health Advisory System and have specified actions that would be taken at the Purple level. That said, **there is no state mandate that schools operate exclusively in a remote manner** should a county be categorized as **Purple**.

As conditions change, **the decision to hold classes in person, remotely or through a hybrid approach remains a local decision**. Decisions should be informed in consultation with local health departments. Ohio’s education system must continue to be flexible and responsive to ensure the health and safety of all students, teachers and other employees. Actions may change as circumstances change; considerations should include the level of COVID-19 transmission in the community (as indicated by the Ohio Public Health Advisory System public emergency level), the school’s ability to implement key mitigation strategies to reduce transmission of the virus that causes COVID-19 and the risk of transmission in schools presented by different learning modalities. District and school decisions also should be informed by their own in-person learning experiences. Many have gained important and meaningful experience over the past several weeks with students on campus. For additional details, visit [Considerations for Schools and Districts in Purple Counties | Ohio Department of Education](#)

### **RWB Reminder for Elementary Schools** *(from Adam Kremer)*

All records listed on the Release of Records form for 8<sup>th</sup> grade students are due to high schools by December 4<sup>th</sup>. All records are sent directly to the selected high schools like normal. These records include:

1. Report Cards for Grades 6th, 7th & 8th (8th grade reports cards after 1st Quarter/Trimester)
2. Birth Certificate
3. Attendance Records (if not included on report cards)
4. Discipline Records (if applicable) Specifically expulsion/suspension letters
5. Standardized Test Scores/Proficiency Test scores
6. Evaluation Team Report (ETR)
7. Any IEP/SP, 504 Plan or School Accommodation Plan, if applicable
8. Student SSID# if not on Report Card

### **Discover the five questions that will lead to effective PLCs** *(from Sharon Willmes)*

"The heartbeat of a PLC+ rests in the quality time members invest in one another engaged in inquiry of their practices.

Time spent in each other’s classrooms is an essential part of this equation." ([PLC+](#), pages 106-107)

The [PLC+ framework](#) is designed to refresh current collaborative structures and support educator’s decision making in the context of individual and collective efficacy, expectations, equity and the activation of their own learning. In order to take the first step, there are several questions to ask in order to build a high-functioning PLC. These questions

(and your team’s answers) will help take your PLCs to the next level.

[Click here](#) for our guide to gain:

Best practices directly from Doug Fisher, Nancy Frey, and other thought leaders

Steps to empower your PLC

Actions that will transform the way you teach

Reflections on evidence of learning

Insight into how to make a difference for all students’ learning

### **ODE Licensure Update** *(from Kathy Kane)*

As a result of the COVID-10 pandemic, the Ohio Department of Education is providing flexibility regarding the licensure renewal deadline. ALL licenses previously set to expire on July 1, 2020, that were extended to Nov. 30, 2020, have now been extended to **July 1, 2021**. This includes aides, substitutes, and coaches.

### **Principal IPDP Information** *(from Kathy Kane)*

Directions for the new Principal IPDP, a sample IPDP, and the new IPDP template are included for your use. You are not required to use the new form until you are ready to write a new IPDP. If your license is up for renewal in 2021, please contact me after January 1, 2021, when you are ready to talk about your renewal.

[Principal IPDP](#)

[Sample IPDP](#)

[New IPDP](#)