



THE FRIDAY UPDATE

#ADWSaints

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From the Superintendent

Dear School Leaders,

I am happy to be with ESPA leadership, today, on the second day of their Leadership Conference retreat. During our time together, we will hear from the president of Trinity Washington University, Patricia McGuire, Esq. We are honored to have her join us, sharing her dynamic leadership experience and words of wisdom for the leaders of our archdiocesan schools.

It is again with mixed emotion, that I share the news that Dr. Steven Showalter, principal of St. Mary of the Assumption School, Upper Marlboro, will retire at the end of the school year. Dr. Showalter has been the principal since 2006, and has been a part of the St. Mary of the Assumption community, as a parent, teacher and assistant principal since 1993. He was named the ADW Distinguished Principal of the Year in 2013. We will certainly miss Steve's spiritually-inspired leadership and pray he enjoys the new chapter in life.

We are very excited to begin the 2019 Golden Apple Award announcements at schools, next week! Wendy Anderson and I look forward to visiting schools and surprising the ten phenomenal teachers with this prestigious award. Each year, the Golden Apple nomination committee receives many impressive and notable nominations. I want to thank all of the schools who took the

time to share the wonderful stories and ministries of their teachers. We are planning a wonderful celebration at the honorees dinner on May 16 at the Mayflower Hotel, in Washington, DC.

I would also like to thank everyone who participated in our spring Collaboration PD Days; teachers, principals, faculty, and presenters made for a very fruitful day for all. Special thanks to Vicky McCann, CSO Director for Curriculum & Instruction, who dedicates her time and yeoman's effort to ensure this event runs smoothly for everyone.

Finally, in this season of Lent, I ask that you pray for many of our students and family members receiving the sacrament of confirmation. "Lent comes providentially to reawaken us, to shake us from our lethargy." - Pope Francis

Sincerely in Christ,

Superintendent

Lent 2019 • Prayer. Fasting. Almsgiving.



“Lent is a favorable season for opening the doors to all those in need and recognizing in them the face of Christ.”

Pope Francis



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March - April 2019

SAT., MAR. 23	ADW Book Study—Blended Learning Paper Due	THUR., APR. 4	New Principals Meeting Don Bosco Cristo Rey High School 1010 Larch Ave, Takoma Park, MD 20912 12:00 p.m. - 4:00 p.m.
MON., MAR. 25	Principal Evaluation Committee Meeting Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 10:00 a.m. - 1:00 p.m.	WED., APR. 10	Certified Medication Technician Training Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 8:00 a.m. - 4:00 p.m.
THUR., MAR. 28	Marketing Committee Strategy Session Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 1:30 p.m. - 3:30 p.m.	THUR., APR. 11	High School Learning Specialist Meeting Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 12:00 p.m. - 2:00 p.m.
FRI., MAR. 29	8th Grade Day Out Catholic University of America 620 Michigan Ave NE, Washington, DC 20064 9:00 a.m. - 2:30 p.m.	TUE., APR. 16	Board of Education Meeting Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 6:00 p.m.
FRI., MAR. 29	All Regions Technology Teacher Meeting Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 9:30 a.m. - 2:30 p.m.	THUR., APR. 18	Holy Thursday - CSO Closed
SAT., MAR. 30	Job Fair 2019 - hosted by Montgomery County The Academy of the Holy Cross 4920 Strathmore Ave, Kensington, MD 20895 9:00 a.m. - 12:00 p.m.	FRI., APR. 19 - MON., APR. 22	Good Friday—Easter Monday CPA, CSO and all schools closed
MON., APR. 1	High School Enrollment and Admissions Committee Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 1:00 p.m. - 3:00 p.m.	TUE., APR. 23 - THU., APR. 25	NCEA 2019 Convention and Expo Chicago, IL
THUR., APR. 4	ESPA Executive Meeting Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 9:30 a.m. - 11:30 a.m.	SAT., APR. 27	Catholic High School Fair Catholic University of America - Caldwell Hall 620 Michigan Ave NE, Washington, DC 20064 11:00 a.m. - 2:00 p.m.

March - April 2019

ACTION ITEM REMINDERS

Collect letters of intent from staff	CSO/ADW Support Contact Wendy Anderson
Observe, document, and meet with remaining 50% of veteran teachers	Wendy Anderson
Update appropriate student/parent/staff information in the TADS/Rediker system	Chris Buchleitner
Practice and record school emergency drills (e.g. fire, weather-related)	Chris Buchleitner
Conduct ALICE information session with parents, begin dialogue with students	Chris Buchleitner
Student Assistance Teams assess students' needs and make appropriate referrals	Anne Dillon
Confirm CAP/ICEPs are up-to-date with regard to testing accommodations	Anne Dillon
Student Assistance Teams assess students' emotional/behavioral/truancy/financial needs and make appropriate referrals	Anne Dillon, Chris Buchleitner
Schedule student retention conference for parents of any students in consideration for retention (after SAT)	Anne Dillon, Vicky McCann
Review all 3rd quarter report cards (Grades 1-8)	Vicky McCann
Look for information from your LEA/CSO about retesting ELL students; order materials with Title III money	Brian Radziwill
Ensure LEA has notified parents about Title I summer options	Brian Radziwill
Complete 2018-2019 Marketing Campaign Effectiveness Survey Link Here	Anna Quattrone
Develop SY2020 Enrollment Plan (see enclosed details and instructions about SY2020 open house schedule recommendations.)	Wendi Williams
Display 2019 Catholic High School Fair poster and disseminate promotional materials	Wendi Williams

Frontline To-Do:

TO-DO	Initial Staff Development Stage	Renewal Stage	Professional Growth Stage	Specific Staff Development Stage
March	<ul style="list-style-type: none"> Principal will conduct at least one formal observation Principal and teacher will meet to review formal observation New teacher brief check-in meeting (optional) 	<ul style="list-style-type: none"> Principal does at least one documented walkthrough 	<ul style="list-style-type: none"> Principal does at least one documented walkthrough 	<ul style="list-style-type: none"> Principal does at least one documented walkthrough Principal and teacher will meet to review professional growth plan
April	<ul style="list-style-type: none"> Principal does at least one documented walkthrough 	<ul style="list-style-type: none"> Principal will conduct a second formal observation (at principal's discretion) Principal and teacher meet to review formal observation Principal does at least one documented walkthrough 		<ul style="list-style-type: none"> Principal will conduct formal observation Principal and teacher will meet to review formal observation Principal does at least one documented walkthrough
May/June	<ul style="list-style-type: none"> Principal does at least one documented walkthrough Principal will prepare final 	<ul style="list-style-type: none"> Principal does at least one documented walkthrough Principal will prepare final evaluation 	<ul style="list-style-type: none"> Teacher completes end-of-year self-evaluation of Teacher Developed Annual Goals 	<ul style="list-style-type: none"> Principal does at least one documented walkthrough Principal will prepare final evaluation

Frontline Support Document: <https://goo.gl/NWX181>

[MyLearningPlan.com](#)

Link to this document: <https://goo.gl/qqjXSZ>

• Help Desk Contact: PGSupport@FrontlineED.com

• Frontline Learning Center: Click on the question-mark in the right-hand corner of your dashboard

What to view or make a copy of this document? [Click here](#)

Questions? Contact norri@adw.org

Marketing Committee Strategy Session

Join us next week for the Marketing Strategy Session. The following topics will be covered during the meeting:

- ◆ Preview 2019-2020 Marketing Plan
- ◆ Feedback on 2018-2019 Marketing Plan
- ◆ Discuss Fall & Spring Open House window dates

Thursday, March 28, 2019

Archdiocese of Washington Pastoral Center

1:30 - 3:30 pm

If you or someone you know would like to be included on Marketing Committee Communication, please submit your contact information [here](#). Please send any additional agenda item suggestions to Anna Quattrone, quattrone@adw.org

Additionally, we would love your feedback on the 2018-2019 Marketing Campaign. Check out the survey [Link Here](#)

High School Fair: Promo Materials

The Catholic High School Fair will take place on Saturday, April 27 at Catholic University. Schools are asked to display the 2019 Catholic High School Fair posters that were received in the fall. Please contact Anna Quattrone at quattronea@adw.org if you have any questions.

Below you will also find electronic PDF flyers in English and Spanish that can be shared with families of rising 7th and 8th graders. The link to register will be live beginning on April 1, 2019

[English Flyer](#)

[Spanish Flyer](#)

FIND THE RIGHT CATHOLIC HIGH SCHOOL FOR YOU!



2019 Catholic High School Fair

Saturday, April 27, 2019

**Catholic University of America
Caldwell Hall**

11:00 a.m. - 2:00 p.m.

Featuring exhibits from all Catholic high schools in the Archdiocese of Washington. Come and learn more about the admissions process, scholarships, and financial aid.

Visit adwcatholicschools.org for more information and to register.

**REGISTRATION
IS FREE!**

Call for Promotional Photos

The Catholic Schools Office is looking to update their photo catalog this spring for use in 2019-2020 marketing materials, website, and social media. If you have professional photos that capture diversity both inside and outside the classroom, please share files with Anna Quattrone at quattronea@adw.org.

What we are looking for:

- ◆ Students in the classroom
- ◆ Catholic identity in schools
- ◆ Students receiving the Sacraments



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8th Grade Mass for Vocations: RSVP

The 25th Annual Vocations Mass for 8th graders will be held on **Tuesday, April 30th, 2019 at 10:30 a.m.** in the Upper Church of the Basilica of the National Shrine of the Immaculate Conception in Washington, D.C. Mass will include a homily by an archdiocesan priest and a talk by a religious sister. After Mass, students will be given the opportunity to visit and speak with seminarians, priests, and consecrated religious women and men. ***Please return the attached RSVP form by Friday, April 19th.***

- [Letter to Principals](#) from the Director for Priest Vocations
- Eighth Grade Mass for Vocations—[RSVP Form](#)



Save the Date

Hispanic Enrollment Initiative
ADW ES Staff and Volunteer Training Session
St. Mary School – Landover Hills
Wednesday, May 22, 2019
6:00 p.m. – 7:30 p.m.

Topic: Enrollment Management Organizational Tips, Techniques and Strategies.



2019 CSO Teacher Initiative Grant

Want to implement something new to engage students in your classroom but don't have the funds to make it possible? Apply for a Teacher Initiative Grant!

CALENDAR

March 18, 2019	Application opens for teachers - LIVE NOW!
May 1, 2019	Application Deadline
June, 2019	Winners & Awards Announced
July, 2019	Winners receive awards in their Class Wallet account and can begin spending
Fall 2019	Teachers implement projects
January 31, 2020	Teachers must have spent all grant funds

PURPOSE: To support Archdiocesan teachers with mini grants to develop and implement engaging, innovative classroom-based instructional projects that increase students' knowledge on a particular topic.

ELIGIBILITY: *All PreK-8 full-time and part-time teachers*, including core and auxiliary courses. Teachers can submit an application individually, or collaborate with one or more teachers at their school. The grant award will be the same, regardless of the number of teachers on the application. Teachers who received an incentive grant in the previous school year are not eligible the next year.

ELIGIBLE PROJECTS: *Be creative!!* This grant is supplemental and therefore, the funds should be used to do something you wouldn't otherwise have the opportunity to do. The grant should not replace local or school funds for activities already occurring in the classroom. Think about how you can enhance a unit you will be teaching or expand a program you are currently doing. Activities should be creative and extend the curriculum.

ELIGIBLE ITEMS: Instructional materials, including but not limited to books, math or other classroom manipulatives, supplies and materials, computer software, technology, etc.

INELIGIBLE ITEMS: Grants cannot be used for classroom furniture, field trips or guest speakers and cannot supplant local funds (i.e. workbooks for your Math curriculum that couldn't be afforded).

AWARDS: Maximum award \$800

QUESTIONS: Contact Brian Radziwill at radziwillb@adw.org or 301-853-5357

Certified Medication Technician (CMT) Training

CMT training will be offered by the CSO. The training is approved by the Maryland State Department of Education (MSDE) and certification from the Maryland Board of Nursing (MBON). This employee is working under the supervision of a trained delegating nurse.

Criteria for CMT Training

- Employee of the school & is returning for the next school year
- High School Graduate, 18 years or older
- Pass a basic math and reading test
- Complete a 20-hour training program
- A delegating nurse is assigned to the school

Dates

- Wednesday, April 10, 2019
- Wednesday, April 17, 2019
- Wednesday, May 1, 2019

Pastoral Center, 5001 Eastern Avenue, Hyattsville, MD 20781

8:00 am – 4:00 pm

(Please bring your lunch.)

Principals can click this [form](#) to register a participant.

Ed Tech Educator Meeting

When: Friday, March 29, 2019

Time: 9:30am - 2:30pm

Location Update: ADW Pastoral Center, 5001 Eastern Ave. Hyattsville, MD 20716

[RSVP by 3/20](#)

Join your fellow technology colleagues for a day of learning and collaboration. It is important to take time for your own professional learning. The tech topic survey completed by you the tech educator has driven the agenda for our day together.

- * We will discuss the Annual Educational Technology Survey Results and how it aligns to the tech plan. Does your school have a tech plan?
- * We will review the newly revised Student and Parent Internet Usage Agreement
- * We will collaborate on resources for a [parents page](#) on our ed tech site
- * We will explore STEM and Maker resources, strategies, and activities.
- * We will address Google and Microsoft needs and wants by providing resource pages for both on our adwcollaborators.weebly.com.

There will be time to collaborate with your fellow tech teachers so bring your questions and experiences. Feel free to bring your own device.

NOTE: Light breakfast and lunch will be provided. Please RSVP NO LATER than 3/20/2019 . All attendees MUST be registered.

** If you have another technology teacher or an IT specialist that would like to join us, please send them the registration link so that they may sign up as well, <http://bit.ly/adwedtechmeetingmarch2019>

