



THE FRIDAY UPDATE

#ADWSaints

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From the Superintendent

Dear School Leaders,

Let us pray in thanksgiving for the Holy Father's appointment of the new Archbishop of the Archdiocese of Washington, the Most Reverend Wilton Gregory. Please see the message link [here](#), for more information about Archbishop Gregory, and to listen to the press conference held yesterday. The Catholic Schools Office looks forward to working with His Excellency, supporting our Catholic schools, into the future.

I would also like to thank the school faculty, students and CSO staff and who participated the unique event for our 8th grade girls and boys, "Eighth Grade Day Out! Be All You Can Be," held last Friday at CUA. More than 600 young ladies and gentlemen attended this phenomenal program. We are grateful for the speakers and the opportunity to offer this experience to our students, for the last several years. We look forward to the feedback to continue to develop and improve this program, next year.

I am pleased to remind you of the upcoming NCEA Convention and Expo in Chicago, April 23-25. At that time, Mrs. Teri Dwyer, principal, St. Raphael and Wendy Slay, teacher, St. Mary, Bryantown, will be honored as recipients of the NCEA's *Lead. Learn. Proclaim Award*. We are extremely proud of them and will be there to share in the joy that is manifested with Catholic educators who

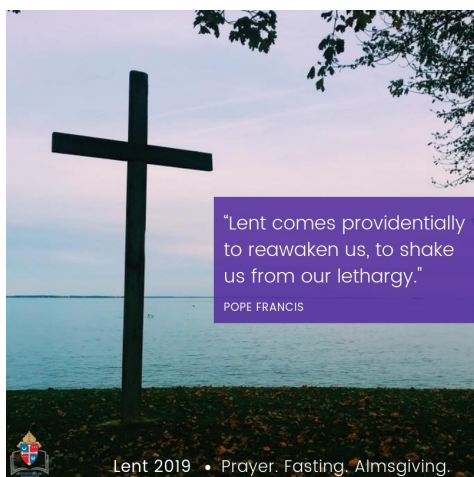
are dedicated witnesses to the Catholic faith and academic excellence. Please also remember to share the information for the upcoming Catholic High School Fair, on April 27 at CUA. You will find other upcoming events and deadlines on the Master Calendar and To-do list on pages 2-3.

Finally, in the coming weeks, we will conclude our Lenten journey, and proclaim the joy of Easter! The Catholic Schools Office will be closed from April 17-21 for Holy Days. Our next issue of the Friday Update will be May 3, 2019.

Many of you will be on break in the following week and I hope you have time to reflect and rest. Until then, may God continue to bless you and your communities, in your work.

Sincerely in Christ,

Superintendent



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April - May 2019

WED., APR. 10	Certified Medication Technician Training Archdiocese Pastoral Center 5001 Eastern Avenue, Hyattsville, MD 20782 8:00 a.m. - 4:00 p.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.
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.	TUE., APR. 30	Principal Evaluation Committee Meeting Archbishop Neale School 104 Port Tobacco Rd, La Plata, MD 20646 10:00 a.m. - 1:00 p.m.
TUE., APR. 16	ADW Board of Education Meeting Archdiocese Pastoral Center 5001 Eastern Avenue, Hyattsville, MD 20782 6:00 p.m.	TUE., APR. 30	8th Grade Mass for Vocations Basilica of the National Shrine Washington, DC 20064 10:30 a.m. - 12:00 p.m.
THUR., APR. 18	Holy Thursday - CSO Closed	WED., MAY 1	Leadership Academy Archdiocese Pastoral Center 5001 Eastern Avenue, Hyattsville, MD 20782 10:30 a.m. - 3:00 p.m.
FRI., APR. 19 - MON., APR. 22	Good Friday—Easter Monday CPA, CSO and all schools closed	THUR., MAY 2	Resource Teacher General Meeting Archdiocese Pastoral Center 5001 Eastern Avenue, Hyattsville, MD 20782
TUE., APR. 23 - THU., APR. 25	NCEA 2019 Convention and Expo Chicago, IL	THUR., MAY 2	ESPA Executive Committee Meeting Archdiocese Pastoral Center 5001 Eastern Avenue, Hyattsville, MD 20782 9:30 a.m. - 11:30 a.m.

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.

Data Summit

The Archdiocese of Washington Annual Data Summit is scheduled this year on June 21, 2019 at Bishop McNamara High School.

The CSO will offer three repetitive 2-hour sessions on June 21, 2019. (morning, midday, afternoon) We ask that each school, please register no more than two individuals for a shared session. For the benefit of both you and our facilitator we are limiting each session to 36 individuals, so early registration is encouraged. [Click Here to RSVP.](#)

Schools will need to bring a laptop with the ability to connect to WiFi for the training.



April 2019

ACTION ITEM REMINDERS

Collect letters of intent from staff	CSO/ADW Support Contact Wendy Anderson
Observe, document, and meet with all 1-3 year 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
7th grade students with accommodations understand if they will need updated evaluation/testing in order to receive similar accommodations in high school (recommend High School Learning Center at High School Fair 4.28.18)	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 review)	Anne Dillon, Vicky McCann
Review any ADW standards revisions and discuss impact on curricular programs in the coming school year	Vicky McCann
Consult with LEA on federal programs for 2018-19; sign Intent to Participate for Titles I, IIA, and III	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
Submit 2019-2020 Pastor Tuition Assistance Request to browns@adw.org	Sean Brown
Complete 2018-2019 ADW Tuition Program student verification for spring distributions	Sean Brown

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](https://www.myllearningplan.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 norriess@adw.org

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!

BOOST

Last week, Governor Hogan and Maryland General Assembly passed the funding of BOOST. The Catholic Schools Office encourages principals to reach out to current and prospective families looking for financial aid to inform them about the BOOST program. Below you will find two promotional pieces to share with families about the BOOST program and deadline to apply.

[English Flyer](#)

[Spanish Flyer](#)



M A R Y L A N D
BOOST
Broadening Options & Opportunities
for Students Today



[back to top](#)

2019 – 2020 Pastor Tuition Assistance Program Application – Due April 29, 2019

The 2019 – '20 Pastor Tuition Assistance applications are due to be submitted electronically to Sean Brown, Manager for Funding & Enrollment, at browns@adw.org by Monday, April 29, 2019. Please click on the appropriate link below to access the required application forms.

[2019 – '20 Parish/School Information Form](#)

[2019 – '20 Family Information Form](#)

2019 – 2020 Archdiocesan School Tuition Policy Statement – Upload into ASSIST

As a reminder, please upload into ASSIST, a copy of your school's 2019 – 2020 Archdiocesan School Tuition Policy statement. Please [click here](#) to access a customizable template that can be used as a guide when creating the communication for your school. The format of the tuition policy statement is at the discretion of the school as long as the requirements of the Archdiocesan tuition policy statement, which are listed below, are contained in each school's tuition policy statement.

Archdiocesan School Tuition Policy Statement – Policy #4330

All Archdiocesan Catholic Schools shall publish a written tuition policy statement that details the total cost, tuition rates, payment schedules, methods of payments and consequences of non-payment of tuition.

The written tuition statement shall be published no later than February 1 for the coming school year.

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](#)

STEAM Program Opportunities

The Maryland State Library for the Blind and Physically Handicapped is partnering with FutureMakers to bring accessible STEAM programs to youth across the state. Below you will find flyers for the STEAM programs that will take place in public libraries across rural areas in Maryland from April - June. Please share widely with your school librarians and school community. These programs have been made possible through a grant from The Maryland Rural Council and have been modified for those with visual disabilities.

- [Beeping Circuits](#)
- [Kinetic Creatures](#)
- [Sound Boxes](#)
- [Straw Structure City](#)
- [Wiggle Bots](#)



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.

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