



# THE FRIDAY UPDATE

#ADWSaints

[www.adwcatholicschools.org](http://www.adwcatholicschools.org)

## From the Superintendent

Dear School Leaders,

As we look to the homestretch of the school year, I want to offer my sincerest gratitude to you, as leaders and visionaries, of our schools. You, along with pastors and religious orders for our schools, light the way for our students to walk in the Holy Spirit and model the path of sainthood. Last week, while meeting with pastors and priests that support our archdiocesan elementary schools, I was reminded of the engagement, and enthusiasm they have, in part, due to the wonderful leadership with whom they work each day. Thank you for your tremendous commitment, sincere stewardship, and continued devotion to ensuring Jesus Christ lives in our schools. We, in the Catholic Schools Office, will continue to support and assist you, and ensure that we offer the resources to benefit and enhance your school communities.

This week, is another testimony, to the excellence of our educators, as we will honor the eleven Golden Apple winners at The Mayflower Hotel. We look forward to this extraordinary event each year and share the joy with their families, colleagues and friends. I ask that you please remember them in your prayers, giving thanks for their gifts to Catholic education. I am also excited to join formally welcome the new Archbishop of Washington, Bishop Wilton Gregory, on May 21. We will continue to pray for him, and look forward to sharing all of your good works, successes and challenges, as we pave the new chapter of education in the archdiocese.



In this edition of the Friday Update, please continue to review the Master Calendar, To-Do lists, and review the resources for closing out the school year successfully. Frontline To-Dos, and end-of-year reminders are listed. Professional development and administrative training is available, including the upcoming Volunteer Training for the Hispanic Enrollment Initiative on May 22. Registration is still available.

Finally, my prayers are with all of you as year-end tasks are completed with compassion and diligence. Let us continue to remember that we do this work to fulfill the purpose of the Gospel that Jesus proclaimed for us.

Sincerely in Christ,

Superintendent

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## May - June 2019

<b>MON., MAY 20</b>	ESPA Conference Day Our Lady Star of the Sea School, Solomons, MD 20688 9:00 a.m. - 2:30 p.m.	<b>THUR., JUNE 6</b>	ESPA Executive Meeting & Luncheon Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 9:30 a.m. - 1:00 p.m.
<b>TUE., MAY 21</b>	Installation of Archbishop Wilton Gregory Basilica of the National Shrine of the Immaculate Conception 400 Michigan Ave NE, Washington, DC 20017 2:00 p.m.	<b>FRI., JUNE 7</b>	New Principals Luncheon Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 12:30 p.m. - 3:30 p.m.
<b>WED., MAY 22</b>	Hispanic Enrollment Initiative: ADW ES Staff and Volunteer Training St. Mary School – Landover Hills 7207 Annapolis Road, Landover Hills, MD 20784 6:00 p.m. - 7:30 p.m. Register <a href="#">HERE</a>	<b>WED., JUNE 12</b>	ADW Board of Education Meeting Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 6:00 p.m.
<b>THUR., MAY 23</b>	Social Studies Committee Meeting Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 9:00 a.m. - 11:30 a.m.	<b>MON., JUNE 17 - THUR., JUNE 20</b>	ADW Summer Institute <a href="#">Register Now</a>
<b>MON., MAY 27</b>	Memorial Day CSO Closed	<b>FRI., JUNE 21</b>	Data Summit 2019 Bishop McNamara High School 6800 Marlboro Pike, Forestville, MD 20747 Register <a href="#">HERE</a>
<b>THUR., MAY 30</b>	Assessment Advisory Committee Meeting Archdiocese Pastoral Center 5001 Eastern Avenue NE, Hyattsville, MD 20782 12:30 p.m. - 3:30 p.m.		

## #ADWSaints Feature

2nd and 8th graders from Holy Cross School led a beautiful May Procession last week! What a wonderful way to honor the Blessed Mother!



## May 2019

### ACTION ITEM REMINDERS

Submit significant teacher and school anniversaries for 2019-2020 Opening of Schools Mass

[HERE](#)

Meeting with pastor to complete Principal Evaluation Packet

Discuss non-continue letters with teachers (if any)

Post openings for next year on SchoolSpring.com

Interview and hire for open positions

Complete teacher observations/evaluations for this year; include a review of teacher professional development plans

Complete and submit all paperwork for I-20s for new and returning international students

Submit end-of-year assessment assurances in ASSIST

Practice and record school emergency drills (e.g. fire, weather-related)

Update appropriate student/parent/staff information in the TADS/Rediker system

Conduct ALICE drills with students ([See Do's and Don'ts of ALICE Drills](#))

Refer students identified in placement report as "at risk" to the Student Assistance Team (if not already identified)

Student Assistance Teams assess students' emotional/behavioral/truancy/financial needs and make appropriate referrals

Administer end-of-year assessments to students (grades 2-7)

CSO/ADW  
Support Contact

Michelle Lawyer

Wendy Anderson

Wendy Anderson

Wendy Anderson

Wendy Anderson

Wendy Anderson

Garfield Gardner

Christina Mendez

Chris Buchleitner

Chris Buchleitner

Chris Buchleitner

Anne Dillon

Anne Dillon

Vicky McCann

### Frontline To-Do:

Timeline	Initial Staff Development Stage	Renewal Stage	Professional Growth Stage	Specific Staff Development Stage
May/June	<ul style="list-style-type: none"> <li>Principal does at least one documented walkthrough</li> <li>Principal will prepare final evaluation</li> <li>Principal and teacher will meet to review final evaluation</li> </ul> <p><b>(June)</b> Teacher completes self-evaluation (at principal's discretion) <b>by June 30th</b></p> <p><b>ALL evaluations and courses must be finalized in Frontline by June 30th</b></p>	<ul style="list-style-type: none"> <li>Principal does at least one documented walkthrough</li> <li>Principal will prepare final evaluation</li> <li>Principal and teacher will meet to review final evaluation</li> </ul> <p><b>(June)</b> Teacher completes self-evaluation (at principal's discretion) <b>by June 30th</b></p> <p><b>ALL evaluations and courses must be finalized in Frontline by June 30th</b></p>	<ul style="list-style-type: none"> <li>Teacher completes end-of-year self-evaluation of Teacher Developed Annual Goals</li> <li>Principal completes end-of-year evaluation of Teacher Developed Annual Goals</li> <li>Principal and teacher will meet to review final evaluations</li> </ul> <p><b>(June)</b> Teacher completes self-evaluation (at principal's discretion) <b>by June 30th</b></p> <p><b>ALL evaluations and courses must be finalized in Frontline by June 30th</b></p>	<ul style="list-style-type: none"> <li>Principal does at least one documented walkthrough</li> <li>Principal will prepare final evaluation</li> <li>Principal and teacher will meet to review final evaluation</li> </ul> <p><b>(June)</b> Teacher completes self-evaluation (at principal's discretion) <b>by June 30th</b></p> <p><b>ALL evaluations and courses must be finalized in Frontline by June 30th</b></p>

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

[MyLearningPlan.com](#)

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

• Help Desk Contact: [PGSupport@FrontlineED.com](mailto: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](mailto:norri@adw.org)

## YOU'RE INVITED TO ATTEND!

ARCHDIOCESE OF WASHINGTON

### STAFF AND VOLUNTEER TRAINING

#### *Hispanic Enrollment Initiative*

St. Mary's Landover Hills School Gym  
Wednesday, May 22, 2019  
6:00 - 7:30 pm

The Catholic Schools Office will host a workshop and information session about the Hispanic Enrollment Initiative for ADW Catholic School staff members and volunteers.

The workshop will provide an overview of the purpose of the Hispanic Enrollment Initiative and specific strategies and tactics that can be utilized at the school level to recruit and retain Hispanic and Latino students.



## **2019 – 2020 ADW Elementary School Enrollment TADS Data Extraction – As of May 31, 2019**

As part of the strategy to ensure that all Archdiocesan elementary schools are on target to achieve specific enrollment forecasts for the 2019 – 2020 school year, on June 1, 2019, the Catholic Schools Office will extract each school's 2019 – 2020 school year enrollment data, by grade, through the TADS online enrollment interface. The significance of the May 2019 enrollment data extraction is to provide a status report that will enable schools to make strategic decisions that should influence their 2019 - 2020 enrollment results.

## **Hispanic Enrollment Initiative:**

Register [HERE](#)

If you have any questions about this workshop, please contact Miryan Cabrera, Hispanic Enrollment Outreach Coordinator at [Cabreram@adw.org](mailto:Cabreram@adw.org).