

THE FRIDAY UPDATE

Vol. 13, No. 7 - November 4, 2022



A MESSAGE FROM OUR SECRETARY FOR CATHOLIC SCHOOLS...

Dear School Leaders,

As November begins, I reflect with gratitude for all the wonderful opportunities that our community shared, during the first months of school. First, the Leadership Academy brought together emerging leaders to improve their knowledge and skills while increasing their specialized expertise. At HSPAfest, Cardinal Gregory was pleased to celebrate Mass with the high school faculties and administrators, and award our high school Teacher of the Year awards. And lastly, thank you to all principals, teachers, and administrative staff, who participated in last week's Fall Collaboration Day, enriching their professional learning. I share a sentiment that was heard from one of our teachers during Collaboration Day, "As Christians, we see each child as a gift from God, that we are blessed to lead in their journey of faith and learning."

November is Black Catholic History Month, a time when our church, in the United States, celebrates the rich history and proud heritage of Black Catholics and the many and important contributions that African and African-Americans have made and continue to make to our church. I look forward to seeing our schools celebrate on social media using #ADWCommUNITY. Also, please review the enclosed Master Calendar for November, that includes various meetings, deadlines, and the ESPA Conference Day on November 15. I also look forward to seeing all elementary school principals next week at the regional ESPA meetings.

This week we commemorate All Souls' Day as a holy day, to honor the faithfully departed. Let us take some time today to remember all those who have died and pray for those souls in purgatory. Eternal rest grant unto them, O Lord, and let perpetual light shine upon them.

Prayerfully,

Kelly Branaman

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Master Calendar

Monday, November 7, 2022

MC ESPA Meeting, 10a - 12p, St. John the Baptist School, Silver Spring

DC ESPA Meeting, 1p - 3p, virtual

Wednesday, November 9, 2022

PG ESPA Meeting, 9:30a - 11:30a, Holy Redeemer School, College Park

Thursday, November 10, 2022

SoMD ESPA Meeting, 9:30a - 11:30a, Saint Johns School

Friday, November 11, 2022

Veterans' Day - APC closed

Tuesday, November 15, 2022

ESPA Conference Day, 8:30a-2p, St. Mary of the Assumption

Wednesday, November 16, 2022

ADW Board of Education Mtg., 6-8p, virtual

Thursday, November 17, 2022

New Principal Cohort 22 Meeting, 9a-10:30a, Our Lady of Lourdes School

New Principal Cohort 21 Meeting, 12p-1:30p, St. Joseph's Regional School

November 24 and 25, 2022

Thanksgiving - APC closed



Master To - Do List

- Set up access to the HSPT Registration Report - Pg. 4
- Join TADS Enrollment and Tuition training sessions - Pg. 5
- Update the Frontline Data Management System - Pg. 6
- Complete the Assurance Report - Pg. 7
- Collaboration Day Feedback Survey - Pg. 8

CSO STAFF UPDATES

We are pleased to announce that Jeremy McDonald and Jennifer Monger have recently been promoted in the Catholic Schools Office. Please join us in congratulating them both in their new positions.



Jeremy McDonald, Assistant Superintendent for Research, Planning and Administrative Technologies

As a member of the Archdiocese since 2008, Jeremy has shared his time with the Catholic Schools Office and Don Bosco Cristo Rey High School. In the Catholic Schools Office, Jeremy served as the Director for Research and Planning, and at Don Bosco Cristo Rey High School, taught Computer Science, AP Computer Science and supported the IT operation of the school. Before coming to the Archdiocese, Jeremy served in the Research Department at San Diego City Schools and Philadelphia City Schools. Jeremy has a doctorate in Education Leadership from Drexel University, an M.A. in Education Leadership, and a B.S. in Sociology and Research. He has extensive experience working with assessments, student information systems, and supporting Catholic schools. Jeremy is excited to grow his experience and leadership to continue to grow and support our students, teachers, and principals.



Jennifer Monger, Director of Curriculum, and Instruction

Jennifer has been a member of our Catholic Schools Office since 2021, serving as Curriculum Coordinator. Before coming to ADW, Jennifer served as a teacher for many years and as an Associate Instructor of Education at Indiana University. Having earned a B.A. in Music, a B.S. in Elementary Education, an M.S. in Higher Education Administration and Organizational Management, and now in the final stage of dissertation development working towards earning a Ph.D. in Literacy, Culture, and Language Education, Jennifer's breadth of knowledge, management, and a passion for Catholic education makes her the ideal candidate for Director of Curriculum and Instruction.



HSPT Reminders

1. Share [HSPT Registration Link](#) – Deadline to apple is Friday November 18, 2022
2. Distribute and collect Authorization to Release Records forms from parents
3. The 2022 Confidential Student Information form is available in multiple formats on the Principal Portal [HERE](#). The updated form is due to high schools by **Friday, December 9, 2022**

HSPT Access Portal

Registration reports are now available on the Cvent Access Portal. To access the portal click [HERE](#).

- Returning principals/faculty: please use the login credentials that you setup last year (username = email address), if you do not remember your password select “Forgot Password”
- New principals/faculty will receive an email from hspt@adw.org by the end of the week to set up your password

The reports are live and can be accessed at any time by using the link in the invitation email and the username/password setup. If you have any questions or troubles with the Access Portal please email quattronea@adw.org or hspt@adw.org.

The link can be shared with other school personnel who should have access to the registration report. Please use a school domain email address to request access.

Monthly School Counselor Virtual Consults

**THE LAST TUESDAY OF EVERY MONTH
AT 9:15 AM**

These monthly check-ins will give school counselors an opportunity to discuss current issues/challenges, share resources, and provide feedback and support to better serve students.

Questions?

Contact Ashley, The Director of Counseling Services, at Mickeya@adw.org or 301.853.5354.

Zoom link will be sent through email to counselors.



TRAINING SESSIONS

Interested in learning more about TADS Enrollment and Tuition tools? Please join any of the training sessions as follow:

TADS: Enrollment Management Training:
Monday, November 14, 2022 10:30 AM-11:30 AM
<https://communitybrands.zoom.us/j/6200555795>

TADS: Tuition Management Training:
Wednesday, November 16, 2022 1:30 PM-2:30 PM
<https://communitybrands.zoom.us/j/6200555795>

For questions please send an email to:
support@tads.com

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Frontline Data Management System Spreadsheets

All school employees need to be updated in the Frontline Data Management System so principals are able to upload applicable evaluation forms and be in compliance with policy 3443 (page 17, ADW CSO Policy Manual).

Please reach out to Garfield Gardner at GardnerG@adw.org if you have not yet provided your roster. Please see the recommended evaluation calendar below.

Recommended Evaluation Calendar & Frontline Data Management System Tasks

Please find the Danielson Framework for Teaching Recommended Evaluation Calendar & Frontline Data Management System Tasks [HERE](#).

For questions regarding Frontline, please reach out to Jennifer Monger, Director of Curriculum and Instruction, at mongerj@adw.org.





Safe Environment Training

Ensure your school is in compliance with the Safe Environment Policy for Students.

The Child Protection Policy of the Archdiocese of Washington (Sec. 4.5) and Policies for Catholic Schools mandates that all students in Archdiocesan elementary, middle, and high schools receive safe environment training and records of compliance are maintained.

Please complete the assurance report using the Cognito link on the Principal Portal. Go to Governance > Accreditation Tasks > Assurance Report Templates to complete the report. Form must be submitted by **December 20, 2022**.

ADW Resource Teacher Meeting

Friday, December 2, 2022 - 9:00 – 2:00

Location: St. Mary of the Assumption - Family Life Center
4610 Largo Road, Upper Marlboro, MD 20772

Light Breakfast beginning at 8:30 and Lunch provided!

Overview of Topics on the Agenda:

- Autism Spectrum Disorder (ASD)
- Executive Functioning
- Response to Intervention (RtI)
- The New CAP/ICEP

Contact Margaret Kenney at KenneyM@adw.org for more information.

RSVP by November 18 by using this [Sign Up Link](#)

Fall Collaboration Day Survey

Thank you for participating in the 2022 Fall Collaboration Day! We had an excellent turn-out with over 1200 participants. Your engagement throughout the event was so insightful and inspiring. Thank you for sharing the good from Collaboration Day on social media #ADWcommUNITY. Those who posted on social media with the #ADWcommUNITY hashtag were entered into the Collaboration Day raffle. Our winners are:

Curriculum Resource Giveaway

- Michelle Chin, Saint Bartholomew School
- Marianne Green, Holy Redeemer School – Kensington
- Justin Sims, St. Mary's School – Landover Hills

Starbucks Gift Card

- Maggie Lonergan, Saint Pius X Regional Catholic School
- Shannon Norris, Saint Pius X Regional Catholic School
- Stephanie Spano, Cardinal Hickey Academy
- Bridget Vicari, Saint Jane Frances de Chantal School

Amazon Gift Card

- Shirley Martins, Holy Redeemer School – College Park
- Kathleen McGovern, Saint Andrew School
- Kathleen Meinhardt, Saint Mary School – Bryantown
- Stefanie Miles, Saint Mary of the Mills School

Faculty/Staff Pizza Party

- St. Joseph's Regional School
- St. John the Evangelist School – Silver Spring



Congratulations, and thank you again for your participation and engagement!

If you participated in either of the Collaboration Day Learning Plans, please provide feedback using the anonymous survey links:

Learning Plan I



Learning Plan II



We welcome any and all feedback. Thank you for all you do in serving ADW Catholic Schools! When we serve others, we serve Christ!

Call for Volunteers:

The Roman Catholic Archdiocese of Washington (RCADW) Curriculum Committee.

The RCADW Catholic Schools Office is in search of educators and school leaders to serve on the PK-8 Curriculum Committee. The purpose of the Curriculum Committee will be to update and develop the RCADW curriculum standards, frameworks, instructional guides, and resources.

A major focus in all committee work will be the integration of Catholic Faith across all content areas. We encourage educators and school leaders across all RCADW PK-8 schools, grade levels, and content areas to consider serving on the Curriculum Committee.

The virtual Curriculum Committee Welcome Meeting is scheduled for: **Thursday, December 15, 3:30PM – 5:00PM.** Those interested in serving on the committee will receive a Teams/Zoom link in the coming weeks.

Committee meetings will then be held virtually during the school year beginning in January 2023. During the school year, meetings will be held online once a month as scheduled on Thursdays from 3:30PM to 5:00PM. Additionally, up to three in-person committee meetings will be held over the summer of 2023.

The interest form deadline has been extended! If you are interested in serving on the Curriculum Committee, please complete the Curriculum Committee Interest Form [HERE](#) by **Tuesday, November 8.**

If you have any questions about the Curriculum Committee, please email Denise Ball at balld@adw.org. Thank you for your interest in being a part of this exciting opportunity for RCADW Catholic Schools!

And I heard the voice of the Lord saying, "Whom shall I send, and who will go for us?" Then I said, "Here am I! Send me." ~Isaiah 6:8



Sub-committees will form in any or all of the following subject areas informat:

- Language Arts
- Mathematics
- Music
- Foreign Language
- Physical Education
- Science
- Social Studies
- STREAM (Science, Technology, Religion, Engineering, Arts, and Math)
- Technology
- Visual Arts
- Textbook Review
- Recommended Summer Reading
- Equity



Professional Development Request Form

Are you interested in professional development (PD) sessions for your faculty? Whether for a small group or whole staff, the Catholic Schools Office (CSO) is here to support you! PD session topics can range across several areas such as:

- Catholic Identity in Curriculum and Instruction
- Instructional Planning and Preparation
- Learning Environments
- Classroom Management
- Instructional Strategies
- Inclusion: Interventions, Accommodations, and Modifications
- Classroom Assessment
- NWEA MAP Growth Assessment Training
- Professionalism in Catholic Education ...and more!



Please let the CSO know your PD needs by submitting the Professional Development Request Form [HERE](#).

If you have any questions about professional development, please contact Jennifer Monger, Director of Curriculum and Instruction at mongerj@adw.org. We look forward to working with you!