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*St. Michael Special School's students enjoyed a summertime fishing trip!*

## Writings from RaeNell...

Dear Colleagues,

Gracias! Merci beaucoup! Danke!

Many thanks to each of you for attending the meeting last week! I enjoyed our time together and I am most appreciative for the honest feedback you provided. We are excited to begin our work, guided by your input, to plan an exciting year! The Office of Catholic Schools will be attending our annual retreat/workshop tomorrow through Friday. All calls will go to the chancery's receptionist, Ms. Janelle. However, if you need immediate assistance, please call me or any associate superintendent via cell.

I hope to see you in July for the annual New Principals' Workshop and Administrators' Retreat. The new principals will attend Tuesday, July 18th and all administrators will join us July 19th - 20th. Please use the link in the newsletter to register.

## ANNOUNCEMENTS

### [Message from Dr. Whitehouse in the Office of Religious Education](#)

The committee that Archbishop Aymond established to address pornography in the archdiocese is moving forward in its efforts to assess the needs of parishes and schools throughout the archdiocese. Craig Taffaro has developed an Introductory Needs Assessment. It is attached [here](#). Please distribute to pastors, parish catechetical leaders, counselors, and youth ministers.

### [Job Postings](#)

Administrators now have the ability to post and manage job vacancies on the OCS website by following the steps below:

- Go to [ocs.arch-no.org](http://ocs.arch-no.org)
- Sign in to the "Administrator Portal"
- Click the "Post Job" link/icon and enter your information

Lastly, thank you for all of your work this year. Please be sure to take some time to spend with family and friends. I pray that you are having a peaceful and relaxing summer.

Blessings,

**RaeNeil**

## ***Calendar at a Glance...***

New Principals' Workshop - **July 18th**

Administrators' Retreat - **July 19th and 20th**

The system is set to a 30-day default, but there is an option to indicate a shorter time period. After 30 days your posting will automatically delete. As individuals apply for specific postings, the administrator will receive an email notification; the email will only go to the administrator of the posted job.

Don't forget to check the "Teacher Applications" folder for current applicants. If you have any questions feel free to contact Ingrid Fields at [ifields@arch-no.org](mailto:ifields@arch-no.org).

### **Finger-Print Based Criminal Background Checks (CBC)**

Informational brochure and forms to be completed and brought to OCS may be found [here](#). Please do not make any changes to these forms, as they are state mandated.

Please remember to call OCS to schedule an appointment for finger printing. It is important that each employee schedules a time to get finger printed. Appointments only take place on Tuesdays and Thursdays.

### **Required Services**

Forms for required services have not changed. Schools may turn in packets during June as many choose to complete the process before the summer vacation. The final deadline for submission to the Office of Catholic Schools is August 1, 2017. Please view Required Services Suggestions Page [here](#). Click [here](#) for the Required Services Summary Time Record Form. Click [here](#) for the Required Services Reimbursement Form. Click [here](#) for the Required Services Time Log.

## **REMINDERS**

### **2017 - 2018 Calendar**

Please view the tentative calendar for the 2017 - 2018 school year [here](#).

### **Principal Contracts**

Please find the Parish Principal Contract [here](#) and the Parish Assistant Principal Contract [here](#). Please find the Archdiocesan Principal Contract [here](#) and the Archdiocesan Assistant Principal Contract [here](#).

## **CATHOLIC IDENTITY**

### **Administrators' Retreat**

The Administrators' Retreat will be held July 19th - July 20th at the Beau Rivage in Biloxi, Mississippi. The retreat will begin Wednesday, July 19th at 9:00 a.m. Please mark your calendars.

Theme: *Encountering Jesus, Ministering with Joy*  
Presenter: Dr. Tom Neal, Academic Dean at Notre Dame Seminary

Cost: \$300.00 - This includes the cost of the room for Wednesday night and breakfast, lunch, and dinner on Wednesday and breakfast on Thursday.

To register, click [here](#).

### **New Presidents'/Principals' Workshop**

The New Presidents'/Principals' Workshop will be held Tuesday, July 18, 2017 from 9:00 a.m. to 9:00 p.m. at the Beau Rivage in Biloxi, Mississippi.

Administrators beginning their first year should attend. Administrators completing their first year are encouraged to attend.

Cost: \$250.00 for the New Administrators Workshop, which includes the room on Tuesday night and breakfast, lunch, and dinner on Tuesday.

To register click [here](#).

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## **AROUND THE ARCHDIOCESE**

### **Administrators' Conference**

Please join us for the Archdiocese of New Orleans 51st Annual Administrators' Conference in Biloxi, MS on October 11 - 13, 2017. Our theme is *Embracing Bold Leadership*. We are pleased to have Simon T. Bailey, Marceta F. Reilly, Steve Ventura, and Cathy Lassiter as our keynote speakers. Register [here](#).

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