



Office of Catholic Schools Newsletter

CATHOLIC SCHOOLS Education for a Lifetime

Archdiocese of Hartford

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The mission of the Office of Catholic Schools is to further the advancement of Catholic education for students in the Archdiocese of Hartford by providing service, support, guidance, and direction to pastors, presidents, principals, teachers, boards, parents, and other stakeholders of Catholic schools.

OFFICE OF CATHOLIC SCHOOLS WEBSITE:

www.adh-ocs.org

SUPERINTENDENT'S MESSAGE

Let the Earth Bring Forth the Savior!

I will wait for the God of my salvation; my God will hear me. -Micah 7:7

Yesterday, our Church celebrated the first Sunday of Advent. The liturgical season of Advent is marked with a spirit of anticipation, expectation, preparation, and longing.

The fostering of the advent season involves pastors, administrators, and campus ministers to provide the school community with many spiritual opportunities as well as reaching out to those less fortunate. The *Advent Wreath*, a venerable European tradition, can be a way to involve students in learning about Christian preparation - not only for celebrating our Lord's birth, but also for making our hearts truly ready to receive Him.

These four weeks of Advent lead us into the celebratory season of Christmas when God's peace breaks through humanity's broken soil. *You have been born anew, not of perishable, but of imperishable seed, through the living and enduring work of God.* -1 Peter 1:23

As we begin a new liturgical year full of hope and anticipation, I am delighted to announce that the Office of Catholic Schools, in collaboration with the National Catholic Educational Association, has established an annual award to honor a pastor who has given outstanding support to Catholic elementary education. This year we are pleased to award **Rev. Charles J. MacDonald** as the first recipient of the *Distinguished Pastor Award*. Father MacDoanld is the pastor at St. Rita School in Hamden. During *Catholic Schools Month*, Father MacDonald will be recognized for all his wonderful contributions to Catholic school education during a Sunday Eucharistic celebration with his community. You will be able to read more about Father MacDonald in the January edition of *The Catholic Transcript*.

ANNOUNCEMENTS

Congratulations to the following NEW Archdiocesan School Board members that were appointed by Archbishop Henry J. Mansell:

- **David H. Larson, Ph.D.**, is currently the Executive Director for the Connecticut Association of Public School Superintendents. His grandchildren attend St. Dominic School, Southington. David holds a Doctorate of Philosophy in Education with specialization in Curriculum and Instruction from the University of Connecticut. David will be serving on the Planning Committee of the Archdiocesan School Board.
- **James K. Obst**, is the director of Connecticut Junior Republic based in Litchfield. He is a member of St. Francis of Assisi Parish, Winsted. James holds a Master's of Science in Special Education/Serious Emotional Disabilities from Southern Connecticut State University. James will be serving on the Nominating Committee of the Archdiocesan School Board.
- **Norris A. Taylor**, is an engineer at Pratt & Whitney. Norris is a member of St. Gertrude Parish, Windsor. Norris holds a Master's of Science in Business Administration from Albertus Magnus College. Norris will be serving on the Finance Committee of the Archdiocesan School Board.

Congratulations to:

The office of Lt. Governor, Michael Fedele, has chosen the art work of **Andreea Rotaru-Barac**, a fifth grade student at **St. Rose School, East Hartford**, as the official Christmas card of Governor M. Jodi Rell and the State of Connecticut. The Lt. Governor will present Andreea with an award on Tuesday, December 4 at St. Rose School. Congratulations Andreea!

Sacred Heart School, New Britain, has been recognized as an official *National Anthem Project All Star School* for the 2007-2008 school year by the National Association for Music Education and The National Anthem Project. The National Anthem Project aims to renew national awareness of American traditions; to promote the significance and history of the anthem; and to teach Americans to sing *The Star Spangled Banner*.

Congratulations to **Michael Culhane** who was recently appointed as the Executive Director of the Connecticut Catholic Conference by Archbishop Henry J. Mansell and the Connecticut Catholic Bishops.

A Request for Prayers for:

Sr. Mary de Lourdes Hornyk, S.C., who recently entered eternal life. She had been a teacher for three years in the Archdiocese of Hartford. Sr. Mary taught at St. Mary School, Newington, and at St. John and Sacred Heart Schools, New Haven. Many fine teachers/administrators

continue in the ministry of education due to the support and guidance of the Sisters of Charity. May the soul of Sr. Mary rest in peace!

ADMINISTRATION

NCEA (National Catholic Educational Association) Convention Registration: A special reduction in price is given for group pre-registration for the NCEA Convention. A group of at least five educators is eligible for the discount rate for those registration forms received by the NCEA by February 15, 2007. Please complete the registration form that was mailed to you directly from NCEA and mail it along with your payment to Sr. Loretta Francis Mann at the Office of Catholic Schools no later than Thursday, January 31, 2008.

Cathedral Liturgy: Please remember to return your liturgy response forms that will let us know who will be representing your school at the Mass at St. Joseph Cathedral, Hartford, on Sunday, January 27, 2008. The forms are due to the Office of Catholic Schools by **December 10**.

CURRICULUM

Textbooks Help Enable 21st Century Skills: As we stay competitive in the standards-based educational reform, it is important to remember the value of textbooks as a resource for teaching the curriculum. Many of the newest textbook editions integrate most of the valuable 21st century skills such as digital information, critical thinking, and inquiry-based research. Differentiated and individualized instruction is easily facilitated through the various technology integration programs offered from kindergarten through high school graduation. Math programs that emphasize writing, science programs that emphasize inquiry, social studies programs that emphasize cultural intelligence, and reading programs that emphasize critical thinking and cross-curricular connections are components to newer textbooks editions. Audio student book MP3 CDs and eBooks engage learners and integrate 21st century skills, *and* align with national and Archdiocesan standards. When we use textbooks as a *resource*, we teach children that books are still invaluable research and instructional tools for learning!

SCHOOL ADVANCEMENT

Catholic Schools Month News for *The Catholic Transcript*: Reminder - If your school is planning any particularly exciting and/or newsworthy events for Catholic Schools Month, please send that information to *The Catholic Transcript* at info@catholictranscript.org by December 7. *The Transcript* will be covering Catholic Schools Month in both the January and February issues. The sooner they hear of your scheduled events, the better.

Enabling Committee Productivity: The Fall, 2007 issue of *Issue Gram*, the publication of the Department of Boards and Councils of Catholic Education of the NCEA, lists some great ideas for school board committees to employ as they set about fulfilling their goals. "Goals have the potential to move the board from a reacting/approving role to an active leadership role."

Certainly, a vibrant committee structure can contribute to a board's success in meeting its goals, but it is important to maintain committee momentum between board meetings via steady communication. For example:

1. Distribute the board minutes ASAP after the meeting. This reminds committee members of their assignments.
2. The board chair should communicate with committee chairs once a week to answer questions and chart the committee's progress.
3. Keep committee members who are absent from meetings "in the loop" and engaged. Designate someone to contact absentee members with meeting details.
4. Email committee members with updates and information, at the same time reminding them of upcoming meeting dates and agenda items.
5. Encourage each committee member to designate at least one day a week to work on board projects.

SCHOOL FINANCES

Workshops in January: Please advise the individual who does the accounting for your school that training workshops will be scheduled in January 2008 at various locations to transition from a "cash basis" method of accounting to an "accrual" method. This will insure that ALL income and ALL expenses applicable to a given school year are recorded in THAT school year. This change will not dramatically affect the way the principal and school board prepares the school budget. Rather, it purifies the accounting of the school's financial transactions. Dates and locations for these workshops will be provided in the next newsletter.

Possible Electricity Savings through CREC: Ed Arum (our CREC bulk buying representative) and James Carroll of World Energy may be contacting you. CL&P has a pending 22% increase in electricity. We must be proactive in searching for alternative suppliers. All you need to do is give them a copy of your latest electric bill. **There is no obligation related to this process.** Through these efforts, we are trying to lower the effect of future cost increases and stabilize our electrical costs.

CALENDAR

*Additions since the last Office of Catholic Schools (OCS) Newsletter

Due Dates

Past Due	Textbook Inventory to Valerie Mara
Past Due	Elementary School Compilation Reports for the year ended June 2007 to Ken Przysiecki
Past Due	ED 159 Non Public School Report , Copy to Connecticut State Department of Education, Data Collections Unit, and copy to Leslie Nelson at the Office of Catholic Schools

December

- 1 **AAA Elementary Tuition Assistance Accountability Report (2007-2008)** to Dale R. Hoyt
- 1 **CSSP Archdiocesan High School and Elementary Tuition Assistance Accountability Report (2007-2008)** to Dale R. Hoyt
- 10 **Cathedral Liturgy (January 27th) Response Forms** to Sister Loretta Francis Mann

Upcoming Events

December

- 3 **Archdiocesan School Board Special Meeting**, Office of Catholic Schools, 6:00 p.m.
- 4 **OCS Christmas Reception**, Archdiocesan Center at St. Thomas Seminary, Alumni Lounge, 5:00 p.m. to 7:00 p.m.
- 11 **Religion Committee Meeting**, Office of Catholic Schools, 3:00 p.m. to 4:30 p.m.
- 12 **World Language Committee Meeting**, Office Catholic Schools, 3:00 p.m. to 4:30 p.m.
- 12 **Foundation for the Advancement of Catholic Schools Board of Trustees Meeting**, Archdiocesan Center at St. Thomas Seminary, Bloomfield, 3:00 p.m. to 6:00 p.m.
- 17 **Executive Committee Meeting of the Archdiocesan School Board**, Office of Catholic Schools, 5:00 p.m.

Catholic Social Teaching

Rights and Responsibilities: The Catholic tradition teaches that human dignity can be protected and a healthy community can be achieved only if human rights are protected and responsibilities are met. Therefore, every person has a fundamental right to life and a right to those things required for human decency. Corresponding to these rights are duties and responsibilities—to one another, to our families, and to the larger society.

— United States Catholic Conference of Bishops

The information in this newsletter is for the use of the administrators, pastors, faculty, and boards. Principals are requested to forward information to appropriate persons. Requests for inserts into the OCS Newsletter can be made to Gayle Keene, Administrative Assistant to the Superintendent, gkeene@adh-ocs.org.