



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

PAULINE JUBILEE

The Apostle of the Gentiles, who dedicated himself to the spreading of the good news to all peoples, spent himself for the unity and harmony of all Christians. May he guide us and protect us in this bimillenary celebration, helping us to advance in the humble and sincere search for the full unity of all the members of the mystical Body of Christ.

- Pope Benedict XVI

The Holy Father, Pope Benedict XVI, has dedicated a special Jubilee Year to the apostle Paul from June 2008 to June 2009 on the occasion of the bimillennium of Saint Paul's birth. In honor of this special occasion, I have invited Dr. Elinor Ford to be the keynote speaker at the Catholic Educators Conference to be held at St. Paul Catholic High School, Bristol on October 21 and 22, 2008. The theme of the Conference will be *St. Paul of Yesterday and Pope Benedict XVI of Today: One Message for Catholic Educators*.

As we begin this Pauline Jubilee, we are mindful that St. Paul lived and worked for Christ, bringing unity to all through his words and actions as he lived out the Good News of Jesus. In acknowledgement of this announcement from Pope Benedict, let us plan the new school year accordingly. In the August edition of *Office of Catholic Schools Newsletter*, I will provide some resources that your school can use to celebrate this Jubilee Year with students, faculty, and parents.

May the summer days bring you much rest and relaxation.

ANNOUNCEMENTS

Congratulations to:

Archbishop Henry J. Mansell, who was named as one of **Greater Hartford's 50 Most Influential People** in the July 2008 *Hartford Magazine*.

Brother James Branigan, CSC, who was appointed to a fifth term as President of **Notre Dame High School, West Haven**.

Please pray for:

Donna Binkoski, the principal of **St. Mary School, Branford**, who is recovering from surgery.

ADMINISTRATION

Administrators 4th Annual Convocation, *Come to the Water*: This year's Convocation will be held on Thursday and Friday, August 14 and 15, at Water's Edge Resort, 1525 Boston Post Road, Westbrook, CT 06498. A block of rooms has been reserved until July 1 at discounted prices for the Convocation. Please call 800.222.5901 to make your reservation. Details about the Convocation were distributed at the May Administrators meeting. This year, author and nationally recognized speaker, Br. William Campbell of the NCEA, will be the retreat facilitator. All presidents and principals are expected to attend.

New Principals 2008-2009 effective July 1, 2008:

- **Our Lady of Mount Carmel School, Waterbury**, Mr. Joaquim (Jack) Tavares, Jr.
- **St. Francis of Assisi School, Naugatuck**, Mr. Thomas Fuller
- **St. Vincent de Paul School, East Haven**, Mr. Pasquale (Pat) Guido

CURRICULUM

EduConnect News: Tim Hannon will be available for school visits and faculty/staff in-services during the weeks of August 18 and August 25. Call or email ASAP to ensure an appointment that fits your summer schedule. Mr. Hannon can be reached at 1.913.384.6701 or via email at timhannon@educonnect.com. Valerie Mara is also available to assist in setting up your report card formats or electronic grade books.

Curriculum Documents on the Web: The following revised documents are available on the Office of Catholic Schools' website: *Protocol for Daily Scheduling 2008* and *Protocol for Grading and Electronic Reporting 2008*. Available on the website in August will be a revised textbook inventory, and curriculum standards for world language, fine arts, and religion. Also available in August will be a revised edition of Early Childhood Standards consisting of the new report card formats. In addition, a

CD of the electronic report cards for kindergarten, pre-kindergarten 4, and pre-kindergarten 3 will be given to all principals at the Administrators 4th Annual Convocation.

Electronic Report Cards: All schools are expected to produce electronic report cards by September 2008. Please contact Valerie Mara, at 860.242.4362 ext. 138, or via email at vmara@adh-ocs.org, if you are experiencing any difficulty producing an electronic report card or downloading a grade-reporting program. A temporary solution will be provided until a permanent grade reporting program can be installed in your school.

Standards-based Lesson Plan Books: Standards are the instructional targets that outline what students should know and be able to do by the time they graduate. In planning lessons to teach any curricular area, teachers must always keep the end in mind and, therefore, align each lesson/unit with a standard. This enables teachers to concentrate fully on the lesson-planning process of teaching, and eliminates the additional record keeping of assessment in the curriculum standards documents.

There are sample lesson-plan templates available on the Archdiocesan website to ease the transition to standards-based lesson plans (SBLP). As another option, The Master Teacher now offers a traditional standards-based lesson plan book with itemized room for the four components of a SBLP: Standard, Objective, Enabling Outcome (AKA instructional plan, strategy, or skill), and Assessment. You can further investigate this plan book by visiting www.masterteacher.com. There are two models available: 8-subject with portrait-style margins (item #121090), or 6-subject with landscape-style margins (item #121100). Each plan book costs \$4.50. For further professional development of standards-based lesson planning for faculties, please contact Valerie Mara, at vmara@adh-ocs.org or at 860.242.4362, ext. 138.

Website Benefiting the Hungry: Schools are encouraged to visit the website www.freerice.com. It provides educational games for children and for each question they answer correctly, the organization will donate 20 grams of rice to the United Nations World Food Program. What a wonderful and simple way to help those in great need!

SCHOOL ADVANCEMENT

Last Call for Nominations: Elementary principals have one final opportunity to submit nominations for the Distinguished Friend of Catholic Schools Award, to be presented at the HOPES Dinner this fall. Feel free to email, fax, or mail your nomination form to Anne Clubb no later than Monday, July 7th. This is a perfect way to honor the volunteer who has made a tremendous and positive impact on your school's advancement program. The award, given to an individual on behalf of the Archdiocese of Hartford, recognizes someone who has donated significant time, talent and treasure on behalf of your school. Don't miss this chance to acknowledge your school's "shining star."

Annual Advancement Plans: Elementary principals are reminded to submit their 2008 – 2009 Advancement Plans by August 1. Should the forms present any questions or concerns, do not hesitate to contact Anne Clubb. Please remember that the allocation of Archdiocesan funds may require the submission of these plans.

Charitable Giving in 2007: *Giving USA* reports that in 2007 charitable giving in the United States reached a record high of \$306.39 billion, up 3.9% over 2006. Individual donations and charitable

bequests still comprise the bulk of total contributions, at 82.3% (individual donations alone stand at 74.8%) providing even more reason to cultivate your donors consistently! Giving from individuals increased by 2.7%; giving from foundations (the fastest growing source of charitable donations) rose by 10.3%; and charitable bequests increased by 6.9%. Once again, Religion was the largest single recipient of charitable contributions in 2007 (33.4%), followed by education (14.1%). Let's pray that this trend continues despite what could be the adverse effect of the recent economic downturn.

Websites: Remember that summer is a great time to update your school website, making sure that it is **timely, attractive, and user friendly**. Many families are still searching for schools over the summer, and it's important to put your best "electronic face" out there to welcome those inquiries. For guidance on how to build and maintain an excellent website, check out the document entitled "Guidelines for an Effective Website" on the Administrative Log-In page of the OCS website (under School Advancement). It will give you a sense of content and style at the beginner (Level One), intermediate (Level Two), and Advanced (Level Three) stages of website development.

SCHOOL FINANCES

Close 2007/2008 School Year Using the Accrual Accounting Method: It is expected that the accrual accounting method (vs. the cash basis method) will be used to close the 2007/2008 school year. If your business manager did not attend a workshop, please contact Jim Giangreco, Assistant to Ken Przysiecki, CPA, Director of School Finances, at (860) 242-4362, Ext. 139 or via email at jlgiangreco@adh-ocs.org, to receive the PowerPoint presentation from the workshop. The PowerPoint presentation describes the step-by-step process to close your accounting records properly for June 30, 2008 using QuickBooks via the accrual method of accounting. *It will be difficult to comply with this accounting change without the step-by-step presentation.*

CALENDAR

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

Due Dates

Past Due	Curriculum Standards Evaluation forms due to Valerie Mara
Past Due	Professional Learning Communities Evaluation due to Maria Maynard
Past Due	Number of Official School Days 2008-2009, Faculty Meetings, and Early Dismissals due to Maria Maynard
Past Due	Velocity Report Card Envelope Order Form due to Velocity Print Solutions
Now Due	Notification of Personnel Hired due to Larry Duffany
Now Due	Teachers' Summative Evaluations due to Maria Maynard
Now Due	New England CACE Conference registration form due to Kathleen Simpson, Diocese of Fall River

July

1	Administrators Convocation Hotel Registration due to Water's Edge Resort 800.222.5901
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- 1 **Administrators Convocation Registration** due to Leslie Nelson
- 1 **End of Year Principal Checklist – Departing Principals Only** due to Maria Maynard
- 7* **Distinguished Friend of Catholic Schools Award** nomination forms due to Anne Clubb

August*

- 1 **2008 – 2009 Elementary Advancement Plans** due to Anne Clubb
- First Day of School - Opening Day Enrollment** (*download from website*) due to Leslie Nelson

Upcoming Events

July

- 4 **Independence Day – Holiday (OCS Closed)**
- 27 – 30* **New England CACE Meeting**, Red Roof Inn, Brattleboro, VT

August*

- 7 **New Administrators Meeting**, Office of Catholic Schools, 9:00 a.m. – 3:00 p.m.
- 14 & 15 **Administrators’ Convocation**, Water’s Edge Resort, Westport, *All Day Event*
- 15 **Assumption of Mary (Holy Day)**
- 18, 19, 20 **New Teacher Orientation**, St. Bridget School, Cheshire, 8:30 a.m. – 2:00 p.m.

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.