

# VISION



## NEWSLETTER OF THE OFFICE OF CATHOLIC SCHOOLS

FEBRUARY 2, 2009



### SUPERINTENDENT'S MESSAGE

#### FAITH FORMATION

*"We commit to recruiting quality teachers and administrators who embrace Catholic identity and to providing them with ongoing adult faith formation."  
(Common Threads, 2008)*

For over ten years, we have provided faith formation for the teachers and administrators in the Archdiocese of Hartford through our partnership with Sacred Heart University. This Certificate in Religion Program has provided traditional classroom instruction for our teachers.

We are excited to announce that on January 1, 2009, we established a new partnership with the University of Dayton, which will be offered in addition to the Sacred Heart University program. The University of Dayton offers an innovative, cost effective program called *Virtual Learning Communities for Faith Formation*. This is a distance learning approach for educators to receive a foundation in the basics of our Catholic religion. The cost of this new program is approximately one-third the cost of the traditional program, and the amount of time in study and on outside assignments is greater in depth and scope.

Our collaboration with the Sacred Heart program will be maintained so that those educators who are near the completion of their program may do so at that University. The Office of Catholic Schools will continue to explore other offerings in intellectual faith formation that will meet the needs of the adult learner.

"Teachers and administrators, whether in universities or schools, have the duty and privilege to ensure that students receive instruction in Catholic doctrine and practice. This requires that public witness to the way of Christ, as found in the Gospel and upheld by the Church's Magisterium, shapes all aspects of an institution's life, both inside and outside the classroom. Divergence from this vision weakens Catholic identity and, far from advancing freedom, inevitably leads to confusion, whether moral, intellectual, or spiritual." (Pope Benedict XVI)

The Dayton University partnership is a collaborative effort between the *Office of Catholic Schools* and *The Office of Religious Education*. If you have any questions regarding the programs, please call Maria Maynard, Assistant Superintendent, or Larry Duffany, Director of Teacher Personnel and Teacher Professional Development, at the Office of Catholic Schools, 860.242.4362. The University of Dayton's web address is <http://vlc.udayton.edu>.

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**Office of Catholic  
Schools Website**

[www.catholicschools  
hartford.org](http://www.catholicschools.hartford.org)

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## ANNOUNCEMENTS

*Highlighting our vision that we are Church, we go forth in prayerful gratitude to carry out the mission that Jesus, the greatest of teachers, entrusted to his disciples.*

Please pray for the soul of **William Dorfer**, the father of Bill Dorfer. Bill is presently a sophomore at Notre Dame High School, West Haven. May the soul of William Dorfer rest in peace!

Please pray for the soul of **Michael Martin**, the brother-in-law of Thomas Driscoll, a teacher at St. Augustine School, Hartford and Patricia Teufel Driscoll, Vice Chair of the Archdiocesan School Board. May the soul of Michael Martin rest in peace!

Please pray for the soul of **Mayor Michael Peters** of Hartford, an alumnus of St. Augustine School, Hartford. May Mayor Mike's soul rest in peace!

Please pray for the repose of the soul of **Ronald K. Rivas**, a teacher at St. Christopher School, East Hartford. He is survived by his wife, Carmen, a teacher with the Hartford Public School District, and a son, Ronald Rivas, Jr., a senior at East Catholic High School. May the soul of Ronald K. Rivas rest in peace!

Please pray for the repose of the soul of **John J. Salatto, Sr.**, father of John J. Salatto Jr., Principal at St. Hedwig School, Naugatuck. May the soul of John Salatto, Sr. rest in peace!

Please pray for the repose of the soul of **Nikki Simon**, the mother of Frances, a seventh grade student at St. Mary Magdalen School, Oakville. Nikki Simons died suddenly at the age of 43. May the soul of Nikki Simon rest in peace!



Please keep in your prayers **Dennis Barry**, the husband of Rita Barry, Principal of St. Bridget School, Manchester, who is ill.



Congratulations and many thanks to **Jean Bednarz**, who has retired after 23 years as secretary and eight years as a volunteer at St. Martha School, Enfield.

Congratulations to **Cindy Basil Howard**, Director of Development for the Foundation for the Advancement of Catholic Schools (FACS), who was featured in an article in the Hartford Business Journal on December 15, 2008, entitled, *Howard Pays it Forward*, by staff writer Keith Griffin. The article addresses the Foundation's work in support of Catholic school education and Cindy's endeavors to raise money on behalf of the Foundation.

Please welcome **Cynthia Niedbala** as interim principal of St. Augustine School, Hartford, until June 30, 2009.

Congratulations to two fifth grade students at SS. Peter and Paul School, Waterbury, **Katelyn Shappy** and **Amanda Hackney**. Katelyn placed second and Amanda third in a national Radon Poster Contest sponsored by the National Safety Council and the U.S. Environmental Protection Agency. The contest was designed to raise awareness about the harmful effects of elevated levels of indoor radon gas.

## CATHOLIC IDENTITY

*Honoring the vision that Catholic Identity is the hallmark of our schools, and our awesome obligation is to ensure that those entrusted to us understand the Gospel message.*

**Courses through University of Dayton:** The next cycle of courses through the University of Dayton runs from March 1 through April 4. Those wishing to enroll in one of those courses must do so before February 25. Available courses approved for Catholic school educators in the Archdiocese of Hartford are:

- Catholic Beliefs

- Introduction to Christian Morality
- Sacraments
- Scripture (Old Testament)
- Scripture (New Testament)

**Courses through Sacred Heart University:** Sacred Heart University's Center for Spirituality and Ministry is currently preparing its brochure for those teachers who wish to continue with their program. The brochure will be sent to schools in the very near future.

**The Prayer of the Month**, which was written by **Kathleen Sarpu** and **Maryelizabeth Henderson**, both eighth grade students at St. James School, Manchester will be featured on the Office of Catholic Schools' website for February.

**Lent** is an ideal time to make the practice of the Stations of the Cross, scripture readings, and age appropriate teachings on the paschal mystery, a part of each school's religion curriculum. Every school is expected to provide spiritual opportunities for students and faculty. In this year of St. Paul, these opportunities may include studying his writings, especially on conversion and the reception of the Sacrament of Penance/Reconciliation. If possible, adoration before the Blessed Sacrament provides students and faculty some time for being in the presence of our Lord.

**Freedom of Choice Act (FOCA):** The Freedom of Choice Act is a radical piece of legislation that creates a fundamental right to abortion throughout the nine months of pregnancy. FOCA goes far beyond the Supreme Court's Roe v. Wade abortion decision, and abortion would become an entitlement the government must fund and promote. Your voice is needed now more than ever! Please urge your federal elected officials to oppose FOCA or any similar measure, and to retain laws against the federal funding and promotion of abortion. Please urge your faculty, staff, parents, volunteers, and high school students to become involved. Begin a letter writing campaign, call and meet with your House Representative and U.S. Senator, write a letter to the editor of your local newspaper, call the White House at 202.456.1111, send an email message, call a radio talk show, and more. For more information, please visit [www.nchla.org](http://www.nchla.org) and [www.usccb.org/profile/issues/FOCA](http://www.usccb.org/profile/issues/FOCA). You will find a special email action page at [www.nchla.org](http://www.nchla.org).

## ADMINISTRATION

*Recognizing our vision that we build community, serve others, and  
bridge the crossroads of faith and knowledge for our students.*

### Administrative Openings:

#### **For the 2009-2010 School Year:**

- St. Augustine School, Hartford
- Sacred Heart School, New Britain
- Pope John Paul II Catholic School, New Britain
- Academy of Our Lady of Mercy Luralton Hall, Milford (President Opening)

**Annual Catholic Awareness Day:** The Connecticut Catholic Conference is sponsoring its 10<sup>th</sup> Annual Catholic Awareness Day at the State Capitol in Hartford on February 9, 2009, from 9:00 a.m. to 1:00 p.m. This is the day to learn and understand the Catholic viewpoint on important issues facing our State, the legislative process, and to meet State legislators. Four workshops on immigration, life issues, health care reform, and parochial school challenges are scheduled. A strong showing of our Catholic population is essential to achieving our legislative objectives. For more information, contact the Connecticut Catholic Conference at [www.ctcatholic.org](http://www.ctcatholic.org) or 860.524.7882.

**The Foundation for the Advancement of Catholic Schools (FACS)** will be hosting the *Archbishop's Annual St. Patrick's Day Breakfast* on Tuesday, March 17, 2009 from 7:30 a.m. – 9:00 a.m. at the Connecticut Convention Center in Hartford. Proceeds from this event provide scholarships and support for the Catholic schools of the Archdiocese of Hartford. This lively event has become a favorite way to celebrate St. Patrick's Day and support Catholic education at the same time. The Breakfast features great food and Irish themed entertainment by students from our Catholic schools. Mr. Chris Godfrey will inspire the over 1,000 attendees as this year's keynote speaker. He is President of Life Athletes, Inc. and a member of the Indiana Bar Association. Prior to graduating from the University of Notre Dame Law School, Chris played nine years of professional football. As the starting right guard for the Super Bowl XXI champion New York Giants in 1987, he earned honors as All-Pro NFL Films, and All-NFC (AP, UPI). He was also a member of three Rose Bowl teams with the University of Michigan. For information on sponsorship opportunities, advertising in the Breakfast

program, or to purchase/order tickets, please call Shirley Ziolkowski at the Foundation, 860.242.4362, Ext. 134. You do not have to be Irish to join the fun!

**National Catholic Educational Association (NCEA) Convention Registration:** NCEA is giving a special reduction in price for those who pre-register for the NCEA Convention by March 5, 2009. The discounted rate is applied to groupings of at least five educators. Please download and complete the registration form from NCEA's website at [www.ncea.org](http://www.ncea.org), and submit your payment at the discounted rate to Leslie Nelson at the Office of Catholic Schools no later than Friday, February 20, 2009.

**Revised Letter of Intent:** The revised Letter of Intent has been posted to the Office of Catholic Schools' website.

**Schedule Change - Please update your calendars:** Pastors' Appreciation Day is schedule on May 3, 2009, not May 10, as previously indicated.

## CURRICULUM

*Providing vision of education for a lifetime where faith and knowledge intertwine to form person-centered learning communities.*

**Knights of Columbus Spelling Bee:** All schools should have notified Ron Scoville of the local spelling bee winners so that regional competitions can be scheduled in February and March. We encourage all of our schools to participate. For more information, contact Ron Scoville at 860-745-6541, or Larry Duffany at the Office of Catholic Schools at 860.242.4362, or [lduffany@adh-ocs.org](mailto:lduffany@adh-ocs.org).

**Free Technology Math Resources:** Visit [www.illuminations.nctm.org](http://www.illuminations.nctm.org) for teacher friendly, prepared lesson plans, and units to technologically support math instruction at all grade levels. Sponsored by the National Council of Teachers of Mathematics, this site will become a staple in all math classes. Also, visit [www.edHelper.com](http://www.edHelper.com). This site was created by a team of teachers and is dedicated to providing teachers with free educational resources. Theme based and content-based lessons and support material are available for all teachers.

**Outstanding Technology Projects to Enhance Content Learning:** This conference is sponsored by the Bureau of Education and Research (BER) and specifically designed for educators serving grades two through six. It will not only provide dozens of practical technology projects to enhance content learning, it will also provide an extensive handbook filled with demonstrations, project ideas, lesson samples, and technology resources that can be used immediately in the classroom. Set aside March 10 for the Hartford conference and visit [www.ber.org](http://www.ber.org) for registration information.

**Celebrate Arbor Day:** The Connecticut Tree Protective Association is sponsoring its Annual Essay Contest for fifth grade students. One winner will be selected from each of the state's eight counties. Students are invited to submit a short essay or poem, of no more than 200 words, on the theme: "What is my favorite tree and why." Poems and essays must be received by **March 30, 2009** to be considered. Schools may submit the three best poems or essays from each homeroom to: CTPA, 58 Old Post Road, PO Box 356, Northford, CT 06472-0356. Visit [www.CTPA.org](http://www.CTPA.org) for further information.

## ADVANCEMENT

*Building our vision of understanding that Catholic schools must be supported by expanding our efforts in development, marketing, and support from business and civic communities.*

**Inquiry and Source Report:** Presidents and principals are reminded to submit the Periodic Inquiry and Source Report for the months of October through January by the due date, **February 6**. It remains vital to continue tracking our student inquiry information in order to make educated choices about our marketing endeavors on both the Archdiocesan and local levels. Should you have any questions regarding the form, please do not hesitate to contact Anne Clubb.

**What is the Role of the School Board in These Critical Economic Times?** This question is explored in the January 2009 issue of *Board and Council News*, the newsletter of NCEA's Department of Boards and Councils. The points below summarize the article and give school boards some good direction:

1. *Don't just cut expenses – think strategically.* Focus on the school's mission, avoiding budget cuts that would negatively impact the school's ability to fulfill its mission.  
*Take time to get a clear picture of your budget.* Determine the revenue streams from now to the end of the school year: realistic estimates of tuition collection; enrollment picture; projected costs.
2. *Create a contingency plan.* Determine a "Plan B" in case the economy weakens even further. Consider the following: bulk purchasing with other schools; sharing teachers or staff; renting out the building.
3. *Create a contingency fund.* Once this crisis is over, consider setting aside or raising a small amount each year to provide a reserve in times of short-term crisis beyond the school's control.
4. *Don't let the bad economic news lessen your fundraising efforts.* Instead boost your efforts, providing donors with options to give that allow students to stay in school or help the school maintain stability.
5. *Beef up board member engagement.* Be supportive of the administration. Concentrate on finances, advancement, and marketing. Advocate for the school, giving parents reasons to keep their children enrolled.

## FINANCES

*Establishing a vision of responsibility to continue to strive toward the goal of making Catholic elementary and secondary schools available, accessible, and affordable to all parents and their children.*

**2009-2010 Retention and Projected Enrollment Report:** This report can be downloaded from the Office of Catholic Schools' website under the Administrators' Login, School Finance section. The report is **required** to be completed and emailed to Ken Przysiecki, CPA, Director of School Finances, via his assistant, Jim Giangreco, at [jgiangreco@adh-ocs.org](mailto:jgiangreco@adh-ocs.org) on the following dates: **February 13, 2009**, July 1, 2009 and September 1, 2009 in order to assess enrollment trends within the Archdiocese.

**Projected Cash Position for Schools:** Now is the time to project (estimate) your cash for the coming months, through June 30, 2009. **Please visit the OCS website at [www.catholicshartford.org](http://www.catholicshartford.org) for a copy of the "Cash Flow Template" to assist in this computation.** The basic components of the computation are as follows:

- Determine Cash as of January 1, 2009
- Determine Receivables as of January 1, 2009
- Determine Tuition yet to be billed for the school year
- Of the two tuition components, determine how much will be collected between now and June 30, 2009. **This total is the "Cash Available" for the rest of the school year.**
- Subtract from Cash Available salaries, benefits, and all other expenses for the rest of the year.
- The balance is the cash available (or shortage) at June 30, 2009.

In these economic times, it is advisable to be keenly aware of cash flow in order to have sufficient time to respond to any shortage. Contact Ken Przysiecki, CPA, Director of School Finances, at [kprzysiecki@adh-ocs.org](mailto:kprzysiecki@adh-ocs.org) or his assistant, Jim Giangreco, at [jgiangreco@adh-ocs.org](mailto:jgiangreco@adh-ocs.org), or 860-242-4362 for any assistance.

## DUE DATES

### **NOW DUE**

**Compilation Reports for 2007/2008** to Ken Przysiecki via [jgiangreco@adh-ocs.org](mailto:jgiangreco@adh-ocs.org)

**Website Resource Information** to Anne Clubb at [aclubb@adh-ocs.org](mailto:aclubb@adh-ocs.org)

**Asbestos Semi-Annual (Six-Month) Inspection Report** mail to Leslie Nelson and retain copy in the School's Management Plan

### **FEBRUARY**

- 2** **Dynia Scholarships, 2008-2009 Parent Application Forms**, due to Cindy Basil Howard at FACS
- 6** **Periodic Inquiry and Source Report** due to Anne Clubb via [dnewell@adh-ocs.org](mailto:dnewell@adh-ocs.org)
- 13** **High School Corporation Reports** due to Dale R. Hoyt via [gkeene@aadh-ocs.org](mailto:gkeene@aadh-ocs.org)

- 13 **2009-2010 Retention and Projected Enrollment Report** due to Ken Przysiecki via [jgiangreco@adh-ocs.org](mailto:jgiangreco@adh-ocs.org)
- 15 **Elementary Teacher Questionnaire of Intent** due to Local School Administrator
- 16 **Archdiocesan School Board Committee Reports** due to Chair Robert Cyr at [RCyr@wallingford.k12.ct.us](mailto:RCyr@wallingford.k12.ct.us); [robert-cyr@sbcglobal.net](mailto:robert-cyr@sbcglobal.net) 16 **Elementary Preliminary Budget** due to Ken Przysiecki via [jgiangreco@adh-ocs.org](mailto:jgiangreco@adh-ocs.org)
- 16 **High School Preliminary Budget** due to Ken Przysiecki
- 20 **NCEA Convention Registration Form and Payment** due to Leslie Nelson

## CALENDAR OF EVENTS

### **FEBRUARY**

#### **African American History Month**

- 2 **World Day for Consecrated Life**
- 4 **20<sup>th</sup> Anniversary National Day of Prayer for the African American Family**
- 5 **New Administrators Meeting**, Office of Catholic Schools, 9:30 a.m. – 1:00 p.m.
- 9 **10<sup>th</sup> Annual Catholic Awareness Day**, Sponsored by the Connecticut Catholic Conference, State Capitol, Hartford, 9:00 a.m. – 1:00 p.m.
- 11 **World Day of the Sick**
- 12 **Principals' Advisory Council for Elementary (PACE) Schools Meeting**, Office of Catholic Schools, 10:00 a.m. – 12:30 p.m., followed by lunch
- 16 **Presidents' Day (Office of Catholic Schools Closed)**
- 25 **Ash Wednesday**

### **MARCH**

#### **Women's History Month**

- 4 **Archdiocesan High School Consultations**, Office of Catholic Schools, 9:00 a.m. – 3:00 p.m.
- 6 **Professional Development for Secondary Teachers**, Northwest Catholic High School, 8:30 a.m. – 2:30 p.m.
- 9 **Archdiocesan School Board Meeting**, Office of Catholic Schools, 6:30 p.m.
- 11 **Foundation for the Advancement of Catholic Schools, Board of Trustees Meeting**, Chancery, 4:00 p.m.
- 12 **Connecticut Federation of Catholic School Parents, Board of Trustees Meeting**, Xavier High School, Middletown, 6:00 p.m.
- 13 **Office of Catholic Schools Lenten Day of Reflections (Retreat) OCS Closed**
- 17 **Archbishop's Annual St. Patrick's Day Breakfast**, Connecticut Convention Center, Hartford, 7:30 – 9:00 a.m.

**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.**

Father in heaven, You have taught us through Your servant, Saint Paul,  
that all things work together for good for those who love You and  
are called according to Your purpose.  
Deepen Your love within us.  
Help us to discern Your purpose in our lives and  
give us the courage to follow Your call.  
Strengthen our faith in Your loving providence and  
sustain our hope that Your promises to us will be fulfilled.  
Saint Paul, pray for us.

*-Reverend Monsignor Stuart Swetland, Vice President, Mount Saint Mary's University, Emmitsburg, Maryland.*