

VISION



NEWSLETTER OF THE OFFICE OF CATHOLIC SCHOOLS

MARCH 3, 2009



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SUPERINTENDENT'S MESSAGE

The Transformational Leader

Sitting in a comfortable chair at a nearby Barnes and Noble, enjoying a cup of coffee and reading a good book on 21st century leadership, or searching for educational articles to read on the internet is an enjoyable and relaxing afternoon for me during these cold winter months. Recently, I pulled several books off the shelf on leadership, and discovered that transformational leadership had many similarities to Catholic school leadership. What I learned was intriguing. Here are a few thoughts:

- Leaders should have the ability to empower and persuade others to think critically, innovatively, and creatively. By doing so, *the leader can tell others what to do, but not how to do it.*
- Leaders use data driven decision making as the means to move the organization forward. Before attempting any new initiative, the leader researches the successes and failures; the opportunities and obstacles; and the strengths and threats. By doing such research, *the leader models life long learning within the process of decision-making.*
- Leaders must be vision driven. The goal is not so much in making the vision a reality, but knowing how and when to move persons forward to a new generation of thinking, serving, and educating. By doing so, *the leader has a direction by which people will follow.*
- Leaders demand excellence, not perfection. The leader must know those who work for them, their strengths and weaknesses, their fears and aspirations; and their hopes and dreams. By doing so, *the leader takes genuine care of his/her people.*
- Leaders must have a developed character to receive criticism and the gracious generosity to allow each employee to take the praise for what they contributed to the organization. By doing so, *the leader becomes a role model for others.*

The Office of Catholic Schools is actively seeking new or experienced candidates for leadership in our schools. We are looking for leaders who have a passion to transform Catholic schools into excellent educational learning communities. For more information, please contact the Office of Catholic Schools and discuss your interests with an Assistant Superintendent or myself. *We have several openings and are looking for transformational leaders!*

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.

Congratulations to **Doug Donato** of Sacred Heart High School, Waterbury. He is one of the finalists of the 2009 Fireside Essay Scholarship competition. After the first round of judging, Doug's essay was one of the qualifying essays.

Congratulations to the **East Catholic High School Community, Manchester** and **St. Stanislaus School Community, Meriden** for receiving full accreditation by the New England Association of School and Colleges. The Commission has granted accreditation to these schools through 2018.

Joan Murphy, Principal of St Thomas School, Southington will be retiring at the end of June, after forty-two years in education and twenty three years as principal of St. Thomas School. She ends her tenure by receiving an exemplary report from the Commission of the New England Association of Schools and Colleges on the school's self-study and visitation. The Commission has granted the school accreditation through 2018.

Please welcome **Mary Alice Nadaskay**, Interim Principal of St. Bridget School, Manchester, during Rita Barry's leave of absence. **Mary Macunas**, Principal of St. Rose School, East Hartford, will be the Interim PACE representative for District 1 during Rita's absence. Thank you Mary Alice and Mary for assisting in these leadership roles.

Congratulations to **Margaret Williamson**, Principal of Northwest Catholic High School, who will be honored at the 2009 Connecticut Interscholastic Athletic Conference, Girls' Basketball tournament on March 20, 2009.



Please keep in your prayers **James Dailey**, the husband of Marilyn Dailey, Receptionist/Secretary at the Office of Catholic Schools, who is undergoing medical treatment.

Please pray for the repose of the soul of **Rose C. Monnerat**, the mother of Rev. Brian W. Monnerat, Pastor of St. Matthew Parish and School, Forestville and the Director of the Mission Office, Bloomfield, and Mark J. Monnerat, Principal of St. Joseph School, Bristol. May the soul of Rose Monnerat rest in peace!

Please pray for **Lt. Col. Timothy S. O'Neil**, the younger brother of Patti O'Neil-Tiezzi, Principal of St. Dominic School, Southington, who was recently deployed to Kuwait for at least a year.

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.

Faith Formation Courses: Principals and teachers are reminded that the University of Dayton courses begin on March 1, and that the Sacred Heart University courses, depending on choice, begin on March 3, 10, or 11.

Chrism Mass: As in past years, Archbishop Henry J. Mansell has invited seventh and eighth grade students to attend the Chrism Mass on Tuesday, April 7, 2009, at St. Joseph Cathedral, Hartford, at 11:00 a.m. Maria Maynard will be contacting you with details.

The Prayer of the Month, written by **Kamila Orzechowski**, a seventh grade student at SS. Cyril and Methodius School, Hartford, will be featured on the Office of Catholic Schools' website for March.

Catholic School Leadership Program at Sacred Heart University: Principals are reminded that the spring course in the Catholic School Leadership Program at Sacred Heart University will be held March 26 – 28. Please visit www.sacredheart.edu/pages/135_center_for_spirituality_and_ministry.cfm for more information.

The Season of Lent: The United States Conference of Catholic Bishops, Washington, D.C. provides for several wonderful resources to use during this season. Please check out their website at www.usccb.org/lent.

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

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. 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!

Administrator/Teacher Archdiocesan Grants: Resource funds are available promoting the professional growth of administrators and teachers. Guidelines and applications are available on the Office of Catholic Schools' website. The filing deadline for all applications is April 1.

Continuing Education Units (CEUs): Those who have requested CEU certificates should receive them within a week. Principals offering workshops in the area of curriculum, instruction, and assessment may be issued CEU's through the Office of Catholic Schools. Please contact Larry Duffany at lduffany@adh-ocs.org for additional information.

Certifications: Please remind teachers that the State Department of Education requires that materials for certification/ recertification must be submitted at least four weeks in advance of renewal. Requests for verification of service must be submitted to the Office of Catholic Schools at least two weeks prior to allow for processing and mailing.

New Website Feature: The website for the Office of Catholic Schools has been updated to allow for the posting of open positions in our schools. As soon as schools are made aware of openings, principals are asked to notify Larry Duffany at lduffany@adh-ocs.org and the position will be posted. In addition, there are many updated forms on the administrators' login.

Teacher Fair: Many thanks to all who assisted with the teacher fair held at Northwest Catholic High School on January 29. Over 115 potential teachers visited with 16 interviewers representing all the parish and high school districts in the Archdiocese. The event was a huge success.

CURRICULUM

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

Free Technology Math Resources: Visit 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. 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.

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 for further information.

Connect Students to Science in K-12: *The Science Navigator* is now available on-line at no charge! *The Science Navigator* was created to help science educators stay connected and informed. This newsletter offers resources and teaching tips to help with inspiration for your science classroom. Take this opportunity to read about inspiring teaching ideas, strategies, and resources that have been successful for educators across the country. Please click on the following link to view the most recent issue: <http://www.kendallhunt.com/sciencenav>.

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.

ACAAP Spring Conference: The Association of Catholic Admissions and Advancement Professionals will be hosting their Spring Conference on Friday, March 13, 2009, from 8:00 a.m. – 1:30 p.m. at The College of the Holy Cross in Worcester, MA. The title of the conference is "Advancing Our Schools, The Business of Catholic Education" and the agenda includes opening remarks from Dr. Edward Hardiman, Principal of St. John's Preparatory School in Danvers, MA, along with panel discussions and breakout sessions regarding the challenges schools have faced in admissions/advancement/marketing and communications. For additional information, contact Kevin Driscoll, Admissions Director, Austin Preparatory School at (781) 944-4900, x 17 or kdriscoll@austinprepschool.org.

Bingo Equipment Needed: St. Mary–St. Michael School, Derby is considering initiating a Bingo program and is seeking equipment. Should any school have any working Bingo equipment that it is no longer needed and would consider donating it, please contact the Principal, Donna Doherty, at (203) 735-6471.

More Marketing Tips: In two recent articles in *Board and Council News*, published by NCEA's Department of Boards and Councils, Dr. Marc Stout, Vice President and Senior Strategist with FACTS Management Company, shares some excellent marketing suggestions, which are summarized here.

School Board Engagement in the Local Community and Target Marketing

- ❖ Build a strong relationship with your local newspaper. School board members can submit stories with unique and newsworthy content that will **interest the community**.
- ❖ **Advertise** periodically in the local paper as part of this relationship. It is good business to create a relationship that is mutually beneficial to both parties.

- ❖ Join the **Chamber of Commerce**. School board members can serve on education committees and seek ways for students to serve the community through Chamber-sponsored events.
- ❖ Consider joining a **local service club**. School board members can become involved in the Rotary, Kiwanis, Knights of Columbus, Lions, or Optimist Clubs, helping the school to be seen as a group that wants to serve the community.
- ❖ Build a relationship with **real estate offices** in the area. Sponsor a breakfast at one of their regional sales meetings and ask to present school information to all their agents.
- ❖ **Distribute your school brochures** to all waiting areas in the community: doctors', dentists', and lawyers' offices, Church lobbies, real estate offices, local businesses, libraries, etc.
- ❖ Build a relationship with other **faith-based schools** in order to possibly generate referrals and send a positive message to the community.
- ❖ Consider purchasing address lists from a local marketing firm in order to **target your marketing efforts**.
 - 1.) Determine your mailing parameters (reasonable daily drive distance)
 - 2.) Determine the age of desired prospects
 - 3.) Consider the acceptable level of income necessary to afford tuition
 - 4.) Continue limiting your marketing approach based on religious preferences, houses vs. apartments, etc.
 - 5.) Utilize a marketing firm that will generate the mailing list according to your preferred parameters, print the piece to be mailed, and mail it to your specific distribution list. While not a fail-safe approach, direct-to-consumer mailings can be successful and should be considered as a possible component of a comprehensive marketing plan.
- ❖ Be patient and deliberate – your efforts will eventually bear fruit.

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. In order to assess enrollment trends within the Archdiocese, the report is **required** to be completed and emailed to Ken Przysiecki, CPA, Director of School Finances, via his assistant, Jim Giangreco, at jlgiangreco@adh-ocs.org on the following dates: **February 13, 2009 (Now Past Due)**, July 1, 2009 and September 1, 2009.

DUE DATES

NOW DUE

Administrators Letter of Intent due to designated Assistant Superintendent

Elementary Preliminary Budget due to Ken Przysiecki via jlgiangreco@adh-ocs.org

Periodic Inquiry and Source Report due to Anne Clubb via dnewell@adh-ocs.org

Elementary Teacher Questionnaire of Intent due to Local School Administrator

2009-2010 Retention and Projected Enrollment Report due to Ken Przysiecki via jlgiangreco@adh-ocs.org

CALENDAR OF EVENTS

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.
- 6** **World Day of Prayer**

- 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**
- 15-22 Holy Childhood Association**, National Prayer Week
- 17 Archbishop's Annual St. Patrick's Day Breakfast**, Connecticut Convention Center, Hartford, 7:30 – 9:00 a.m.
- 19 Curriculum Commission Meeting**, 3:00 – 4:30 p.m.
- 23 High School Algebra I Assessments Committee**, Office of Catholic Schools, 3:00 – 4:30 p.m.
- 24 Administrators Curriculum Conversations**, St. Mary Magdalen School, Oakville, 9:00 – 11:00 a.m.

APRIL

Care for God's Creation Month

- 2 New Administrators Meeting**, Office of Catholic Schools, 9:30 a.m. – 12:30 p.m.
- 7 Chrism Mass**, Cathedral of St. Joseph, Hartford, 11:00 a.m.
- 10 Good Friday – Office of Catholic Schools Closed**
- 13 Easter Monday Holiday – OCS Closed**
- 22 Earth Day**, Going Green
- 30 Principals' Advisory Council for Elementary (PACE) Schools Meeting**, Office of Catholic Schools,
10:00 a.m. to 12:30 p.m., lunch follows

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.

"Through fasting and praying, we allow Him to come and satisfy the deepest hunger that we experience in the depths of our being: the hunger and thirst for God." -Pope Benedict XVI's, 2009 Lenten Message