

VISION



NEWSLETTER OF THE OFFICE OF CATHOLIC SCHOOLS

OCTOBER 1, 2008



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**Office of Catholic
Schools Website**

www.adh-ocs.org

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SUPERINTENDENT'S MESSAGE

PARENTS AS PRIMARY EDUCATORS

As I reflect on my own Catholic school education, I am deeply thankful to my beloved parents who gave me the *gift of life* and the *gift of a Catholic school education*. Through their parenting, they taught me respect, responsibility, and the love of God that has led me to serve as a Catholic school educator.

Parenting is one of the most challenging vocations that a person undertakes. We, as Catholic school educators, must show our support and appreciation for parents as they strive to make their family Christ-centered, and filled with faith, hope, and love.

"The first and primary educators of children are their parents. The school is aware of this fact but, unfortunately, the same is not always true of the families themselves; it is the school's responsibility to give them this awareness." (*The Religious Dimension of Education in a Catholic School, 1988, #43*)

Good behavior of our students stems from consistent good parenting in the home. The fundamentals of *respect* and *responsibility* must be taught in the home, and modeled by parents. Diversion from these two core values leads to chaos in the home and potential damage to the proper functioning of the school community.

The parent's role is that of "partner" in the educational process. Their voice and opinion matter, and should always be welcomed. Administrators and educators must support parents in the decisions that affect their child's educational needs. Parents must be viewed as school ambassadors who share the good news of their child's success, collaborators in the school's mission, and advocates for the rights of their child's education.

The Home and School Association must be a vehicle to provide educational programs to parents to assist them in their role as primary educators of their children. Through this association, opportunities for dialogue between the teacher and the parent are encouraged. Parents should be actively involved in the Connecticut Federation of Catholic School Parents. The Federation is committed to educating Catholic school parents and the Catholic school community regarding their rights concerning the education of their children attending Catholic schools.

Parents must ensure that faith education and formation are supported and actively lived out in the home. This includes, but is not limited to, participating in parish life and encouraging opportunities for faith sharing and prayer in the home. Mother Teresa of Calcutta once said, "*if we pray, we will believe; if we believe, we will love; if we love, we will serve.*" Knowledge, while valuable in itself, is to be used in the service of others. It is our vision that students will become contributing members in serving their church and the civic community in the spirit of Christian love.

I look forward to being with you at the 2008 Catholic Educators Conference. Thank you for the tremendous service you are doing in providing our children and youth with an *education for a lifetime*, and supporting parents as the primary educators of their children.

May you have a blessed October.

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.

Archbishop Henry J. Mansell recently appointed **Rev. Joseph P. Crowley** as the temporary administrator of St. Brigid Church, Elmwood. We are grateful for the many years **Rev. Francis T. Carter** served both the school and the Archdiocesan School Board, and we look forward to working with him again as pastor of St. Bernadette Church, New Haven. We are blessed with the dedication that **Rev. Philip J. Sharkey** has provided Catholic school education over the years as pastor and as a member of the Archdiocesan School Board, and we are most pleased with his appointment by Archbishop Mansell to St. Rita Church, Hamden, from St. Bernadette Church, New Haven.

At the 2008 HOPES Dinner, Superintendent Dale R. Hoyt announced **Msgr. James Coleman**, Pastor of SS. Peter & Paul Parish, Waterbury, as the *Archdiocesan Distinguished Elementary School Pastor* for 2008-2009. This is the second year that this prestigious award has been given to a member of the clergy who possesses a clear philosophy on Catholic education, provides spiritual guidance to the school community, participates in school activities, works collaboratively with the school board, supports the school administration, and engages the community in providing financial support to the school. Msgr. Coleman also chairs the Archbishop's Annual Appeal. More about Msgr. Coleman will be forthcoming in a future publication of VISION.

The 31st Annual HOPES Dinner honored **Keith Breiner** of St. Mary Magdalen School, Oakville, as the *Distinguished Friend of Catholic Schools*. We are grateful to Mr. Breiner, along with the 133 "Volunteers of the Year" who were honored that evening. A special thanks to Anne Clubb and Diane Newell for coordinating such a wonderful event.

The Board of Trustees for the Foundation for the Advancement of Catholic Schools (FACS) is pleased to announce the addition of **Cynthia Basil Howard** as Director of Development. Cynthia joins FACS with a great deal of enthusiasm, and commitment to the mission of Catholic school education.

The Waterbury Board of Education approved the final policy to create a textbook loan program for **Waterbury's private and religious schools**. We are grateful for the support of the Board of Education and the members of the Board of Aldermen who supported this proposal, especially Mayor Michael J. Jarjura.

Please pray for:

Samantha McAvoy, a third grade student at St. Christopher School, East Hartford, who was hospitalized due to a car accident. May our prayers for her full and speedy recovery be answered.

John Whipple, a teacher at St. Augustine School, Hartford, who was involved in a car accident. May God comfort him and bring him peace.

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.

Prayer of the Month written by **Abbey Lawlor**, a 6th grade student at St. Bridget School, Cheshire, will be featured on the OCS website.

University of Dayton: As was announced at the Administrators Convocation in August, the Office of Catholic Schools has joined the University of Dayton as a Diocesan sponsor of their Virtual Learning Community for Faith Formation. A formal introduction to the program will be presented to Catholic school administrators as part of their New England CACE meeting on November 6, 2008.

ADMINISTRATION

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

Christmas Ornaments: Governor M. Jodi Rell is encouraging **kindergartners** to help decorate the Governor's Residence this holiday season by creating homemade ornaments for the children's tree. This tree will be on display during the Governor's Annual Open House. The children and their teachers should use their creativity and imagination to decide what they will be making and how! Please send two ornaments to the Governor's Office, at 210 Capitol Avenue, Room 102, Hartford, CT 06106 no later than November 10. The Open House is scheduled for December 1 from 10:00 a.m. – 3:00 p.m., and December 5, 6, and 7 from 12:00 – 4:00 p.m.

Two-Hour Asbestos Awareness Sessions: In compliance with AHERA regulations, an annual two-hour asbestos training session must be held for **all custodians/janitors/maintenance personnel/school administrators**, who may have occasion to come into contact or deal with asbestos found in the schools. The two-hour asbestos awareness sessions have been scheduled periodically through December 2008. The first session will take place on October 23, 2008, at St. Mary School, Newington, in the school gym, from 8:30 – 10:30 a.m. Please register via email to Leslie Nelson, lnelson@adh-ocs.org, by October 17, 2008. By law, the above mentioned individuals are required to attend this session each year. In addition, newly hired maintenance personnel are obligated to attend a session within 60 days of being hired. Principals must insure that any required personnel who have not yet attended a session do so as soon as possible. Dates for the future awareness sessions, locations, and times will be announced.

NOAA Weather Alert Radios were recently sent to all schools by the Department of Homeland Security. Due to the nature of this technology, it is expected that each school implement the use of this equipment.

Safe Environments Audit: All schools have received a packet of information regarding the 2008 Safe Environments Audit. All schools that have been scheduled for a site visit by the auditors have been contacted. However, the auditors have reserved the right to visit additional schools should their schedule permit. All outstanding criminal background checks should be submitted to Larry Duffany at the Office of Catholic Schools no later than October 3, 2008. Please call to confirm and/or clarify any questions you may have in this regard. A schedule of Virtus sessions can be found in the calendar section.

Free Books for Children from Low Income Families: Register now at www.firstbook.org/register to access free new books through the Book Donation Campaign. The Campaign is a multi-year effort of the U.S. Department of Education, First Book, and a host of major U.S. book publishing companies to promote literacy and supply books to children in need. In support of the Campaign, First Book secures publisher donations and identifies the recipient groups, while the U.S. Department of Education warehouses and ships books free-of-charge from its national distribution center. Select [this link](#) for complete information.

CURRICULUM

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

Staff Development: The Bureau of Education and Research has just released four new video training programs for in-school professional development. With the assistance of Title monies, this is a worthwhile investment that will support your school's curriculum goals. Some of their topics include: *Practical Strategies for Differentiating Instruction for Grades 6 – 12*, *A Practical Approach to Classroom Management and Discipline* for grades K – 2, 3 – 6, and 6 – 12, *Literacy Centers*, and more! Go to www.ber.org for more information.

Forming Consciences for Faithful Citizenship: In this election year, there is a strong call to all of us to channel our students to be active in public life guided by the values of our faith. The United States Conference of Catholic Bishops (USCCB) has published free resources available on-line that enable teachers to incorporate essential understandings and ideas into their lesson plans and school activities.

- For children in the middle grades, use the **elementary lesson plans** at http://www.faithfulcitizenship.org/teachers/lesson_plans/elementary
- For older students and young adults, use the **junior-senior high lesson plans** http://www.faithfulcitizenship.org/teachers/lesson_plans/jr_sr
- For **high school** ideas, use <http://www.faithfulcitizenship.org/teachers/highschool>

For a full range of support material available for use with several age groups in parish, family, and school-based programs, go to www.faithfulcitizenship.org.

Teacher Resource: ASCD has recently published *Educating Everybody's Children*. It is available in a book or a DVD. As we continually strive to accept and serve as many diverse learners as we feasibly can, this resource provides research-based, practical strategies that have stood the test of time. Key strategies are explored for student learning performance across the curriculum.

Grades 4 – 12 ~ Better Than a Book Report: *The Center for the Book* in the Library of Congress has created a national writing contest entitled "Letters about Literacy" to promote literacy. Students write a letter to an author (living or deceased), explaining how the author's book changed the student's way of thinking about the world or him/herself. Winners receive cash awards at the national and state levels. The deadline is **December 6, 2008**. Visit <http://www.lettersaboutliterature.org/> for more information.

IT Support: Contact information for Walker Systems is as follows:
 Steven Lupien, Director of Marketing and Sales
 SLupien@WalkerSystemsSupport.com
 860.678.3530
www.WalkerSystemsSupport.com

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 Reminder: Elementary and Secondary Principals and Presidents are reminded that the *Inquiry and Source Report – Periodic for the Office of Catholic Schools* is due by October 3, 2008. Please submit the form electronically to dnewell@adh-ocs.org in School Advancement. Be aware that one additional field has been added to the form: "Students Yielded". This field will help us to track the actual enrollment results of our inquiry sources. The most updated version of the form is on the Office of Catholic Schools' website on the Administrators' Login page under School Advancement.

Workshop Reminder: Please remember to submit your RSVP for the Fall Workshop to be held at The Archdiocesan Center at St. Thomas Seminary on October 15, 2008 from 4:00 – 6:30 p.m. It is vital for all schools to be involved in the conversations to determine the final goals and action steps that will ultimately be implemented on the local school level. Please respond by October 6 to School Advancement via dnewell@adh-ocs.org.

School Board In-Service Training: Invitations were recently sent out for the new School Board In-Service Training Workshops scheduled for the following dates and times: Thursday, October 30, 2008 at The Archdiocesan Center at St. Thomas Seminary from 4:00 – 6:00 p.m.; and Monday, November 3, 2008 at St. Bridget School, Cheshire from 4:00 – 6:00 p.m. School Board members can attend either session to obtain a better understanding of their role and the responsibilities inherent in board membership. The sessions are perfect for new board members and those in need of a refresher course.

Top Ten Reasons for Enrollment Increases: The Institute of School and Parish Development recently published a great article in the September issue of its newsletter, *Catholic School Enrollment Talk*. The article, written by John Cooper, details the **Top Ten Reasons Why Some Catholic Schools Had Enrollment Increases for 2008 – 2009:**

They understood that:

1. high levels of *satisfaction* translate into soaring levels of *self-promotion* that, in turn, fuel enrollment growth.
2. there's a science to *leveraging financial assistance* to tackle the silent killer of Catholic school enrollment – tuition.
3. the entire school community must *take ownership* of enrollment management.
4. *numbers tell a story* and must be analyzed regularly.
5. everyone must *diligently collect data* throughout the entire enrollment process – what you *don't* know will hurt you the most! (i.e. the Retention and Prospective Enrollment Report and the Inquiry and Source Report!)
6. enrollment management need not be boring, and they acted with a *contagious level of excitement* daily. They eliminated the "Office of Enrollment Prevention".
7. it takes more than the principal – *people fuel* is essential.
8. *strategic enrollment planning* was necessary to reopen the enrollment arteries that have become clogged by complacency, shifts in the market, misperceptions, and a culture that places less priority on faith-based education.
9. *technology was their friend*, and they communicated with prospective families using electronic means that withstood the challenge of \$4.00 for a gallon of gasoline.
10. *enrollment management is their #1 priority*.

FINANCES

<i>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.</i>

Upcoming Elementary Budget Workshops for Principals: Principals are expected to attend one of these three workshops. The workshops will be held on the following dates:

Thursday October 9, 2008	St. Dominic School, Southington	1:30 to 4:30 p.m.
Thursday October 23, 2008	St. Brigid School, West Hartford	3:00 to 6:00 p.m.
Thursday October 30, 2008	St. Stephen School, Hamden	9:00 a.m. to 12:00 Noon

Some of the material that will be covered includes:

- The mechanics of the flow of the Income & Expense Summary pages of the budget
- An explanation of the budget to insure complete comprehension of what is required
- Ways to determine the best estimate for a given expense line item
- Clarification of reductions to *Gross Tuition*
- The concept of building tuition assistance into your operating budget without raising the real dollars

To RSVP, please e-mail Jim Giangreco, assistant to Ken Przysiecki, CPA, Director of School Finances, at JLGiangreco@adh-ocs.org. The workshop is geared toward principals so that they are better able to understand the process; they are welcome to bring a guest.

Intermediate QuickBooks Workshops: In November, a QuickBooks expert will present an Intermediate QuickBooks Workshop for school business managers. The business managers will be canvassed, through the principals, to determine what areas of QuickBooks they would like covered more thoroughly.

These workshops will be held on the following dates:

Wednesday November 5, 2008	St. Dominic School, Southington	1:30 to 4:30 p.m.
Wednesday November 12, 2008	St. Stephen School, Hamden	9:00 a.m. to 12:00 Noon
Wednesday November 19, 2008	St. Brigid School, West Hartford	3:00 to 6:00 p.m.

Please e-mail Jim Giangreco at JLGiangreco@adh-ocs.org to RSVP, and reserve a spot for the business manager of your school.

Final School Budgets for 2008/2009: Both the parish elementary and Archdiocesan high school final budgets are due **October 1** to Ken Przysiecki, CPA, Director of School Finances. Elementary budgets should be sent electronically to

JLGiangreco@adh-ocs.org. Hard copies of high school budgets should be mailed or delivered to Ken Przysiecki at the Office of Catholic Schools.

Compilation Reports: Compilation Reports for the 2007/2008 elementary school year must be prepared by a CPA, and also are due on **October 1**. If a compilation report has not been done in recent years, the Office of Catholic Schools requires that a Compilation for both 2007/2008 and 2006/2007 be prepared at the same time to be cost effective.

DUE DATES

NOW DUE

Textbook Inventories to Val Mara at vmara@adh-ocs.org

Curriculum Commission Applications to Val Mara at vmara@adh-ocs.org

BBP Attendance mail to Larry Duffany

Vaccination Acceptance/Declination mail to Larry Duffany

Recognition of Teachers' Years of Service mail to Larry Duffany

Asbestos Letter of Notification fax to Leslie Nelson and retain copy in the School's Management Plan

Asbestos Six (6) Month Inspection Report mail to Leslie Nelson and retain copy in the School's Management Plan

October

- 1 **RSVP for October Budget Workshops** to Jim Giangreco at JLGiangreco@adh-ocs.org
- 1 **Final Budgets for High Schools** mailed to Ken Przysiecki
- 1 **Final Budgets for Elementary Schools** emailed to Ken Przysiecki via JLGiangreco@adh-ocs.org
- 1 **Compilation Reports for Elementary Schools** mailed to Ken Przysiecki
- 3 **Inquiry and Source Report – Periodic for the Office of Catholic Schools**, to Anne Clubb via dnewell@adh-ocs.org
- 6 **RSVP for October 15 Fall Workshop** to Anne Clubb via dnewell@adh-ocs.org
- 8 **Annual On-Line School Census Report** due to Leslie Nelson at lnelson@adh-ocs.org
- 10 **RSVP for Two-Hour Asbestos Awareness and Training Session** to Leslie Nelson at lnelson@adh-ocs.org
- 23 **RSVP for October 30 School Board In-Service Training** to Anne Clubb via dnewell@adh-ocs.org
- 27 **RSVP for November 3 School Board In-Service Training** to Anne Clubb via dnewell@adh-ocs.org

CALENDAR OF EVENTS

OCTOBER

- 2 **New Administrators Meeting**, Office of Catholic Schools, 9:30 a.m. – 1:00 p.m.
- 2 **Virtus Training Session**, St. Maron Church, 613 Main Street, Torrington, 6:30 p.m.
- 4 **2008 Catholic Youth Spectacular**, Holiday Hill, Cheshire, 10:30 a.m. – 6:00 p.m.
- 9 **Elementary Budget Workshop for Principals**, St. Dominic School, Southington, 1:30 to 4:30 p.m.
- 10 **FACS Columbus Day Breakfast**, Anthony's Ocean View, New Haven at 7:30 a.m.
- 13 **Columbus Day Holiday** (Office of Catholic Schools Closed)
- 15 **Fall Workshop, Common Threads Discussion Part II**, Archdiocesan Center at St. Thomas Seminary, 4:00 – 6:30 p.m.
- 16 **ACAAP Fall Conference**, Holy Cross College, Worcester
- 20 **Virtus Training Session**, East Catholic High School, Manchester, 6:30 p.m.
- 21, 22 **Catholic Educators Conference**, St. Paul Catholic High School, Bristol, *All Day Event*
- 23 **Elementary Budget Workshop for Principals**, St. Brigid School, West Hartford, 3:00 to 6:00 p.m.
- 23 **Asbestos Awareness and Training Session**, St. Mary School Gym, Newington, 8:30 – 10:30 a.m.
- 29 **Archdiocesan High School Consultations**, Office of Catholic Schools
- 29 **Virtus Training Session**, Assumption Church, Ansonia, 6:30 p.m.
- 30 **Elementary Budget Workshop for Principals**, St. Stephen School, Hamden, 9:00 a.m. to Noon
- 30 **School Board In-Service Training**, Archdiocesan Center at St. Thomas Seminary, Dining Room, 4:00 – 6:00 p.m.

NOVEMBER

- 1** **Solemnity of All Saints**
- 2** **The Commemoration of All the Faithful Departed (All Souls)**
- 3** **School Board In-Service Training**, St. Bridget School, Cheshire, 4:00 – 6:00 p.m.
- 5** **Virtus Training Session**, Sacred Heart High School, Waterbury, 6:30 p.m.
- 6** **NE CACE Administrators Professional Day**, Archdiocesan Center at St. Thomas Seminary, Alumni Lounge, 9:00 a.m. – 3:00 p.m.
- 11** **Veterans Day (Office of Catholic Schools Open)**
- 13** **New Administrators Meeting, Office of Catholic Schools, 9:30 a.m. – 1:00 p.m.**
- 15** **Connecticut Federation of Catholic School Parents Liaison Training**, Albertus Magnus College, New Haven, 9:00 a.m. to 1:00 p.m.
- 17** **Executive Committee Meeting** of the Archdiocesan School Board, 5:00 p.m.
- 19** **Foundation for the Advancement of Catholic Schools, Board of Trustees Meeting**, Chancery, 4:00 – 6:00 p.m.
- 20** **National Catholic Educational Association Principal Appreciation Day**
- 20** **Principals Advisory Council for Elementary (PACE) Schools Meeting**, Office of Catholic Schools, 10:00 a.m. – 12:00 noon, followed by lunch
- 25** **Administrators Curriculum Conversations**, St. Dominic School, Southington, 9:00 – 11:00 a.m.
- 27, 28** **Thanksgiving Holiday (Office of Catholic Schools Closed)**

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.

*It is not how much we do, but how much **love** we put in the doing. It is not how much we give, but how much **love** we put in the giving. – Mother Teresa of Calcutta*