

# VISION



## NEWSLETTER OF THE OFFICE OF CATHOLIC SCHOOLS

SEPTEMBER 1, 2008



### SUPERINTENDENT' S MESSAGE

Dear Teachers of Catholic Schools:

The gospel writers inspire us through the **Parable of the Sower**. In this parable, a sower dropped seed on the path, on rocky ground, and among thorns, and the seed was lost; but when seed fell on good earth, it grew, yielding thirty, sixty, and a hundredfold.

You are the sower, your students the seed, and the school environment becomes the healthy, fertile soil. In order for the students to grow in knowledge and in faith, they will need you to be their role model, their mentor, their teacher, and their sower.

As the sower, the parents and the Catholic Church have entrusted their children to you to teach and to nourish over the next ten months. In return, my staff and I are prepared to nourish you both spiritually and professionally during this academic year.

As the sower, you have the opportunity to sow the seed so that its roots are deeply planted, in order for the students to endure the many challenges that they will face in their lifetimes. It will be you, the sower, who will feed the seed on a path of success; and for this, *I am deeply grateful*.

In the Archdiocese of Hartford, we boldly proclaim that Catholic schools provide students with an *education for a lifetime*. You are a vital presence who will make your school prosper and grow.

As we embark on a new school year, be assured of my prayers for you as you sow the seeds—the blessed children and youth— entrusted to your care.

Have a wonderful 2008-2009 school year!

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**Office of Catholic  
Schools Website**

[www.adh-ocs.org](http://www.adh-ocs.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.*

At the 2008 Administrators' Convocation, Superintendent Dale R. Hoyt announced **Julie Pion** as the *Archdiocesan Distinguished Elementary Principal* for 2008-2009. We congratulate Ms. Pion for her 25 years of service to St. Mary Magdalen School, Oakville, and for her leadership to grow and sustain the school's enrollment during challenging times. We also appreciate her work on many Archdiocesan committees. Julie Pion currently serves as an appointed member of the Principal Advisory Council for Elementary Schools (PACE). More about Julie Pion will be forthcoming in a future publication of VISION.

Archbishop Henry J. Mansell recently appointed **Rev. James T. Gregory** as the part time Chaplain of Sacred Heart High School, Waterbury, effective August 11, 2008. This appointment is in addition to his role as pastor of St. Mary Magdalen Parish, Oakville. We are most fortunate to benefit from Father Gregory's pastoral leadership at two Catholic schools in the Archdiocese of Hartford. We are grateful to **Rev. Paul A. Gotta**, for serving as spiritual leader and friend to so many, as he completes his term as Chaplain at Sacred Heart High School, Waterbury.

In the 2008 summer edition of Issues Gram, published by the Department of Boards and Councils of the National Catholic Educational Association, former Archdiocesan School Board Chair, **Rhonda Hebert**, is featured for her tips on the hallmarks of an outstanding board, the *Hartford Archdiocesan Schools' Recipe for Success*. Congratulations Rhonda!

Congratulations to **Marilyn Dailey**, Receptionist and General Office Secretary, Office of Catholic Schools, for 31 years of dedicated community service as an Emergency Medical Technician (EMT) for the Town of Bloomfield. She is featured in the EMT Brochure.

Please pray for **Barbara Newell**, mother-in-law to Diane Newell, Administrative Assistant for the OCS. May her soul rest in eternal peace!

Please pray for **Jose "Joe" Augusto**, father to Leslie Nelson, Office Manager for the OCS. May his soul rest in eternal 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 **Maeve Foley**, a 4<sup>th</sup> grader at Corpus Christi School will be featured on the OCS website after Labor Day.

**Certificate in Religion:** Principals should have received via e-mail, an enrollment brochure for the Certificate in Religion Program from Sacred Heart University. Please contact Larry Duffany if you have any questions.

**Pro-Life Mass:** Please mark your calendar for the annual Respect Life Mass which will be held at the Cathedral of St. Joseph on Sunday, October 5, 2008, at 2:00 p.m. Archbishop Henry J. Mansell will be the celebrant.

**Catholic Schools Celebrate Service:** “As students head back to classrooms in Catholic schools and parish religious education programs around the country, they are being invited to "Celebrate Service" by volunteering in the community or parish. The theme for Catholic Schools Month 2009, “Catholic Schools Celebrate Service,” is setting the tone for the entire year, with posters, prayer services and rallies helping to introduce the theme. Catholicism has a long and rich tradition of direct service to those in need, as well as social justice efforts to end social ills such as racism and gender inequality. The Corporal and Spiritual Works of Mercy focus on activities that each individual believer can do to help others. Feeding the hungry and instructing the ignorant are but a few. The Seven Principles of Catholic social teaching focus on solving long-term, systemic problems in society, including homelessness, poverty and violence.

NCEA has resources to help every Catholic school “Celebrate Service.” Press releases, prayer services, bookmarks, marketing kits, and catalog items can be found on their Catholic Schools Week (Month) Website.

**Youth Spectacular:** Our teenagers will gather again for the annual Youth Spectacular 2008 on Saturday, October 4, 2008, from 10:30 AM - 6:00 PM, on the grounds of Holiday Hill, Cheshire. This event is sponsored by the Office of Religious Education and supported by the Office of Catholic Schools and other Archdiocesan agencies. This is a tremendous opportunity for our Catholic youth of the Archdiocese to gather for faith formation, community building, entertainment, Mass and adoration of the Blessed Sacrament. Middle and secondary schools are encouraged to participate in this event. For more information, please contact Shawnee Baldwin, Office of Religion Education at (860) 243-9465, or email [sbaldwin@adh-ore.org](mailto:sbaldwin@adh-ore.org).

## **ADMINISTRATION**

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

**Common Threads:** Published in January 2008, Common Threads is the official document for Catholic schools in the Archdiocese of Hartford. The document includes the vision statement for the Office of Catholic Schools, a pastoral letter on Catholic school education by Archbishop Henry J. Mansell, a positioning statement on Catholic schools in the 21<sup>st</sup> century by Superintendent Dale R. Hoyt, and the strategic directions for the four core values of Catholic education: Catholic Identity, Quality Catholic Education, Accessibility, and Advancement. It is the responsibility of the local school to educate their community on this document and to integrate the “We Will” statements into the school’s long-range strategic plan. In addition, a study guide on the Archbishop’s pastoral message was developed and can be found on the Office of Catholic Schools’ website, [www.adh-ocs.org](http://www.adh-ocs.org), so that the school faculty and school board members have an opportunity for professional learning and faith-based conversations.

**Administrators’ Convocation 2009:** The Administrators’ Convocation is scheduled at Water’s Edge Resort, Westbrook, on August 13 and 14, 2009. Fr. Ronald Nuzzi, PhD will be the 2009 Administrators’ Convocation retreat director. Fr. Ronald Nuzzi is the Director of Catholic Leadership Programs in the Alliance for the Catholic Education at the University of Notre Dame. The theme will be, *CATHOLIC IDENTITY: Our Experience, Our Way of Life, Our Challenge*. More information regarding the Convocation will be forthcoming in the spring.

## **Profiling our Catholic Schools in the Archdiocese of Hartford for 2008-2009:**

### ***(Inter) Parish Schools:***

Pre-school only	1
Elementary/Middle schools	55
Middle school only	1

***Archdiocesan High Schools*** 4

### ***Private Catholic Schools***

Elementary	2
High Schools	5

***Total Number of Catholic Schools*** 68

**Tournament Players Club (TPC):** TPC, River Highlands, host of the Traveler's Championship in Cromwell, CT, invites all of the Catholic elementary schools in the Archdiocese of Hartford to attend the area-wide junior clinic to see the Dennis Walters Golf Show, on September 18, 2008, at 10:00 a.m. Admission and lunch is free. Families welcome! Please visit [www.denniswalters.com](http://www.denniswalters.com) for more information. Call 860.635.2211 to reserve a place at the show.

**Audit Packets:** Larry Duffany is in the process of distributing packets of information on the Safe Environments Audit for 2008. Schools have been selected at random for visitation by the auditors, and these schools will be contacted directly. The Office of Catholic Schools will be working with all schools to ensure full compliance with the requirements of the Charter for the Protection of Children and Youth.

**OCS Website:** Continuous efforts are being made to build a website that is marketable, informative, and user friendly. The home page will have a few new features beginning September 1.

Current Events will be changed to PROFESSIONAL DEVELOPMENT and found under the Office of Catholic Schools drop down menu. SCHOOLS IN THE NEWS will replace Current Events. Schools are encouraged to send *press releases* to [lnelson@adh-ocs.org](mailto:lnelson@adh-ocs.org). Press releases will be placed under SCHOOLS IN THE NEWS and remain on the OCS website for thirty days. One digital photo may be attached, if release permission of all the persons appearing in the photograph has been obtained in advance.

Don't forget to cast your vote on the OCS home page. This month we are asking our viewers, *what is your primary reason for choosing a Catholic school education?*

**Videos:** On file at OCS, *Catch the Energy. Release the Potential* (The "FISH! Philosophy") and *Everyday Creativity*, by Dewitt Jones available for use by contacting Leslie Nelson at (860) 242-4362 or [lnelson@adh-ocs.org](mailto:lnelson@adh-ocs.org).

**Foundation for the Advancement of Catholic Schools:** The Foundation will host the *Archbishop's Second Annual Columbus Day Breakfast* on Friday, October 10, 2008 from 7:30 a.m.-9:00 a.m. at Anthony's Ocean View in New Haven. The proceeds from this event will be used to provide scholarships to children attending the Catholic elementary schools of the greater New Haven area. Formal invitations will be mailed in the very near future.

Approximately 240 people attended the inaugural breakfast last year and the Foundation hopes to increase that number this year. Archbishop Mansell has, again, generously offered to match the proceeds of the Breakfast from the Archbishop's Annual Appeal.

In August, FACS enacted its first-ever website, [www.facshartford.org](http://www.facshartford.org) (check it out!). As a convenience, a link has been established from the OCS website ([www.adh-ocs.org](http://www.adh-ocs.org)).

## CURRICULUM

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

**Connecticut Invention Convention (CIC) Presents a Special Teacher Training Workshop on Inventing** entitled, *How to Teach Inventing to Students – A Fun Way to Meet State and National Science Inquiry Standards*. In response to many requests, CIC will help you begin a new program and refine your skills to begin invention instruction. Learn the basic steps from CIC Curriculum Specialists, and you will:

- Receive resources and practical suggestions to conduct a proven learning activity for grades K – 8.
- Link "inventing" directly with state and national standards for science inquiry.
- Learn how invention addresses higher order thinking skills, learning styles, and multiple intelligences.
- Take home a new, jam-packed CIC curriculum and DVD.
- Receive a step-by-step guide to conducting an invention convention, and more!

The fee is \$35 (attend with an additional colleague for \$40), and includes a printed curriculum, a DVD, and lunch. To register, or for more information, visit [www.ctinventionconvention.org](http://www.ctinventionconvention.org). When and Where: September 20, at the CT Center for Advanced Technology, Rentschler Field, 409 Silver Lane, East Hartford, from 9:30 to 3:00 p.m.

**New Guidance on General Issues Concerning Federal Education Programs and Nonpublic Schools:** The [Office of Innovation and Improvement's \(OII\)](#), [Office of Non-Public Education \(ONPE\)](#) has published a new guidance entitled, [Frequently Asked Questions Related to Nonpublic Schools](#) on general issues involving federal education programs and nonpublic schools. Developed in a user-friendly question and answer format, the guidance includes some of the most frequently asked questions that ONPE receives. The guidance will assist state and local education agencies and the nonpublic school community in gaining a better understanding of the scope of Federal education benefits and services, as well as other issues of interest to the nonpublic school community.

Questions include:

Does the U.S. Department of Education offer funds for building, starting, or operating private elementary and secondary schools?

Are private elementary and secondary schools whose students and teachers receive equitable services under ESEA or IDEA considered recipients of federal financial assistance?

Does the U. S. Department of Education accredit private elementary and secondary schools?

View the complete guidance on the Office of Non-Public Education's website at: [Frequently Asked Questions Related to Nonpublic Schools](#). Each administrator should share this information with his or her school's Connecticut Federation of Catholic School Parents legislative liaison.

**Curriculum Commission:** We look forward to receiving applications from teachers who are interested in being part of the work of curriculum development in the Archdiocese of Hartford. The application, along with the criteria for serving on this Commission, can be found at the *Administrators' Log In* site of the Office of Catholic Schools' website. All applications are due to Valerie Mara by **September 30**.

**Archdiocese of Hartford Technology Award:** We are proud to initiate the First Annual Archdiocese of Hartford Technology Award. This award will recognize a teacher constructed and implemented lesson plan in any content area that represents an authentic, innovative use of effectively integrated technology. The lesson must have been observed and the observation signed by the school principal. Only one technology-integrated lesson plan may be submitted for each school. Lesson plans are due in April 2009. A specific deadline will be announced in the near future. All submissions will be uploaded to our website to provide invaluable resources for all teachers at all grade levels throughout the Archdiocese of Hartford.

**Pre-School Religion Presentation:** RCL Benziger invites all pre-school teachers of the Archdiocese of Hartford to join them for a presentation by Dr. Shauna Adams, Ed. D., Associate Professor of Early Childhood Education at the University of Dayton, Ohio, at the Crown Plaza in Cromwell, on September 25, 2008, from 12:30 p.m. – 3:00 p.m. Lunch will be provided as representatives introduce their religion series, *Stories of God's Love*. Please RSVP by **September 16** to Karen Tyler at [ktyler@adh-ocs.org](mailto:ktyler@adh-ocs.org), or call 860.242.4362, ext. 132.

**Administrators' Curriculum Conversations, Part I:** We look forward to engaging in conversation with you regarding curriculum issues. The agenda for Part I consists of clarification of new curriculum standards, Title programs, and most importantly any comments, questions, or concerns you would like to bring to the table. *The great gift of conversation lies less in displaying it ourselves than in drawing it out of others.* Jean de la Bruyère (1645-1696) French satiric moralist. A formal agenda will be e-mailed to you on September 16. You will be given the opportunity to add your own agenda items. We look forward to gathering with you on **September 30**, at the Office of Catholic Schools, from 1:00 p.m. – 3:00 p.m.

**Technology Assessment Pilot Program:** There is room for six additional schools to volunteer for the *free* technology assessment. It is being administered to either a grade 6 or 7 class, or a high school class. It takes approximately 30 – 40 minutes to complete the assessment. Results will provide individual schools and the Archdiocese of Hartford with a new baseline on technology competencies. However, the data will direct the efforts of the Archdiocesan Technology Committee in redesigning technology competencies for teachers and students that are aligned with the 2008 standards. Please RSVP to Valerie Mara by **September 12** if your school is interested in being part of this study.

### **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.*

### **HOPES NOTES:**

- Elementary principals: Please submit your school's Volunteer of the Year Nomination Form by **September 12**, and the HOPES Dinner Reservation Form by **September 15**.
- All principals/presidents: Please remember to display the HOPES posters distributed at the Convocation in a prominent place in your school.

**Association of Catholic Admissions and Advancement Professionals (ACAAP):** All schools are encouraged to get involved with the ACAAP of New England. This is a local network of professionals and volunteers who staff the school and diocesan admissions and advancement programs in the eleven dioceses of the six New England states. The organization provides an opportunity for its members to share trends, resources, and wisdom, obtain continuing education, and contribute to the growth and financial stability of our Catholic schools. Pastors, presidents, principals, board members; admissions, advancement, alumni, and communications staff; and volunteers are all welcome to purchase a very reasonably priced membership.

ACAAP sponsors the Fall and Spring Conferences focusing on a variety of admissions and advancement topics, and the organization offers local area meetings, a mentor program, and an advisory bureau available to consult with boards and administrators.

The ACAAP Fall Conference will be held at the College of the Holy Cross in Worcester, MA on Thursday, October 16, 2008. To obtain membership and learn more about ACAAP, visit the organization's website at [www.acaap.net](http://www.acaap.net).

## **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.*

**Upcoming Elementary Budget Workshop for Principals:** Principals are expected to attend one of these three workshops. The dates, times and locations have been set:

Thursday October 9th from 1:30 PM to 4:30 PM, St. Dominic School, Southington.

Thursday October 23rd from 3:00 PM to 6:00 PM, St. Brigid School, West Hartford

Thursday October 30th from 9:00 AM to 12:00 PM, St. Stephen School, Hamden

*Some of the Material that will be covered:*

- Mechanics of the flow of the various pages to the Income & Expense summary pages
- Discussing each & every page to insure complete comprehension of what's required and how to get it
- Ways to get the best estimate for a given expense line item
- Understanding Reductions to Gross Tuition
- Understanding the concept of Building Tuition Assistance into your Operating Budget...without raising the hard dollars

In November we will be hosting an Intermediate QuickBooks workshop for your Business Managers.

*The same workshop will be held on the following dates, times and locations:*

Wednesday November 5<sup>th</sup> from 1:30 PM to 4:30 PM, St. Dominic School, Southington.

Wednesday November 12<sup>th</sup> from 9:00 AM to 12:00 PM, St. Stephen School, Hamden

Wednesday November 19<sup>th</sup> from 3:00 PM to 6:00 PM, St. Brigid School, West Hartford

We will be canvassing your Business Managers (through you in some cases) to get their feedback as to what areas they would like more attention given.

*The Office of Catholic Schools is bringing in a QuickBooks expert to present this QuickBooks workshop.*

## **DUE DATES**

### **NOW DUE**

**2008 – 2009 Elementary Advancement Plans** due to Anne Clubb  
**Principal Goal Forms (Personal, Building, and Diocesan-wide)** due to Sr. Kathleen Fitz Simons or Maria Maynard  
**Retention and Projected Enrollment Form for August** due to Jim Giangreco  
**Report of Personnel Hired** due to Larry Duffany

### **SEPTEMBER**

**8**            **Retention and Projected Enrollment Form, Opening Day Enrollment**, due to Jim Giangreco at [jlgiangreco@adh-ocs.org](mailto:jlgiangreco@adh-ocs.org)  
**12**           **HOPES Volunteers of the Year Nomination Form** to Anne Clubb at [aclubb@adh-ocs.org](mailto:aclubb@adh-ocs.org)  
**15**           **HOPES Dinner Reservation Form** (with payment) to Anne Clubb  
**16**           **Pre-School Religion Presentation Reservation** to Karen Tyler at [kt Tyler@adh-ocs.org](mailto:kt Tyler@adh-ocs.org)  
**19**           **Recognition of Teachers' Service** to Larry Duffany at [lduffany@adh-ocs.org](mailto:lduffany@adh-ocs.org)  
**30**           **Textbook Inventories** to Val Mara at [vmara@adh-ocs.org](mailto:vmara@adh-ocs.org)  
**30**           **Curriculum Commission Applications** to Val Mara at [vmara@adh-ocs.org](mailto:vmara@adh-ocs.org)  
**30**           **BBP Attendance** mail to Larry Duffany  
**30**           **Vaccination Acceptance/Declination** mail to Larry Duffany

## **CALENDAR OF EVENTS**

### **SEPTEMBER**

**1**            **Labor Day Holiday** (Office of Catholic Schools Closed)  
**4**            **New Elementary School Administrators Meeting**, Office of Catholic Schools, 9:30 a.m. – Noon  
**8**            **Archdiocesan School Board Social**, St. Paul Catholic High School, Bristol, 5:15 p.m. Mass, dinner follows  
**11**           **Principals' Advisory Council for Elementary Schools (PACE)**, Office of Catholic Schools, 10:00 a.m. – Noon, lunch follows in the dining room  
**17**           **Foundation for the Advancement of Catholic Schools Trustees Meeting**, Chancery, 4:00 p.m.  
**18**           **Professional Development for Elementary School Administrators and Teachers**, Districts 4, 6, 7, and Wallingford, *Assumption School, Ansonia*, 8:30 a.m. – 1:00 p.m.  
**19**           **Professional Development for Elementary School Administrators and Teachers**, Districts 1, 2, 3, and 5, *St. Mary School, Newington*, 8:30 a.m. – 1:00 p.m.

- 24 **Providence Alliance for Catholic Teachers**, Office of Catholic Schools, 10:30 a.m.
- 25 **Connecticut Federation of Catholic School Parents Trustee Meeting**,  
St. John's School, Old Saybrook, 6:00 p.m.
- 27, 28 **HOPES Parish Collection**, All parishes of the Archdiocese of Hartford
- 28 **31<sup>st</sup> Annual HOPES Dinner**, Aqua Turf Club, Southington, 5:00 p.m.
- 29 **Archdiocesan School Board Meeting**, Office of Catholic Schools, 6:30 p.m.
- 30 **Secondary Administrators Meeting**, Office of Catholic Schools, 10:00 a.m. to 3:00 p.m.
- 30 **Administrators' Curriculum Conversations, Part I**, Office of Catholic Schools,  
1:00 p.m. – 3:00 p.m.

## **OCTOBER**

- 2 **New Administrators' Meeting**, *Location To Be Determined*, 9:30 a.m. – Noon
- 4 **2008 Catholic Youth Spectacular**, Holiday Hill, Cheshire, 10:30 a.m. – 6:00 p.m.
- 9 **Elementary Budget Workshop for Principals**, 1:30 p.m. to 4:30 p.m., St. Dominic School, Southington.
- 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 Board/Advancement Workshop**, Archdiocesan Center, 4:00 p.m. – 6:30 p.m.
- 21, 22 **Catholic Educators' Conference**, St. Paul Catholic High School, *All Day Event*
- 23 **Elementary Budget Workshop for Principal**, 3:00 p.m. to 6:00 p.m., St. Brigid School, West Hartford
- 29 **Archdiocesan High School Consultations**, Office of Catholic Schools,  
9:00 a.m.
- 30 **Elementary Budget Workshop for Principals** 9:00 a.m. to Noon, St. Stephen School, Hamden
- 30 **Regional School Board Orientation**, Archdiocesan Center, 4:00 - 6:00 p.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.**

*“We are not human beings on a spiritual path,  
but spiritual beings on a human path.”*  
- Dr. Lauren Artress