

# VISION



## NEWSLETTER OF THE OFFICE OF CATHOLIC SCHOOLS

JULY 1, 2009



### IN THIS EDITION

**Superintendent's  
Message**

[Announcements](#)

[Catholic Identity](#)

[Administration](#)

[Curriculum](#)

[Advancement](#)

[Finances](#)

[Due Dates](#)

[Calendar of Events](#)

**Office of Catholic  
Schools Website**

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

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### SUPERINTENDENT'S MESSAGE

#### Summer Prayer

"Father, Creator of all, thank you for summer! Thank you for the warmth of the sun and the increased daylight. Thank you for the beauty I see all around me and for the opportunity to be outside and enjoy your creation. Thank you for the increased time I have to be with my friends and family and for the more casual pace of the summer season. Draw me closer to you this summer. Teach me how I can pray no matter where I am or what I am doing. Warm my soul with the awareness of your presence and light my path with your Word and Counsel. As I enjoy your creation, create in me a pure heart and a hunger and a thirst for you. Amen." (Author Unknown)

For those who are interested in summer professional reading, below is a list of a few books that I have read and recommend to Catholic school educators.

Daft, R., & Lengel, R. (2000), *Fusion Leadership: Unlocking the Subtle Forces that Change People and Organizations*, San Francisco, Berrett-Koehler Publishers, Inc.

Dufour, R. E., Dufour, R., & Eaker, R. (2005), *On Common Ground: The Power of Professional Learning Communities*, Bloomington, IN, National Educational Service.

Dutton, J. (2002), *Energize your Workplace: How to Create and Sustain High Quality Relationships at Work*, San Francisco, Jossey-Bass.

Schuttlöffel, Meryllann, J. Ph.D. (2008), *Contemplative Leadership that Creates a Culture of Continuous Improvement*, NCEA, Washington, D.C.

On behalf of the entire staff at the Office of Catholic Schools, we wish you a very enjoyable and relaxing summer vacation.

## 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.*

### LEADERS IN TRANSITION:

**Mrs. Pamela Belury** has been appointed Principal of St. Francis Xavier School, Waterbury.

**Mr. Bohdan Cuprak** has been appointed Principal of Pope John Paul II School, New Britain.

**Mr. Francis (Sandy) Murphy** has retired from the position of President/Chief Administrator of Sacred Heart High School, Waterbury, in Summer 2009. Upon his retirement, Sandy has agreed to serve on the Sacred Heart High School Board and will provide support and service in networking with Waterbury community leaders.

**Mrs. Mary Alice Nadaskay** has been appointed Principal of St. Bridget School, Manchester.

**Mrs. Eileen Regan** has been appointed Interim President/Chief Administrator of Sacred Heart High School, Waterbury. She previously held the position of Vice Principal of Advancement at Sacred Heart High School.

**Mr. Victor A. Vessicchio** has been appointed Principal of St. Francis/St. Rose School, New Haven.

**Mr. Michael J. Votto** has been appointed Principal of St. Aedan and St. Brendan School, New Haven.

**Mrs. Margaret Williamson** has been appointed Principal/Chief Administrator of Northwest Catholic High Schools for the 2009-2010 school year. **Mr. Matthew Fitzsimons** resigned from the position of President/Chief Administrator of Northwest Catholic High School effective June 30, 2009, and we wish him well in all his future endeavors.



Please pray for:

the soul of **John Della Camera**, the father of Debora Mainstruck, the Principal of Blessed Sacrament, Waterbury. May the soul of John Della Camera rest in peace!

the soul of **John Joseph Burke**, the father of Madonna Burke, a Religion teacher at Northwest Catholic High School, West Hartford, for 26 years and an active member of the Teachers' Association. May the soul of John Joseph Burke rest in 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.*

**Musicians Needed:** Musicians and singers are needed for the liturgical celebrations at the Administrators' Convocation at Water's Edge Resort. Please contact Larry Duffany at the Office of Catholic Schools at 860.242.4362 or [lduffany@adh-ocs.org](mailto:lduffany@adh-ocs.org), if you are willing to assist with this important task.

**2009 Catechetical Sunday Materials Being Offered Entirely Online:** The Committee on Evangelization and Catechesis of the U.S. Conference of Catholic Bishops (USCCB) announced for the first time that the materials for the major Catechetical Sunday celebrated annually on the third Sunday in

September (September 20, the Twenty-Fifth Sunday in Ordinary Time) in parishes across the United States, will be offered entirely online at <http://www.usccb.org/catecheticalsunday>. The theme for Catechetical Sunday 2009 is "Catechesis and the Proclamation of the Word." The Catechetical Sunday materials, entitled "Celebrating the Catechetical Year 2009-2010 with Resources for Catechetical Sunday 2009," are available in English and Spanish and will assist parishes in celebrating Catechetical Sunday. Orders for the various printed materials are available through USCCB Publishing at <http://www.usccbpublishing.org>. A variety of helpful resources can assist parish catechetical leaders, catechists, Catholic school teachers, and parishioners throughout the 2009-2010 year. These resources can be used in catechist or teacher in-services, parish adult faith formation, family enrichment, personal prayer and retreats and are available online free of charge.

## 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. Brigid School, West Hartford

**Safe Environments:** Please remember that all new employees must complete a criminal background check within 30 days of being hired. Volunteers should complete a background check before service begins. All personnel, whether paid or volunteer, are to complete Virtus Training within six weeks of commencement of service. Please contact Larry Duffany at 860.242.4362 or [lduffany@adh-ocs.org](mailto:lduffany@adh-ocs.org) for any needed materials or information.

## CURRICULUM

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

**Multiage Design Teachers' Workshop:** The Office of Catholic Schools is presenting professional development to the teachers implementing the multiage design in their school. The presentation will be held at the Office of Catholic Schools on Wednesday, **August 5, 2009** from 10 a.m. to 12 noon. Principals involved are asked to RSVP to Valerie Mara at [VMara@adh-ocs.org](mailto:VMara@adh-ocs.org) by July 29, 2009, with a list of teachers that will be in attendance.

**Language Arts Goals/Math Goals:** Just a reminder that language arts and math goals should be planned using the forms available to you on the Administrators' Login section of the Office of Catholic Schools' website. These goals are formulated using data taken directly from Spring 2009 ITBS results, and the forms are for teacher and administrator planning purposes. Records should be kept in the school office; they do not need to be forwarded to the Office of Catholic Schools.

## 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.*

**St. Elizabeth Ann Seton Award:** The deadline for nominations for the St. Elizabeth Ann Seton Award (formerly the Distinguished Friend of Catholic Schools Award) has been extended until Friday, July 10. Elementary school principals are urged to submit their nominees for this important award to Anne Clubb in School Advancement at [aclubb@adh-ocs.org](mailto:aclubb@adh-ocs.org) as soon as possible. This Archdiocesan award honors an individual who has made a significant and positive impact on a school's Advancement program.

**Save The Date:** The annual **School Board In-Service Training Workshops** will be held earlier this year to accommodate principals who wish to get their boards "up and running" by the start of the academic year. Two sessions are being offered: Tuesday, August 25 from 4:00 to 6:00 p.m. at St. Bridget School, Cheshire, and Thursday, August 27 from 4:00 to 6:00 p.m. at the Archdiocesan Center at St. Thomas Seminary, Alumni Lounge, Bloomfield. This is a great opportunity to give your board members (new or veteran) an understanding of their roles and responsibilities.

**Updated Periodic Inquiry and Source Report Form:** We are posting the updated Periodic Inquiry and Source Report for 2009–2010 on the Office of Catholic Schools' website for school use beginning with the June – September report (due by October 5). The form can be found on the Administrators' Login page of the site.

**Advancement Plans Due:** Elementary principals are reminded to please submit their school's 2009–2010 Advancement Plan to Anne Clubb at [aclubb@adh-ocs.org](mailto:aclubb@adh-ocs.org) by August 7.

**Save The Date:** Elementary school administrators are encouraged to place Sunday, September 27 on their school calendars for the annual **HOPES Dinner** honoring our wonderful Catholic school volunteers. The event will take place at 5:00 p.m. at the Aqua Turf Club in Southington, and we hope all elementary schools will be present to enjoy it. Invitations will be sent out in August, so be on the lookout!

## 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.*

**Pre-K and Aftercare Program Tax Credit:** As a tax/marketing tool for your Pre-K and aftercare programs, please note that the Internal Revenue Service (IRS) allows parents' a tax credit for the cost of these programs. Information regarding the tax credit can be found at the IRS website at [www.irs.gov](http://www.irs.gov) or parents can call the IRS tax assistance department at 877.829.5500. If the IRS website is used, perform a search on "IRS Publication 503".

**Projected Enrollment Report 2009-2010:** This report can be downloaded from the Office of Catholic Schools' website, under the "School Finance Section". In order to access enrollment trends within the Archdiocese, the completed report is required to be emailed or faxed to Jim Giangreco, Administrative Assistant to Ken Przysiecki, CPA, Director of School Finances on the following dates: July 1, 2009 and August 1, 2009, at [jlgiangreco@adh-ocs.org](mailto:jlgiangreco@adh-ocs.org) or 860.242.8683.

## DUE DATES

### **NOW DUE**

**Intent Form for Catholic Youth Spectacular** due to Shawnee Baldwin, Office of Religious Education, at [sbaldwin@adh-ore.org](mailto:sbaldwin@adh-ore.org) or fax at 860.243.9690

**Periodic Inquiry and Source Reports (Feb. – May)** due to Anne Clubb via [dnewell@adh-ocs.org](mailto:dnewell@adh-ocs.org)

**Professional Learning Community Evaluation** due to Maria Maynard via [ktyler@adh-ocs.org](mailto:ktyler@adh-ocs.org)

**Projected Enrollment Report 2009-2010** due to Jim Giangreco via [jlgiangreco@adh-ocs.org](mailto:jlgiangreco@adh-ocs.org)

**New England CACE Conference Registration form** due to Kathleen Simpson, Diocese of Fall River

### **JULY**

**1 2009 Administrators' Convocation Registration Form** due to Leslie Nelson via fax 860.242.8683

**1 Asbestos Semi-Annual (Six-Month) School Report** due to Leslie Nelson via U. S. mail

**1 Projected Enrollment Report 2009-2010** due to Jim Giangreco via [jlgiangreco@adh-ocs.org](mailto:jlgiangreco@adh-ocs.org)

- 10**    **Nominations for St. Elizabeth Ann Seton Award** due to Anne Clubb via USPS or [aclubb@adh-ocs.org](mailto:aclubb@adh-ocs.org)
- 8**    **Advertising Copy, *The Catholic Transcript* Back-to-School Issue** due to Jeff Guerrette, Advertising Manager of *The Catholic Transcript*: Call 860.286.2828, ext. 2 for details
- 8**    **Story/Photo Submission due to Roberta Tuttle at *The Catholic Transcript***: Call 860.286.2828
- 29**    **RSVP Multiage Design Teacher Workshop** due to Valeria Mara via [vmara@adh-ocs.org](mailto:vmara@adh-ocs.org)

<b>CALENDAR OF EVENTS</b>
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**July**

- 4**    **Independence Day – Holiday**
- 15**    **Foundation for the Advancement of Catholic Schools**, Annual Meeting of the Board of Trustees Meeting, Chancery, 4:00 p.m.
- 26-29** **New England CACE New Administrators Conference**, Milford, MA

**August**

- 5**    **Multiage Design Teacher Workshop**, Office of Catholic Schools, 10 a.m. – 12 Noon
- 6**    **New Principals Meeting**, Office of Catholic Schools, 9:30 a.m. – 3:00 p.m.
- 13-14** **Administrators’ Convocation**, Water’s Edge, Westbrook, CT
- 19-21** **Archdiocesan New Teacher Orientation**, St. Timothy Middle School, West Hartford, 8:30 a.m. – 2:00 p.m.
- 21**    **Virtus Training Session**, St. Timothy Middle School, West Hartford, 10:30 a.m. – 2:00 p.m.
- 25**    **School Board In-Service Training Workshop**, St. Bridget School, Cheshire, 4:00 – 6:00 p.m.
- 26**    **Future Musician Incorporated (FMI) Teacher Pre-Service**, Corpus Christi Church Hall, Wethersfield, 9:30 – 10:30 a.m.
- 27**    **School Board In-Service Training Workshop**, Archdiocesan Center at St. Thomas Seminary, Alumni Lounge, 4:00 – 6:00 p.m.
- 29**    **Archdiocesan School Board Social**, Meriden, 5:00 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.**