

VISION



NEWSLETTER OF THE OFFICE OF CATHOLIC SCHOOLS
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SUPERINTENDENT'S MESSAGE

September 1, 2009



PRAYER OF THE MONTH!

As I step into a new academic year, restore my spirit, renew my passion for sharing your wisdom, and nurture my compassion for those You put in my charge.

Transform me, as I seek to transform; Guide me, as I seek to guide; open my mind and heart, as I seek to open minds and hearts to the Good News of justice and peace.

Help me listen more deeply to the world, and to your Word, so I can walk with my students, attentive to the wisdom that calls us all to the Kingdom of God. - by Jane Deren, 2008

VISION EDITOR

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The smallest and most influential school: THE FAMILY

Last month Archbishop Henry J. Mansell wrote an article for all of the New England (Arch)dioceses entitled, Parents Know, detailing the values of our Catholic schools. This month, I take the issue one step further by asking Catholic school educators, "do you know what our parents want for their children who attend our Catholic schools?"

We tend to look at educational reform through the lens of research and data collecting, and then implement the standards, policies, and procedures necessary to fulfill our mission without seeking any input from our greatest partners, the parents. Do you know what your school's parents expect of you as educators serving in Catholic institutions of learning? Have you asked them if the school is meeting their children's need to be both academically successful and spiritually strong?

Our vision for Catholic schools makes it clear that "we recognize and appreciate parents as the primary educators of their children," and if this vision is to become a reality, then we must fully engage parents in the educational process which goes well beyond lessons of respect and responsibility taught in the home. Consider making the following suggestions to those primary educators who have entrusted their children to your care:

Promote reading in the home. Students who read at home become better readers in the classroom. Providing parents with a list of age appropriate books that support both the values of the home and school is a wonderful way to help them get their child's school year off to a great start. Encourage the importance of a home reading library.

Monitor time spent watching television or using technology. Some students spend enormous amounts of time watching television, playing video games, or engaging in online social networking, which can negatively affect academic performance. The moral implications of some television viewing and the random use of technology should be topics of dialogue with parents. This is critical as parents and educators partner in the moral development of their children.

Support appropriate homework habits. The new *Archdiocese of Hartford Handbook of Policies and Procedures* does not stipulate specific time allotments for homework from the Archdiocesan level. This is the school's decision. It does state that homework reinforces the general learning that takes place in the classroom. It provides skill mastery, develops a disciplined approach to work, and instills a growing sense of responsibility. Work with parents to determine procedures regarding the time allotments for homework, engage them in a conversation on the purpose of homework, and welcome their feedback on reasonable amounts of homework in order to eliminate student stress and consequent absences from school.

Include parents in your efforts to promote sound educational innovation. Utilizing the primary educators for the sole purpose of fundraising, and isolating them from conversations regarding educational innovation, will only diminish the partnership needed for our Catholic schools to succeed. We must remember that they are the consumers seeking our services for their children. We should survey parents periodically to assess their level of satisfaction and engage them in ongoing conversations on our mission and services in order to better assist the smallest and most influential school, the family.

As we begin the new school year, be assured of my prayers and best wishes for a successful year for students, educators, parents, and guardians.

ANNOUNCEMENTS

IN TRANSITION:

Archbishop Henry J. Mansell has appointed **Reverend Michael A. Carlson** as Chaplain of St. Paul Catholic High School, Bristol.

Mrs. Margaret Leger has been appointed Principal at Holy Cross High School, Waterbury.

Sr. Frances Stavallo, MFP, has been appointed Principal of St. Anthony School, Bristol.

CONGRATULATIONS:

At the August 2009 Administrators' Convocation, Superintendent Dale R. Hoyt announced that **Mary Macunas** has been named as the *Archdiocesan Distinguished Elementary Principal* for 2009-2010. We congratulate Mrs. Macunas for her 12 years of service in the Archdiocese, and for her leadership at St. Rose School, East Hartford. Mary Macunas currently serves as an appointed member of the Principal Advisory Council for Elementary Schools (PACE). More about Mary Macunas will be forthcoming in a future publication of VISION.

Principal George Claffey was highlighted in the Connecticut Living Section of *The Hartford Courant* on August 15, 2009 referencing the satisfaction he receives from teaching the game of golf in Middletown, and the lessons learned on and off the course.

St. Joseph School, Meriden, and Principal, Mrs. Katherine A. Spencer, have been selected by the U.S. Commerce Association (USCA) for the 2009 Best of Meriden Award in the category of Religious Schools. The USCA "Best of Local Business" Award Program recognizes outstanding local businesses throughout the country. Each year, the USCA identifies companies that they believe have achieved exceptional marketing success in their local community and business category.

Josh Resse, Director of Athletics at Northwest Catholic High School, recently received the National Interscholastic Athletic Administrators' Certificate. This certification program is offered to athletic directors nationwide.

Best wishes to the **Przysiecki Family** on the birth of grandchild, Isabella Mae Bangham on August 25, 2009. Ken Przysiecki, Director of School Finances at the Office of Catholic Schools, is the proud grandfather.

The Office of Catholic Schools is recognized by the Catholic Boards and Councils, a division of the National Catholic Educational Association, in *e-news* for exemplifying an interactive website.

PLEASE PRAY FOR:

the soul of **Kathleen Carella**, the wife of Edward Carella, the fifth grade teacher at St. Martha School, Enfield, who died on Wednesday, August 19, 2009. The Carella's have two children, Gillian and Edward (E.J.). May the soul of Kathleen Carella rest in peace!

CATHOLIC IDENTITY

Catholic Youth Spectacular: "Beyond Sunday: Reading the Signs – Getting Home", is the theme of this year's Catholic Youth Spectacular to be held on Sunday, September 20, 2009. Tickets purchased by August 25, are \$25. (After September 11, tickets are \$35 per person, including those purchased at the door on the day of the event). No group is too big or too small; bring all your catechists – it is Catechetical Sunday!! Features include the possibility of a youth choir from Africa, "walkabout" icebreaker, entrance procession with pennant from your parish, prayer service with dirt on home plate, *Catholic Idol* with talent from your parish, "Sister Act", Reconciliation behind home plate, inflatables, information tables for disciple development, great music from Exaudio, and more! Schools are encouraged to register their students in grades 7-12 for this spectacular event. Contact Shawnee Baldwin sbaldwin@adh-ore.org at the Office of Religious Education or 860.243.9465 for more information on how your school can participate as we celebrate the youth of the Archdiocese of Hartford.

ADMINISTRATION

Catholic Alumni Partnership seeks two Annual Appeal Advisors. If interested, contact Sr. Kathleen Fitz Simons via kfitzsimons@adh-ocs.org.

Archbishop's Annual Columbus Day Breakfast 2009: The Most Reverend Archbishop Henry J. Mansell and the Foundation for the Advancement of Catholic Schools (FACS) invite you to attend the Archbishop's Third Annual Columbus Day Breakfast on Friday, October 9, 2009 at 7:30 a.m. at Anthony's Ocean View in New Haven. Proceeds from this breakfast will provide scholarship assistance for students attending the Catholic elementary schools in the greater New Haven area. The guest speaker is Peter C. Alegi, LLB, a graduate of Yale University and of Yale Law School, who currently resides in Rome. He is a Trustee of the Chapel of St. Thomas More at Yale University and is also Chairman of the Building Committee. Mr. Alegi is a visiting lecturer in International Business Law at Yale Law School and a Fulbright Scholar. He is the author of several publications pertaining to international fiscal affairs. He was admitted to the Supreme Court of the United States in 1965. The emcee will be Julia M. McNamara, Ph.D. President of Albertus Magnus College in New Haven CT. Dr. McNamara is a dynamic leader of the College and a well respected educator in the New Haven community. Please join us in supporting this event through a sponsorship, purchase of individual tickets, or table, or by placing an ad in the program book. For more information on how you can join this great event, please contact: Shirley Ziolkowski at 860-761-7499 or szolkowski@facshartford.org, or the Director of Development, Cynthia Basil Howard at cbhoward@facshartford.org.

Safe Environments: Please remember that all new employees must complete a criminal background check within 30 days of being hired. Those who volunteer on a regular basis must 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 for any needed materials or information.

Online Annual Census: Minor revisions were implemented to the online annual census this school year, along with the relocation or removal of select items. The Office of Catholic Schools is offering teleconference sessions on September 16 and 23 for those who would like to review or discuss the mechanics of this report. Interested parties may email Leslie Nelson at lnelson@adh-ocs.org by September 9 for further details.

Outdated Policy Manuals: During this year of transition, please do not dispose of any old policy manuals that you may have on hand until July 2010.

CURRICULUM

Professional Development for Elementary Educators: The Office of Catholic Schools welcomes Kathy Mears to present on differentiating instruction September 17/18 (date and location as assigned to your school). At your earliest convenience, please RSVP to vmara@adh-ocs.org with the number of full time teachers planning to attend.

E-Rate for All Schools: Non-profit private schools can receive discounted telecommunications services through the E-Rate program. The E-Rate program is administered by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). The E-Rate is the discount that schools and libraries will receive for the acquisition of telecommunication services. Eligible schools and libraries can receive discounts of 20-90 percent on telecommunication services, Internet access, and internal connections necessary for deploying technology into the classroom.

If you wish for your school to participate in the E-Rate program, and you do not currently have an active E-Rate status, please go to www.catholicschoolshartford.org; click on "administrators' login", and under "Curriculum" download "E-Rate School Income Survey" information.

New Teacher Professional Development, Part 2: The continuation of the New Teachers' Orientation will be held October 7, 2009 from 9:00 a.m. to 3:00 p.m. at St. Bridget School, Cheshire. All new teachers are invited. Our guest speaker is a nationally recognized author, Dr. Marvin Marshall, who will conduct an in-depth workshop on Classroom Management and Discipline without Stress. Principals are responsible for determining if any of their new teachers will be available to attend, and to RSVP their names to Valerie Mara at vmara@adh-ocs.org.

ADVANCEMENT

HOPES Dinner: Elementary school administrators are encouraged to attend the annual HOPES Dinner, scheduled for **Sunday, September 27, 2009** at the Aqua Turf Club in Southington. The event honors the many volunteers who contribute so significantly to our elementary schools and without whom the schools would suffer. The event begins at 5:00 p.m. and will feature as guest speaker, Msgr. Gerard Schmitz, Vicar for Priests of the Archdiocese of Hartford and Rector/President of the Archdiocesan Center at St. Thomas Seminary. Principals are reminded to submit the names of the volunteers being honored with the St. John Neumann Award by September 11, and to submit their dinner reservation numbers by September 14. (For your planning purposes, tables seat ten.) We look forward to seeing you at this special event.

Fall Workshop: The Fall Workshop is scheduled for **Wednesday, October 14 from 4:00 – 6:30 p.m.** at the Archdiocesan Center at St. Thomas Seminary (Alumni Lounge) and it promises to be of great value for both elementary and secondary school boards. The first portion of the program will focus on

"The Role of Catholic School Boards in Advancement". This will be followed by an opportunity for attendees to share their challenges, successes, and concerns with a panel of Archdiocesan School Board members. Registrants are encouraged to bring their questions and comments in order to engage in conversation with the panelists who will strive to assist them with their issues. We look forward to seeing you there and ask you to RSVP to School Advancement via U.S. mail or Diane Newell at dnewell@adh-ocs.org by October 5.

Periodic Inquiry and Source Report: Elementary and secondary administrators are reminded to submit their school's Inquiry and Source Report for the period of June – September by October 5. It is vital that we continue to monitor the response to our marketing efforts on both the local and Archdiocesan levels, and these reports assist greatly in assessing the impact of those efforts.

Enrollment Questions: In the August issue of *Catholic School Enrollment Talk* published by the Institute of School and Parish Development, a list of questions is offered prompting Catholic school administrators to reflect on their enrollment management efforts. Here are just a few that might get you thinking about how your school approaches recruitment.

- Was there a general attitude of openness to change present in your school's approach to enrollment?
- Were all the key players involved in your enrollment efforts – administration, staff, faculty, parents, students, and alumni?
- Can you honestly say that you rolled out a seamless, systematic relationship building effort with each and every person who expressed even the slightest interest in your school?
- Did your website serve as a 24/7 marketing tool for your school?
- Did you maintain the types of detailed monthly enrollment reports that will allow you to assess and benchmark progress for years to come? Did you compile and analyze any trend data related to enrollment?
- Did you have retention goals broken down by grade level and embraced by faculty?
- Do you plan to find out why those who expressed an interest in your school decided not to enroll?

FINANCES

Final Elementary Budget Template for 2009/2010 Due October 1: This template and supporting documents have been posted to the administrative login page of the Office of Catholic Schools website. Please **DO NOT** use any earlier versions of the *Final Elementary Budget*. If you should have questions or any problems downloading this data, please contact my administrative assistant, James Giangreco, at 860.242.4362, ext. 139. Send completed *Final Elementary Budgets* by October 1, 2009 to Ken Przysiecki, CPA, Director of School Finances at kprzysiecki@adh-ocs.org.

Final High School Budgets for 2009/2010 Due October 1: Please submit your *Final High School Budget* by mail to Ken Przysiecki, CPA, Director of School Finances at the Office of Catholic Schools.

2008/2009 Compilation Reports: Compilation reports, prepared by a Certified Public Accountant (CPA), are due on October 1, and are required to comply with NEASC certification requirements. Please contact your CPA to allow sufficient time for them to complete their work and issue a report.

DUE DATES

NOW DUE

Opening Day Enrollment Report 2009-2010 due to Jim Giangreco at jlgiangreco@adh-ocs.org

Asbestos Letter of Notification fax to Leslie Nelson at 860.242.8683 and retain copy in the School's Management Plan

Asbestos Semi-Annual School Report due to Leslie Nelson via U. S. mail

Intent Form for Catholic Youth Spectacular due to Shawnee Baldwin, Office of Religious Education, at sbaldwin@adh-ore.org or fax at 860.243.9690

Elementary Advancement Plans due to Anne Clubb at aclubb@adh-ocs.org

Notification of Personnel Hired due to Larry Duffany within one week of hire via lduffany@adh-ocs.org

Request for Continuing Education Units (CEU) due to Larry Duffany within one week after event

RSVP for Professional Development for Elementary Educators to Valerie Mara via vmara@adh-ocs.org.

SEPTEMBER

9 **RSVP Census Phone Conferences** due to Leslie Nelson at lnelson@adh-ocs.org

11 **St. John Neumann HOPES Honoree Names** due to Anne Clubb via mail or aclubb@adh-ocs.org

14 **HOPES Dinner Reservations** due to Anne Clubb via mail or aclubb@adh-ocs.org

15 **Elementary Principal School Improvement Goal Form** due to Liaison Assistant Superintendent

18 **Recognition of Teachers' Service** list due to Larry Duffany via lduffany@adh-ocs.org

30 **Textbook Inventory 2009-2010** due to Valerie Mara via vmara@adh-ocs.org

30 **Blood Borne Pathogens (BBP) Attendance** due to Larry Duffany

30 **Vaccination Acceptance/Declination** due to Larry Duffany

CALENDAR OF EVENTS

SEPTEMBER

7 **Labor Day** (Holiday) Office of Catholic Schools Closed

9 **Curriculum Commission Meeting**, Office of Catholic Schools, 3:00 – 4:30 p.m.

10 **Principals' Advisory Council for Elementary (PACE) schools**, Office of Catholic Schools, 10:00 a.m. – 12:30 p.m. followed by lunch

14 **Meeting of the Pastors with Schools** to discuss the *Archdiocese of Hartford Handbook of Policies and Procedures for Catholic Schools*, Donnelly Parish Center, St. Rita Church, Hamden, 1:00 – 2:30 p.m.

15 **Catholic Alumni Partnership Meeting** for Pastors and Principals, Archdiocesan Center at St. Thomas Seminary, Bloomfield, Red Room, lower level, 12:00 noon – 2:00 p.m.

17 **Foundation for the Advancement of Catholic Schools**, Board of Trustees Meeting, Chancery, 4:00 – 6:00 p.m.

17 **Professional Development for Elementary Educators**, St. Rita School, Hamden (*as assigned*), 8:30 a.m. – 1:00 p.m.

18 **Professional Development for Elementary Educators**, St. Brigid School, West Hartford (*as assigned*), 8:30 a.m. – 1:00 p.m.

20 **Catholic Youth Spectacular**, Rockcats Stadium, New Britain, 12:30 – 7:00 p.m.

21 **Archdiocesan School Board Meeting**, Office of Catholic Schools, 6:30 p.m.

24 **New Principals' Meeting**, Office of Catholic Schools, 9:00 a.m. – 3:30 p.m.

24 **Connecticut Federation of Catholic School Parents**, Board of Trustees Meeting, The Catholic Center, Bridgeport, 6:00 p.m.

26-27 **HOPES Collection** taken at all Masses in all parishes of the Archdiocese of Hartford

- 27 **HOPES Dinner**, Aqua Turf Club, Southington, 5:00 p.m.
- 29 **Secondary Administrators' Meeting**, Office of Catholic Schools, 9:00 a.m. – 3:00 p.m.
- 30 **Curriculum Conversations**, St. Bridget School, Cheshire, 9:00 – 11:00 a.m.

OCTOBER

- 6 **Curriculum Commission Meeting**, Office of Catholic Schools, 3:00 – 4:30 p.m.
- 9 **Archbishop's Annual Columbus Day Breakfast**, Anthony's Ocean View, New Haven, 7:30 a.m.
- 7 **New Teacher Professional Development, Part 2**, St. Bridget School, Cheshire, 9:00 a.m. – 3:00 p.m.
- 12 **Columbus Day** (Holiday) Office of Catholic Schools Closed
- 14 **Fall Workshop**, Archdiocesan Center at St. Thomas Seminary, 4:00 – 6:30 p.m.
- 15 **New Principals' Meeting**, Office of Catholic Schools, 9:00 a.m. – 3:30 p.m.
- 20/21 **Catholic Educators Conference**, (as assigned) at St. Paul Catholic High School, Bristol
- 28 **Archdiocesan High School Consultations**, Office of Catholic Schools

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