



CATHOLIC SCHOOLS MONTH 2012

Purpose and Vision for Catholic Schools

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds. The fundamental purpose of Catholic schools is to:

- + Provide a safe, nurturing and secure environment in which **students encounter the living God** who, in Jesus Christ, reveals His transforming love and truth;
- + Partner with parents to support students in their learning and in their **search for knowledge, meaning, and truth**;
- + Create a Catholic climate that contributes to the **formation of students** as active participants in the parish community;
- + Foster a **culture of educational excellence** through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- + Promote life-long learning that advances the **development of the whole person** - mind, body, and soul; and
- + Graduate students prepared to become **productive, virtuous citizens and church leaders** who will fashion a more humane and just world.



We begin 2012 in celebration of Catholic schools month with the theme, *Catholic Schools: Faith, Academics, and Service*. This theme focuses on the three foundational pillars that make Catholic schools stand out from other educational institutions.

Students are provided with a safe, nurturing environment in which they establish a relationship with God, who in Jesus Christ reveals His transforming love and truth. In this loving relationship with God, **faith** is fostered and formed.

Catholic schools create a culture of **academic** excellence imbued with intentional best practices in teaching and learning with technology. Catholic schools are held to very high standards, promoting lifelong learning and the development of the whole person...body, mind, and spirit.

Service, the giving of one's time and effort to help others, is taught both as an expression of "faith in action" and good and responsible citizenship. Catholic schools are committed to graduating students prepared to become productive, virtuous citizens and Church leaders who will fashion a more humane and just world.

All those who serve in our Catholic schools, clergy, consecrated religious, administrators, teachers, staff, and volunteers should be most proud of the great accomplishments made in advancing these pillars of **faith, academics, and service**. May this month truly be a great celebration of you and your entire school community.

In a very special way, I thank my staff at the Office of Catholic Schools for their commitment to serve the needs of those in our schools. Rooted in Gospel values and guided by the Purpose and Vision Statement, the Office of Catholic Schools serves and supports the network of Catholic schools in the Archdiocese of Hartford as they cultivate excellence, transformational growth, and continued viability.

May God bless the students entrusted to your care. May their experiences in Catholic schools lead them to a greater appreciation for learning and a lifelong search for knowledge, meaning, and truth.

Happy Catholic Schools Month!

**Dale R. Hoyt
Superintendent of Catholic Schools**



ANNOUNCEMENTS

CONGRATULATIONS TO:

Patricia Devanney, Archdiocese Distinguished Administrator 2011-2012 and Principal at St. Anthony School, Winsted, has been selected as the New England Region recipient of the 2012 NCEA Dr. Robert J. Kealey Distinguished Principal Award. Mrs. Devanney will receive this award on April 11, 2012 at the NCEA Convention in Boston.

the **St. Paul Catholic High School** community for being featured on the Mar Jennings's (Fox CT 61 TV) blog in December. He described St. Paul Catholic High School as a place where there was "a continuous focus on giving back to the community," and the students as "charming, literate, engaging, polite, socially aware and charitable."

MaryPat Wirkus, Principal of St. Thomas School in Southington was featured in the December 18, 2011 *Record-Journal*. The article was titled *St. Thomas School Principal Maintains Classroom Presence*.

the **St. Rita School** students who continue the good works mentioned in the November 2011 newsletter. The students raised \$5,500 in support of the Clear Water Initiative which promotes simple, innovative solutions for clean water in conflict-affected areas of Northern Uganda, to honor the work of late Army Captain Benjamin Sklaver, whose family makes their home in Hamden. The organization was founded by Captain Sklaver in 2007; who was killed in 2009 by a suicide bomber in Afghanistan. Captain Sklaver's father recently shared an article with the school that appeared in the November 2011 issue of the magazine, *Redbook*, about the school's efforts to help his late son's efforts.

a team of students from **St. Thomas School, Southington**, who won first place for team research for their work in a statewide science and technology competition at Central Connecticut State University on Sunday, December 11, 2011.

PRAY FOR:

the speedy and complete recovery of **Kathleen Madej**, Principal of St. Christopher School, East Hartford, following surgery this month.

the continued recovery of **Dennis Barry**, the husband of Rita Barry, a current member of the Archdiocesan School Board and retired Principal of St. Bridget School, Manchester.

the speedy recovery of **Angela Caravaca**, beloved kindergarten aide at St. Paul School, Kensington.

ADMINISTRATION

National Catholic Educational Association (NCEA) Convention, Highlighting Arch/Dioceses in New England: The Office of Catholic Schools invites schools and parish religious education programs to submit photos/slides representing students work that will be shown on digital displays throughout the Hynes Convention Center. Pictures may include art work, inventions, displays, or other clear images that are supported by media file types: BMP (bitmap), TIFF (Tagged Image File Format), JPEG (Joint Photographic



Experts Group), and PNG (Portable Network Graphic). Accepted file type resolution is 1366 X 768. You may include information on photo/slide regarding school name or parish. Schools and parish school religious education programs must have on file signed photo releases before submitting to the Office of Catholic Schools. Limit is three (3) photos/slides per school and parish school of religious education. Please send your electronic photo/slide to Leslie Nelson, Office Manager, at lnelson@adh-ocs.org on or before January 13, 2012.

iPad2 for Administrators: The Office of Catholic Schools will develop in January an on-line blog for questions and answers, best practices, and the exchange of ideas with use of the iPad2. We will keep you posted when the blog becomes active.

Archbishop's St. Patrick's Day Breakfast Hosted by the Foundation for the Advancement of Catholic Schools (FACS) is planned for Friday, March 16, 2012 at the Connecticut Convention Center in Hartford from 7:30 – 9:00 a.m. The guest speaker is Rev. James Martin, S.J., an award-winning author and sought-after commentator on religion and spirituality in the national and international media. For those familiar with The Colbert Hour, Rev. Martin is a frequent guest and contributor, and has appeared on all the major radio and television networks and in venues as diverse as NPR, PBS, CNN, MSNBC, The History Channel, the BBC and Vatican Radio. In addition to his years spent improving the lives of many in Jamaica and Kenya, he has worked with gang members from the inner city of Chicago and served as chaplain in a Boston prison.

Proceeds from this event provide support for FACS to provide student scholarships and fund special projects at Catholic schools in 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 attending our Catholic schools.

For information on sponsorship opportunities, advertising in the breakfast program, or to purchase tickets, please contact Shirley Ziolkowski at Sziolkowski@facshartford.org or call 860.761.7499. Shirley will be pleased to send an eFlyer that may be forwarded to friends and family. Please visit <http://facshartford.org/Events.html>.

International Students: Principals and admissions directors are asked to report the enrollment status of all international students to Larry Duffany by January 16, 2012. This information is vital to ensuring compliance with SEVIS regulations.

Asbestos Management: Principals and/or designated persons should be conducting the second Semi-Annual Surveillance of Asbestos report in their schools. Copies of the surveillance report are to be sent to Larry Duffany at the Office of Catholic Schools no later than January 10, 2012.

Safe Environment Program: School Personnel and Volunteer Census information will be reviewed during January. Larry Duffany will be contacting schools to address any gaps in school reports throughout the month.



Adult Faith Formation Classes: January 4, 2012 is the registration deadline for Cycle 1 Faith Formation courses through the University of Dayton. Courses begin on January 8, 2012.

The Prayer of the Month, written by **Isabella Kunze**, a fifth grade student at **Saint Joseph School, Meriden**, will be featured on the Office of Catholic Schools' website for January.

CURRICULUM

Catholic School Spelling Bee: The Connecticut State Council Knights of Columbus will conduct the annual spelling competition for fourth, fifth, and sixth grade students. Schools are asked to hold in-school competitions at each grade level and provide the names and addresses of one winner and one alternate from each grade by January 27, 2012. Winners will be invited to the regional competitions in February and March. The championship is scheduled for April 15, 2012. Mark Valerio can be contacted at mavalerio@comcast.net or 203.879.3577. For further questions, contact Valerie Mara at vmara@adh-ocs.org.

Developmental Reading Assessment (DRA) II: Please contact Val Mara at vmara@adh-ocs.org if interested in DRA II training. In working with a new representative, a one-day training workshop will be organized; each participating school will split the cost of the one session at a discounted price.

College Boards' Data Analysis Workshop: Based on the feedback from the high school consultations, a common interest surfaced in creating data teams to more effectively use PSAT data to inform programs and instruction. In accordance with this, and at no cost to the schools, College Board representatives will provide a workshop on January 23, 2012 to address this need. To register administrators or teachers, contact Valerie Mara at vmara@adh-ocs.org by January 16, 2012.

ADVANCEMENT

Parent Satisfaction Survey: School administrators are reminded to encourage current school parents to complete the Parent Satisfaction Survey that is posted on the Office of Catholic Schools' website. The survey will be up until the end of January to allow parents sufficient time to respond regarding their level of satisfaction with the school their children attend. Please promote this user-friendly survey so that we may all obtain valuable parental input.

High School Collection: The High School Collection will be taken in all parishes of the Archdiocese on the weekend of January 21/22. Early in January, each school will receive copies of the poster promoting this collection. School administrators are asked to display the poster prominently in order to publicize this important collection which supports our secondary schools.

Periodic Inquiry and Source Report: Administrators are reminded to submit the Inquiry and Source Report for the period of October to January by **February 6**. The submission of the data has been facilitated by creating an online process accessed via the Administrators Login on the Office of Catholic Schools' website. Simply enter the school code (the same code used for completing the Census) in the box corresponding to the October to January report and select "Submit." The appropriate report will appear and data can be entered. When the report is done, check the "Report is Fully Completed" box, then select "Submit" and the data will be sent to the Office of Catholic Schools.

HOPES Grants: Elementary administrators are reminded that the HOPES Grant application will be posted to the Office of Catholic Schools' website in January. The applications will be due back to the Office of Catholic Schools by March 23.

FACTS Software Training: Questions and challenges regarding the advancement software can be addressed to our primary contact person at FACTS – Steve Ulrich (sulrich@factsmgt.com), who is working to ensure that support is timely and comprehensive.



Upcoming training sessions for elementary schools utilizing the FACTS Donor Management System include the following opportunities to enhance your knowledge and abilities, have questions answered, and challenges addressed:

- Webinar session on **Tuesday, January 10 at 10:00 a.m. EST** – link into the online session and attend a FACTS class designed to help you perform typical data management tasks (60 – 90 minutes in length).
- Conference call on **Thursday, January 26 at 10:00 a.m. EST** – dial into the call and have your specific questions answered, or simply listen and learn (30 – 45 minutes in length).

Emails containing information on how to connect to the webinar and the conference call will be sent by Anne Clubb to the principals of those schools utilizing FACTS, who may forward to all those who wish to participate. Feel free to submit questions about FACTS training or suggest topics to be covered to Anne Clubb at aclubb@adh-ocs.org.

FINANCE

Reminder of the Submission Process for the New England Association of Schools and Colleges (NEASC) Archdiocesan Report on School Finances: The Office of Catholic Schools has established a policy concerning the signing of the NEASC Archdiocesan Report on school finances as follows:

- **Please complete the form and make two copies. The pastor must initial each completed line item on one of the copies, indicating his input and approval.**
- **Send both copies (one initialed and the other not initialed)** to Kenneth Przysiecki, Director of School Finances, at the Office of Catholic Schools.
- If a current *Compilation Report* has not been submitted yet for the last completed school year, one must be prepared by a Certified Public Accountant (CPA) and submitted at this time as well. It is a requirement that a CPA complete the *Compilation Report* **every year**.
- Please allow at least two weeks for the review and signature process.

Collaboration with the Capitol Region Education Council (CREC): The Archdiocese of Hartford is now in its fourth year using CREC as a cooperative purchasing program where substantial cost savings can be obtained on school supplies, machines, services, etc. To obtain access to the most up-to-date bid information, visit www.crec.org/coop, and click on the second bullet in the green box entitled Awarded Bids. Contact Jim Giangreco, Administrative Assistant to Ken Przysiecki, at jlgiangreco@adh-ocs.org to obtain the username and password, which must be kept confidential. Jim Giangreco will be pleased to familiarize you with the entire CREC process; please contact him at 860.242.4362, ext. 2653, or by email. You can also contact Edward Arum of CREC at edarum@hotmail.com or 860.309-7913, or Cara Hart at chart@crec.org, 860.524.4021.

Preliminary Budget Template for the 2012/2013 School Year: The template for the Preliminary Budget for the 2012/2013 school year will be posted on the Office of Catholic Schools' website by January 3, 2012. Benefit information will be supplied a week or so later as the information may not be available until then. An update on this information will follow in the January 2012 newsletter.

SCHOOL BOARD

Casual Conversations with School Board Chairs, Pastors, Principals, and Chief Administrators: The next series of conversations will be held on February 15, 2012, at St. Bridget School, Cheshire, from 5:00 – 7:00 p.m. Please join in facilitated discussions to address all school board questions and concerns. Topics may either be emailed ahead of time or raised during the program. Dinner will be served. RSVP to Maria Maynard, Assistant Superintendent of the Office of Catholic Schools, at mmaynard@adh-ocs.org by February 4 with your name and that of the school and town. If you do not receive a reservation confirmation reply by February 4, please call 860.242.4362.

DUE DATES

JANUARY

- 10 Asbestos Semi-Annual Surveillance Report** to Larry Duffany at lduffany@adh-ocs.org, fax 860.242.8683 or U. S. mail
- 16 RSVP to College Boards' Data Analysis Workshop** to Valerie Mara at vmara@adh-ocs.org
- 16 Status Report on International Students** to Larry Duffany at lduffany@adh-ocs.org
- 17 Elementary School December Cash Flow Report** to Ken Przysiecki via jlqiangreco@adh-ocs.org

EVENTS

JANUARY (CATHOLIC SCHOOLS MONTH)

- 2 New Year's Holiday** (Office of Catholic Schools Closed)
- 5 Taping of Catholic Schools Month Radio Messages**, Office of Radio and Television (ORTV), Prospect, CT, 10:00 a.m. – 1:00 p.m.
- 10 FACTS Software Training Webinar**, 10:00 a.m. EST (Link provided by Anne Clubb via email)
- 12 Secondary Administrators Meeting**, Office of Catholic Schools, 10:00 a.m. – 2:00 p.m.
- 16 Martin Luther King, Jr. Day** (Office of Catholic Schools Closed)
- 18 Archdiocesan School Board, Committee Chairs**, Teleconference Meeting
- 21/22 High School Collection**, all parishes in the Archdiocese of Hartford
- 23 College Boards' Data Analysis Workshop**, for High School Administrators and Educators, Archdiocesan Center at St. Thomas Seminary, 9:00 a.m. – 12:30 p.m.
- 26 FACTS Software Training Conference Call**, 10:00 a.m. EST (Dial-in provided by Anne Clubb via email)

FEBRUARY

- 7 Principals Advisory Council for Elementary (PACE)**, Office of Catholic Schools, 10:00 a.m. – 12:30 p.m., (lunch follows)
- 9 New Elementary Principals Meeting**, Office of Catholic Schools, 8:30 a.m. – 3:00 p.m.
- 15 Casual Conversations with School Board Chairs, Pastors, Principals, and Chief Administrators**, St. Bridget School, Cheshire, 5:00 – 7:00 p.m.
- 17 New Secondary Administrators Meeting**, Office of Catholic Schools, 9:00 a.m. – 2:00 p.m.
- 20 Presidents' Day** (Office of Catholic Schools Closed)
- 22 Ash Wednesday**
- 23 Year Two Elementary Principals Meeting**, Office of Catholic Schools, 8:30 a.m. – 1:00 p.m.



- 23** **Foundation for the Advancement of Catholic Schools (FACS)**, Board of Trustees Meeting,
Chancery, 4:00 – 6:00 p.m.
- 29** **Catholic Schools Civics Day**

REFLECTION

I shall pass through this world but once.
Any good therefore that I can do or any kindness that I can show to any human being
let me do it now.
Let me not defer or neglect it for I shall not pass this way again.
(Mahatma Gandhi)