

# VISION



NEWSLETTER OF THE OFFICE OF CATHOLIC SCHOOLS  
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## SUPERINTENDENT'S MESSAGE

February 1, 2010



### THOUGHT OF THE MONTH!

**"A Catholic school that  
is a Christian  
community is capable of  
small miracles on a  
daily basis."**

**-Weathering the  
Storm (2009)**

### VISION EDITOR

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### Catholic Alumni Partnership (CAP) is Reconnecting

The vision for CAP is to create a sustainable fundraising program for every elementary/middle school, with alumni support as its foundation. Since our first mailing, the Office of Catholic Schools has received a tremendous number of responses from the alumni capturing their experiences of Catholic school education in the Archdiocese of Hartford. Below is a sampling of the comments received:

*"My favorite teacher was Sister Rosarita. I remember when she would play the piano, and we would march around the room every time we donated a penny to the missions on Friday." - **Assumption School, Ansonia***

*"I loved it. I was an altar boy, and played many sports. Mr. Mark Monnerat was a great teacher, educator, mentor and coach. He taught me to be a man." - **St. Matthew School, Bristol***

*I currently keep in touch with several friends that I met at St. Rose including some new members that I communicate with on Facebook. How wonderful to hear that Mr. Termine is still teaching. We all loved him. In fact, I still quote one of his favorite expressions to my sons when they are getting ready: "Quickly, quickly like little bunnies. Slowly, slowly like little snails!" - **St. Rose School, East Hartford***

*Having now pursued a career in music, theatre, and the arts, the St. Rita School Annual Musical is what started it all for me! Joseph and the Amazing Technicolor Dreamcoat (1997), The Music Man (1998), and Annie (1999). - **St. Rita School, Hamden***

*Mrs. Calamita was my favorite teacher. She taught 3<sup>rd</sup> grade while I attended St. Stephen. She always made us feel happy to be at school and always made our lessons fun. I am so glad she is still teaching at St. Stephen. Both of my nieces had her as their teacher. - **St. Stephen School, Hamden***

*[Catholic school education] established a moral base for which I'm grateful. I'm also grateful for the education and guidance that the Sisters of St. Joseph extended to all. They were great "girls" – I've never forgotten them. I didn't make it easy for them!* - **St. Augustine School, Hartford**

*Principal Mrs. Hogan, Sister Margaret, 8<sup>th</sup> grade teacher, friends, uniforms... best time of my school years.* - **St. Gabriel School, Milford**

*My father worked two jobs to send his 6 children to Catholic school. In 1980, the Lord called him home. I thank him often for his choice and sacrifice, through prayer. I am a much better person for it. My parochial, elementary education has given me an edge in my daily life.* - **St. Peter - St. Francis of Assisi School, Torrington**

*Too many good memories to list. There was a lot of stability in spending 8 years with the same class and friends. The sisters were key in forming our values along with our families, and this is missing in public schools. My four boys also went to Catholic school.* - **Our Lady of Mt. Carmel School, Waterbury**

*My greatest memory at St. James School is the Sisters of Mercy. These wonderful women devoted their lives to our education. They gave me an excellent base of knowledge, respect for authority and other people, and morality.* - **St. James School, Manchester**

*The favorite sisters were Sr. Veronica and Mother Superior. I really loved to go to school there because you received a great education and the teaching was the best.* - **Our Lady of Mt. Carmel School, Meriden**

*Most importantly, I appreciated all of my religious teachers and their mission to make us whole individuals, prepared for life.* - **St. Francis of Assisi School, Naugatuck**

*As with my two brothers and four sisters who attended, there are a lot of memories. My favorite nun was our Principal, Sr. Virginia. She was so "cool" for a nun. Very smart, energetic, and athletic. She use to surf!* - **St. Mary School, Newington**

*The curriculum was hard but it prepared me for further education. Also, it kept me focused on God and the importance of respect and being good to others.* - **St. Thomas School, Southington**

*I always loved the time just after lunch when Mrs. Drucker (grade 3) would read a chapter from a Nancy Drew or Hardy Boys Mystery. Sometimes we were able to convince her to read a second chapter and when she did the class broke into a cheer!!* - **Holy Trinity School, Wallingford**

*I loved all of my BSS teachers! Sister Jean was a wonderful principal as well – I'd love to know where she is now!* - **Blessed Sacrament School, Waterbury**

*One of my favorite teachers at CCS was Mrs. Phyllis Murphy. I was thrilled to have her attend my wedding in 2004. We are still in touch today.* - **Corpus Christi School, Wethersfield**

*Thank you for finding me!! I want to help!!* - **St. Thomas the Apostle School, West Hartford**

These testimonies truly tell the story of our legacy in Catholic schools education. How deeply gratifying to read testimonials regarding consecrated religious women and men, and the lay educators who have transformed the lives of so many by fulfilling the call to teach the message of Christ, to build communities of faith, and provided service to community. Thank you!

Please look to future editions of *Vision* as more samplings of the alumni testimonial are captured, and support the work you do in Jesus' name, affirming that Catholic schools provide *Education for a Lifetime*.

## ANNOUNCEMENTS

### CONGRATULATIONS TO:

**Rev. Msgr. John P. Conte and Rev. Lawrence S. Symolon**, Pastors of Our Lady of Mercy School, Madison, who were nationally recognized by the National Catholic Educational Association as the 2009-2010 Distinguished Elementary School Pastors.

**Mrs. Mary Macunas**, Principal of St. Rose School, East Hartford, who was nationally recognized by the National Catholic Educational Association as the 2009-2010 Distinguished Elementary School Principal.

the students of **Northwest Catholic High School, West Hartford**, who were featured on NBC 30 news on January 5, 2010 when the halls were awashed in pink in support of Brendan Lemp '10, whose mother had breast cancer surgery that day. More than 300 students were clad in pink tights, shoes, shirts, and ties, in support of Mrs. Lemp and her family. We are pleased to report that Mrs. Lemp's prognosis is excellent.

the students of **Notre Dame High School, West Haven**, who were featured in an article in the *New Haven Register* on January 16, 2010, regarding their fundraising efforts to assist the clergy and the religious serving in the Brothers of the Holy Cross in Haiti. Paying \$5.00 to trade their usual ties and tucked-in shirts for casual attire, they collected \$4,500 to purchase supplies for the Haitian earthquake victims.

the administrators, students, and staff of **Notre Dame High School, West Haven**, who were featured on WFSB, Channel 3 on January 22, 2010, as a *Cool School*.

**Jo-Anne Gauger**, Principal of St. Peter/St. Francis of Assisi School, Torrington, on the birth of her grandson, Nicholas, on January 20.

### PLEASE PRAY FOR:

the continued comfort and peace for Sr. JoAnne Lewko.

the speedy recovery of **Norman Newell**, the husband of Diane Newell, Administrative Assistant to Sr. Kathleen Fitz Simons, Assistant Superintendent, and Anne Clubb, Director of School Advancement.

the repose of the soul of **Emilia Tavares**, mother of Jack Tavares, Principal, Our Lady of Mt. Carmel School, Waterbury, who entered into eternal life on January 24, 2010. May the soul of Emilia Tavares rest in peace!

## CATHOLIC IDENTITY

The Prayer of the Month, written by **Andie Murphy**, a fifth grade student at St. Brigid School, West Hartford, will be featured on the Office of Catholic Schools' website for February.

**Roman Missal Discussion:** Monsignor Anthony F. Sherman, Executive Director of the Secretariat of Divine Worship, will discuss the forthcoming third edition of the *Roman Missal* on March 20, 2010, at the St. James Parish Center, Rocky Hill, from 9:00 a.m. to 2:30 p.m. Monsignor's presentation will be of interest to anyone who is considering catechesis of the revised translation, or is otherwise involved with the Liturgy. Advance registration is required as space is limited. The \$35.00 registration fee includes coffee and pastry, and lunch. For more information contact Lucy Zocco, Associate Director, Office for Divine Worship at [llzocco@aol.com](mailto:llzocco@aol.com) or 860.761.7442.

**2010 Catholic Youth Spectacular:** The Youth Spectacular will be held Sunday, September 12, 2010, at the Archdiocesan Center at St. Thomas Seminary, Bloomfield, from 2:00 – 7:00 p.m. There is a very significant discount for early registration. Call Shawnee Baldwin at the Office of Religious Education at [sbaldwin@adh-ore.org](mailto:sbaldwin@adh-ore.org) or 860-243-9465, ext. 20 for more information. We hope to see great representation from our Catholic schools! The Spectacular is open to students in grades seven through college.

**Clarification of University of Dayton Courses:** Educators from the Archdiocese of Hartford should not sign up for the University of Dayton's certificate programs as the Office of Catholic Schools will issue the final certificate. Those who wish to continue studies may sign up for the University's certificates after completing the six courses required by the Archdiocese.

When completing the course work, educators from the Archdiocese of Hartford are not required to read any of the optional assignments, and are not obligated to complete any exercise indicated for "Certificate Students Only." These readings and exercises are for those participants who have signed up for a program of studies through the University of Dayton.

## ADMINISTRATION

**Earthquakes in Haiti, A Call for Help!:** Catholic Relief Services (CRS), the official international humanitarian agency of the U.S. Catholic Church, is responding to victims of the massive earthquake in Haiti. To donate, please visit [www.crs.org](http://www.crs.org), call 1-877-HELP-CRS, or send a check to Catholic Relief Services, P.O. Box 17090, Baltimore, MD 21203-7090.

**Connecticut Federation of Catholic School Parents (CFCSP):** Administrators are requested to link the CFCSP website address, [www.ctfcsp.org](http://www.ctfcsp.org) to the school's website. The website includes information on legislative initiatives that impact our Catholic schools, and parents will find it most informative.

Administrators and school liaisons are asked to reserve the following dates:

- ❖ **February 8 – 12** – Catholic Schools' Civics Week
- ❖ **February 24** – Catholic Schools' Day at the State Capitol from 9:00 a.m. to 12:00 noon, RSVP form required and due by February 19 to John Cattelan, Director of CFCSP, at [jcattelan@ctcatholic.org](mailto:jcattelan@ctcatholic.org)
- ❖ **February 24** – Liaison training and a legislative reception follow in the Legislative Office Building from 4:00 to 6:00 p.m. and 6:00 to 8:00 p.m., respectively.

**Archbishop Mansell's 10<sup>th</sup> Annual St. Patrick's Day Breakfast:** The Foundation for the Advancement of Catholic Schools will be hosting the *Archbishop's 10<sup>th</sup> Annual St. Patrick's Day Breakfast* on Tuesday, March 17, 2010 from 7:30 – 9:00 a.m. at the Connecticut Convention Center in Hartford. This lively event has become a favorite way to celebrate St. Patrick's Day and support Catholic schools in the Archdiocese of Hartford. The Breakfast features great food and Irish themed entertainment by Catholic school students.

We are proud to announce that Admiral William J. Fallon (Retired) is scheduled to be the speaker for the Breakfast. Admiral William J. Fallon retired from the U.S. Navy after a distinguished 40 year career of military and strategic leadership. He has led U.S. and Allied forces in eight separate commands and played a leadership role in military and diplomatic matters at the highest levels of the U.S. government. As head of U.S. Central Command, Admiral Fallon directed all U.S. military operations in the Middle East, Central Asia and Horn of Africa, focusing on combat efforts in Iraq and Afghanistan.

For information on sponsorship opportunities, advertising in the breakfast program, or to purchase/order tickets, please email Shirley Ziolkowski at [szolkowski@facshartford.org](mailto:szolkowski@facshartford.org) or call 860.761.7499. You don't have to be Irish to join the fun! Let your friends and family know about the event, too.

## CURRICULUM

**National Catholic Partnership on Disability (NCPD):** The NCPD is sponsoring a webinar on February 16, 2010, from 3:00 to 4:00 p.m., which will focus on serving students with special needs in Catholic high schools. The webinar will provide an opportunity for participants to hear from administrators and teachers who have found success in accommodating students with disabilities. It is hosted by Maria Powell, Executive Director, Secretariat of Catholic Education, U.S. Conference of Catholic Bishops, in collaboration with Karen Tichy, Ph.D. of the Archdiocese of St. Louis, and Doreen C. Engel, M.A. of the Archdiocese of Washington. For more information or to register visit [www.ncpd.org](http://www.ncpd.org) or contact Dr. Nancy Thompson at [nthompson@ncpd.org](mailto:nthompson@ncpd.org) or 319.270.6923.

**Oral Language Assessment Resource:** A great deal of research has been conducted in the field of oral language development as literacy acquisition is dependent on oral language abilities and skills. This year, primary grade teachers are specifically assessing and grading students' development of oral language skills based on the standards put forth in the Archdiocesan Language Arts Curriculum Standards. A PowerPoint presentation, "Teaching and Assessing Oral Language," has been created to assist teachers in developing oral language assessments and learning strategies. Please visit the Office of Catholic Schools' website, and select Office of Catholic Schools on the left hand side of the home page, then click Curriculum, and browse the Resources page.

**Special Education Laws in Connecticut:** Many administrators have requested revised information concerning special education referrals. The State of Connecticut has adapted a Response to Intervention (RTI) framework called Scientific Research Based Intervention (SRBI) as its model for diagnosing students with learning disabilities. This is a multi-tiered approach for providing services and interventions to struggling learners before referrals are made. SRBI emphasizes the vital role general education plays in the early intervention process and utilizes scientific and research-based instructional practices. For more information on Connecticut's framework and what this means to Archdiocesan elementary and high schools, visit the Office of Catholic Schools' website, and select Office of Catholic Schools on the left hand side of the home page, then click Curriculum, and browse the Resources page, to access the PowerPoint presentation, "ADH Response to Intervention."

**Save the Date – March 9, 2010, Federal Grant Programs Professional Development for Principals:** In cooperation with Catapult Learning, we are privileged to welcome Michelle Doyle, Chief Executive Officer of Michelle Doyle Educational Consulting, who will provide invaluable information and inservice to elementary and secondary administrators, or their representatives, regarding optimizing federal programs and funds for Catholic schools. Michelle Doyle is one of the nation's leading experts in the field of private education. Most recently, she was the Associate Director at the United States Conference of Catholic Bishops (USCCB). Prior to working at the USCCB, Michelle staffed and directed the Office of Non-Public Education at the U.S. Department of Education for 10 years. Her particular expertise is the participation of private school students, parents, and teachers in federal education programs. Look for an invitation from Catapult Learning via both U.S. mail and email this month.

**"OCS Multiplication Challenge" for Grades 4-8:** Break out of the winter blues! The Office of Catholic Schools has begun an initiative to support the important challenge of improving math computation scores and performance in grades 4 through 8. While not obligatory, all elementary schools are invited to accept this challenge starting February 1, 2010. The entire informational and resource packet is available to you, your teachers, and parents on the Office of Catholic Schools' website. Please select Office of Catholic Schools on the left hand side of the home page, then click Curriculum, then Resources, and scroll to "OCS Multiplication Challenge." The Office of Catholic Schools will track the progress made from pre-test to post-test, and the class that shows the most improvement in multiplication facts over the two month period will receive a wireless tablet from RM Education!

**Iowa Test of Basic Skills (ITBS) Testing Preparation:** To browse tips to maximize organization of the ITBS tests, please visit the Office of Catholic Schools' website, and select Office of Catholic Schools on the left hand side, then Administrators' Login, and click Secure Downloads. Under Curriculum, click "ITBS Testing Preparation." Included are tips for students for whom accommodations or modifications have been implemented this school year.

**Connecticut Private School Summit:** Confirmations of workshops, agendas, and detailed information will be emailed this month to those registered for this event to be held April 7 and 8 at Sacred Heart University, Fairfield. We look forward to working together with teaching professionals from private schools throughout Connecticut for this train-the-trainer event. Contact Valerie Mara at [vmara@adh-ocs.org](mailto:vmara@adh-ocs.org) or 860.242.4362 with questions.

**Knights of Columbus Spelling Bee:** Reports for all local winners are now due to Mr. Ron Scoville, State Chairman for the contest. Contact Larry Duffany at [lduffany@adh-ocs.org](mailto:lduffany@adh-ocs.org) or 860.242.4362, ext. 136, with questions. The state final will be held at the Archdiocesan Center at St. Thomas Seminary, Bloomfield, on April 11, 2010, beginning at 1:00 p.m.

## ADVANCEMENT

**Online Parent Satisfaction Survey:** A brief Parent Satisfaction Survey will be posted on the Office of Catholic Schools' website in February. All administrators and teachers are asked to encourage parents to complete the survey, which will provide our office and the schools with critical data regarding the level of parent satisfaction. Please link your school's website to the survey when it is posted this month.

**Calendar Change Alert:** Please note that the date of the Spring Advancement Workshop has been changed from Wednesday, May 5 to **Tuesday, May 4, 2010**. Shana Ruffner, Director of Admissions and Communications at Padua Academy, Wilmington, DE, will be presenting on "Enrollment Management."

**Periodic Inquiry and Source Report Reminder:** School administrators are asked to submit their Periodic Inquiry and Source Reports for the time span of October 2009 – January 2010 by **February 8, 2010** to Anne Clubb via [dnewell@adh-ocs.org](mailto:dnewell@adh-ocs.org).

**Parent Ambassador Information:** Those administrators and ambassadors who attended the December 16, 2009 Parent Ambassador Program Workshop presented by Richard Burke will remember that he encouraged each school to prepare a document describing "The Graduate at Graduation," which would provide an overview of how the school fully prepares its students for life. This document should be used by the school's Parent Ambassadors in their recruitment efforts. A sample is now posted on the Office of Catholic Schools' website for your reference. Select Office of Catholic Schools on the left hand side of the home page, then click School Advancement, then Resources, and scroll to the Parent Ambassador listing.

## FINANCE

**Preliminary Budget Due Dates:** The high school preliminary budgets are due February 16, 2010. The elementary preliminary budget due date has been changed to March 1, 2010.

**2010-2011 Projected Retention and Enrollment Report for Elementary and Secondary Schools:** To download this report from the Office of Catholic Schools' website, select Office of Catholic Schools on the left hand side of the home page, then Administrators' Login, and click Secure Downloads, then click Finances. This report is **required** to be completed and emailed to Ken Przysiecki, CPA, Director of School Finances, via his assistant, Jim Giangreco, at [jlgiangreco@adh-ocs.org](mailto:jlgiangreco@adh-ocs.org) on the following dates: **March 1, 2010**, April 1, 2010, May 1, 2010, June 1, 2010, July 1, 2010, August 1, 2010, and Opening Day, 2010 in order to assess enrollment trends within the Archdiocese.

**Projected Cash Position for Schools:** Now is the time to project (estimate) your cash for the coming months, through June 30, 2010. Please have your business manager or bookkeeper visit the Office of Catholic Schools' website at [www.catholic-schoolshartford.org](http://www.catholic-schoolshartford.org) for a revised copy of the "Cash Flow Template" to assist in this computation. Changes to the form result in the ability to record and compare both "budget" and "actual" amounts. The basic components of the computation are as follows:

- Record cash as of February 1, 2010
- Determine tuition receivables as of February 1, 2010
- Determine tuition yet to be billed for the school year
- Of the two tuition components above, determine how much will be collected between now and June 30, 2010. Plot the expected tuition by month in the "Budget" column of the template.
- Plot salaries, benefits, and all other expenses for the rest of the year in the "Budget" column, as well.

This will determine your expected available cash (or cash shortfall) at June 30, 2010.

Each month update the "Actual" column and determine the variance (difference) between actual and projected figures. This will allow you to adjust and take action accordingly.

In these economic times, it is advisable to be keenly aware of cash flow in order to have sufficient time to respond to any shortage. Please do not hesitate to contact Ken Przysiecki, CPA, Director of School Finances, at [kprzysiecki@adh-ocs.org](mailto:kprzysiecki@adh-ocs.org) or his assistant, Jim Giangreco, at [jlgiangreco@adh-ocs.org](mailto:jlgiangreco@adh-ocs.org), or call 860.242.4362 for assistance.

## DUE DATES

### **FEBRUARY**

- 8** **Periodic Inquiry and Source Report** due to Anne Clubb via [dnewell@adh-ocs.org](mailto:dnewell@adh-ocs.org)
- 12** **High School Corporation Reports** due to Dale R. Hoyt via [gkeene@adh-ocs.org](mailto:gkeene@adh-ocs.org)
- 16** **High School 2010-2011 Preliminary Budgets** due to Ken Przysiecki at [kprzysiecki@adh-ocs.org](mailto:kprzysiecki@adh-ocs.org)
- 19** **RSVP to Catholic Schools Day at the State Capitol** due to John Cattelan, Director of the Connecticut Federation of Catholic Schools, at [jcattelan@ctcatholic.org](mailto:jcattelan@ctcatholic.org) or fax to 860.525.0750
- 22** **Archdiocesan School Board Committee Reports** due to Dale R. Hoyt via [gkeene@adh-ocs.org](mailto:gkeene@adh-ocs.org)

## EVENT DATES

### **FEBRUARY**

- 1** **OCS Multiplication Challenge Begins**, Visit Office of Catholic Schools' Website for Details, February 1 – March 26
- 8 – 12** **Catholic Schools' Civic Week**, hosted by Connecticut Federation of Catholic School Parents
- 11** **New Principal Meeting**, Office of Catholics School, 8:30 a.m. – 3:30 p.m.
- 15** **President's Day** (Holiday – Office of Catholic Schools Closed)
- 17** **Ash Wednesday** (Day of Fasting and Abstinence)
- 24** **Catholic Schools Day** hosted by Connecticut Federation of Catholic School Parents, State Capitol, Hartford, All Day,
- 24** **Liaison Training Sessions**, hosted by CT Federation of Catholic School Parents, Legislative Office Building, Hartford, 4:00 – 6:00 p.m.

- 24** **Legislative Reception for Liaison, Administrators, and Friends of Catholic Schools**, hosted by CT Federation of Catholic School Parents, Legislative Office Building, Hartford, 6:00 – 8:00 p.m.
- 25** **Principals’ Advisory Council of Elementary (PACE) Schools Meeting**, Office of Catholic Schools, 10:00 a.m.

**MARCH**

- 1** **Archdiocesan High School Consultations**, Office of Catholic Schools, 8:30 a.m. – 4:30 p.m.
- 1-18** **ITBS/CogAT Testing**, Elementary Schools
- 2** **Curriculum Commission Meeting**, Office of Catholic Schools, 3:00 – 4:30 p.m.
- 2** **Foundation for the Advancement of Catholic Schools Board of Trustees Meeting**, Chancery, 4:00 p.m.
- 5** **Professional Development for Secondary Teachers**, Northwest Catholic High School, West Hartford, 8:30 a.m. – 1:00 p.m.
- 8** **Archdiocesan School Board Meeting**, Office of Catholic Schools, 6:30 p.m.
- 9** **Federal Grant Programs Professional Development for Principals**, Archdiocesan Center at St. Thomas Seminary, Alumni Lounge, 9:00 a.m. – 3:00 p.m.
- 17** **Annual Archbishop’s St. Patrick’s Day Breakfast**, Connecticut Convention Center, Downtown Hartford, 7:30 a.m. (Doors open at 7:00 a.m.)
- 18** **New Principal Meeting**, Office of Catholic Schools, 8:30 a.m. – 3:30 p.m.
- 23** **Curriculum Conversations**, St. Stanislaus School, Meriden, 9:00 – 11:00 a.m.
- 26** **High School Corporation Meetings**, Chancery, 9:30 a.m. – 12:00 noon
- 30** **Mass of Chrism**, Cathedral of St. Joseph, Hartford, 11:00 a.m.



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