

THE ARCHDIOCESE OF SAN ANTONIO
ENTRUSTING OUR CHILDREN TO CATHOLIC SCHOOLS
DEPARTMENT OF CATHOLIC SCHOOLS NEWS

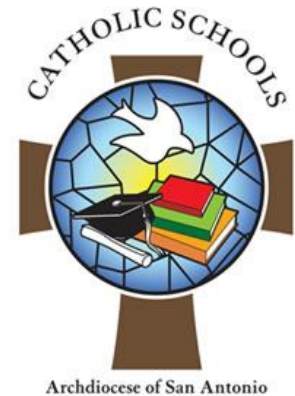
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**“Do not be anxious about anything, but in everything,
 by prayer and petition, with thanksgiving,
 present your requests to God.
 And the peace of God, which transcends all understanding,
 will guard your hearts and your minds in Christ Jesus.”**

(Philippians 4:6-7)



ADMINISTRATION

Reminder for Khaki and Plaid Gala – Please support Catholic education for all by creating an exhibit in your school entry or parish hall for awareness of our primary fundraising event to give “Hope for the Future” for all families that want a Catholic education for their children and to help sustain all of our Catholic schools. Catholics helping Catholics....it’s what we do.

Many thanks to all of our school staff for their participation in the Catholic Schools Preview Night held on Nov. 4th at UIW. The exhibits were outstanding and serve to affirm all the great opportunities for families seeking a Catholic education. This is a wonderful opportunity for us to come together as a school family and at the same time providing awareness to the broader community of the good work that Catholic schools do to assist families in the formation of our students both spiritually and academically. Wonderful exhibits!!

Advancement Inc. Catholic School Development and Marketing school consultant, Terri Farholm, workshop on Nov. 17th. This was a great opportunity to learn more about school marketing through websites, development strategies and the capital campaign process. **Contact** Julie Seguin, Hope for the Future, for additional information.. Thank you to all who attended

INSIDE THIS ISSUE:	
Administration	1
Curriculum	3
development	4
GRANT DUE DATES	5
Finance	5
PERSONNEL	6
health	6
announcements	7
Calendar	8

ADMINISTRATION CONT...

Assistant Principal Workshop – The 2009 workshop for Assistant Principals/ Administrative Team Members for both elementary and secondary schools is being held on **Wednesday, November 18th**. Geri Telepak, Director of the Department of Religious Education and Formation for the Diocese of Austin will be the presenter.

The day will focus on the spiritual and practical aspects of conflict and conversion in the daily ministry of working with students, parents, and faculty/staff members. Due date for registration and fee (\$30) was November 11th. The registration form is located on Admin login and send to Lottie Lopez. Each school is asked to send a representative.

Secretaries Workshop- A workshop for school secretaries (and other clerical staff you may want to send) will be held on **Friday, January 12, 2010** from 9:30 am -3:30 pm at the Oblate Renewal Center. The presenter for the day will be Sr. Frances Briseño OSB, recognized for her ministry in Catholic schools and parishes. The cost is \$30.00 which includes lunch. For more information, the registration form will be posted on the Admin Login of the DCS website. Please consider providing this opportunity for your staff members.

Principals' Meeting – All principals will join together on **Thursday, January 14th** at **Moye Center in Castroville**. The day will begin at 8:30 with opening prayer at 9:00 am. A short business meeting will be followed by a spirit driven day lead by Sr. Carol Cimino. Sr. Carol has been a teacher and an administrator at all levels of Catholic education and currently co-directs the Catholic School Leadership Institute at [Manhattan College](#). She was also a development director for three high schools and continues to teach and give workshops on the marketing of Catholic schools.

Sr. Carol has written numerous articles for education journals. Her book, *Ensuring a Future Full of Hope* has been used by parent groups and boards to assist in recruitment efforts. She has written a series of thumbnail pamphlets, which were published by [NCEA](#) to help school boards become more effective, and her tuition manual, *Life's Other Certainty*, is used by schools of several religious denominations.

Catholic Formation and Leadership Conference, October 23rd and 24th – Thank you to all for your attendance and participation.

Catholic Schools Week – Date: January 31 - February 6, 2010

Theme: Catholic Schools - Dividends for Life

Press Kit for CSW 2010: </news/CSWKitHomepage.asp>

Please make note of important information regarding the Catholic Schools Week section in the January 29 issue of **Today's Catholic** as detailed below by Ms. Joann Hopkins. The deadline is December 1.

The Catholic Schools Week (CSW) section is scheduled to appear in the Jan. 29, 2010 issue of Today's Catholic newspaper. We include contributions from rural and urban Catholic schools. Last year's CSW section numbered 24 pages. Editorial and photos in the CSW issue are in conjunction with the National Catholic Educational Association theme, which this year is "Catholic Schools: Dividends for Life." Among the positive responses about this section are two testimonials from families (see attached).

ADMINISTRATION CONT...

For Catholic schools, CSW has been proven to be an effective marketing tool in presentations to alumni, businesses and charitable foundations.

Here are some guidelines for editorial and advertising:

There are many angles for stories (about 300 words). Here are three:

- The results over time of a school's ministry of outreach to a mission area, an orphanage, a school;*
- An alum's testimonial of how his/her Catholic education was responsible for contributions made in a career or in volunteer work;*
- One student's volunteerism that has produced significant change in an organization.*

When submitting photos, here are a few tips —

- 1) If sending a digital photo, it must be jpg or tiff. It should not be embedded in a Word document or placed into a program such as Microsoft Word, Publisher or Powerpoint. Make. Please do not send digital photos that are printed as laser prints. Do send high resolution (300 dots per inch) photos to ensure maximum clarity.*
- 2) We can scan original photos and let us know if you wish the photos returned to you.*
- 3) We very much would like to have a selection of photos. But, they are more than 10MB, please send in separate emails. More photos offer more opportunities for creative design.*

School accounts are handled by Margaret Schilling (734-1691) and myself (734-1693). If you don't have access to a graphic designer, Today's Catholic production team can create an advertisement to your specifications. When discussing prices and sizes, we will work with you.

Deadline for the Catholic Schools Week issue is Dec. 1. We rely on teamwork and cooperation from everyone, and we know you are very busy this semester.

As always, we look forward to working together to promote the ministries of Catholic education and evangelization.

CURRICULUM

The *newly* revised Archdiocesan **Principal Assessment** procedural sections have been added on line in the Admin Log-in of the DCS website. Also available online is the optional School Climate Survey to be given in November or December. The faculty, Pastor, School Council, PTC Federation, and the Principal's Self Reflection surveys will be available on a different electronic vehicle in late December.

The next **Catholic School Special Needs Inclusion Committee meeting will be held on December 15** at the Pastoral Center, from 1:00 to 2:30 pm. Minutes from these meetings will be available on DCS website in early December. The minutes will be set up on a "blog" format which will give all principals the opportunity to dialogue and give input about the committee's work. Membership consists of Archdiocesan school principals, school teachers, Ms. Delilah Trevino, Special Education Consultant, from Edgewood ISD and Dr. Jerry Jackson, Chairperson of the Department of Education at OLLU. The primary goal of this committee is to investigate Catholic school models of inclusion programs for special needs students across Texas and in the United States and to make recommendations to the Archdiocesan schools.

CURRICULUM CONT...

Announcement!!!!!! The Kenedy Foundation has awarded a grant to the Department of Catholic Schools for the purpose of professional development which will assist in achieving the 2009 Texas Bishops and Superintendents Conference goals for special needs students. Professional development sessions for our teachers about instructional strategies which address special needs students will be scheduled for the spring of 2010.

The Reading/ Language Arts (K to 5th grade) Committee to revise the Archdiocesan Curriculum Guide has been working very diligently this fall semester. The following teachers have been added to the K to 2nd grade committee membership: Sr. Martha Janasek, St. Margaret Mary; Deborah Flint, St. Peter Prince; Janet Oliver, St. Monica; Jo Lynne Sultemeier, St. Mary's Fredericksburg; Rebecca White, St. Pius X; and Mary Beth Crider, Blessed Sacrament. These teachers have done an outstanding job in establishing the foundation of the curriculum. Third to fifth grade teachers will meet in December to revise their sections.

DEVELOPMENT

Hope for the Future Development Information

We are here to help you in your job and spreading the message of our excellent Catholic schools—we hope you or a representative from your school will participate in our Hope for the Future events for the coming school year:

--**Khaki & Plaid Party – Hope for the Future All Catholic School Alumni Gala** – Saturday, January 30, 2010. Elementary schools—*if you have any alum lists, please let us know*—we want anyone who attended Catholic school to have the opportunity to join us at the Khaki & Plaid Party and see how awesome our Catholic schools are today!

--**Hope for the Future 5K Run** – Saturday, February 6, 2010, Mission County Park #2—Get your team together soon—Remember—the Principal of the school with the most participation gets a **free day off**—compliments of our **Superintendent, Pattie Davis** and the teacher with the class that has the most participation gets a free day off, compliments of your's truly!

--**Catholic Life Raffle** - Is underway! 100% of all the proceeds are kept at each school so SELL, SELL, SELL!

SHOWCASE-A-SCHOOL: *Please invite some of your donors to participate—extra postcards will be sent to each school 3 weeks prior to your event.*

Pizza Party

December 11, 2009 - St. Paul

February 12, 2010 - St. James

April 16, 2010 - St. Leo

Morning Mass

December 4, 2009 - St. Cecilia

January 22, 2010 - The Atonement Academy

February 17, 2010 - St. Philip of Jesus

March 11, 2010 - Providence High School

DEVELOPMENT CONT...

I would like to reiterate how much we hope all the schools will participate in the Archdiocesan wide events—to use an old adage—**TEAM—Together Everyone Achieves More—Together** our Catholic Schools will be stronger, will increase enrollment, will spread the Catholic faith and will build up our children, families and community—Please join together!

Contact us anytime: Julie.seguin@archsa.org, Leticia.briseno@archsa.org, or 210-734-1963

UPCOMING GRANTS and DUE DATES:

The Meadows Foundation	No deadline
Watson Charitable Foundation	No deadline
George W. Brackenridge Foundation	No deadline
Albert & Margaret Alkek Foundation	No deadline
Airborne Teacher Trust Fund, Art & Music Programs http://www.airbornetrust.com/programoverview.aspx	Quarterly deadlines
National Council of Teachers of Mathematics, the Mathematics Education Trust (MET)	May 9
Dollar General Youth Literacy Grants	May 22
Cecilia Young Willard Helping Fund	May 31
John G. & Maria Stella Kenedy Memorial Foundation	Dec. 15
The Burkitt Foundation	Feb. 1
Marietta Randall Foundation Trust	November 30
Raskob Foundation for Catholic Activities www.rfca.org	Dec 8-Feb 8

FINANCE

Principals, Pastors and School and Parish finance council members are invited to attend our budget workshop on Saturday morning, January 9, 2010, in the Atrium of the Pastoral Center. We will update the numbers for the 2010-2011 school year, give guidance on the use of LOGOS, financial statements, budgets, investments, and collections.

PERSONNEL

Personnel Change Form – Please complete this form located in your Admin Login. E-mail the completed form to Lottie Lopez at lottie.lopez@archsa.org when an employee is leaving and/or you have recently hired new personnel (professional and support).

Substitute Teachers—If you are in need of substitute teachers, email lottie.lopez@archsa.org and request a list. If you would like to post your school on the website as needing substitute teachers, just let us know.

Level 1 Workshop (*Required to begin Level 2*)

Foundations in Catechesis – Tuesday & Thursday, January 12 & 14, 2010, St. Gregory School, 700 Dewhurst, SA; 4:00-7:00pm, Linda Baksic, Instructor. Register through ACC.

Spring Semester 2010 – Courses #211, #216, #221, #231

<u>Location</u>	<u>Dates</u>	<u>Course</u>
Julie Quillo Holy Spirit Catholic School 3:15 – 5:45 p.m.	Mondays & Wednesdays February 15, 17, 22, 24 March 1, 3	#211 - The Church and Its History
Carol White St. Gregory the Great School 3:30 – 6:00 p.m.	Tuesdays & Thursdays April 13, 15, 20, 22, 27, 29	#231 - Maturing in Faith

Additional courses will be posted as information becomes available.

HEALTH

School Visits – School visits are currently being scheduled to complete the TCCED Health Services Review found in the TCCED Health Manual. When contacted, please schedule your school visit as soon as possible. Nurses who are currently working in our Archdiocesan schools are assisting with the visits this year.

Staphylococcus aureus (MRSA) Questions and Answers – For additional information concerning the Methicillin-Resistant Staphylococcus aureus (MRSA) go to www.cdc.gov/Features/MRSAINschools/

H1 N1 flu alerts will be sent out as information becomes available –

CDC has published on line a **Toolkit for Schools** to assist in working with campus plans, faculty and staff, and communication with parents. Several letter templates are available. It can be found on <http://www.cdc.gov/h1n1flu/schools>.

The following sites are all very useful. They usually cross reference each other since all state and local agencies are in communication with each other; however each agency has some information unique to them.

HEALTH CONT...

<http://www.cdc.gov/h1n1flu/guidance/exclusion.htm>,

<http://www.sanantonio.gov/health/h1n1.html>

www.dshs.state.tx.us/txflu/default.shtm

<http://pandemicflu.gov/professional/school/>

<http://ritter.tea.state.tx.us/taa/health082409.html>

For more information, visit www.flu.gov or call 1-800-CDC-INFO.

TCCED Health Manual – The current edition with revisions can be found on the 2009-10 TCCED School CD. It is posted on Admin Login. Please make sure that this document has been made available to the campus Health Coordinator.

Audiometers – If you want to reserve an audiometer to use for hearing screening, please contact Lottie Lopez at lottie.lopez@archdiosas.org

For further information to attend the certification trainings at the ESC Region 20 you may call Cassity Gutierrez (School Health Specialist) at 210.370.5489 or visit ESC Region 20 website at: www.esc20.net. Number of participants that can attend the above training is limited, so early registration is essential.

If you need the Vision and Hearing Screening schedule of workshops to be offered contact Ramiro Martinez at his office and let him know. The certification for Vision and Hearing Screening are offered at no cost to the school or participants. Mr. Martinez' contact information is as follows:

Ramiro Martinez
Vision, Hearing and Spinal Screening Program
Department of State Health Services (DSHS)
7430 Louis Pasteur Drive
San Antonio, Texas 78229
210.949.2039

ANNOUNCEMENTS

CONGRATULATIONS to:

The Atonement Academy on the completion of their accreditation visit.

The information in this DCS Newsletter
is for the use of the administrators, faculty, councils and pastors.
Principals are requested to forward information to appropriate persons.

CALENDAR**EVENT DATES:****November**

- 18 Assistant Principal/Administrative Team Workshop, Oblate Renewal Center, 9:00 am – 3:00 pm

PAST DUE:

School Council Minutes for October and November to Associates

Assistant Principal/Administrative Team Member Workshop registration due to Lottie Lopez at lottie.lopez@archsa.org

NOVEMBER DUE DATES:**SAVE THE DATE:****December**

- 1 Principals' Advisory Council, 9:30-11:30, Pastoral Center Room 103

January

- 9 School Budget Workshop, 9:00 – 12:00, Pastoral Center Atrium
12 Secretary's Workshop, 9:30-3:30, Oblate Renewal Center
13 CAP, 9:00-12:00, Pastoral Center Room 102
14 Principals' Meeting, Moye Center, Castroville, Texas