

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

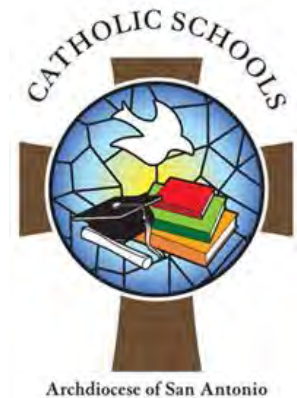
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Father, as we begin another academic year, we ask your Holy Spirit to be with us, that we may always use the gifts you have given us to the best of our ability.

We pray for all the students we will be privileged to teach during the coming months and ask that we may try to see in each of them the many and varied gifts and talents with which you have blessed them.



ADMINISTRATION

First Day Enrollment – Please report your first week attendance to DCS, Lourdes Espinoza at (210)734-1657 by the end of the day on Friday August 19th.

Principal Mass August 22nd Archbishop Gustavo will celebrate Mass with principals Monday August 22nd at Our Lady of Grace at 10:00 am and will stay with us during lunch to visit with principals. We look forward to this special time with Archbishop Gustavo as we begin the new year together.

E-RATE MEETING August 31st 6:00 pm Pastoral Center – An informational meeting facilitated by Diocesan Advocates Representative, John Johnston, will be held at the Pastoral Center. We are requesting that all principals and/or representatives from school council be present for an informational meeting regarding the funds reimbursement available to all schools through E-Rate participation. Our Archdiocese has contracted with Diocesan Advocates to provide service to our schools in obtaining e-rate funds. Please make every attempt to hear more about e-rate even if you already receive e-rate services at your school. (More information to come).

Brown Bag Lunch – The Catholic Schools Office will continue to host a series of “brown bag” lunches for superintendent, administrators and/or faculty covering a variety of topics to include (but not limited to): bullying, retention and enrollment, technology needs, current issues in Catholic education, and many others. **Look for our memo providing dates and topics for these very special lunches to share ideas, inform and build our community as we discuss primary issues of concern in Catholic education. Please submit any suggestions to our office by Aug. 31st.**

September 16th – Catholic Schools Professional Day – The DCS will host a professional development day for administrators and teachers on September 16th at Holy Spirit Catholic School. We are very pleased that Bishop Cantu will serve as our key note for the day and will speak on our theme “Let Me Be Your Servant Too...A Call to Teach”.

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ADMINISTRATION CONT...

We have sent school administrators “call for presentations” forms and would like each school to present suggestions for speakers or submit as speakers for best practice. Deadline has been extended to August 23rd. You may still have time. Please email Joann or Beverly with questions.

Legislation concerning our Catholic Schools – Want to learn more about current legislation? Relative to Catholic schools? And how you can be an advocate? Please contact DCS patricia.davis@archsa.org to be placed on a list of interest. We are working to form an “informal group” (not committee) that will meet to build awareness and learn more about how we can be informed and inform our parents about legislation that impacts the future of our schools.

Please mark your calendar for the annual School Council/PTC Federation Fall Workshop on October 15, 2011 at St. Mary University from 8:00 to 12:00 – We are inviting all school council members, PTC officers, principals and pastors. We look forward to spending the morning with Bishop Cantu followed by Dr. Tim Cook, Creighton University who will be speaking on “*Catholic Charisma*”. Please forward the date and time to your pastor, council and PTC. We are working for 100% participation!! Each year we honor an outstanding PTC or School Council with the “**TEAM SPIRIT AWARD**”. The purpose of this award is to recognize team spirit and living up to the mission and goals of school council/and or PTC. Please look for the forms within the next week by email and submit your school community for this important recognition. **THE DEADLINE FOR SUBMISSION IS 5:00 pm September 30, 2011.** For questions regarding the workshop please contact Lourdes Espinoza at lourdes.espinoza@archsa.org.

Catholic Administrative Program – This program is designed for administrators with little or no Catholic school experience and for teachers or assistant principals who wish to strengthen their understanding of the role of the Catholic school administrator. For a complete schedule and registration, please go to the Programs link of www.sacatholicschools.org. First session begins September 14th. If you have any questions please contact Joann Gawlik.

Catholic Formation and Leadership Conference – **Save the Date!** Please mark your calendars for the annual CFLC leadership conference “*Eucharist: Sacrament of Unity*” **October 28 & 29 at the Henry B. Gonzalez Convention Center.** Early registration is due by October 1st.

TCCED (Annual Report for Continued School Accreditation) – This required report can be found on the TCCED CD located in Admin Login under *Time Sensitive Forms*. It is due to Joann Gawlik by September 27th to allow processing and approval time.

Handbooks – Please send copies of your 2011-2012 Parent/Student and Employee handbooks to the Associate Superintendent who is the liaison to your school.

School Council Minutes – This is a request to have the School Council minutes sent each month to the Associate Superintendent who is the liaison to your school. This can be done most efficiently through e-mail. Thank you for addressing this as your School Council organizes for its work this year.

CURRICULUM

MANDATORY!!!

School Crisis Response Plan must be revised and reviewed with your staff. Be sure to use the handout about purchasing a plastic guide for the administrative offices and/or the teachers.

LIVING SCIENCE RESOURCES

The Educational Service Center for Region 20 has Living Science Resources available for science labs and classes for \$1.45 per student. This fee is based on your school's total enrollment and the minimum amount is \$600. They have many resources that are available for grades K-12. If you are interested, please call Charlotte Tondre at 210.370.5687 or email her at Charlotte.Tondre@esc20.net.

2012 ITBS TEST DATES

The window for the 2012 ITBS/ CogAT test will be April 10th to April 24th. Riverside MUST receive the test on or before April 26th. Order materials will be sent by Riverside Publishing at the beginning of 2012. More details to follow. Contact Beverly Lejeski or Andrea Johnson if you have any questions.

WE WANT YOU!!!

Please consider serving on one of the following committees for the 2011-2012 school year:

- * Revision of the Teacher Observation Forms (administrators only please)
- * Revision of the Early Childhood Report Card (teachers and administrators)
- * Inclusion Programs in Catholic Schools

If you are interested in serving on one of these committees, please contact Beverly Lejeski.

GOVERNMENT PROGRAMS AND PUBLIC POLICY

I-20 Forms for foreign students need to be filled out by the individual school accepting the foreign student. Call Lourdes Espinoza for more information.

Asbestos: Annually a notification must be published if a school facility contains asbestos. The form of notification can be accessed via the Department of Catholic Schools website in the Admin Login section and adapted for your school. The notification can be used in a school handbook, parent newsletter, or other form of correspondence.

Schools with asbestos please notify our asbestos consultant when you are planning a building project.



PERSONNEL

Please review your **Professional / Support Staff Roster** and make sure you have an updated **criminal background check** for everyone working in your school.

Criminal Background Checks – With field trips coming up, please remember that *all parents wanting to participate must have valid Criminal Background Checks* on file. **Allow plenty of time**, as processing cannot be rushed. In order to avoid having forms returned to you, **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY!**

Forms and monies are to be sent to the **Archdiocese of San Antonio Human Resources Office**. Effective August 18th the rate will go up to **\$6.00 per CBC**.

Please Note: All CBC clearance letters are sent directly to the principals due to the confidential nature of the content. **Avoid last minute rush.**

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

Personnel/Support Staff Roster – Due 9/15. Please submit electronically to **Lottie Lopez** at lottie.lopez@archsa.org Please submit immediately.

Deficiency Plans – New teacher personnel needing to be placed on a Deficiency Removal Plan must complete the necessary forms immediately upon hire and **submit them to Joann Gawlik** at the Department of Catholic Schools. Current Deficiency Removal Plans need to be reviewed immediately and updated as needed. Please note dates of expiration. **Documentation of coursework taken must accompany any Deficiency Plan that is being requested.**

New Teacher Orientation – Thank you to all who attended on Friday, August 5, 2011. It was a great success. **Principals** – If a teacher attended, he/she received a certificate for the required “Policy on Sexual Misconduct” training and a certificate for the New Teacher Orientation. Please ask for these certificates and keep a copy in their professional development file.

The Department of Catholic Schools hosting the School Religion Coordinators’ Meeting on Tuesday, August 30th, from 9:00- 12:00 p.m. at the Pastoral Center. Submit registration forms to Lottie.lopez@archsa.org. Forms can be found on Admin Login.

HEALTH

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

HEALTH CONT. . . .

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

Immunization Services – San Antonio Metropolitan Health District is offering back to school immunization opportunities. Go to www.sanantonio.gov/health/Immunizations further information.

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 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

Wellness Committee – Now is the time to re-establish your school Wellness Committee which may include parents as well as faculty and staff. Their task is to review your current Wellness Policy and set goals for your school for this year.

TECHNOLOGY

Department of Catholic Schools Website: Please take time to look at your school listing on the DCS website. If you would like to add or delete information, contact lottie.lopez@archsa.org.

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.

DEVELOPMENT

Tuition Assistance Funding – Hope for the Future staff has received just over 2,400 tuition assistance applications for the 2011-2012 school year. We have been able to provide tuition assistance to 1,500 applicants.

Upcoming Events:

Mothers of Hope Meeting: Send a Mother from your school! Tuesday, August 23, 9:00am at the Pastoral Center

Tour of Catholic Schools: Tuesday, September 13 & Thursday, September 15

Los Patios Night: TBA

Professional Development Day: Marketing & Development Workshop, 10:30am & 1:00pm, Friday, September 16 at Holy Spirit School. For enrollment, development & marketing personnel

Catholic Cup Golf Tournament: Get your team together! Monday, September 19, 2011, Oak Hill Country Club

Showcase of Catholic Schools: Saturday, Nov. 12, 2011 - Ingram Park Mall, Rolling Oaks Mall, South Park Mall

The Khaki & Plaid Party: Saturday, Jan. 28, 2012, The Vista at Valero Center

5th Annual 5K Run: Saturday, March 3, 2012, Mission County Park

Connect with HFF on Facebook! www.facebook.com/hopeforfuture

All of our registration forms are also available

online at www.hopeforfuture.org

UPCOMING GRANTS and DUE DATES:

Elder Family Foundation	No deadline
Conrad N. Hilton Fund for Sister	No deadline
Kocurek Charitable Foundation (Louis J & Millie Matce)	June
Kronkosky Foundation	
Pryor Charitable Trust (Myra Stafford)	March 31, Jul 31, Oct. 31
Raskob Foundation for Catholic Activities, Inc.	Between December 8 and Feb 8 for April/May consideration and Between June 8 and August 8 for November consideration
Robert Stewart Odell and Helen Pfeiffer Odell Fund	No deadline
Scanlan Foundation	April 15 and October 15
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	Quarterly deadlines
http://www.airbornetrust.com/programoverview.aspx	
Dollar General Youth Literacy Grants	May 22
Cecilia Young Willard Helping Fund	May 31

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CALENDAR**EVENT DATES****AUGUST**

- 25** Make-up date for New Coaches and Athletic Directors Orientation, 6:00 PM, St. Paul School
- 30** School Religion Coordinators Meeting, 9:00 – 12:00, Rm. 102, Pastoral Center

SEPTEMBER

- 14** Catholic Administrators Program, 9:00 – 12:00, Rm. 102, Pastoral Center
- 16** Professional Development Day, *“Let me be your Servant too . . . A call to teach”*, Holy Spirit Catholic School, 8:30-3:30
- 20** Counselors Meeting, 1:30-3:30 p.m., Rm.102, Pastoral Center

PAST DUE:

- Wellness Policy to Joann Gawlik
- Principal Goals to Associate Superintendents
- Non-Discrimination Certification to Lottie Lopez

AUGUST DUE DATES:

- 22** Registration for Religion Coordinators’ Meeting to Lottie Lopez
Religion Teachers Form email to Lottie Lopez
- 30** Catholic School Information Sheet due to Lourdes Espinoza
- 31** Faculty and Student /Parent Handbooks

SEPTEMBER DUE DATES:

- 16** Census Report to DCS
- 27** TCCED Annual Report for Continued School Accreditation to Joann Gawlik
- 30** 2011-2012 Revised Budget to DCS
- 30** 2011-2012 Student Accident Insurance, per Capita Invoice and
PTC / School Council Dues to Lourdes Espinoza

SAVE THE DATE:

- Oct. 15** School Council/PTC Workshop, 8:00-12:00, St. Mary University
- Oct. 28-29** Catholic Formation & Leadership Conference, Henry B. Gonzalez Convention Center