

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

[HTTP://WWW.SACATHOLICSCHOOLS.ORG](http://www.sacatholicschools.org)

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As we continue our ministry in the "vineyard",

Dear God,

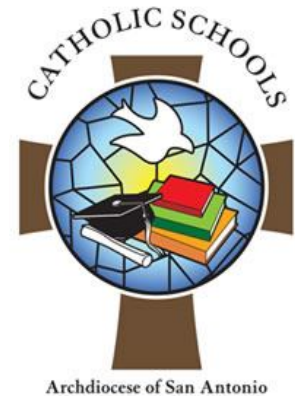
Give me the courage to live and work
 For a new heaven and a new earth as Jesus did.
 Give me the freedom to be critical where I see evil
 And to offer praises where I see good.

Most of all make me faithful to the vision you have given me,
 So that wherever I go and whomever I meet,
 I can be a sign of your all-renewing love.

Amen

*(Thoughts taken from Nouwen, Henri J. M. **With Open Hands**. Notre Dame, Indiana: Ave Maria Press, 1995.)*

***How can I help others and myself to claim the call to renew the world
 in the name of Jesus?***



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

ADMINISTRATION

Please continue to keep Ralph Johnston and his family in your prayers. At last communication Ralph remains in critical care.

Please also continue to keep Dc. Pat Rodgers in your prayers. He has returned to work full time and is a wonderful testimony of our faith.

Believe in the Grace and power of our Lord. He is there for all of us.

Catholic Schools Week is just around the corner! January 29 to February 4. This year's theme is "Faith, Academics, Service"...simple but true! That is what we are all about. I am hopeful that schools are "gearing up" for this special week to let the world know what we are about!

Activities for the Week:

- ◆ **Khaki and Plaid Party- January 28th at Vistas at Valero, 6:30 p.m.** If you have not already done so, get your table and silent auction baskets ready!!! It is time for Hope for the Future's premiere party for our schools tuition assistance program. You don't want to miss this very fun event that ultimately enables so many of our families to provide a Catholic education to their children!
- ◆ **Catholic Schools Week Mass – January 29th at San Fernando Cathedral, 10:00 a.m.**



ADMINISTRATION CONT...

- ◆ **Catholic Schools Week Kick-Off Celebration – January 30th at *The Pastoral Center Atrium* 10:00 a.m.** Schools celebrating anniversaries will be recognized, the winners of the Service Essay Competition will be announced, and certificates of achievement will be presented to our National Scholars.

Please contact our office if you have events that you would like for our office to attend. We would love to be a part of the Catholic School Week activities and welcome your invitations!

Winners of the Service Essay Contest will be recognized at the Kick-Off Celebration on Monday, January 30th. For all of you that participated in the contest, **thank you!** Students and schools are to be commended for submitting such commendable projects. Our congratulations go out to the Service Essay winners! They will be notified prior to Monday, January 30th.

Catholic Schools week always includes a day to celebrate vocations, with this in mind, we are providing some ideas to help assist schools with resources for vocation speakers:

- ◆ Schools can contact Sr. Jane Mary Gawlik to schedule a seminarian or a member of a religious order to visit and talk with students.
- ◆ Schools can look in Today's Catholic Special Edition "Vocations" for contact ideas, even someone perhaps that attended your school.
- ◆ Schools can invite their pastor or associate pastor or religious that teach within the school to give a testimonial about their journey.
- ◆ Schools can ask members of the parish or school families to speak.

Office of Vocation

Sr. Jane Mary Gawlik, Associate Vocation Director jane.gawlik@archsa.org

Ana Bojorquez, Administrative Assistant abojorquez@archsa.org

210-735-0553 direct office number

Updates and reminders:

Bishop Oscar Cantú will be a speaker at the Catholic Education School Financing Symposium on Thursday, February 9, 2012 at the San Antonio Marriott Rivercenter. Please go to the following link to get registration information and to find out more about this symposium <http://www.omearaferguson.com/catholicschoolfinancing/>

Nomination forms have gone out for Outstanding Leaders/Hall of Fame. Please consider someone from your community for this special award.

The DCS office has made a decision to honor one teacher from each of our schools. This will be a peer selection and we look forward to recognizing teachers from participating schools this year. Please look for the information and criteria from Beverly Lejeski within the next week.

High School lists of National Scholars have not been turned in by some of our high schools. Please remit to Lourdes at lourdes.espinoza@archsa.org

Battle of the Flowers 2012 Band Festival Cover Design Contest: Deadline January 27, 2012. For details contact: Vicki Boyce at vboyce@grandecom.net or 210-824-2408.

ADMINISTRATION CONT. . .

San Fernando Cathedral 5th Grade Mass February 5th, 8th and 10th. One of our favorites with Bishop Cantu and Archbishop Gustavo!

The 2012-2013 Alliance for Catholic Education (ACE) School Placement Requests for teachers are due to the ACE office by **Friday, February 24, 2012**. If you have any questions please contact the University of Notre Dame ACE at (574) 631-7052 or contact Pattie at patricia.davis@archsa.org

A Budget Workshop for Schools will be held at the Pastoral Center on Saturday, February 25th in Room 102. Chana Finch will speak to principals, council members and finance personnel on the following topics: upcoming payroll changes, what does it truly cost to run your school, how to read your budget, and have you included all the pieces of your budget. This will be a very informative meeting and I hope to see you there as well as your finance representatives.

Last, but not least, unbelievably, we still have **forms from the fall that have not been turned in** by some schools. It is a **SIZEABLE** list.

Principals' Meeting January 18th 8:30-12:00. We look forward to our gathering at St. Gerard's on January 18th as Peter Rivera has graciously offered to host our meeting. Thank you Peter!

We are proud to announce that **Mothers of Hope** just finished a project at St. Margaret Mary and it was a big success! The four bathroom renovation included painting ceilings and floors, replacing broken tiles, and heavy cleaning. The Mothers of Hope also had time to fix a broken basketball goal and spray paint columns around campus.

Congratulations on a job well done!

CURRICULUM

PROFESSIONAL DEVELOPMENT

Set your calendar for the spring semester BROWN BAGS SESSIONS, 11:30 to 1:00, Pastoral Center-Room 102

⇒ February 15: Setting up a Peer mediation Program at your School (Tentative Topic)

⇒ March 14 : Counseling and Guidance Topic (TBA)

Meetings for Parents of Special Needs Students: (Resources, Structure at Home, etc.)

February 21 OR February 28 (TBA)

St. Gregory the Great School: 9:00 to 10:30 am

St. Cecilia: 6:00 to 7:30 pm

COMMITTEE MEETINGS

January 24 - Meeting for Curriculum Liaisons from each Elementary school. This is an important meeting because the current student performance standards for Math, Reading/ Language Arts, and Science will be reviewed. At this meeting, the teachers will be divided into groups and submit their input for revisions. The meeting is scheduled from 1:00 to 4:00 at the Pastoral Center, Room 102.

CURRICULUM CONT...

January 25 - Second meeting for the Teacher Observation Instrument Committee at 1:30 to 3:30 at the Pastoral Center. Principals are still encouraged to join this committee. The purpose of the committee is to revise the current "Teacher Observation Instrument" and to include current best practices such as technology, technology integration, differentiation instruction, etc.

In February - A committee, comprised of PAC members, other interested school administrators and selected teachers to officially review the curriculum standards that will be discussed at the January 24 meeting. All interested principals or assistant principals are invited to be part of this committee.

REMINDER: Science Fair on February 23 and 24 at OLPH

DEVELOPMENT

HOPE FOR THE FUTURE

****Khaki & Plaid Party**

- **Tables, Tables...**thank you to the schools/alumni who have purchased tables so far! Please let us know if you or one of your alumni will be purchasing a table - deadline to be listed in the Invitation is Tuesday, Dec. 20th Registration is available at hopeforfuture.org Remember-the HS and Elementary school with the most alumni present, receives \$10,000 from Hope for the Future.

-We will have an "Alumni Alley" at the K&P; if you have any school key chains, pens, pennants, etc, we would like to have those available in Alumni Alley. Please drop off 20-30 of the item at the Pastoral Center.

- **School Auction Baskets** are due January 18, please bring your baskets to the Principals' Meeting. Judging for the 'best looking basket' will be January 18.

****Applications**

- Applications are available online for the 2012-13 school year. We have already received 100+ online apps.

- Tuition payments for the 2nd semester 2011-12 will be sent in February, upon verification of enrollment in late January.

*Thank you for all your help in promoting Hope for the Future to your Families-in-need **AND** to your alumni who can help us increase our funding (any donation may be directed to the donor's school of choice).*

UPCOMING GRANTS and DUE DATES:

Elder Family Foundation	No deadline
Conrad N. Hilton Fund for Sister	No deadline
Koch Foundation	February
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

DEVELOPMENT CONT...

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 http://www.airbornetrust.com/programoverview.aspx	Quarterly deadlines
Dollar General Youth Literacy Grants	May 22
Cecilia Young Willard Helping Fund	May 31
The Burkitt Foundation	Feb. 1

PERSONNEL

Credential Review Committee (CRC) – The CRC reviews the catechetical formation records to determine a teacher’s qualification to be eligible to receive a Level I, II, III, or IV catechetical certificate.

Do not send TCCED forms to this committee for review.

Go to the ACC website at www.archsa.org/acc/ or contact Rebekah Ramos at rebekah.ramos@archsa.org or 210-734-2620 ext. 1202) for additional information.

The next scheduled CRC meetings are:

Thursday, February 16, 2012, 10:30am-Noon

Tuesday, March 20, 2012, 10:30am-Noon

Professional Development Requirements – As teachers complete their TCCED annual professional development requirements for the year, make sure that a record and the related documents are kept on file. The requirements and documentation form can be found on the TCCED disc, located on Admin Login under Time Sensitive Forms.

The Secretary’s Workshop Thank you to all who attended the workshop/retreat at Oblate Renewal Center on January 12th. Presenter Rita Graves, led the group in a reflection on “Martha and Mary” times in their ministry.

Applicant Database – If you are in need of applicants for a job opening, contact Lottie.Lopez@archsa.org. A list will be emailed to you. An extensive database is maintained with individuals who have applied for all levels of teaching and content areas. All applications are kept on file for a two year period. If you are interested in an applicant, we will fax you the file documents. If you hire the applicant, we will mail you the file documents for the new employee’s personnel file.

PERSONNEL CONT...

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.

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

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.

HEALTH

Student Health Records/Admission Procedures – As you finalize the admission process for the next school year, remember to review each student's health and immunization records prior to admission. This will help insure that all health policies, especially immunization requirements, are met and that any special health needs of the student can be addressed by the school.

Wellness – Holiday time is a good time to review nutrition goals and find creative ways to implement them in school celebrations. Rather than simply restricting certain foods, try incorporating new and healthier choices!

Information on the **Texas Risk Assessment for Type 2 Diabetes in Children (TRAT2DC)** formerly known as the ANTES program was also distributed. An authorized user's agreement must be completed and sent in before a annual report can be filed.

Fact sheets that show risk assessment information can be accessed through the RFES homepage www.rfes.utpa.edu . If you need more information or have any questions, feel free to contact the UTPA Border Health Office at 956-665-8900 or by email at tmbhco@utpa.edu. Additional information can be found also at www.utpa.edu/bho/index .

Audiometers – If you want to reserve an audiometer to use for hearing screening, please contact Lottie Lopez at lottie.lopez@archdiossa.org. Please return the audiometer as soon as possible after use.

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:

HEALTH CONT...

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

For additional information or assistance with **immunization records** contact

Audrey Muñoz, LVN, AAHA
Infant/Childhood Education & Outreach Supervisor
San Antonio Metropolitan Health District
Immunization Outreach & Education Program
332 West Commerce, Suite 108
San Antonio, TX 78205

Office: (210) 207-6917
Email: Audrey.Munoz@sanantonio.gov

TECHNOLOGY

LoTi Survey – Information

At the January Principals Meeting , each campus will receive an access code to begin the survey process. After completing all surveys on a campus, the campus can then access their summaries and an archdiocesan profile. This information will be valuable for addressing instructional and professional development needs. A plan for improvement can then be created.

February 10th—Due date for completion of surveys.

The **survey results include** a detailed profile of suggested professional development priorities aligned to the NETS-T, NETS-A and TEA standards. In addition, this profile offers recommendations aligned to five popular instructional initiatives including (1) Level of Teaching Innovation (LoTi), (2) Partnership for 21st Century Skills, (3) Marzano's Research-based Instructional Practices, (4) Daggett's Rigor & Relevance, and (5) Webb's Depth of Knowledge.

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:****January**

- 18 Principals' Meeting, 8:30-2:00, St. Gerard High School
- 20 TCCED Team Member and Chairperson Training, 9:00-2:00, Pastoral Center Room 102
- 28 Khaki & Plaid Gala, 6:30 pm, *Vistas at Valero*
- 29 Catholic Schools Week Mass, 10:00 am, San Fernando Cathedral
- 30 Catholic Schools Week Kick-Off Celebration, 10:00 am, Pastoral Center Atrium

February

- 1 AIAL Executive Board Meeting, 2:30pm, Room 101, Pastoral Center
- 6 Deadline to submit Hall of Fame/Outstanding Leaders nominations
- 10 LoTi Surverys due
- 7,8,10 Archbishop's 5th Grade Mass, 10:00 am, San Fernando Cathedral
- 15 AIAL League Meeting, 5:00PM, St. Luke's School
- 25 Budget Workshop, 8:30-12:00, Pastoral Center Room 102

PAST DUE:

School Council Minutes for December and January to Associates

SAVE THE DATE:**March**

- 3 Hope for the Future 5K Run, 9:00 am, Brakenridge Park

April

- 14 Teacher Fair, St. Luke Catholic School, Family Center, 9:00-12:00
School Exhibitor check-in 8:00 am