

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

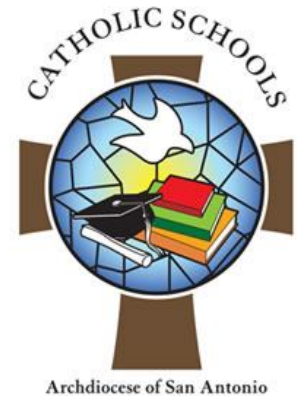
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AUGUST 17, 2009

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 day attendance to DCS, Lourdes Espinoza at (210)734-1657 by the end of the second day of school.

Back to School Mass will take place Sunday, August 30th at 8:00 a.m. at San Fernando Cathedral. This Mass is held to honor all personnel who are involved in the education of our young people. A reception will follow at the Centre Café. Please encourage your staff and families to attend. The Mass will be aired at 9:00 a.m. on cable channel 15. We will need volunteers from schools for Mass (two lecturers and three gift bearers) and a count from school principals/staff planning to attend. **Please reply to Lourdes Espinoza, DCS, by email lourdes.espinoza@archsa.org by Thursday, Aug. 27th.**

Hope for the Future – I believe in Hope for the Future!! I am asking each school to show their support to our archdiocesan school tuition assistance fund by placing information and an exhibit in a prominent place for all to know about the upcoming events during Catholic Schools’ week in January. (5k Race and the Khaki & Plaid Party). For questions, please contact Julie Seguin julie.seguin@archsa.org or the DCS office patricia.davis@archsa.org.

CSCASA and PTC Federation workshop and leadership summit – Save the date! “Catholic Education: Past, Present, and Future:” a workshop and leadership summit for pastors, principals, school councils and PTC officers to be held at St. Mary’s University, University Center from 8:00 – 12:30. Guest speakers to include: Most Reverend Jose Gomez, S.T.D., and Mr. Dan Curtin, CACE Executive Director, NCEA.

John Paul II Catholic High School “Founders Day” – Reverend Jose H. Gomez, S.T.D invites you to a Mass in celebration of the opening of John Paul II Catholic High School. Mass: 10:30 a.m. with lunch and tours of the building immediately following.

INSIDE THIS ISSUE:	
Administration	1
Curriculum	3
development	4
GRANT DUE DATES	5
government	5
PERSONNEL	6
health	7
CALENDAR	7

ADMINISTRATION CONT...

Team Spirit Award for School Council – The 9th annual 2009 Team Spirit Award applications will be sent out within the next week. The purpose of this award is to recognize and honor members of a local school council for promoting team spirit and living up to the mission and goals of the school council.

Administrator Convocation at Oblate Renewal Center – Thank you to all who attended the annual administrative retreat and business meeting held August 4th-5th. We were very blessed to have Archbishop Gomez celebrate Mass with us on August 5th and Bro. Bill Campbell, NCEA, as keynote speaker for our retreat. A special thanks to Joann Gawlik, Beverly Lejeski, David Nixon, Lottie Lopez and Lourdes Espinoza for their great team work and many hours of preparation to make it such a success!

ACE and Lalanne – We are grateful to have teachers from the Notre Dame Ace program and University of Dayton Lalanne program returning to teach within the San Antonio Catholic schools for the 2009-2010 school year. What a great learning partnership for our Catholic schools!

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. The first session begins September 16h. If you have any questions please contact Joann Gawlik.

TCCED (Annual Report for Continued School Accreditation) – This required report can be found on the Catholic School CD 2009-2010. The CD will be posted on the Admin Login next week. It is due to Joann Gawlik by September 25th to allow enough time for approval.

Handbooks – Please send copies of your 2009-2010 Parent/Student and Employee handbooks to the Associate Superintendent who is the liaison to your school. Due Date is August 31.

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.

Department of Catholic Schools 09-10

- Superintendent
Ms. Patricia Davis ... (210) 734-1656
- Associate Superintendent
Joann Gawlik ... (210) 734-1660
- Associate Superintendent
Beverly Lejeski ... (210) 734-1659
- Director of School Finance
David Nixon ... (210) 734-1661
- Library Consultant
Laurie Packard ... (210) 734-2620
- Administrative Assistant to the Superintendent and Dave Nixon
Lourdes Espinoza ... (210) 734-1657
- Administrative Assistant to Joann Gawlik and Beverly Lejeski
Lottie Lopez ... (210) 734-1662

ADMINISTRATION CONT...

Observance of 9/11

Last year the San Antonio Interfaith community made a powerful and inspiring statement during the 9/11 Keeping Faith, Keeping Freedom observance that brought together people of different faith traditions to remember the victims of the tragedy of September 11, 2001.

The Catholic Schools of the Archdiocese of San Antonio played a major role in the Catholic observance of 9/11 Keeping Faith, Keeping Freedom. I invite you again to participate this year by holding special prayer services on September 11 or on the week prior or after September 11, 2009. It is never too early to teach our youth the healing power of prayer in the face of tragedy.

We will provide you with a sample prayer service, but you are welcome to devise your own. You may request a list of names of victims of 9/11 to read aloud during your service by emailing info@911keepingfaithkeepingfreedom.org and pat.rodgers@archsa.org.

One of the challenges we faced last year was providing an “age appropriate” service or prayer. If your school developed one last year, we would appreciate it if you would share it with us. Please send it to my email address: pat.rodgers@archsa.org.

Every school and parish participating will be listed on the archdiocesan and the official 9/11 Keeping Faith Keeping Freedom websites with your day and time.

As you plan your participation, we encourage you to invite law enforcement officers, fire fighters, and members of the military to participate and/or be recognized in some way. We also must remember the many members of the U.S. military who have made the ultimate sacrifice in the conflicts since 9/11.

We promise to provide more detail and support for you as the day approaches, but if you would email me a confirmation of your commitment to participate and contact information for the person who will be responsible for your service, I will be in touch soon. If you have any questions email me at: pat.rodgers@archsa.org or call my office at 210-734-1610.

CURRICULUM

Welcome to an exciting new school year!!! Once again, I look forward to supporting your professional development and other instructional needs for our schools.

Principal Leadership Academy’s registration forms for:

“Using Data to Enhance Your Academic Program” (through Region 20) is due Aug. 19. The fee is \$40 (which includes lunch) for this all day workshop and it is scheduled for Sept. 1. Twenty administrators are needed to “make” this workshop.

“360 Walkthrough” (through Region 20) is due Aug. 28. The fee is \$250. for this 1.5 days to learn and practice this system of identifying instructional needs of your teachers. The tentative date is set for late September.

CURRICULUM CONT...

Principal Leadership Academy and Classroom Teacher Professional Development surveys are due by Aug. 17 to DCS. Please fax, 734-9112. Your input is extremely valuable to plan for the fall semester of workshop for both administrators and teachers.

New Principals' Meeting - (after CAP meeting, 12:30 to 3:00pm at the Pastoral Center) on Sept. 16. This is a great opportunity to dialogue with DCS and other new principals about current needs.

Congratulations to Atonement Academy's sophomore, Stephanie Gonzales on being selected as one of the VOEL-CKER scholars by the UT Health Science Center. This is a three year summer program which prepares teens to become biomedical scientists for the San Antonio area. There were only 20 positions available for the entire Bexar County area.

St. Benedict's elementary principal, *Susan Gonzales*, was chosen to the TEA Kindergarten Textbook Selection committee this summer in Austin. She was the only Catholic school principal member of this state wide forum which reviews textbooks from many national textbook publishers. What a wonderful opportunity for Catholic school educators!!

Don't forget SAISD Federal Programs Meeting on Aug. 20, 9 to 11 am, at Burbank High School.

We just received three videos, "Autism Vision: Creating Classroom Connections", "Teens with Autism", and "Teens with Asperger Syndrome". These videos are for use by principals, teachers, and other appropriate staff members. They will be available through the AV library, here at DCS.

DEVELOPMENT

Hope for the Future Development Information

You are busy and happy; busy and praying; busy and working hard to help your teachers and students to be successful; you are busy and loving your job because you are building up the Kingdom of God—where you are!

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:

--**Marketing committee meetings** - Please complete the Information Sheet you received at the Principals' Meeting. First meeting is Tuesday, September 22, 4-5:30 pm at the Pastoral Center.

--**Catholic Life Raffle** - Is underway! Good Luck—last year you all sold over \$365,000 worth of tickets with all the proceeds going to each school! This year, let's go for \$500,000+

--**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!

--**Hope for the Future Tuition Assistance Distributions** – We will be sending you the names of recipients to verify enrollment beginning in September and distribution of funds should be completed by early October.

--**Morning Masses and Pizza Parties** – Please send us the **times** for your school.

DEVELOPMENT CONT...

Pizza Party

September 25, 2009 - Little Flower
 November 13, 2009 - *Available*
 December 11, 2009 - St. Paul
 January 22, 2010 - *Available*
 February 12, 2010 - St. James
 April 16, 2010 - St. Leo

Morning Mass

September 17, 2009 – St. Benedict
 October 16, 2009 - St. Gerard
 November 6, 2009 - St. John Bosco
 December 4, 2009 – St. Cecilia
 February 17, 2010 – St. Philip of Jesus
 March 26, 2010 – *Available*

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
Wilton & Effie Mae Hebert Foundation	Sept 30
The Burkitt Foundation	Feb. 1
Scanlan Foundation (secondary education)	Oct. 15
Strake Foundation (secondary education)	Oct. 1
Healthy Sprouts Award Gardener's Supply Company	October 15
Marietta Randall Foundation Trust	November 30
Raskob Foundation for Catholic Activities www.rfca.org	Dec 8-Feb 8

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 Mr. David W. Nixon 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

GOVERNMENT CONT...

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@archdiosa.org when an employee is leaving or you have recently hired new personnel (professional and support).

Personnel/Support Staff Roster – Please submit electronically to **Lottie Lopez** at lottie.lopez@archdiosa.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 7, 2008. It was a great success. **Principals** – If a teacher attended the morning session, he/she received a certificate for the required “Policy on Sexual Misconduct” training. If they attended the entire day he/she received 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 is hosting the School Religion Coordinators’ Meeting on Wednesday, August 27th, 2007, from 1:30 – 4:30 p.m. at the Pastoral Center.

HEALTH

TCCED Health Manual – The current edition with revisions can be found on the 2009-10 TCCED School CD. The current CD will be posted on Admin Login in the next week. 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 734-1662.

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.

H1N1 flu alerts will be sent out as information becomes available: www.capenet.org/new.html

CALENDAR

EVENT DATES:

August

- 17** Mandatory orientation for New Coaches/Athletic Directors, 6:00 PM, St. Paul School
- 19** AIAL General Meeting for Principals and Athletic Directors, 5:00 PM, Little Flower School
- 25** Forms and Handbook Workshop for Principals and Secretaries, Rm. 102, Pastoral Center
- 26** Make-up date for New Coaches and Athletic Directors Orientation, 6:00 PM, St. Paul School
- 27** School Religion Coordinators Meeting, 1:30 – 4:30, Rm. 102, Pastoral Center

CALENDAR CONT...**September**

- 11** New Librarian's Orientation, 1:30 – 3:30
- 16** Catholic Administrators Program, 9:00 – 12:00, Rm. 102, Pastoral Center
- 16** New Principals Meeting, 12:30 – 3:30, Rm. 101, Pastoral Center
- 19** School Council and PTC Federation Fall Assembly, 8:30 – 12:00, St. Mary's University

PAST DUE:

Wellness Policy to Joann Gawlik
 Principal Goals to Associate Superintendents
 Non-Discrimination Certification to Lourdes Espinoza
 Forms Workshop for Principals and Secretaries Registration to Lottie Lopez
 Signed Designated School Salary Information Forms to David Nixon

AUGUST DUE DATES:

- 17** First Day Enrollment to Lourdes Espinoza
- 21** Registration for Religion Coordinators' Meeting to Lottie Lopez
 Religion Teachers Form to Lottie Lopez
- 24** 8th Grade Class Lists to Beverly Lejeski
- 31** Faculty and Student /Parent Handbooks

SEPTEMBER DUE DATES:

- 1** Catholic School Information Sheet to Julie Seguin
- 15** Survey of Special Needs Students to Lottie Lopez
- 22** Census Report to David Nixon
- 25** CFLC Early Registration to CFLC Registration Committee
- 25** TCCED Annual Report for Continued School Accreditation to Joann Gawlik
- 30** 2009-2010 Revised Budget to David Nixon
- 30** 2009-2010 Student Accident Insurance, per Capita Invoice and
 PTC / School Council Dues to Lourdes Espinoza

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.