

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

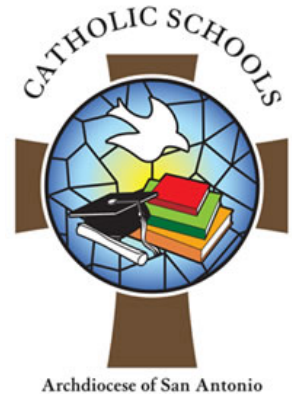
[HTTP://WWW.SACATHOLICSSCHOOLS.ORG](http://www.sacatholicsschools.org)

VOL. 12, No. 02

SEPTEMBER 15, 2009

*No eye has seen, No ear has heard, No mind has conceived
 what God has prepared for those who love him.
 (adapted from 1 Corinthians 2:9)*

God wants us to be so amazed by what He does that any memory of hardship fades away and we spontaneously praise him. Therefore, do not fret about what your eyes haven't seen. Rather, thank him for it – knowing that what is ahead is sure to be good.



ADMINISTRATION

Principals' Meeting — A meeting for ALL principals, elementary and secondary, is scheduled for Tuesday, October 13 at St Peter, Prince of the Apostles School from 8:15 a.m. to 12:30 p.m. The Catechetical Office Credential Review Committee will be present to review teacher religion formation records.

The Marketing Committee is scheduled to meet on Tuesday, September 22, from 4:00-5:30 p.m. here at the Pastoral Center.

The Catholic Schools Preview Night has been moved to November 4th at the UIW Skyroom from 6:00-8:00 p.m.

John Paul II Catholic High School "Founders Day" – This event was a huge success. Over 400 people were present to participate in the festivities. Reverend Jose H. Gomez held Mass to celebrate the Grand Opening of John Paul II Catholic High School, and a delicious lunch was served with tours of the building immediately following.

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 was held at St. Mary's University, University Center, Conference Room A from 8:00 – 12:30. Guest speakers included: Most Reverend Jose Gomez, S.T.D., and Mr. Dan Curtin, CACE Executive Director, NCEA.

INSIDE THIS ISSUE:

ADMINISTRATION	1
CURRICULUM	2
DEVELOPMENT	3
GRANT DUE DATES	4
GOVERNMENT	4
PERSONNEL	5
HEALTH	7
CALENDAR	8

ADMINISTRATION CONT...

Catholic Administrators 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 next session is November 5th. 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 ASAP.

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

Check out Check out the **GREAT fall Super Saturdays workshops** offered at Region 20 for our teachers. The workshop prices are very reasonable and the workshops cover almost every subject for both elementary and secondary teachers. For example, “Classroom Management with a Twist “on Oct. 24 is aimed for new teachers. Contact Jayme Presley at 370-5429 or go to www.esc20.net/workshop.

Behavioral workshops are being offered to teachers through the Group therapy Center of San Antonio. Some examples of workshops are, “How to deal with bullying behavior from parents and students” and “How empathy can help you be a sincere efficient communicator to your students”. Call Gerard Walency at (210) 735-2740 for more information. These workshops can be paid with Federal monies.

Library News !!!!!!!

Librarians !!!!!!!Library Resource Round-up, 16th Annual on Sept. 25 at Region 20, 7:45 to 4:00 pm. Keynote speaker is Matt de la Pena.

The US 2010 Census is coming!!!! The U.S. Census Bureau has created a Census in Schools programs called 2010 Census: *It's about Us*. The program will provide educators with resources to teach the nation's students about the importance of the census so children can help deliver this message to their families. Age specific education material and kits, online resources, lessons plans for k to 12th grade are available. Go to census.gov/schools/. These lessons would be great for social studies units.

Witte Museum is offering student exhibits, workshops and programs, in addition to educator programs. Wonderful opportunities for meaningful relevant learning!!!! teachers. Go to www.witemuseum.org or call 357-1910 for scheduling or for more information.

High Schools Counselors—ACT College and career readiness workshops. Oct. 6- Trinity University, Oct.7- UTSA. Register online at www.act.org/ccrw

CURRICULUM CONT...

The *DCS Math Alignment Document* was released Sept. 8. You can access the document on Admin Log in and at Teacher Lon in. Included in this document is the alignment of TEKS, National Standards and the recommended Catholic schools standards across grades, kinder to eighth. Teachers will also find the student performance mastery checklist and a sequence/ pacing form. Thanks once again to the dedicated committee members: Kathy Stanbridge, St. Gregory the Great; Stacie Smith, St. Matthew; Angie Garcia, Mt. Sacred Heart; Amy Talley, Lillie Flower; and Yvette Gondeck, St. Matthew.

DEPARTMENT OF CATHOLIC SCHOOLS PROFESSIONAL DEVELOPMENT SERIES

Technology class, “Creative Student Projects with Microsoft Tools” (includes SMART Board) for teachers at Region 20, Sept. 29. The class is **free** and schools must register through DCS by Sept. 25. The DCS will pay for only two substitutes during this series of three workshops. The registration form was sent via email to all the principals the week of Sept. 8.

CHANGE OF DATE: “RTI (Response to Intervention) and the Special Education Referral Process” has been changed to SEPT. 29 instead of Sept. 9. The workshop will be held at the Pastoral Center 9 to 1:00, in Rm. 102. \$15.00 per person (lunch included). The registration form will be email to all principals the week of Sept. 8. Counselors, assistant principals, academic deans, etc. are invited to attend. At this workshop schools will learn how to put together a school team to support struggling students. Special Education Coordinators from various school districts have been invited to answer questions about their specific referral process.

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:

- 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.

DEVELOPMENT CONT...

SHOWCASE-A-SCHOOL:

Pizza Party

September 25, 2009 - Little Flower

December 11, 2009 - St. Paul

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

November 13 - Mt. Sacred Heart

December 4, 2009 – St. Cecilia

January 22, 2010 - The Atonement Academy

February 17, 2010 – St. Philip of Jesus

March 11, 2010 - Providence High School

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

Please confirm the attendance of SEVIS program students (foreign students) to David Nixon of the Department of Catholic Schools office (david.nixon@archsa.org).

GOVERNMENT CONT...

Asbestos training for facilities maintenance personnel will be coming in mid October at a time and place still to be determined. Please see future newsletters for further details.

PERSONNEL

Religion Coordinators' Meeting – Thank you to all who attended the meeting. Several opportunities are already in the works.

Religion Teachers Form is now due in the office to Joann Gawlik.

E-Alerts have been sent on the following classes:

Echoes of Faith Facilitator Training - This workshop will provide an opportunity to have questions answered regarding *Echoes of Faith*, to learn strategies for successful implementation, to discuss facilitation behaviors and to observe techniques for actively involving program participants. *This workshop is required before you begin using Echoes of Faith. Facilitators must be certified as an Intermediate (Level 2) catechist.*

Tuesday, October 13, 2009 ▪ 1:30 – 4:30 pm

Our Lady of Perpetual Help, 16075 North Evans Road, Selma, TX

There is no fee for this special workshop!

Workshop space is limited. Register by contacting us at acc@archsa.org.

Fall Semester 2009 – Courses #204, #205, #217, #218

<u>Location</u>	<u>Dates</u>	<u>Course</u>
Julie Quillo Holy Spirit Catholic School 3:15 – 5:45 p.m.	Mondays & Wednesdays September 21, 23, 28, 30 October 5, 7	#204 – Survey of the Old Testament
Deborah Desjean St. John Berchman School 3:30 – 6:00 p.m.	Tuesdays & Thursdays September 22, 24, 29 October 1, 6, 8	#217 – Liturgy
Julie Quillo Holy Spirit Catholic School 3:15 – 5:45 p.m.	Mondays & Wednesdays October 26, 28 November 2, 4, 9, 11	#205 – Survey of the New Testament
Rita Graves Little Flower Catholic School 3:00 – 5:30 p.m.	Tuesdays & Thursdays October 27, 29 November 3, 5, 10, 12	#218 - Sacraments

PERSONNEL CONT...

Religion Record Review – will take place at the Elementary Principals' Meeting on October 13th. Bring teacher religion files and records for review by the Credential Review Committee. Records will be reviewed during the meeting, in most cases the records will be returned by the end of the day. The committee is looking for new members; contact Rita Minkley, ACC Office, 210-734-2620, if you or someone else is interested in participating.

As the **Professional / Support Staff Roster** is completed make sure all **criminal background checks** have been updated for everyone working in your school. Email the rosters to Lottie.Lopez@archsa.org by September 15th.

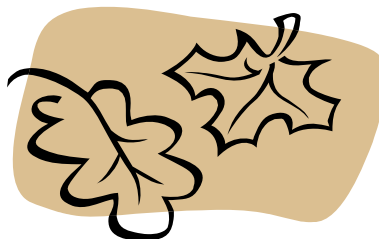
Criminal Background Checks – With field trips coming up, please remember that *all parents wanting to participate must have valid Criminal Background Checks* on file. **Allow plenty of time**, as processing cannot be rushed. In order to avoid having forms returned to you, **PLEASE READ THE FOLLOWING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

Criminal Background Check forms (\$6.00 fee) and Credit Report forms (\$12.00 fee) are available on Admin Login. *All fees and forms are to be returned to the Archdiocesan Office of Human Resources.*

Credit Report checks are encouraged for employees and volunteers who will be handling and managing monies for the school.

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

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

see <http://www.cdc.gov/h1n1flu/guidance/exclusion.htm> , <http://www.cdc.gov/h1n1flu/schools> ,
<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@archdiosa.org, 210-734-1662

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

Peer Mediation Program – If you are interested in starting a Peer Mediation Program in your school contact

Anita Sitz-Castillo, Peer Mediation Coordinator/Mediator

Bexar County Dispute Resolution Center

ascastillo@bexar.org

Office (210) 335-2128, Cell (210) 914-4909, Fax (210) 335-2941

www.bexar.org/drc

For information to attend the **Health Screening certification trainings** at the ESC Region 20 you may call Casity 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

CALENDAR**EVENT DATES:****September**

- 22 HFF Marketing Meeting, 4:00-5:30 p.m., Pastoral Center
- 29 Technology Class for DCS at Region 20
- 29 RTI— Response to Intervention and the Special Education, 8:30-1:00 p.m. at the Pastoral Center

October

- 13 Principals' Meeting, 8:15-12:30 p.m. at St. Peter, Prince of the Apostles School
- 14 Health Coordinators' Meeting, 9:30-11:30 a.m., Room 102, Pastoral Center
- 26 "360 Walkthrough" Workshop for Elementary Principals

PAST DUE:

- Wellness Policy to Joann Gawlik
- Principal Goals to Associate Superintendents
- Non-Discrimination Certification to Lourdes Espinoza
- Signed Designated School Salary Information Forms to David Nixon
- Religion Teachers Form to Joann Gawlik
- Faculty and Student /Parent Handbooks due to Associate Superintendents
- Catholic School Information Sheet to Julie Seguin
- Survey of Special Needs Students to Lottie Lopez
- Professional and Staff Rosters due to Joann Gawlik

SEPTEMBER DUE DATES:

- 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

November—SAVE THE DATE:

- 5 CAP, 9:00-3:00 p.m. at St. Gregory the Great School - **Date changed from 11-11**
- 19 Assistant-Principals' Workshop, 9:00-3:00 p.m., Oblate Renewal Center - **Date Changed from 11-18**
- 20 "360 Walkthrough" Workshop for Secondary Principals