

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

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

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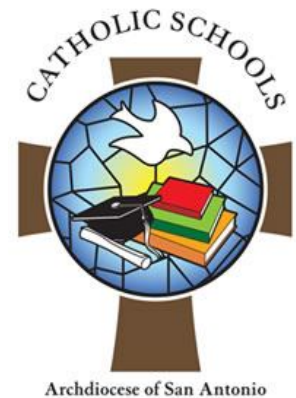
**OCTOBER 1, 2009**

*"In the demanding work of evangelization, we are sustained and accompanied by the certainty that He, the Lord of Harvest, is with us and continues to guide us. Christ is the inexhaustible source of the Church's mission.... Let us never forget that the primary and priority contribution we are called to offer for the Church's missionary activity is prayer. "*

*(Pope Benedict XVI. From the Vatican, May 27, 2007 – Solemnity of Pentecost)*

<http://www.iamamissionary.org/>

*How does prayer find a special place in your day and in the day of your school so that together all may grow in the spirit of evangelization?*



**ADMINISTRATION**

**Principals' Meeting** - Tuesday, October 13th at St. Peter, Prince of the Apostles beginning at 8:15 with the opening prayer at 8:45 am. Remember to bring along religion teacher files to be reviewed by the credentials review committee of ACC.

**Catholic Formation and Leadership Conference, October 23<sup>rd</sup> and 24<sup>th</sup>** - Registrations were distributed to principals at the August meeting. All teachers are expected to attend Friday's conference.

**Appreciation Luncheon** - Please don't forget to RSVP by October 26th for the Annual Principals, Pastors and Authorized Agents' Appreciation Luncheon to be held on Tuesday, November 3rd at 12:30 p.m. at the Radisson Hotel in Downtown Market Square. Contact Lourdes Espinoza at 734-1657 or [lourdes.espinoza@archsa.org](mailto:lourdes.espinoza@archsa.org).

**Assistant Principal Workshop** – The 2009 workshop for Assistant Principals/ Administrative Team Members for both elementary and secondary schools is being held on Friday, November 18<sup>th</sup>.

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) is November 11<sup>th</sup>. Please complete the registration form located on Admin login and send to Lottie Lopez. Each school is asked to send a representative.

**TCCED (Annual Report for Continued School Accreditation)** – This required report can be found on the Catholic School CD 2009-2010 that was given out at the August 5<sup>th</sup> Principals' Meeting. It was due to Joann Gawlik by September 25<sup>th</sup>. Thanks to all schools that sent in the rep to allow enough time for approval.

<b>INSIDE THIS ISSUE:</b>	
Administration	1
Curriculum	3
development	3
GRANT DUE DATES	4
government	4
PERSONNEL	5
health	6
announcements	7
Calendar	8

## ADMINISTRATION CONT...

**ISPD development workshop** – Please register with Julie Seguin with HFF. This is a great workshop for information regarding enrollment, retention and marketing through your web site. Please plan to attend or send a representative from your school.

**Handbooks** – Please send copies of your 2009-2010 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.

**The Credentials Review Committee of ACC** will be joining us at the next Principals' Meeting on October 13<sup>th</sup>. Remember to bring along religion teacher files to be reviewed.

**Catholic Schools Week** - 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).*

*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

Reminder: **Red Ribbon Week**- Oct. 24 to 30!!!!

**San Antonio ISD Federal Programs' principals' meeting** at Burbank HS on Oct. 22, 9:00 to 11:00

**"360 Walkthrough"** workshop conducted by Region 20 is scheduled for Oct. 26 for elementary administrators and Nov. 20 for secondary administrators. Location will be announced at the Principals' meeting on Oct. 13. The fee of \$250. per person can be paid with Federal monies.

**SAMSEP** (San Antonio Math and Science Education Partnership) committee members are assisting in writing a 12.5 million city wide grant to increase rigor in Science and Math instruction. The following Catholic school teachers are members: Billy McWilliams, St. Anthony H.S.; John Markovetz, Atonement Academy; Emily Juarez, St. John Berchmans; and Angie Garcia, Mt. Sacred Heart.

**The Bill of Rights Institute** has excellent lessons and activities about Constitution Day, the Presidents and the Constitution, etc. Go to [www.BillofRightsInstitute.org/FL8CD](http://www.BillofRightsInstitute.org/FL8CD), or [www.BillofRightsInstitute.org/FL8BL](http://www.BillofRightsInstitute.org/FL8BL)

## 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:

--**Catholic Schools Preview Night** – Wednesday, November 4<sup>th</sup> at the UIW Rosenberg Sky Room - 4:30-8:30 pm  
Please RSVP to Lety at 734-2620 ext. 1263 if your school will participate.

--**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!

--**Wish Lists** – Hope for the Future is making a wish list of projects or needs for each school—more information will be discussed at the Principals' meeting October 13<sup>th</sup>.

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

## DEVELOPMENT CONT...

**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

**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](mailto:Julie.seguin@archsa.org), [Leticia.briseno@archsa.org](mailto: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 <a href="http://www.airbornetrust.com/programoverview.aspx">http://www.airbornetrust.com/programoverview.aspx</a>	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
Scanlan Foundation (secondary education)	Oct. 15
Healthy Sprouts Award <a href="#">Gardener's Supply Company</a>	October 15
Marietta Randall Foundation Trust	November 30
Raskob Foundation for Catholic Activities <a href="http://www.rfca.org">www.rfca.org</a>	Dec 8-Feb 8

## GOVERNMENT PROGRAMS AND PUBLIC POLICY

**OSHA** requires a 2-hour **asbestos training course**, for custodians/janitors/maintenance personnel/school administrators, who may have occasion to come into contact with asbestos found in the schools. A morning of training has been scheduled for Friday, October 16 at 9:30 AM on the first floor of the Pastoral Center, Room 102.

## GOVERNMENT CONT...

The course is open to all such personnel but is mandatory for new personnel working in these areas in the schools on the asbestos list. Administrators are welcome too. Persons who have previously taken the asbestos training, documented by a certificate, need not retake this course. Please e-mail [lourdes.espinoza@archsa.org](mailto:lourdes.espinoza@archsa.org) to register. Call David Nixon at 734-1661 for more information.

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## PERSONNEL

**Religion Record Review** – will take place at the Principals' Meeting on October 13<sup>th</sup>. 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.

**Professional / Support Staff Rosters** were due on September 15<sup>th</sup>. Email the rosters to [Lottie.Lopez@archsa.org](mailto:Lottie.Lopez@archsa.org). Thank to all schools who emailed them by the 15<sup>th</sup>.

Make sure all **criminal background checks** are updated (every 3 years) for everyone working and volunteering in your school.

**OVASE Training** must be repeated every three years. Make sure all training dates are current.

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

**Applicant Database** – If you are in need of applicants for a job opening, contact [Lottie.Lopez@archsa.org](mailto: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.

**Substitute Teachers** – If you are in need of substitute teachers, email [Lottie.Lopez@archsa.org](mailto: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](mailto: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.**

## PERSONNEL CONT...

**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](mailto: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 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

## HEALTH

**Health Coordinators Meeting** – The Health Coordinators' Meeting will be held on Wednesday, October 14<sup>th</sup>, at 9:30 am, at the Pastoral Center in Room 102. Please complete the registration form located on Admin login and send to [Lottie.Lopez@archsa.org](mailto:Lottie.Lopez@archsa.org) or fax to 210-734-9112 by October 12<sup>th</sup>. Each school is asked to send a representative. Bring a copy of the current TCCED Health Manual.

**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.

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

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

[www.dshs.state.tx.us/txflu/default.shtm](http://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](http://www.flu.gov) or call 1-800-CDC-INFO

## HEALTH CONT...

**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](mailto: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](http://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

## ANNOUNCEMENTS

CONGRATULATIONS to:

Rolling Hills Academy as they completed their accreditation visit.

The Atonement Academy Upper School as they welcome accreditation visiting team.



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:****October**

- 11 Hope for the Future - Second Collection
- 13 Principals' Meeting, 8:15 am, St. Peter, Prince of the Apostles School
- 14 Health Coordinators Meeting, 9:30 to 11:30, Pastoral Center Rm. 102  
Registration to [lottie.lopez@archsa.org](mailto:lottie.lopez@archsa.org)
- 16 Asbestos Training Course for School Maintenance Personnel – 9:30 AM, Pastoral Center Rm 102  
Registration to [lourdes.espinoza@archsa.org](mailto:lourdes.espinoza@archsa.org)
- 29 AIAL League Meeting 5:00 pm at St James School, Seguin

**PAST DUE:**

Professional and Support Staff Data Forms to Lottie Lopez  
School Council Minutes for September and October to Associates  
TCCED Annual Report for Continued School Accreditation to Joann Gawlik  
Religion Teachers Form to Joann Gawlik  
Faculty and Student/Parent Handbooks due to Associate Superintendents  
CFLC Registration, see [www.cflcsa.org](http://www.cflcsa.org)  
2008-2009 Revised Budget to David Nixon

**OCTOBER DUE DATES:**

- 9 Health Coordinators' Meeting Registration Due to Lottie Lopez at [lottie.lopez@archsa.org](mailto:lottie.lopez@archsa.org)

**NOVEMBER DUE DATES:**

- 11 Assistant Principal/Administrative Team Member Workshop, November 18<sup>th</sup>,  
Registration Due to Lottie Lopez at [lottie.lopez@archsa.org](mailto:lottie.lopez@archsa.org)

**November—SAVE THE DATE:**

- 3 Principals, Pastors and Authorized Agents Appreciation Luncheon, 12:30 pm at the Raddison Hotel
- 5 CAP, 9:00 – 3:00 p.m. at St. Gregory the Great School – *Date change from 11/11*
- 17 ISPD Enrollment and Retention Workshop for pastors, principals and development
- 18 Assistant Principals' Workshop, 9:00 – 3:00 p.m., Oblate Renewal Center