

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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*Speak to my heart during this season of grace,
as you spoke to your prophets and saints.
Remind me again of the journey you call me to make
and the work you would have me do.
I am your servant, O Lord.*

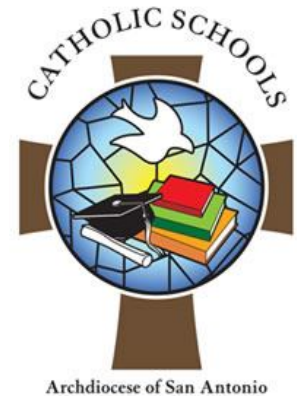
Speak to me in this holy season and turn my eyes to watch for your coming.

(Author unknown)

*As we celebrate the Word Incarnate, may our hearts and minds be filled with
peace even as we recommit ourselves to work for the fullness of His reign of
justice and peace in our world.*

Merry Christmas and Happy New Year!!!

Patricia Davis and the DCS Staff



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ADMINISTRATION

Exciting announcement from the Department of Catholic Schools - The University of Notre Dame and the Archdiocese of San Antonio Catholic Schools have formed a partnership to assist schools with enrollment and recruitment initiatives. Please look for more details after the holidays. This is a wonderful opportunity for our schools! Fr. Joe Corpora of Notre Dame will formally announce our partnership with Notre Dame at the Hope for the Future “Khaki & Plaid Party”!! We hope that schools can join their PTC groups to purchase a table.

Catholic Schools Week theme “Dividends for Life”

January 31 - February 6, 2010

Press Kit for CSW 2010: </news/CSWKitHomepage.asp>

Catholic Schools Week – Hope for the Future 5k - and Khaki and Plaid Gala – Please make every effort to support our Diocesan Tuition Assistance program by participating as an individual or as a school group in the 5K run. LOTS OF FUN! Also, as mentioned at the last PAC meetings, please ask your PTC or other volunteers to create a display for parishioners/school families to have a visual to advertise this very special night to “kick off” Catholic schools week and to announce our newly formed partnership with Notre Dame.

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 was December 1.

ADMINISTRATION CONT...

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."

Catholic Schools Week Kick-Off Celebration: Monday, February 1, 2010 at 10 a.m., Pastoral Center Atrium.

During this 30 minute press-event we will:

- Have the Mayor or a representative from his office read the Proclamation for Catholic Schools Week
- Recognize Anniversary Schools
- Recognize National Scholars
- Recognize Schools that have received National Awards
- Recognize "Outstanding Service Projects"

As part of Catholic Schools Week we will once again be encouraging our students to perform service projects and share the success of the service project by entering the project in a competition. The student, students or school will submit "**I or We celebrated Catholic Schools Week through Service by**" essay to the Department of Catholic Schools by January 11, 2010. Two categories will be awarded: Elementary and Secondary. A committee will review the essays and select the winners! The winners will be recognized at our Catholic Schools Week Kick-off Celebration. Gift Certificates will be awarded to the winners.

More details to follow. Essay Criteria will be emailed separately.

Principals' Retreat – All principals will join together on Thursday, January 14th at Moye Retreat Center in Castroville. The day will begin at 8:30 with opening prayer at 9:00 am. The day will end at 3:00 pm. A short business meeting will be followed by a spirit driven day lead by Sr. Carol Cimino. Sr. Carol has been a teacher and an administrator at all levels of Catholic education and currently co-directs the Catholic School Leadership Institute at [Manhattan College](#). She was also a development director for three high schools and continues to teach and give workshops on the marketing of Catholic schools.

Sr. Carol has written numerous articles for education journals. Her book, *Ensuring a Future Full of Hope* has been used by parent groups and boards to assist in recruitment efforts. She has written a series of thumbnail pamphlets, which were published by [NCEA](#) to help school boards become more effective, and her tuition manual, *Life's Other Certainty*, is used by schools of several religious denominations

Secretaries Workshop- A workshop for school secretaries (and other clerical staff you may want to send) will be held on **Tuesday, January 12, 2010** from 9:30 am -3:30 pm at the Oblate Renewal Center. The presenter for the day will be Sr. Frances Briseño OSB, recognized for her ministry in Catholic schools and parishes. The cost is \$30.00 which includes lunch. For more information, the registration form will be posted on Admin Login.

NCEA Registration – If you will be attending the NCEA Convention in St. Paul & Minneapolis the registration form is available at www.ncea.org. **There are no group rates this year but there is a reduced rate if you register by March 1, 2010** so be sure to register as soon as possible. There will be no group registration through the DCS.

CURRICULUM

US Census 2010. The US Census Department has a website, www.census.gov/, devoted to educational information about the Census process. Lesson plans for K to 12th grade, maps, teaching guides, take home kits, and other information materials to help students learn the importance of the Census.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The last Technology class for Teachers at Region 20 will be held on January 14. Only 20 spaces are available. (This class is free for Catholic school teachers.) The registration form with title of the workshop will be released during the first week of January. Principals are encouraged to email Beverly Lejeski about their input regarding the content of this last class at beverly.lejeski@archsa.org.

Informal Science educators' conference at Region 20 will be held on January 30, 2010. Speakers from Botanical Garden, Mitchell Lake Audubon Center, San Antonio, River Authority, etc. will share information about their various student and school programs and it's free. Register for this opportunity at www.esc20.net.

The Providence Writing Institute: Where teachers come to learn... Improve your writing instructional and use writing as a tool for learning in any subject area, across grade and content levels. This institute is patterned after the New Jersey Writing project and is scheduled for June 28 to July 16, 2010 at Providence High School. Email Emily Flores at eflores@providencehs.net or call 210-224-6651 for more information. Limited number of spaces are available.

Check out Jayme Presley's (jayme.presley@esc20.net) Saturday spring professional development offerings at Region 20. Workshops ranging from Algebraic Reasoning to Classroom Management training are availablesomething for all grade levels.

Reminder about the revised Principals Assessment process: The Faculty, PTC, school council members, Principal self-reflection and Pastor Survey will be available in late January on "survey monkey.com" for teachers and others to complete. At this time, school climate surveys (see DCS website) are recommended to be given out to staff and others to assist the principals in creating an effective and positive school environment.

SAISD area Catholic school principals: Deadline for submission of Stimulus Technology monies request form will be January 22, 2010.

Federal Program Pupil Population Report for all schools is due on January 29, 2010 to the Office of Associate Superintendent, Beverly Lejeski. The forms will be released to the schools on January 5 by Rose Andrews, Region 20. The freeze date for each school's student enrollment roster is January 15, 2010. Remember, students' names are not permissible on the forms. Please use a school's code to cross reference the students' names.

DEVELOPMENT

Hope for the Future Development Information

--**Catholic Schools Preview Night** – Saturday, February 20th from 2-4 pm at Crossroads Mall Red Oak Ballroom. *This is a new date and place* based on the feedback from you after our preview night at UIW. Besides our pre-event advertising, the mall is allowing us to have students in groups of 2-3 pass out flyers throughout the mall and invite shoppers to come into the preview. If you have any pictures that you would like included in the slideshow presentation, please forward to Lety. Please RSVP to Lety at 734-1963 or leticia.briseno@archsa.org if your school will participate.

--**Khaki & Plaid Party – Hope for the Future All Catholic School Alumni Gala** – Saturday, January 30, 2010.

--**Silent Auction Basket for Khaki & Plaid Party** - All schools are invited to come up with your own theme basket for the Silent Auction. Ask places to donate items and gift certificates. Have parents and students donate or have a class donate one certain item. Make basket creative and worth at least \$100. If you have any questions, please contact Carol Meyer, Auction Chair at 497-2301 or cameyer2555@aol.com. Thanks to all the schools that have sent in their basket so far! They look great!

--**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!

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

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

February 12, 2010 - St. James

April 16, 2010 - St. Leo

Morning Mass

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
The Burkitt Foundation	Feb. 1

Raskob Foundation for Catholic Activities www.rfca.org
Dec 8-Feb 8

FINANCE

Coming in January, School Business and Budget Workshop, Saturday January 9, 9:00 AM to 12:00 Noon, Pastoral Center Atrium, for Pastors and Principals and School Council Finance Chairs and Committees (School Council Presidents are welcome also). The session will cover a range of topics this year, including bookkeeping, LOGOS, tuition concerns and collections, projections on specific line items for the coming year, budgets, financial statements, internal controls and investments.

PERSONNEL

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.

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.

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

Level 1 Workshop (Required to begin Level 2)

Foundations in Catechesis – Tuesday & Thursday, January 12 & 14, 2010, St. Gregory School, 700 Dewhurst, SA; 4:00-7:00pm, Linda Baksic, Instructor. Register through ACC.

Spring Semester 2010 – Courses #211, #216, #221, #231

<u>Location</u>	<u>Dates</u>	<u>Course</u>
Julie Quillo Holy Spirit Catholic School 3:15 – 5:45 p.m.	Mondays & Wednesdays February 15, 17, 22, 24 March 1, 3	#211 - The Church and Its History
Rita Graves Little Flower Catholic School 3:00 – 5:30 p.m.	Tuesdays & Thursdays February 16, 18, 23, 25 March 2, 4	#216 – Christian Living: Discipleship and Morality
Deb Desjean Our Lady of Perpetual Help 3:00 – 6:00 p.m.	Mondays & Wednesdays April 5, 7, 12, 26, 28	#221 – Ministry of Catechesis: Theory and Practice
Carol White St. Gregory the Great School	Tuesdays & Thursdays April 6, 8, 13, 15, 27, 29	#231 – Maturing in Faith

HEALTH

Student Health Records/Admission Procedures – As you finalize the admission process for the 2010-2011 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!

School Visits – School visits are currently being scheduled to complete the TCCED Health Services Review found in the TCCED Health Manual. When contacted, please schedule your school visit as soon as possible. Nurses who are currently working in our Archdiocesan schools are assisting with the visits this year.

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. They can be found on <http://www.cdc.gov/h1n1flu/schools>.

The following sites continue to be 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://pandemicflu.gov/professional/school/>

<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

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 trainingsessions is limited, so early registration is essential.

HEALTH CONT...

If you need the Vision and Hearing Screening schedule of workshops to be offered contact Ramiro Martinez at his office and 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

Texas School Health Association Conference

“Piecing Together Healthy Lives” an Investment in YOUR Future

January 29 & 30, 2010

Austin Hilton Airport Hotel

Austin, TX

Click on the following link for details and registration information: <http://www.txschoolhealth.org/>

Unlicensed Diabetes Care Assistant (UDCA) Training

January 14, 9:00 a.m.-12:00 p.m.

Education Service Center Training Workshop # CF100114-K01

FREE

Need CPR/First-aid Certification..... The American Heart Association's Healthcare Provider CPR and First-aid are advanced courses that are open to anyone, beyond just healthcare providers.

Healthcare Provider CPR Healthcare Provider First-aid

January 25, 8-11:30 a.m. January 25, 12:30-4 p.m.

Education Service Center Training

Workshop # CF100125-K01 Workshop # CF100125-K02

Fee: \$35; Nurse Co-op FREE Fee: \$35; Nurse Co-op FREE

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

- 9** School Business and Budget Workshop, 9:00 AM to 12:00 Noon, Pastoral Center Atrium, for Pastors and Principals and School Council Finance Chairs and Committees
- 12** Secretary's Workshop, 9:30-3:30, Oblate Renewal Center
- 13** CAP, 9:00-12:00, Pastoral Center Room 102
- 14** Principals' Retreat, 8:30 – 3:00, Moyer Retreat Center, Castroville, Texas

PAST DUE:

School Council Minutes for November and December to Associates

JANUARY DUE DATES:

- 6** Registration for Secretaries and Other Office Staff workshop due to lottie.lopez@archsa.org

SAVE THE DATE

January

- 30** Khaki and Plaid Party, 6:30 pm, University of the Incarnate Word Convocation Center
- 31** Catholic Schools Week Opening Mass, 10:00 am, San Fernando Cathedral

February

- 1** Catholic Schools Week Kickoff Celebration, 10:00 am, Pastoral Center Atrium
- 6** Hope for the Future 5K Run, 8:15 am, Mission Park #2

PRAYER REQUEST

Adopt-A-Priest

What is Spiritual Adoption?

Spiritual Adoption of a Priest is a pledge to pray for a specific priest regularly for the period of one year. Your "adopted" priest becomes a spiritual part of your family and is assisted by your prayers. Pope Benedict XVI has declared this the Year for Priests "to encourage spiritual perfection in priests." What better way to assist priests in their journey to spiritual perfection than through our prayers? Let us be generous in the support of our priests!

"The priesthood is the love of the heart of Jesus" – St. John Vianney

Mary, Queen of Apostles, pray for priests!