



A newsletter for Diocese of Paterson Catholic Schools

# CSO NOTES

AUGUST 2017

*Edith Stein*

*(St. Teresa Benedicta of the Cross)*

Feast Day – August 9th

*“The entire educational process must be carried out with love, which is perceptible in every disciplinary measure and which does not instill any fear. And the most effective educational method is not the word of instruction but the living example, without which all words remain useless.”*

## **NEW PRINCIPALS ORIENTATION**

The orientation program for principals new to the Diocese of Paterson will be held on Thursday, **August 10th** beginning at 10:00 am and concluding by 3:00 pm. The program will take place in the main conference room at the Diocesan Center, 777 Valley Road, Clifton, NJ 07013. Lunch will be provided.

## **NEW TEACHER ORIENTATION**

The orientation program for all teachers new to the Diocese of Paterson will be held at DePaul Catholic High School in Wayne on Thursday, **August 17th**. The program will begin at 9:00 am and will conclude by 2:00 pm. Our guest speaker will be Dr. Mary Jane Krebbs. Continental breakfast will be available at 8:30 am, and lunch will be provided. Participation by all new professional staff is required. Please inform your teachers that the dress code is **business casual**. No shorts, jeans, tank tops or similar attire will be permitted. Principals are welcome to attend. **Principals are reminded to inform new hires about this program.** Use this [link](#) to register teachers with the Catholic Schools Office.

## **OPENING OF THE SCHOOL YEAR MASS AND MEETING**

The first meeting of the year for all principals and high school presidents will be held on Tuesday, **August 22nd** at St. Paul Inside the Walls in Madison. The program will begin at 10:30 am. Fr. Marc Mancini will give the opening address followed by Mass. The liturgy will

“The Mission of the Catholic Schools of the Diocese of Paterson is to develop communities that are Christ-centered, academically excellent and welcoming, that enable students to be lifelong learners and good citizens of the world.”

be followed by lunch and the meeting, which will conclude by 2:00 pm. This is a welcome opportunity to reconnect with colleagues and meet those new to school leadership in our diocese. Your attendance is expected and most appreciated.

## **HIRING NEW TEACHERS**

Please be reminded that when hiring new teachers, all applicants must file an online **diocesan** application (a school application is not sufficient), along with a list of supporting documents shown on the Teacher Application Procedure sheet found below and on our website. **All paperwork must be filed with the Catholic Schools Office.** Since the completion of teacher files is part of the compliance checklist, it is the obligation of each school to be sure all paperwork has been submitted.

**All applicants must submit the following:**

- a) a completed **diocesan** application form,
- b) a resume,
- c) a paragraph on each of the following:
  - o philosophy of education
  - o reasons for interest in a teaching position in the Diocese of Paterson
- d) official transcripts,
- e) a copy of their current teaching certificate, and
- f) a dated, **signed** letter of recommendation (on letterhead, if possible) from each of the three references listed on the application. Each must be accompanied by a completed applicant waiver form and must be no older than three years. Letters are required from:
  - o the applicant's pastor,
  - o a former employer [for new college graduates, the student teaching supervisor],
  - o a professional colleague.

**It is the applicant's responsibility to verify that recommendations and transcripts have been sent by the persons requested to do so.**

## **PROTECTING GOD'S CHILDREN**

All new employees (principals, teachers, and staff) and volunteers must receive training in the PGC program. Principals are to ensure compliance with this before the school year begins. Individuals may register for the class nearest them by accessing [www.virtusonline.org](http://www.virtusonline.org). If you have administrative questions about the program, please address them to Joan Valk at ([jvalk@patersondiocese.org](mailto:jvalk@patersondiocese.org)).

## FINGERPRINTING PROTOCOL

Principals are reminded to review the procedure for the fingerprinting of all school employees. Click [here](#) for a copy of the procedure. **All school staff MUST BE in compliance (fingerprints and background check, PGC, and Code of Conduct) before they begin their assignments.**

## CATECHETICAL CERTIFICATION

All elementary school teachers and principals, and all presidents, principals, and theology teachers in secondary schools in the Diocese of Paterson shall receive and maintain catechetical certification. Please review the catechetical requirements and registration for classes by clicking [here](#). The Catholic Schools Office will be contacting every principal to update last year's catechetical audit form for each teacher.

## TERRA NOVA 2017

Please review this brief update on the current status of our TerraNova results from Spring 2017:

- 192 Eligibility: For students who are currently receiving 192 services, use the Spring 2016 scores for the 407-1 eligibility form. Review the 2017 scores of students to identify newly eligible students only. While the data itself is still being scrutinized, we do not want any student who may qualify for these services to be excluded. **All of our third-party providers have been notified of this procedure.**
- DRC is still working to find “misplaced” student data. They do not inform me when a change has been made. It is important that you check your scores weekly and report any changes to me via email.
- Labels for transcripts and Home Reports were promised in June. To my knowledge and great relief, they have not mailed this yet. I hope this indicates that they are still processing changes. Therefore, **do not release the data to parents or faculty until notified.**
- As stated in my previous email, all calls to DRC regarding the data must come solely from the CSO. Please encourage impatient parents to refrain from calling DRC directly. They are only forwarded back to me.

Thank you for your cooperation and patience with this challenging situation.

## **STEM PRINCIPALS MEETING**

Principals of all STEM schools will meet on Wednesday, **September 13th** from 9:30 to 11:00am in the Terrace Room of the Diocesan Center in Clifton. Agenda items include visioning for the new school year and feedback on the June professional development.

## **CATHOLIC SCHOOLS OFFICE EVENTS CALENDAR FOR 2017-18**

The events calendar can be found on the front page of the CSO web site, or by clicking [here](#). Principals are reminded to check it regularly for any changes before making up the school's calendar or their own appointment calendars.

## **NEW LEADERSHIP FOR 2017- 18**

St. Pius X - John Galka  
St. Joseph – Lori Arends

St. Anthony – Sr. Colleen Clair, FMA  
St. Brendan – Robert Mitchell

DePaul Catholic HS Principal – Russell Petrocelli  
Morris Catholic HS President – Fr. Peter Clarke

## **CSO STAFF CHANGES**

We bid farewell and wish the best to Maria Kistler, Director of Marketing, and Mike Zakur, Director of Technology, as they pursue new career paths.

We welcome Mary Wrenn to the position of Director of Educational Technology. Many of you know Mary as a consummate educator in the diocese for over 30 years at St. Anthony School, Hawthorne. I know you all join me in welcoming Mary in her new position.

## **NEW JERSEY TEACHER CERTIFICATION WORKSHOP**

A workshop for all new teachers seeking state certification and their principals will be held on Thursday, **September 7th** from 2:00 to 3:00 pm in the JP II Center. The workshop will cover the new reporting requirements, including online reporting, developing SGOs, and the evaluation protocol in this new 2-year process. Please RSVP with the number attending by September 1st to Connie at [comikolajczyk.diocese@patdioschools.org](mailto:comikolajczyk.diocese@patdioschools.org) .

## **MATH PROFESSIONAL DEVELOPMENT WORKSHOP**

Professional Development for elementary teachers of mathematics has been scheduled for the 2017-18 school year. The PD is in response to recommendations made by the Diocesan Math Committee and Terra Nova analysis. With additional consultation from high school principals and department chairs, we are pleased to offer this ongoing professional development over the next several years to strengthen instructional strategies and authentic assessment methods used by teachers. Several facilitators were explored before partnering with Rutgers University for the workshops. Their experience in the areas of sustained teacher education, effective assessments, current pedagogy, and challenges impacting student achievement will provide teachers with meaningful workshops over the course of several years. In support of this important initiative, principals are expected to strongly encourage attendance by appropriate faculty.

**Sept. 18th** – teachers of Math in grades K-2 from 2:00 – 4:00pm, to be held in rooms 101-102 of the John Paul II Center

Principals are asked to RSVP to Connie at [comikolajczyk.diocese@patdioschools.org](mailto:comikolajczyk.diocese@patdioschools.org) by September 11th with the number of teachers attending. Principals are also encouraged to attend. For the schedule of additional workshops throughout the year, please refer to the events calendar.

## **UNIT PLANNING WORKSHOP**

On Tuesday, **September 26th** from 2:30 to 3:30 pm there will be a Unit Planning Workshop in JP II, rooms 101-102 for new principals and teachers, as well as those who may need a refresher. RSVP to Connie Mikolajczyk by Sept. 21st.

## **ACE 3-MINUTE WALKTHROUGH, UPDATING FOR 2016-2017**

In preparation for the 2017-2018 school year, the ACE 3-Minute Observation application will need to be reinitialized. You must follow Step 6 in the application instructions, found [here](#).

## **MARKETING MEETING**

There will be a marketing meeting on Thursday, **September 21st** from 3:30 to 5:00 pm in the cafeteria of the John Paul II Center in Clifton. We will be using the firm of Partners in Mission to help facilitate marketing workshops for our schools this year (please refer to the events calendar for future marketing dates).

## REVIEWING YOUR SCHOOL WEBSITE

All schools should use these last weeks of summer to review your school website. All dated content should reference the 2017-18 school year – this includes forms, tuition information, etc. Have at least one news item listed that is no older than May 2017. Reach out to your marketing teams and begin planning your meeting calendar. During this time our CSO website will also be under review, and possibly unavailable for short periods of time.

## E-RATE

It isn't too early to start planning for the 2018-2019 funding year. For further information, contact Taylor Sniecinski at *E-Rate Advantage* at [taylor@erateadvantage.com](mailto:taylor@erateadvantage.com), or 443.878.8154. Please visit their website at <http://www.erateadvantage.com> for further information. Kindly direct any questions to Patrick Peace at [patrickpeace@patersondiocese.org](mailto:patrickpeace@patersondiocese.org).

## NONPUBLIC SCHOOL ALLOCATIONS

Governor Christie has signed the Fiscal Year 2018 Budget. The following are the Nonpublic School allocations for the 2017-2018 school year:

**Nursing Services:** \$97 per pupil

**Security:** \$75 per pupil

**Technology:** \$37 per pupil

**Textbooks:** \$54.78 per pupil

**Transportation:** \$1,000 per pupil

Please note that the funding amounts for technology, security and nursing are based on the reports submitted in January, 2017 which contain the actual enrollment numbers from October, 2016. **The LEA should be informing you of the above allocations in writing as part of their ongoing consultations with your school.** The above funding amounts, especially nursing, should be in place for the start of the 2017-2018 school year.

Please note that your local district should receive the FY 2018 Chapter 192/193 initial funding statements by mid-August. However, the increase in the transportation amount from \$884 to \$1,000 was offset by a reduction in the funding amounts for Chapter 192/193. These funding amounts should then be communicated to you as part of your ongoing consultations with the district.

**PROFESSIONAL DEVELOPMENT DAY – OCTOBER 6TH** (Details to follow)

**SAVE THE DATE: RESPECT LIFE MASS, NOVEMBER 18TH**

On Saturday, November 18th, at 10:00 am Bishop Serratelli will celebrate the Annual Respect Life Mass in our newly renovated Cathedral of St. John the Baptist. It is sponsored by the Paterson Federation Knights of Columbus Councils. All priests, deacons, parish and school staff, parishioners, families and friends are invited and encouraged to attend. A poster is attached to help spread the word (click [here](#)).