



A newsletter for Diocese of Paterson Catholic Schools

CSO NOTES

SEPTEMBER 2017



It's Back to School!

Lord, enable me to teach with wisdom, for I help to shape the mind.
Equip me to teach with truth, for I help to shape the conscience.
Encourage me to teach with vision, for I help to shape the future.
Empower me to teach with love, for I help to shape the world.

Amen

STEM PRINCIPALS MEETING

Principals of STEM schools, all cohorts, will meet on **September 13th** from 9:30 to 11:00 am in the Terrace Room of the Diocesan Center in Clifton. Agenda items will include feedback on the June professional development, future professional development, and visioning for the next few years. Please contact Debbie Duane at dduane@patesondiocese.org if you are unable to attend.

ADVANCED STEM CERTIFICATION

A meeting for the next cohort of schools applying for STEM certification from AdvancED will immediately follow and should conclude by noon.

PRINCIPAL LEADERSHIP PROGRAM

On Friday, **September 14th** new principals and second year principals will meet for the first quarterly in-service program of this school year. The meeting, which will start at 9:30 am and conclude by 11:30 am will be held at the Diocesan Center in the main conference room.

"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."

PRINCIPALS MEETING

On Wednesday, **September 20th** there will be a meeting for all elementary and secondary principals in the cafeteria at the John Paul II Center in Clifton. The meeting will begin at 8:30 am and conclude by 3:00 pm. Breakfast and lunch will be served.

GOVERNMENT PROGRAMS MEETING

The first Government Programs meeting of the school year will be held on Wednesday, **September 27th** in the JP II Center, rooms #101-102 from 2:30 – 3:30 pm. The meeting will offer an opportunity to attendees to share school experiences with school districts and third party service providers. All school principals and presidents are invited to the meeting. All school Network representatives, both parents and teachers, are also invited.

MEETING OF HEADS OF SCHOOL

On Thursday, **September 28th** there will be a luncheon meeting for the heads of all private and diocesan Catholic high schools. The meeting will be held at Mary Help of Christians Academy in North Haledon. It will begin at 11:00 am and conclude by 1:00 pm. Heads of school and principals that have agenda items are asked to submit them to Toni Lucas at tonilucas@patersondiocese.org by September 22nd.

WORKSHOPS AND WEBINARS

NJ TEACHER CERTIFICATION WORKSHOP

A workshop for all new teachers seeking state certification and their principals will be held on **September 7th** from 2:00 – 3:00 pm. The meeting will take place in the JP II Center conference rooms #101-102 and will cover the reporting requirements for teachers and principals. Please RSVP **as soon as possible** to Connie at comikolajczyk.diocese@patdioschools.org with the number attending.

COOP WEBINAR

A webinar for all principals and test coordinators from elementary and secondary schools will be held on Friday, **September 15th** from 1:30 – 2:30 pm. Debbie Duane will provide an overview of the changes, the new timeline, and the score reports. A Q&A session will follow the presentation. Registration is required to receive the login credentials. Please contact Mary Wrenn at mawrenn.diocese@patdioschools.org with the school name along with the name and email address of each participant. Login information will be forwarded to registered staff.

PROFESSIONAL LEARNING COMMUNITIES

There are ongoing PLCs scheduled during the school year for teachers participating in Blended Learning and/or the Great Books Program. The first of these PLCs are as follows:

- Great Books PLC – September 13th, from 3:15 – 4:30pm
- Blended PLC – September 19th from 3:15 – 4:30 pm **(Grades 4&5 only)**

Both PLCs will take place in the Terrace Room at the Diocesan Center.

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 all classes by clicking on this **link**. Every principal is required to update the catechetical audit form for each teacher, listing courses taken through August, 2017. This form is to be submitted to the CSO (Connie Mikolajczyk – comikolajczyk.diocese@patdioschools.org) by **September 30th**.

MATH PROFESSIONAL DEVELOPMENT WORKSHOPS

The first Math professional development workshop for teachers of mathematics in Grades K-2 is scheduled for Tuesday, **September 18th** in rooms #101-102 of the John Paul II Center from 2:00 – 4:30 pm. This year's focus will be on assessment strategies. Rutgers University will continue to facilitate the workshops. Kindly notify Connie by September 15th of the number attending.

UNIT PLANNING WORKSHOP

A unit planning workshop is scheduled for **September 26th** from 2:30 – 3:30 pm in rooms #101-102 of the JP II Center. This workshop is for those new to the Diocese of Paterson, as well as those who need a refresher in the development of quality objectives and assessment. Teachers and principals wishing to attend are asked to RSVP to Connie by Friday, September 22nd.

E-MAIL ID'S

With the start of the new year, the Catholic Schools Office wants to make sure that all teachers and staff have @patdioschools.org email ID's. If a school has new teachers who do not have email ID's, principals are asked to submit their names to Mary Wrenn at mawrenn.diocese@patdioschools.org . If alternate email addresses are provided for new staff members, credentials will be sent directly to the new staff member. ID's will be created and sent back to the principal if alternate email addresses are not provided and the

principal can then forward the information to the teachers so they can initialize their accounts.

NCEA DATABANK INFORMATION

The date for taking the official enrollment to be used in the NCEA Databank Report is Friday, September 15th. The resulting information is due via email at the Catholic Schools Office by Monday, October 2nd. Please honor this deadline, since the Catholic Schools Office is required to submit the correlated data to NCEA by the end of October. The report procedure and forms can be found online [here](#).

The documents on the website include a PDF worksheet, the reporting Excel spreadsheet and guidance material. As in the past, principals will be asked to report the student enrollment and staffing totaled by grade, religion and race, as well as information concerning participation in state and federal programs, such as Title I, nutrition programs, E-rate, transportation funding, etc.

For those schools in PowerSchool, much of the required student and staff information can be retrieved directly from PowerSchool, but it requires that the school has filled in the fields for student ethnicity/racial background and religion. Information concerning faculty/staff ethnicity/racial background and religion are also needed for the databank report.

INFORMATION ON GOVERNMENT PROGRAMS ON THE CSO WEBSITE

The following information is featured on the Catholic Schools Office website under the title Government Programs, or can be found by clicking [here](#):

Network legislative Training Manual	ESSA and Nonpublic Schools
Sample "Action Alert"	Nonpublic Consultation Form
Lead Testing Reimbursement Memo	FY2018 Per Pupil State Allocations
Lead Testing Link	
Chapter 192 and Chapter 193 Recommended Timeline	
Chapter 192 and Chapter 193 per Pupil Amounts	

FAMILY INCOME SURVEY

The E-rate household income survey is important to distribute to your families. We want to ensure that your school's E-rate discount accurately reflects the income levels of your student population. The survey can be found by going to the CSO website and clicking under the Surveys and Questionnaire tab. You can also access the survey by clicking [here](#).

EXTENDED LEARNING OPPORTUNITY – STUDY ISLAND

All schools participating in the ELO must administer the Study Island post-test by September 15th. The test will be available beginning September 5th. Questions should be directed to Mary Wrenn at mawrenn.diocese@patdioschools.org .

ALERT SOLUTIONS 2 OR AP NOTIFY

All schools are reminded to make sure their Alert Solutions 2 (PowerSchool users) or AP Notify (Rediker users) is working. Schools are encouraged to use the system for important announcements other than weather events prior to the winter to ensure it works when needed.

SCHOOL COMPLIANCE FOR 2017-2018

All elementary and secondary schools in the Diocese of Paterson are scheduled for a Focus Visit during October and November. Some of the required documentation and reports were distributed at the August Opening of the School Year meeting, and others are available on the Schools Office website. All required documents are to be submitted to Debbie Duane at dduane@patersondiocese.org by September 30th. The required documents are:

- Annual Compliance Survey (available by clicking [here](#))
- Focus Visit Questionnaire
- Annual Goals
- School Professional Development Plan
- Catechetical Certification Audit Form

Additional documents to be available at the time of the focus visits:

- Completed personnel files for new teachers
- Terra Nova analysis
- Teacher SGOs
- School marketing plan (including marketing calendar)
- School profile

Teacher Application Process - Principals are to be attentive to the contents of teacher personnel files, particularly those of new teachers. A listing of all required documentation was distributed at the August Principals Meeting. New teachers are responsible for providing the mandated documentation as stated in the contract for new teachers. All new teacher files will be reviewed during the school's Focus Visit.

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:
 - philosophy of education
 - 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:
 - the applicant's pastor,
 - a former employer [for new college graduates, the student teaching supervisor],
 - 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.

OCTOBER PROFESSIONAL DEVELOPMENT DAY FOR ELEMENTARY TEACHERS

October 6th has been designated our Diocesan Professional Development day. This year our focus will be on improving student behavior including self-regulation, and handling disrespectful behaviors, among other topics. The day will begin at 8:30am and conclude at approximately 12:30 pm. Breakfast will be served but lunch will not be provided. Details, including venues and registration information will be forwarded shortly. High schools are providing PD for their faculties independently.

ACRE TESTING MATERIALS

The testing window for the 2018 ACRE assessment for all students in Grades 5, 8, and 11 is scheduled for the week of February 12th – 16th. While this seems far in the future, it is never too early to order the needed supplies. The link for ordering answer sheets, test booklets, and all other testing documents is <http://ncea.caltesting.org/> .

OBSOLETE EMPLOYMENT LISTINGS

Please check the teacher and staff employment listings for your school on the CSO website and email Mary Wrenn at mawrenn.diocese@patdioschools.org with those listings that need to be deleted.

SAVE THE DATE – ELEMENTARY SCHOOL MASS AT THE CATHEDRAL

On November 10, 2017 at 10:00 am a school Mass for elementary students in grades 5-7 will be celebrated by Bishop Serratelli at the Cathedral. Detailed information will be forthcoming from Sr. Joan Daniel, SCC, Chancellor/Delegate for Religious, Diocese of Paterson.



HURRICANE HARVEY

Our thoughts and prayers are with our colleagues, families and friends in Texas and Louisiana affected by Hurricane Harvey. We pray that God will protect all who are still in danger as well as the first responders who are risking their lives to save others. I feel confident that our school communities will do all that is possible to help support and be of service to our brothers and sisters in this extraordinary time of need.

Mary Baier