



A newsletter for Diocese of Paterson Catholic Schools

CSO NOTES

MAY 2017



Our Lady of Fatima

100th Anniversary

1917 – 2017

MAY MEETING FOR ALL PRINCIPALS AND PRESIDENTS

On **May 3rd** all presidents and principals will meet in the cafeteria from 9:00am to 2:30 pm at the JP II Center in Clifton. Breakfast will be available at 8:30 am and lunch will also be served. The morning session, for principals and presidents only, will be facilitated by a representative from Catapult on the new ESSA legislation and what it means for your school. The afternoon session will be facilitated by Christi Linton from DRC/CTB on interpreting Terra Nova results. Principals are encouraged to bring their Terra Nova Coordinator or other teacher leader to this afternoon presentation. Please bring a mobile device to access your CTB online reports, and your passwords for both administrators and teachers. Your Terra Nova Data Analysis Worksheet will also be helpful. **Please notify Connie Mikolajczyk at comikolajczyk.diocese@patdioschools.org no later than Monday, May 1st of the number attending from your school.**

PASTORS APPRECIATION DAY

NCEA has established the fourth Sunday of Easter (Good Shepherd Sunday) as the day to express appreciation to pastors for their support of Catholic education. This year, Pastors Appreciation Day is Sunday, **May 7th**. NCEA encourages all schools to find an appropriate way to honor and thank their pastors on that day or during that week.

"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."

SCHOOL MARKETING TEAM END OF SCHOOL YEAR MEETING

Our final meeting for this school year is scheduled for Wednesday, **May 10th** from 2:00 to 3:30pm in rooms #101-102 in the JP II Center. Principals are expected to attend, and are encouraged to bring additional members of their school marketing team. Our agenda will include a discussion with Mary D. Baier, Superintendent of Schools, on goals and budgets for the upcoming school year, an assessment of this year's marketing events and a 'Summer To Do List'. Please register using this link: <https://attendee.gotowebinar.com/register/3648994701341291521>

PRINCIPAL LEADERSHIP PROGRAM

On Friday, **May 12th** new principals and second year principals will meet for the last quarterly in-service program of this school year. The meeting, which will start at 9:30am and conclude by 11:30, will be held at the Diocesan Pastoral Center, in the main conference room.

STEM PRINCIPALS MEETING

STEM principals will meet on **May 17th** from 9:30 to 11:00 am in the Terrace Room at the Diocesan Center. At 10:15 a representative from Edmentum will provide an overview of new Study Island program features, including adaptive technology. Additional topics at the meeting will include professional development for next year. Please bring your rubrics to share with colleagues. Chairs should email their completed rubric to Debbie Duane at dduane@patersondiocese.org . Kindly RSVP to Connie by May 9th.

STUDY ISLAND

A representative from Edmentum will be at the Diocesan Center in the Terrace Room on **May 17th** at 10:15 am to provide an overview of new Study Island program features, including adaptive technology. Any principal interested in learning more about the ELO is welcome. Kindly RSVP to Connie by May 15th.

DIOCESAN EDUCATION COUNCIL

The Diocesan Education Council will meet on **May 17th**, at 5:00pm at the Diocesan Center in Clifton.

MAY PROFESSIONAL DEVELOPMENT DAY – CANCELLED

Please be reminded that the Professional Development Day scheduled for May 19th has been cancelled. This message was originally sent via email in March. As stated in the email, the day is to be used in the best way possible: as a make-up snow day, in-house professional development day, or a day of much needed rest.

2017-2018 CALENDARS

Principals are reminded that the 2017-2018 school calendars are to be submitted to the Catholic Schools Office by **May 19, 2017**, at the latest. The directions and form for completing and submitting the school's 2017-2018 calendar for approval can be found [here](#).

CATHOLIC SCHOOLS OFFICE EVENTS CALENDAR FOR 2017-18.

The events calendar can be found [here](#). Principals are reminded to check it before making up the school's calendar or their own appointment calendars.

MINISTRY CONTRACT FORMS

Teacher and principal ministry revised contract forms for the 2017-2018 school year can be found [here](#) and in the Administrators folder on the www.patdioschools.org web site. Please login to the site manually to access the Employment Contracts folder. Note that no alterations are to be made to the forms. Principals are reminded that once signed, a copy of the principal's contract is to be sent to the Catholic Schools Office. Signed teacher contracts are NOT submitted to the Catholic Schools Office.

SMART TUITION

The 2017-2018 per student fee for SMART Tuition Management will increase from \$36 to \$38.

TERRA NOVA

The 2017-2018 per student fee for Terra Nova testing will increase from \$21 to \$22 per student.

BUDGET INFORMATION

A chart with preliminary information about fees and benefits costs for the 2017-2018 school year is available [here](#). It will be updated as new information becomes available.

POWERSCHOOL – END OF YEAR PREPARATION

The end of the school year is fast approaching and it's time to start thinking about the End-of-Year processing for PowerSchool. Principals and PowerSchool administrators can find the updated EOY process document online in the Teachers & Staff folder, or by clicking [here](#). Part of this procedure includes cleaning up student enrollments, attendance and any grading issues. Mike will be auditing the PowerSchool system and contacting schools individually if there are issues that need immediate attention. A reminder... The 2016/17 PowerSchool year ends on **July 14, 2017. MARK YOUR CALENDARS.**

POLICY MANUAL REMINDER

Administrators are reminded that the Policy Manual is now online and can be found in the Administrators section of the CSO website, or by clicking [here](#). This is the repository for the most current version of the manual. All paper copies should be discarded.

CSO WEBSITE PASSWORD CHANGE

Administrators are reminded that after AdvancED completed our reaccreditation, we changed the passwords to the Administrators and Teachers & Staff parts of our web site. Please see the email sent to all administrators on 4/6/2017 at 10:35am for what the passwords are set to. Also, please share the Teachers & Staff password with your staff so they can log in. Mike Zakur has been fielding numerous calls from staff looking for this access.

STUDY ISLAND YEARLY WRAP-UP

Elementary Principals that use Study Island in their schools and their Study Island coordinators are reminded that this is the time of year to make sure your students are entered in the system in the proper grade levels in preparation for administering the pre-test in June. Please make sure that you've promoted last year's 8th grade out and promote

the rest of your school before trying to enter your current 3rd grade students. Please have your Study Island coordinators email Mike at mzakur@patersondiocese.org to arrange a time to meet if you need guidance on doing this. We plan on having the Pre-Test available by the end of May for the participating schools to administer in early June.

CTB ONLINE ACCESS TO 2017 TERRA NOVA DATA

All the elementary schools will be receiving their 2017 CTB online user credentials via email from Mike Zakur soon. Keep your eye on your inbox for this paperwork.

TEACHING TOUCHING SAFETY

Principals are reminded that schools must teach 2 lessons in the Teaching Touching Safety program (links available on the website) or the RCL Benziger Family Life program. Recently you received a memo from Joan Valk regarding the change in the reporting process. Please note that the patdio website has been updated to include this new reporting form, which is available in the Teachers & Staff folder, or by clicking [here](#).

ANNUAL REPORT 2016-2017 – REMINDER

The Catholic Schools Office is collecting material for the Annual Report, which will include: National Merit Scholarship Awards, athletic awards and general awards. We also need pictures that show all aspects of school life with brief descriptions. Pictures can be staged or candid and should feature small groups of students in their school uniform. All ages are needed - Pre K through high school. Content can be students engaged in faith formation, academic success, STEM & technology, clubs & community outreach, performing arts and athletics. Please forward using our media mail box: media@patdioschools.org

MEMORANDUM OF AGREEMENT FOR CATHOLIC SCHOOLS

The Memorandum of Agreement for Catholic Schools has not changed. The principal must schedule a meeting with their local Chief of Police to discuss the MOA. All principals are required to endorse one (1) copy of the 17.1 Affirmation agreement signature page, found [here](#) with their local Chief of Police. Please forward the endorsed copy to Patrick Peace via Fax at 973-779-0083 no later than May 31, 2017. Please keep a copy for your files and give a copy of both the MOA and signature sheet to your Chief of Police.

TRANSPORTATION REMINDER 2017-2018

Principals who have busing should already have a consultation planned with their local district to discuss bus routes for the upcoming school year. In addition, local districts should have contacted principals to schedule consultation meetings concerning funding and services to be provided by the district. Before any consultation meeting, principals

must evaluate their service needs for the upcoming school year. As you may be aware ESSA strongly emphasizes the consultation process between the district and the nonpublic school. If you would like the current “Consultation Form for Use with Nonpublic Schools” produced by the New Jersey Department of Education, please contact Patrick Peace at patrickpeace@patersondiocese.org Please inform Patrick Peace when your district consultation meeting will take place. Patrick Peace may be reached by e-mail or cell at 1-201-396-5762.

PROVISIONAL TEACHER CERTIFICATION – SUMMATIVE EVALUATION

Principals are reminded that May is the perfect time to post the final summative evaluation to the PLRMS. Novice teachers who have completed the 2-year program AND fulfilled all requirements must apply for their standard certificate by **May 15, 2017**. While it is the teacher’s responsibility to apply, principals are encouraged to insure their recording of evaluations is complete prior to application. Steps to complete the reporting process on the State PLRMS website can be found by clicking [here](#). Questions should be directed to Debbie Duane at dduane@patersondiocese.org .

PRAYER TO MARY, THE MOTHER OF GOD

Mother of God, you risked saying yes to being pregnant with the seed of the Holy One,
- may I also overcome my fears and take the risks that spiritual growth requires of me.

Mother of God, you offered the hospitality of your womb as a dwelling place for the Holy One,
- may I continually open the womb of my heart to all who need a welcome there.

Mother of God, you awaited the long nine months of the child's gestation,
- may I wait patiently when spiritual growth seems to come far too slowly.

Mother of God, you did not know how the birth of your child would affect your life,
- may I trust in God's presence to protect and guide me when I face uncertainty.

Mother of God, you cared for and nurtured the divine life within you,
- may I daily do the same through faithfulness to prayer and virtuous action.

Mother of God, you experienced the pain of contractions as you birthed the Holy One.
- may I have the courage to bear the pains of my inner growth.

Mother of God, you found kinship with your pregnant cousin, Elizabeth,
- may I recognize the Elizabeths who sustain and encourage me.

Mother of God, you felt the child within you stirring and kicking,
- may I deepen my awareness of God's stirrings in the midst of my life.

Mother of God, when the divine child pushed forth from your womb he uttered his first cry,
- may I believe in the goodness within me that is yet to resound.

Mother of God, the newly born child in your arms engendered awe, mystery, and wonder,
- may I too, reverence and be awed by the way that the Divine One enters my life.

