

AUGUST 2011

Executive Report

By Dale R. Hoyt, Superintendent of Catholic Schools, Archdiocese of Hartford



Office of Catholic Schools Mission

The mission of the Office of Catholic Schools is to further the advancement of Catholic education for students in the Archdiocese of Hartford by providing service, support, guidance, and direction to pastors, presidents, principals, teachers, staff, boards, parents/guardians, and other stakeholders of Catholic schools.

The Office of Catholic Schools will:

- advance the educational and catechetical mission of the Catholic Church;
- provide leadership, formation, and professional development;
- utilize research findings for making sound decisions;
- develop curriculum that will enhance the knowledge and skills for students to think critically and become productive moral citizens within a multicultural and technological society;
- foster collaboration of resources among other Catholic agencies, parishes and secular educational programs;
- advocate recognition of and support for Catholic schools;
- further the institutional advancement of Catholic schools; and
- seek avenues for equitable distribution of resources.

The mission will be reviewed in the fall of 2011 for revisions based on the new Purpose and Vision for Catholic Schools.

Purpose and Vision for Catholic School Education

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds.

The fundamental purpose of Catholic schools is to:

Provide a safe, nurturing and secure environment in which **students encounter the living God**, who in Jesus Christ, reveals His transforming love and truth;

Partner with parents to support students in their learning and in their **search for knowledge, meaning, and truth**;

Create a Catholic climate that contributes to the **formation of students** as active participants in the parish community;

Foster a **culture of educational excellence** through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;

Promote life-long learning that advances the **development of the whole person** – mind, body, and soul; and

Graduate students prepared to become **productive, virtuous citizens and church leaders** who will fashion a more humane and just world.

Office of Catholic Schools Staff



Dale R. Hoyt, Superintendent of Catholic Schools:

Gayle Keene, Administrative Assistant

Leslie Nelson, Office Manager

Marilyn Dailey, Receptionist and General Secretary

Civic and Church Community Relations; Strategic Planning for Catholic School Education; Archdiocesan Policies and Procedures for Catholic Schools; Executive Secretary, Archdiocesan School Board; Chair, Principals' Advisory Council (PACE); Officer, Archdiocesan High School Corporations; Trustee, Connecticut Federation of Catholic School Parents; Trustee, Foundation for the Advancement of Catholic Schools

Sr. Kathleen M. Fitz Simons, CND, Assistant Superintendent

Diane Newell, Administrative Assistant

School Personnel and Planning; School Leadership: Recruitment, Screening, Search Process, and Professional Development; Member, Planning Committee of the Archdiocesan School Board

Provide direct service to the schools in the following cities/towns: Berlin, Branford, Cheshire, East Haven, Hamden, Hartford, Madison, Meriden, Milford, New Britain, New Haven, Newington, Simsbury, Wallingford, West Hartford, West Haven, Wethersfield, and Windsor

Maria T. Maynard, Assistant Superintendent

Karen Tyler, Administrative Assistant

School Personnel and Planning; Local School Board Consultation; Teacher Recruitment and Screening; Continuing Education Units (CEUs) and Certification; Safe Environment Programs: Criminal Background Checks; Ex-Officio, Archdiocesan High School Boards; Member, Planning Committee of Archdiocesan School Board

Provide direct service to all the high schools; and the elementary schools located in the following cities/towns: Ansonia, Bristol, Derby, East Hartford, Enfield, Manchester, Naugatuck, Southington, Torrington, Waterbury, Watertown, and Winsted

Anne T. Clubb, Director of School Advancement

Diane Newell, Administrative Assistant

Advancement Consultation and Training; Marketing/Marketing Analysis; Enrollment Management; Collections: HOPES and High Schools; Events: HOPES Dinner; Public Relations for the Superintendent's Office; Member, Marketing Committee of the Archdiocesan School Board

Lawrence F. Duffany, Director of School Support Services and Teacher Faith Formation

Faith Formation Program for Teachers; Asbestos Management; Safe Environment Programs: Virtus Training, and Blood Borne Pathogens (BBP); International Students; Parish School Athletics; Member, Catholic Identity Committee of the Archdiocesan School Board

Valerie A. Mara, Director of Curriculum Design

Curriculum and Assessment Consultation; Standards-based Curriculum Design and Development; Curriculum Research and Professional Development; Technology Integration; Federal (ESEA) Programs; NEASC Liaison; Chair, Curriculum Commission; Co-Chair, Educational Forum 2012

Kenneth M. Przysiecki, CPA, Director of School Finances
James Giangreco, Administrative Assistant (part-time)

Financial Consultation; Catholic School Support Program: Analysis and Administration; School Budget Review: Analysis and Recommendations; Fiscal Training; Member, Finance Committee of the Archdiocesan School Board

Archdiocesan High School Chief Administrators

Cary M. Dupont, President, St. Paul Catholic High School

Jason S. Hartling, Principal, East Catholic High School

Eileen M. Regan, President, Sacred Heart High School

Margaret R. Williamson, Principal, Northwest Catholic High School



Other agencies supporting the ministry of Catholic school education:

Foundation for the Advancement of Catholic Schools, (FACS), www.facshartford.org:

Cynthia Basil Howard, Executive Director, CBHoward@facshartford.org

Shirley Ziolkowski, FACS Coordinator, SZiolkowski@facshartford.org

The Connecticut Federation of Catholic Schools Parents, www.ctfcsp.org:

John Cattelan, Director, jcattelan@ctcatholic.org

Future Musicians, Inc., **James Corcoran**, Connecticut Administrator, jcorcoran@snet.net

Principals Advisory Council for Elementary

Elected Representatives

District 1	Kathy Madej , St. Christopher School, East Hartford	Second Term Ends 2013
District 2	Eileen Sampiere , Corpus Christi School, Wethersfield	Second Term Ends 2012
District 3	Kathy Spencer , St. Joseph School, Meriden	First Term Ends 2013
District 4	John Petto , St. John the Evangelist School, Watertown	Second Term Ends 2012
District 5	Sr. Christina Dolan, IHM , St. Matthew School, Bristol	First Term Ends 2012
District 6	Frank Lacerenza , St. Mary School, Milford	Second Term Ends 2013

Appointed Representatives

Colleen DiSanto , St Thomas the Apostle School, W. Htfd.	First Term Ends 2012
Sr. Kathleen Kelly , Holy Trinity School, Wallingford	Second Term Ends 2012
Patricia Devanney , St. Anthony School, Winsted	First Term Ends 2012

ARCHDIOCESAN SCHOOL BOARD

A committee-driven board consultative to **Archbishop Henry J. Mansell** and **Superintendent Dale R. Hoyt**

Patricia A. Teufel Driscoll, Chair (West Hartford)
 Co-Chair of the Finance Committee and Educational Forum 2012

David H. Larson, Ph.D., Vice Chair (Middletown)
 Co-Chair of the Planning Committee

Rita M. Barry, Co-Chair of the Planning Committee (Meriden)

Robert P. Cyr, Co-Chair of the Policy Committee (Meriden)

Brenda P. DelGado (Bloomfield)

Gwynne C. Deveau (Bloomfield)

Cathleen D. Donahue, Chair of the Marketing and Advancement Committee (Cheshire)

Reverend Christopher M. Ford (Branford)

Robert A. Giola, Jr., Chair of the Catholic Identity Committee (Manchester)

Eric K. Larsson, Co-Chair of the Finance Committee (New York)

James K. Obst, Co-Chair of the Nominating Committee (Torrington)

Sr. Joan O'Connor, CSJ, Ph.D. Co-Chair of the Policy Committee (Hartford)

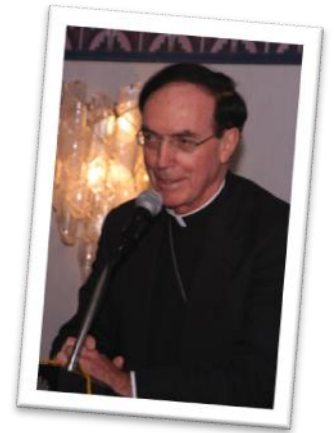
Judith A. Palmer, Ed.D. (Winsted)

Reverend Philip J. Sharkey (Hamden)

Norris A. Taylor, Co-Chair of Nominating Committee (Windsor)

Michael S. Tosatti, D.M.D (Berlin)

Leon Vaccarelli (Waterbury)



2011-2012 GOALS AND OBJECTIVES

I. CATHOLIC IDENTITY

GOAL: We commit to recruiting quality teachers and administrators who embrace Catholic identity and to providing them with ongoing adult faith formation.

OBJECTIVES:

- To investigate and implement site-based adult faith formation opportunities for educators with at least three site-based courses to be offered in the spring, summer, and fall of each year
- To explore a new format for the Catholic Educators Faith Formation Conference that will provide educators with a better understanding of their faith and service to the Church
- To offer online models of adult learning in Catholic School Leadership to new administrators
- To expand the educational and formational orientation of new elementary/middle school administrators
- To establish ongoing educational programs to cultivate faculty identified as possessing the leadership traits of potential school administrators in order to provide them with a better understanding of the role of the Catholic school administrator



II. EXCELLENCE IN EDUCATION

GOAL: We commit to recruiting and retaining high quality, committed teachers, administrators and staff in our Catholic schools.



OBJECTIVES:

- To develop a fair and equitable recommended salary scale for high school presidents, principals, and vice principals that will include a strategic plan for addressing the gap between the Archdiocesan recommended salary scale and actual salaries
- To develop a fair and equitable recommended salary scale for elementary school principals and teachers that will include a strategic plan for addressing the gap between the Archdiocesan recommended salary scale and actual salaries
- To provide continuous professional development to Catholic school administrators on the Teacher Performance Appraisal Process
- To explore an instrument of best practices for the Teacher Performance Appraisal Process with high school administrators and department chairs
- To work with principals to ensure that CEUs are provided for all qualifying activities in order to maintain the professional status of teachers and administrators

GOAL: We commit to raising the bar for academic excellence by developing a standards-based curriculum for schools that clearly defines performance outcomes.

OBJECTIVES:

- To design curriculum standards for physical education
- To provide professional development for the implementation of the approved Archdiocese of Hartford Religion Curriculum Standards
- To align present Archdiocesan curriculum standards with the Common Core State Standards

GOAL: We commit to working with the schools to provide additional professional development opportunities for teachers, administrators and staff in order to leverage best practices for 21st century learning.

OBJECTIVES:

- To develop a new format for the Catholic Educators Curriculum Conference
- To establish common vocabulary used in Catholic schools that is supported by best practices
- To provide site-based professional development opportunities for Catholic school educators to enhance teaching and learning

GOAL: We commit to exploring the possibility of programs for special needs and gifted students.

OBJECTIVES:

- To provide information on the Child Find Process in the State of Connecticut in order to include and better serve students with special needs in Catholic schools.

II. EXCELLENCE IN EDUCATION (CONTINUED)

GOAL: We commit to fostering partnerships among schools – early childhood through Catholic higher education – to promote an effective collaboration among all levels of Catholic education.

OBJECTIVE

- To further dialogue with Saint Joseph College, West Hartford, and Albertus Magnus College, New Haven, and other institutions of higher learning for additional support in strengthening the network of Catholic schools

In addition, we commit to:

- Collaborating with the National Catholic Educational Association and the network of Catholic schools in the “Read It Loud” program
- Exploring, utilizing, and modeling audio, video, and real time technology as a means of communication, professional development, and marketing

III. ACCESSIBILITY

GOAL: We commit to seeking additional sources of funding that will provide increased tuition assistance, encouraging student recruitment and retention.

OBJECTIVES:

- To develop a position description and encourage the addition of an admissions/enrollment coordinator at the local schools
- To implement strategies in order to increase the HOPES and High School Collections to \$300,000 each

GOAL: We commit to providing the resources for our schools to cultivate a spirit of cooperation, to explore alternative school models and governance structures, and to implement more effective financial management processes.

OBJECTIVES:

- To facilitate opportunities for consultation in select schools, towns, and cities to ensure the sustainability of Catholic school education, and where there is a need to bring about change to meet the present challenges facing both parishes and schools
- To monitor, analyze, and support those schools that have undergone a viability process
- To continue data collection and analysis in order to provide sound decisions that would bring about synergy to the parish financial model for supporting Catholic schools education
- To develop a financial operation manual that will assist with the internal controls and accountability of the schools
- To develop and provide site-based workshops on the preparation of cash flow tracking and projections
- To collaborate with outside auditors on the review and assessment of internal controls for the archdiocesan high schools

III. ACCESSIBILITY (CONTINUED)

GOAL: We commit to working with the Connecticut Federation of Catholic School Parents to advocate at the state and local levels for equitable and just resources for Catholic schools.

OBJECTIVE:

- To aggressively work in collaboration with the Federation Director to empower parents with legislative priorities that will assist their children in Catholic schools

GOAL: We commit to working with and engaging our priests in promoting our Catholic schools in order to strengthen the faith formation of our children, thus providing moral and ethical future leaders for the Church and the world.

OBJECTIVE:

- To explore the various ways that the Office of Catholic Schools can include pastors without schools in events and publications

In addition, we commit to:

- Hiring a new Asbestos Management Supervisor to assist the schools in their Asbestos Management Plans and inspections
- Engaging in negotiations with the Greater Hartford Teacher Association

IV. ADVANCEMENT

GOAL: We commit to creating and executing an Archdiocesan marketing plan that promotes Catholic schools and provides them with greater visibility to support their recruitment efforts.

OBJECTIVES:

- To continue the next phase of the marketing campaign including outdoor advertising, expanded television exposure, the re-introduction of radio, and possible promotional tie-ins to family-friendly sports outlets, community sponsorships, and mall advertising
- To analyze the effectiveness versus the cost of the marketing campaign over the past three to four years in order to determine action steps for future marketing endeavors
- To continue to provide an on-line survey gauging aspects of parents'/guardians' satisfaction with our schools
- To explore social networking in order to guide schools in the advantages, disadvantages, and challenges



IV. ADVANCEMENT (CONTINUED)

GOAL: We commit to providing schools with the tools necessary to plan and conduct their own successful marketing and advancement programs.

OBJECTIVE:

- To provide support for schools' efforts in the areas of fund development, including annual appeals, donor management systems, and major donor cultivation

GOAL: We commit to establishing a network of online advancement and marketing resources to be utilized by schools to strengthen their programs and sustain their financial stability.

OBJECTIVES:

- To update, enhance, and expand the resources included in the online Marketing Tool Kit
- To continue to develop and promote the use of the Parent Ambassador section of the Office of Catholic Schools' website for use at the local school level

GOAL: We commit to providing even more comprehensive support and instructions to local school boards so that they are better prepared to take a leadership role in planning, advancement and marketing, as well as facilities and financial management, and to become agents of change for our schools.



OBJECTIVE:

- To train, monitor and ensure successful implementation of the *Leadership Manual for Catholic School Boards* by: soliciting (surveying) and evaluating feedback from Pastors, Principals, and Board Chairs on the effectiveness of the *Leadership Manual*, examining feedback in collaboration with the Policy Committee in order to enhance the document, and utilizing feedback and consultation with the Policy Committee for greater effectiveness of the document

In addition, we commit to:

- Reviewing and amending the By-Laws of the Archdiocesan School Board, especially in the areas of roles and responsibilities of the standing committees.

V. EDUCATIONAL FORUM

We Commit to:

- Clearly articulating and promoting at educational gatherings and in publications the renewed *Purpose and Vision for Catholic Schools*.
- Beginning dialogue and discussion with various constituents to create and plan the Educational Forum 2012.

RECOGNITION

The Office of Catholic Schools encourages our schools to pursue programs of recognition and distinguished service (e.g. NCEA awards, Catholic High School Honor Roll, School of Character, Blue Ribbon School, etc.).



The Office of Catholic Schools annually recognizes:



- A Distinguished Parish School Pastor
- A Distinguished Catholic School Administrator
- A St. Elizabeth Ann Seton Recipient – Archdiocesan Volunteer
- St. John Neumann Recipient – School Volunteers
- Educators for Years of Service in the Archdiocese
- Administrators for Years of Service in the Archdiocese
- Educators Completion of Adult Faith Formation
- Superintendent's Summa Scholars

COMMUNICATION

The Office of Catholic Schools strives to keep our constituents informed. In doing so, we publish the following:

- Annual Report in *The Catholic Transcript*
- Archdiocesan School Board Accountability Report (Summer)
- Back To School Edition in *The Catholic Transcript*
- Continuous Marketing of Catholic Schools via Radio, Television, Billboards, and Mall signage
- Maintenance of a current and updated website with abundant resources:
www.catholicsschoolshartford.org
- Monthly eNewsletter, *Vision*
- Superintendent's Accountability Report (Spring)
- Superintendent's Executive Report (Fall)



TUITION SCHOLARSHIPS

Thanks to the generous support from the Archbishop's Annual Appeal, parish schools have been given \$10,000 (May 2011) in order to provide twenty, \$500 tuition scholarships to families in need. *It is important that the Archbishop's Annual Appeal is supported by all.*

Thanks to the Catholic Schools Support Program, parish schools will be given \$10,000 upon completion, receipt, and approval of the school's 2011-2012 final budget in order to provide twenty, \$500 tuition scholarships to families.



Catholic Schools Education for a Lifetime



SCHOOL ASSESSMENT

Each year schools are assessed a fee to partially defray the costs of the services sponsored by the Office of Catholic Schools (refer to Procedures 1.216). The fees are based on data from the October census. These fees may include the following programs and/or services, but are not limited to:

- Administrators Convocation (excluding hotel accommodations)
- Asbestos Training, Inspection, and Management
- Administrators Meetings and Appreciation Events
- Advancement/Marketing, Curriculum, Finance, and School Board Workshops/Conversations
- Catholic Educators Faith Conference
- Catholic Educators Curriculum Conference (excluding Title Funds)
- Coaches Clinic
- Connecticut Federation of Catholic School Parents
- Capitol Region Education Council Dues
- New Teacher Professional Development Days
- Publications
- Virtus Training

In some cases, when a school is hosting an event, a minimal fee may be added to defray the cost of refreshments.

POSITIONING CATHOLIC SCHOOLS FOR SUCCESS

The objectives for any school management model are to ensure that schools in the Archdiocese of Hartford consider, first and foremost, education and faith formation of students as the basis for decision making. There are basic factors identified by the Archdiocesan School Board, which are associated with well managed and effective Catholic schools. To the degree that any of those factors are ineffective or missing, the school may not be able to fulfill its mission. They are:

- Financial viability, sustainability, and transparency;
- Local parish interest and support;
- Engaged, empowered, and responsible local school boards;
- Shared resources across schools and vicariates;
- Growth in student enrollment;
- Employment of best practices;
- Connection among boards, parish councils, parishes, schools, trustees, parents, alumni, and the local community; and
- Maximum federal and state legislative cooperation, funding and support.

Directory of Catholic Schools School Year 2011/2012

High Schools

BRISTOL
St. Paul Catholic High School
1001 Stafford Ave., (860) 584-0911

MANCHESTER
East Catholic High School
115 New State Rd., (860) 649-5336

NEW MILFORD
Canterbury High School
Aspetuk Ave., (860) 210-3800

WATERBURY
Holy Cross High School
587 Oronoke Rd., (203) 757-9248

Sacred Heart High School
142 South Elm St., (203) 753-1605

WEST HARTFORD
Northwest Catholic High School
29 Wampanoag Dr., (860) 236-4221

HAMDEN
Sacred Heart Academy
265 Benham St., (203) 288-2309

MILFORD
Academy of Our Lady of Mercy
(Lauralton Hall)
200 High St., (203) 877-2786

WEST HAVEN
Notre Dame High School
24 Ricardo St., (203) 933-1673

Elementary Schools

ANSONIA
Assumption (PK-S)
51 North Cliff St., (203) 734-0855

BERLIN
St. Paul (PK-S)
461 Alling St., (860) 828-4343

BRANFORD
St. Mary (PK-S)
62 Cedar St., (203) 488-8386

BRISTOL
St. Anthony (PK-S)
30 Pleasant St., (860) 582-7874

St. Joseph (PK-S)
335 Center St., (860)-582-8696

St. Matthew (PK-S)
Welch Dr., (860)-583-5214

CHESHIRE
St. Bridget (PK-S)
171 Main St., (203) 272-5860

DERBY
St. Mary-St. Michael (K-S)
14 Seymour Ave., (203)-735-6471

EAST HARTFORD
St. Christopher (PK-S)
570 Brewer St., (860) 568-4100

EAST HAVEN
St. Vincent de Paul (PK-S)
35 Bishop St., (203) 467-1606

Elementary Schools

ENFIELD
Little Angels Preschool (Pre-K)
424 Hazard Ave., (860) 745-6135

St. Bernard (K-S)
232 Pearl St., (860) 745-5275

St. Martha (K-S)
214 Brainard Rd., (860) 745-3833

Enfield Montessori (PK-6)
1370 Enfield St., (860) 745-5847

HAMDEN
St. Rita (PK-S)
1601 Whitney Ave., (203) 248-3114

St. Stephen (PK-S)
418 Ridge Rd., (203) 288-6792

HARTFORD
St. Augustine (PK-S)
20 Clifford St., (860) 249-5661

SS. Cyril & Methodius (PK-S)
35 Groton St., (860) 522-8490

MADISON
Our Lady of Mercy (PK-S)
149 Neck Rd., (203) 245-4393

MANCHESTER
Assumption (PK-S)
27 South Adams St., (860) 649-0889

St. Bridget (PK-S)
74 Main St., (860) 649-7731

St. James (PK-S)
73 Park St., (860) 643-5088

MERIDEN
Our Lady of Mt. Carmel (PK-S)
115 Lewis Ave., (203) 235-2959

St. Joseph (K-S)
159 West Main St., (203) 237-6800

St. Stanislaus (PK-S)
81 Akron St., (203) 237-1005

MILFORD
St. Gabriel (PK-S)
1 Tudor Rd., (203) 874-3811

St. Mary (PK-S)
72 Gulf St., (203) 878-6539

NAUGATUCK
St. Francis-St. Hedwig (PK-S)
294 Church St., (203) 729-2247

NEW BRITAIN
Pope John Paul II (PK-S)
221 Farmington Ave., (860) 225-4275

Sacred Heart (PK-S)
35 Orange St., (860) 229-7663

NEW HAVEN
St. Aedan & St. Brendan (PK-S)
351 McKinley Ave., (203) 387-5693

St. Bernadette (PK-S)
20 Burr St., (203) 469-2271

St. Francis/St. Rose of Lima (PK-S)
423 Ferry St., (203) 777-5352

Elementary Schools

NEW HAVEN
St. Martin de Porres (PK, 5-S)
208 Columbus Ave., (203) 772-2424

NEWINGTON
St. Mary (PK-S)
652 Willard Ave., (860) 666-3844

SIMSBURY
St. Mary (PK-S)
946 Hopmeadow St., (860) 658-9412

SOUTHINGTON
St. Dominic (PK-S)
1050 Flanders Rd., (860) 628-4678

St. Thomas (PK-S)
133 Bristol St., (860) 628-2485

TORRINGTON
St. Peter/St. Francis of Assisi (PK-S)
360 Prospect St., (860) 489-4177

WALLINGFORD
Holy Trinity (K-S)
11 North Whittlesey Ave.,
(203) 269-4476

WATERBURY
**Blessed Sacrament
Catholic Day (PK-S)**
386 Robinwood Rd., (203) 756-5313

Our Lady of Mt. Carmel (PK-S)
645 Congress Ave., (203) 755-6809

St. Mary (PK-S)
55 Cole St., (203) 753-2574

SS. Peter & Paul (PK-S)
116 Beecher Ave., (203) 755-0881

WATERTOWN
St. John the Evangelist (PK-S)
760 Main St., (860) 274-9208

St. Mary Magdalen (PK-S)
140 Buckingham St., (860) 945-0621

WEST HARTFORD
St. Thomas the Apostle (PK-S)
25 Dover Rd., (860) 236-6257

St. Timothy Middle (6-S)
225 King Philip Dr., (860) 236-0614

St. Brigid (PK-S)
100 Mayflower St., (860) 561-2130

WEST HAVEN
Our Lady of Victory (PK-S)
620 Jones Hill Rd., (203) 932-6457

St. Lawrence (PK-S)
231 Main St., (203) 933-2518

WETHERSFIELD
Corpus Christi (PK-S)
581 Silas Deane Hwy.,
(860) 529-5487

WINDSOR
St. Gabriel (K-S)
77 Bloomfield Ave., (860) 688-6401

WINSTED
St. Anthony (PK-S)
55 Oak St., (860) 379-7521