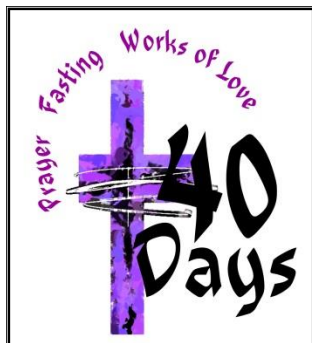


A newsletter for Diocese of Paterson Catholic Schools

# CSO NOTES

MARCH 2016



*"The Forty Days leading up to Easter can be some of the  
most life-giving,  
perspective-changing,  
hope-filled days of the entire year."*

*MargaretFeinberg.com – Lent Challenge*

## ADMINISTRATORS RETREAT

The Lenten Retreat for high school presidents and all principals will take place on **March 11<sup>th</sup>** at St. Paul Inside the Walls in Madison. Continental breakfast will be available at 8:30am. The program will begin at 9:00am and end approximately at noon. Bishop Arthur J. Serratelli, S.T.D., S.S.L., D.D. will be the retreat master and celebrant for the closing liturgy. The appropriate vestment color is Lenten – Purple.

## TERRA NOVA TESTING

Terra Nova testing will take place the week of March 7<sup>th</sup> – 11<sup>th</sup>. Make-up test dates are the following week. Answer documents are to be assembled for shipping according to the instructions on pages 19-22 in the Test Coordinator's Manual, and transported to the designated pick-up site found on pages 23-24 in the same manual. All materials need to be at the designated pick-up site by the end of the school day on March 21, 2016. Please check with the school directly to find out when they will close for the day.

## SCHOOL MARKETING TEAM CONFERENCE CALL

A conference call addressing **Open House follow up and Registration** is scheduled for the **week of March 7<sup>th</sup>** for principals and members of the school marketing team. For your convenience three time slots are being offered, you only need to attend one: Tuesday 3/8 @ 3:30pm; Wednesday 3/9 @ 3:30pm; Thursday 3/10 @ 3:30pm. Please email Maria Kistler with your preferred date: [mkistler@patersondiocese.org](mailto:mkistler@patersondiocese.org).

## STEM PRINCIPALS MEETING

Principals of STEM Cohorts I, II, and III will meet on March 16th, from 9:30 – 11:00 am in the Terrace Room at the Diocesan Center in Clifton.

## ADVANC-ED

The **Diocesan Steering Committee** for AdvancEd will meet on April 6th from 9:00 – 11:00 am in the main conference room at the Diocesan Center in Clifton. Please be reminded that John Fanelli is available to visit schools and review the reaccreditation process with faculty and/or committee members. Please contact him at [jofanelli.diocese@patdioschools.org](mailto:jofanelli.diocese@patdioschools.org).

## AMENDED CALENDAR

The form to be used by schools to submit an amended calendar can be accessed [here](#). An amended calendar must be submitted by each school by **April 29<sup>th</sup>** whether or not the school missed days. If no days were missed, simply indicate that on the form.

## SCHOOL BREAKFAST AND LUNCH

Reminder: Schools are prohibited from denying students school breakfast or lunch because payment is owed without prior notice to parent. If payment is owed, schools must notify parents/guardians of the debt and provide a period of 10 school days to pay the amount due.

## TEACHER INTENTION FORM

As part of a school's overall planning process, a survey needs to be taken of all teachers by principals to ascertain each teacher's intention for the 2016-2017 school year. Please access the form to be used for this purpose [here](#). Note that the form should be distributed immediately and completed by April 1<sup>st</sup>. Every teacher must complete the form.

## ADVANC-ED STEM CERTIFICATION

Three of our Diocesan STEM schools are seeking STEM Certification through AdvancEd this year. The process, which mirrors the accreditation procedure, will take place from February 28<sup>th</sup> through March 2<sup>nd</sup>. The schools - All Saints Academy, St. Anthony School, and St. Catherine of Bologna School - will be the first to be certified in New Jersey. The administrators, faculty, students, and parents, have all worked to bring these schools to this point. We wish them success in this endeavor!

## **CATHOLIC SCHOOLS OFFICE EVENTS CALENDAR FOR 2016-17.**

The events calendar will be sent to you by the end of March. It is regularly updated. Principals are reminded to check it before making up the school's calendar or their own appointment calendars.

## **POWERSCHOOL HELP DESK**

Just a reminder that we are now handling the PowerSchool Help Desk internally and users should not go to Computer Logic Group (CLG) for issues. If you run into a PowerSchool issue either email [pshelp@patdioschools.org](mailto:pshelp@patdioschools.org), or call Mike Zakur (Ext. 232).

## **CHAPTER 192 (AUXILIARY SERVICES) AND CHAPTER 193 (REMEDIAL SERVICES)**

The recommended timeline for transportation services provided by the district for Chapters 192 and 193 has been finalized by the New Jersey Department of Education and can be found on the NJDOE website at: <http://www.state.nj.us/education/nonpublic/state/192-193Timeline.pdf>. It can also be accessed from Policy folder in the Administrator section of the schools website at: <http://www.patdioschools.org/policy>. If you have any questions, please email Pat Deleu at [padeleu.diocese@patdioschools.org](mailto:padeleu.diocese@patdioschools.org).

## **SCHOLARSHIP OPPORTUNITY**

Scholarships will be awarded to three eighth graders who will be attending one of the following four high schools: DePaul Catholic, Wayne; Morris Catholic, Denville; Pope John XXIII, Sparta; or Mary Help of Christians, North Haledon. The money for these scholarships comes from the funds generated by the former Paterson Diocesan Federation of Home and School Associations. Each scholarship will be in the amount of \$1,500.00 and will be awarded to students who experience financial need, and who exemplify initiative, perseverance, and diligence in working for the betterment of their community. The decision will be based on need, the student essay, and the teacher recommendation. All applications are due at the Diocesan Schools Office on or before **April 21, 2016**, to the attention of Pat Deleu. Click [here](#) for access to the application letters and forms.

## **POWERSCHOOL – NJ STATE ATTENDANCE REPORT**

Just a reminder that we are aware of a problem with the NJ State Attendance Report in PowerSchool. We are waiting for a fix to the NJ State Reporting Module to address the issue of not being able to select months in 2016. Schools will not be able to run their 2016 reports until the fix is released. We will update you once we get notified the reporting module fix is available.

## CATHETICAL CERTIFICATION

The Spring Semester is under way in the STEP program at University of Notre Dame and many of our teachers, principals, and presidents are taking advantage of this learning experience. Please be reminded that **ALL FIRST AND SECOND YEAR ELEMENTARY TEACHERS** must complete two courses within their first two years of employment. Registrations for the 2015-2016 year do not match the number of new hires in our diocese. Catechetical certification is not optional, therefore principals must ensure that their faculty members are meeting the certification requirements set by the CSO. We ask that you complete the audit worksheet by clicking [here](#) and return it to the CSO, attention Connie at [comikolajczyk.diocese@patdioschools.org](mailto:comikolajczyk.diocese@patdioschools.org) by March 15, 2016. An electronic copy is requested. The updated catechetical certification policy is also available at the same link.

## CATHOLIC SCHOOLS OFFICE WEBPAGE AND SOCIAL MEDIA

A new video has been posted to our Catholic Schools Office webpage.

“The Catholic Advantage - Take a Closer Look” features a message from Bishop Serratelli on the importance of a Catholic education. This video is available as a shareable post on our Facebook page.

## SOCIAL MEDIA

Please forward any school news or events that you would like to be shared on Facebook or Twitter using our media mail box: [media@patdioschools.org](mailto:media@patdioschools.org). We will be scheduling posts every Friday for the following week.

## CONGRATULATIONS TO OUR CATHOLIC SCHOOLS WEEK POSTER CONTEST WINNERS!

Six students representing five schools in the Diocese of Paterson were selected as winners of the statewide **“Why NJ Needs Catholic Schools”** poster contest.

- Yazmine Cooper & Ally Jimenez from The Academy of St. Francis, Totowa
- Sophia Pimentel from St. Cecilia School, Rockaway
- Keiry Sylvestre from St. Gerard Majella School, Paterson
- Cate Archer from St. Patrick School, Chatham
- Tonianne Poccia from St. Virgil Academy, Morris Plains

These students, along with their parents and a school representative, visited the NJ State House in Trenton on February 4<sup>th</sup> where they took a guided tour, sat in on a legislative session, and then attended a reception where each student received a certificate of achievement. Be sure to visit our Catholic Schools Office Facebook page to see our winners and their posters!