



PRINCIPAL'S NOTES

DIocese of WILMINGTON – CATHOLIC SCHOOLS OFFICE

AUGUST 30, 2019

Pause and Ponder

September – Jesus Turns Water into Wine at the Wedding at Cana (John 2:1-11)

Virtuous Action – Listen Responsibly

As we turn the calendar to September, our diocesan theme begins with attention to the first miracle of Jesus' public ministry, namely, Jesus turning water into wine at the wedding at Cana. In his book, *Fresh Eyes on Jesus' Miracles*, Doug Newton reminds us that what occurred at the wedding was a qualitative change, not a quantitative one. Jesus did not merely increase the quantity of water (or wine). He substantively changed what already existed into something completely different.

In our lives we call upon the Lord for qualitative change. We ask him to make of us a different person, one more closely resembling himself. While such a change may seem difficult or even impossible for us to accomplish on our own, as anyone who has ever tried to change her/himself will confirm, with God's grace, all things are possible. Trusting in the Lord, we can become a different person.

This week let us pray for the qualitative change the Lord hopes to make in us.

Let Us Pray

- + for blessings upon all involved in the mission of Catholic schools – ***pastors, board members, administrators, teachers, staff, students, alums, and benefactors***
- + for the ***September intention of Pope Francis***: That politicians, scientists, and economists work together to protect the world's seas and oceans

Catholic Identity

The Bible – The focus of the diocesan theme on the miracles found in the Gospel of Saint John offers an opportunity to teach or review with students (and perhaps faculty and staff) how to locate Scripture passages. While for some it comes as second nature, for those who do not turn to Scripture in prayer or teaching, it may require some instruction. Here is an occasion for professional development about the Bible (number of books, organization, citations, etc.) as part of a Theology/Religion class or a faculty meeting. The Bible may even be a gift to present each teacher or staff member as a reminder of her/his call to mission as a Catholic school educator. For educators, an appropriate time to receive the gift of the Bible is the week of September 15th which begins with Catechetical Sunday, the day the Catholic Church in the United States remembers those who teach the faith.

Weekly Calendar

Sunday, September 1	Twenty-Second Sunday in Ordinary Time
Monday, September 2	Labor Day – SCHOOL HOLIDAY
Tuesday, September 3	St. Gregory the Great, Pope and Doctor of the Church
	CSO Staff Meeting 9:30 am
Friday, September 6	First Day Count due
Sunday, September 8	Twenty-Third Sunday in Ordinary Time

Action Required

First Day Count – Thank you for completing the First Day Count Google Sheet no later than 10:00 am on Friday, September 6.

Staff Roster/e-mail – For all schools which are not PowerSchool users, please submit a staff roster with e-mail addresses by **Friday, September 6**. This information is important in the event an administrator, teacher, or staff member needs to be contacted. For parish and diocesan schools, the staff roster should include subjects taught.

Renaissance Flow 360 (Elementary Schools) – If you have not entered the appropriate student data in PowerSchool, Renaissance cannot transfer the necessary information so that you are prepared for the first assessment window in September. In addition, you must enter the three assessment windows for 2019-2020 in Renaissance. Please be sure that your school has addressed both of these issues.

PowerSchool Personnel Fields – All personnel fields in PowerSchool must be entered/updated by **Monday, September 30**. The Catholic Schools Office relies on the accuracy of the personnel information entered in PowerSchool for multiple reports. Special attention should be given to assuring the salary levels and salary amounts listed in PowerSchool are accurate and up-to-date.

High School Placement Test (HSPT) – The Diocese of Wilmington will administer the HSPT at our diocesan and parish high schools (Padua Academy, Saint Elizabeth High School, Saint Mark's High School, Saint Thomas More Academy, Saints Peter & Paul High School) the first weekend in December. Registration will open **Monday, September 9**. The HSPT registration process must be completed online through Scholastic Testing Services, Inc., at <http://wilmington.stsusers.com>. It is strongly recommended that every eighth grade student be encouraged to take the HSPT, even if the student states that a school selection, other than a parish or diocesan high school, has been made. The HSPT results inform you about your school program regarding curriculum, instruction, and assessment.

Please distribute, via hard copy and/or electronically, the attached HSPT flyer to all 8th grade students and their families. It is recommended that the flyer be reproduced in color as a two-sided document. In addition, registration information should be posted on the websites of all elementary and secondary schools the week of September 9.

We ask that all administrators, admissions directors, and 8th grade teachers familiarize themselves with the website to assist families with registration. The website provides instructions, dates, locations, payment information, and answers to frequently asked questions.

As a reminder, for families who do not have the ability to register online, the following assistance will be offered:

- For 8th grade students currently attending a Catholic elementary school in the Diocese of Wilmington, elementary school administrators or 8th grade teachers will assist families with the registration process.
- For 8th grade students not attending a Catholic elementary school in the Diocese of Wilmington, administrators or admissions directors of the student's first-choice high school will assist families with the registration process.

Attention Needed

September Reflection – The September reflection is provided for use with faculty and staff.

CSO Technology –The Catholic Schools Office has outsourced its technology services in the following areas to PSISJS.

- PowerSchool
- PowerSchool Registration (formerly InfoSnap)
- SchoolMessenger
- GoGuardian
- Renaissance Flow 360 (working to meet technology requirements of Renaissance Flow 360)

Happily, our primary PSISJS consultant is Barbara Moore, former Technology Coordinator for the Catholic Schools Office. However, other consultants are available to assist, as well. Please share the following information with administrators and others in your building who will need to know it.

- Email all support issues to pshelp@cdowschools.org.
- In the subject line of the email include CDOW Support (for issues other than PowerSchool Registration) or CDOW Registration (for PowerSchool Registration issues). The subject line will identify the help ticket to the PSISJS Specialists.
- All help tickets are addressed within a 48-hour window.

Outsourcing for technology needs is a new process for the Catholic Schools Office. Your patience, understanding, and feedback are appreciated.

Message from PSISJS – The Start of Year Checklist Google Document provides EVERY school setup that needs to be done prior to the first day of school. In a review of schools on the Diocesan PowerSchool server, many have neither the Final Grade Reporting Term nor the calendar completed. Both need to be setup before school starts next week. If not, teachers will not be able to take attendance or set up their traditional grade calculations. That is what the Final Grade Reporting Term does. It syncs to teachers' gradebooks.

If a school is experiencing any difficulty, do not hesitate to put in a help ticket by emailing pshelp@cdowschools.org.

Due Dates Schedule – A schedule listing the dates on which information is due to the Catholic Schools Office is provided. Please share this schedule with the appropriate persons responsible for the information and with the administrative assistant(s) in your office. Invoices will be forwarded for payments due. Your adherence to this schedule is appreciated.

Admissions Directors' Meetings – Please share this information about Admissions Directors' meetings appropriately.

- Secondary Admissions Directors will meet **Tuesday, September 10**, 10:00 am, at the Catholic Schools Office. See the agenda provided.
- Elementary Admissions Directors will meet **Wednesday, September 11**, 1:00 pm, at Holy Cross School. For the first time, given the growing number of elementary schools with a person to coordinate admissions, a meeting of this group has been scheduled. It is hoped that every school will be represented by the admissions director, another staff member, or a volunteer. See the agenda provided. Participants are asked to complete the survey at the link below by Friday, September 6.

<https://www.surveymonkey.com/r/DOWAdvancement2019>

Principal's Annual Goal Planning Document – Each principal is asked to review the directions on the Principal's Annual Goal Planning Document, complete the form, and be prepared to discuss this with your assigned Superintendent at a meeting which will be held at your school in September or early October.

NCEA News – The [Marketing Kit for Catholic Schools 2019 – 2020](#) is now available online! This year's marketing kit includes information about the new "Discover Catholic Schools Week" scheduled November 17-23, 2019 and continued resources for "Celebrate Catholic Schools Week" January 26-February 1, 2020. This is a member benefit; log-in is required to view. A print copy will be mailed to member schools in the coming weeks.

The Catholic Schools Week (CSW) theme changes every three years so that schools can remain energized in their marketing messaging without having to create new materials every year. We need your help creating the next CSW theme! NCEA invites you to submit your idea for the next theme which will be introduced in February 2020 and used to promote Catholic schools beginning in Fall 2020. Great themes emphasize how we celebrate and discover Catholic schools as a nation. We are [accepting ideas for the theme](#) through September 15, 2019.

The following resources are available to help you brainstorm ideas:

[National Catholic Schools Week Themes](#)

[National Catholic Schools Week Marketing Branding](#)

Related Resources and Links:

The third annual Many Gifts, One Nation: A Day of Giving to Catholic Schools will be January 28-29, 2020. [Read about best practices](#) from last year's most successful schools!

[Be the first to know about NCEA 2020](#) and our special seminar topics of sports, marketing/enrollment, and exceptional learners. Registration opens in September!

The nomination period for the 2020 NCEA Youth Virtues, Valor and Vision Award, Lead. Learn. Proclaim. Awards and President's Awards is now open. Submit your recommendations for each of these awards today! Check the [NCEA Awards Nominations Portal](#) for more details.

Newsworthy Information

DCTM – Please disseminate information to your math teachers to participate in DCTM, Math League, and workshops described in the information provided.

Reasons to Celebrate

Super Start! – Spirituality Day joined approximately 625 Catholic educators together to “Believe and see the glory of God.” Bishop Malooly’s invitation to “pray, serve, and smile” was echoed through the presentation of Bob McCarty who challenged us to remain “in relationship” with youth, even those who may be disenfranchised. We were reminded that we are called to the sole mission of Catholic education, namely, forming disciples of the Kingdom.

Congratulations to the 98 Catholic school educators recognized in their anniversary years, a testament of commitment to Catholic school education!

Thank You, Bishop Malooly! – On September 8, 2008, Bishop Malooly was installed as the ninth Bishop of the Diocese of Wilmington. As he begins his twelfth year as our shepherd, we pray for him. Every school is requested to offer the recitation of the Angelus on **Friday, September 6**, for his intentions and in thanksgiving for his years of service to the diocese.

The sacred Scriptures grow with the one who reads them.
Saint Gregory the Great