



To: *Principals*
CC: *Pastors*
From: *Louis P. De Angelo, Ed.D.*
Re: *Budget Information 2023-2024*
Date: *May 1, 2023*

The following information may be helpful as you complete the 2023-2024 budget for your school. If you have questions or need additional information, please feel free to contact the Catholic Schools Office.

FAITH FORMATION

- **Consumable Religion books** should be provided **new** to students annually. As a resource for our primary mission of faith formation, these textbooks should not be re-used from one year to the next year. Given the cost of consumable books, it would be important to be sure that they are thoroughly used over the course of the instructional year. It is disappointing to learn at the end of a school year that a book was less than half-used.
- **ARK (Assessment of Religion Knowledge)** will be administered in elementary schools. Please reserve \$3.00 per student for this purpose. The Catholic Schools Office will invoice schools with payment to be remitted to the Catholic Schools Office.

At the secondary level, an internal assessment created by the Theology Committee will be administered; there is no charge for this assessment.

- **Spirituality Day** for all Catholic school educators will be held **Wednesday, August 23**. The cost per participant is \$35.00. The Catholic Schools Office will invoice schools with payment to be remitted to the Catholic Schools Office.
- The **Initial Faith Formation Program** provides eight hours of instruction in the Catholic faith for all teachers new to the Diocese of Wilmington in their first year. The cost for this program is assumed by the Catholic Schools Office.

- The **Ongoing Faith Formation Program** provides three hours or more of instruction in the Catholic faith for all teachers in the Diocese of Wilmington. This program is coordinated and financed locally.
- The **Administrators' Retreat** is held annually for school presidents, principals, and assistant principals. Funds in the amount of \$350.00 per administrator should be budgeted for the retreat for active members of the Catholic Principals Organization (CPO). Additional funding is provided through the sponsorship of publishers and vendors.
- The **Faculty Retreat** is scheduled annually at the local level. Appropriate funds should be reserved for this purpose by the school.

CURRICULUM, INSTRUCTION AND ASSESSMENT

- **Curriculum and Instructional Resources** (print, online, manipulative, and technology instructional resources) are determined at the local school level. A regular cycle of upgrading curriculum and instructional resources is required to maintain academic excellence. Resources five or more years old should be considered for replacement or upgrading.
- **Renaissance** consists of both Renaissance Star assessments (Early Literacy, Reading, and Math), Accelerated Reading, and Freckle Math instructional resources for students in Kindergarten through Grade 8. A new three-year agreement began in 2021-2022 and payment for the three years was remitted last year by each school. There will be no charges for the program in 2022-2023 or 2023-2024, unless a school contracts individually with Renaissance for professional development and/or additional resources.
- **SAT-in-School** and **PSAT** assessment in Grades 9, 10, and 11 are contracted for a discounted price with the College Board through the Catholic Schools Office. Approximately \$40.00 per student and \$18.00 per student should be budgeted, respectively, for these assessments. The Catholic Schools Office will invoice schools with payment to be remitted to the Catholic Schools Office.
- **Group Movie Licensing** is available at \$0.80 per student through Christian Video Licensing International which covers over 1,000 movie studios. The Catholic Schools Office will invoice schools with payment to be remitted to the Catholic Schools Office.

PROFESSIONAL DEVELOPMENT

- **Professional Development** funds should be reserved at the local level for educators on a Diocesan Full-Time Professional Employment Agreement in the amount of \$1500 per educator. Some of these professional development opportunities will assist educators in obtaining or maintaining their licensing/certification. Coursework and workshops must be pre-approved by the principal and support the educational needs of the school.
- The **Diocesan Professional Development Day** is scheduled for all Catholic school educators on **Monday, March 11**. The cost per participant is \$65.00. The Catholic Schools Office will invoice schools with payment to be remitted to the Catholic Schools Office.
- The **Diocesan Mentoring Program** is required for new teachers and teachers with fewer than three years of teaching experience. Teachers new to Delaware seeking Delaware licensure and certification are required one year of mentoring regardless of their years of experience. For teachers with, or working toward, a Delaware Initial License, the mentoring program fulfills the State requirement. The fee for participation in each year of the program is \$75.00 per teacher. The Catholic Schools Office will invoice schools with payment to be remitted to the Catholic Schools Office.

PROFESSIONAL AFFILIATIONS

- The **National Catholic Educational Association** assesses an annual membership fee based upon enrollment. All Catholic schools in the Diocese of Wilmington are required to be active members of NCEA. The membership fee is contingent upon student enrollment. Each school will be invoiced directly by the National Catholic Educational Association.
- The **Middle States Association of Colleges and Schools** assesses an annual membership fee contingent upon school enrollment. All Catholic schools in the Diocese of Wilmington must maintain active accreditation by the Middle States Association of Colleges and Schools. The membership fee is contingent upon student enrollment. Each school will be invoiced directly by the Middle States Association.

A school hosting a Middle States team visit should consider the costs of the Middle States fee, hotel accommodations, team member meals, and the welcome event in budgeting.

- The **Catholic Principals Organization (CPO)** is the professional association for elementary and secondary school administrators in the Diocese of Wilmington. Membership per school for the primary administrator is \$175.00; a discounted membership fee of \$100.00 per person is available for other school administrators. Membership fees will be invoiced directly by the Catholic Principals Organization.

PERSONNEL

- The **Administrator Compensation Plan** provides the following salary additions to administrators whose salary is calculated using the Teacher Salary Scale. This calculation should serve as a minimum salary.
 - +\$10,000 for principals (licensed/certified)
 - +\$7,500 for principals (unlicensed/uncertified) or assistant principal
 - +\$500 for each year of experience as a principal
- The **Teacher Salary Scale** for 2023-2024 is included with this memorandum.
- The **Tuition Discount**, as provided in the Diocesan Full-Time Professional Employment Agreement, is applied at the parish or diocesan elementary school where the teacher's child(ren) is(are) enrolled.

For elementary teachers who have completed one to four years of full-time teaching experience in the Diocese of Wilmington, a reduction in tuition in the amount of 25% of the tuition cost for a parish or diocesan Catholic elementary school is provided.

For elementary teachers who have completed five or more years of full-time teaching experience in the Diocese of Wilmington, a reduction in tuition in the amount of 50% of the tuition cost for a parish or diocesan Catholic elementary school is provided.

- A **Criminal Background Check** is required for all educators and staff employed in a Catholic school. The fee is assumed by the local school. Renewals occur every five years.
- **Pre-Employment Drug Testing** is required of all new employees hired in a Catholic school. The candidate is responsible for the initial cost of the test paid directly to the site. The school/parish should reimburse the candidate when employment begins.

TECHNOLOGY

- **PowerSchool** is the student information system in parish and diocesan elementary schools. In Kindergarten through Grade 8, the annual cost per student is \$22.00; in Pre-Kindergarten 3 and Pre-Kindergarten 4, the annual cost is \$20.00 per student. The fee covers PowerSchool, eCollect, and service provided by PSISJS. Each school will be invoiced by the Catholic Schools Office based upon its September 30 official enrollment with payment to be remitted to the Catholic Schools Office.
- Beginning in July 2023, Bright Arrow will replace SchoolMessenger. Schools utilizing **Bright Arrow** are assessed at approximately \$1.50 per student and teacher which represents a diocesan discount. Participating schools will be invoiced by the Catholic

Schools Office based upon the September 30 official enrollment with payment to be remitted to the Catholic Schools Office.

- Schools participating in **ClassLink** are assessed at approximately \$3.20 per student and teacher after a one-time initial set-up fee. Multiple schools may share the initial set-up fee if registering at the same time. The Catholic Schools Office will invoice schools with payment to be remitted to the Catholic Schools Office.
- **GoGuardian** is available to schools at an approximate cost of \$9.50 per student. The Catholic Schools Office will invoice schools with payment to be remitted to the Catholic Schools Office.

ADVANCEMENT

- An **Advancement** fee of \$200.00 is assessed annually to assist the Catholic Schools Office in diocesan-wide promotion of Catholic school education in the *Dialog*. The Catholic Schools Office will invoice schools with payment to be remitted to the Catholic Schools Office.
- Each school needs to budget sufficiently to cover communications and development expenses – newsletters, e-communications, marketing, advertising, and website development.