

***Administrators’ Meeting***

***October 3, 2023***

***Holy Cross School, 631 S. State Street, Dover, DE 19901***

**Meeting Minutes**

**Attendees:** Mrs. Sinead Boyd, Sr. John Elizabeth Callaghan, OSFS, Ms. Rachael Casey, Mrs. Kelli Colella, Mrs. Sherrie Connolly, Mr. Francis Corrigan, Mr. Anthony Edwards, Mrs. Rebecca Harvey, Mrs. Altina Herbert, Mr. Patrick Jordan, Ms. Ashley Kelly, Ms. Kimberly Kiefer, Mrs. Kelly Lanza, Mr. Dennis Leizear, Mrs. Mary Leve, Dr. Mary McClory, Mrs. Shaquona Meyers, Mrs. Tina

Morroni, Dr. Mary Elizabeth Muir, Mrs. Linda Pollitt, Mrs. Trinette Stillman, Mr. Carlo Testa, Mr. Patrick Tiernan, Ms. Ashley Torelli, Mrs. Debra Traum, and Ms. Kimberly Zoellner

**Guests:** Ryan Hunt, Manager of Business Development, Catholic Virtual

**Welcome, and Prayer**

*Dr. Louis De Angelo, Superintendent of Schools*

Dr. Lou De Angelo expressed his gratitude for all in attendance and began the meeting with the prayer, “Make Me a Teacher.”

The *United in Christ* Pastoral Letter, issued by Bishop Koenig in May 2023 was distributed to be reviewed. Each school was assigned a group and asked to comment, discuss, and record their reactions to the publication. Responses were collected from each of the groups.

**ARK Data 2023**

*Dan Pin, Director of Catholic Youth, Young Adults, and Family Ministry*

Mr. Dan Pin shared a Diocesan Report of the 2022-2023 ARK testing results. He advised administrators that they will be receiving emails soon from ARK for support and student rostering. He discussed ways that schools should be using the ARK data they collect. He thanked Principal, Sr. John Elizabeth, for allowing him to use Mount Aviat Academy information as an example to review the data.

**Teacher Evaluation Process**

*Tina Morroni, Principal, Immaculate Heart of Mary School*

Mrs. Tina Morroni distributed handouts with three talking points on the New Educator Standards and the Evaluation process. She asked each table to discuss and provide feedback. Mrs. Morroni collected the responses for Miss Carol Ripken and committee members to review. Dr. De Angelo thanked everyone who has worked on this process.

**Artificial Intelligence**

*Kim Kiefer, Director of Teaching and Learning, Padua Academy*

*Dennis Leizear, Registrar, Padua Academy*

Ms. Kim Kiefer and Mr. Dennis Leizear presented a slideshow on Artificial Intelligence and how it can be used by educators to create standards-based lessons, differentiate instruction, professional development and complete administrative tasks.

**Professional Development Day**

Dr. De Angelo discussed Professional Development Day 2024 and its focus on AI and Social Media. Each table received handouts requesting suggestions for this year’s Professional Development Day and the 2024-2025 PD Day. The handouts were collected at the end.

**Catholic Schools Office Updates**

*CSO Staff*

∙ **Initial Faith Formation**

Mr. Pin reminded administrators that all new teachers should be attending and to share new hire information with Mrs. Mary Filippone. Mr. Pin will keep record of teacher’s attendance.

∙ **High School Theology Assessment**

Mr. Pin will be reaching out to all the High School chairs regarding the assessments.

∙ **CYM Jesus Night**

This event for middle school and high school students is centered around praise and worship. Mr. Pin asked that anyone interested and/or has questions to please contact him via email.

∙ **Respect Life Month**

October is Respect Life Month with the first Sunday of October designated as Respect Life Sunday – October 1st. Dr. MaryAnn Wallen reminded administrators’ that resources can be downloaded, printed, and reproduced for use at: www.respectlife.org/respect-life-month

∙ **Footprints Mass**

The Footprints Mass will be held on Sunday, October 15, 2023 at 10 a.m. at St. Joseph on the Brandywine in Wilmington, DE. Dr. Wallen shared a special invitation to parents, grandparents, and siblings who grieve the death of a child as a result of miscarriage, stillbirth, abortion or early infant death.

∙ **Catholic Schools Week**

Dr. De Angelo asked that all schools begin thinking of meaningful ideas for Catholic Schools Week. The focus should be on Academics, Faith, and Fun. Please share your school happenings with Mr. Joe Owens at the *Dialog*.

∙ **OCCL - Delaware**

At the present time Joe Fitzgerald, Diocesan lobbyist, is working to address waivers and/or flexibility in the OCCL requirements for Catholic schools and DAIS schools. Dr. De Angelo asked Delaware schools to follow the six-step process outlined in the memo sent David Kubacki. Schools planning to invite an OCCL site visit should notify Mr. Kubacki and Dr. De Angelo.

∙ **90-day Introductory Period Assessment**

Dr. De Angelo reminded administrators that evaluations for all new employees should be done before Thanksgiving. One formal observation, one informal observation, and a beyond the classroom assessment are required for new teachers.

∙ **PowerSchool Security**

Administrators at schools who use PowerSchool need to review the security settings and who has what level of accessibility to sensitive information.

**Closing Prayer**

Dr. MaryAnn Wallen concluded the meeting by leading a “Prayer for Life.”

Submitted by,

Amanda McLain

Assistant to the Superintendent