***Administrators’ Meeting***

***November 14, 2023***

***St. Joseph Parish Center, 371 E Main St, Middletown, DE 19709***

**Meeting Minutes**

**Attendees:**  Mrs. Sinead Boyd, Dr. Heather Brooks, Sr. John Elizabeth Callaghan, OSFS, Ms. Rachael Casey, Mrs. Kelli Colella, Mrs. Sherrie Connolly, Mr. Francis Corrigan, Mr. Matthew Haney, Mrs. Rebecca Harvey, Mr. Patrick Jordan, Ms. Kimberly Kiefer, Mrs. Kelly Lanza, Dr. Mary McClory, Mrs. Shaquona Meyers, Dr. Mary Elizabeth Muir, Mrs. Linda Pollitt, Mrs. Trinette Stillman, Mr. Carlo Testa, Mr. Patrick Tiernan, Mrs. Debra Traum, Ms. Kate Williams,

Mr. Scott Wilson, and Ms. Kimberly Zoellner.

**Guests:** Lori Chaney, Director of Sales, Curriculum Associates; Mike Hays, Account Representative, Renaissance; Conni Stark, Consultant, Renaissance Learning, Rebecca Moran, Consultant, Renaissance Learning.

**Welcome, and Prayer**

*Dr. Louis De Angelo, Superintendent of Schools*

Dr. De Angelo expressed his gratitude to all in attendance for their contributions to Catholic education. He began the meeting with the prayer, “Jesus Bread of Life,” offering a connection to both Thanksgiving and Eucharistic Adoration Week.

**Reading and Discussion**

Prior to the meeting administrators were asked to read three brief essays on humility, related to the month’s Beatitude virtue, from Boston College, C21 – Church in the 21st Century. Administrators were asked to share their thoughts on one of those readings in partner teams.

**Renaissance Professional Development**

*Mike Hays, Renaissance Learning*

Administrators were divided into two groups by elementary and secondary schools. Elementary administrators were given a presentation via Zoom on using the Star Data Reports to Monitor Progress. Secondary administrators were given a presentation via Zoom on Star Assessments for High Schools. Mr. Mike Hays asked for feedback from Principals on the presentations. He listened to concerns and answered questions from both groups.

**Catholic Schools Office Updates**

*CSO Staff*

**Administrators’ Retreat**

Mrs. Mary Filippone updated administrators on the 2024 Administrators' Retreat. This year's retreat will be held at the Hilton Garden Inn (formerly the Dunes Manor Hotel) in Ocean City, MD and our retreat facilitator will be Fr. Richard Jasper. Registration forms were distributed and are due by ***Friday, December 15***. Mrs. Filippone reminded administrators that full participation is an expectation for every parish/diocesan elementary and secondary principal and that all additional administrators are invited to attend. Forms may be duplicated for any administrator who was not in attendance at the meeting.

**Eucharistic Adoration Week**

Mr. Dan Pin reminded all administrators that Eucharistic Adoration Week is November 26 through December 2. Parishes around the diocese will be offering extra opportunities for adoration and prayer. A link to the *Eucharistic Revival Playbook* for schools was sent in *Principal’s Notes*; administrators should contact Mr. Pin if the link is needed. Mr. Pin is available to assist in planning adoration prayer, if schools desire assistance.

**Initial Faith Formation**

Mr. Pin asked administrators to support and encourage participation from their teachers. He expressed the challenges of getting new teachers to attend the initial faith sessions and complete the make-up assignments, if they are absent from a session. The next meetings will be held in February and May. The Southern Cohort will meet Tuesday, February 13 at Saints Peter & Paul High School. The Northern Cohort will meet Thursday, February 15 at St. Elizabeth School.

**Teacher Observation and Evaluation Process**

Dr. De Angelo encouraged Principals to keep up the continued good work with evaluations. He suggested that Principals focus on Student Growth Goals and be positive with feedback, since the requirement of a Student Growth Goal is new to the Teacher Observation and Evaluation Process.

**Professional Development Day**

Mrs. Trinette Stillman provided an update on Professional Development Day 2024. The focus will be on artificial intelligence and the committee has been reviewing possible speakers. The committee would like to propose a different timeline with the elimination of lunch. The next meeting will be on December 7. Dr. De Angelo thanked everyone on the committee for the hard work.

**90-day Introductory Period Assessment**

Mrs. Filippone reminded administrators that they should be finishing their 90-day assessments for all new teachers before Thanksgiving. Policy 111 of the CSO School Personnel Handbook was included in the folder materials as a reference. Administrators should send confirmation that the assessments have been completed to Mrs. Filippone.

**Praxis II**

Mrs. Filippone reminded administrators that any teacher who does not currently hold a Delaware or Maryland license/certificate, who has not previously passed Praxis II, should take Praxis II during the 2023-2024 school year. If an alternate diocesan licensing/certification plan is offered, Praxis II will still be a requirement.

**PowerSchool Security**

Administrators were notified regarding security settings for PowerSchool fields. If an administrator needed to establish security settings for faculty/staff, s/he should have been in contact with Barbara Moore or Jen Pileggi at PSISJS to assist in the process. Regardless of the security settings a school establishes, all personnel fields must be completed. PowerSchool is the diocesan database for personnel and all fields are used in reporting. Mrs. Filippone distributed samples of the two PowerSchool personnel screens as an example of the information to be listed in each field.

**New Teacher/Termination Reports**

Mrs. Filippone asked administrators to be sure they continue to send New Teacher and Termination Reports to her when teachers are hired and/or leave during the year. This information is needed in a timely manner. Administrators were also informed that any new hires after November will be placed in Mentoring and Initial Faith Formation for the 2024-2025 school year.

**ACE Scholarships**

The ACE Scholarship program provides children of lower-income families with scholarships to private schools in grades K-12. Families at Most Blessed Sacrament Catholic School and Saint Francis de Sales School have already benefited from this program. Dr. De Angelo will send out a Google sheet requesting information about school capacity, available seats, and estimated numbers of students below the poverty limit set by the ACE Foundation. This information is due by ***Monday, November 20***.

**BOOST – Maryland**

Dr. De Angelo asked that when parents come to endorse their BOOST checks at school, that they join the BOOST Action Network.

**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 by David Kubacki. When schools are confirmed for an OCCL site visit, please notify Mr. Kubacki and Dr. De Angelo.

**CSW Template**

The focus of Catholic Schools Week (CSW) should be on Faith, Academics, and Fun. A balance among the three areas is important since CSW is designed to highlight the full experience in a Catholic school – spiritually, academically, and socially – as a means of marketing our schools. An overemphasis on the social aspect creates an incomplete picture of a Catholic school. A template will be provided for you to share your school happenings in each of these areas. The template will be shared with *The Dialog*.

Dr. De Angelo reminded administrators’ that the next Administrators’ meeting will be held on Friday, January 5.

**Closing Prayer**

*Dan Pin, Director, Office for Catholic Youth, Young Adult, and Family Life Ministry*

Mr. Dan Pin concluded the meeting with a prayer for the Eucharistic Revival.

Submitted by,

Amanda McLain

Assistant to the Superintendent