



## MARKETING

### ***Celebrating What's Right About Catholic Schools***

During a faculty meeting brainstorm the 30 best things about your school. Look at such areas as:

1. Student successes: academic growth, programs that enhance student achievement, student honors, awards, and/or alumni success stories.
2. Staff activities and honors: teacher of the year, ongoing professional development activities, published articles, and unsolicited compliments.
3. Student contributions: community service projects, student tutors, stu-

dent performances, or community service groups.

Use your brainstormed ideas to develop a master list for all faculty, staff and parents.

THEN:

- Include 3 or 4 successes in each newsletter, lunch menu sheet, on the school and parish



websites, and in the alumni newsletter, update monthly.

- Share the list with the superintendent, school board, community leaders, and local and state policymakers.
- List all major accomplishments on a card that can be included in mailings and handed out whenever the opportunity arises.
- Share the list with students and parents; encourage them to help build it up.

*From an article by Sue Swain, Middle Ground, October 2004*

## MANDATED SERVICES REQUIRED RECORDKEEPING/DOCUMENTATION

Schools must maintain separate financial records for the Mandated Service program for a minimum of 7 years. These records should include any documentation that supports the information and calculations used to prepare Mandated Services Aid claims such as: payroll accounts, time sheets, invoices, and cancelled checks

Mandated Service forms are on our website: [www.csaanys.org](http://www.csaanys.org) in word format.  
 Deadline for submission is: January 3, 2005

The NYS Education Department appears to be moving in the direction of requiring more documentation to substantiate mandated services claims. Attendance sheets should be kept and signed off on, as well as proctor sheets used.

Schools should make sure to retain all invoices and cancelled checks for costs associated with the

purchase of calculators, other required materials, workshop costs and scoring center fees.

NYSED denied reimbursement to schools which submitted test scores after the deadline imposed by SED. Make sure all paperwork is submitted by the deadline and by using a mailing method that includes a tracking system, such as Return receipt, UPS, or Federal Express.

## CONGRESS PROTECTS TITLE V

Congress passed a year-end spending bill that includes \$200 million for Title V.

The decision by senators and representatives to reinstate Title V within an education budget smaller than they originally wanted is an extraordinary move that warrants special thanks. It's not often that members of Congress are thanked by constituents for listening to their needs and responding to their peti-

tions. CAPE invites the private school community to use the Legislative Action Center (LAC) to send notes of thanks to Congress for protecting Title V. For more information, go to: <http://www.capenet.org/new.html>.

The House and Senate passed the long-awaited reauthorization of the Individuals with Disabilities Education Act

(IDEA 2004), which includes some important improvements relating to services for children with special needs in private schools.

CAPE'S description of the bill's private school provisions and a side-by-side comparison of IDEA 2004 with its predecessor are available at: <http://www.capenet.org/new.html>.

by Joe-McTighe—News From CAPE at [www.capenet.org](http://www.capenet.org)





A digest for busy administrators!

# CSAANYS News

CSAANYS wishes you and yours a very Blessed Christmas and a Peace filled New Year!



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## PROFESSIONAL DEVELOPMENT IN CATHOLIC SCHOOLS

Professional development is continuous and sustained. It reflects a connection between student and teacher needs and the school's improvement goals. The design of a school's professional development plan should be the result of an all-inclusive school improvement plan. Teachers and administrators should be working together to develop a professional development plan for the entire school. This plan should include assessment of teacher and student needs, as well as goals for student achievement. NYS certified teachers working in a non-public school are required to complete 90 hours over 5 years to maintain certification. All faculty and administration should be working toward the NYS minimum standards regardless of certification status.

Guiding tenets should include:

➤ Content of professional development activities/experiences must be clearly connected to student achievement of the NYS Learning Standards.

➤ Professional development activities/experiences should respond to student achievement data.

➤ Professional development should result in demonstrated increases in teacher knowledge, principles, and capabilities.

➤ Professional development should be site based and connected to daily school experiences.

➤ Professional development activities must be assessed on an on-going basis to determine if they are continuing to meet the school improvement goals.

Suggested Activities:

★ Credit Bearing Courses—through colleges/universities,

BOCES, teacher centers, public school districts and independent service providers.

★ Teacher Learning opportunities focusing on improving practice through individual or collaborative activities—groups of teachers collaborating, participation in scoring state assessments, creation and assessment of teacher portfolios, mentor programs, National Board certification activities, developing or collaborating on the creation of new programs.

★ Additional ideas—serving as a teacher mentor, delivering professional development, and publishing in educational journals.

CSAANYS is available to assist you in the design of a professional development plan for your school. Let us know how we can help you to improve student learning.

## CSAANYS Congratulates!

- St. Ignatius Loyola School in Manhattan just celebrated their 150th Anniversary. Their school is operating at full house with a waiting list for most grades.
- Bishop Ludden Jr./Sr. HS was named among top 50 Catholic high schools

in America by The Catholic High School Honor Roll in Grand Rapids, MI.

(The primary goal of the Honor Roll is to encourage schools to educate their students as effectively as possible, in a way that integrates Catholic faith and prepares students for active engagement with the world.)

- After 50 years, St. William the Abbot School in Seaford continues to honor the traditions of the Ursuline Sisters of Blue Point, who founded the school in 1954. They serve more than 550 students from nursery school through eighth grade.

The new 2004-2005 username and password for the "Members Only" portion of the web-site are:

username:  
"mem05"

password:  
"nysadm1205"



May your wishes be granted, your needs supplied, and your lives filled with ALL the joys of life and gifts of God's greatest blessings!

