

**DIOCESE OF TOLEDO
PRINCIPALS' BULLETIN
SEPTEMBER 18, 2009**

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FROM THE SUPERINTENDENT...

Below is a summary of the e-mail all parishes and schools should have received from Fr. Michael Billian, Episcopal Vicar for the Diocese of Toledo:

Urgent: ATTENTION SCREENING COMPLIANCE OFFICERS AND PASTORS

At the end of this month the United States Conference of Catholic Bishops (USCCB) will be performing their annual audit on our sexual abuse policy and the subsequent compliance to FBI/BCI background checks for all employees. In preparation for this audit we ran a ParishSoft report (which is the report we use to determine compliance) to see how we stand on this critical compliance issue. The report indicates that 500 employees have not been background checked. This is an alarming number and Diocesan leadership is very concerned. I want to put all compliance screening officers on notice that there can be serious consequences to not having your institution in compliance.

We believe that this number may be inflated and we only have one week to clear this up. Therefore, please take the following steps immediately:

- 1. Go into your ParishSoft Safe Environment page and clean up the staff list of any false reportings by **4:00pm this Friday**. For example, disable your former employees since they should not be in the database as an active employee. This will clear up some of the false reportings. Each compliance officer must let me know by **4:00pm this Friday**, that this has been completed. You can email me as soon as you are done.*
- 2. Make a list of all your employees; go into Parish Soft and see if they have BCI and FBI reports on file. If not, they have until **Tuesday (9/22) at 4:00pm** to get electronically fingerprinted.*
- 3. If you notice that someone is listed as not having background reports and you have copies of these reports, mail these hard copies to my attention at the Catholic Center or scan and email them to me (gcreed@toledodiocese.org). I will have Vicki Fitts enter them into the ParishSoft System. If you don't have proof, they have **by Tuesday (9/22) at 4:00pm** to get electronically fingerprinted.*

We know that Principals have not been designated as “compliance officers.” But you are asked to do what you can to determine if all your school employees are in compliance.

FORMS DUE:

Several more forms are now due or will be in the near future. Check the "Forms Due Web Page" link at the top of this Bulletin.

DIOCESAN BEGINNING TEACHER AND MENTOR ORIENTATIONS:

Please remind those teachers who will be part of the state's Beginning Teacher program and their mentors that they must attend one of the diocesan orientation meetings listed below. A Beginning Teacher is someone who holds a two year State of Ohio Provisional License; is teaching full time or part time; and is teaching at least two classes in their area of licensure.

The meetings are scheduled for 4:00 P.M. – 5:00 P.M. at each of the following sites:

Tuesday, September 22 at Holy Cross Catholic School, Defiance

Thursday, September 24 at Sacred Heart School, Fremont

Tuesday, September 29 at the Catholic Center, Toledo

At these meetings Beginning Teachers will receive their Teacher-Minister Professional Development Portfolio and Mentors will receive information on how to register on ODE's STAR website for the two day mentor training that they will need to attend. Please email registration to Vicki Fitts at vfitts@toledodiocese.org

SAFE & DRUG FREE SCHOOLS FUNDING:

Safe & Drug Free School funding is in serious jeopardy of being discontinued beyond the current 2009-2010 academic calendar year. This funding is crucial for the prevention and intervention of alcohol, tobacco and other drugs and safety concerns in our schools. As explained below, it only takes a couple minutes to object to the elimination of this important resource by completing two online letters to Congress and to the President. This is our last chance to keep this program alive.

What you can do: Tell Congress and the President that they need to reconsider the decision to eliminate funding for the State Grants portion of the SDFSC program (Title IV, Part A). You do not have to write a letter. An online letter is already composed and will be sent to your specific legislators and to the President if you do the following:

In order to send both sets of letters, it is necessary to:

1. Click on the link (<http://capwiz.com/cadca/issues/alert/?alertid=14028251&type=CO>) that takes you to the alert for your members of Congress
Scroll down to the bottom, insert your contact information and click "send message"
2. Click on the second link (<http://capwiz.com/cadca/mail/?id=3181&lvl=F&chamber=P>), which takes you to the alert for President Obama
3. Click "next step"
Scroll down to the bottom, insert your contact information and click "send message"

Please alert your staff to this funding being in jeopardy and ask them take a few minutes to send both of these letters.

L.I.F.E. TEAM COORDINATORS:

As in past years, we are asking that each building assign at least one teacher to be the L.I.F.E. (Learning in a Faith-filled Environment) Team Coordinator (formerly Building Coordinators.) The meeting dates will be November 5, 2009, January 5, 2010, and March 10, 2010 at The Catholic Center. L.I.F.E. Team

Coordinators will assist principals in sustaining the mission and efforts of the Catholic Educators' Academy and L.I.F.E. Teacher Minister Training.

The registration form for L.I.F.E. Team Coordinators for the 2009/2010 School Year was sent in the Wednesday school mail. **Deadline for registration is October 2, 2009.** Please ask your former representatives or a recent Catholic Educator Academy participant to join us for this on-going professional development. Feel free to contact Marty Hartman (mhartman@toledodiocese.org) or Kathy Taraschke (ktaraschke@toledodiocese.org) with any questions.

EDCHOICE:

Schools that have accepted students with "EdChoice" vouchers should have received an on-line survey. The survey asks about EdChoice students in your school during 2008-09. Please complete the survey and submit it as soon as possible.

iTunesU – OHIO:

Ohio on iTunes U provides educational digital media resources through a popular national digital media provider, Apple iTunes U, free of charge with unlimited access. The Apple iTunes U platform allows the State of Ohio to showcase educational resources, professional development materials, best practices, and student samples which have been produced by a variety of Ohio content providers. If educators would like to add to offerings on iTunes U Ohio, go to: www.etech.ohio.gov/go/OhioiTunesU . Current resources can be viewed by using the free iTunes program (which can be downloaded at <http://www.apple.com/itunes/> .)

PARENTS WEEK – SEPTEMBER 20-26:

The annual Celebration of Parents' Week in the state of Ohio is September 20-26. Parents Week challenges every community institution-churches, the workplace, government, schools, community services and recreation to work to create an environment that is more supportive of parents and parenting. This is especially true for our Catholic schools as we recognize and celebrate our parents as the primary educators of our students.

Family Day - September 28

The Family Life office of Catholic Charities asks you to note that this day has been set aside as "Family Day"-A Day to Eat Dinner with Your Children. Join families across the country in sitting down that evening to eat together, without hurry or distraction. Rediscover the sacredness of the family meal. A short prayer that could be said: "Lord, it is good to be together. We thank you for the love we have as we share this meal. May it strengthen us to live in service. Amen."

OCTOBER COMMEMORATIONS:

October is Respect Life month beginning with the celebration of Respect Life Sunday, October 4, 2009. The theme for the 2009-2010 observance is "Every Child Brings Us God's Smile." Schools should have received a flyer, educational articles, and readings and activities for students from the USCCB along with information about ordering additional resources. We encourage all of our elementary and secondary schools to join with the Church in educating our students on the importance and need of respect for all life at all stages; womb to tomb. For more information go to <http://www.usccb.org/prolife/index.shtml>.

October also marks the Month of the Rosary. Please seek to find time to honor the patroness of our Diocese, Queen of the Most Holy Rosary through studying the Mysteries of the Rosary and praying the rosary together. This can also be connected with the Diocesan Centenary Mass Celebration to be held on the Feast Day, Wednesday, October 7, 2009 at 12:00 pm. Some of our high school students will be in attendance while others can view the live broadcast on EWTN. Mary, Queen of the Most Holy Rosary, Pray For Us.

ADMINISTRATIVE OPENINGS:

PRINCIPAL OPENING:

CCMT Catholic School, Toledo (Rosary Cathedral Campus) is seeking an elementary school Principal-Minister (grades Pre-K -8). The applicant must be a practicing Catholic, strong in his/her faith and have the following qualifications:

- Previous experience as a teacher (preferably as a principal)
- Strong leadership and administration skills
- A Bachelor's degree in education (Master's degree preferred)
- A valid principal's license or certificate (A candidate working toward certification will be considered.)

Please send your resume and references to:

Rene Coutts, Human Resources Dept.
Diocese of Toledo
1933 Spielbusch
Toledo, Ohio 43604

Or e-mail to: rcoutts@toledodiocese.org

DIRECTOR OPENING:

Director of CCMT Catholic School, Toledo

The CCMT School seeks a Director. The Central City Ministry of Toledo provides Catholic education to 459 children at two campuses: Rosary Cathedral and Queen of Apostles. CCMT offers high expectations, firm discipline, structure and character formation to at-risk children in the central city of Toledo. The Director is the chief administrator and assumes the role of local superintendent. Through the building principals, the Director assures effective operation of the school campuses and optimal educational outcomes for its students.

Requirements:

- A practicing Catholic who is committed to the teachings and values of the Catholic church and Catholic education
- A minimum of three years teaching experience
- Preferred: MA in school administration with experience as a Catholic school principal
- Strong visionary leadership
- Strong administrative and organizational leadership abilities especially in the areas of strategic planning, financial management and leadership development
- Central city experience preferred

Please send your resume and references to:

Rene Coutts, Human Resources Dept.
Diocese of Toledo
1933 Spielbusch
Toledo, Ohio 43604

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