

Happy Monday! (June 1, 2020)

Welcome to the first CSO Monday Email! My goal is to provide these emails to cover important information, ask for feedback, and make sure I am not inundating you with emails throughout the week! It has been a month since I started here in Missouri, and I offer you all a deeply felt 'thank you.' I am so blessed to be working with you all, in this time and in this place. Thank you for your hard work, your dedication to Catholic education, and your openness to me. Here is some info for the week. It is a little extensive, so I ask you to bear with me.

Policy and regulation changes: Please see the Principals Page for changes to several policies and regulations. These changes were made to streamline processes, address COVID, etc., and were reviewed by members of the Diocesan School Advisory Board and diocesan personnel. Please note: handbooks no longer need to be submitted to the school office – you need only submit the sign-off sheet included on the Principals Page. Teacher personnel files will no longer be held in the school office, only at the school level. We will be returning files to you so you can use any items needed to round out your own file. Starting with the 2021-2022 school year, copies of teacher contracts will no longer have to be sent into the school office (see next bullet point).

Contracts, diocesan forms, and school forms: We are in the process of working with FACTS to be able to provide electronic teacher contracts, diocesan forms, and school forms. This will allow you to complete these forms without having to turn paperwork in to us.

COVID action 'guidelines': Per requests from the Zoom meeting last week, we have drafted a COVID action 'guidelines' sheet. It is with Helen Osman for some editing, and will be posted on the Principals Page soon. You can use this letter to support your COVID plans with your parents. This sheet is, hopefully, open-ended enough to allow you to adhere to your county's guidelines.

Teachers and Parents: Also included on the Principals Page is a draft letter you can modify and provide to parents who may choose to keep their student(s) home even if they are not sick (thank you, Spencer). The Helias contract addendum and a suggested format for elementary teacher consultations are also provided (thank you Kenya and Spencer). The addendum and consultation format will allow you to talk to teachers about expectations for the coming school year.

Transferring records to high school or other school within the diocese: Student records can be transferred between schools, but must be done at the diocesan level. Paula is providing a form to fill out to request those transfers, and it will be posted on the Principals' Page.

Requesting feedback:

- Attached to this email is a proposed revision of the Catechist training protocol. I know in the past, teachers have been required to pay for their Catechist training. Good news: this new program is FREE – thanks to our Missouri Knights of Columbus. In our desire to make sure everyone who works in our schools understand their role as ministers (even our non-Catholic employees) everyone who works full-time for a school (or schools if they are a shared employee) are required to take some classes. This program is available to everyone, and is trackable by administrators online. My goal is to make this as easy as possible for everyone – all previous classes will be counted, plenty of time to complete, etc. Please let me know your thoughts about the program sometime this week.

Again, thank you for all you do. I have had the joy of meeting a few of you; I look forward to meeting everyone in person soon. Please know I am holding you all in my prayers – I am here to help!

Blessings!
Dr. Erin Vader, Superintendent