



Principal Cohort 21

September 29, 2022 * 9:00AM

St. Francis International School

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| 9:00AM – 9:10AM | Prayer/Welcome/Warmup
<i>Chris Buchleitner, Associate Superintendent</i> |
| 9:10AM – 9:45AM | HR--Documenting Personnel Issues/Warnings
<i>Nanette Lowe, Executive Director, Human Resources</i> |
| 9:45AM – 10:15AM | Tuition Collection
<i>Mary Rhodes, Senior Counsel, Office of the General Counsel</i> |
| 10:15AM – 10:30PM | How was the first six weeks?
<i>Chris Buchleitner, Associate Superintendent</i> |

Next Principal Cohort 21 Meeting:

November 17, 2022

12:00PM – 1:30PM

St. Joseph Regional Catholic School

1011 Montgomery Road

Beltsville, MD 20705

Prayer for School Administrators for Encouragement and Blessing

Dear God, we come to you today asking your blessing on our school administrators. Thank you that they have answered the call to lead our teachers and schools so that our children might learn in a safe and nurturing environment conducive to academic and personal success.

Bless our school administrators with wisdom, integrity, a sense of humor, patience and the physical and mental energy equal to their tasks. Bless them with strong support from parents, teachers and the community.

Enable and empower our administrators to act as encouragers for our teachers, parents and students. May they be approachable, friendly, and professional as they support our teachers. Give them insights into each teacher's unique gifts, strengths and abilities so that they might engage each teacher in roles that contribute to the common good.

We pray for patience and wisdom for our administrators when complaints arise from parents. Give them the grace to listen. We pray for parents that they will be reasonable and willing to listen. We pray that parents will first communicate with their child's teacher before escalating their complaint. Make parents aware that the school is working in the best interest of all as they seek practical solutions to improve the situation.

When tragedy strikes in the school community, such as the death of a student or a natural disaster, help our administrators to be instruments of comfort and stability, bringing the faculty and school community together in ways that will allow your caring presence to be known and shown in healing ways.

We pray for our school administrator's role in keeping our school campuses safe from violence, threats and bullying. May your protecting angels surround them and our schools.

We pray that our school administrators may have wisdom and discernment as they deal with discipline problems. Give them the information necessary about the special needs of individual students so they can decide the best course of action that will keep the classroom safe, orderly and stress free and at the same time help the disorderly student grow in their ability to develop appropriate behavior and coping skills. And when outside resources are needed such as psychological help or special accommodations, we pray that they may be readily available to our administrators.

As we pray, we are aware that being a school administrator can be a lonely and difficult job. Please send them encouragers and relieve them of demanding workloads that prevent them from having quality family and personal time. Show them healthy ways to relieve stress and ways to stay active physically. Help them feel loved and accepted by You in their most difficult professional and personal times.

Reward our school administrators by allowing them to see the fruits of their labor displayed in the success of their teachers and students. Give our school administrators joy in seeing their school become a central part of the greater community, a place that has a family feel.

Accept our prayer today as an expression of our gratefulness to you and to them for their dedication in making our schools a central and vital part of our community. Amen

NOTES

Human Resources

Nanette Lowe, Executive Director, Human Resources lowen@adw.org

Lourdes Bond, Senior Human Resources Generalist – Employee Relations lourdesbondm@adw.org

- Document Personnel Issues – Use forms for both verbal and written warnings
 - See Principal Portal for forms and [Parish Briefings](#)
- ADW has a Progressive Discipline Policy
 - Learn from mistakes – inform employee in writing about issue
 - verbal warning for 1st offense but document it
 - Employees rarely terminated immediately unless gross misconduct
 - When writing someone up, cite the policy that was violated
- Administrative Leave – paid leave while serious issue is being investigated
 - Used in best interest of school and staff
 - Must have approval from HR
 - Employee needs to know the reason
 - Send incident report to HR
 - Employees cannot be terminated without HR approval
 - Terminating an employees is challenging. If you need someone in the room with you, ask your pastor, bookkeeper, HR (with notice)
- Resignations – if employee resigns, need formal letter/email
- Appointment Letter – for New Teachers Only
 - Form is updated yearly, use correct form, usually available after Memorial Day each year
- Letter of Intent
 - Informal doc to know teacher’s plan for the next year
 - This is not a continuation letter
- All employees are ‘at will’ – there are no contracts
- Investigations – Child Protection or Safe Environment
 - It is not the principal’s job to investigate
 - Call Courtney Chase
- Use someone in school to help with HR information to support you
 - HR will help to train
- Gossip – this is a conduct issue in employment policies
 - If someone reports something, you heard, etc., it needs to be addressed
- Previous year discipline action carries over from previous years
- Documentation and following policy is paramount!
 - Updated policies in November 2021 must be signed by employees in CHRIS
 - Another update in January 2023
 - Follow up with staff that they review and sign

Tuition Collection

Mary Rhodes, Senior Counsel

- Avoiding/Prevention is BEST!
- Be proactive in collecting and hold a firm line
 - Recommends
 - 30 days late – send letter
 - 45 days late – call
 - 60 days late – this may be the line
- Consider payment plans; be fair and consistent
- Maintain good records regarding tuition contract, payments, communications
 - Document and keep in a file
 - Have up to date contact information
- Collecting Debt Options
 - Collection Agencies – will be a cost to you
 - Usually a contingent payment with % or fee for the agency
 - Use an agency early (60-90 days late) better than waiting a year
 - Need to show evidence
 - No guarantee of success
 - Use an Attorney
 - May send a letter to family and could get payment quickly
 - Family may be told that they must respond in 10 or complaint will be filed
 - Small claims court could be used (< \$10,000)
 - Benefit is Rules of Procedure is relaxed – just telling the story
 - Attorney fees can be less
 - Downside is some cost to you; may have to testify
 - If judgment, then wages can be garnished – could attach to goods/property
 - A judgment may force some to pay as they don't want this.
 - Payment Plan & Confessed Judgment
 - Work out plan; an attorney can help set it up
 - If parent defaults, attorney can take 'confessed judgement' to court and garnish wages
 - Get both parents to sign
- If you use an attorney, let Office of General Counsel know. Can provide advice on how to find the right one.
- As of today, there shouldn't be any unsigned tuition agreements.

Emergency Tuition Assistance

- Families can email tuitionassistance@adw.org
- Documentation required and justification
- Trying to distribute as early as possible (Dec.); if you wait until May then most money is exhausted; Be realistic as there is limited money available
- Principals can contact Jeremy McDonald directly. Do not share contact his info with families. Direct them to the tuition assistance email.