



Catholic Schools
A Faith-Based Education
that Lasts a Lifetime

Principal Cohort '22

SEPTEMBER 19, 2023

ST. MARY OF THE MILLS SCHOOL

10:00 – 11:30



AGENDA

Welcome

&

Prayer

10:00 Tour of School

10:15 Human Resources – Staff Issues

- Nanette Lowe, Executive Director of Human Resources

10:45 TADS – Tuition Collection

- Jeremy McDonald, Assistant Superintendent

11:00 Catechetical Considerations

- Christina Mendez-Hall, Assistant Superintendent

11:15 Home School Association/School
Advisory Board

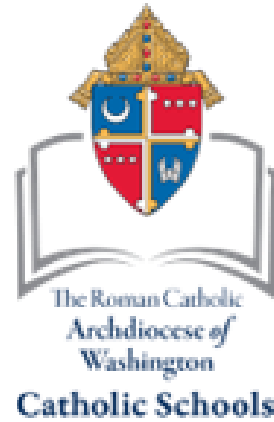
- Anne Dillon, Assistant Superintendent

Opening Prayer



“I am the true vine,* and my Father is the vine grower. Remain in me, as I remain in you. Just as a branch cannot bear fruit on its own unless it remains on the vine, so neither can you unless you remain in me. I am the vine, you are the branches. Whoever remains in me and I in him will bear much fruit...” John 15: 1; 4-5

Loving Lord Jesus, you are the true vine that brings us back into oneness with the life and love of our Father, the vine grower. Thank you for teaching us, for sacrificing for us, and for being our connection to God, who is our source of all things. You are the vine; we are the branches. Keep us connected to you always so that we will grow and flourish. Help us to be fruitful in the Gifts of the Spirit, loving and serving God and one another. Amen.



Staff Issues

HUMAN RESOURCES



Supervisor's Role

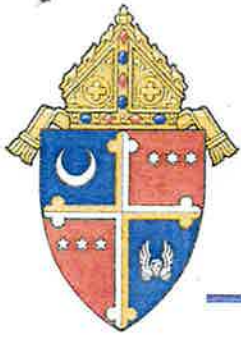
Overall Responsibility of a supervisor

- Set the **tone as a leader** – celebrate successes and take ownership of mistakes.
- **Communicate expectations** on a regular and consistent basis.
- Clearly communicate tasks, instructions, and timelines.
- Provide **feedback in real time** whenever exceptional or poor performance is observed. It is suggested to follow up via email for your records.
 - Also be receptive to feedback.
- Help employees develop expertise that **maximizes their potential**.



Manager Concerns/Common Pitfalls

- Avoid any references to an employee's protected leave (FMLA/ADA), age, race, sex, national origin, veteran, or a specific or potential disability.
- Check employee's leave balances in CHRIS prior to approving leave requests.
- Ensure all time is accounted for in CHRIS prior to approving time, particularly for non-exempt (hourly) employees.
- If you notice that an employee has frequent use of sick/NRI leave, particularly in a short space of time (over a few weeks or months), notify the Office of Human Resources immediately as this may signify a need for protected leave such as FMLA.
- Communicate with employees via work email, limit texting



Manager Concerns/Common Pitfalls

Poor Performance: Address poor performance immediately. Use the following steps:

- Discuss the concern(s) with the employee and give specific examples. Follow the meeting up with a brief email summarizing what was discussed so the employee has the information to refer back to as well as documenting the discussion.
- If the poor performance continues, contact the Office of Human Resources for a Written Verbal Warning Form for less serious issues.
- If the issues continue or are more serious, work with the Office of Human Resources on preparing a Disciplinary Warning and/or Performance Improvement Plan (PIP).



TADS – Tuition Collection

Home > Dashboard
2023-2024

CSO_JM Leave Feedback

Students Needing Agreements

0

Agreements by Status

Not Created	Creating	Sent	Setup
0	0	0	99

Past-Due Billing Accounts

14

Three Month Collection Snapshot

Admissions Counts

Grade	Accepted	Applied	Declined	Incomplete	Withdrawn	Hold
PK3	6	0	1	1	0	0
PK4	2	0	0	0	2	0
K	3	0	1	2	4	0
1	1	0	0	1	1	0
2	2	0	0	0	0	0
3	2	1	0	0	1	0
4	4	0	2	0	2	0
5	1	0	1	2	2	0
6	12	1	0	2	2	0
7	4	0	2	2	1	0
8	8	0	0	1	3	0
Total	45	2	7	11	18	0

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Family Support Hours : Mon–Fri 8–6 Central

Phone : 612.548.3320

Toll-free : 800.477.8237

Email : TADS-adminsupport@communitybrands.com

Fax : 612.548.3326

Admin Support Hours : Mon–Fri 8–5 Central




Phone : 612.548.3369

Toll-free : 888.210.4857



TADS – Tuition Collection



2023-2024   

Home > Billing > Reports > Invoice Aging Report

Invoice Aging Report

School

School Year

Fall 2023 - Spring 2024

Charge Filter

All charges selected

[Submit](#) [Cancel](#)

[Download as Excel Worksheet](#)

[Download as Excel Worksheet \(by Student\)](#)

Show entries

Search:

[Columns](#) [Print](#) [Excel](#) [PDF](#) [Copy](#) [CSV](#)

Account	Account Name	Current	1 - 30	31 - 60	61 - 90	91+	Total
2672775	[REDACTED]	\$0.00	\$305.00	\$0.00	\$0.00	\$0.00	\$305.00
2615611	[REDACTED]	\$0.00	\$465.00	\$465.00	\$0.00	\$0.00	\$930.00
2607703	[REDACTED]	\$0.00	\$0.00	\$2,395.00	\$0.00	\$0.00	\$2,395.00
2601194	[REDACTED]	\$0.00	\$0.00	\$0.00	\$34.50	\$0.00	\$34.50
2694803	[REDACTED]	\$161.20	\$0.00	\$0.00	\$0.00	\$0.00	\$161.20
2691280	[REDACTED]	\$0.00	\$3,425.00	\$0.00	\$0.00	\$0.00	\$3,425.00
2611271	[REDACTED]	\$0.00	\$1,025.02	\$0.00	\$494.27	\$0.00	\$1,519.29
2687417	[REDACTED]	\$0.00	\$666.68	\$666.68	\$416.68	\$0.00	\$1,750.04
2604441	[REDACTED]	\$0.00	\$655.00	\$0.00	\$0.00	\$0.00	\$655.00
2730046	[REDACTED]	\$0.00	\$0.00	\$0.00	\$156.00	\$0.00	\$156.00

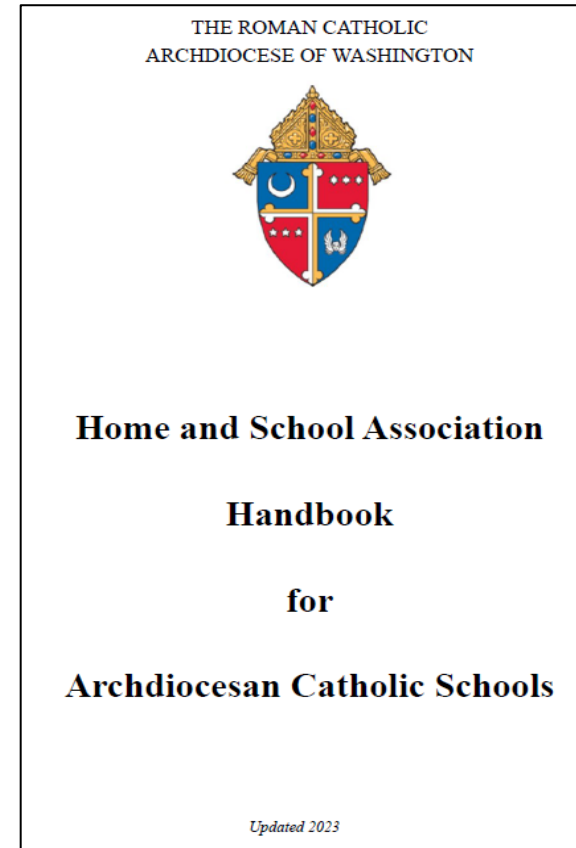
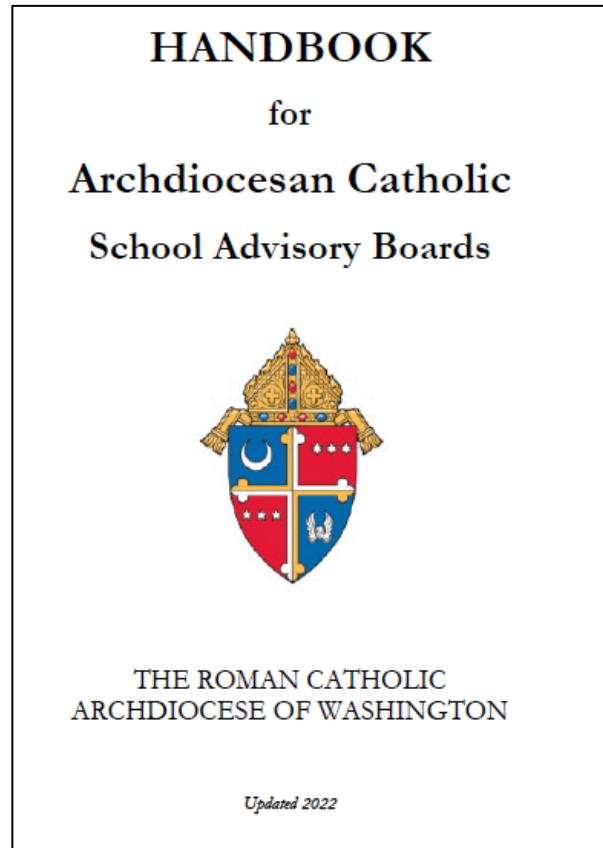
Need Help?



Catechetical Considerations

- Policy 3442 Professional Growth
 - Administrators and teachers shall participate in at least 65 hours of principal-approved or Catholic Schools Office approved professional development per school year. **Of this, a minimum of 10 hours shall address catechesis and spiritual formation**
 - Retreats
 - Day of Reflection
 - Spring Collaboration Day
 - Scripture Study/ Small Church community
- Living Catholic
- Catechist Certification

Home & School Association School Advisory Board



Home & School Association School Advisory Board



- Both are **stewards** called to support the vision and mission of the school
- Both are **leaders** who hold a critical role in the life and development of the school through the modeling of the mission
- Both must **clearly articulate the mission** of the school in words and in action
- Both organizations **work under the supervision of the principal and pastor** and must follow all archdiocesan and local policies

Home & School Association School Advisory Board



- ❑ HSA is not **exclusive**
- ❑ HSA is not **independent** of the administrative team of pastor and principal
- ❑ HSA is not a **grievance board** – problems are taken to the principal by the individuals with concerns
- ❑ HSA meetings are not a **place to discuss individual concerns**

Home & School Association School Advisory Board



- ❑ SAB is not a **grievance board**
 - Problems are taken to the principal by the individuals with concerns

- ❑ SAB is not an **independent decision-making board**
 - Pastor and principal take board consensus and other information under consideration to reach final decision.
 - Not all school related matters require board input.

- ❑ SAB is not a **supervisory board**
 - The board does not hold any administrative role over the pastor or principal.

Questions

