



Catholic Schools
A Faith-Based Education
that Lasts a Lifetime

Principal Cohort '21

SEPTEMBER 21, 2023

VIRTUAL

9:00 – 10:30



AGENDA

Welcome

&

Prayer

Management & Organization – Triaging Issues

- Anne Dillon, Assistant Superintendent

Catechetical Considerations

- Christina Mendez-Hall, Assistant Superintendent

Discussion Topics

Biggest Challenge

- Chris Buchleitner, Associate Superintendent

Strategic Planning

- Jeremy McDonald, 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.



Organization & Management

HOW ORGANIZED ARE YOU?

SHORT QUIZ!!!

Your movie collection is arranged by:

- A. How much I like the movie
- B. Title
- C. It just there – no particular order
- D. Release date
- E. Wait, what? Can movie collections be organized?



You just scheduled an important meeting. Where do you put the details?

- A. I enter it into my smartphone: date, time, location
- B. I email it to myself so I can do a search for it later
- C. I repeat it several times to myself so I'll remember
- D. I write it on the pad of paper I keep on my desk



When you get out of bed in the morning, the first thing you do is:

- A. Press snooze until I'm officially late, then call in sick
- B. Make some coffee and catch up on emails
- C. Wash my face, brush my teeth, and get dressed
- D. Make the bed and put all the decorative pillows back



Shopping for the Week! What's your plan?

- A. Walk through the house and make a list of what I need
- B. Just head out. I pretty much know what I need and where I need to go.
- C. Head out to the store. The store will tell me what to buy!



You're about to go on the trip of a lifetime! How do you pack?

- A. Go through my closet, pull out what I'll wear and put it in the suitcase.
- B. I make a list, check it twice, and then roll everything up so it'll fit nicely in my bag.
- C. I just throw some stuff in my bag. If I'm missing anything, I'll pick it up when I get there.





Organization & Management

Highly stressed and pressured situations can impact many of our abilities! Core abilities for adults include:

Self-Control

Planning

Flexibility

Focus

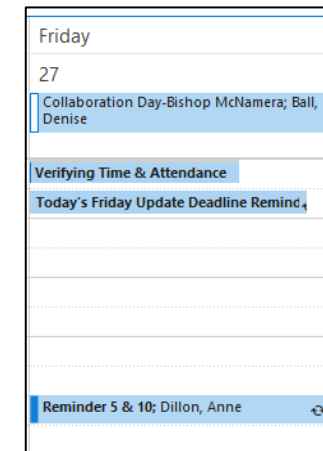
Awareness

Organization & Management

Time Management

STRATEGIES:

- Create checklists
- Break long-term goals or tasks into smaller chunks
- Use visual calendars to track progress
- Use calendar reminders
- Take time to reflect and focus
- Write it down!



“If you can do it in 20 seconds or less, then just take care of it!”



Organization & Management

Organization

STRATEGIES:

- Prioritize tasks and responsibilities
- Stay up-to-date on effective technology use and how it can help you
- Organize workspace; minimize clutter – start with one section at a time
- Consider separate work areas for different activities
- Schedule a weekly time to clean and organize workspace



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Overall Management

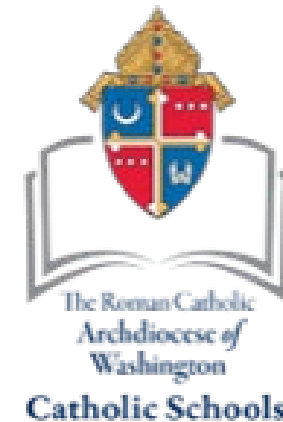
STRATEGIES:

- Collect and analyze data to inform decision making process
- Delegate tasks as appropriate
- Address conflicts and disputes promptly and professionally
- Build positive relationships with parents
- Implement a process for ongoing evaluation and improvement of school operations

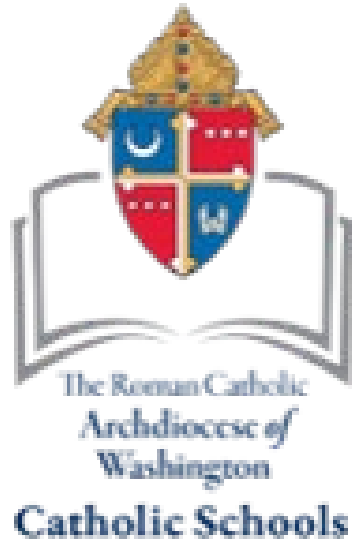
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TRIAGING AN ISSUE or PROBLEM:

- Is it an emergency? Are individual's health and safety at risk?
- Will delaying a response cause more harm or problems?
- Is a deadline associated with the issue?
- Do I need assistance with the issue?



Organization & Management



FINALLY.....

- Communicate effectively; maintain openness and transparency
- Don't over communicate
- Take care of your physical and mental well-being
- Maintain a healthy work-life balance to prevent burnout
- Again, take time to focus and reflect.....



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



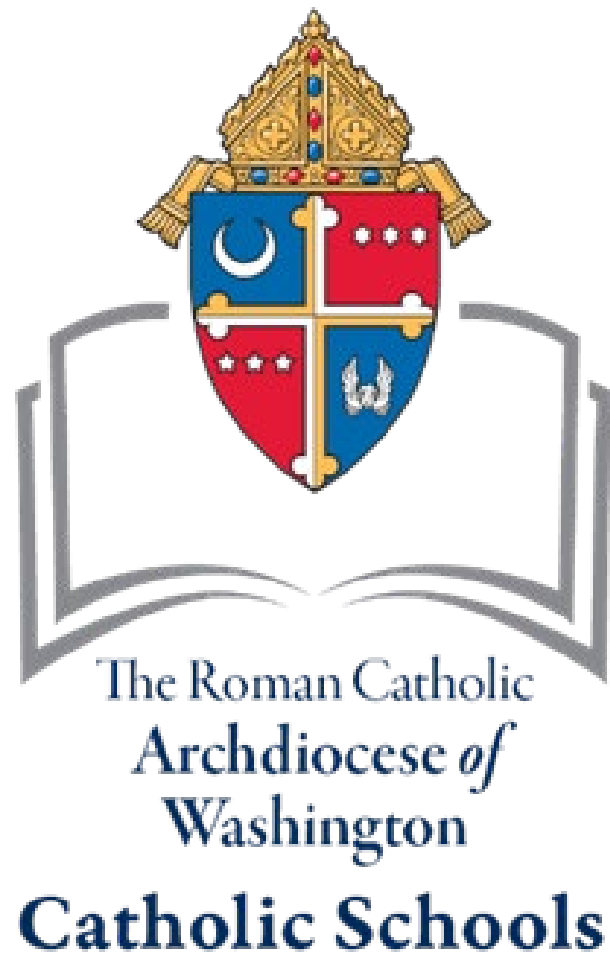
Discussion Topics

Share one of your biggest challenges last year & how you handled it?



Where are you in the Strategic Planning Process?





Questions