



Leading, Nurturing, Unifying Episcopal Schools

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New Year's Resolution

Harry was a nice young boy who struggled with reading and math. His teachers hesitated to upset him so they decided not to grade him – all year. They smiled at him and encouraged him, even when his work did not measure up to their expectations. At the end of the year Harry received his report card with two failing grades. His parents were upset, he was devastated, and his friends were shocked that he wouldn't be in class with them next year. It was too late to fix the problem.

At face value, this story is absurd. If, however, we edit the story to insert a head of school struggling with the day to day demands and challenges of managing a school, and a board of trustees that is uncomfortable systematically and appropriately evaluating the head of school, the saga begins to take on an all too familiar story line.

Trustees frequently report general discomfort in having to evaluate their sole employee, which means that many heads of SAES schools receive limited feedback about their job performance. So the characters in this drama rock along waiting for someone else to make the first move. Unfortunately, the ultimate move too frequently results in an outcome that is far from what *anyone* would have chosen.

Adults need and appreciate positive feedback, but it is equally important to provide a forum for constructive criticism, especially from a sincere and

objective trustee's point of view. Ideally, trustees are relatively familiar with school dynamics, but are far enough removed from the day to day fray to develop a more objective viewpoint.

While many people find it uncomfortable to critique another adult, effective leaders value a proactive approach toward addressing problems. Constructive feedback, along with the opportunity to correct problems, should promote reasonable dialogue between trustees and their head of school. If the structure of the conversation reflects a mutual interest in advancing the well-being of school operations and student success, it can be encouraging, constructive, and effective.

Evaluations are most beneficial when the head of school is allowed to participate in the creation of mutual goals for the school year. Regular meetings with an Executive Committee or Head Advisory Committee allow the head to enlighten trustees about the scope and complexity of the his or her job, as well as to provide the head with a sounding board for dilemmas that complicate day to day operations. On the other hand, these important forums can provide trustees with an opportunity to share with the head information and/or concerns from constituents in the community. In the spirit of cooperation, this two-way dialogue can be most effective in diffusing potential problems.

In these times of open communication, transparency in operations, and increasing complexity in the management of a school, healthy, respectful conversations throughout the year will increase the likelihood of an excellent year for all concerned.

Connie Wootton

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2004-2005 Executive Board

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Head of School, St. James Episcopal School, Del Rio

Mrs. Jeanie Stark
Head of School, St. John's Episcopal School, Abilene

Mrs. Connie Wootton
Executive Director, SAES, Amarillo

May Also Attend:
Mrs. Fran Barrack, Director of Accreditation & School Improvement, SAES, Kingwood, TX

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www.swaes.org

New Vaccine Requirements for Child-Care Attendance (House Bill 1316)

Effective September 1, 2005, the house bill 1316 will become law, requiring those children who attend child-care facilities be vaccinated against invasive pneumococcal and hepatitis A disease. All children attending pre-kindergarten, Head Start, or other early childhood programs will be affected by this change. Although the statute is effective September 1, 2005, the Department of State Health Services (DSHS) will revise the immunization requirements at a later date.

Pneumococcal disease, known as pneumococcus, is an infection caused by the bacteria *Streptococcus pneumoniae*. Middle ear infections, pneumonia, blood stream infections (bacteremia), sinus infections, and meningitis are the most common types of infections caused by this bacteria. The pneumococcal conjugate vaccine (PCV7) and pneumococcal polysaccharide vaccine (PPV23) are the two licensed vaccines currently used to prevent pneumococcal disease. Children aged 2 months through 59 months who attend child-care facilities are required to be inoculated with the PCV7 vaccine and children aged 2 years and older must be administered the PPV23 vaccine.

Hepatitis A is a liver disease most commonly associated with food servers and is spread from person to person when placing objects that have been contaminated with the stool of a person with Hepatitis A in the mouth. Children two years and older attending child-care require two doses of the hepatitis A vaccine. The two doses are separated by six to 18 months and children must be allowed 18 months from the date of the first dose to complete the series before the child-care facility can deny admittance.

In order to ensure that the required immunizations have begun and to allow children to be provisionally enrolled, DSHS began distributing the PCV7, PPV23, and hepatitis A vaccines to regional and local health departments in July so that children attending child-care facilities will have

access to the required vaccines during August. While the law stipulates that the immunizations must be administered to the child on the date of the first entry into the child-care facility, the child may be provisionally enrolled if the required vaccines have begun and will be completed as quickly as is medically possible.

The Health Service Regions and Local Health Departments are available for assistance with the HB 1316 implementations. For a list of resources, visit <http://www.dshs.state.tx.us/regions/default.shtm>. Additional information regarding school or child-care facility immunization requirements can be obtained by contacting the Immunization Branch at (512) 458-7284 or (800) 252-9152.

*Chaplain's Corner
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Employment Opportunities

Head of School



Contact: Rischa Irwin,
Christ Episcopal School
Nacogdoches, TX 75961
(936) 569-6307
Email: scirwin@cox.net



Head of School



Contact: Jerome Cartwright Dick
All Saints Episcopal School
Beaumont, TX 77707
(409) 898-4558
Email: cartwrj@swbell.net

Japan Fulbright Memorial Fund Teacher Program

The Japan Fulbright Memorial Fund (JFMF) Teacher Program allows distinguished primary and secondary school educators in the U.S. to travel to Japan for three weeks in an effort to promote greater intercultural understanding between the two nations. This year, up to 600 educators will be selected to participate in the 2006 program.

Participating educators will begin their visit in Tokyo with a practical orientation on Japanese life and culture and meetings with Japanese government officials and educators. They then will travel in groups of 20 to selected host cities outside of Tokyo where they will have direct contact with Japanese teachers and students during visits to primary and secondary schools as well as a teachers college. They also will visit cultural sites and local industries in addition to a brief home stay with a Japanese family.



**Japan Fulbright Memorial Fund
Teacher Program**

*Fully Funded 3 Week
Study Visits to Japan*

for grade 1-12 educators

Apply online: www.iie.org/fjmf
Information: 1-888-527-2636
jfmf@iie.org

Deadline: December 10, 2005

Primary and secondary school educators through the United States can apply to take part in one of the three trips to Japan scheduled for 2006, as guests of the Japanese Government. Teachers of all disciplines, including art, physical education, English, ESL, history, geography, math, science, and special education, from every region of the United States, are encouraged to apply. Applicants are not required or expected to have previous knowledge of Japanese or Japan. For more information about the 2006 competition, please refer to <http://www.fulbrightmemorialfund.jp>. All applications must be completed online.

Sharing The News

SUMMER FUN



St. Michael's Episcopal School , Tucson, Arizona Summer Enrichment Program

If you asked your child to design the perfect summer, it would probably include plenty of playmates, tons of exciting activities and a place to cool off when the summer sun gets too hot! That is exactly what St. Michael's Summer Enrichment Program offers year after year. Students come together to learn, to play games, and to create lasting memories.

Since 1958, St. Michael's has been a leader in the educational development of children and their Summer Enrichment Program is one of only a few summer programs in Tucson that offers a full-day summer program for students who completed kindergarten in the spring. Students participate in an assortment of



high-interest, hands-on activities that will enrich their skills in math, language arts, reading, science, music, physical education and art.

This summer, St. Michaels continued their tradition of excellence by offering Summer Enrichment activities for student entering Grades 1 through 8 this fall.

St. Paul's Episcopal School Greenville, TX

Receives the

***Texas Rising Star/
4 Star Designated
Vendor School Child
Care Services***

This is the highest rating a school can receive. This simply means that St Paul's exceeds licensing minimum standards and meets certain additional criteria. This 4 Star certification with CCS gives the staff of St. Paul's the opportunity to have access to resources and training opportunities.

Holland Hall School, Tulsa, Oklahoma SummerArts Program

written by

Mark Johnson, Middle School English Teacher

Twenty-two years ago the Arts and Humanities Council of Tulsa decided to initiate a summer arts program for middle school students. At the time there were numerous opportunities in Tulsa through the schools and through summer programs for high school aged students to develop their artistic talents, but there were few opportunities for younger students.



In trying to fill this void in the community, The Arts and Humanities Council of Tulsa reviewed the finest summer programs in the country for middle school and early high school students. Their extensive research led to the creation of Tulsa SummerArts in 1982. In its early years, the program was set at Central High School. The students came directly from Tulsa Public Schools, and students were expected to audition to be accepted. In 1994 Tulsa SummerArts moved to its present location at Holland Hall's Walter Arts Center. For the past decade it has continued to be co-sponsored by Holland

Hall and The Arts and Humanities Council of Tulsa, making use of the exceptional facilities available in Walter Arts Center, while continuing to rely on The Arts and Humanities Council's excellent community resources to promote the program to public and private school students through metropolitan Tulsa.

Tulsa SummerArts continues to provide student with the opportunity to expand their talents in a variety of artistic disciplines. Students select one major class as the focus of their two weeks in the program. The major classes include visual arts, photography, theatre, creative writing, strings, band, and show choir. In some years dance and choral music have also been offered.



Over the past twenty-two years the Tulsa SummerArts program has provided thousands of students in Tulsa, Jenks, Union, Bixby, Owasso, Broken Arrow, and other surrounding communities with the opportunity to meet new friends and to enrich their lives.

Sharing The News

SUMMER FUN

St. John's Episcopal School Dallas, Texas



Summer at St. John's is a four week program offering a variety of classes for children from PK3 to 8th grade. Approximately 300 children, consisting of students enrolled in St. John's and their friends, participated in this summer's fun filled classes.

Classes ranged from cooking, arts and crafts, stained glass, computer, drawing, and daily field trips to classes that offer a variety of activities entitled: *Cowboys and Cowgirls*, *Slime Time*, *Splish Splash*, *Dino Dig*, *Summer Fiesta*, and *My School is Cool*. Some of the children attended a class for one week while others attended all four weeks participating in a variety of the weekly classes.

All of the classes offered were taught by the faculty of St. John's and students from the National Junior Honor Society assisted to earn community service hours.

Episcopal, Baton Rouge, LA Senior Named Presidential Scholar Semifinalist

An Episcopal senior was named one of approximately 500 semifinalists in the 2005 Presidential Scholars Program. The semifinalists were selected from more than 2,700 candidates on the basis of superior achievements, leadership qualities, personal character and involvement in community and school activities.

The semifinalists in the program's academic component were initially selected as candidates for their exceptional performance on either the College Board SAT or the ACT Assessment. Semifinalists were chosen by a panel of distinguished educators after a review of students essays, self-assessments, description of activities, school recommendations and school transcripts.

At the end of June, Scholars traveled to Washington, D.C., to receive the Presidential Scholars medallion at a recognition ceremony where they participated in various activities and events held in their honor.

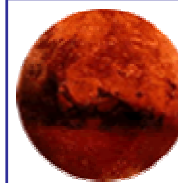
To Episcopal school leaders:

A critical need exists among Episcopal schools for quality religion class curricula for all grade levels. In an effort to address that need, a committee of chaplains and religious studies teachers, representing the dioceses of Louisiana, Arkansas and Texas, met for the first time in New Orleans last June.

With the goal of creating comprehensive religious education guidelines for all grade levels in Episcopal schools prior to the 2006-07 school year, committee members are in the process of gathering as much information as possible regarding instructional materials already being used effectively in Episcopal schools.

We respectfully request that someone from your school complete a brief five question survey regarding religious studies in your school, and either fax, mail or email it to the SAES office. A copy of the survey is included in this newsletter, or may be completed and submitted on the SAES website at www.swaes.org.

Thanks so much for your help!



MARS SPECTACULAR!!

(See the National Geographic News at http://news.nationalgeographic.com/news/2003/08/0812_030812_mars.html)

The Red Planet is about to be spectacular!! This month and next, Earth is catching up with Mars in an encounter that will culminate in the closest approach between the two planets in nearly 60,000 years. The next time Mars comes this close to earth is in 2287.

The encounter will culminate on August 27th when Mars comes to within 34, 649,589 miles of Earth and will be (next to the moon) the brightest star in the night sky. It will maintain a magnitude of -2.9 and will appear 25.11 arc seconds wide.

At the beginning of August it will rise in the east at 10:00 p.m. and reach its azimuth at about 3:00 a.m. By late August, Mars will be visible after 9:00 or 10:00 p.m. As the night progresses, the planet climbs higher and shifts to the south.

An amateur astronomer with a good telescope should be able to spot features on Mars, including the South Polar Cap, which will be shrinking in the warmth of the late southern hemisphere Martian spring. Bright yellow areas on Mars indicate deserts covered by fine, windblown dust. The planet's dark markings are areas of bare rock or darker dust.

By the end of August when the two planets are closets, Mars will rise at nightfall and reach its highest point in the sky at 12:30 a.m. According to the Planetary Society, it is best to wait a few hours while Mars rises above the horizon before viewing it through a telescope.

So, mark your calendar to see Mars grow progressively brighter and brighter throughout the month!!!

**NO ONE ALIVE TODAY WILL
EVER SEE THIS AGAIN!**

WHAT TO DO WITH SCHOOL RECORDS

(Written and submitted by Bill Rollings, School Office Services, Dallas, TX)

How to Store Records

- Paper Storage - You can store paper records off-site in a climate-controlled facility protected from fire. You haven't necessarily organized the mess, but at least it isn't stored in an attic or under a building. This is an inexpensive method if you never want to look at your records again, but you will pay a fee every time you want to remove an individual record.
- Media Storage-CD-ROMS, videotapes, or tape back-ups should be in a climate-controlled center. Several firms offer courier service, 24/7 accessibility, Internet-based bar code tracking systems, on-going inventory maintenance, electronically-controlled access and waterless fire suppression systems. With one set of data stored on-site and another stored off-site, your school is well protected.
- Document Imaging - On-site/off-site documentation scanning, indexing PDF conversion, microfilm to digital conversion, and OCR/ICR with encryption virus protection. Your paperwork has not been converted to a manageable source. Data entry software with queries, searches and sorts can make it easier to manage and retrieve your files.
- Off-site Servers - Unless a school has room on an existing server or funds to purchase a server for backup storage, off-site server facilities may be an option. A school no longer needs to purchase costly hardware and hire tech-savvy personnel. Off-site servers are backed up and maintained in a professionally managed data center.

What are the first steps?

1. Involve all the personnel who handle school records in the decision-making process: registrar, director of technology, other administrative staff (i.e. admission, development) who maintain records.
2. Get your act together. Before an outside entity can store your records, you must first organize them. That may mean going through boxes one page at a time. And, by the way, no one will thank you for your efforts, but you will sleep better at night.
3. Index carefully. Your ability to retrieve records will be only as good as your initial organization scheme.
4. Expect to plan a lot of time to complete the project.
5. Choose a vendor who best meets the needs of your school.

How Long Should Student Records be Kept?

(The entire article was published in the May 2004 edition of *Independent School Business*)

How long should a school retain student records? The answer is not as clear-cut as you might think. We started with accrediting agencies. Both Independent Schools of the Southwest (ISAS) and SAES defer to the National Association of Independent Schools (NAIS). NAIS says the following: "...this is a question that has no definitive answer, but there are general principles that should guide a school's records retention policies. Some states have statutes that require schools to furnish transcripts to their alumni(ae) upon request and thus implicitly require schools to retain transcripts indefinitely..." (*Arkansas, Louisiana, Oklahoma and Texas have no such statutes for private schools.*) "...each school should retain records...for a period of *at least* six years (or more if there is a longer state statute of limitations for bringing court actions with respect to potential litigation." *Arkansas, Oklahoma and Texas limit litigation to six years: Louisiana, to 10 years.*

Here are guidelines from NAIS and the states of Oklahoma, Texas, New Mexico and Arizona:

| How Long should student records be retained? | ASCI | NAIS | OK | TX | AZ | NM |
|--|---------------|-----------|--------|---------------|--------|---------------|
| Test Scores | In Transcript | 6-10 Yrs. | Perm | In Transcript | 2 Yrs. | In Transcript |
| Health Records | 2 Yrs. | 6-10 Yrs. | 5 Yrs. | 2 yrs. | 2 Yrs. | 10 Yrs. |
| Significant Student Records | 1-5 Yrs. | 6-10 Yrs. | Perm | 7 Yrs. | Perm | 5 Yrs. |
| K-8 Transcripts | Perm | 6-10 Yrs. | Perm | 7 yrs. | Perm | Perm |
| High School Transcripts | Perm | Perm | Perm | Perm | Perm | Perm |

What do individual states say about private schools retaining student records?

Arkansas - Beverly Gray, Executive Director of ANSAA (Arkansas Nonpublic School Accrediting Association), says that Arkansas does not set any requirements on private schools for retaining records. She recommends private schools follow the public school regulations listed under Arkansas Student Permanent Records Act 335.

Louisiana - Barbara Ballard of the Office of Louisiana Record Retention says that Louisiana has no jurisdiction over private schools unless they receive federal funds from the Department of Education. If they receive federal funds, private schools must not only comply with FERPA (Federal Education Rights and Privacy Act) regulations, but also with additional regulations set by the state.

Oklahoma - Steven Huff of the Oklahoma State Board of Education (Accreditation Department) says that Oklahoma accredited private schools should permanently retain all academic achievement records and test scores and other related documents. Documents relating to discipline, immunization, etc. can be destroyed after five years. (Thanks to Martha Gilliland of St. Mary's Episcopal School in Edmond, Oklahoma)

Texas - Steve Drake of the Texas State Commission for Library and Archives says that the state does not regulate what student records private schools keep. He recommends that private schools follow the state guidelines for public schools which comply with federal regulations as well. The only requirement for private schools is that health records must be kept for two years after a student leaves the school

Neeley School of Business Entrepreneurship Program

A scholarship program is being offered for young high school students by the Entrepreneurship Program at the Neeley School of Business. The *TCU Texas Youth Entrepreneur of the Year Awards Program* recognizes young high school age entrepreneurs for their success in business. The award is open to any Texas high school student who has started and managed a business. To be eligible the student must be currently enrolled in high school and the business must have been in operation for at least one year.

The top winner will receive \$5,000 and five others will receive \$1,000 scholarship to any school they choose. If the recipient elects to attend TCU, the scholarship will be doubled.

The application for their scholarship may be submitted by the student entrepreneur, friend or teacher who feels that the young entrepreneur is worthy of recognition. Finalists will be notified in December, 2005, and must attend TCU Young Entrepreneurs Days on February 12-13, 2006, as well as individually participate in an interview with the judges to be considered for a scholarship award.

Submission of applications must be postmarked, or if done electronically, received no later than November 1, 2005. For more information, visit www.neeley.tcu.edu or write to:

The Neeley Entrepreneurship Program
M.J. Neeley School of Business
TCU Box 298530
Fort Worth, Texas 76129
Email: s.doll@tcu.edu

ICE Stands for *In Case of Emergency!!*

In case of emergency paramedics will turn to a victim's cell phone for clues to that person's identity. You can make their job much easier with a simple idea that they are trying to get everyone to adopt: **ICE**. If you add an entry in the contacts list in your cell phone under ICE, with the name and phone number of the person that the emergency services should call on your behalf, you can save them a lot of time and have your loved ones contacted quickly. It only takes a few moments of your time to do. Paramedics know what ICE means and they look for it immediately.

ICE your cell phone NOW!!



Chaplain's Corner

By The Rev. Roger Bowen,
SAES Chaplain

I think it was Fred Beuchner, formerly a wonderful chaplain and teacher at Phillips Exeter Academy, who said this:

“Avarice greed, concupiscence and so forth are all based on the mathematical truism that the more you get, the more you have.

The remark of Jesus that it is more blessed to give than to receive (Acts 20:35) is based on the human truth that the more you give away in love, the more you are.

It is not just for the sake of other people that Jesus tells us to give rather than get, but for our own sakes too.”

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“I’ve learned that making a “living” is not the same thing as “making a “life.””

~ Dr. Maya Angelou

Episcopal Schools Celebration

Episcopal Schools Celebration (ESC) provides schools, early childhood education programs, and school exploration committees with the opportunity to celebrate their ministry throughout the Episcopal Church. Whether at school, the parish, or cathedral or at a diocesan-wide service or event, ESC is the time to give thanks and to proclaim to your community and the Church the good news that is the ministry of Episcopal Schools.

ESC is observed each academic year the week beginning with the first Sunday in October. Each year ESC theme highlights some aspect of Episcopal school identity. The theme for ESC this year is *“Wisdom’s Branches Are Glorious and Graceful”* and begins October 2, 2005.

A brochure containing messages from the Presiding Bishop of the Episcopal Church USA and the Executive Director of the National Association of Episcopal Schools (NAES), as well as suggested hymns, lessons, and possible order of worship for your celebration is mailed to every school in August by NAES. To obtain or view past ESC brochures, log onto www.naes.org/celebration/dis_celebration.cfm.

SAES 2005
Annual Conference
November 10-12, 2005
The Westin Galleria, Houston, TX



A Special THANK YOU

SAES would like to thank the following Underwriters for their contribution to our 2005 Annual Conference:

- | | | |
|---|--|---|
| <p>Mrs. Jeanie Stark,, Abilene, TX All Saints Episcopal School Austin, TX Ascension Episcopal School Houston, TX Trinity Episcopal Day Baton Rouge, LA Good Shepherd Episcopal School Kingwood, TX Holy Spirit Episcopal School Houston, TX Pam Dean, Houston, TX St. Stephen's Episcopal School Austin, TX St. Martin's Episcopal School Metairie, LA Parish Episcopal School Farmers Branch, TX St. Stephen's Episcopal School Houston, TX St. Mark's Episcopal School Houston, TX Grace Episcopal School Monroe, LA The Episcopal School of Dallas Dallas, TX All Saints Episcopal School Tyler, TX Calvary Episcopal School Richmond, TX</p> | <p>Christ Episcopal School Nacogdoches, TX St. David's Episcopal School San Antonio, TX St Luke's Episcopal School Baton Rouge, LA Abbie Loveland Tuller School Tucson, AZ Good Shepherd Episcopal School Dallas, TX Anonymous, Amarillo, TX Connie & Dwayne Wootton, Canyon, TX St Luke's Episcopal School San Antonio, TX Lynn Buffington, Colleyville, TX St David's Episcopal School Austin, TX St. John's Episcopal School McAllen, TX St. James Episcopal School Del Rio, TX Good Shepherd Episcopal School Austin, TX All Saints Episcopal School Beaumont, TX St. Matthew's Episcopal School Edinburg, TX The Education Group Dallas, TX</p> | <p>Trinity Episcopal School Marshall, TX St. James Episcopal School Baton Rouge, LA St. Philip's Episcopal School Uvalde, TX Calvary Episcopal School Bastrop, TX St. Mark's Cathedral School Shreveport, LA St. Luke's Episcopal School Hot Springs, AR The Jordan School Crockett, TX St. Mary's Episcopal School Edmond, OK St. John's Episcopal School Dallas, TX St. James Episcopal School Conroe, TX Saint Paul's Episcopal School New Orleans, La Ascension Day School Lafayette, LA School Fusion, Denver, CO Mrs. Barrett Pierce, Amarillo, TX St. Francis Episcopal Day School Houston, TX St. Andrew's Episcopal School Amarillo, TX</p> |
|---|--|---|

Registration Information

Registration includes all conference materials, Thursday Opening Service and buffet reception; Friday breakfast, lunch, keynote with Dr. Evans, and on-site workshops; Saturday breakfast and presentation by Dr. Angelou. Each full-conference participant will receive a copy of **Dr. Evan's** new book "*Family Matters*" and may purchase **ONE** Guest Ticket for Dr. Maya Angelou at the cost of \$50.00. For every 12 people in your group, get 1 registration **free**.

The cost to attend Dr. Maya Angelou **ONLY** is \$65.00 and tickets **MUST** be purchased by **October 15, 2005**.

Register online at www.swaes.org or Call SAES at (866) 655-7237 Toll Free

Registration Fees

Postmarked **by** October 14, 2005
 \$195.00

Postmarked **after** October 14, 2005
 \$220.00

Guest Ticket for Dr. Angelou
 \$50.00

Dr. Angelou Attendance **ONLY**
(Deadline Date: October 15, 2005)
 \$65.00

Calendar of Events

**Save
These
Dates**

2005

November 10-12, 2005

SAES Annual Conference
Westin Hotel, Houston Galleria, Houston, TX

2006

January 26-27, 2006

NAES Leadership & Governance Institute
Orlando, FL

May 2-4, 2006

Spring Heads' Retreat
T-Bar-M
New Braunfels, TX

October 12—13, 2006

SAES Annual Conference
Camp Allen Episcopal Retreat Center

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