

Susan S. Miller
Associate Head of School

July 15, 2009

Dear Parents and Students,

I hope you are enjoying the summer break and have had an opportunity for some rest and relaxation. There has been a lot of activity in the school throughout the summer: the PreKindergarten I and PreKindergarten II classrooms are being reorganized and restructured; other classrooms have been painted; carpeting has been cleaned and also replaced in some areas; and additional Smart Boards have been ordered to be installed in a few classrooms, to name a few. The St. Edmund's Summer Camp children have been enjoying crafts, swimming, field trips and fun-filled activities. Teachers have been planning and preparing for the start of the school year, and several students and parents have visited to say hello.

I extend a warm welcome to our families, both new and those returning, and look forward to working with you this year as Associate Head of School.

Parents and children are invited to "*Meet and Greet*" the teachers and other students during various informal orientations on Thursday, August 27. Listed below are important dates and reminders that will help you get the school year off to a smooth start.

ORIENTATIONS

- **Thursday, August 27– PreKindergarten Picnic Orientation on the Darlington Field (5:00-6:30 p.m.)**

PreKindergarten I and PreKindergarten II students and their families are invited to a family *picnic* on the Darlington Field. We will provide pizza, ice cream, beverages and cookies. This is an opportunity to meet other families, our teachers and administrators, and to let the children become familiar in their new environment. PreKindergarten I and PreKindergarten II class lists will be distributed at this time. (If it rains, the picnic will be held in the Field House).

- **Thursday, August 27 – Kindergarten Picnic Orientation on the Darlington Field (5:00-6:30 p.m.)**

Kindergarten students and their families are invited to a family *picnic* on the Darlington Field. We will provide pizza, ice cream, beverages and cookies. This is an opportunity to meet other families, our teachers and administrators, and to let the children become familiar in their new environment. Kindergarten class lists will be distributed at this time. (If it rains, the picnic will be held in the Field House)

- **Thursday, August 27 – Grades 1-4 Classroom Visits (2:00-2:45 p.m.)**

First through Fourth Grade students and parents are invited to "*Meet and Greet*" their teachers, visit the classrooms, and meet other children in the class. This is not a time to discuss curriculum or have conferences, but a time to become familiar with new surroundings. Homeroom teachers will send a "welcome" note to their students the week of August 16.

- **Thursday, August 27 - Grade 5 Orientation (3:00-3:45 p.m.)**

Fifth Grade students and their parents will gather in the Hillman Auditorium to "*Meet and Greet*" their homeroom teachers and other Upper School teachers to discuss what it will be like in the Fifth Grade. A few topics will include the transition to the Upper School, a "typical day" in 5th grade, "living" out of a locker instead of a desk in one's homeroom, expectations/requirements, homework, tests, etc. Time will also be provided to answer any questions you may have.

NEW FACULTY AND STAFF

- **Ms. Ruth Peterson** joins St. Edmund's as our **6th-8th Grade Science Teacher**. Ms. Peterson has a B.A. in Biology & French from Illinois College, Jacksonville, Illinois. She also holds Elementary Education & Middle School Science Certification. Ms Peterson has taught 5th grade and Science at Christ the King School in Springfield, Illinois; preschool at Pleasant Park Child Development Center, Chatham, Illinois; ESL Japanese to 7-9th grades in Ashikaga Board of Education, Japan; and was a French Teacher for the Passport Program in Jacksonville, Illinois.
- **Ms. Jessica Lange** joins **Kindergarten** as a **Teacher**, along with Lead Teachers Mr. Mike Filosemi and Ms. Lynda Scahill. Ms. Lange has a B.A. in Elementary Education from Point Park University and a B.S. in Psychology from The University of Pittsburgh. She has worked as an Aide for students with disabilities in the Early Intervention Program in the Pittsburgh Public Schools.
- **Ms. Katherine Moore** joins **Kindergarten** as a **Teacher**, along with Lead Teachers Mr. Mike Filosemi and Ms. Lynda Scahill. Ms. Moore has a B.A. in English from Virginia Tech and a M.A. in Elementary Education from West Virginia University. She has worked as a PreK-6 grade long term substitute teacher for the Monongalia County Schools, a teacher at Tender Care Learning Center in Pittsburgh, and at the West Virginia University Reading Clinic.
- **Ms. Emily Chiarizio** joins **PreKindergarten I** as an **Assistant Teacher** and will serve as our new **Extended Day Director**, as well. Ms. Chiarizio has a B.A. in Film Studies and a Certificate in Children's Literature from The University of Pittsburgh. Ms. Chiarizio has worked at SEA as a substitute teacher and in our Extended Day program. She has also worked as a Camp Counselor at Braddock Health for Life Summer Camp.

Enclosed is a list of all St. Edmund's Academy personnel.

UPPER SCHOOL FIELD TRIPS

Field Trips have been planned and monitored carefully, keeping in mind our desire to eliminate the possibility of too many classes being missed in a short time frame. Our sixth through eighth grades will begin the school year with field trips.

The Eighth grade will depart for **Williamsburg, VA** on Wednesday, September 2. Mr. Judd Jenkins and Ms. Alicia Patton will accompany the eighth grade. They will return on Friday, September 4 at 6:00 p.m.

The Seventh Grade will depart for **Williamsburg, VA** on Thursday, September 3 and return on Friday, September 4 at 10:00 p.m. Mr. Bob Tucek, Ms. Lisa Coyne, and Mr. Chris Gathagan will accompany the seventh grade.

The Sixth Grade will depart for **Camp Fitch on Lake Erie** on Thursday, September 3 and return on Friday, September 4 at 9:30 p.m. Ms. Mindi Feldstein, Mrs. Maria Pimentel-Schumann, Ms. Laura Trahan, Mr. Chad Erbrecht, Mr. Peter Buccu, and Mr. Don Hibar will accompany the sixth grade.

The rationale behind going on these field trips during the first week of school is simple: all students in sixth through eighth grades will be away from school at the same time, the teachers have not started their course work, thus the students do not leave in the middle of a chapter/unit; substitute teachers do not have to be hired to teach the classes of those who may be gone (if only one class were to be away); and this provides a great opportunity for each class to have time to renew friendships, begin new friendships and "come together as a class" at the beginning of the year.

WHERE DO STUDENTS GO UPON ARRIVAL?

Bus students will be driven to the front door on Darlington Road. Students who come in a car pool or family car should follow these morning arrival procedures:

MORNING DROP OFF FOR PREKINDERGARTEN STUDENTS

Between 7:30-8:00 a.m.

1. PreKindergarten students are to be dropped off at the Darlington Road entrance and enter the Hillman Auditorium where all students remain until they are dismissed at 8:00 a.m. At 8:00 a.m., an older student will escort the PreKindergarten students to their classroom; **OR**
2. PreKindergarten students are to be dropped off midway down the driveway between St. Edmund's Academy and The Church of the Redeemer, walk up the steps leading through the gate on the playdeck, and enter the building through the glass door on the right. Students enter the Hillman Auditorium, the second door on the left, where all students remain until they are dismissed at 8:00 a.m. At 8:00 a.m., an older student will escort the PreKindergarten students to their classroom.

Between 8:00-8:15 a.m.

PreKindergarten students are to enter the building through the Lower Lobby doors. If parents wish to park, they must park their cars in the Forbes Avenue lot, in the spaces nearest our Field House. **PLEASE DO NOT PARK IN THE SPACES ON THE SIDE OF THE CHURCH OF THE REDEEMER.**

MORNING DROP OFF FOR KINDERGARTEN STUDENTS

Between 7:30-8:00 a.m.

1. Kindergarten students are to be dropped off at the Darlington Road entrance and enter the Hillman Auditorium where all students remain until they are dismissed at 8:00 a.m. At 8:00 a.m., an older student will escort the Kindergarten students to their classroom; **OR**
2. Driving down Darlington Road, enter the driveway beyond the school (between St. Edmund's Academy and the JCC). Kindergarten students are to be dropped off at the playdeck driveway, and enter the building through the maroon door to the left. Students enter the Hillman Auditorium, second door on the right, where all students remain until they are dismissed at 8:00 a.m. At 8:00 a.m., an older student will escort the Kindergarten students to their classroom.

Between 8:00-8:15 a.m.

Kindergarten students are to enter the building from the playdeck parking lot (between St. Edmund's Academy and the JCC). If parents wish to park, they must park their cars in the playdeck parking lot.

MORNING DROP OFF FOR 1ST-8TH GRADE STUDENTS

Between 7:30-8:00 a.m.

1. Students are to be dropped off at the Darlington Road entrance and enter the Hillman Auditorium where all students remain until they are dismissed to their homeroom at 8:00 a.m.

Students who arrive after 8:00 a.m. go directly to their homerooms. **Homeroom is between 8:00-8:10.**

PLEASE NOTE: STUDENTS IN GRADES 1-8 THAT ARRIVE AFTER 8:10 ARE CONSIDERED TARDY. ONCE A STUDENT HAS ACCRUED 4 TARDIES, S/HE WILL SERVE AN AFTERSCHOOL DETENTION FROM 3:25-4:15 P.M.

PARENTS SHOULD NOT PARK IN THE ST. LUCY PARKING LOT. THESE PARKING SPACES ARE RESERVED FOR FACULTY AND STAFF.

NOTE: Mondays and Tuesdays are street cleaning days on Darlington Road. One side is closed for parking until 2:00 p.m. For the first days of school, there will be students posted at the various entrances to guide students (and parents) to the appropriate destinations.

WHERE DO STUDENTS GO AT DISMISSAL?

Bus students are dismissed at the Forbes Avenue exit. Homeroom teachers shake the students' hands, and the students board their buses. Teachers are assigned to each bus to ensure that the children are on the proper buses. (A few bus students are dismissed at the Darlington Road exit if they are picked up by vans).

Students that ride in a car pool or family car are dismissed in the following manner:

- **Students in grades 1-8:** homeroom teachers shake their hands, and the students line up, by grade level, in the dining hall corridor until their family name is called indicating that their car pool/parent has arrived for pickup. Homeroom teachers supervise the students.
- **PreKindergarten students** stay with their PreKindergarten teachers.
- **Kindergarten students** stay with their Kindergarten teachers.

Driveway 1 (between SEA and the Church of the Redeemer) is designated for those students whose last names begin with A-J and Driveway 2 (between SEA and the JCC- Jewish Community Center) is designated for those students whose last names begin with K-Z. A teacher will be posted at the top of each driveway, with a walkie-talkie, to inform the car line teachers which cars are next in line. When the students are called, (via walkie-talkie) to go out to the car line sidewalk, a teacher will assist them into their cars. Teachers are assigned "car duty" to make sure the children are safely picked up after school.

This procedure will expedite car line dismissal, eliminate a long wait in the car line, eliminate having to arrive one-half hour early for dismissal, eliminate children running around outside of the field house/parking lot, and ensure safety for all SEA students. **Please remember to place your "family name" placard on your car dashboard.**

Students who walk home from school are also dismissed at the Forbes Avenue exit. Homeroom teachers shake their hands and the students leave the school property promptly.

UNDER NO CIRCUMSTANCES SHOULD PARENTS PICK UP STUDENTS ON THE PLAYDECK OR ON DARLINGTON ROAD AT DISMISSAL. THIS IS FOR THE SAFETY AND WELL-BEING OF THE CHILDREN. THESE AREAS ARE NOT SUPERVISED.

UNDER NO CIRCUMSTANCES SHOULD PARENTS ENTER THE LOWER PARKING LOT DRIVEWAY FROM FORBES AVENUE. THERE WILL BE NO EXCEPTIONS.

Should there be an unexpected change in your child's dismissal pick-up, we ask that you contact the homeroom teacher/an administrative assistant in the front office, **BEFORE 2:00 p.m.**, to inform her/him of this change. (Parents should not leave a voice mail for a teacher because teachers may not have time to retrieve voice mail messages before students are dismissed. Make sure you speak with an administrative assistant if you child's dismissal arrangements must change. Requests made after 2:00 p.m. may not be retrieved in time to be given to the student.

Because parking is limited in the area around St. Edmund's, we ask that parents and visitors use the spaces set aside for them on **our side** of the driveway between the school and the Church of the Redeemer (the parking lot near the Field House).

CHAPEL (Grades 1-8)

There will NOT be a Chapel service the first week of school. The first Chapel service will be Thursday, Sept. 10. A "Welcome Coffee" will follow the Chapel service. ALL parents, former and new, are encouraged to join this occasion.

Students are required to wear dress shoes, (navy, black or brown loafers, bucks or docksides), NOT sneakers, to Chapel. Please note that clogs/open back shoes and boots are not permitted as school uniform shoes. They are too dangerous for running feet and playground activities. If your child's blazer has not arrived yet, s/he may wear her/his uniform without the blazer. First graders and **all students new to St. Edmund's Academy** receive their blazer patches at the first Chapel service.

In early July, you should have received forms from me to order a *St. Edmund's Academy physical education uniform* (students in grades 1-7), and a *St. Edmund's Academy Yearbook* (students in PreK-8), as well as a *survey form*. If you have not returned those forms to me, please do so as soon as possible.

It is not long now until Tuesday, September 1, the first day of classes. We will begin a full day of school at the regular time of 8:00 a.m. and end at 3:20 p.m.; dismissal is 3:25 p.m. Students should come to school the first day ready to begin work. You can purchase your school supplies (a supplies list will be mailed) and "gently worn" uniforms at the PTA store. New physical education uniforms will be distributed to all 1st-7th grade students the first week of school. Also, please do not forget to make a decision about either packing a lunch or purchasing lunch at school. The monthly lunch menu will be posted on the SEA Website. Hard copies of menus and calendars are also available in the front office. Within the first days of school, your child will bring home a copy of the revised *School Directory and Information and Guidelines Handbook*. Please refer to this book, as it forms the backbone of the school.

I believe it is essential to develop a strong partnership of cooperation that involves the school, the child and the family. With this in mind, I encourage you to feel free to get in touch with your child's teachers, Mrs. Harbist in the Upper School, or me at any time to talk about your child or school issues. Good, clear communication between teachers, administration, parents and students makes for a solid understanding and trusting relationships, which are necessary for our success.

Please feel free to stop by or call if you have any unanswered questions. I hope you enjoy the remaining days of summer and look forward to seeing you soon.

Best regards,

Susan S. Miller
Associate Head of School

**ST. EDMUND'S ACADEMY PERSONNEL
2009 – 2010**

EARLY CHILDHOOD FACULTY

PREKINDERGARTEN I

Jennifer Losego - Lead Teacher
Emily Chiarizio- Assistant Teacher
Teacher Aide – TBA
Teacher Aide – TBA

PREKINDERGARTEN II

Shannon Boyle - Lead Teacher
Amy Shaughnessy - Lead Teacher
Carol Costa - Assistant Teacher
Sandra Ekstrom - Assistant Teacher
Kimberly Calandra - Assistant Teacher

KINDERGARTEN

Michael Filosemi - Lead Teacher
Lynda Scahill - Lead Teacher
Mark Felbinger – Teacher
Jessica Lange - Teacher
Katherine Moore - Teacher

LOWER SCHOOL FACULTY

GRADE 1

Kathy Helfrick
Brook Zapf

GRADE 2

Lybbie Bogaty
Andrea Erbrecht

GRADE 3

Sharon Ciummo
TBA

GRADE 4

Jim Sciulli
Janis Sylves

SPECIALTY TEACHERS

Peter Bucci
Chris Gathagan
Stacey Gray
Mindi Feldstein
Karen Larson
Maria Pimentel-Schumann
Kathi Scheuermann
Melissa Stiteler
Laura Trahan

Music, PreK-4th grades
Physical Education 4th grade
Art, PreK-3rd grades; World Cultures, 1st& 2nd grades
Computers, PreK-4th grades
Art, 4th grade
World Cultures, 3rd & 4th grades
Library, PreK-4th grades
Physical Education, PreK - 3rd grades
Science, 1st - 4th grades

UPPER SCHOOL FACULTY

Sylvia Affleck	Latin, 7 th & 8 th grades
Peter Bucci	Music, 5 th grade; Strings: 6 th grade
Chad Erbrecht	5 th Grade Homeroom; Math, 5 th , 6 th & 8 th grades
Lisa Coyne	7 th Grade Homeroom; English, 7 th & 8 th grades; Social Studies, 7 th grade
Mindi Feldstein	6 th Grade Homeroom; Computers, PreK-8 grade
Chris Gathagan	Physical Education, 5 th - 8 th grades
Amanda Gregory	5 th Grade Homeroom; Social Studies, 5 th & 6 th grades; Writing, 5 th grade
Elizabeth Harbist	English; 5 th grade
Judd Jenkins	8 th Grade Homeroom; French, 5 th - 8 th grades
Karen Larson	Art, 5 th - 8 th grades
Gail Novak	Chorus/Band/Instrumental; Music, 6 th - 8 th grades
Alicia Patton	8 th Grade Homeroom; English, 6 th grade; Social Studies, 7 th & 8 th grades
Ruth Peterson	Science, 6 th - 8 th grades
Maria Pimentel-Schumann	6 th Grade Homeroom; Spanish, 5 th - 8 th grades
Kathi Scheuermann	Library Research, 5 th & 6 th grades; Library, 5 th & 6 th grades
Laura Trahan	Science, 5 th grade
Bob Tucek	7 th Grade Homeroom; Math: 6 th - 8 th grades
Adjunct Personnel Health	6 th & 7 th grades

ADMINISTRATION

William Kindler	Head of School
Susan Miller	Associate Head of School
Diana McAllister	Director of Finance and Operations
Marian Key	Director of Development
Lucy King	Director of Admissions
Elizabeth Harbist	Head of Upper School

STAFF

TBA	Chaplain
Anna Rutledge	Development Associate
Lee Turner	Business Office Associate, Data Specialist
Sara Forder	Academic Administrative Assistant
Camille Jackson	Receptionist & Student Health Coordinator
TBA	Admissions Office & Business Office Assistant
Emily Chiarizio	Extended Day Director

Don Hibar	Maintenance Manager
Rich Ramsey	Maintenance Technician
Vitaliy Andreyko	Maintenance Staff
Bob Ferrell	Maintenance Staff