



**ST. EDMUND'S ACADEMY**  
WILLIAM L. KINDLER, PH.D · HEAD OF SCHOOL

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## KEEPING IN TOUCH

July 21, 2010

Dear Parents,

This is my mid-summer "I hope all is going well with you" letter. Progress is on schedule for completing all projects in time for the first day of school, **Tuesday, August 31**. I am highlighting activities to date in each project category for ease of summer reading.

### **COMMUNICATIONS SURVEY**

The Communications Task Force met recently to review the survey data, to discuss the constructive comments made, and to make improvement decisions. Some summary data from the survey:

- A balanced representation of the 140 respondents from the three divisions: 52 from Early Childhood (PreK I and II and K), 74 from Primary (grades 1-4), and 62 from Middle (grades 5-8).
- Over 85% are satisfied with the quality and effectiveness of communications between school and home.
- E-mail is by far the preferred method for receiving SEA communications.
- Over 75% find the website as a means of effective communications.
- Over 82% are satisfied with the accuracy of the information in the Parent Handbook.

### **IMPROVEMENT ITEMS UNDER CONSTRUCTION – SPECIFICS IN AN AUGUST COMMUNICATION**

- Improving the accuracy and timeliness of communication via email and on the website, especially in calendar and schedule changes.
- Improving the clarity of grade level changes on both emails and the website.
- Improving the system for keeping the website current and user friendly (a new tab specifically for SEA parents).
- Improving the Parent Handbook to be more efficient and practical in its organization and content.
- Several other minor but useful changes that came from survey comments.

### **SOCIAL HEALTH CURRICULUM**

- The new bully policy that supports the Mission and Core Values is in final review. The policy meets Pennsylvania regulations on bullying as well as NAIS and PAIS standards.
- A revised comprehensive Code of Conduct for St. Edmund's Academy, which includes all three divisions; Early Childhood, Primary and Middle, is in final review. The Code provides special emphasis on the new bully policy and consequences for inappropriate behavior.
- A systematic approach for teaching the Core Values in the Early Childhood and Primary divisions is in outline form and will be finalized with the division teachers in their August in-service sessions.
- The Social Health Program has now been officially expanded to the fifth and eighth grades. Mrs. Janice Beyer will teach this progressive social health course to all Upper School students using Collaborative for Academic, Social, and Emotional Learning (CASEL) as the foundation approach.

- Professional development workshops for faculty and staff are being planned and will be conducted throughout the year during regular monthly in-service sessions.
- Preliminary discussions have taken place for scheduling parent seminars on relevant Social and Emotional Learning topics.

#### ***MAJOR FACILITY PROJECTS***

- 50 new laptops have been set up for students in the Upper School.
- 2 new large unit generators are in the final installation phase.
- Replacement carpeting is being installed in several areas.
- An intensive painting and cleaning schedule is being maintained.

#### ***OTHER PROJECTS ON COMPLETION SCHEDULE***

- A full review of academic awards and recognitions.
- A full review of graduation protocols and procedures.
- Implementation of the employee Performance Assessment Program (PAP).
- Analysis of the NAIS Faculty and Staff Satisfaction Survey.
- Implementation of the two-year St. Edmund's Academy Accreditation Self-study.

Yes, the summer weeks are busy with numerous school endeavors, plus allowing for essential staff vacation time to recharge our batteries in preparation for a robust 63<sup>rd</sup> year of operation. Our enrollment is hovering in the low 290's with several in the admission pipe line. Our budget is balanced with operating expenses well defined.

Hopefully, I have achieved keeping in touch with you in an easy read format just to let you know that all is well here at St. Edmund's Academy. Enjoy the remaining summer days.

Sincerely,

William Kindler