



March 18, 2009

Dear Colleagues,

Four years ago, Carrollton School of the Sacred Heart began a voluntary professional development program in late summer. We named it The Janet Erskine Stuart, RSCJ Institute after one of the preeminent educators in the Society of the Sacred Heart. We've had such success that this year we are opening it to the Network. This year the Institute runs from Monday August 10 through Thursday August 13, 2009.

Staff may sign for one half-day and two (2) Paul Parker lunch hours with permission of one's immediate supervisor.

As in the past, there is a \$50 stipend for each ½ day of JESI, \$30 for the 11:00 AM offerings, for those faculty/staff members attending workshops before their official start date as stated in their '08-'09 employment agreement. Stipends will be in your paychecks as soon as everything can be processed, which is usually in October.

Attached please find:

- Course descriptions
- Sign up form **DUE FRIDAY MAY 1**

It is important that the deadlines are met so that confirmations may be sent before the end of the school year.

A handwritten signature in blue ink, appearing to read "Margaret Seitz".

Margaret Seitz, RSCJ  
Assistant Head for Curriculum Development

**JESI 2009**  
Fifth Annual  
Janet Erskine Stuart, RSCJ  
Institute

The Janet Erskine Stuart, RSCJ Institute (JESI) provides individual faculty and staff members with the opportunity for professional and personal educational experiences and secures nationally recognized speakers to work with the entire faculty and staff at Carrollton.

Born in 1857, Mother Stuart was one of the leading and most beloved educators of the Society of the Sacred Heart. Well-respected throughout the English-speaking world through her various books on education, Mother Stuart insisted that all teachers work together on behalf of the children.



“It is not so much what we say or do that educates; what really educates is who we are,” she said. Constant growth, development, and integration were important to her. She taught her teachers that to educate was “to fit citizens for the Kingdom of Heaven.” At a time when the goal of school life had become the passing of examinations, Mother Stuart insisted that educators must “bring up children for the future, not for the present.” All her writings on education were directed toward the goal of finding God. Some of her writings include *The Education of Catholic Girls* and *Highways and By-ways in the*

*Spiritual Life*. In August 1911, Mother Stuart was elected the fifth Superior General of the Society of the Sacred Heart. She held this office for three years, until her death on October 21, 1914 at Roehampton, England.

## Session 1 / Monday, August 10 / 8-11 a.m.

### Atlas Seminar (part one of four parts)

#### All Day Monday and Tuesday

We are delighted to welcome Kelby Zenor to Carrollton to lead us through the workshops offered at the Atlas Education Centre in Portland, Oregon. Topics include Designing an Effective Review Process, Curriculum Forensics Lab, Backwards Design, Essential Questions and Atlas, Meeting Student Needs and Mapping Quality.

*Faculty / Limited to 20*

*Instructor: Kelby Zenor / Science Technology Bldg. #303*

### “Creative Beginnings” Ceramics Workshop

Learn hand building and potter’s wheel techniques in this two-hour workshop. Begin the school year with a creative encounter.

*Faculty and Staff / Limited to 10*

*Instructor: Patricia Wiesen / Barry Building #105*

### Grammar and All Things Related

It’s one thing to have learned grammar; it’s another to use it in our daily lives when the “rules” seem to have disappeared. Use this time to practice, laugh at ourselves, and practice helping one another improve both our spoken and written language skills.

*Faculty and Staff*

*Instructor: TBA / Barry Building #201*

### Planning One’s Retirement

Come with your questions, hopes, dreams, and concerns.

*Faculty and Staff*

*Instructors: Tom Cheleotis, Debbie Rollheiser*

*Barry Building #108*

### Riding the Dragon

Benedict XVI, in his second encyclical, *Spes Salvi*, identifies hope as an essential quality of Christian life. In this session, we’ll have an opportunity to explore Wicks premise and share our own insights about being people of hope as Sacred Heart educators. Robert J. Wicks offers 10 lessons to practice choosing hope over fear in our daily lives. (This session is for all, not only for those who participated in the retreats.)

*Faculty only*

*Instructor: Paul Parker / Barry Building #208*

## Session 2 / Monday, August 10

11:15 a.m. -12:15 p.m.

### The Norming Norm With No Higher Norm

That’s how Saint Thomas Aquinas described the Bible’s place in the church’s life. In this session we will discuss how we might deepen our relationship with the Word made flesh through praying the Scriptures.

*Faculty and Staff*

*Instructor: Paul Parker / Barry Building #208*

## Session 3 / Monday, August 10 / 1-4 p.m.

### Atlas Seminar (part two of four parts)

#### All Day Monday and Tuesday

*Faculty / Limited to 20*

*Instructor: Kelby Zenor / Science Technology Bldg. #303*

### Environment and Ecology Across the Curriculum

Let’s come together to brainstorm what’s our role to ensure Carrollton is eco-friendly.

*Faculty only*

*Instructors: Irmina Rodriguez, Kate Lindquist*

*Science Technology Bldg. #302*

### Writing Better Comments

Sharpen your written communication skills! Practice writing comments that are honest, and helpful to both parents and students. Materials: Bring three examples of comments and/or emails.

*Faculty only*

*Instructor: Monica Cuza / Barry Building #202*

### Fitness

Learn some new ways to reinvent your resolutions to be healthy and fit! Materials: wear sneakers.

*Faculty and Staff*

*Instructor: Liz Orlin / Barry Building Dance Studio*

### SmartBoard

Develop your skills and jazz up your classroom with SmartBoard. Materials: Laptop.

*Faculty only*

*Instructor: Jessica Lamp'l / Barry Building #213*

## Session 4 / Tuesday, August 11 / 8-11 a.m.

### Atlas Seminar (part three of four parts)

#### All Day Monday and Tuesday

Faculty / Limited to 20

Instructor: Kelby Zenor / Science Technology Bldg. #303

### Plan of Studies of the Society of the Sacred Heart:

#### Sophie's Vision of a Sacred Heart Education

Gain a deeper understanding of the structure underlying the philosophy of Sacred Heart Education.

Faculty only

Instructor: Suzanne Cooke, RSCJ / Barry Building #102

### Digital Photography

This course will introduce you to the basics of digital photography. You will improve your photography skills by learning about composition and the rule of thirds, basic lighting and subject matter. We will also go over correct file formats and file sizes. You will learn about sizing of your image for print, basic digital editing and converting from color to black and white using Adobe Photoshop.

(3 hour course, camera and USB cord necessary)

Faculty only

Instructor: Kari Snyder / Barry Building #104

### Writing the "Dreaded" Research Paper

You've just assigned the research paper. Now what? Learn again the necessity for pre-planning and walking the class through it from the thesis statement, evaluating resources, citing within the paper; to organizing the benchmarks to meet deadlines. Materials: a sample of a "long paper" and your thoughts and experiences to share.

Faculty Grades 7-12

Instructor: Cynthia Thiry / Barry Building #205

### Local Art, Architecture and Sacred Heart Spirituality

An important part of Carrollton's Architectural Master Plan for the Barat and Duchesne campuses is the religious art and iconography which graces these beautiful spaces. Wear your sneakers and a hat as during this session we will walk the campuses and share together many of the basics of "who we are and whose we are" as Sacred Heart educators.

Faculty only

Instructor: Paul Parker / Barry Building #208

## Session 5 / Tuesday, August 11

11:15 a.m. - 12:15 p.m.

### Contemporary Youth

Saint Madeleine Sophie Barat spoke of a contemplative ministry to youth when she said: "It is not merely for our own sakes that we should try to become interior souls; we should have constantly before our eyes the children who will come to claim spiritual help from us, help that without prayer we shall never be able to give them." The 2008 RSCJ Chapter echoes this challenge: "Sophie's vision of 'forming adorers' passionate for life who would change the world touches our own longing... Young people are the agents of change in their own lives and we can learn from each other." This session will reflect on the precious gift of the contemplative tradition of Christian faith and Sacred Heart spirituality and how we might share it with the young people in our care.

Grades 7-12 Faculty only

Instructor: Paul Parker / Barry Building #208

## Session 6 / Tuesday, August 11 / 1 - 4 p.m.

### Atlas Seminar (part four of four parts)

Faculty / Limited to 20

Instructor: Kelby Zenor / Science Technology Bldg. #303

### Plan of Studies of the Society of the Sacred Heart:

#### Sophie's Vision of a Sacred Heart Education

Gain a deeper understanding of the structure underlying the philosophy of Sacred Heart Education.

Faculty and staff

Instructor: Suzanne Cooke, RSCJ / Barry Building #102

### Holistic Scoring

Learn another method to score and grade essays. Bring 3 essays, no names – high, middle, low. Bring 3 copies of each. Materials: Bring three essays or paragraphs from a previous year. Be sure the names are blocked.

Faculty Grades 4-12

Instructor: Jennifer Bolanos-Cadenas / Barry Building #101

### Assessing Group Projects

Scoring group projects can be a sticky wicket – no doubt about it! How can we sidestep the many pitfalls along the way. Is the answer rubrics, rubrics, rubrics? Bring your laptop, at least 2 projects that you've used; preferable one that was wonderful and one that had a few hiccups. With your colleagues, we will do our best to help one another have a happy new year. Materials: Laptop

Faculty Grades 3-12

Instructor: Lourdes Aguiar / Barry Building #213

### "Creative Beginnings" Ceramics Workshop

Learn hand building and potter's wheel techniques in this two hour workshop. Begin the school year with a creative encounter.

Faculty and Staff / Limited to 10

Instructor: Patricia Wiesen / Barry Building #105

## Session 7 / Wednesday, August 12 / 8- 11 a.m.

### Moodle Course Management System (Wednesday and Thursday 8-11 a.m.)

Moodle is an open source software package using sound pedagogical principles to help educators create effective online learning communities. We will first look at Moodle from the student perspective in order to get a feel for the web-pages and how they work. Next we will learn how to design and setup individual classes. Moodle contains many different activity modules; some of the modules we will look at include assignment, forum, glossary, lesson, quiz, resource, and survey module. Because Moodle offers much for us to learn and discover, the class will be divided into two consecutive lessons. Get prepared to use Moodle as a classroom management system for the next school year.

*Faculty / Limited to 20*

*Instructors : Danny Linares, M. T. Valle  
Science Technology Bldg. #403*

### Use of E-mail, Surfing, Etc.

Sharpen your understanding of the pitfalls of email, as well as its uses. What's too short, what's too long; social networking and hiring practices.

*Faculty and Staff*

*Instructor: Debbie Rollheiser / Barry Building #108*

### St. Madeleine Sophie, Woman of Prayer: Spirit of Sacred Heart Education

Spend time learning about the source and foundation of the Spirit of Sacred Heart Education

*Faculty only*

*Instructor: Suzanne Cooke, RSCJ / Barry Building #104*

### CPR

Save a life! Learn CPR. Renew or get certified.

*Faculty and Staff / Limited to 8*

*Instructor: Mary Gallo, R.N. / Barry Building PAC*

### Betwixt and Between?

A discussion of culture as it affects students' understanding of body image, fitness, calories, etc. that will help teachers with issues facing students.

*Intermediate Faculty only*

*Instructors: Lori Maschke, Regina Canto, Mary Gallo  
Barry Building #107*

## Session 8 / Wednesday, August 12 / 11:15 a.m. -12:15 p.m.

### The Source and Summit of Christian Life

Saint Madeleine Sophie once concluded a letter by saying: "I will see you in the Octave of Easter." Liturgy set the parameters through which she measured time and found a lens to give focus to her life. In this session we will examine the gift of the symbols and rituals which lead us to experience the One who is love itself.

*Faculty only*

*Instructor: Paul Parker / Barry Building #208*

## Session 9 / Wednesday, August 12 / 1-4 p.m.

### St. Madeleine Sophie, Woman of Prayer: Spirit of Sacred Heart Education

Spend time learning about the source and foundation of the Spirit of Sacred Heart Education.

*Faculty and Staff*

*Instructor: Suzanne Cooke, RSCJ / Barry Building #102*

### Oral Interpretation in the Classroom

Renew your passion for reading aloud in the classroom. Learn again the "music" of English so as to help your students read and speak beautifully. Materials: Bring one of your favorite poems or prose selections to read aloud.

*Faculty Grades 4 - 12*

*Instructor: Margaret Seitz, RSCJ / Barry Building PAC*

### Parent/Teacher /Student Conferences

Approaches to staffing students; preparing the parent / student conference and leading it. Come prepared to role play.

*Faculty only*

*Instructors: Lori Maschke / Barry Building #212*

### One Note (Wednesday and Thursday 1-4 p.m.)

Begin to learn the many uses of Microsoft OneNote to help organize your classes, files, and maybe even your life. Take control with Microsoft Office OneNote 2007, the easy-to-use note-taking and information-management program where you can capture ideas and information in electronic form. Insert files or Web content in full-color, searchable format or as icons that you can click to access. Materials: Laptop.

*Faculty and Staff*

*Instructor: Palie Cantu / Barry Building #211*

### Making Adobe Acrobat Work For You

Learn how to use this program. Materials: Laptop  
*All Levels Faculty*

*Instructors: Michael Cole, Mari Lovo / Barry Building #203*

## Session 10 / Thursday, August 13 / 8-11 a.m.

### Moodle Course Management System (Wednesday and Thursday 8-11 a.m.)

Faculty / Limited to 20

Instructors : Danny Linares, M.T. Valle /  
Science Technology Bldg. #403

### Research in the Library

Learn the ins and outs of Carrollton's library research capabilities as well as learning how to help your students make use of these tools.

Faculty only

Instructors: Dana Randall, Robbie Rand / Founders Library

### Yoga for Kids

Learn how to introduce yoga into your life and into your classroom. Help relieve stress, for those moments when we all need to take a moment to renew our minds, bodies and souls.

Faculty and Staff

Instructor: Gordana Tepavac / Barry Building Dance Studio

### Digital portfolios

How do we help our students reflect on their own learning? A portfolio is one way. But often it's a portfolio of a given class. Now that we all have laptops, there is an alternative – the electronic portfolio. Why should we develop electronic portfolios? What content should be in one? What should it look like?

Materials: Laptop.

Faculty only

Instructor: Lyana Azan / Science Technology Bldg. #303

### Letting God Do All the Work

Sacred Heart spirituality is contemplative and centering prayer offers a method leading to contemplation. We will discuss the suggested method and its transforming power:

Sit down. Sit still and upright. Close your eyes lightly.

Sit relaxed but alert. Silently, interiorly, begin to say

your chosen 'sacred word'. Listen to it as you say it, gently, until you reach the place within where God dwells. Simply be with the one who is Love itself. Do not think or imagine anything – spiritual or otherwise. Thoughts and images will likely come, but let them pass. Just keep returning your attention – with humility and simplicity – to saying your word in faith, whenever any thought, word of emotion arises. Let God do all the work, affirming and healing.

Faculty only

Instructor: Paul Parker / Barry Building #208

### Teaching Clear Writing

We are delighted to welcome Professor Jose Blanco, chair of the English Department at Miami-Dade College. This workshop covers essential elements of clear writing at the sentence level. Participants learn basic theory of clear prose and readability. Participants will apply that theory with their own writing and brainstorm approaches to teach these practices to their students. Materials provided.

Faculty only

Instructor: Jose Blanco / Barry Building #101

## Session 11 / Thursday, August 13 / 1-4 p.m.

### Make Your Own Movie!

This course offers an introduction to digital video production. Learn how to import digital video footage from your video camera to your computer and create a short movie using Windows Movie Maker. This course will cover basic video editing, adding titles and credits, special effects, transitions, fades and adding soundtracks. You will also be introduced to file formats so you can save your video at optimal quality for playback, email and upload to YouTube! (3 hour course, no video camera required).

Faculty / Limited to 20

Instructor: Kari Snyder / Barry Building #104

## One Note (Wednesday and Thursday 1-4 p.m.)

Faculty and Staff

Instructor: Palie Cantu / Room: 211

### Advanced Outlook Training

Most of us know how to use e-mail, Word, Excel, etc. What most of us don't know is how to use the multiple features contained therein. This short seminar will be an introduction led by our own techies with plenty of time to learn from one another. Each one who signs up will be asked to make a list of the particular areas that s/he want to learn so that together we can use the "bells and whistles" effectively.

Materials: Laptop

Faculty and Staff / Limited to 20

Instructors: Danny Linares, Tomas Rivera  
Science Technology Bldg. #403

### Vocal Pedagogy

We teachers talk a lot! Learn how to take better care of your voice!

Faculty only

Instructor: Debbie Consuegra / Barry Building #103

### CPR

Save a life! Learn CPR. Renew or get certified.

Faculty and staff / Limited to 8

Instructor: Mary Gallo, R.N. / Barry Building PAC

### Teaching Clear Writing

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Faculty only

Instructor: Jose Blanco / Barry Building #101

## Cracker Barrel Sessions: 4 –5 p.m.

### Show and Tell

*Each of the following sessions depends on the sharing of those who attend.*

#### Round Tables for French, Spanish, Mandarin

Monday, August 10

Come and share pedagogy, assignments, concerns, triumphs.

*Faculty only*

*Facilitator: Elizabeth Rivera-Arocha / Room: 101*

#### Laptop Curriculum Integration

Tuesday, August 11

Bring examples of successful and one or two not so successful examples of laptop integration into the curriculum. Materials: laptop, one or two lesson plans

*Faculty Grades 4-12*

*Facilitator: Danny Linares / Barry Building #101*

#### Homework!

Wednesday, August 12

Why homework? Why not homework? How is homework different today? How does our culture impede or distract from study? How much is too much? How can I know? What constitutes a good assignment? Materials: Bring several examples of homework assignments.

*Faculty only / Barry Building #101*

#### Developing Rubrics

Thursday, August 13

Review, Refresh, the rules for establishing rubrics. Learn how to engage your students so that they can learn to write their own rubrics.

*Faculty only*

*Facilitator: Elizabeth Rivera-Arocha / Barry Building #101*



**MONDAY  
MORNING 8 - 11 AM**

**Atlas Part I**  
*Zelnor - 303*

**Creative Beginnings  
Ceramics**  
*Wiesen - 105*

**Grammar and  
All Things Related**  
*Instructor TBA - 201*

**Planning One's Retirement**  
*Cheleotis/Rollheiser - 108*

**Riding the Dragon**  
*Parker - 208*

**11:15 - 12:15  
The Norming Norm  
With No Higher Norm**  
*Parker - 208*

**AFTERNOON 1 - 4 PM**

**Atlas Part II**  
*Zelnor - 303*

**SmartBoard**  
*Lamp'l - 213*

**Writing Better Comments**  
*Cuza - 202*

**Environment and Ecology**  
*Rodriguez & Lindquist - 302*

**Fitness**  
*Orlin - Dance Studio*

**TUESDAY  
MORNING 8 - 11 AM**

**Atlas Part III**  
*Zelnor - 303*

**Plan of Studies:  
Spirit of Sacred Heart Education**  
*Cooke - 102*

**Digital Photography**  
*Snyder - 104*

**Writing the Dreaded Research Paper**  
*Thiry - 205*

**Local Art, Architecture and  
Sacred Heart Spirituality**  
*Parker - 208*

**11:15 - 12:15  
Contemplative Youth Ministry and  
Sacred Heart Education**  
*Parker - 208*

**AFTERNOON 1 - 4 PM**

**Atlas Part IV**  
*Zelnor - 303*

**Plan of Studies**  
*Cooke - 102*

**Holistic Scoring**  
*Bolanos-Cadenas - 101*

**Assessing Group Projects**  
*Aguiar - 213*

**Creative Beginnings**  
*Wiesen - 105*

**WEDNESDAY  
MORNING 8 - 11 AM**

**Betwixt and Between**  
*Maschke/Canto/Gallo - 107*

**St. Madeleine Sophie:  
Spirit of Sacred Heart Education**  
*Cooke - 102*

**CPR**  
*Gallo - PAC*

**Moodle (Session 1)**  
*Linares/Valle - 403*

**E-mail and Internet Use**  
*Rollheiser - 108*

**11:15 - 12:15  
The Source and Summit of  
Christian Life**  
*Parker - 208*

**AFTERNOON 1 - 4 PM**

**St. Madeleine Sophie:  
Spirit of Sacred Heart Education**  
*Cooke - 102*

**Parent/Teacher Conferences**  
*Maschke - 212*

**Making Adobe Acrobat Work for You**  
*Cole / Lovo - 203*

**One Note (Part 1)**  
*Cantu - 211*

**Oral Interpretation**  
*Seitz - PAC*

**THURSDAY  
MORNING 8 - 11 AM**

**Digital Portfolios**  
*Azan - 303*

**Teaching Clear Writing (Part 1)**  
*Blanco - 101*

**Yoga for Kids**  
*Tepevac - Dance Studio*

**Moodle (Session 2)**  
*Linares/Valle - 403*

**Letting God Do All the Work**  
*Parker - 208*

**Research in the Library**  
*Rand/Randall - Founders Library*

**AFTERNOON 1 - 4 PM**

**Advanced Outlook Training**  
*Linares & T. Rivera - 403*

**CPR**  
*Gallo - PAC*

**Make Your Own Movie**  
*Snyder - 104*

**One Note (Part 2)**  
*Cantu - 211*

**Vocal Pedagogy**  
*D. Consuegra - 103*

**Teaching Clear Writing (Part 2)**  
*Blanco - 101*

## **Fifth Annual Janet Erskine Stuart Institute (JESI)**

**Monday, August 10 –Thursday, August 13, 2009**

*Carrollton School of the Sacred Heart*

Please submit completed registration form to

Sr. Margaret Seitz

Carrollton School of the Sacred Heart

3747 Main Highway

Miami, FL 3313

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

Completed registration form must be dated by Friday, May 1, 2009

QUESTIONS? Contact Sr. Margaret Seitz

mseitz@carrollton.org or (305) 446-5673, ext. 1246

Please use Microsoft Outlook or Entourage to submit this form.

To register for a course, check the box.

**MONDAY**  
**MORNING 8 - 11 AM**

- Atlas Part I**  
*Zelnor - 303*
- Creative Beginnings**  
**Ceramics**  
*Wiesen - 105*
- Grammar and**  
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*Instructor TBA - 201*
- Planning One's Retirement**  
*Cheleotis/Rollheiser - 108*
- Riding the Dragon**  
*Parker - 208*

- 11:15 - 12:15**
- The Norming Norm**  
**With No Higher Norm**  
*Parker - 208*

**AFTERNOON 1 - 4 PM**

- SmartBoard**  
*Lamp'l - 213*
- Writing Better Comments**  
*Cuza - 202*
- Environment and Ecology**  
**Across the Curriculum**  
*Rodriguez & Lindquist - 302*
- Fitness**  
*Orlin - Dance Studio*

**TUESDAY**  
**MORNING 8 - 11 AM**

- Atlas Part II**  
*Zelnor - 303*
- Plan of Studies:**  
**Spirit of Sacred Heart Education**  
*Cooke - 102*
- Digital Photography**  
*Snyder - 104*
- Writing the Dreaded Research**  
**Paper**  
*Thiry - 205*
- Local Art, Architecture and**  
**Sacred Heart Spirituality**  
*Parker - 208*

- 11:15 - 12:15**
- Contemplative Youth Ministry**  
**& Sacred Heart Education**  
*Parker - 208*

**AFTERNOON 1 - 4 PM**

- Atlas Part I**  
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**MORNING 8 - 11 AM**

- Betwixt and Between**  
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**Spirit of Sacred Heart Education**  
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**Christian Life**  
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*Azan - 303*
- Teaching Clear Writing (Part 1)**  
*Blanco - 101*
- Yoga for Kids**  
*Tepevac - Dance Studio*
- Moodle (Session 2)**  
*Linares/Valle - 403*
- Letting God Do All the Work**  
*Parker - 208*
- Research in the Library**  
*Rand/Randall - Founders Library*

**AFTERNOON 1 - 4 PM**

- Advanced Outlook Training**  
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