

# DISTRICT OF SAN FRANCISCO NEW ORLEANS



**2018-2019**

## **ACCOMPANIMENT & FORMATION PROGRAMS AND SUPPORT SERVICES**

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DISTRICT OF SAN FRANCISCO NEW ORLEANS  
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## Purpose of De La Salle Institute

De La Salle Institute (DLSI) provides support, accompaniment, and services to the Brothers, Partners, and ministries of the District of San Francisco New Orleans. The support and services are coordinated through the Offices of the Visitor, Auxiliary Visitor, Communications, Education, Evangelization & Catechesis, Formation, Finance and Vocation Ministry.

Specifically, the District Office of Education strives to provide comprehensive, effective and developmentally appropriate formation programs for the Brothers, Lasallian Partners, Trustees, educators and students of the District. The goals of these activities and programs are to engage the participants intellectually, emotionally, and spiritually, to promote a deeper understanding and commitment to the Lasallian mission and charism, and to advance the Lasallian Catholic character of the District communities and works. The following summary provides an overview of the activities provided, supported and facilitated by DLSI.



## Boards of Trustees

*Contacts: Janell Kloosterman, AFSC and Janet Ruggiero*

### Association of Board Chairs

Two times annually, the Chairpersons and Vice-Chairpersons of all the Boards of Trustees gather for leadership development. This is an opportunity for Board Chairs to discuss common issues, share best practices, and improve their skills in the areas of agenda development, board

formation, monitoring CEO performance, policy writing, recruitment, and board evaluation.

### **Board Secretary Training**

As needed, the Secretaries of all the Boards gather at Mont La Salle to discuss their roles in the further development of a Lasallian Board, development of Board agenda, the appropriate dissemination of meeting materials, and how to coordinate the LEC approval process.

### **Policy Governance Support and Accompaniment**

The Office of Education is committed to supporting schools with excellence in governance. In order to assist Boards in their own formation of mission, a variety of Lasallian formation resources are available for boards; print, video, and prayer resources are provided to every Board. The Office of Education is also available to work locally with Boards of Trustees on policy development, CEO evaluations, monitoring reports, board evaluations, and other areas and issues related to Policy Governance.

### **Brother/Partner – Trustees Gathering**

The District is gathering the Brothers/Partners of District schools in January 2019 at Mont La Salle for the first time to share best practices and provide support for their governance.

### **Lasallian Education Corporation**

The Sole Member, and legal body, that exercises reserved powers in all the school corporations in which it either shares membership or is the Sole Member in: Arizona, California, Colorado, Louisiana, New Mexico, Oregon, and Washington. Boards of Trustees are responsible to LEC for assuring the Lasallian Catholic mission in the school.

### **Trustee Training**

Boards of Trustees have responsibility of governing for mission. All candidates who are nominated for Trustee roles must attend a Board Development Workshop in order to serve as a Trustee. Board Development Workshops are held four times each year (August, October, January, and May) to orient potential new trustees to the Lasallian mission and to the Policy Governance Process©.

### **Resources**

A number of resources have been developed to assist Board Chairs, Presidents, and Board Secretaries with their respective tasks as related

to governance and Policy Governance in particular. Some of these include: Board Chair Procedural Manual, Policy Handbooks, by-laws, templates for LEC Policies and Board resolutions, sample monitoring reports, sample employment agreements, financial review guidelines and checklists and other record keeping and policy development tools. A website for the Board members, Board Chairs, Presidents, and Board Secretaries provides them easy and current access to all Board resources.



### **Brothers' Formation Programs**

*Contact: Brother James Joost, FSC*

### **Brothers' District Days**

Annual gathering of Brothers to discuss a topic and celebrate with Mass and dinner the lives of Brothers achieving milestone Jubilees.

### **Brothers' Retreats**

Retreats for Brothers during Holy Week, an annual retreat for those in our three healthcare communities, and for all a week during the Summer. One day retreats to meet the needs of Brothers in specific regions are also organized. A Gathering for Brothers in Apostolic Ministry is also planned annually for Summer.

### **Regional Gathering of Brothers in Initial Formation**

Retreat for a weekend in the fall and in spring for Brothers in the first years of living their vocation.

## **Finance Office**

*Contacts: Pamela Gleeson and Rico Hernandez*

### **Financial Services**

Consulting services are provided in the following areas: human resource policies and procedures, accounting and finance office administration, accounting policies and procedures, accounting standards updates, financial statement analysis, financial statement audits, financial planning (budgeting and forecasting), accounting information systems, loan and bond administration, banking services, and investment management. Through the District, school Finance Directors may also access resources provided by the National Business Officers Association.

The District Finance Office reviews all school budgets, audits, financial transactions related to property acquisitions, and other financial matters in support of the LEC Financial Policy.

### **Finance Directors' Workshop**

Biennially in the fall, the District sponsors a gathering of the District's Finance Directors to form community, network, and participate in continuing education. Session topics vary according to participant needs and relevant accounting and finance topics.

### **Pro-Rated Travel Program**

Based on a recommendation from the DCAA, this reimbursement allows those schools of the District who incur travel expenses (airfare, car rental) in order to participate in District programs to be fairly compensated for their expenses. Other schools share in the expense of travel for these schools.

### **Retreat Funds**

De La Salle Institute provides funds to all the District schools annually and works to assist with their retreat programs. Criteria for use of funds and a summary worksheet are available from the Office of Education for schools to report on their programs. These summaries/reports are due to the Office of Education in May each year in order to receive these funds.

## **Evangelization & Catechesis**

*Contact: Charlie Legendre, AFSC*

### **Lasallian Catholic Assessment Process (LCAP)**

The Lasallian Catholic Assessment Process (LCAP) is an internal / external review process conducted by a school, together with a visiting team of Lasallian educators, that focuses on supporting and strengthening the school's Lasallian Catholic identity by assessing the overall effectiveness of its programs, practices, and culture in light of core principles of Lasallian schools. LCAP takes place once every six years at each District middle school and high school. The mandate to develop an evaluative process for the secondary schools was called for by the Legacy San Francisco District 1999 District Chapter. A similar process — the Lasallian Vincentian Catholic Assessment Process (LVCAP), inclusive of the Vincentian charism — takes place at Sacred Heart Cathedral Preparatory and De Marillac Academy, which are co-sponsored by the Brothers of the Christian Schools and the Daughters of Charity.

### **Religious Studies/Theology/Religion Department Chairs Gathering**

This annual workshop brings together these department chairs from District schools to share best practices and provide support.

## **Formation for Leadership**

*Contacts: Mike Daniels and Janell Kloosterman, AFSC*

### **Discerning Leaders Program**

This 2-year program supports selected educators from across the District to discern their talent, interest, and aptitude to serve as a principal or president for one of the secondary schools of the District. Three cohorts have been facilitated, cohort 4 is in process, and cohort 5 will commence in Fall 2019.

### **District Chief Administrators Association (DCAA)**

The presidents and principals of the middle and secondary schools of the District of San Francisco New Orleans meet two times a year to share best practices and challenges, to promote professional and spiritual enrichment, and to advance District-wide initiatives on behalf of the Lasallian mission. An additional winter meeting occurs in conjunction with the annual Regional LASSCA gathering.

## Local Leadership Initiatives

The Office of Education helps to develop leaders throughout the District through the regular inclusion of local faculty and staff in the planning and facilitation of local and district workshops, retreats, and other programs. The 2016 District Mission Assembly is a good example of this initiative. The Assembly involved more than 60 individuals to guide the direction of the District's mission. District Education Workshops are another example. All participants in a District Education Workshop are included in the initial planning, and some also facilitate workshop sessions.



## Formation for Mission

*Contact: Greg Kopra*

## District Educator Workshops

The Office of Education sponsors a number of District-wide workshops each year. These workshops gather representatives from around the District for two to three days to consider topics pertinent to the work they share. Such workshops help to deepen the participants' understanding of the mission and the role they play in it. They also provide an opportunity for people to network with others in the District who share their job responsibilities. Recent focus groups include Language Teachers and Visual & Performing Arts Teachers, Admission Directors, and Social Studies Teachers. The Office regularly sponsors the Lasallian Renewal Retreat and the Lasallian Commitment Retreat, which are open to teachers, staff, and administrators who wish to prayerfully reflect on their vocation as a Lasallian educator.

### **Specialized Local Retreats/Workshops as Requested**

The Office of Education makes itself available to the various apostolates in the District for specialized retreats or workshops. Such events include a retreat day for teachers, an evening presentation on the Lasallian heritage for parents, a retreat for school leadership teams, and an orientation presentation for coaches.

### **Local Lasallian Mission Formation Initiative**

In response to a strategic initiative at the 2016 District Mission Assembly, the Office of Education is assisting each school in the development of a “local formation program” that provides more on-site Lasallian mission formation for all faculty, staff, and administration. Such a local plan includes participation in District and Regional formation programs and activities, and also includes new localized activities for the benefit of the great number of faculty, staff, and administrators who are not able to participate in District and Regional programs.

### **New Personnel Orientation**

*Pre-Service Program:* The Office of Education provides a half-day orientation for new personnel at each school in the District. The orientation includes an introduction to the life of Saint John Baptist de La Salle and to foundational Lasallian educational principles and terminology, as well as an orientation to the District of San Francisco New Orleans, the Lasallian Region of North America (RELAN), and the International Institute.

*Mid-Year Retreat:* In the middle of the school year, new personnel at each school gather for an afternoon retreat that invites them to reflect on the foundational values of the Lasallian mission in light of their experience in the classroom or in the school up to that point. Time is devoted to individual reflection, small group sharing, and large group discussion of the issues, challenges, and blessings that result from the application of the mission to the daily life of the school.

*Special Orientation for Others as Requested:* The Office of Education provides schools with resources that will allow them to introduce other groups, such as parents, coaches, and alumni to the school’s mission as well as the mission of the International Institute. A member of the Office of Education staff is available to assist with these orientations at the request of each school.

## Resources

The Office of Education has created a number of freestanding materials to be used by schools that wish to facilitate their own orientations. In the case of schools reflecting the charisms of multiple religious congregations, these materials are modified, with information highlighting the partnering charism. Content area workshops such as Development, Finance and Communications are offered on an as-needed basis as well.

*Lasallian Resource Center:* Various types of Lasallian resources are available through the Office of Education online at [lasallianresources.org](http://lasallianresources.org), including books, videos, DVD's, prayer services, PowerPoint presentations, and Formation materials. *Contact: Br. George Van Grieken, FSC*



## Regional Programs

*Brother John Johnston Institute of Contemporary Lasallian Studies:* A two-year formation program focusing on participants' understanding of De La Salle's story and vision, Lasallian pedagogy, and the Christian roots of Lasallian spirituality to address the signs and issues of our time in Lasallian ministry. *Contact: Janell Kloosterman, AFSC*

*Buttimer Institute of Lasallian Studies:* An intensive program of formation and education that studies the life and work of Saint John Baptist de La Salle, occurring two weeks each summer over three consecutive years. *Contact: Greg Kopra*

*Huether Lasallian Workshop:* This three-day program in November is a gathering of Lasallians from across the Region of North America. Each

workshop is based on a specific theme and targets a specific audience in Lasallian schools. *Contact: Charlie Legendre, AFSC*

*Lasallian Social Justice Institute (LSJI):* This week-long summer program is sponsored by the Region and provides an opportunity for participants to explore the issues of justice, service, peace, and education from a Lasallian perspective. Prior programs have been held in Chicago, IL; El Paso, TX; Philadelphia, PA and San Francisco, CA. *Contact: Kenenna Amuzie*

*Lasallian Volunteers:* The Lasallian Volunteer is a Regional program which provides dedicated, well-trained Volunteers for one or more years of service to Lasallian schools and agencies whose mission is to serve the poor. Acting out of faith, rooted in the Gospel, and sharing community with the Brothers and other Lasallians, the Volunteers empower the poor by personalized service primarily through education. *Contact: Kenenna Amuzie*



### **Lasallians Without Borders**

*Contact: Kenenna Amuzie*

Established in 2015 by the District of San Francisco New Orleans, Lasallians Without Borders (LWOB) was inspired by the call from the

45th General Chapter of Institute of the Brothers of the Christian Schools for Lasallians to go “beyond borders” to be closer to the poor and the unprotected, and to walk with those on the margins. At the General Chapter, Brother Jorge Gallardo de Alba, Vicar General, observed that “There is no other place in the Lasallian world with such a big presence along the same geographical border (than the US – Mexico border).” LWOB was formed in response to that reality.

### **El Otro Lado (“The Other Side”)**

Supported by Lasallians Without Borders (LWOB), El Otro Lado is a 5-day immersion program for high school students in which they experience first-hand the realities of life for migrants and refugees along the United States – Mexico borderland. San Miguel High School has hosted the experience in Tucson, AZ since 2008. Cathedral High School has hosted the experience in El Paso, TX since 2016.

### **Twinning Program**

*Contact: Bob Carrejo*

Schools in the District of San Francisco New Orleans participate in the Twinning Schools Program sponsored by Christian Brothers Conference. Each school in the District is twinned with a school or ministry in the Lwanga District (Africa). Since 1999, schools and works in the District have contributed funds to assist the works of the Lwanga District. This program provides a unique opportunity for mission education of our students, service-learning, curriculum opportunities, and cultural understanding throughout the Lasallian world.

### **Vocation Ministry**

*Contact: Br. Chris Patiño, FSC*

### **Vocation Coordinators Gatherings**

Vocation Coordinators, representing the schools and communities, meet annually for formation activities and to plan programs. An online check-in session also takes place in the spring to consider priority areas and to provide updates as school’s plan for the following academic year. Members of the District Vocation Team remain in contact with vocation coordinators throughout the year in order to periodically assess needs and support local initiatives. Vocation materials are also available at [brothersvocation.org](http://brothersvocation.org).

## **Called & Chosen Vocation Retreats for Young Men & Women**

These annual retreats for juniors and seniors in secondary schools provide the opportunity to explore God's call in their lives and their openness to discovering their vocation. Vocations to single, married, religious, especially the Brothers' life, and ordained life are explored.

## **Vocation Resources**

The Office of Education has led in the development of educational resources around the Lasallian mission in the Region. Many of these resources have been designed for ease of use with educational communities in workshops and other types of educational programs. These resources, including workshop outlines, retreat models, prayer services, video productions, and PowerPoint presentations, are available from the Office of Education free of charge. The Office also assists each institution in the District to establish a basic library of Lasallian print and non-print resources for students and educators.



## **Young Lasallians**

*Contact: Kenenna Amuzie*

### **Young Lasallians (16-35 years of age)**

This is an umbrella term used to define young people involved in the Lasallian Educational Mission. Young Lasallians seek to support the directives of the International Council of Young Lasallian and the Regional Committee of Young Lasallians to help promote and ensure the Lasallian Educational Mission.

## **Campus Ministry, Student Activities and Service Immersion Coordinators Annual Gathering**

These Directors gather annually for formation activities, retreat, and opportunities to discuss themes, trends, and issues relevant to their respective areas of campus life. These two key areas of campus life continue to foster a sense of collaborative ministry and explore common areas of interest that advance the overall goals of co-curricular and youth ministry activities.

## **Collegians**

The Lasallian Collegians Network was established to meet the needs of college students from Lasallian high schools who want to stay connected to the Lasallian family. Collegians often volunteer for Lasallian student programs offered through the Office of Education.

## **Lasallian Student Leaders**

This summer student program is held at Saint Mary's College. Secondary school students spend the week focused on leadership skills, mission, and faith development. These skills will help them as they assume leadership roles in their schools.

## **Lasallian Youth Assembly**

This weeklong program is offered to secondary school students in order to provide practical experiences related to issues of social justice through service, reflection and advocacy. The ideals of Saint John Baptist de La Salle (faith, service, and community) are the focus.

## **Miscellaneous**

### **Distinguished Lasallian Educator Award**

Many District schools honor one person each year as their Distinguished Lasallian Educator. Criteria and medals, with the honoree's name inscribed, are available from the Office of Education. *Contact: Brigid Crotty*

### **District Website**

The District maintains a website at [delasalle.org](http://delasalle.org). Please access the website address to review the information and resources available there. *Contact: Bob Carrejo*

### **Saint Joseph's Camp**

The camp is located on the Russian River and is open year-round for

use by the District schools/works for retreats and workshops. Over-night accommodations are available. *Contact: Katie Batt*

**Vandu Paaruu: Immersions to India/Sri Lanka/Myanmar**

Since the summer of 1999, the Office of Education has coordinated month-long immersion experiences in India, Myanmar, and Sri Lanka. These projects provide educators with the opportunity to experience the Lasallian mission in the developing world as well as to provide fundamental services to our brothers and sisters involved in Lasallian ministries. *Contact: Kenenna Amuzie*

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