



Sisters of St. John the Baptist
Provincial Residence

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September 26, 2011

Dear Parents/Guardians/Teachers/Staff:

On October 5th, I will be joining the staff of St. John Villa Academy Elementary School as a Guidance Counselor. As I am in full-time ministry as the Provincial Secretary of the Sisters of Saint John the Baptist, I will only be in school one day per week, usually on Wednesdays from 9:30 a.m. – 1:30 p.m.

Having been a Teacher, Principal and Administrator/Superior in several of our Local Convents, I know the importance of supporting our Educational Institutions. At the same time, I have a Master's Degree in School Guidance and Counseling and enjoy the challenges of children this age.

Sr. Lucita and I met and discussed how I can be of service to the children and the "Villa Family". Some of my duties will include the following:

- individual counseling with an emphasis on helping new students transitioning to the Villa;
- an education session for new students on the Founder of the Sisters of St. John the Baptist, Blessed Alfonso Maria Fusco (group);
- availability to parents/guardians pertaining to parenting issues; and
- availability to teachers/staff

Attached is a general consent form you are invited to sign which will give me permission to see your child, if necessary.

I look forward to meeting you soon! A "mailbox" in the office will be available should you need to contact me.

God bless you.

Sincerely,


Sr. Theresa Ann D'Onofrio, C.S.JB.
Guidance Counselor

cc: Sr. Anita Marie Gramer, C.S.JB.
President of the Academy