



**Catholic Diocese of Providence  
Catholic School Office  
One Cathedral Square  
Providence, Rhode Island 02903**

November 21, 2011

Dear Parents,

Recently I appointed Mr. Richard Cipolla to serve as Chief Administrator and Financial Officer at St. Kevin School. Mr. Cipolla has many years of service with Catholic schools in the diocese. Presently he is at the school one day a week, although sometime more often. Perhaps you have seen him at the school, and, if you have, please offer to introduce yourself. He is pleased to be part of the St. Kevin School community.

Mr. Cipolla's role at the school is to preserve and promote the mission of St. Kevin School. He is at the school to ensure that all students are provided—in the words of the Mission Statement—"with excellent opportunities in an environment that fosters spiritual growth and knowledge of the Roman Catholic faith...are given strong basic academic skills and knowledge to prepare them to become lifelong learners...and to be equipped to function as responsible contributors to society while reflecting Christian beliefs and values."

He has been given oversight for decisions related to the school's finances, administration and operations. He is in regular consultation with Fr. Spina, pastor of the parish and, in collaboration with Mr. Roger Parent, he has been given authority to make policy and personnel decisions.

In addition, he will be working with the school board and the Home School Association, and will provide assistance in the areas of public relations, community communications and enrollment growth.

Mr. Parent is continuing his role as spiritual leader of the school, instructional leader of the school and daily administrator of the school. Any concerns about your child or his or her education should, as always, be directed to Mr. Parent.

If you have questions or concerns about the operation of the school or tuition payments, for instance, or other financial matters, you can contact Mr. Cipolla by calling the school or by leaving correspondence in his mail box at the school. He will promptly be in touch with you.

In early December I hope to meet with the school parents and give an update on the state of the school. Until then I wish you peace and a happy Thanksgiving.

Daniel J. Ferris

A handwritten signature in black ink that reads "Daniel J. Ferris".

Superintendent of Catholic Schools