



SACRED HEART HIGH SCHOOL

Accredited by Middle States Association of Colleges and Schools

December 6, 2016

Dear Sacred Heart Family,

After 13 years in a variety of positions, including Administrative Assistant in our Main Office, and more recently as Director of Admissions and Director of Tuition Management, a beloved member of the Sacred Heart Community, Mrs. Caroline Calabrese, has decided to retire. We are most grateful for Caroline's service to both the grade school and the high school and we wish her well as she enjoys a well-deserved retirement.

As Mrs. Calabrese departs, we are excited to announce the hiring of a Sacred Heart alumna as our Director of Tuition Management, Mrs. Maura Friend, '85. Mrs. Friend brings to Sacred Heart a wealth of experience in financial management as well as service to the broader North Yonkers community. In order to better facilitate collaboration between parents/guardians and Mrs. Friend, her hours will be Monday-Thursday, 8:00 am – 12:00 pm, and Fridays, 8:00 am – 11:00 am. Mrs. Friend may also be contacted via email, mfriend@sacredhearths.org, or telephone, (914) 965-3114, ext. 113.

Mrs. Friend will only be responsible for Tuition Management, that is, issues relating to SmartTuition and SmartAid, as well as the collection of past due tuition.

Interviews regarding the position of Director of Admissions continue. All admissions-related questions should be directed to Mrs. Karen DeCecco via email, kdececco@sacredhearths.org.

Sincerely yours,

Rev. Maurice Moreau, OFM Cap.
Head of School

Mrs. Karen K. Valenti-DeCecco
Assistant Principal