

# TRINITY CATHOLIC HIGH SCHOOL

"WHERE OUR TRADITION MEETS TOMORROW"



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To Whom It May Concern:

This open letter of recommendation is written at the request of Steven Bliss for professional development and advancement purposes.

I have had the privilege of working with Steve since 1998 in my capacity as Pastor of Our Lady Help of Christians Parish, and, by extension, Trinity Catholic High School.

Steve's relationship with Trinity and Our Lady's began in 1998 upon his being named chairperson of the Business and Technology Instruction Department. It was immediately evident that Steve brought a much-needed energy and enthusiasm to Trinity, coupled with an instructional, organizational, and technical ability to build and manage the department. Steve earned instantaneous respect from the Principal, administrative team, colleague teachers, parents, and, of course, his own students and the entire student body. One of the most impressive things he did upon first being hired was learning the name of each and every student in the school, not only those enrolled in his courses. His approach to classroom instruction and way of engaging students both inside and outside the classroom was/is based on mutual respect and cooperation – his is a formula for success.

Partially through the school year Steve was appointed as an Assistant Principal. In this role, Steve was primarily responsible for: Establishing Student Handbook policies and procedures addressing concerns with behavioral and academic expectations; producing a balanced budget for the first time in the school's history; devising and implementing a tuition management system; handling matters regarding building supervision; performing faculty assessments; working with teachers in integrating technology across the curriculum; and directing the bidding, selection, and installation of a new administrative software system. At Steve's direction, a new chapter began in the life of Trinity Catholic High School.

Recognizing Steve's keen ability to multitask and revolutionize policies and procedures for Trinity, I appointed him to a dual position as Director of Finance and Operations at Our Lady's and Chief Operating Officer at Trinity. In this newly created position, Steve was directly responsible for the management of a highly visible seven building campus comprised of the parish, Trinity Catholic High School, another affiliated elementary school, a shelter facility, and rental property. In totality, he was solely responsible for budgets in excess of \$8M. Utilizing a highly effective management strategy grounded in an acute ability to work collaboratively with others and optimize time efficiency, Steve masterfully handled all facets of his job. Parish and school personnel alike often remarked on the pleasant approach Steve adopted in meeting the challenges of his position, and the relative ease with which he accomplished each and every goal.

It has been a pleasure working with Steve during his tenure with us. Any academic institution would undoubtedly benefit from his contribution.

Sincerely,

A handwritten signature in cursive script, reading 'Rev. Walter H. Cuenin', is written over a horizontal line.

Rev. Walter H. Cuenin

Pastor

June 2001