

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER FEBRUARY 8, 2024



UPCOMING EVENTS:

February 14: Ash Wednesday

ASH WEDNESDAY



*"For you are dust, and
to dust you shall return."
(Genesis 3:19)*

February 14: Valentine's Day



*The future of Catholic schools...
rests on the quality of their leadership.*

A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

I hope this week's Principals' Retreat was a wonderful opportunity for renewal. Spiritual renewal is essential for the effective Catholic school leader. Remember that Christ himself carefully took time to step away from his ministry and recharge. Like Christ, I encourage you to take time to step away, pray, and reflect. You will be a better leader if you are intentional about renewal!

On a separate note, you may have seen recent announcements from Step Up for Students regarding unpaid invoices. Remember that it is essential that you (or a delegate) daily check the EMA portal for unpaid invoices. This ensures that your school receives regular payment and there are not delays in the system.

While the precise amounts for FES/FTC scholarships will not be known until later in the school year, we are anticipating a 4-5% increase in scholarship amounts for the 2024/25 school year. Please use this estimate in your budget planning until official figures are release (likely in the late spring/early summer). We will continue to be in contact with any updates.

Sincerely,

Jim Rigg, Ph.D.
Secretary of Education
Superintendent of Catholic Schools
Archdiocese of Miami
[ADOM :: Education \(miamiarch.org\)](http://ADOM::Education(miamiarch.org))

CERTIFICATION:

The Department of Education has issued the following memorandum regarding updates for the **Florida Educational Leadership Examination (FELE)**. The memorandum may be viewed at:

<https://info.fldoe.org/docushare/dsweb/Get/Document-10131/DPS-2024-08.pdf>

CERTIFICATION Q&A:

When will the educational leadership renewal rule be changed for clarity? Please advise educators expiring June 30, 2025, to include the 20 points in educational leadership standards for their July 1, 2025 renewal.

If educators do not complete the reading or educational leadership points for renewal will their subjects be cancelled? BEC (Bureau of Educator Certification) does not automatically cancel subjects. The subject will need to be removed from the certificate to proceed with renewal.

ADOM DATA DASHBOARD (Elementary Schools):

All verifications have been completed and known issues have been resolved with the new ADOM Data Dashboard presented at the last principals' meeting. School leaders should use the following url: adomdashboard.com and try logging in, if you have not already done so. If you encounter any difficulty, please email gcambert@theadom.org. We encourage you to begin using this tool.

ESE/INCLUSION/FEDERAL PROGRAMS: IDEA CONSULTATION PREPARATION MEETINGS:

Thank you for submitting the consultation planning spreadsheet. Please note that the internal, ADOM preparation meetings for IDEA consultation are being **rescheduled from Tuesday, February 13th, to Monday, February 12th**.

- "Broward ADOM ESE Coordinator meeting for IDEA Consultation Planning (Updated 2/5/2024)" will be held on Monday, February 12 at 12:30 PM ET.
- "Miami-Dade ADOM ESE Coordinator Meeting for IDEA Consultation Planning (Updated 2/5/2024)" will be held on Monday, February 12 at 1:30 PM ET.

Information on how to join the virtual meetings is available on RML (Register Me Live) in the classes sections. The classes are listed with the titles noted above that are in quotation marks. If you had already registered on RML for the Tuesday meetings, please double check that your registration transferred so that you can receive 1.0 credit hours.

As a reminder, the Miami-Dade Country Public Schools' IDEA meaningful consultation meetings will be held on February 9th at Redland Christian Academy and February 16th at Immaculate Conception Catholic School. The Broward County Public Schools' IDEA meaningful consultation meeting will be held on February 21st at a location and time to be determined. **Schools are required to send a representative to their respective county meeting.** Please be sure to register for these meetings with the respective offices.

ESE/INCLUSION: OPEN OFFICE HOURS:

Below is the information for the optional, ESE Open Office Hours meant mainly for ESE coordinators. These meetings are held virtually and the links can be found below.

Tuesday February 20	Social Emotional Learning Tools for Building Inclusion	A healthy SEL environment increases learning for students, improves working conditions for educators, and builds trust with stakeholders. This session will explore ways to leverage SEL tools that can help the school day run smoothly.	8:00 am Session 4:30 pm Session
Tuesday, March 5	Participating in the Eligibility Meeting: Getting to Yes	We will discuss as a team balancing IDEA's guidelines for referrals and building a strong eligibility case when you suspect a disability.	8:00 am Session 3:15 pm Session

FCC ACCREDITATION:

Reminder: If your school is in year 1, 2, 4, or 5 of the FCC accreditation cycle, February 9th is the deadline to submit your Annual Report for Continue Accreditation (ARCA) and Early Education Program (EEP) , if applicable, School Standards. Only evidence and comments for the domain corresponding to that year needs to be completed:

- Year 1 = Domain A: Mission and Catholic Identity
- Year 2 = Domain B: Governance and Leadership
- Year 4 = Domain C: Academic Excellence
- Year 5 = Domain D: Operational Vitality

In addition, the action plan should be updated and uploaded into the Accreditrac website: <https://eas-ed2.accreditrac.com>. In subsequent weeks you will be receiving feedback on your submissions. Meanwhile at your school, continue your discussions and research around the benchmarks that need improvement. Should you have any questions or concerns, please contact email gcambert@theadom.org.

I-9 WEBINAR: See the attached presentation and the link below to register for a free Webinar on the I-9 form.

<https://www.e-verify.gov/about-e-verify/e-verify-webinars>

OBSERVATION LOG: All second observations should be completed at this time. Please send your observation log (if you have not) to bcummings@theadom.org by **Monday, February 12**.

OFFICE OF HUMAN RESOURCES:

Letters of Offer of Employment is a new subfolder in the **E-Library** under the **Managers** folder. We'll be building the contents of this folder with some standard templates for non-faculty positions. Please contact the Office of Human Resources for any questions and/or to have individual letters reviewed. Currently there are templates for Teacher Aide, Maintenance and/or Custodial, and PT Aftercare Counselor. Although the file is editable, changes should NOT be made to the policy section, employment-at-will, benefits, etc. Any changes to the content of the template other than specific demographic information for the new hire, should be reviewed first by the Office of Human Resources.

REGISTER ME LIVE REMINDERS:

- In-service points are **NOT** awarded for faculty meetings. If you would like to put the meeting in RML for a sign in sheet, award 0 points.
- In-service points are awarded for Professional Development **ONLY**.
- Be sure to award points once evaluations are completed and close classes. All classes from the fall of 2023 should be closed.
- If you have any questions regarding RML or certification, please contact Danielle at teacher.certification@theadom.org.

SCHOLARSHIP REMINDERS:

- Quarter 3, will be funded by batch of students each day, rather than funding all students later in February for Florida Tax Credit scholarship (FTC), Family Empowerment Scholarship for Educational (FES-EO), Family Empowerment Scholarships for Students with unique abilities (FES-UA)
- Review School EMA Daily and approve any available invoices (do not wait to receive all invoices). This will be necessary for Quarter 3.
- Invoices will be processed daily, and you will receive funds in your account within 3-5 business days of invoice approval.
- Certain functions within EMA will be unavailable from 5:30 to 8:30 p.m.

TERRANOVA TESTING IMPORTANT LINKS:

- [TerraNova NEXT Overview \(Sept. 22, 2023\) Recording Link](#)
- [Link to TerraNova NEXT Sample Items](#)
- [Link to TerraNova NEXT Online Tools Training \(Online Practice Test\)](#) (To access and view the Online Tools Training, a Chrome browser must be used if you are on Windows, macOS, ChromeOS, or Linux Devices. If you are on an iPad, you must use the Safari Browser.)
- [Student tutorials](#)
- [TerraNova NEXT Training website](#)
- [TerraNova NEXT Online Technology Requirements Training Recording](#)
- [TerraNova NEXT Student Accommodations Training Recording](#)
- [Paper-Pencil Testing Workshops](#)
 - [Pre-Test Workshop for School Assessment Coordinators \(Spring 2024\)](#)
 - [Pre-Test Workshop for Teachers \(Spring 2024\)](#)
- [Online Testing Workshops](#)
 - [Pre-Test Workshop for School Assessment Coordinators \(Spring 2024\)](#)
 - [Pre-Test Workshop for Teachers \(Spring 2024\)](#)