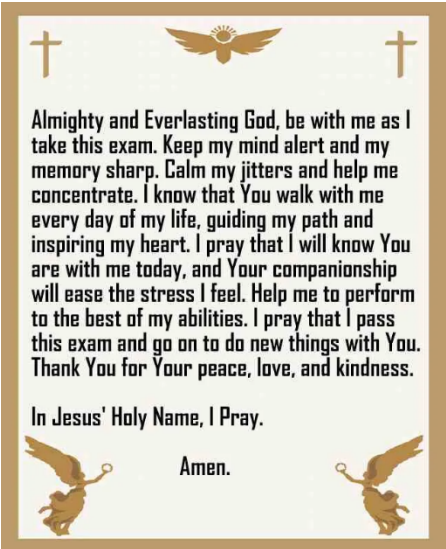


ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER FEBRUARY 20, 2025



UPCOMING EVENTS:

- Feb. 20:** New Principals’ Meeting (St. Coleman)
- March 5:** Ash Wednesday
- March 11:** ACT Administration
- March 14:** Early Dismissal (Staff PD); End of 3rd Quarter
- March 17:** Beginning of 4th Quarter

A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

It was wonderful to see you at last week’s Principals’ Retreat. I hope that this retreat offered a boost of inspiration and renewal amidst a challenging time of year. If you have not already done so, I encourage you to read the “Redeeming Administration” book and perhaps discuss this book with your Council. There are many wonderful insights in this book that build upon Ann Garrido’s comments during the retreat.

Terra Nova testing began this week in our elementary schools. Remember that if you have any issues or questions with testing administration, please contact Dr. LaTonya White in the OCS (lwhite@theadom.org).

Finally, let us continue to pray for the health of Pope Francis. St. Raphael, angel of healing, *pray for us*.

Jim Rigg, Ph.D.
Secretary of Education
Superintendent of Catholic Schools

ACCREDITATION UPDATE (Elementary):

The Annual Reports for Continued Accreditation (ARCA) were due in Accreditrac last Friday, February 14 for schools in accreditation cycles 1, 2, 4, and 5. If you need a copy of your **school specific ARCA Guide**, please email Dr. LaTonya White (lwhite@theadom.org). Please contact Mary Camp (mcamp@flacathconf.org) or Dr. White if you have any questions.

ADVANCED PLACEMENT UPDATE (Secondary):

- **District Leaders Only- Deadline April 30, 2025-** The self-service tool in AP Registration and Ordering is now available for districts the provide funding for AP Exams. Please see the attached email for more information.
- **March 14, 2025 at 11:59 pm ET:** Spring course orders and fall order changes deadline.
- **Deadline April 30, 2025 at 11:59 pm ET:** Deadline to indicate students’ fee reduction status in AP Registration and Ordering.
- The **2024-25 AP Coordinator’s Manual Part 2** is now available for AP Coordinators.
- **AP Potential-** Access codes for AP Potential were sent out the first week of December 2024.
- **AP Coordinator Annual Calendar and Deadlines-** Here is a link to assist AP Coordinators in keeping track of important deadlines for Advanced Placement.
- **AP Courses That Begin After November 15-** Here is a link to assist any AP Coordinators who have not yet set up second semester courses in [AP Registration and Ordering](#).
- **Digital AP Exams-** Here is a link to more information about the Spring 2025 Digital AP Exams. This includes [links to sample free-response booklets](#) for each hybrid digital AP subject.

Many of our schools are working with [Blue Missions](#), a local non-profit organization that is dedicated to advocating for a world there is water for all, forever. We inspire young people to lead the way in building a water-secure future, aligned with the call of **Laudato si'** to care for our common home as part of our moral responsibility. Please see below some programmatic support they can facilitate for schools

- For schools that currently receive instructional or coaching services from Catapult (including PD Now), or would like to for next year, please see the **attached document** that contains important information regarding action items and deadlines for services.

- AUP Guidance

Quick links:

- 2025-2026 Tuition & Fees and the Enrollment Process
- Navigating the Service Marketplace as a School Provider
- EMA Providers: Orders and Invoicing
- Next Steps
- Drexel

Quarterly Funds come to SUFS from DOE- April 1, 2025

RESOURCES FOR USING AI IN TEACHING MATHEMATICS:

<https://www.nctm.org/standards-and-positions/Position-Statements/Artificial-Intelligence-and-Mathematics-Teaching/>

TERRA NOVA SPR 2025 UPDATES AND REMINDERS

The Spring Terra Nova window is open now **February 18 through March 7**. **The testing window includes live and make-up windows; make-ups should not be completed outside of the testing window.**

Data Recognition Corporation (DRC) wants everyone to know that the Research and Development teams have made the decision to **extend** the testing times for each **Reading subtest** of TerraNova NEXT for **10 minutes**. Click here to read more about this important announcement: [TerraNova NEXT Testing Times Announcement](#)

For ONLINE testing with Chromebooks, see the **email** from DRC **dated 02/13/24** regarding the **Chromebook Rendering Issues and Troubleshooting**.

Administration/Classroom Preparation:

- ✓ Cover or remove anchor charts in classrooms/testing areas
- ✓ Extra #2 pencils, scratch paper, erasers, etc.
- ✓ Manipulatives (punch-out rulers) - Grades 3 & up
- ✓ Calculators – Grades 3 & up (For Math Part 2 only)
- ✓ Stopwatch, clock with second hand, or timer
- ✓ Do Not Disturb Sign

Anyone administering the test should review the Test Directions Manual at least 2-3 days prior to the testing window and throughout testing administration and follow the printed instructions in the Directions Manual verbatim.

Test Security:

- ✓ Keep all assessment materials in a secure location before, during & after testing.
- ✓ Collect ALL assessment materials immediately following testing each day.
- ✓ Account for each student’s test booklet each day (paper-based).
- ✓ Close monitoring of students during testing will prevent security breaches.
- ✓ Do not permit students to explore the next section of the test after they have finished the current subtest.
- ✓ Be careful of camera capabilities on cell phones.

See the other **important** reminders listed below:

- Ship paper testing materials **as soon as** testing is completed using the pre-paid shipping labels.
- Follow procedures to use **UPS** for the pre-paid shipping labels.
- Use **sturdy** boxes that are taped with shipping tape.
- Schools should not be paying for the **return** of materials. This is included in your per student price.

All training videos can be accessed in the DRC Portal. After logging in, select “My Applications” in the blue banner, select “General Information”, select “Documents” tab and then “Show Documents”, go to page 2 and look for “FCC: 2024-2025 Training Videos.

Please contact Christine Kirk with any questions at 904-864-0688 or DRC Technical Support at 866-282-2250.

Thank you to our Principals for a wonderful retreat this year!

