

# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

## PRINCIPAL NEWSLETTER JULY 24, 2025



### UPCOMING DATES:

- Aug. 1:** Principals’ Meeting (Our Lady of Lourdes Academy)
- Aug. 4:** New Teacher Orientation (Monsignor Pace HS)
- Aug. 5:** First Day for Teachers
- Aug. 12:** First Day of Classes (Start of First Quarter)

### A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

I am looking forward to seeing you at our opening Principals’ Meeting next Friday (August 1). It is our hope that this day helps you to launch the new year successfully and positively. As is normal with our Principals’ Meetings, the day will reflect a mix of “business” (i.e. important announcements and updates) as well as professional development. The PD will include a workshop for elementary principals and school pastors on the pastor-principal relationship. High school leaders will participate in a workshop focused on supporting high quality theology classes, particularly in the midst of a shortage of qualified instructors. I am hopeful that this will be an excellent meeting for you!

While we are still in the midst of the summer, please read the announcements in this Newsletter carefully. I look forward to seeing you soon!

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

### APPLE IT TECH CAMPS:

Schools that use Apple products are invited to attend several free webinars from Apple. These webinars are ideal for teachers, IT Coordinators, and other staff who wish to expand how Apple devices are used in our classrooms. See [this link](#) for more information.

### BUREAU OF EDUCATOR CERTIFICATION (BEC) UPDATES:

Effective July 1, 2025, a person who is employed as a **school social worker** is exempt from mastery of general knowledge, and mastery of subject area knowledge (HB 809). See the attached latest Educator Certification memo regarding School Social Work for your information.

### CDC RECOMMENDATIONS REGARDING LIGHTNING SAFETY

<https://www.cdc.gov/lightning/safety/lightning-and-organized-sporting-event-recommendations.html>

### CLINICAL EDUCATOR TRAINING (CET) FALL 2025 :

Clinical Educator Training will be offered again asynchronously through CAVA **August 25 – September 19, 2025**. The course is open to qualified educators with the responsibility of conducting teacher observations (principals, assistant principals, mid-level administrators, deans, and department chairs) or educators serving as a PMP mentor or teacher intern supervisor. Remember, PMP Mentors should have

professional certification and at least 3 years teaching experience with Principal and Diocese recommendation/approval. Couse Criteria: Principal recommendation/approval, professional certification in Educational Leadership or School Leadership, or Master’s Degree in Educational Leadership. **Registration will open August 18 – August 22.** Stay tuned for more details. Contact Dr. LaTonya White (lwhite@theadom.org) for questions about the course.

**STEP UP –**

APPLICATION UPDATE - Tell your families: It's not too late to apply! Applications for the Private School Scholarship and the Unique Abilities Scholarship will be accepted through November 15, 2025. Reminder: The application deadline for renewal priority was April 30, meaning any renewal students who apply now through November 15 will be processed as new students.

**INSTRUCTIONAL NEW HIRE**

Reminders:

- Employment History Verification should show the total years of instructional experience being applied to a step.
- Please be sure to upload Disqualification reports from the FLDOE (BEC and Discipline too).
- Transcripts must be official
- Clearance from Human Resources and OCS are both required. (Please follow any recommendations made).
- The request and offer letter should go to the new step. For example, if an employee has completed 19 years' experience, they should start the new school year at step 20.
- **ADOM First Year Education Personnel Letter or Agreement Approval** in Onboarding, is for **OCS only**. Please do not upload anything in this section. It will possibly go unanswered because it will appear completed.
- Once the required documents are uploaded for OCS approval, please email Beatriz Ramirez [bramirez@theadom.org](mailto:bramirez@theadom.org), if you do see an approval within 48 hours.

**I-READY ROSTERING UPDATES:**

Principals and IT/EdTech Directors should have received an email from Coral Martincavage with important **iReady Rostering Information** on **07/17/25**. Thank you to all who have submitted the Roster Template for your school.



**I-READY DATA 2024/25:**

Schools that used iReady for SY 2024/25 are encouraged to download and save any reports such as the colorful charts **before July 30**. Data will still be available as exports/CSV files, but not the colorful graphs that we know and love. **On July 30, all users will not have access to the iReady portal as the system resets for SY 2025/26.** **Please note: Historical data from the 2024-2025 school year will not appear in dashboards when the account is moved to FL BEST.**

**FTC/FES TERRA NOVA DATA SUBMISSION:**

Please remember to submit the TerraNova score reports for FTC/FES scholarship students to the **Learning Systems Institute by August 15, 2025**, if you have not already done so. You should have received an email from FSUEVALUATIONS.ORG on or near April 22. The reports are available in the DRC portal. Access the report by following these steps:

- 1). Login to the DRC portal: [Sign-In – DRC INSIGHT](#)
- 2). Select “My Applications”
- 3). Select “Report Delivery”
- 4). Select “View Report”
- 5). Under reports, select and download a copy of each: FES Scholarship Report and FTC Scholarship Report.

If you have any questions , please contact Dr. White ([lwhite@theadom.org](mailto:lwhite@theadom.org)).

**MATH STANDARDS RESOURCES**

Effective this academic school year, the Archdiocese has adopted the Florida BEST Standards for Mathematics for all classes in grades PreK-8. Curriculum resources from the June Professional Learning days may be found in **e-Library** under **Education – Schools – Curriculum Resources**. Please remember to share these materials with all who attended the sessions to assist with orientation and training for other math teachers at your schools.

**NEW TEACHER ORIENTATION REGISTRATION:**

**Friday, August 4th 8:30AM - 12:30PM** Monsignor Pace High School (15600 NW 32nd Ave, Miami Gardens, FL 33054)  
Please complete one form for each new teacher attending the orientation. This is any teacher new to the ADOM. If they transferred from another Archdiocesan school, they do not need to attend. Please also register any mid-year hires who did not attend the 2024 Orientation. <https://forms.office.com/r/5Gnq6wnnbe>

**NEW REQUIREMENTS FOR AED’S AND BCK’S:** (These guidelines apply to Archdiocesan institutions in Monroe, Broward and Miami Dade Counties).

AON has added the new requirements for AEDs (Automatic Electronic Defibrillators) and BCKs (Bleeding Control Kits) applied to all applicable ADOM locations during risk surveys. This applies to all new and existing businesses meeting the following rules:

- Assembly occupancies with a capacity of 100 or more (Sanctuary, Parish Hall, School, etc.)
- Buildings greater than 20,000 sq ft
- All adult day care facilities
- All charter and private schools
- Dormitories
- Medical care facilities, hospitals, surgical centers
- SBK must be marked, accessible, and near the AED. Quantity of supplies vary by the building occupancy.

Additional information on the code requirements:

V. External Defibrillator (AED) (a) Is commercially available in accordance with the Federal Food, Drug, and Cosmetic Act, (b) Is capable of recognizing the presence or absence of ventricular fibrillation and is capable of determining without intervention by the user of the device, whether defibrillation should be performed; and (c) Upon determining that defibrillation should be performed, is able to deliver an electrical shock to an individual.

W. Stop the Bleed Kit (SBK) (a) Capable of stopping severe bleeding through clotting, pressure, tourniquets, and other proven effective means of stopping blood loss; and (b) Upon a blood loss emergency, is able to stem blood loss rapidly to prevent massive blood loss. Training is also required which includes hands-on skills.

There are online courses available for AEDs and BCK, but when you read the fine print to receive a certificate (proof of completion) – “To receive a valid 2-year Red Cross digital certificate that is OSHA compliant and meets other workplace and regulatory requirements you must enroll in an instructor-led skill session within 90 days of completing the online course which is an additional cost.”

### **FINGERPRINTING UPDATE:**

Thank you for your patience with the implementation of the FDOE Clearinghouse for fingerprinting.

Below please find a few updates, as well as reminders, regarding process. Some of you have delegated the process to confidential members of staff, so please ensure that they, too, have all information needed, as some of them are not following the process, which causes delays in the processing of those prints:

1. **Submitted spreadsheets must be complete.** The columns in the Excel spreadsheet you are completing and sending to clearinghouse@theadom.org correspond to required fields in the individual’s Clearinghouse profile. Profiles cannot be created from incomplete entries and therefore such files will be returned to the sender, delaying the process.
2. **Spreadsheets must be sent password-protected** using the school Paylocity company ID as the password. Unprotected sheets will be deleted.
3. **Errors in Profiles.** Some cases have arisen wherein individuals have profiles in the Clearinghouse, but one of the key identifiers (last name, date of birth, Social Security Number) does not match what they tell you is the correct information, submitted to you. In this case we will need to send the FDOE proof of the correction (e.g., Social Security card, driver license, etc.) so they open up the profile for editing. If this should happen to one of your new hires please send Anthony Pittelli or me – password protected – a photo of the ID so we can submit it to the FDOE and allow the profile to be corrected and an agency review initiated.
4. **Adding Employees to the Roster.** Employees need to be added to the school’s roster within 5 days of hire, and removed within 5 days of separation, according to the FDOE. This is a task that you will need to do, as you have control over the date of hire. To do so, please call up the profile of your cleared new hire and scroll down to “Employee / Contract History” and click on “Add Employee/Contract Record”. You will be prompted to select the name of your school and indicate the date of hire.
5. **Profiles already in the DCF Agency in the Clearinghouse.** Many of your employees and new hires already have profiles under the DCF agency. If that is the case, we (Fingerprinting Office) still need to submit them to the FDOE Private School Agency for review and determination. Please submit these individuals on the same spreadsheet; however, the only information needed is the name, Social Security Number and date of birth. If the individual has moved, has a new phone number or e-mail or changed appearance, then all fields in the spreadsheet should be completed.
6. **Early Childhood employees.** Your employees who will also work, including substituting, in the early childhood program, should be added to the DCF roster. Most of you have already been creating profiles in the DCF Agency of the Clearinghouse, so you would need to enter the DCF Agency of the portal and add your employee in the FDOE Agency, to your school in the DCF Agency. and Individuals who have their prints taken before a profile is created will need to start the process over again, costing wasted time and money.
7. **Vendors are directed to work with the principal of the school** where they will be serving. Should an individual from a vendor company serve more than one school, the principal of the second school will need to send the spreadsheet with the full name, date of birth and full Social Security Number to clearinghouse@theadom.org.
8. If you are experiencing a delay in background clearance notifications, please contact Lisa Pinto at lpinto@theadom.org.
9. New-hire and current employees needing renewals need to register as employees. We’ve had some register as volunteers so they don’t have to go through the Clearinghouse. This puts the corresponding school out of compliance.

### **SEPARATION FORMS**

Please be reminded that whenever a teacher is no longer employed at your school (even if the employee is transferring to another ADOM school) a Separation Form must be completed—**one form per employee**—and submitted as an attachment along with the resignation letter (if applicable). Kindly save the completed form as a PDF using the following format: Separation – [Employee's Last Name]

Then, email them to **both** of the following addresses: [teacher.certification@theadom.org](mailto:teacher.certification@theadom.org) and [separations@theadom.org](mailto:separations@theadom.org).

You can find the Separation Form in the **e-Library** under: **Education → Schools → Hiring**, or by visiting the following link: [Separation Form ADOM](#)

Thank you for your cooperation in ensuring proper documentation and timely processing.