

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER AUGUST 21, 2025



A MESSAGE FROM THE SUPERINTENDENT



UPCOMING DATES:

- Aug. 25:** iReady Diagnostic begins
Aug. 28: New Principals' Meeting
Sept. 1: Labor Day (Schools Closed)
Sept. 5: Early Dismissal (PD)
Sept. 21: Catechetical Sunday
Sept. 26: "Bridging the Gap" (includes Principals' Meeting)

Dear Principals,

It is with great joy that we have welcomed back our students for the new school year. I have had a chance to visit several schools in our first few days of classes, and have enjoyed being part of the energy and elation of starting classes. As you are likely aware, we have been fortunate to receive some attention from the media regarding our ongoing enrollment increases. We welcomed reporters last week at St. Malachy, St. Timothy, and the new North Campus of Holy Rosary-St. Richard. I've included links to some of the stories at the bottom of this newsletter. It is wonderful to tell the good news of Catholic education!

Make sure to enjoy this special time of year!

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

ABUSE/NEGLECT REPORTING REMINDER:

Remember that suspected cases of child abuse/neglect must be reported to both DCF and the Archdiocese. All adults are legally obligated to report suspected abuse to DCF. When submitting such reports, remember that schools must also report to the Archdiocese. This can be done in one of two ways:

- 1.) Calling the Safe Environment number at 305-215-6635
- 2.) Submitting an Abuse Reporting Form (available [here](#) and in the E-Library)

We are happy to announce that Ms. Nyce Daniels, retired principal of Holy Family School, is now monitoring the Safe Environment phone, with backup support from Sr. Elizabeth Worley.

See Dr. Rigg's recent email for more information about the [Safe Environment Policy of the Archdiocese](#), including the required poster for the new school year.

ANNUAL FORMS – REMINDER:

Please see the recent email from Dr. Rigg regarding the submission of annual forms to the OCS. These forms should be submitted by Monday, Aug. 25. To access the forms, use these links:

- [OCS Yearly School Form 25-26 Elementary](#)
[OCS Yearly School Form 25-26 Secondary](#)

AHCA CLEARINGHOUSE FOR SCHOOL FINGERPRINTING:

We are in the fifth month of the implementation of the transition to the AHCA Clearinghouse for fingerprinting of school employees and vendors. Below please find updates and reminders:

- Although the Clearinghouse issues determinations of eligibility to serve, an ADOM individual's eligibility to serve is granted by the Fingerprinting Office of the Archdiocese of Miami. We apply our own standards on top of the standards stipulated by the FDOE's statutes.
- Teachers who are currently in the Clearinghouse do not need to get fingerprinted again for certification. Such teachers need to inform the FDOE that they are already in the Clearinghouse.
- Principals are the Owner/Operator of your school. Your access to the Clearinghouse gives you the ability to add your schools to your employees' rosters in the Clearinghouse. This should be done within five days of an employee's hire.
- Principals should not be delegating Clearinghouse responsibilities to other employees.
- We take very seriously the legal and moral responsibility to protect sensitive information submitted on the spreadsheets. Therefore, a gentle reminder that all spreadsheets sent to us must be password protected. Otherwise, in order to protect the sensitive information on the spreadsheet, we will delete it from our server and the system and return the email so it can be submitted properly.
- Individuals should not be sent for fingerprinting without having received the Livescan document after the creation of the profile. Some folks have just shown up for fingerprinting and we will need to turn them away, unfortunately.

CERTIFICATION COORDINATOR FOR YOUR SCHOOL:

If the certification coordinator at your school has changed within the past two school years, kindly provide the updated information to teacher.certification@theadom.org.

EARLY EDUCATION NEWS:

The VPK provider performance metrics and designations for the 2024–2025 school year were published this past Thursday. We are proud to share that **all our ADOM VPK programs scored within the top performance levels, rated Excellent or Above Expectations**. These designations do count this year, and we celebrate the dedication of our schools in providing outstanding early learning. To view the full results, click here: <https://www.fldoe.org/schools/early-learning/vpk-accountability.shtml>

As you prepare to welcome families into your schools for Open House, I invite you to take a moment to read my latest article, **“Today Matters.”** It's a heartfelt reminder that our youngest learners deserve to be fully seen, valued, and supported in the present moment, not only prepared for what comes next. I hope it inspires and encourages you as you share your school's mission with families. Read the article here: [Today Matters: Why Early Childhood Can't Be Lived in the Future](#)

FCC NEW ADMINISTRATOR'S CONFERENCE (NAI):

The Diocese of St. Augustine is hosting the Florida Catholic Conference **New Administrators' Institute September 23 – 25, 2025**, at Marywood Retreat and Conference Center. The FCC New Administrators' Institute is a collaborative effort of all seven (Arch)Dioceses in the Province of Miami. The goal is to provide professional development for Catholic school administrators. It is designed as an experience tailored to administrators (principals, midlevels) new to the Florida Catholic school system and those beginning or completing their first or second year as an administrator.

Attendance is optional for administrators. **The deadline to register and pay is September 1**. Please register as soon as possible since we are looking forward to a full house again this year and seating is limited. For more information on/to register for the Institute, visit: www.dosaeducation.org/nai

I-GIVE CATHOLIC CAMPAIGN:

We are excited to announce that the Archdiocese of Miami will once again participate in the **#iGiveCatholic Giving Tuesday campaign on Tuesday, December 2, 2025**. We invite all parishes, schools, and entities (regardless of whether you want to use a dedicated giving page or promote your own website) to join this year's Giving Tuesday campaign and take full advantage of the tools, resources, and support available to help make your efforts a success! **Registration is now open and the deadline to register is October 24, 2025**. **Register here:** [Registration: #GiveCatholic 2025](#)

Attached is a Giving Tuesday Campaign plan. It provides an overview of the registration and preparation process. After registering, in an effort to assist participants to prepare and complete a successful Giving Tuesday campaign, we are hosting a series of zoom meetings. They will be quick, 30-minute Zooms at 3:00 p.m. **starting August 25th** that are designed to keep you on track and to help you build and complete a successful campaign from start to finish.

Zoom Series Dates:

- Aug 25: Getting Started
- Sept 10: Setting Your Goal
- Sept 24: Campaign Success
- Oct 8: Marketing & Resources
- Oct 29: Launch Prep
- Nov 14: Thanksgiving Prep
- Dec 1: Final Push!

Let's work together to make this our most impactful Giving Tuesday yet! If you have any questions or concerns, please contact Xiomara Necuze at xnecuze@theadom.org or (305) 762-1054.

MEASURING UP: CREATIVE AND PERFORMING ARTS IN LOCAL CATHOLIC SCHOOLS:

The new academic year has begun! We look forward to football and Friday Night Lights, volleyball, cross country, and other sports activities. We must also remember that many of our students are looking forward to participating in creative and performing arts in our schools - - - speech/debate, theater, dance, spoken word, choral and instrumental music, graphic, plastic and digital art, and so forth. Throughout this academic year, as we simultaneously prepare in earnest for the second cohort accreditation protocol, we will also engage in assessment of the quality and quantity of our creative and performing arts programs.

Like our sports programs, these activities provide life-altering experiences for millions of students across the country, including our local Catholic secondary schools. How are we providing for the creative success of our students? How do our creative and performing arts programs compare to those of other schools in the highly competitive local education market? We seek data-confirmed answers to these questions and more.

Catholic schools were once renown for outstanding creative arts programs. Where do we stand against the competition today? Let’s find out. God bless.

I-READY UPDATES:

Thank you all for your hard work with submitting student rosters and active participation in all the Rooted and Ready implementation trainings to ensure that we begin the first diagnostic administration “On Good Ground”. Questions about securing the browser? Email Dominique Wicker Dwicker@cainc.com

Fall Diagnostic Window: August 25 – September 19

Diagnostic Reminders

- Remind teachers to circulate and monitor students during the administration of the diagnostic and encourage students to try their best!
- Consider assessing Kindergarten later in the diagnostic window giving students time to adjust.
- As a reminder, the diagnostic should be administered in multiple sessions. You may ask students to stop when they get to the “Brain Break” and continue the following day.

Daniella will be hosting Office Hours today and Friday from 3:15-3:45. Please feel free to drop in if you or your teachers need help with anything—whether it’s questions about i-Ready, planning for the Diagnostic, or getting started with resources.

Office Hours Zoom Info: <https://cainc.zoom.us/j/83306924628?pwd=YwwfJtyDZhX1nftOF3JaT1lyvRvSAg.1>

Meeting ID: 833 0692 4628

Passcode: 222100

PROFESSIONAL LEARNING OPPORTUNITITES:

Innovative Schools Summit

[Education Conferences 2025 -2026 / Innovative Schools Summit](#)

Cognia’s Job-Embedded Professional Learning Community

[Webinar Registration - Zoom](#)

Cognia’s Impact Conference (Orlando)

[Summary | Southeast Cognia IMPACT Conference - Orlando, FL](#)

PROFESSIONAL MENTORING PROGRAM (PMP):

The deadline for PMP registration is **October 1, 2025**. We will continue following the 2024-2025 PMP Handbook this year. The handbook can be found in **E-Library** under **Education—Schools—Certification**. See the FAQs below. If you still have questions, please email teacher.certification@theadom.org.

- **Who should do the PMP?**
 - **Only** teachers with a current Temporary Certificate **in hand**.
- **How can we tell if a teacher must do the PMP?**
 - By reading the **Statement of Eligibility**. It will read: “Completion of a Florida approved Professional Education Competence Program documented by your employer.”
- **How do we enroll a teacher?**
 - **By October 1st**, send the completed **Teacher Enrollment Form** (pg. 10), copies of the **Temporary Certificate and SOE**, as well as the \$50.00 fee (a check payable to “ADOM “)
 - ♣ Archdiocese of Miami
 - ♣ Attn: Ana Umana
 - ♣ 9401 Biscayne Boulevard
 - ♣ Miami Shores, FL 33138
- **When does the program begin?**
 - October 1st
- **What qualifications does the mentor need to have?**
 - **Minimum of three (3) years of successful teaching experience in Catholic schools**
 - **Professional Certificate**
 - **Trained in Clinical Education**
- **When does the program end?**
 - **May 1st**
- **What do we do when the program is completed?**
 - Send **ONLY** pages 9-27 (PMP Packet) via email to Ana Umana at teacher.certification@theadom.org. **You will also be scanning and sending all evidence.** The portfolio stays at the school.
- **What happens next?**
 - Once the completed program has been sent to the Office of Catholic Schools (OCS) and verified, the OCS will submit the PMP to the FLDOE.

REMICK PROGRAM IN CATHOLIC SCHOOL LEADERSHIP – AUG. 31 EVENT:

Do you have future Catholic school leaders at your school? The Alliance for Catholic Education (ACE) program from the University of Notre Dame is hosting an event for those interested in obtaining a Masters in Educational Leadership through the esteemed Remick Leadership Program. All are invited, including principals who are looking for new opportunities for their teachers. The reception will take place on Aug. 31 from 12:00-3:00 PM at Amara al Paraiso (3101 NE 7th, Miami). Go [here](#) to register. Feel free to pass along this invitation to others!

SAT UPDATES (SECONDARY SHOOLS):

Program of Focus	Updates/need to knows
 SAT Suite of Assessments	The SAT Suite Ordering and Registration site is now open for Fall 2025 SAT Suite of Assessments. SSD Online for Coordinators: Before a student can take the SAT Suite of Assessments with accommodations, requests must be submitted and approved through College Board's Services for Students with Disabilities (SSD Online). Key Dates and Deadlines: Be sure to review and track your site’s important testing dates.  The In-School Educator Experience This is your go-to resource hub for all things related to in-school SAT Suite testing. Access the Test Coordinator Manual, checklists, and more.
 Advanced Placement (AP) / Pre-AP	For AP Teachers: • AP Classroom User Guide: Updated with new how-to videos and walkthroughs for planning the 2025–26 school year. • Fall Planning Checklist: Helps AP teachers prepare to use the newest AP Classroom features. • AP Course Audit: Please complete the 2025–26 audit as soon as possible. <i>Teachers will not have access to AP Classroom starting August 1 without an approved course audit.</i> • 2025 AP Score Distributions: View performance data across all AP subjects. • Joining Your AP Class Section: Handout for teachers to share with AP students to assist with joining an AP class section. For AP Coordinators: • Back-to-School Workshops (July 8–Sept 17): Targeted Zoom workshops for both new and experienced coordinators. • AP Registration and Ordering: Access codes will be sent to designated coordinators in early August 2025. • 2025-26 AP Coordinator's Manual Part 1 • Pre-AP Ordering: To offer Pre-AP courses for 2025–26, schools must order via the Pre-AP Ordering Platform. • <i>See the attached one-page flyer for instructions.</i>
 BigFuture	Check out the BigFuture School App Rated #1.
 Florida Updates	 Counselors • 2025 College Board Counselor Workshops: Virtual sessions will run from August 26–September 9. • Fall 2025 In-Person Counselor Workshop

SAVE THE DATE: SEPTEMBER 5 PROFESSIONAL LEARNING OPPORTUNITY (I-READY):

Professional Learning Specialist, Daniella Martinez, will be facilitating a **virtual** professional learning session entitled, *Data Chats and Empowering Students* on **September 5 from 1:00pm-3:00pm**. Teachers are welcome to attend this session, however, the session is open to Mid-Level Administrators and Grade-Level Leads, your decision. This session will also be on the District Calendar in Register Me Live (RML) to obtain MIPs.

Click here to register with Daniella: <https://calendly.com/dmartinez-cainc/data-chats>

STEP UP:

Review Student Enrollment Information in EMA

As the 2025–2026 school year begins, now is the perfect time to double-check that all scholarship students are correctly listed and approved in your Education Market Assistant (EMA) account. Catching discrepancies early helps prevent payment delays and ensures a smoother experience for both families and school staff.

One of the most common discrepancies is incorrect **student grade levels**. Here's how to handle it:

- **If the parent applied for the wrong grade level:** Please ask the parent to contact our Engagement Center directly to make the correction.
- **If the school enrolled the student in the wrong grade level:** Withdraw the student and re-enroll them using the correct grade level. Be sure to notify the guardian that they will need to re-accept the updated enrollment.

Award Amounts and Legislative Updates

2025-26 Award Amounts and Legislative Updates

The Florida Legislature has passed the state budget, meaning the 2025-26 scholarship award amounts are now available.

- Click [here](#) for the Unique Abilities Scholarship award amounts.
- Click [here](#) for the Private School and PEP Scholarship award amounts.
- *Please note: Our system is currently being updated to reflect the 2025-26 award amounts. To view an individual student’s scholarship allocation, please navigate to the Roster tab of the EMA portal and click on the student’s name.*

Additionally, you can visit the [Legislative Updates page](#) for an overview of new legislation per program. You can also review Legislative Office Hours, where that covered vital updates for the 2025-26 school year. The topics include:

- **Legislative and Policy Updates** impacting scholarship programs
- **Scholarship Award Amounts**
- **Choice in Education Conference** highlights and resources
- **Handbook Changes** for all scholarship programs

To access the session recording, slide deck, and handbook, please click the links below:

-  [Recording Link](#)  [Slide Deck](#)  [Private School Handbook](#)

TEACHER OBSERVATION AND EVALUATION PROCESS:

We are almost three weeks into the first observation window for new and veteran teachers and it is a great time to schedule instructional observations. Please review the observation timeline below. The Observation Documentation Log, the Formal Observation Tool and other resources may be found in E-Library—Schools—Education—Teacher Observations/Evaluations.

Timeline of Evaluations		
Evaluation/Observation	Expected Timeline	Conducted By
Observation #1 New and Current Teachers	August - September	Administrator/Dept. Chair
Observation #2 New Teachers	October - December	Administrator/Dept. Chair
Observation #3 New and Current Teachers	January - April	Administrator/Dept. Chair
<i>Other observations as needed</i>	<i>Ongoing</i>	<i>Administrator/Dept. Chair</i>
Summative Evaluation Form Review	March - April	Principal/Assistant Principal/Dept. Chair/Dean
Summative Evaluation Conference with Teacher (prior to contract/letter meeting)	March - April	Principal
Individualized Teacher Professional Development Plan (turn in with contract)	May	Teacher

A SAMPLING OF MEDIA COVERAGE REGARDING THE START OF THE CATHOLIC SCHOOL YEAR
(per Dr. Rigg’s announcement above):

CBS

<https://www.cbsnews.com/miami/news/catholic-schools-in-south-florida-see-enrollment-surge-as-new-year-begins/>

WSVN

<https://wsvn.com/news/local/miami-dade/archdiocese-of-miami-set-to-welcome-back-nearly-37k-students-for-new-school-year/>

<https://wsvn.com/news/local/miami-dade/catholic-schools-in-south-florida-welcome-students-back-after-summer-break/>

WPLG

<https://www.local10.com/news/local/2025/08/12/catholic-school-students-return-to-class-as-archdiocese-of-miami-experiences-enrollment-boom/>

<https://www.local10.com/news/local/2025/08/12/parents-pick-up-archdiocese-of-miami-schools-new-students-after-1st-day-of-pre-k/>

TELEMUNDO

<https://www.instagram.com/reel/DNQz80vRrhv/>

<https://www.telemundo51.com/noticias/local/escuelas-catolicas-del-sur-de-florida-inician-nuevo-ano-escolar/2686842/>