

# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

## PRINCIPAL NEWSLETTER



### Welcome to our New Principals!

With the start of July, we are welcoming 5 new principals to our family of Catholic school leaders! These include:

- Amanda Delgado (Sts. Peter and Paul)
- Kevin Molina (Archbishop McCarthy High School)
- Joanna Morris (St. Mary Star of the Sea Basilica School)
- Arlee Pabustan (St. Helen)
- Jacqueline Schuck (St. Bernadette)

Kevin and Joanna previously served at their current school and will replace administrators who are moving into President roles (Richard Jean at McCarthy and Robert Wright at the Basilica School).

Welcome to all our new leaders!

It's hard to hear God's voice when you've already decided what you want Him to say.

### A MESSAGE FROM THE SUPERINTENDENT

#### Dear Principals,

I hope you are experiencing some well-deserved rest this month. The new school year is fast approaching! Remember that our opening Principals' Meeting will take place on Friday, August 4 at St. Brendan High School. We anticipate the day starting at 8:30 AM (with optional fellowship beginning at 8:00) and concluding at 3:00. More information about the meeting will be distributed in the coming days.

I know that many principals are still looking for teachers to fill vacancies for the coming year. If this is the case for you, here are a few strategies that may be helpful:

1. Make full use of online hiring platforms and social media. Remember that you *must* post your position on the ADOM website, but should also utilize such platforms as LinkedIn, Handshake, etc. Putting out the word through social media may also be helpful.
2. Network with other principals, particularly those in your Council. Your colleagues may know of potential teachers in their communities, or may have runner-up candidates for positions that have already been filled.
3. In hiring, remember to prioritize core classes. Special Area teachers (at the elementary level) or electives teachers (at the secondary level) should come second to securing those that teach in core areas.
4. If you reach the end of the month and still have unfilled positions, please reach out to me, Dr. Edwards, or Mrs. Cummings. We can assist with specific ideas and strategies to temporarily provide coverage for vacant roles.

Remember that the OCS remains open throughout the month of July. Please do not hesitate to contact us if we can be of help!

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

**CHROMEBOOKS:** Our Lady of Lourdes Academy would like to donate eighteen (18) Chromebooks in great condition with the recommended specs for the Chrome OS that we no longer need. The specs are:

Cpu: Celeron N3350  
RAM: 4gb  
Disk Space: 32GB eMMC  
11.6" 1366 x 768 Screen

If you are interested, please contact Sister Carmen at [scarmen@bobcats.olla.org](mailto:scarmen@bobcats.olla.org).

**CLINICAL EDUCATOR TRAINING COURSE:** Link for registration for an asynchronous course. The fee is \$100. : [Clinical Educator Training](#)

#### EARLY LEARNING COALITION OF MIAMI-DADE/MONROE:

##### New FAST Training Required Yearly for all VPK Program Accessors

**All VPK Programs and program staff who will administer the assessment to students are required to complete VPK FAST Training as part of a verification process for meeting training requirements and should be familiar with and use the Star Early Literacy Test Administration Manual during test administration.**

**The below Ren-U courses meet VPK FAST training requirements and are *required* of all test administrators (Select 1):**

1. New! VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (English)
2. New! VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (Español)

**The below Ren-U courses are *optional* but highly recommended to support VPK FAST Star Early Literacy implementation:**

1. VPK FAST Star Early Literacy Training Course for Star Early Literacy Screening Data and Reports
2. VPK FAST Star Early Literacy Training Course for Star Early Literacy for Planning Targeted Instruction

#### Registering on REN-U

To complete the VPK FAST training requirements, participants will need to register in Renaissance-U (Ren-U) using the [Ren-U Enrollment Guidance](#) and complete **one** of the below courses that **meet** VPK FAST training requirements.

Participants that have an **existing Ren-U** account should use the below instructions to access training.

1. To access Ren-U, login to the VPK Renaissance Testing Site or <https://www.renaissance-u.com/#/login> and enter the email address you used when registering and enter your password.
2. Once logged in, click this link <https://www.renaissance-u.com/?KeyName=VPKFLCSPM>.
3. A pop-up will appear on your screen and will display the Key Name as VPKFLCSPM. Click the blue Launch button.
4. Another pop-up will appear on your screen to confirm the new courses. Click the blue Course button. This will take you directly to the Courses page of Ren-U.

Participants that are **new to Ren-U**, should use the below instructions to create an account and access training. Participants must carefully register by entering their information according to the below registration instructions for the course to be imported onto their DCF transcript upon course completion. Ren-U course records are received every Monday and sent to DCF. DCF imports are not automatic, and processing may take up to 2 weeks.

1. Click this link <https://www.renaissance-u.com/?KeyName=VPKFLCSPM> and complete the Sign-Up form by filling out all required fields.
2. In the **First Name field**, enter your name as it appears in your **DCF profile**.
3. In the **Last Name field**, enter your name as it appears in your **DCF profile**.
4. In the **Email field**, enter the email address used to login to your **DCF profile**.
5. In the **Job Title field**, enter **VPK FAST Test Administrator**.
6. In the **Employee Number field**, enter your **DCF Student ID**.
7. In the **Location field**, enter **your early learning coalition**.
8. Verify all required fields have been completed according to the above registrations instructions and **click Sign Up**.
9. Now you will be directed to the Ren-U Dashboard. Click on Your Library to access the courses.

If you need to update information in your Ren-U Profile you will need to complete this **form**. In the Product dropdown, select FAST/VPK/K-2 and include the following information: full name and email as they appear in both DCF and Ren-U profiles, DCF Student ID and your early learning coalition (ELC) by using the [coalition map](#).

**For additional questions:** Please contact us at [vpkteam@elcmdm.org](mailto:vpkteam@elcmdm.org).

**FAFSA (HIGH SCHOOLS):** The FAFSA process is changing, effective for the 2024/25 school year. Changes include the application date (Dec. 1 vs. Oct. 1), among others. For a good summary of changes, see this article: [FAFSA is Changing 2023 \(goladderup.org\)](#)

#### FIRST YEAR LETTERS:

**Please remember that when requesting a first-year letter the following documents need to be attached:**

- First Year Letter Request Form
- Employment History Verification Form
- Education Personnel Screening Verification Form
- FLDOE Professional Certificate (if applicable)
- Transcript for Highest Education: Masters, Educational Specialist Degree, or doctorate (if applicable)
- Catechist Transcripts (if applicable)

Email all requests to Irma Bonilla at [ibonilla@theadom.org](mailto:ibonilla@theadom.org).

**NEW TEACHER ORIENTATION:** Remember that all teachers who are new to our Archdiocese **must** attend the New Teacher Orientation on Monday, Aug. 7 from 8:30 AM-12:30 PM. The orientation will take place at the Spartan Center at Monsignor Pace HS. All principals should complete a registration form for any new teacher attending the orientation via the following link: <https://forms.office.com/r/cX7T2bRvYW>. Please complete one form per attendee. These forms should be submitted by Aug. 1.

**PRINCIPAL PHOTO DIRECTORY:** We are currently updating the Photo Directory for 2023/24. If you would prefer to change or update your photo from last year, please send it to Kurt Lewis ([kurtthemarketer@gmail.com](mailto:kurtthemarketer@gmail.com)) before August 1. Your school photo would work perfectly, but you may also provide a professional headshot. Photos should be high-resolution and in a common digital format such as .jpg or .png. If you are fine with the photo used in last year's directory, no action is necessary.

**SCHOLARSHIPS – FAMILY DISCOUNTS:** We have received a number of questions about how to factor in various discounts into FES/StepUp scholarships (e.g. discounts for employees, parishioners, multiple students, etc.). Remember that any discount must be applied before scholarships. Scholarships can only be based upon the assigned tuition for a family (post-discount), and you may not factor in scholarship receipts into setting tuition or discount amounts.

Alternatively, families may be charged the full tuition and the local pastor/administrator may “forgive” some of the tuition. In this case, the school may receive the full scholarship award.

If you have any questions, contact Beatriz Ramirez at [bramirez@theadom.org](mailto:bramirez@theadom.org)

**23-24 SCHOOL CALENDAR:** If you have not submitted your 23-24 school calendar to the OCS yet, please do so at this time. All calendars are to be sent to [bcummings@theadom.org](mailto:bcummings@theadom.org).

**SEPARATION FORMS:** Separation Forms and ancillary materials for exiting school employees must be sent to [Separations@theadom.org](mailto:Separations@theadom.org), as well as OCS.

**STEP UP PARENT RESOURCES:** Step up has resources for on their website for Parents.

[Vendor And Product Information - Step Up For Students](#)

**TITLE I MEETING IN MIAMI-DADE:** Please find below the pertinent information about the mandatory Non-Public Schools Meaningful Consultation meeting taking place on Wednesday, **July 26, 2023 at 9:00** via zoom (meeting login information at the bottom of this email) for Principals/Directors and the Title I designee who will work with every aspect of the Title I Program at the school.

The purpose of this meeting is to review program requirements, discuss service delivery options, and to give you an opportunity to provide feedback regarding program implementation while also exploring options for services for the upcoming school year. Please be advised that each of the seven Third-Party companies will have 15 minutes to present their services and delivery models at this virtual meeting in order for you to select a Third-Party provider to service your school for this upcoming school year. We look forward to seeing you on Zoom!

Below is the meeting link/information:

Topic: **Miami-Dade Title I Non-Public Schools 2023-2024 Consultation Meeting**

Time: Jul 26, 2023 09:00 AM Eastern Time (US and Canada)

<https://zoom.us/j/95581135412>

**UPCOMING EVENTS:**

- Principal Meeting: Aug. 4 at St. Brendan HS (8:30 AM-3:00 PM)
- New Teacher Meeting: August 7 at Monsignor Pace High School (8:30 AM - 12:30 PM)
- First Day for Teachers: August 8
- High School Board Member Orientation: Aug. 10 at St. Thomas University (6:00-9:00 PM)
- ESE Symposium: August 10 (virtual)
- First Day of School: August 16