

# ARCHDIOCESE OF MIAMI

## OFFICE OF CATHOLIC SCHOOLS

### PRINCIPAL NEWSLETTER

#### DECEMBER 4, 2025



#### A MESSAGE FROM THE SUPERINTENDENT



#### UPCOMING DATES:

- Dec. 5: Early Dismissal (Staff PD)
- Dec. 6: HSPT Administration
- Dec. 19: Early Dismissal; End of Second Quarter
- Dec. 20-Jan. 4: Christmas Break
- Dec. 25: Christmas
- Jan. 1: New Years; Solemnity of Mary, Mother of God
- Jan. 5: School Resumes; Start of Third Quarter
- Jan. 6: iReady Winter Diagnostic begins (ends Jan 23)
- Jan. 9: Early Dismissal (Staff PD)
- Jan. 15: Principals' Meeting (Barry University)

Dear Principals,

O Come, O Come, Emmanuel! We are in the first week of Advent, the joyous season of preparation for the birth of the Christ-Child. I know this is a frenetic time of year, with many school activities and other demands on your time. In spite of this busyness, I hope you take time to give thanks for the gift of Jesus and his promise of new life. May Christ bless us during these holy weeks of preparation!

We are already hard at work preparing for events that take place in early January. These include our next Principals' Meeting, which will take place on January 15 at Barry University. We are also looking forward to Catholic Schools Week and the All Schools Mass on Jan. 29 (10:30 AM at St. Mary Cathedral). More information about both of these events will be distributed in the coming weeks.

We also recently settled the details for our annual Principals' Retreat. The retreat will take place on *Thursday, February 12 at Flamingo Gardens (Southwest Ranches)*. This is the same site as our Principals' Retreat from two years ago. Our retreat facilitator will be [Steve Angrisano](#), a nationally-renowned Catholic musician and retreat leader. I am confident that this will be a renewing day!

As always, please do not hesitate to contact the OCS if you have any questions or needs.

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

#### ADOM LEARNING PLATFORM OFFICE HOURS:

Annelise Feder will offer a review of how to add catechist certification credit to your teachers for approved retreats offered at your school.

December 9, 2025  
12pm – 12:45pm  
Microsoft Teams Meeting  
[Join the meeting now](#)  
Meeting ID: 269 945 949 900 91  
Passcode: Gr6Yq9j8

#### ALL SCHOOLS MASS 2026:

Planning is underway for this year's All Schools Mass. The Mass will be held on Monday, January 26, 2026 at St. Mary Cathedral. As with prior years, schools should 8-10 students plus two staff chaperones. Principals are strongly encouraged to attend. More details about the Mass will be distributed after Christmas.

## COLLEGE BOARD FLORIDA AP LEADERSHIP CONFERENCE (SECONDARY SCHOOLS):

We are excited to announce the upcoming **College Board Florida AP Leadership Conference** in Orlando, Florida!

**Date:** January 29<sup>th</sup> - 30<sup>th</sup>, 2026

**Location:** [The Hilton Orlando](#)

This event is designed for school and district-based leaders to explore strategies for expanding access to AP courses. Join us for an in-depth look at how to leverage College Board resources, tools, and data to build a robust pipeline of students prepared for advanced academic coursework and post-secondary opportunities.

### Keynote Session:

**AP Cybersecurity & AP Business with Personal Finance:** Learn about the upcoming 2026-2027 national launch of the newest AP courses.

### Sessions over the two days will focus on the following:

- AP Capstone and Bright Futures
- New AP research related to mixed-ability class composition and AP access courses.
- Why the SAT Suite of Assessments continues to be the best choice for your students, teachers, and administrators.

More details regarding the agenda, speakers, and registration will be shared soon. In the meantime, please mark your calendars for this exciting event. Registration for this event, including lunch and a reception on January 29<sup>th</sup> and breakfast on January 30th, is free of charge. However, you will need to cover your own transportation, lodging, and other meals.

## FLORIDA CATHOLIC ADMINISTRATORS CONFERENCE 2026:

As we begin planning for the **2026 Florida Catholic Accreditation Conference (FCAC)**, the **Professional Development Committee** is gathering input to identify **areas of interest for speaker sessions and breakout tracks**.

We kindly ask that you complete and share the **survey link below** with your **early childhood directors and school leadership teams** so that we can design sessions that best reflect the needs and priorities of Catholic schools across the state.

### Please complete the survey by Friday, December 12th, 2025.

This will allow our committee adequate time to review responses and begin preparing the **call for proposals**.

Your input and collaboration are essential to ensuring this conference continues to inspire and strengthen all who serve in Catholic education.

[\(FCAC 2026 Speaker Track Interest Survey – Fill out form\)](#)

## IREADY WINTER DIAGNOSTIC:

The second iReady diagnostic window **opens January 6 and closes January 23**. Remember that the diagnostic will need to be **assigned** to students by an **administrator** either the evening of January 5 or the morning of January 6. It is recommended that **one** administrator or designee perform this task to avoid complications with testing administration. Please reach out to Daniella Martinez ([dmartinez@cainc.com](mailto:dmartinez@cainc.com)) or Coral Martincavage ([cmartincavage@cainc.com](mailto:cmartincavage@cainc.com)) if you need assistance. Visit the ADOM Padlet Link [HERE](#) for resources to help you prepare for the diagnostic.

## OBSERVATION DOCUMENTATION LOG:

The Observation Documentation Log is submitted once per semester. The documentation log for the first semester is **due December 15, 2025** and should include dates of formal observations from both the first and second observation windows. If you have any questions, please contact Dr. White ([lwhite@theadom.org](mailto:lwhite@theadom.org)).

## POWERSCHOOL REMINDERS:

Thank you for your participation in the School Configuration Meetings before Thanksgiving. Remember to complete any remaining steps in the configuration process, noting your progress on the shared SmartSheet. During the month of December, we will be reviewing the data uploaded by each school into Datto. This will inform the specific fields we will use in the PowerSchool SIS. After Christmas, be ready for more formal training on how to use PowerSchool. We are grateful for your efforts so far as this transition gets underway!

## RENEWAL CATECHIST CERTIFICATION OPPORTUNITY:

New Book Club and Bible Study:

*"Becoming Women of the Word: How to Answer God's Call with Purpose and Joy"*

Featuring two online sessions with the author, Sarah Christmyer:

**December 5, 1 pm — Introduction**

**February 6, 1 pm — Wrap-Up and Q&A**

Read with a group or join the discussion online. **A minimum of 10 Renewal Hours granted.**

*"Sarah Christmyer takes us on a biblical journey with the heroines of salvation history. From Eve to Mary, we learn what it means to say yes to God's call: to have faith, to trust and hope in God's word, to wait, to pray, and to battle the devil. Christmyer makes the women of the Bible come alive for us today, and we find in their faith journeys important lessons for our own."* —Edward Sri

[Register here.](#) More details and a link to join the online group will be sent on registration.

To order the book:

[Ave Maria Press](#)

[Amazon](#)

For signed copies: please contact the author: [sarah@comeintotheword.com](mailto:sarah@comeintotheword.com)

## TERRA NOVA NEXT STUDENT UPLOADS:

The deadline to upload student Pre-Code files for online and paper testing is rapidly approaching! **The deadline to upload student rosters is next Friday, December 12 (no extensions)**. Please submit with caution and care and follow directions verbatim to avoid errors. Scholarship Codes are included in the attached file. TN Next and InView Levels for paper testers are included in the attached file. **Please share this information with your Testing Coordinators.**

Watch the FCC TerraNova Next Student Uploads for Online and Paper Testing recording: [Click Here](#)

Step-by-step directions: <https://terranovanexttraining.com/manage-students/importing-rosters/multiple-student-upload/>

#### **STEP UP**

The quarter three enrollment deadline is **December 15, 2025, at 8:00 p.m. ET**. Private School students must be enrolled by this date to be considered for the Quarter 3 funding in February.