

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER SEPTEMBER 18, 2025



UPCOMING DATES:

- Sept. 21:** Catechetical Sunday
- Sept. 26:** “Bridging the Gap” (includes Principals’ Meeting)
- Sept 30:** Deadline for Secondary School Fall Report and EOP for Elementary and Secondary Schools
- Oct. 3:** Early Dismissal (PD)
- Oct. 9:** ESE Bootcamp (Marian Center)
- Oct 10:** End of First Quarter
- Oct. 13:** PD Day (no school)

A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

Our Church rejoiced last week as we welcomed Sts. Carlo Acutis and Pier Giorgio Frassati amongst our Canonized Saints. Both of these holy men are wonderful examples for our students. If you have not already done so, I encourage you to incorporate both Saints into lessons and prayers at your school. Several Catholic organizations and publishers have posted resources online to assist schools. Sts. Carlo Acutis and Pier Giorgio Frassati, *Pray for Us!*

We are quickly approaching our first full-day of Professional Development. Please see my recent email regarding system-level PD opportunities. Remember that there is no required system-level PD this year (schools are at liberty to plan local PD). All system-level PD opportunities can be found in RegisterMe Live.

Finally, I am looking forward to seeing you at the Bridging the Gap Conference next week (Friday, Sept. 26 at St. Brendan High School). You will recall that the Principals’ Meeting will take place during this event. See you soon!

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

BLUE RIBBON AWARD:

The US Department of Education has announced the discontinuation of the National Blue Ribbon Award. We will be making adjustments to the “Blue Ribbon Calculator” in the Elementary School Data Dashboard as a result. Our thanks to all schools who have achieved or pursued this award in the past.

CONSTITUTION DAY RESOURCES:

Visit [this link](#) for resources about Constitution Day.

CURRICULUM PERMEATION IN HIGH SCHOOLS – SELECTED RESOURCES:

“The Gospel spirit should be evident in a Christian way of thought and life which permeates all facets of the educational climate.” (The religious Dimension of Education in a Catholic School, 1988)

Curriculum permeation is the intentional integration of Catholic doctrine, history, rituals, characters, etc., into instruction across academic disciplines.

- Integrating Faith Across the High School Curriculum: (Monica Kowalski) <https://www.youtube.com/watch?v=qy60toHAffa>
- How Can a Biblical Worldview Permeate Our Instructional Practices? (Dean Ridder) <https://www.curriculumtrak.com/blog/how-can-a-biblical-worldview-permeate-our-instructional-practices-with-dean-ridder>
- Revealing Christ In All We Teach: Saskatchewan Catholic Schools (Grade 6 Health) <https://www.scsba.ca/wp-content/uploads/2019/06/Gr.-6-Health-Faith-Permeation-Document-updated-links.pdf>
- Hand-On Permeation: Utah Office of Energy Development <https://energy.utah.gov/homepage/education/curriculum/hands-on-permeation/>

- **Marin Catholic High School and Curriculum Permeation: Dr. Brett Salkeld** <https://thinkingfaith.libsyn.com/marin-catholic-highschool-and-curriculum-permeation-with-megan-bridgwater-and-chris-valdez-part-1>
- **Faith Infused Curriculum (Faith Permeation): Jennifer Woo** <https://www.redeemer.ab.ca/documents/fef48407-163a-444a-8ede-26d5b598e487/CTR%20Catholic%20Education%20Review%20Final%20Report-March%202023.pdf>

“The Church sees education as a process that forms the whole child and seeks to fix his or her eyes on heaven . . . All instruction, therefore, must be authentically Catholic in content and methodology across the entire program of studies.” (The Holy See’s Teaching on Catholic Schools, 2006)

FACTS – Reminder: Tuition and Billing must be processed through FACTS.

Grant and Aid setup. Contact Ruth Soler (K12 Account Manager)

P: 866.412.4637

E: rsoler@FACTSmgt.com

- **Do a walkthrough** by **Question Mark** in the bottom right corner for the **Resource Center** and then selecting **New School Year Setup**- Link [your new school year setup checklist](#)
- **Brochures and Resources-** [Grant & Aid Brochure](#) , [Help families with the application process](#)
- **Training-** [Grant & Aid Basics](#), [Grant and Aid Frequently Asked Questions](#), [Product Demos - FACTS Management](#)

MIDLEVEL ADMINISTRATOR MEETINGS:

As recently announced via email, Midlevel Administrator meetings have been scheduled for the following dates/times:

Elementary and Secondary:

- ESE Directors: Oct. 9, 9:00-3:00 (Marian Center, 15701 NW 37th Ave., Miami Gardens)

Elementary Only:

- Elementary Assistant Principals: Oct. 30, 9:00-2:00 (Sts. Peter and Paul School, 1435 SW 12th Ave., Miami)

Secondary Only:

All meetings are at the Archdiocesan Pastoral Center unless otherwise announced (9401 Biscayne Blvd., Miami Shores)

- Vice-Principals and Deans of Students: Oct. 27, 9:00-11:00 AM
- Counseling Chairs: Oct. 27, 1:00-3:00 PM (note change from original announcement)
- Academic Deans and Deans of Faculty: Oct. 28, 9:00-12:00 (note change from original announcement)
- Directors of Campus Ministry: Oct. 28, 1:00-3:00 PM
- Directors of Advancement: Nov. 3, 9:00-11:00 AM
- Directors of Admissions: Nov. 3, 1:00-3:00 PM

NCEA AWARDS – NOMINATE AN EDUCATOR:

The National Catholic Educational Association (NCEA) is accepting nominations for this year’s Lead.Learn.Proclaim. Awards. These awards honor those whose lives illuminate Catholic education in a special way. All schools are encouraged to consider nominating educators for these awards. For more information, see the [NCEA website](#). Nominations are accepted through Nov. 7, 2025.

NEW TEACHER HIRES - MIDYEAR:

Please remember that when creating the New Hire Offer Letter, the salary and days of work must be recalculated if the start date is after the beginning of the current school year. Example:

Salary Calculation		
Step and Lane	1B	
Step and Lane Amount	\$	45,383.82
Daily Rate	\$	238.86
Days remaining		150
Multiply by days remaining	\$	35,829.33
New Total Salary	\$	35,829.33
Percent of Scale amount		100%
Adjusted New Total Salary	\$	35,829.33

STEP UP:

Scholarship Application Dates for Private School Scholarship and Unique Abilities end on November 15, 2025. The deadline for parental acceptance is December 15, 2025.

Exceptions are:

- Dependents of active-duty U.S. Armed Forces members
- Dependent children of law enforcement officers (FES-UA only)
- Students in foster care or out-of-home care
- Students facing bullying or harassment at public school

Funding:

Deadline for Completed EMA Enrollment*	Quarterly Funds come to Step Up from FLDOE	Payment Processing & Parent Approval	Payments to Schools
June 15, 2025 (Renewal**) July 15, 2025 (New & Renewal)	August 1, 2025 (Renewal) September 1, 2025 (New & Renewal)	It takes up to two weeks to fund student accounts once funds are received from the FLDOE. Invoices will be generated in EMA as students are funded for schools and parents/ guardians to approve in EMA.	Per Statute: Payment of tuition and fees invoices for full-time enrollment will be initiated within seven business days of school and parent/guardian approval.
September 30, 2025***	November 1, 2025		
December 15, 2025	February 1, 2026		
February 15, 2026****	April 1, 2026		

STEP UP (continued): Step by Step webinar about the **AUP Process**. A one-hour walkthrough of the AUP Report requirements
Live Q&A session to address your questions. **Dates:**
September 23: 12 p.m. ET, September 29: 11 a.m. ET
October 6: 1 p.m. ET, October 8: 12 p.m. ET
November 3: 11 a.m. ET, November 5: 1 p.m. ET
December 8: 11 a.m. ET, February 4: 12 p.m. ET, February 9: 12 p.m. ET
[Webinar Registration - Zoom](#)

PROFESSIONAL MENTORING PROGRAM (PMP):

****The deadline for PMP registration is October 1, 2025**. (Feel free to bring the documentation and checks to our upcoming Principals’ meeting on September 26).**

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.

REGISTER ME LIVE (RML):

Please remember to register for upcoming professional learning opportunities in *RegisterMeLive(RML)* to ensure you receive in-service credits. These may be found on the District Calendar or listed under Classes and Meetings.