

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER



Saint Malachy School to open in Fall 2023!!

"We are blessed as we announce that we are going to reopen St. Malachy Catholic School," said Father Alfredo Rolón, pastor of [St. Malachy Parish](#) who delivered the news during Sunday Masses March 5, 2023, taking parishioners by pleasant surprise.

"It will be open as St. Malachy Catholic School as it was intended when the school was built," said an excited Father Rolón. "It is our school. St. Malachy Catholic School sounds beautiful, doesn't it?" he added, as the people sitting in the pews expressed their delight with applause.

This is the first reopening of a Catholic school in the Archdiocese of Miami since seven of them, including St. Malachy, closed in 2009.



"Lent comes providentially to awaken us, to shake us from our lethargy." — Pope Francis

A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

We are now entering the final quarter of the 2022/23 school year. While this is a very busy time of year, it is also a time to celebrate the accomplishments of our students, teachers, and administrators. I look forward to celebrating with you in the weeks ahead!

As indicated in my email earlier this week, we continue to closely monitor the debate in Tallahassee related to House Bill 1 (HB1). If passed, this bill would positively effect scholarships for the 2023/24 school year. This will require some additional education and administration on our part, as well as the part of the scholarship granting organizations (such as StepUp for Students). We will continue to release information to you as it is known, both before and after the bill is passed. I know HB1 will provide important and lasting value for our Catholic school families!

Yours in Christ

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

ACT AND PRE-ACT (HIGH SCHOOLS):

The ACT and PreACT will be administered on March 28, 2023. The Org File for each school and the Student Data Uploads have been completed and processed through Pearson Access and approved. At this point, test coordinators should have received preparatory documents for testing. Note: If new students have been added, the TC must ensure that they are added to the SDU before testing. Questions? Call or email Dr. Edwards.

The second training webinar for TC's regarding changes to online reporting for the PreACT and ACT will be held on Wednesday, April 19, 2023 at 1:00 p.m. Eastern Time. The session will cover:

1. User Roles and System Access
2. New Contract Reports with Trends (ACT Profile Reports are retired from PearsonAccess^{next})
3. Student-Level Data File in csv format in Online Reporting will replace legacy fixed width 1050 file in PearsonAccess^{next}
4. Non-College Reportable score letters available via Online Reporting only

To register, the TC can click on the following link: [Online Reporting Spring 2023 Changes - Session 2](#)

If you have not done so, principals and counselors (not just TC's) should review the **guidelines for implementation of the digital SAT suite of assessments**. Materials for review have been provided to principals. If you need assistance, contact Dr. Edwards.

FACTS: Please read the important message below from FACTS.

FACTS recently became aware of an issue affecting FACTS Grant & Aid Assessment that prevented some required questions from being included in the application validation process. Meaning there was a required question that parents were able to skip without answering the question affecting your application was in regard to the monthly alimony payments.

In total you had 77 applications affected. FACTS will implement a data fix during the overnight hours of March 16, 2023. This fix will incorporate the validation of the impacted questions into your 2023-2024 applications. This change will move any impacted application, regardless of whether it is complete or not, to a status of Incomplete, until the required questions have been answered.

Affected applicants will receive an email notification from the FACTS Grant & Aid system that their application is incomplete. Applicants will need to log back into their application and provide a response to the required questions and resubmit their application. All impacted applications will remain in an incomplete status until the required questions are answered.

HOME LANGUAGE SURVEY

As per policy #309.03, please make sure that your initial student application includes the Home Language Survey (HLS).

- The form can be found in the E-Library. These questions can be included on your AdmissionsPlus online form but please place it in a separate section so that the responses can be printed/shared.
- The completed HLS form should be printed (if completed digitally) and filed in the student cumulative folder as part of his or her permanent record.
- This form only needs to be completed by the parent once, upon enrollment and does not need to be completed every year unless a change in the home/family warrants different answers to the questions.
- Common HLS Issues:
 - Explain to the Parent/Guardian that this is about the student's first language; the language that is spoken at home with and by the student.
 - Verify that the information on the survey makes sense. For example, English/English listed for Parent & Student Languages, with YNN responses. (If a language other than English is used in the home, then the student's language can not only be listed English; another language should also be listed.)
 - The student's language cannot be listed as just English unless all the responses are also "No."
- More information will be forthcoming as to how this information will be leveraged to garner more support, including Title III funding.

PERFORMANCE REVIEWS 2023 FOR NON-INSTRUCTIONAL EMPLOYEES

This Webinar will present all you need to know for the evaluation of employee (non-instructional) performance: **Appraisal Tool** for 2023; **Rating Guide** to assist the evaluator; **Self-Assessment**; **Scoring sheet** for applying numerical values to the scores; How to **apply scores** to the annual, performance-based salary increases. This session also includes **tips** for the manager (evaluator) - employee (evaluated) performance review meeting. Presenter: Lisa Pinto, Senior Director of Human Resources

Please click [here](#) to view the available dates and times and register.

PRINCIPALS' MEETING IN AUGUST 2023:

Please note that the date for the Opening Principals' Meeting for the 2023/24 school year has been changed to *Friday, Aug. 4* (from Thursday, Aug. 3). This meeting will take place at St. Brendan High School. Please note this change in your calendar. School pastors will be invited to the afternoon session of the day.

PROFESSIONAL DEVELOPMENT (FACTS):

Link to Webinar Series

<https://event.on24.com/wcc/r/4120752/C6C70357BD9D4CEEDF3208C3A961C2B1/4539066>



We have someone we'd like you to meet! It is a pleasure to introduce you to EMA, your Education Market Assistant, who will help you manage scholarship accounts beginning with the 2023-24 school year.

Enjoy the video below, and please sign up for a webinar that will provide all of the important details. We strongly encourage all schools to attend a webinar for critical updates regarding your 2023-24 scholarship students.

Click the image below to watch the video.



You know best, EMA does the rest.

WEBINARS FOR SCHOLARSHIPS: Please have the individual who oversees the scholarships for your school attend a webinar. During the webinar, we will share information you need to be aware of ahead of the next school year.

Webinars are offered on 3/23, 3/24, 3/28 and 3/29. [Click here to sign up.](#)

2023-24 Scholarship Updates: Beginning later this spring, current FTC/FES-EO and FES-UA families will be able to complete the Intent to Continue process for the 2023-24 school year to let us know their child will continue using the scholarship. As a reminder, students utilizing a scholarship in the current school year are “Once-In, Always-In” meaning they may be automatically awarded a scholarship for the 2023-24 school year as long as they complete their Intent to Continue.

New families will also be able to apply around that time. Please direct any new families to the scholarship website to sign up to receive updates on when applications will be available.

Please monitor your email for more information about EMA, as well as updates on the 2023-24 Intent to Continue and application processes. *(The only action you need to take right now is to sign up for a webinar.)*

UPCOMING EVENTS:

- High School Vice-Principals and Dean Meeting: March 27, 9:00-12:00 (ADOM Pastoral Center)
- High School Campus Ministry Directors Meeting: March 27, 1:00-3:00 PM (ADOM Pastoral Center)
- High School Athletic Directors Meeting: March 29, 9:00-12:00 (Monsignor Pace HS)
- New Principals’ Meeting: March 31 (St. Mark)
- Elementary AP Meeting: April 18, 9:00-11:00 AM (ADOM Pastoral Center)
- Mental Health Counselor Meeting: Time: Apr 25, 2023 at 10:00 AM;
<https://us02web.zoom.us/j/83553893168?pwd=NytreStoWFYvY0FwRzVyKzIPNjN4QT09>
- Mental Health Task Force: Time: Apr 25, 2023 at 01:00 PM;
<https://us02web.zoom.us/j/88178979426?pwd=aWNYckpzZEx1L2o1V2Eva1lyS3ltUT09>
- Principals’ Meeting: April 27 (Archbishop McCarthy High School)

DUE DATES:

- April 3: Elementary School Budget template and Sign Off form are due to OCS
- Prior to May 1: Any outstanding documents for scholarship compliance are due to FLDOE
- June 16: Contract/Employment letters are due to the OCS