

# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

## PRINCIPAL NEWSLETTER DECEMBER 19, 2024



### UPCOMING EVENTS:

- Dec. 20:** Last day of classes, end of the quarter/semester; Early Dismissal
- Dec. 23-Jan. 3:** Christmas Break
- Jan. 10:** Early Dismissal (Staff PD)
- Jan. 16:** Principals' Meeting (St. Timothy)
- Jan. 20:** MKL Day (No School)
- Jan. 24:** HS Admissions Letters
- Jan. 26-Feb. 1:** Catholic Schools Week
- Jan. 29:** All Schools Mass (10:30 AM, St. Mary Cathedral)

### A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

We are in the final hours of classes before the start of Christmas Break. I hope that you and your school community receive some well-deserved rest in the days ahead. This is truly a time of reflection and joy as we celebrate the birth of our Saviour. May the peace of the Holy Nativity reign throughout our schools, homes, and families!

Remember that the Office of Catholic Schools (OCS) will remain open throughout Christmas Break (with the exception of Dec. 25, Dec. 26, and Jan. 1), although individual OCS staff members will be using vacation time during some of the Break.

We are currently finalizing the Master Calendar for the 2025/26 school year and hope to release it shortly after Christmas Break. This calendar should be used to develop your own local school calendar. We will also be releasing the Salary Spreadsheet in early January amongst other important forms.

May you have a Merry Christmas and a blessed new year!

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

### CERTIFICATION:

**HUGE NEWS!!!** Teachers may now earn dual RDG and ESE credit from a SINGLE course! To qualify, the course must cover Reading Instruction and Teaching Students with Disabilities.

#### BEESS PLA Online Courses:

Differentiating Reading Instruction

#### BEESS Independent Study Courses:

Reading Difficulties, Disabilities, and Dyslexia

Structured Literacy through a Multi-Sensory Approach

#### Beacon Educator:

Reading Challenges: Structured Literacy for All

Reading Challenges 1: Dyslexia and More

Reading Challenges 2: Structured Literacy

**Coordinators:** Please note that dual credit courses will have a new component in RML. 02-014-001 (ESE RDG) Instructional Methodology in Reading for ESE

### CURRICULUM CARAVAN 2025

The Office of Catholic Schools is excited to present a Curriculum Caravan of representatives and partners from various textbook publishing companies, such as Sadlier, Great Minds, SuperKids, RCL Benzinger, Learning.Com, School Specialty, Ray Dass, to name a few. The event is open to principals, assistant principals, curriculum directors/coordinators, instructional coaches, ESE directors.

Refreshments provided.  
**Location:** Nativity Catholic School (Parish Hall)  
**Date/Time:** February 4, 2025 @ 9am-1pm

**CLINICAL EDUCATOR TRAINING (CET) 2025:**

Clinical Educator Training will be offered again asynchronously through CAVA **January 14 – February 7, 2025**. The course is open to qualified educators with the responsibility of conducting teacher observations (principals, assistant principals, mid-level administrators, deans, and department chairs) or educators serving as a PMP mentor or teacher intern supervisor. Qualifications include: Master’s Degree in Educational Leadership or Master’s Degree and Clinical Educator Certificate. See the course information below as well as the **attached flyer**. Contact Dr. Rebeca Bautista ([rbautista@cava.academy](mailto:rbautista@cava.academy)) for questions about navigating the CAVA platform or Dr. LaTonya White ([lwhite@theadom.org](mailto:lwhite@theadom.org)) for questions about the course.  
**Registration Dates: December 19 – January 10**  
Registration Link: <https://cavaal.geniussis.com/PublicWelcome.aspx>  
Number of MIP: 15 Leadership Points (with successful completion)  
Class Size: 15 participants  
Cost: \$45 per person  
Mandatory Course Orientation via Zoom during the course

**FORMATION OPPORTUNITIES FROM ST. THOMAS UNIVERSITY:**

The Campus Ministry program at St. Thomas University is offering several formation opportunities for students and adults. These include:

**Listen, Teach, Send Workshop**

- **Date:** Thursday, January 9th
- **Time:** 10:30 AM
- **Location:** Convocation Hall, St. Thomas University

This workshop will explore the new *Listen, Teach, Send* framework approved by the U.S. Conference of Catholic Bishops in June 2024. Rooted in the Gospel story of the road to Emmaus, this framework provides guidance for accompanying and evangelizing youth and young adults. It’s open to anyone in your school community who works with students in faith-based roles (e.g., principals, campus ministers, theology teachers). Lunch will be provided. **Register here:** [Workshop Registration](#)

**Jubilee of Hope, Catholic Schools Week kickoff with Tony Melendez**

- **Date:** Thursday, January 23rd
- **Time:** 10:00 am
- **Location:** St. Thomas University

Kick off Catholic Schools Week with an inspiring day of prayer and reflection featuring Tony Melendez, who will share his testimony of hope through music. This event is open to all high school students and will encourage participants to live as witnesses of hope. Lunch will be provided. **Register here:** [Day of Reflection Registration](#)

**REMINDER ACT :**

**High Schools**

Any ACT Invoice for products including Pre ACT, ACT, and Benchwarmers, **must** be sent to the Office of Catholic Schools (OCS). Payments will be processed and billed back to the High School.

**STEP UP IMPORTANT DATES:**

TOPIC	DATE:
<b>SCHOLARSHIP Compliance Form- complete, print, and mail the original, signed and notarized 2025 original your compliance with the FLDOE</b>	February 1, 2025
<b>Students must be enrolled in EMA to be presented to the FLDOE for 50% scholarship funding. Only students previously eligible on the 1/15/25 file can be included in subsequent funding files.</b>	January 15, 2025
<b>Quarter (Completed by Dec15) Funds come to SUFS from DOE</b>	February 1, 2025
<b>Next Deadline for Completed EMA Enrollment</b>	February 15, 2025
<b>Previously enrolled and funded students who have transferred can be enrolled as late as this date.</b>	February 15, 2025
<b>Quarterly Funds come to SUFS from DOE</b>	April 1, 2025
<b>Outstanding compliance issues must be resolved</b>	April 1, 2025

### STEP UP – OTHER ANNOUNCEMENTS:

The guidelines for the Agreed Upon Procedures for the 2024-2025 and 2025-2026 school years have now been published. In the upcoming year, there will be webinars to communicate the updates and requirements to schools and CPAs. See link:

[Agreed Upon Procedures For Schools - Step Up For Students](#)

If your records show discrepancies or if you believe the amounts being deducted are incorrect, please email us at [accountsreceivable@sufs.org](mailto:accountsreceivable@sufs.org). Be sure to include: The Receivable invoice number, The student's name, The student ID (SID), The School Name, The School's DOE Number.

Review Billing Slides for guidance on receivables and overpayments (Office Hours) [Office Hours December 2024](#)



WE WISH YOU A MERRY CHRISTMAS  
FROM THE SECRETARIAT OF CATHOLIC EDUCATION!