
ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER



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.



A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

With the start of June, we are now in the final days of the school year. I hope this is a time of celebration and affirmation for you and your school community!

Amongst your many end-of-year tasks, remember to submit your Goals Form by Monday, June 16. This form should be signed by your pastor (if elementary) or me (if secondary). I hope that the process of defining goals is helpful to you as you plan for the coming year.

May God bless you as we reach the conclusion of the school year!

Yours in Christ

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

ANNUAL SAFETY REPORTS: If an unexpected event prevented you from submitting annual safety reports, please note they were due to the office of the Associate Superintendent by **June 1, 2023**. Forms for the reports: **Log of Required School Drills and General School Safety Checklist** are available in the E-Library or principals may request a copy from the Associate Superintendent, Dr. Edwards.

CUMULATIVE FOLDERS: The following printing company will print new cumm folders for the elementary schools:

Black Dog Printing
954-270-8755
blackdogprint@outlook.com
Judy Fossas Agnew

DA Ed Talk on Tech: If you are future-focused, you and/or your IT director may be interested in attending a 20-minute DA Ed Talk on Thursday, June 8th at 2 pm ET, entitled [Future-Proofing K-12 Networks to Better Support Digital Learning](#). You will learn how new enhancements to wi-fi networks can better support digital teaching, learning and collaboration, how cloud-based analytics and AI will transform IT infrastructure in K-12, and the essential capabilities and features needed to ensure your network is ready to meet the demands of the future.

Even if you aren't able to attend the live event, feel free to [register](#) and you will receive access to the presentation and the event recording.

EANS (REMINDER): You must submit the required EANS inventory by June 2. Please refer to an email sent to you on May 23 from EANS Inventory. If you do not submit the required inventory list, your remaining funds will be frozen.

EARLY LEARNING COALITION: All Voluntary Prekindergarten (VPK) Programs must implement the Coordinated Screening and Progress Monitoring Program known as **Florida's Assessment of Student Thinking (FAST) using Star Early Literacy** as required by s. 1002.68, F.S. Three Progress Monitorings (PM1, PM2, and PM3) must be administered to ensure compliance with assessment administration.

The assessment site can be accessed by Miami-Dade and Monroe Providers at: <https://global-zone05.renaissance-go.com/welcomeportal/8478158>. Administrator Login credentials have been emailed from Renaissance to the VPK program director listed on the Provider Portal.

EUCCHARISTIC RETREAT: All faculty and staff are welcome to attend our upcoming EUCCHARISTIC RETREAT on JUNE 10th. Please see the following link for more information:
[https://www.miamiarch.org/atimos/event_images/2023/05/Eucharistic_Retreat_\(2\)_1683315379.pdf](https://www.miamiarch.org/atimos/event_images/2023/05/Eucharistic_Retreat_(2)_1683315379.pdf)

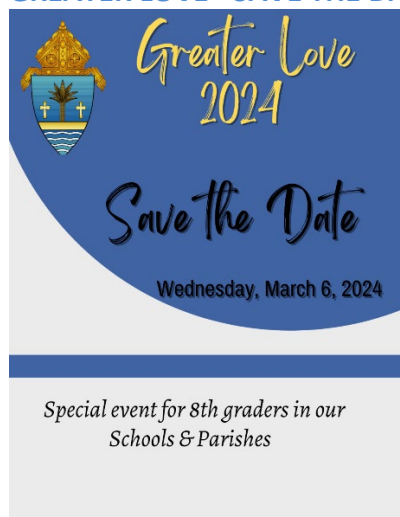
Renewal Points: 10 hours

To register: <https://www.eventbrite.com/e/i-will-always-be-with-you-eucharistic-retreatsiempre-estare-con-ustedes-tickets-631096475547>

FIREARM SIMULATION APPLICATIONS: Recently, the Department's Office of Safe Schools (OSS) learned of two increasingly popular, but potentially dangerous, applications that students can download to their mobile devices and tablets: Weaphones and iGun Pro. These applications are designed to mimic the sound of loading, racking and firing a real firearm. The use of such an application on a school campus could create confusion, fear and hysteria, and put students at risk.

Given the prevalence of mobile phones on school campuses and the fact that these apps are easily accessible to students, we kindly ask that you swiftly notify your district employees, all safe-school officers and local law enforcement agencies about these apps so they are made aware and can advise students not to use them during school and school-related activities.

GREATER LOVE - SAVE THE DATE:



FROM THE OFFICE OF HUMAN RESOURCES: Please have your facilities staff conduct an inventory of safety signage (such as "Authorized Personnel Only"; "Watch Your Step", and other signage) around your facilities, for the protection of your workers in addition to students and visitors. They should also take the opportunity to critically assess any additional needs in this area.

Also, it's imperative that no unauthorized person removes any safety signage. Workers and volunteers who prepare and decorate rooms for events should not be permitted to remove any safety signage. The removal of safety signage must be preceded by a written request to the principal, who will review the request and substitute another safety measure if the risk still presents itself.

HURRICANE PREPAREDNESS: June 1 marks the beginning of Hurricane Season in South Florida. Earlier this week, you should have received an email from David Prada (through Dr. Rigg) with a Hurricane Preparedness Guide and an Emergency Contact Form. Please complete and return the Contact Form to bpclerk@theadom.org by Monday, June 12.

NEW PRINCIPALS: The new principals for the 23-24 school year are:

- **Ms. Amanda Delgado** (Sts. Peter and Paul)
- **Mr. Arlee Pabustan** (St. Helen)
- **Dr. Jacqueline Schuck** (St. Bernadette)
- **Mr. Kevin Molina** will become principal of Archbishop McCarthy High School, with current principal Richard Jean transitioning to the role of President. He currently serves as Vice-Principal of McCarthy.
- **Ms. Joanna Morris** will become principal of the elementary school at the Basilica School of St. Mary Star of the Sea (Key West). Current principal Robert Wright will transition to President of the school while still serving as principal of the high school. Ms. Morris is the school's current Director of the Elementary program.

VPK-POWER OF ATTORNEY FORM: Dear Elementary Leaders and Stand-Alone Preschool Directors:

As we complete the school year, you may be asked to update and re-submit the “Power of Attorney” form, which is a requirement for VPK. If you have this need, please contact Rosa Alvarez in the OCS at rmalvarez@theadom.org. She can work with you to generate the form and obtain the signature of Sr. Elizabeth Worley, who will sign on behalf of the Archbishop. Please do not contact our attorneys or the Archbishop’s office for this form.

UPCOMING EVENTS:

- June 12: Religion Standards Training at St. Rose of Lima.
- June 14: Last day for teachers
- June 20: Teacher Evaluator Training at Monsignor Edward Pace High School.

DUE DATES:

- June 12: Hurricane Emergency Contact Form due to bpclerk@theadom.org.
- June 16: Contract/Employment letters are due to the OCS
- June 16: Signed Principal Goals Forms due to the OCS