

# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

## PRINCIPAL NEWSLETTER



**CONGRATULATIONS** to St. Malachy School (Tamarac) as they welcome their first Catholic students in almost 15 years!! St. Malachy is reopening with a PreK and Kindergarten this year. We are thrilled to re-welcome St. Malachy back to our Catholic school family!



**REQUEST:** We are collecting a photograph of the first day from every school. Please send a photo via email to Brenda Cummings ([bcummings@theadom.org](mailto:bcummings@theadom.org)). We want to celebrate with you as the school year begins!



**HAPPY NEW SCHOOL YEAR!**  
(bulletin board from St. Mark School)

### A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

This week, we welcomed back our students for the 2023/24 school year. Know that you and your school community are in my prayers as the year begins. May God give us all the “faith to move mountains” in the months ahead!

School begins amidst some very hot temperatures in South Florida. Please use good judgement in allowing students to participate in outdoor activities (i.e. recess, PE, after-school athletics, etc.). When the heat index is above 95 degrees, you should limit (or even pause) outdoor activities. When students are outdoors, adults should monitor them carefully and ensure breaks and lots of hydration. Heat exhaustion is real, and we need to keep our students healthy and safe!

Happy new year!

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

**ACCREDITATION WEBSITE:** The main website for your accreditation work is <https://eas-ed2.accreditrac.com/>. Please give your committee chairs access to this website. Schools in year seven (preparing for an onsite visitation this school year) continue to use the 2022-2023 column and school year on the website. Everyone else is using the new column and school year, 2023-2024.

### CATECHIST CERTIFICATION VIRTUAL CLASSES: 2023-2024

Fall 2023 - Virtual Session

Registration: September 18 - September 29

Session: October 9 - November 17

Spring I 2024 - Virtual Session  
Registration: January 8- January 19  
Session: January 29 - March 8

Spring II 2024 - Virtual Session  
Registration: March 18 - March 27  
Session: April 8 - May 17

Summer 2024 - Virtual Session  
Registration: June 3 - June 14  
Session: June 17 - July 26

#### DISQUALIFICATION LIST:

If you need your login credentials:

- Contact Randy Kosec, Jr., Chief of the Office of Professional Practices Services at the Florida Department of Education. His office phone number is 850-245-0438 and his email address is [randy.kosec@fldoe.org](mailto:randy.kosec@fldoe.org).

If you have your login credentials but can't click on the Disqualification List button:

- After signing in and seeing the blue Disqualification List button that you can't click on, look to the top right of your screen and click on the button that says "Sign in." Although counterintuitive because you already signed in, this website makes users sign in again to be able to click on the button for Disqualification List.
- Verify that you are signed in again by looking at the top right corner. It should now say your name or username.
- Once you are signed in again you will see the same screen with blue button but now it will let you click on it.

Every couple of months you will also receive an email from [svc-fim-service@fldoe.org](mailto:svc-fim-service@fldoe.org) advising you that the password is going to expire and needs to be changed. Please whitelist this email address to ensure you are receiving the emails and update the password accordingly. If needed, you can reset your password as long as you have your username.

**ELEMENTARY SCHOOL PRINCIPALS AND EARLY EDUCATION PROGRAM DIRECTORS:** If you have an early education program, please make sure you are keeping your employee roster up to date in the Clearinghouse. You cannot renew your DCF license or your DCF religious exemption from licensure if this roster is not up to date. Please contact the office of Background Screening at: (888)352-2849 if you require assistance. Here is the link to an instructional video that will show you how to create your roster and add employees to it. <https://www.youtube.com/watch?v=wZtyGs20Zj8>

**ESE BOOTCAMP:** Save the date for you and your new and seasoned ESE Coordinators!

**When:** September 1, 2023

**Where:** Marian Center (15701 NW 37th Ave, Opa-locka, FL 33054)

**Time:** 8:30am – 3:15pm (Lunch will be provided)

**Bonus Time:** 3:15pm - 4:15pm (Q&A period with ADOM and ADAC)

**Topics:** The musts of IDEA, ADA & Section 504 for Catholic schools, The IDEA opportunity, Building collaboration with families of struggling students, Partnering with parents workshop, Multi-Tiered System of Supports/Response to Intervention, SMART Goal Writing, Implementing the referral process for both privately- and publicly funded evaluations, ILP vs. AP information & workshop, Creative problem solving at the ADOM, and Policy Updates.

Register in RML.

**FCC ADMINISTRATORS' CONFERENCE – HOSTED BY THE DIOCESE OF ST. PETERSBURG:** Please make sure to [register for this amazing conference](#), as soon as possible. It is **November 13-14, 2023** at the Wyndham Grand on Clearwater Beach. All principals, assistant principals, presidents, deans, directors, and lead teachers are welcome to attend.

**FEDERAL PROGRAMS: BROWARD:** Thank you for your participation in the Timely and Meaningful Consultation Meeting for participation in 23-24 services. The last and final PSW window will be open **until 4:00 pm on October 31, 2023. It is critical that you access PSW as soon as possible to:**

- [Enter new students](#)
- [Create referrals](#)
- [Generate parent consent](#)
- [Make corrections](#)

For your convenience, the video presentation has been uploaded (click the Video tab to access) and updated 23-24 Grant Facilitator Assignments List (click the Forms tab to access) in PSW.

**FEDERAL PROGRAMS: MIAMI-DADE:** The ESES Student Referral for Services Phase (Phase III) is now available for access for the 2023-2024 school year. This phase consists of downloading the list of eligible addresses for this year (submitted on Phase II during the Spring) on the ESES Public School Attendance Boundary Determination Report option and match each address with record of the student by referring to the Student Identifier Number you assigned that student when you entered his or her address in Phase II. At this juncture, you will need to enter the subject area(s) the student will need services in and the Referral type, if Teacher or Parent.

Please find attached a step-by-step guide for this process. **Complete Phase III as soon as possible, so services can begin promptly. All services are expected to be in session by Monday, September 11th, 2023.**

**Please note that tutoring may not commence until the parental consent form (See attached for English and Spanish versions, Haitian Creole available upon request) is collected and the ESES Student Referral Form for each student is completed online. Once**

**you complete your referral list, please let us know via email, so we can extract the report and provide it to your elected provider to start services.**

Thank you for your cooperation. If you need additional information or assistance, please call our office at 305-258-4115 Ext. 2032. We will be more than happy to assist you!

**HACKERS AND SCAMMERS: ALERT!!** The hackers and scammers are becoming more and more sophisticated. Please ensure that you are taking the following precautions:

- Do not pay ANYTHING online without verifying that the email address to where you are sending the payment, is correct. One savvy scammer hacked into an employee's email account, saw correspondence regarding a payment, BLOCKED the actual vendor's email address from receiving emails from the ADOM employee, and "answered," posing as the vendor with the "correct" information as to where to send the money. One of our Finance employees noticed that the email address from the impostor was off by one digit and intervened to prevent a payment from being made. This was critical, quick thinking on her part. Please **read email addresses carefully** from the reading pane before clicking into anything – even if off one digit, it's a scammer/hacker.
- If a "vendor" seems in a hurry to get the payment – it's a hacker/scammer.
- If someone sends you an email requesting a change in banking information, don't act on it. Report it. If someone CALLS you on the phone, don't act on it – **AI** has made such calls! In other words, never act on requests to change banking information without verifying the request with the person standing in front of you or through Zoom or some other virtual platforms.

**NEW ADMINISTRATOR INTEREST:** New Administrators Institute is organized by the Diocese of St. Augustine for the whole province. It is **September 26-28, 2023**. Any administrator new to their school in the last three years is encouraged to attend; this includes assistant principals, presidents, etc. It will be held at the San Pedro Spirituality Center in the Orlando area, this year. [Please register](#), as soon as possible. Federal entitlement funds will cover some of the costs. For more information about reimbursements for this conference, visit the following link: [Conference Travel Reimbursement \(google.com\)](#).

**RESPECT LIFE EDUCATIONAL AND BABY BOTTLE CHALLENGE:**

- Bottles will be dropped off at schools **the week of September 18<sup>th</sup> - please let your front office & security know that they will be arriving.**
- **This is most importantly an educational campaign to educate** on the dignity and sanctity of all life from conception to natural death. Our hope is that bottles will not be randomly distributed for a "collection". (Our policy is to NEVER do an "ask" without education). Please ask your teachers to teach the lessons and THEN begin a baby bottle drive.
- We have purchased USCCB Respect Life posters for each school and prayer cards & baby bottles for EVERY student. This year's theme is "Radical Solidarity."
- The Office of Respect Life will be sending instructions, letters to parents, and resources to the schools, hopefully by September 1. The schools will also receive the same materials in a packet when the bottles are delivered, along with a poster, prayer cards, and a copy of St. John Paul II's encyclical, The Gospel of Life.

**SCHOOL FORMS:** Remember to complete your start-of-year forms by Monday, Aug. 21. The forms were distributed by Dr. Rigg several days ago. To access these forms, use the following links:

- [School and Principal Contact Information](#)
- [School Events](#)
- [Coordinators/Personnel](#)

**SCHOLARSHIP COMPLIANCE WEBINAR:** Meeting will be via Zoom. The link will be provided prior to the meeting date of September 21, 2023. All school Principals must have one representative from their school attend. If you have any questions, please contact Beatriz Ramirez at [bramirez@theadom.org](mailto:bramirez@theadom.org).



**ACCREDITATION WEBINARS – GENERAL, CYCLE YEAR, DOMAINS, ETC.:** The FCC (Florida Catholic Conference) will host many video meetings and webinars, again this school year. The sessions begin at 3:30 p.m. eastern. They will be recorded. The recordings and the slide decks will be posted on the [www.eas-ed.org](http://www.eas-ed.org) site in the Administrator Information section. We have included all of the scheduled meetings and webinars here, by topic. On the day of the meeting you wish to attend, click on the link below. (The links are also available on the [website](#).)

Preparing for a Third Year Review this Fall (Cycle Year 3)		
Date	Link	Webinar/Meeting
Wednesday, August 16, 2023	<a href="#">Accred Meeting</a>	Fall TYR Cohort
Tuesday, October 17, 2023	<a href="#">Accred Meeting</a>	Fall TYR Cohort



<b>Preparing for a Third Year Review in the Spring (Cycle Year 3)</b>		
<b>Date</b>	<b>Link</b>	<b>Webinar/Meeting</b>
Wednesday, October 18, 2023	<a href="#">Accred Meeting</a>	Spring TYR Cohort
Tuesday, January 9, 2024	<a href="#">Accred Meeting</a>	Spring TYR Cohort
<b>Preparing for an Accreditation Site Visit this Fall (Cycle Year 7)</b>		
<b>Date</b>	<b>Link</b>	<b>Webinar/Meeting</b>
Tuesday, August 22, 2023	<a href="#">Accred Mtg</a>	Fall Visit Cohort
<b>Preparing for an Accreditation Site Visit in the Spring 2024 (Cycle Year 7)</b>		
<b>Date</b>	<b>Link</b>	<b>Webinar/Meeting</b>
Wednesday, August 23, 2023	<a href="#">Accred Meeting</a>	Spring Visit Cohort
Tuesday, October 10, 2023	<a href="#">Accred Meeting</a>	Spring Visit Cohort
Thursday, November 9, 2023	<a href="#">Accred Meeting</a>	Spring Visit Cohort
<b>CIPA Fall Cohort (Cycle Year 6 - Site Visit Fall 2024)</b>		
<b>Date</b>	<b>Link</b>	<b>Webinar/Meeting</b>
Thursday, August 24, 2023	<a href="#">Accred Meeting</a>	CIPA Fall Cohort
Wednesday, October 11, 2023	<a href="#">Accred Meeting</a>	CIPA Fall Cohort
Tuesday, November 7, 2023	<a href="#">Accred Meeting</a>	CIPA Fall Cohort
Wednesday, January 10, 2024	<a href="#">Accred Meeting</a>	CIPA Fall Cohort
Tuesday, April 23, 2024	<a href="#">Accred Meeting</a>	CIPA Fall Cohort
<b>CIPA Spring Cohort (Cycle Year 6 - Site Visit Spring 2025)</b>		
<b>Date</b>	<b>Link</b>	<b>Webinar/Meeting</b>
Thursday, January 11, 2024	<a href="#">Accred Meeting</a>	CIPA Spring Cohort
Thursday, February 29, 2024	<a href="#">Accred Meeting</a>	CIPA Spring Cohort
Thursday, April 25, 2024	<a href="#">Accred Meeting</a>	CIPA Spring Cohort
<b>Early Education Program Centers Cohort</b>		
<b>Date</b>	<b>Link</b>	<b>Webinar/Meeting</b>
Tuesday, August 29, 2023	<a href="#">Accred Meeting</a>	EEP CIPA Cohort
Thursday, October 19, 2023	<a href="#">Accred Meeting</a>	EEP CIPA Cohort
<b>Domain Webinar Series (All Cycle Years)</b>		
<b>Date</b>	<b>Link</b>	<b>Webinar/Meeting</b>
Wednesday, August 30, 2023	<a href="#">Accred Meeting</a>	Mission & Catholic Identity Domain
Wednesday, February 21, 2024	<a href="#">Accred Meeting</a>	Mission & Catholic Identity Domain
Thursday, August 31, 2023	<a href="#">Accred Meeting</a>	Governance & Leadership Domain
Thursday, February 22, 2024	<a href="#">Accred Meeting</a>	Governance & Leadership Domain
Wednesday, September 6, 2023	<a href="#">Accred Meeting</a>	Academic Excellence Domain
Tuesday, February 27, 2024	<a href="#">Accred Meeting</a>	Academic Excellence Domain
Thursday, September 7, 2023	<a href="#">Accred Meeting</a>	Operational Vitality Domain
Wednesday February 28, 2027	<a href="#">Accred Meeting</a>	Operational Vitality Domain
<b>Early Education Program Domains (All Cycle Years)</b>		
<b>Date</b>	<b>Link</b>	<b>Webinar/Meeting</b>
Tuesday, September 19, 2023	<a href="#">Accred Meeting</a>	EEP M & CI and AE Domains
Tuesday, March 5, 2024	<a href="#">Accred Meeting</a>	EEP M & CI and AE Domains
Wednesday, September 20, 2023	<a href="#">Accred Meeting</a>	EEP G & L and OV Domains
Wednesday, March 6, 2024	<a href="#">Accred Meeting</a>	EEP G & L and OV Domains
Thursday, September 21, 2023	<a href="#">Accred Meeting</a>	EEP Health & Safety Checklist
Thursday, March 7, 2024	<a href="#">Accred Meeting</a>	EEP Health & Safety Checklist