

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER



UPCOMING EVENTS:

- Principal Meeting at St. Brendan High School: August 4
- New Teacher Meeting: Monday, August 7
- First Day for Teachers: August 8
- High School Board Orientation: August 10
- ESE Symposium: August 10
- First Day of School: August 16



Faith to Move Mountains

A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

Dear School Leaders,

With the month of August underway, we are now entering the start of the school year. I hope you share my excitement as we welcome back our teachers next week, and our students on Aug. 16. This is a busy but joyous time of year!

I look forward to seeing you at our opening Principals' Meeting on Friday. At this meeting, I will be providing you with an overview of our current enrollment and academic performance, as well as our finalized priorities for the 2023/24 school year. My hope is that this information encourages and focuses your own efforts as you lead your school. It is gratifying to be part of an Archdiocese where our system is growing and thriving!

Know that you and your school community are in my prayers as the year begins!

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

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.

HIGH SCHOOL STUDENT JOURNALISM COURSE: A small team of Catholic journalists, most of them members of the Catholic Media Association, have launched a 12-week course aimed at raising up new journalists for the Catholic press.

“Telling Truth in Charity: Introduction to Catholic Journalism” will be offered online from Sept. 25 to Dec. 11. The weekly classes will provide basic skills training in interviewing, writing and copyediting. More specific to Catholic journalism, participants will also learn about Church teaching on social communications, theological reflections on journalism, ethics, and the characteristics of the Catholic journalist.

[Course aims to raise up new generation of Catholic journalists - CMA \(catholicmediaassociation.org\)](https://catholicmediaassociation.org)

HUMAN RESOURCES:

Employee Requests for Information: The Office of Human Resources and the Benefits / Health Plan Office are receiving an increased number of calls and emails from school employees requesting basic information about Paylocity, the retirement programs, FMLA, paid-time-off policies and employee benefits. We are seeing that most of the information employees seek should have been provided by the school HR / Payroll person (or bookkeeper) who is our liaison with your school. When your designated HR / payroll team member contacts us regarding an employee’s question that they are unable to answer, we help them to update their own knowledge on the subject matter, which they can in turn help your other employees who are in need of the same information. Please remind your employees that their first point-of-contact on these issues is your school’s HR / payroll person.

From the Office of Human Resources:

We are working with Paylocity to create time-off accrual codes to better administer teacher-aide personal days. Until now, teacher aides who request personal days use the sick-day time-off request in Paylocity, and your payroll processor makes a manual note that the given day is one of the teacher aide’s two allotted personal days. Unlike teachers, who have the benefit of each year’s bank of sick and personal days front-loaded at the beginning of the school year, teacher aides, like other non-faculty, accrue these days. The codes should be live by next week; we will be scheduling virtual sessions for school HR / Payroll persons the first week of August, for information on the codes and their usage.

I-9 Forms: Be certain that you are using the current-9 form for employees. This form reflects an 8-1-23 distribution date. The form is available on the [USCIS website](https://uscis.gov) or through the Archdiocesan Human Resources office.

FROM THE OFFICE OF SAFE ENVIRONMENT: We have recently bid farewell to Erica Lanza, our Fingerprinting Coordinator for the past 12 years. To prevent any disruption in service during this critical hiring time, Myriam Leinweber will be covering all Fingerprinting Office responsibilities until further notice. As a reminder, final determination on eligibility for service in ministry for volunteers will be issued through Mary Ross Agosta; employees through Lisa Pinto. Thank you!

NATIONAL STUDY OF ENGLISH LEARNERS IN CATHOLIC SCHOOLS: The University of Notre Dame needs your help to better understand the landscape of English and multilingual learners in Catholic schools. Your participation in this national study is an important contribution to the body of knowledge in the field. It is important that we hear from **ALL** school leaders, even if you do not currently serve English learners. **School leaders who complete the 15-minute survey by Friday, August 4th, will be eligible for a drawing to win a \$100 gift card.**

[Qualtrics Survey | Qualtrics Experience Management](https://qualtrics.com/survey)

REGISTER ME LIVE: Please send all RML updates to bcummings@theadom.org. When adding new teachers, include their full name, email address, and if they are transferring from another ADOM school.

REGISTRAR VIRTUAL MEETING: Registrars’ Training Session on SEVIS procedures for International Students on August 25th, 2023, at 10:00 am. Please click the link to registrar: [Microsoft Forms](https://forms.office.com)

We will send out a reminder the week of the meeting with the link. If you have any questions, please contact Rosa at rmalvarez@theadom.org.

REPORTING CERTIFIED EDUCATOR MISCONDUCT TO FLDOE: State law requires that each school/district file in writing with the department all legally sufficient complaints within 30 days after the date on which subject matter of the complaint comes to the attention of the school/district. A complaint is legally sufficient if it contains ultimate facts that show a violation has occurred as listed below.

The school/district shall include all information relating to the complaint which is known to the school/district at the time of filing. After alerting the Superintendent and other relevant authorities, principals must report to the FLDOE Office of Professional Practices the name of any person with an educator certificate who:

- Obtained or attempted to obtain an educator certificate by fraudulent means.
- Knowingly failed to report actual or suspected child abuse as required in s. 1006.061 or report alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student as required in s. 1012.796.
- Has proved to be incompetent to teach or to perform duties as an employee of the public school system or to teach in or to operate a private school.
- Has been guilty of gross immorality or an act involving moral turpitude as defined by rule of the State Board of Education, including engaging in or soliciting sexual, romantic, or lewd conduct with a student or minor.

- Has had an educator certificate or other professional license sanctioned by this or any other state or has had the authority to practice the regulated profession revoked, suspended, or otherwise acted against, including a denial of certification or licensure, by the licensing or certifying authority of any jurisdiction, including its agencies and subdivisions. The licensing or certifying authority's acceptance of a relinquishment, stipulation, consent order, or other settlement offered in response to or in anticipation of the filing of charges against the licensee or shall be construed as action against the license or certificate. For purposes of this section, a sanction or action against a professional license, a certificate, or an authority to practice a regulated profession must relate to being an educator or the fitness of or ability to be an educator.
- Has been convicted or found guilty of, has had adjudication withheld for, or has pled guilty or nolo contendere to a misdemeanor, felony, or any other criminal charge, other than a minor traffic violation.
- Upon investigation, has been found guilty of personal conduct that seriously reduces that person's effectiveness as an employee of the district school board.
- Has breached a contract, as provided in s. 1012.33(2) or s. 1012.335.
- Has been the subject of a court order or notice by the Department of Revenue pursuant to s. 409.2598 directing the Education Practices Commission to suspend the certificate as a result of noncompliance with a child support order, a subpoena, an order to show cause, or a written agreement with the Department of Revenue.
- Has violated the Principles of Professional Conduct for the Education Profession prescribed by State Board of Education rules.
- Has otherwise violated the provisions of law, the penalty for which is the revocation of the educator certificate.
- Has violated any order of the Education Practices Commission.
- Has been the subject of a court order or plea agreement in any jurisdiction which requires the certificate holder to surrender or otherwise relinquish his or her educator's certificate. A surrender or relinquishment shall be for permanent revocation of the certificate. A person may not surrender or otherwise relinquish his or her certificate prior to a finding of probable cause by the commissioner as provided in s. 1012.796.
- Has been disqualified from educator certification under s. 1012.315.
- Has committed a third recruiting offense as determined by the Florida High School Athletic Association (FHSAA) pursuant to s. 1006.20(2)(b).
- Has violated test security as provided in s. 1008.24.

REPORTING EMPLOYEES/CONTRACTORS TO FLDOE DISQUALIFICATION LIST: Only for employee misconduct which takes place after June 1, 2022

Includes all educational support employees, instructional personnel and administrative personnel

Regardless of whether the person is hired and paid directly by the school, or is hired and paid through a third-party contract

Does not include volunteers.

TEACHER EVALUATOR: The following teacher observation tools have been uploaded into the E-Library under Education, then Schools, then Teacher Observations/Evaluations:

- High School Teacher Observation Tool
- Elementary Teacher Observation Tool
- High School Teacher Evaluation Process and Timeline
- Elementary Teacher Evaluation Process and Timeline
- ADOM Observation Documentation Log
- Individualized Professional Development Plan
- Teacher Evaluator Presentation (including the elementary presentation slides)
- High School Teacher Evaluator Presentation

More information about the online version will be communicated in August.

TITLE I BROWARD COUNTY: Title I, Migrant & Special Programs Department has scheduled a Consultation Meeting for private schools participating in the Title I, Part A, Improving the Academic Achievement of the Disadvantaged and/or Title I, Part C, Migrant Education Program. The meeting information is as follows:

Location: Teams <http://bit.ly/3Doo7S2>

Date: Thursday, August 10, 2023

Time: 1:00 PM

WORLD DAY FOR GRANDPARENTS AND THE ELDERLY WILL BE CELEBRATED ON SUNDAY, SEPTEMBER 10, 2023: Pope Francis announced the theme for the 2023 celebration of the *World Day for Grandparents and Elderly*, "**His mercy is from age to age**" (Lk 1:50).

The U.S. bishops have approved the **transfer of the celebration of World Day for Grandparents and the Elderly in the U.S. to the first weekend after Labor Day** in September to coincide with *National Grandparents (and the Elderly) Day in the United States* as many local communities, schools, and parishes have celebrated for some time.

The Vatican has released [new resources](#) for celebrating **World Day for Grandparents and the Elderly**, including a [message from the Holy Father](#) and a [ministry toolkit](#). Find **Spanish Resources** [here](#).