

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER



EARLY RELEASE DAYS

All early release days are indicated in the master calendar distributed by the OCS.

- All early release days MUST remain at 1pm.
- Schools may not dismiss prior to 1pm. If your school has several dismissal times, they must be at 1pm and later unless dismissing PK students only.
- Schools may NOT change a full day to an early dismissal.
- Modifications to the master calendar MUST receive prior approval from the superintendent.
- All school calendars need to be emailed to bcummings@theadom.org by Monday, August 15th.



"God will meet you where you are in order to take you where He wants you to go."

A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

Excitement is in the air as we welcome back our teachers and students for the 2022/23 school year. I am sure you share in my joy as we make final preparations for the start of classes. It will be wonderful to see students back in our classrooms!

I am aware that many principals are still looking for teachers to fill last-minute vacancies. I encourage you to refer to my July 15 memo about teacher hiring; you should certainly be developing a "backup plan" for any unfilled vacancy, utilizing one of the temporary staffing options outlined in this memo. Know that the OCS is happy to be of any assistance as you consider these options. Remember that core classes should always be our priority in making any staffing plans!

My prayers are with you as the school year officially begins. We are truly blessed to have you as part of our "body" of Catholic schools!

Yours in Christ

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

ACT Fall workshop: for counselors and administrators of The Archdiocese of Miami will be provided at a local site - - Time and Date to be announced. Archdiocesan school personnel **SHOULD NOT** attend the district-wide meeting at St. Thomas University. Additional information will follow.

Catechist Certification Classes (In person)

- **Renewal Certification**

August 14, 2022

“Disciples at the Service of the Kingdom” Workshop

10am – 1pm

Little Flower Parish, Hollywood

3 Renewal Credit Hours

Cost: Free

Contact: Sr. Karen Muniz, SCTJM

kmuniz@theadom.org

- **Renewal Certification**

August 20, 2022

“Catechesis as part of Evangelization” Workshop

9am-1pm

Our Lady of the Lakes Parish, Miami Lakes

4 Renewal Credit Hours

Cost: \$30

Contact: Josefina Vasquez

jvazquez@ollnet.com

- **Renewal Certification**

August 27, 2022

Morning of Reflection and Renewal, “Catechists Who Evangelize”

8am-11am

St. Thomas the Apostle Parish, Miami

3 Renewal Credit Hours

Cost: Free

Contact: Deacon Sebastian Grisales

sgrisales@stamiami.org

- **Initial Certification**

Introduction to Sacred Scripture Initial Certification Course

St. Malachy Parish

8:30am—12pm

September 10, 17, 24, 2022

Cost: \$40

Registration link:<https://forms.office.com/r/ke3LF4BxCL>

Chairs and Desks:

St. Thomas the Apostle in Miami has numerous desks and chairs in a variety of sizes. If you are interested in them, please contact Lisa Figueredo at lfigueredo@stamiami.org.



DCF Clearinghouse (Early Education Programs/Pre-Schools): In order for our office to better support licensing, accreditation, and personnel files for your preschool, OCS staff should be added to the Department of Children and Families (DCF) Background Screening Clearinghouse for your pre-school. We will be contacting schools who either have a DCF license or religious exemption from licensure to request the administrator's signature on the Registration Agreement adding the new users.

Disqualification List Reminder & Troubleshooting: All principals should have now been granted access to the FLDOE Disqualification List. If you do not yet have your credentials, you should send an email to the general Disqualification List email (DQList@fldoe.org) and include Randy Kosec (Randy.Kosec@fldoe.org). Include your name (first and last), email address, school name, school code, school address, school telephone number, school type (private), and the county in which the school physically sits.

After first signing in to the FDOE Single Sign-On portal, some users have had to click on the "Sign In" link on the top right and sign in again to access the Disqualification List. This is a second layer of security built into the site. After signing in again, you will be granted access to the Disqualification List main menu where you can search records for new hires, vendors, etc. If you have any trouble or have questions, contact Gabriel Cambert at gcambert@theadom.org.

As of August 2nd, you should complete the new Education Personnel Screening Verification Form (in the E-Library) and submitting it along with proof of the screenings when you request a first-year letter from Ivette Habach, Certification Coordinator. Please remember you also need to

retroactively screen new hires (hired after June 1, 2022) through the Disqualification List and document the findings in his or her employee file.

EANS Updates:

- The department is now estimating that it will take anywhere from **91-110 days** from initial submittal to release of payment.
- FLDOE has become more discerning of what they approve. Schools should not rely on past submittals for future submittals.
- The final days for EANS submittals is June 1, 2023.
- In regards to furniture purchases, the department needs to see justification language that indicates the furniture is needed for social distancing or “increasing capacity for students”.
- For any purchase that includes any type of time frame or start and end date, please make sure to include these dates.
- Please notify Brenda Cummings at bcummings@theadom.org of any EANS issues.

E-Library Troubleshooting: Depending on the browser you use, the Word documents on the E-Library don't download automatically because of some issues with the site's security certificate. We have found little to no issues when we use the Microsoft Edge browser. You may also try using an incognito window within Chrome (or any other browser) which has worked as well. Documents in PDF format seem to open with no problem and regardless of browser.

- If there is a form or document that you cannot find on the E-Library, please contact our office so that it can be added.

Emergency Operations Plan: The School Emergency Operations Plan is an interior document that should **not** be distributed beyond the school building in either hard copy or electronic form except (in necessary segments) to first responders who provide guidance and assistance to the institution (i.e., Police Department personnel, Fire Rescue personnel, etc.). Copies should be available for review (not for distribution) upon request by parents in the Parent Information Center or the main office. School administrators and Emergency Operations Teams who need further guidance regarding the development/updating, filing and/or distribution of the document should contact the Association Superintendent, Dr. Donnie Edwards at dedwards@theadom.org.

Employee Handbook: The Office of Human Resources will issue the updated Archdiocesan Employee Handbook for parishes and school on Friday, August 12. I will send it out to each principal and ask you to ensure that your employees – faculty and staff – are not only apprised of the updates, but also of the policies indicated therein. Each employee will need to sign the acknowledgement-of-receipt page and return it to your HR representative for inclusion in their personnel folder. A best practice would be for a member of your leadership team to present the policies and answer any questions. The Office of Human Resources can provide you with presentation materials.

Homeless Awareness Day for High School Students

Homeless Awareness Day opportunity for high school students on November 4 at St. Thomas University. The time for schools to know is 10-11:30. Most schools arrive between 9:30 and 10 and they are all loaded up and, on the way, back to school by noon.

Every year for the past decade, The Miami-Dade County Homeless Trust hosts Homeless Awareness Day – the nation’s largest, single day event focused on advocating for people experiencing homelessness in our community. One of our foundational events is an educational rally at St. Thomas University that teaches junior and senior high school students about homelessness and how they can be part of the solution to this issue. We offer each school the opportunity to also stay after our event and take a campus tour of St. Thomas University.

The event is held at a Catholic university, but we have no Catholic schools in attendance! Despite having more than an average of 850 students in attendance, we leave half of the gym unused. We’d love to change that with your help.

A little about Homeless Awareness Day at St. Thomas. The event is part pep rally, part reality show and fully interactive. It is free to educators and their students. We have developed a curriculum that aims to create a compassionate and wise community that understands the issue. We work extremely hard to give students very practical ways they can help tackle the issue of homelessness, while also understanding its root causes and critical solutions.

For questions and/or a meeting to discuss next steps. Please call or email Matthew Roche, Associate VP of Student Affairs and Compliance at matroche@stu.edu or 305-628-6648.

International Students: All international students holding I-20s must be registered through SEVIS within a month after August 17, 2022. The database will automatically deactivate the record if this is not done in a timely manner. If you have any questions, please email Hope at hope@theadom.org or Brenda Cummings at bcummings@theadom.org.

Mental Health Task Force: *The first training of the Mental Health Task Force will take place on Thursday, Aug. 11 from 1:00-2:30 PM (This training will be virtual).* You must register in Register Me Live to receive in-service points.

Rediker Teacher Evaluator: Please sign in to the website (<https://teacherevaluator.rediker.com/>), create new accounts for whatever teachers/assistants are not already created, and deactivate accounts for personnel no longer employed at your school. If you forgot your password, click on the link that reads “Can’t access your account?” and use your school email address to reset the password. New principals will receive an email from Teacher Evaluator on Friday, July 29, 2022 with their login credentials. More information will be forthcoming regarding the teacher/assistant evaluation process as well as the form that should be used this year, as we work on developing a new Archdiocesan evaluation form. The new form will be implemented starting with the 2023-2024 school year.

Register Me Live: Remember to send any requests to activate/inactivate teachers on RML (Register Me Live) to bcummings@theadom.org. To activate a teacher, please remember to include first name, last name, and email of the new teacher. To inactivate a teacher, only send the first and last name of the teacher.

Statistics: Statistics are due at the Office of Catholic Schools on September 26. Please call Hope Sadowski (305-762-1070) if you have any questions once you receive the forms.

Teachers and Tutoring (Policy 808.23): "Tutoring services refer to individuals providing specific academic support or remediation in return for pay or other material compensation. This differs from academic supports that are provided voluntarily (i.e., without pay). of the staff member’s employment with the school."

Teachers (and other Education Personnel) may provide private tutoring services so long as the following requirements are met: (1) Tutoring services

may not interfere with the teacher’s duties to the school and/or the teacher’s job responsibilities; (2) Tutoring services are expressly understood to be outside the scope of teacher’s work at school and that understanding is explicitly communicated to each tutored student’s parent/guardian; (3) Tutoring services are not provided on school property or otherwise advertised on the school campus; (4) Tutoring services are neither provided nor offered to teacher’s current students; (5) Tutoring services do not in any way conflict with the mission and/or teachings of the Roman Catholic Church; and (6) Tutoring does not take place in a private area, such as the tutor’s personal residence.

Except as noted in this Handbook, the schools do not sponsor, oversee, or otherwise provide private tutoring services. Parents who engage school staff member for the provision of tutoring services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member’s employment with the school."

Youth World Day:



MARK YOUR CALENDAR

Mental Health Awareness: August 15th

- For all counselors, registration is posted to RML (this training will be on site at St. Thomas Aquinas High School in Broward)

New Principal Meeting: August 30th at Saint Anthony Catholic School: 820 NE 3rd Street, Ft. Lauderdale 33301

“Bridging the Gap” and Principals’ Meeting: Tuesday, October 11th at Monsignor Pace High School. Principals must attend, other school administrators are invited and encouraged. Times will be approximately 9:00-4:00.

Rediker Training:

DATE	TIME	TOPIC	DESCRIPTION	ZOOM LINK
20-Sep	11:00am - 1:00pm	Report Cards	Receiving grades, verifying grades, printing report cards.	https://rediker.zoom.us/j/83544787692?pwd=a3M5NzN3dkhwR1RQQtSbmJWcGZFUT09

Should you have any questions or require assistance with other Rediker topics, please contact Gabriel Cambert, Director of Continuous Improvement, at gcambert@theadom.org.

Mental Health Task Force Meetings:

Topic: ADOM Mental Health Task Force
Time: Sep 14, 2022 01:15 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/89299291929?pwd=L0tnaHpGaWUvdzZaQzN3YUdNemZ2Zz09>

Topic: ADOM Mental Health Task Force
Time: Nov 16, 2022 01:15 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82345412563?pwd=ZVk2YnRMUENucTI0TDMraFFaK094Zz09>

Topic: ADOM Counselors
Time: Jan 11, 2023 09:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/83530090172?pwd=djFDbWxGTGNXWU8vb04vMUFwOGM0Zz09>

Topic: ADOM Task Force
Time: Feb 7, 2023 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89375080539?pwd=ekU2aXZoa2QxQjcyUVJjUFU2TE94Zz09>

Topic: ADOM Closing Task Force Meeting

Time: Apr 25, 2023 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88178979426?pwd=aWNYckpzZEx1L2o1V2Eva1lYS3ltUT09>