



# ARCHDIOCESE OF MIAMI

*Office of Catholic Schools*

## Quick Reference (by area)

### 2025/26 School Year

AREA	POINT-PERSON	EMAIL (@theadom.org)	PHONE
Accreditation: Cogna	Donald Edwards	dedwards	(305) 762-1018
Accreditation: FCC	LaTonya White	lwhite	(305) 762-1269
Assessments: Elementary (T/N, i-Ready, ARK)	LaTonya White	lwhite	(305) 762-1269
Assessments: Secondary	Donald Edwards	dedwards	(305) 762-1018
Athletics	Donald Edwards	dedwards	(305) 762-1018
Budget Process	Beatriz Ramirez	bramirez	(305) 762-1072
Certification, State	Ana Umana	teacher.certification	(305) 762-1075
Certification, Catechetical	Sr. Karen Muniz	kmuniz	(305) 762-1090
Communications & Media	Juan DiPrado	jdiprado	(305) 762-1043
Contracts/Employment Letters: Existing Staff	Beatriz Ramirez	bramirez	(305) 762-1072
Curriculum, Elementary	LaTonya White	lwhite	(305) 762-1269
Curriculum, Secondary	Donald Edwards	dedwards	(305) 762-1018
Data Dashboard, Annual Data Target	LaTonya White	lwhite	(305) 762-1269
Early Education/Preschool Licensing/VPK	Barbie Perdomo	earlyed	(305) 762-1080
ESE/Inclusion/Special Education/IDEA	Jim Rigg	jrigg	(305) 762-1078
Federal Programs (Titles I-IV, etc.)	Jim Rigg	jrigg	(305) 762-1078
First Year Letters	Ana Umana	teacher.certification	(305) 762-1075
General Needs, Elementary	Jim Rigg	jrigg	(305) 762-1078
General Needs, Secondary	Donald Edwards	dedwards	(305) 762-1018
Human Resources	Lisa Pinto	lpinto	(305) 762-1201
International Students	Rosa Alvarez	rmalvarez	(305) 762-1070
Interview Clearance	Ana Umana + HR	teacher.certification	(305)762-1075
Legal Issues	Jim Rigg	jrigg	(305) 762-1078
Legislative Advocacy	Jim Rigg	jrigg	(305) 762-1078
Marketing	Kurt Lewis	kurtthemarketer@gmail.com	(305) 762-1070
Master Inservice (MIP)	Ana Umana	teacher.certification	(305)762-1075
PMP Program	LaTonya White	lwhite	(305) 762-1269
Policy Questions	Jim Rigg	jrigg	(305) 762-1078
Rediker SIS	Ana Umana	teacher.certification	(305) 762-1075
Register Me Live	Ana Umana	teacher.certification	(305) 762-1075
Religious Formation/Catechesis	Sr. Karen Muniz	kmuniz	(305) 762-1090
Safe Environment/Child Abuse or Neglect	Safe Env. Coordinator	abusereporting	(305) 215-6635
Salary Scales	Beatriz Ramirez	bramirez	(305) 762-1072
Scholarships (Step Up FES, UA, etc.)	Beatriz Ramirez	bramirez	(305) 762-1072
School Board & SAC Development	Donald Edwards	dedwards	(305) 762-1018
Separation Forms	Ana Umana	teacher.certification	(305)762-1075
Statistics Report/NCEA Survey	Kurt Lewis	kurtthemarketer@gmail.com	(305) 762-1070
Support Staff: Hiring, Pay, Evaluation	Lisa Pinto	lpinto	(305) 762-1201
Technology (Instructional)	Ana Umana	teacher.certification	(305) 762-1075
Tuition Assistance	Beatriz Ramirez	bramirez	(305) 762-1072
Vaccination Questions	Sr. Elizabeth Worley	eworley	(605) 762-1221
Virtus	Jan Rayburn	jrayburn	(305) 757-6241

# ARCHDIOCESE OF MIAMI

*Office of Catholic Schools*

## **Office of Catholic Schools Quick Reference (by person)**

### **Jim Rigg, Ph.D: Superintendent of Catholic Schools**

[jrigg@theadom.org](mailto:jrigg@theadom.org); 305-762-1078

Select Areas of Support: General questions, principal hiring and evaluation, legal and policy issues, principal professional development, stakeholder relations, advocacy, federal programs, ESE/inclusion.

### **Donald Edwards, Ed.D.: Associate Superintendent of Schools**

[dedwards@theadom.org](mailto:dedwards@theadom.org); 305-762-1018

Select Areas of Support: High school questions and issues, high school assessments, Cognia, school board development, SAC's, school safety, athletic programs

### **LaTonya White, Associate Superintendent for Teaching and Learning**

[lwhite@theadom.org](mailto:lwhite@theadom.org); 305-762-1269

Select Areas of Support: Teacher observation/evaluation process, curriculum standards, curriculum materials, FCC accreditation, elementary assessments, educational technology, PMP, data dashboard, Annual Data Targets

### **Beatriz Ramirez, School Finance Coordinator**

[bramirez@theadom.org](mailto:bramirez@theadom.org); 305-762-1072

Select Areas of Support: School finance reporting, budgeting process, salary scales, contracts and employment letters templates, FL state scholarships, athletics finance, E-RATE

### **Barbie Perdomo, Early Education Specialist**

[earlyed@theadom.org](mailto:earlyed@theadom.org); 305-762-1080

Select Areas of Support: Early education curriculum, licensing, general needs

### **Ana Umana, Manager of Educational Technology and Certification**

[teacher.certification@theadom.org](mailto:teacher.certification@theadom.org); 305-762-1075

Select Areas of Support: Educational technology, educator professional certification, clearance to interview (contact HR as well), new teacher letters, separation forms, MIP, Register Me Live, Rediker SIS

### **Rosa Alvarez, Administrative Assistant**

[rmalvarez@theadom.org](mailto:rmalvarez@theadom.org); 305-762-1070

Select Areas of Support: Incoming phone calls, SEVIS/International students, general inquiries and needs

### **Safe Environment/Child Abuse and Neglect**

\*\*\*Contact DCF

ADOM Contact: [abusereporting@theadom.org](mailto:abusereporting@theadom.org); 305-215-6635

# ARCHDIOCESE OF MIAMI

*Office of Catholic Schools*

## **Pastoral Center**

### **Quick Reference (by person)**

**NOTE:** This document includes select members of the Pastoral Center who are not part of the OCS, and who might have cause to interact regularly with school leaders. Not all PC employees are listed; a complete directory can be found on the Archdiocesan website ([www.miamiarch.org](http://www.miamiarch.org)). List is alphabetical.

#### **Katie Blanco-Bourdeau: Cabinet Secretary for Stewardship**

[kblanco@theadom.org](mailto:kblanco@theadom.org); 305-762-1054

Select Areas of Support: Development, fundraising, advancement

#### **Juan DiPrado: Director of Communications**

[jdiprado@theadom.org](mailto:jdiprado@theadom.org); 305-762-1043

Select Areas of Support: Media issues, communication needs

#### **Sr. Karla Icaza: Executive Assistant to the Archbishop**

[kicaza@theadom.org](mailto:kicaza@theadom.org); 305-762-1231

Select Areas of Support: Invitations to the Archbishop

#### **Sr. Karen Muñiz: Director of the Office of Catechesis**

[kmuniz@theadom.org](mailto:kmuniz@theadom.org); 305-762-1090

Select Areas of Support: Catechetical Certification, religion curriculum

#### **Lisa Pinto: Senior Director for Human Resources**

[lpinto@theadom.org](mailto:lpinto@theadom.org); 305-762-1201

Select Areas of Support: Human resources needs, formal employee discipline (contact Dr. Rigg as well), hiring/pay/evaluation of support staff

#### **David Prada: Senior Director of Buildings and Properties**

[dprada@theadom.org](mailto:dprada@theadom.org); 305-762-1033

Select Areas of Support: Buildings and facilities questions/issues,

#### **Jan Rayburn: Virtus Coordinator**

[jrayburn@theadom.org](mailto:jrayburn@theadom.org); 305-757-6241

Select Areas of Support: Virtus trainings, Vitus bulletins

#### **Susan Waddell, Director of Benefits**

[swaddell@adomhealthplan.org](mailto:swaddell@adomhealthplan.org); 305-893-0068

Select Areas of Support: Medical benefits, retirement

#### **Sr. Elizabeth Worley, Chancellor and COO**

[eworley@theadom.org](mailto:eworley@theadom.org); 305-762-1221

Select Areas of Support: Contracts, vaccination issues, general parish/school finance and operations issues

9401 Biscayne Boulevard, Miami Shores, FL 33138  
Phone: 305-762-1070      Web: [www.miamiarch.org](http://www.miamiarch.org)

*Revised 8-1-25*