

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER APRIL 16, 2025



UPCOMING EVENTS:

- April 17-18:** No School (Holy Thursday, Good Friday)
- April 20:** Easter Sunday
- April 21-25:** Easter Break
- May 1:** Principals' Meeting (St. Lawrence Parish/School)
- May 2:** Early Dismissal (Local PD)
- May 26:** Memorial Day (no school)

A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

We are in the holiest week of the year, as we make final preparations for the passion and resurrection of Jesus. We are also on the brink of Easter Break, which lasts through Friday, April 25. Please remember that the OCS will remain open throughout Easter Break with the exception of Good Friday (April 18). However, some individual OCS members may be using vacation days, and several will be in attendance at the NCEA Convention in Orlando the week after Easter.

Once Easter Break is complete, we shift into the final weeks of the school year. Our final Principals' Meeting will take place on Thursday, May 1 at St. Lawrence Parish/School. In addition to discussing some important updates, this will also be a chance to celebrate the many great things that have occurred in our Catholic schools this year.

May the joy of the resurrected Christ be with you during this sacred time of year!

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

ETHICAL LEADERSHIP SPEAKER SERIES - STU:

All are invited to attend the Ethical Leadership Speaker Series at St. Thomas University. This important session will focus on empowering local communities for a brighter future. A distinguished panel of speakers will address this topic, including our own Associate Superintendent Dr. Donald Edwards. The talk will take place on Thursday, April 24 at STU. See the **attached flyer** for more information.

HIRING REMINDER:

Please remind any staff involved in the hiring process that all interview clearance requests need to be sent to **BOTH** teacher.certification@theadom.org and candidatesforhire@theadom.org. Candidates for high school Theology positions must also be sent to Dr. Edwards for approval.

OBSERVATION DOCUMENTATION LOG:

Schools should be concluding formal observations for all teachers. The ADOM Documentation Observation Log for the second semester should be emailed to Dr. LaTonya White (lwhite@theadom.org) by May 9. Summative evaluations are completed in Rediker Teacher Evaluator and are reviewed by the Leadership Team. Evaluations are discussed with the teacher during a scheduled conference with the Principal and appropriate signatures are acquired. Final evaluations should be uploaded to the AdminPlus E-Portfolio and a copy is given to the teacher and copy is placed in the teacher's personnel file. (continued next page)

Timeline of Evaluations		
Evaluation/Observation	Expected Timeline	Conducted By
Observation #1 New and Current Teachers	August - September	Administrator/Dept. Chair
Observation #2 New Teachers	October - December	Administrator/Dept. Chair
Observation #3 New and Current Teachers	January - April	Administrator/Dept.Chair
<i>Other observations as needed</i>	<i>Ongoing</i>	<i>Administrator/Dept. Chair</i>
Summative Evaluation Form Review	March - April	Principal/Assistant Principal/Dept. Chair/Dean
Summative Evaluation Conference with Teacher (prior to contract/letter meeting)	March - April	Principal
Individualized Teacher Professional Development Plan (turn in with contract)	May	Teacher

PROFESSIONAL LEARNING UPDATES:

Save the dates below for the upcoming professional learning sessions on implementing the FL BEST Mathematics Standards. Schools are asked to send 2-3 individuals per school, including a lead math teacher (lower elementary and or middle school), a school administrator (principal or assistant principal) and a curriculum specialist or other administrator designee. Only one session is required to attend. Registration will be available in RML after spring break.

June 5 – 8:30am-11:30am – St. Timothy Catholic School (Miami-Dade)

June 6 – 8:30am-11:30am – All Saints Catholic School (Broward)

There will be a **Lunch and Learn** session for all **IT Directors** (elementary and secondary) on **June 5 – 1:00pm-3:00pm** (lunch at 12:30pm) at St. Timothy Catholic School. More details to come.

PMP DEADLINE:

PMP Completion Deadline: May 1, 2025

Please make sure candidates are on-track for completion by the deadline. Completed portfolios should be retained at the school. Digital copies of the portfolio (pp. 9-27 & CEAPs Evidence) should be emailed to teacher.certification@theadom.org by **Monday, May 5, 2025**. Please make sure the teacher’s name, FDOE#, and all required signatures are included.

STEP UP:

[Tuition and Fees/Enrollment](#)
[Tuition and Fees/Enrollment](#)

PLEASE NOTE: Once the 2025-26 tuition and fees schedule are used for enrollment, no changes of any kind will be allowed

TERRA NOVA UPDATES:

The official spring 2025 scores and Interactive Reports are now available in the DRC portal. We are working with DRC to ensure paper score reports are delivered to schools when we return from spring break. Your School Assessment Coordinators should have received an email (dated 04/10/25) from Christine Kirk with a survey link seeking input to help plan for the upcoming FCC Post Test Data and Reporting training scheduled on April 29 from 1:00pm-3:00pm. The session will also cover how to run the Scholarship Reports and other helpful data reports. Principals are welcome to join the webinar.