

# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

## PRINCIPAL NEWSLETTER



### ATTENTION REGISTRARS:

Once we have processed your request for a student's I-20 in the SEVIS system, we will be emailing you the form. I-20s are now allowed to be emailed to parents. You do not need to send the one with my original signature. Please refer to SEVP Policy Guidance: Use of Electronic Signatures and Transmission of the Form I-20 dated October 12, 2021. Contact Brenda Cummings with any questions.

<https://www.ice.gov/doclib/sevis/pdf/I20-guidance.pdf>



**"Technology will never replace great teachers, but in the hands of great teachers, it's transformational." – George Couros**

### A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

We have a lot going on! In addition to the busyness of school life, I am aware that numerous gatherings and events (both virtual and in person) are taking place involving various groups of school educators. Please do your best to stay on top of all developments. Remember that you (as principal) do not need to be present for every meeting or event... We try to specify when principals must be present for a gathering and when your presence can be delegated. We are also striving to list all upcoming dates and deadlines in this Newsletter. If you have any questions or are feeling confused, please do not hesitate to reach out.

I am looking forward to seeing you at our next Principals' Meeting on Oct. 11. Enjoy the rest of your week!

Yours in Christ

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

## Calendar

- Friday, October 7<sup>th</sup> is **NOT** an early release day due to the full PD day on Tuesday, October 11<sup>th</sup>.
- If you have met with your council and discussed the calendar reminders, please submit your revised calendar ASAP to [bcummings@theadom.org](mailto:bcummings@theadom.org) if changes were made.

## Catechist Certification Classes (In person)

International Eucharistic-Marian Congress

October 7, 8, 9, 2022

DoubleTree by Hilton & Miami Airport Convention Center

711 NW 72<sup>nd</sup> AVE

Miami, FL 33126

Number of Renewal Catechist Certification Hours: 10 hours for Saturday, 10 hours for Sunday

Registration: [https://www.piercedhearts.org/sctjm/congress2022/congress2022\\_mainpage.html](https://www.piercedhearts.org/sctjm/congress2022/congress2022_mainpage.html)

**Clinical Education Training:** The Clinical Education training will no longer be offered through the ADOM Virtual school. The course will be offered through Nova Southeastern University. Please see the flyer for more information. If you have any questions, contact Lillian Ibanez Greico at [greice@nova.edu](mailto:greice@nova.edu).



The flyer is for NSU Florida's Clinical Education Training. It features the NSU Florida logo at the top left, which includes the name 'Abraham S. Fischler College of Education and School of Criminal Justice' and 'NOVA SOUTHEASTERN UNIVERSITY'. The main title is 'Need CLINICAL EDUCATION TRAINING to supervise teacher candidates and host interns?'. Below this, it states 'NSU offers a self-paced asynchronous 8-week online Clinical Educator course. Complete the course on YOUR schedule.' A prominent call to action says 'REGISTER NOW FOR OCT. 17 - DEC. 11 SESSION' with a 'COST: \$150' below it. A QR code is provided for registration. At the bottom, it says 'STUDENTS WHO SUCCESSFULLY COMPLETE THE COURSE WILL BE AWARDED A CERTIFICATE FOR 3 CEUs, WORTH 30 PROFESSIONAL IN SERVICE POINTS'. Contact information for Lillian Ibanez Greico is at the bottom: 'FOR MORE INFORMATION, CONTACT LILLIAN IBANEZ GREICO AT GREICO@NOVA.EDU'.

**Curriculum Review:** Please be sure to constantly review the curriculum being used by your students. You should make certain that curricular materials have messages and examples that are consistent with our Catholic values. Remember that most textbooks are written for public schools, so they should always be carefully screened. We have encountered issues in some schools this year!

## DCF Clearinghouse (Early Education Programs/Preschools):

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 preschool. 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.

**Elementary AP Meeting:** As previously announced, the elementary Assistant Principals will be meeting on Wednesday, Nov. 2. Specific times and location will be released closer to the date. Please let your AP know about this meeting so that he/she can mark it on their calendar.

## Federal Programs: Title IIA in Broward

Please join us for a very important informational/consultation session #1 2022-2023. Please ensure you and your leadership team join us as we roll out the form and review process, procedures following with a Q+A. Note there are **HARD DEADLINE DATES**, so you do not want to miss this informational session. See you on Tuesday, September 27<sup>th</sup> from 11:30-12 noon. ALL BROWARD PRINCIPALS MUST ATTEND.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NmJjNGE3N2UtMDM2Mi00NTA0LWE1YmMtNTRjZWnkMDMxYjhi%40thread.v2/0?context=%7b%22Tid%22%3a%22eeacb5cb-5370-4358-a96a-a3783c95d422%22%2c%220id%22%3a%22ed569b02-cb65-461c-a669-d4cf880460fe%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmJjNGE3N2UtMDM2Mi00NTA0LWE1YmMtNTRjZWnkMDMxYjhi%40thread.v2/0?context=%7b%22Tid%22%3a%22eeacb5cb-5370-4358-a96a-a3783c95d422%22%2c%220id%22%3a%22ed569b02-cb65-461c-a669-d4cf880460fe%22%7d)

## Florida International University National Institute of Mental Health-Relative Age Effect English-Spanish Flyer

The focus of the study is to learn how to support children who enter kindergarten and are the youngest in the grade (those born in the months immediately preceding the school entry cut-off). as they are at risk for such outcomes as grade retention, referral to special education, and being diagnosed with attention deficit/hyperactivity disorder. Please see the attached flyer for more information.

**Human Resources:** Effective immediately, please implement the following change to the pre-employment background screening process for your candidates selected for hire:

- Replace Jaime Tejeda's email address with [Candidatesforhire@theadom.org](mailto:Candidatesforhire@theadom.org). This email should be included in your email to Ivette Habach. Jaime has left our HR office to pursue another professional opportunity.
- As a reminder, selected candidates for all 300+ entities at the Archdiocese of Miami must be checked for prior archdiocesan employment. If a former ADOM employer is indicated for a candidate, the hiring manager would need to contact the administrator (pastor / principal) of the candidate's previous or current place of employment for both verification and for performance-related recommendations ("Is your current employee in good standing with respect to performance?"). The Office of Human Resources also retains information on a former employee's re-hire status, some of which may be unknown to a previous employer. For example, a Workers Comp settlement may include a former employee's sworn promise to not seek employment in the archdiocese.



- Your response will be communicated either through the [candidatesforhire@theadom.org](mailto:candidatesforhire@theadom.org) e-mail address, or through Chris Fornash or Sugeily Trujillo of the Benefits Office. In the event of someone not eligible for re-hire, Lisa Pinto would communicate that to you.

### IDEA Meeting – Required for Select Staff

The Archdiocese is partnering with the six other dioceses in Florida and two large Jewish school consortiums to perform a study of the implementation of IDEA services in our state. From our initial research, it is evident that many disconnects exist in the IDEA process. Our goal is to complete a holistic assessment of IDEA throughout Florida and assist the FLDOE and local school districts in better implementing IDEA on behalf of students in non-public schools.

As a key part of this process, we are working with ADAC, a national educational consulting firm, to provide IDEA trainings to key Catholic educators. These trainings will be *in person* and will take place in late October and early November.

We are partnering with Teach Florida (a consortium of Jewish Schools) to offer the IDEA training in four different locations (two in Dade, one in Broward, one in Palm Beach). **We are asking each school to send two designated educators to this training.** They need only attend one training (you can select the date/location that works best for you). Please see the attached flyer for more information.

Specifically, each school should send their **ESE Director/Coordinator** (or equivalent) as well as **a second member of the administration** (e.g. principal, assistant principal, counseling director, etc.). These individuals should be prepared to return to their school and help train the broader faculty/administration in effective IDEA protocols.

**Please register for a training by Friday, Oct. 14.** Registration information can be found in the attached flyer, or you can register via this link: <https://form.jotform.com/222554814977063>.

### Play Like a Champion Parent Trainings:

Protocols for Parent Training:

- Each school must be present with their manuals that were shipped to their school and check in their parents and stay for the trainer.
- If you are collecting money at the door for your school, please have your AD or administrator greeting your parents early so you can set up.
- Each school is responsible for keeping track of their parents trained.

Protocols:

- Secure training date through Valarie Lloyd (Moderator for Athletics)
- Order Parent training manuals at least 7-10 business days prior to training
- Be prepared to pay the trainer \$75.00. I will send you the name of the trainer once your date has been confirmed.
- Each school is responsible for keeping track of their parents trained.

Scheduled Trainings:

- 9/23/22 @ 6PM Blessed Trinity Trainer: Odalys Contreras
- 10/3/22 @7PM St Kevin Trainer: Marina Stabenau

If you have any questions or need to schedule a training, please contact Valarie Lloyd at [vlloyd@pacehs.com](mailto:vlloyd@pacehs.com).

**Professional Development/Workshops:** The following opportunities are available to schools on **Tuesday, October 11:**

- K-5th grade teachers** can register for a workshop through the Sophia Institute at Nativity Catholic School in Hollywood. We encourage you to send your religion teachers: <https://sophiainstituteforteachers.org/workshops/details/encountering-the-person-of-jesus-archdiocese-of-miami>
- 6th-12th grade teachers** can register for a workshop through the Sophia Institute at Little Flower Catholic School in Hollywood. We encourage you to send your religion teachers: <https://sophiainstituteforteachers.org/workshops/details/created-in-his-image-exploring-the-theology-of-the-body>
- All **counselors** will attend a full-day training at Immaculate Conception School (Hialeah). More information will be posted in Register Me Live.
- The Archdiocese is hosting “Bridging the Gap” on Tuesday, Oct. 11 at Monsignor Pace High School. Attendance at this meeting is required of all **principals** (as our next Principals’ Meeting will take place during this gathering). Other school and parish administrators are encouraged to also attend, particularly **Assistant Principals, Bookkeepers/Business Managers, and Advancement/Development Directors**. Bridging the Gap takes place during a scheduled Archdiocesan Professional Development Day. **REGISTER NOW at [BTG – ADOM \(theadomdevelopment.org\)](https://theadomdevelopment.org).**

It is assumed that teachers and other staff not attending Bridging the Gap will attend other professional development opportunities (be they organized by the local school or the OCS).

### Additional PD Offerings for October 11<sup>th</sup>

- Apple Teacher Professional Development
  - <https://education.apple.com/#/home/rp/T006360A>
- BEES Portal to Professional Development Alternatives
  - <https://fl-pda.org/#/home>
- Below are links to the **ESE workshops** given on August 2, 2022. This is another great professional development for your teachers:
  - We have ESE webinars that schools can still access if they are needing PD.
  - Here is the link to the Virtual Symposium: <https://event.on24.com/wcc/r/3866538/89A0AB9547D1D0EE602E21B134DF1FBD/3959069>

- After registering and watching the webinar, teachers can complete the evaluation and receive a certificate of completion. They can upload the certificate to RML to receive ESE in-service points.

### Register Me Live Updates:

**RML Users:** Site coordinators should update all school users. To update new users: send first/last name and school email for each user to Ivette Habach. To inactivate users: send first/last name to Ivette Habach.

**Out of District Submissions:** All site coordinators should be reviewing the out of district submissions weekly. These are approved/denied by the site coordinators, not the Office of Catholic Schools.

**Uploading New Classes:** Professional learning: all professional learning trainings should be uploaded to RML and must include an agenda.

### Statistics Report

Some schools have reached out asking for clarification on some things:

- Section C - Government Programs
  - FTC students should be counted along with FES-EO students as should the total amount of scholarship dollars. Both types of scholarships should be reported together.
  - Please keep FES-UA scholarship counts and dollar amounts separate from the FTC/FES-EO totals. We recognize that there are students with FES-UA for whom the school does not receive a payment directly from the scholarship funding organization. For those students with an FES-UA scholarship who pay for tuition completely out of pocket and then get reimbursed directly by Step Up or AAA, you should calculate the dollar amount by using the minimum scholarship amount and multiply it by the number of students. Below are the minimums:
    - Elementary:
      - Dade = \$9,337
      - Broward = \$9,425
    - High School:
      - Dade = \$9,333
      - Broward = \$9,421
- Section E - Income & Expenses
  - In the 2021-2022 Total Amount of Tuition Assistance Given by the School section, you should include all sibling discounts, parishioner discounts, hardship aid, etc. Just as a reminder, the school should not be subsidizing the church with financial aid.
- Section F - Admin & Education Personnel
  - There is an error on the Elementary statistics form page 9, Teacher Subject Areas. It should read 5<sup>th</sup> and not 2<sup>nd</sup> grade in cell A86.
- Section L - Personnel Report
  - The example in the spreadsheet on the admin and faculty pages has an error. The step is generally one number higher than the years of experience and the lane specifications should be as follows:
    - B for Bachelor's degree
    - BC for Bachelor's with certification
    - M for Master's
    - MC for Master's with certification
  - In the case that a staff member (maintenance, development, etc.) is shared with the parish: If the staff member is not paid through the school and does not report to someone at the school, then they should not be included.
  - On the page requesting teacher aide and substitute information, please only include permanent substitutes and teacher aides. You do not need to list every single one of your temporary substitutes, only those who are permanent and considered part of the faculty.
- If encounter any issues including not having enough lines on a page or you need help sharing the document so that multiple people can work on it at the same time, please contact Gabriel Cambert at [gcambert@theadom.org](mailto:gcambert@theadom.org).

**ACCREDITATION:** Below are virtual meetings and webinars being hosted by the Florida Catholic Conference 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. Please look through all of these topics and feel free to join any of them or watch the recordings after they are posted. On the day of the meeting you wish to attend, click on the link below.

General Accreditation Topics		
Date	Link	Webinar/Meeting
Thursday, October 6, 2022	<a href="#">Accred Mtg</a>	Using the Accreditrac Website

Preparing for a Third Year Review in the Spring	
Date	Link
Wednesday, October 12, 2022	<a href="#">Accred Mtg</a>
Monday, November 14, 2022	<a href="#">Accred Mtg</a>

Preparing for an Accreditation Site Visit in the Spring	
Date	Link
Wednesday, October 5, 2022	<a href="#">Accred Mtg</a>
Tuesday, December 13, 2022	<a href="#">Accred Mtg</a>

CIPA Fall Cohort (Self-study; Year 6; Site Visit Fall 2023)	
Date	Link
Thursday, September 22, 2022	<a href="#">Accred Mtg</a>
Tuesday, October 25, 2022	<a href="#">Accred Mtg</a>
Tuesday, November 15, 2022	<a href="#">Accred Mtg</a>
Tuesday, February 14, 2023	<a href="#">Accred Mtg</a>
Tuesday, April 18, 2023	<a href="#">Accred Mtg</a>

CIPA Spring Cohort (Self-study; Year 6; Site Visit Spring 2024)	
Date	Link
Thursday, January 26, 2023	<a href="#">Accred Mtg</a>
Thursday, February 16, 2023	<a href="#">Accred Mtg</a>
Tuesday, March 28, 2023	<a href="#">Accred Mtg</a>
Wednesday, April 19, 2023	<a href="#">Accred Mtg</a>

Domain Webinar Series: The full domain will be covered in each session		
Date	Link	Webinar/Meeting
Tuesday, October 11, 2022	<a href="#">Accred Mtg</a>	Mission & Catholic Identity Domain
Monday, February 6, 2023	<a href="#">Accred Mtg</a>	Mission & Catholic Identity Domain
Thursday, October 13, 2022	<a href="#">Accred Mtg</a>	Governance & Leadership Domain
Tuesday, February 7, 2023	<a href="#">Accred Mtg</a>	Governance & Leadership Domain
Wednesday, October 26, 2022	<a href="#">Accred Mtg</a>	Academic Excellence Domain
Wednesday, February 8, 2023	<a href="#">Accred Mtg</a>	Academic Excellence Domain
Thursday, October 27, 2022	<a href="#">Accred Mtg</a>	Operational Vitality Domain
Thursday, February 9, 2023	<a href="#">Accred Mtg</a>	Operational Vitality Domain

**Mental Health Task Force Virtual Meetings:**

**Topic: ADOM Mental Health Task Force**  
**Time: Nov 16, 2022 01:15 PM Eastern Time (US and Canada)**  
<https://us02web.zoom.us/j/82345412563?pwd=ZVt2YnRMUENucTI0TDMraFFaK094Zz09>

**Topic: ADOM Counselors**  
**Time: Jan 11, 2023 09:30 PM Eastern Time (US and Canada)**  
<https://us02web.zoom.us/j/83530090172?pwd=djFDbWxGTGNXWU8vb04vMUFwOGM0Zz09>

**Topic: ADOM Task Force**  
**Time: Feb 7, 2023 02:30 PM Eastern Time (US and Canada)**  
<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)**  
<https://us02web.zoom.us/j/88178979426?pwd=aWNYckpzZEx1L2o1V2Eva1Ys3ltUT09>