

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER



JOB FAIR!!!

Fishing for Candidates? Come cast your net at our Job Fair! We are seeking vibrant, enthusiastic representatives from your school to join us in a Spring recruitment event.

Save the date, time and place for **Saturday, March 18, 2023**, from **10:00 A.M. to 1:00 P.M.**, **Archbishop McCarthy High School Student Center.**

We'll be hosting a job fair and have chosen a Saturday morning well in advance of Easter break in the hopes of attracting candidates for faculty positions.

To reserve a table at the event, please R.S.V.P. to Isabel Guia Molina in HR, at igmolina@theadom.org.



A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

I am looking forward to seeing you at the annual Principals' Retreat next week! As a reminder, the Retreat will take place on Thursday, Feb. 16 at the Casa Manresa Retreat Center (12190 SW 56th St., Miami). The retreat will begin with optional fellowship and breakfast from 8:30-9:00, with the formal retreat beginning at 9:00. I am hopeful that this will be a day of rest and renewal for you. Remember to dress comfortably!

My thanks again for your support of the recent All Schools Mass. I found this event to be a joyous celebration of the strength and unity of our Catholic schools. It was a wonderful way to come together during Catholic Schools Week. We are truly blessed by the vibrancy of Catholic education in the Archdiocese of Miami!

Yours in Christ

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

BUILDING BRIDGES-JOINING HANDS: “Building Bridges” promotes meaningful interactions using the Zoom technology platform to facilitate long-distance, even global, connections among schools and classrooms whose students may never have met or known others who represent cultural, religious, and ethnic groups different from their own.

They will be happy to do a presentation whenever it is convenient for you- it's no more than half an hour plus any questions, comments, feedback that participants would like to discuss. Feel free to visit the website address, www.buildingbridgesjoininghands.com. For further information please contact: Anita Meinbach, Ed.D. at a.meinbach@miami.edu or 305.495.4818.

EARLY LEARNING COALITION: Dear Early Care and Education Partners: Please [click here](#) to complete and submit your Provider Profile including the required documentation.

Documents needed to complete your Provider profile submission are listed below or you can [download the list here](#).

- 2023-2024 rate sheet
- 2023-2024 holiday schedule (include dates and name of the facility).
- Updated W9 2018 Version [click here to download](#).
- 2023 Sunbiz Documentation
- Updated 2023 power of attorney (only for individuals not listed on the Sunbiz who will sign the contracts)
- Level 2 screening for all officers listed on Sunbiz or a letter on the provider’s letterhead stating the officers listed are not in the facility and do not have contact with the children.
- Certificate of Liability Insurance listing the Early Learning Coalition of Miami-Dade/Monroe as Additional Insured [Click here for a sample](#).
- Worker’s Compensation Insurance (if applicable)
- E-Verify registration confirmation screenshot ([click here for a sample](#)) and notarized affidavit ([click here for the affidavit](#)).

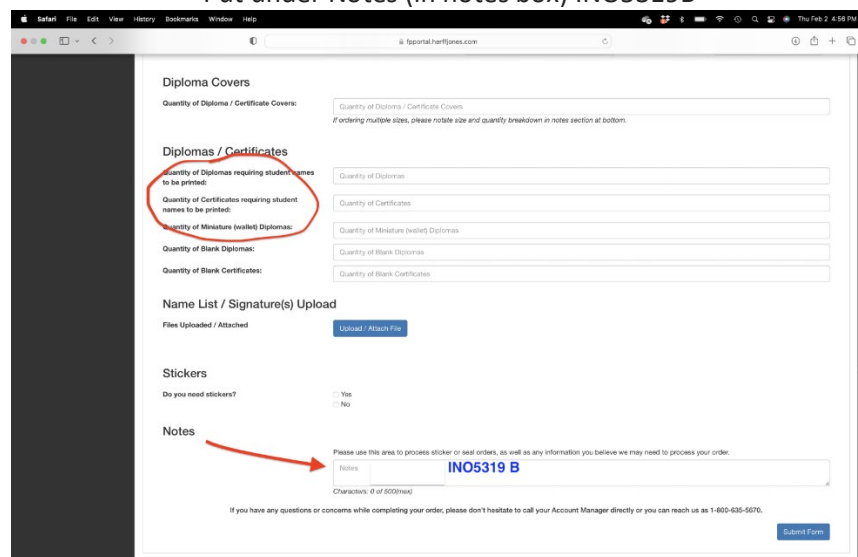
Please note the Provider Profile is **NOT** your contract. First, you must complete the **2023-2023 Provider Profile** in order to access the School Readiness (SR) Contract and/or Voluntary Prekindergarten (VPK) Applications.

EDUCATION PERSONNEL SCREENING VERIFICATION FORM REMINDER: Please, remember to complete and email to teacher.certification@theadom.org the Education Personnel Screening Verification Form for those employees hired from July 1, 2022 for whom you have not already completed it. This form needs to be submitted also for new employees when requesting a first-year letter. **This screening verification is a scholarship compliance requirement.** The form is in the e-library and in the email sent for the Principals’ retreat on January 19, 2023. Completed form along with search results must be kept in the employee’s personnel file. If you have any questions, please feel free to reach out to Gabriel Cambert at gcambert@theadom.org - Thank you!

FURNITURE, EQUIPMENT, TECHNOLOGY AND CURRICULUM DONATIONS: In the interest of responsible stewardship, please email gcambert@theadom.org if you are looking to donate or discard any furniture, equipment, technology, or curriculum materials. Some schools have expressed interest in some items (should they become available at other schools) and we would like to help make these connections between our schools.

HERFF JONES (ELEMENTARY): When ordering Certificates of Completion via our portal <https://fpportal.herffjones.com/public/#/diploma/home>

- Under Diplomas / Certificates
- Quantity of Diploma requiring student names to be printed: 0
- Quantity of Certificates Requiring Student Names to be Printed: 43 (example)
- Put under Notes (in notes box) INO5319B



MARKETING SURVEY: (Elementary Only): Kurt Lewis, our Marketing Consultant, has requested feedback on his presentation at the Jan. 19 Principals’ Meeting. If you have a few minutes, please complete a short survey via the following link: <https://factsed.cventevents.com/ADoM-WinterPrincipalsMeeting-Jan19>

MENTAL HEALTH TASK FORCE: We are continuing our Mental Health Initiative to assist schools with preventing and addressing various mental health/SEL issues. As announced in recent Newsletters, we are splitting the remaining Mental Health Task Force Trainings into two groups: Those with formal mental health training/qualifications (such as counselors) and those without such training (such as most principals, teachers, etc.). Counselors are still welcome to join the “regular” trainings if they wish. We have also adjusted dates for some of the remaining trainings (there will be *no training* on Feb. 7). These trainings will occur on the following dates/times:

Trainings for Employees with Formal Mental Health Backgrounds (e.g. Counselors):

- Time: February 14, 2023 at 10:00 AM; <https://us02web.zoom.us/j/88374703110?pwd=a3huVzVxUWUxdWI3MmhzMzJ2SVJPQT09>
- Time: Apr 25, 2023 at 10:00 AM; <https://us02web.zoom.us/j/83553893168?pwd=NytreStoWFYvY0FwRzVyKzIPNjN4QT09>

Trainings for Other Mental Health Task Force Members:

- Time: February 28, 2023 at 10:00 AM; <https://us02web.zoom.us/j/81114466454?pwd=aXExa3c4dGNEQlQwclhoMlE1TjV1UT09>
- Time: Apr 25, 2023 at 01:00 PM; <https://us02web.zoom.us/j/88178979426?pwd=aWNYckpzZEx1L2o1V2Eva1lyS3ItUT09>

OBSERVATIONS: Beginning in the 2023-2024 school year, **individuals using the new walk-through and/or summative observation tool will need to have current professional certification in Educational Leadership or possess Clinical Educator Training.** These qualifications include all administrators, mid-level administrators, and department chairs.

Clinical Educator Training is currently being offered through Nova Southeastern University. We will discuss the new observation tool in more detail at our next Principals’ Meeting.

Clinical Education Training
For supervising teacher candidates and hosting interns

COST: \$150

About the Program
NSU offers a self-paced asynchronous 8-week online Clinical Educator course. Complete the course on YOUR schedule.
Register now for March 6th - April 26th Session*

Students who successfully complete the course will be awarded certificate for 3 CEUs, worth 30 professional in service points

Contact Information

- For general questions and for course content, contact Lillian Greico at greico@nova.edu
- For questions on registration and course access, contact Zaria Montanez at zm217@nova.edu

If course access has not been received, contact Lillian Greico at greico@nova.edu

Abraham S. Fischer College of Education and School of Criminal Justice
NSU
FLORIDA

*Students are recommended to register with personal email since school firewall may block incoming emails

PROFESSIONAL DEVELOPMENT: If you need to request professional development for **March 17**, please submit your request as soon as possible. All requests must be made by Friday, February 17.

Broward PD Link: <https://forms.office.com/r/hE7hNiDDuG>

Miami-Dade PD Link: <https://forms.office.com/r/FfYqmqStg>

RML REMINDER: Please, remember to complete evaluation for the Principals' Meeting on January 19, 2023. Class will be closed soon - Thank you!

9th NATIONAL SCHOOL SAFETY AND SECURITY CONFERENCE: The 9th National Student Safety and Security Conference & Workshop is taking place on April 19-21, 2023 in Orlando, FL, co-locate with Student Mental Health Congress, SROs Congress and America's School Bus Congress. Register and experience the benefits from the learning offered by four co-located events. Attendees will have access to all four events!

Co-Located Event:

- Student Mental Health Congress
- School Resource Officers Congress
- America's School Bus Congress

The 9th National Student Safety Conference & Workshop brings deep coverage of the causes of school violence and offer intelligent alternatives that will keep our schools safer, while also co-locating with the Student Mental Health Congress, to address the complex mental health aspects of school safety, as well as the School Resource Officers Congress and America's School Bus Congress.

With nearly 4 dozen breakout sessions and 16 workshops, there will be timely and useful sessions to help you keep our students and staff safe and healthy so they can learn more and live better.

For more information, please contact Ella Cruz at ella.cruz@insssc.com

TERRA NOVA TRAINING: Thanks to everyone that attended our TerraNova Test Coordinator's Manual training today. Below is the link to the recording. We will also add this to the Florida digital library shortly (link is also attached below). Please feel free to share with anyone that could not attend today. Thank you for all of the great questions and please reach out to your support team if you have additional questions. Thank you!

Recording: TerraNova Pre-Test (TCM) Training February 8, 2023

<https://www.brainshark.com/drc/vu?pi=zDcz80RFzJECIz0>

Florida Digital Library

https://drcshelftraining.com/wp-content/uploads/2023/01/Florida-Catholic-Schools-Assessment-Program-Digital-Library_January-31-2023.pdf

UPCOMING EVENTS:

- February 14 from 9am-12pm: High School Athletic Directors
- February 14 from 1pm-3pm: High School Campus Ministry Directors
- Principal's Retreat on February 16 at Casa Manresa in Kendall
- February 21-March 10: TerraNova Testing window
- March 13: Last day to ship TerraNova answer documents

DUE DATES:

- February 10: Teacher Salary Worksheet (Percent of Scale) due to the OCS
- March 15: High School Budget template, Estimate Sheet and Sign Off form are due to OCS
- April 3: Elementary School Budget template and Sign Off form are due to OCS
- Prior to May 1: Any outstanding documents for scholarship compliance are due to FLDOE
- June 16: Contract/Employment letters are due to the OCS