

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER



REMINDER:

Please remember that when requesting a **first-year letter** the following documents need to be attached:

- First Year Letter Request Form
- Education Personnel Screening Verification Form
- Employment History Verification Form
- **If applicable:**
 - FLDOE Professional Certificate
 - Transcript for Highest Education (Masters, Educational Specialist Degree, or doctorate)
 - Catechist Transcripts



A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

With the start of July, the 2023/24 school year will officially begin. I know that the new year will bring with it many opportunities and inevitably some challenges. As always, I am grateful for your presence and courageous leadership in Catholic education.

The first of July also marks the start for our five new principals. As previously announced, these new principals are: Amanda Delgado (Sts. Peter and Paul), Kevin Molina (Archbishop McCarthy), Joanna Morris (St. Mary Star of the Sea Basilica School), Arlee Pabustan (St. Helen), and Jacqueline Schuck (St. Bernadette). We are thrilled to welcome them to our family of Catholic school leaders!

I sincerely hope that you schedule some time off during the month of July. While there are always tasks to accomplish, you will be a better leader if you take time to get away and recharge. May God bless you during these restful weeks of summer, and grant you a time of prayerful preparation for the year ahead!

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

ARTIFICIAL INTELLIGENCE: AI IN YOUR EYE: Learn it, know it, use it, share it.

As artificial intelligence applications grow and advance, wise educators are seizing the day by developing and discovering meaningful ways to ensure that the technology benefits the teaching-learning process. Most educators are aware that ChatGPT was launched in November of 2022. This artificial intelligence application supports student learning by enabling users to refine and steer a conversation or query towards a desired length, format, style, level, detail or language. In late spring, the educational support provider, Chegg, announced the forthcoming release of a GPT-4 powered study aide for students. Referred to as "tutor in your pocket," this software will combine GPT-4's advanced AI system with Chegg's content library to adapt to exactly what students are learning. Users of the software can input a query in any format: written text, a photo, a diagram, a math problem, etc. Students can extend the query by asking questions in order to receive help on concepts they do not understand in real-time.

These AI digital companions are designed to support, help and expand student learning. Ultimately, it is expected that generative tools like these and others will transform teaching and learning as did the television, the overhead projector, video cassette recorder/player, portable computing devices, advances in projection technology, and so forth. Get ready. Get informed. Seek, read, review and share current research on these transformational technologies and use them, teach students to use them and elevate the educational profession and the processes that are employed in and by the profession to bring new life to teaching, learning, exploration and discovery.

Many secondary educators have become accustomed to using plagiarism detection resources such as TurnItIn. While TurnItIn cannot detect ChatGPT writing, free online detectors are currently being developed to recognize text written artificially.

Recommended follow-up to reading:

- Share articles regarding use of AI applications for teaching and learning.
- Research and share articles on higher education, business and industry applications and use of AI.

- Design model lessons using AI.
- Challenge students to produce meaningful learning outcomes by combining flipped instructional strategies with AI and problem-based learning.
- Explore means for maximizing this technology in the local school, department, classroom.
- Invite specialists in the area of AI to address faculty regarding productive applications of the application in education.
- Discuss effective use of AI and other contemporary models and technologies in the local school.

CERTIFICATION REQUESTS: All certification requests have been processed except for Proof of Employment. These requests can't be processed until after July 1. Please give FLDOE time to process all in-service points. If there are concerns at the beginning of August, please feel free to email teacher.certification@theadom.org.

CLEARANCE FOR INTERVIEW: When requesting clearance for interview, please email both teacher.certification@theadom.org and candidatesforhire@theadom.org. Not Irma Bonilla's direct email. Several of us are monitoring the first two emails to help expedite your requests.

Please be sure to complete and attach the updated spreadsheet when submitting your clearance request. This spreadsheet can be found on the E-Library titled "Candidates for Hire Template."

You must wait until both the HR/Benefits department and the Office of Catholic Schools both clear the candidate before interviewing. These will come in two separate emails. The Office of Catholic Schools will check its internal certification database and separation forms. We will not be checking the state certification database since you will have access to this through the BEC-PASS screening process.

COGNIA: Florida Impact Conference 2023 (High Schools): The Florida Cognia® IMPACT Conference will be held in Tampa, FL on October 3-4, 2023. **Register** by September 12, 2023 to receive early bird and group rate pricing. This event is for teachers and leaders and will focus on activating continuous improvement for high-quality schools and systems. With new Performance Standards and protocols introduced, we encourage you to send a representative annually.

DCF LICENSURE/RELIGIOUS EXEMPTION: Schools and centers in Broward must follow the rules and directives of the local licensing agencies for schools and child care. Schools in Miami-Dade and Monroe fall under the state DCF and the guidelines below.

In Schools...

- All programs for children ages three and up are considered schools during the school day.
- All programs for children ages two and younger are considered child care and as such must be:
 - Either DCF licensed **OR**
 - Confirmed as religious exempt from DCF licensure.
- Before or after the school day, all programs for children under age five are considered child care (even if only one child is under age five). As such the school must be:
 - Either DCF licensed **OR**
 - Confirmed as religious exempt from DCF licensure.
- If a school has after care programs with children under age five and does not have documentation of DCF licensure or exemption, DCF can shut it down immediately.
- All schools should reapply annually for the religious exemption.

In Stand-Alone Centers...

- All programs are considered child care. As such the center/preschool must be:
 - Either DCF licensed **OR**
 - Confirmed as religious exempt from DCF licensure.

In order to request religious exemption from DCF licensure, you are required to submit:

- Application
- Letter from pastor
- FCC accreditation certificate
- Attestation list (in exact agreement with the Clearinghouse list)

Please contact Gabriel Cambert in the Office of Catholic Schools (gcambert@theadom.org) if you have any questions or concerns.

EANS UPDATES: Everything you need to advocate for your schools, in terms of federal guidance, is on the USDE & EANS websites:

[EANS Guidance](#)

[State and Grantee Relations Announcements](#)

A couple reminders.....

- The deadline for the SEA to *obligate* both EANS I funds and reverted GEER funds is **9/30/23**
 - If your schools have obligated funds that are not going to be spent by the deadline, the SEA can "*de-obligate*" and revert them to GEER. (this includes funds obligated to a third-party administrator)
- If you wait too late for this, there will not be time to *obligate* reverted funds in GEER by 9/30/23
- Following the end of the performance period, *unobligated* funds will return to the US Treasury.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE: Important Deadlines

June 30, 2023: Deadline to **APPLY** for

- Health and Safety Bonus
- New Recruitment Bonus

June 30, 2023: Deadline to **COMPLETE**

- CLASS Bonus PreK and Infant/Toddler
- UpSkill Director
- Child Success Grant
- Continuous Quality Improvement Grant

ESE SYMPOSIUM: SAVE THE DATE: A Save the Date Flyer for the ESE Teacher Symposium is attached. All are welcome to attend this virtual professional development opportunity.

- August 10, 2023
- Attend one or all sessions
- Every session will be recorded for later viewing
- Previous symposium sessions were recorded and may be viewed at any time:
 - [2022 ESE Symposium](#)
 - [2021 ESE Symposium](#)
 - [2020 ESE Symposium](#)

FCC ADMINISTRATOR'S CONFERENCE: All Catholic school principals and other administrators are strongly encouraged to attend the FCC Administrator's Conference on Nov. 13-14, 2023 in Clearwater. Registration is now open and hotel reservations can be made. See the following link for more information: [FCAC 2023 \(google.com\)](#).

HIGH SCHOOL TESTING DATES: 2023-2024 SCHOOL YEAR:

- October 11, 2023 PSAT/NMSQT
- December 2, 2023 HSPT
- March 12, 2024 PreACT/ACT

HR REMINDERS: Please see the important reminders below from our Human Resources Office. Note that most of these are different from the HR reminders printed in our last Newsletter. You can direct any questions to Lisa Pinto, Senior Director of Human Resources, at lpinto@theadom.org.

- **Garnishments.** We are seeing an increase in wage garnishments. If your entity receives a Court Order to garnish an employee's wage, you have to begin withholding immediately. We'll cover this topic in more detail in an upcoming ThursdayTuneUp; however, should you receive the Order to garnish a wage you need to do so immediately. We recommend engaging our attorney's office (Thomas Courtney at Thomas H. Courtney thc@jpfitzlaw.com) to file the Answer to the Writ and to set up the payment details with the creditor. (There is a fee.) You will also need to engage Paylocity, as they will withhold any funds you indicate with the GARN1 or GARN2 or GARN3 deduction code and wait for instructions on whom to send the agency check. More to come on this.
- **Scams.** Fraudulent scams are on the rise. Three instances in schools came to our attention in the past two weeks. Last week a fraudster contacted the payroll employee via email, posing as another employee and requesting a change in direct deposit. Unfortunately, the change was made; however, the employee did not notice this until 4 paychecks later! Paylocity may or may not be able to recover the funds. Please implement the following precautionary measure:
 - a. **Never change an employee's bank account information** – or any other sensitive information – unless s/he is standing in front of you making the request. Better yet, require the employee to make the change through the Paylocity Self-Service Portal and attach instructions on accessing the SSP.
 - b. **Remind employees on payday to check their banks to ensure that the deposit was made.**
- **Employees "transferring" to other ADOM entities.** We have a number of teachers, teacher aides, musicians, religious education personnel as well as some operational personnel who are separating from their parish, school, ministry this month and starting at another ADOM entity.
 - You must submit a Separation Form to OCS when employees leave your school (including transfers)
 - PLEASE let Sugeily know about the benefit transfer. If the Paylocity file transmits a "termination" at the same time or after an employee is hired by the new entity, the employee's benefits will terminate. Sugeily intervenes manually to ensure that this doesn't happen.
 - For non-instructional, who accrue vacation hours, the entity of separation must pay out any accrued, unused vacation hours to the exiting employee.
 - The exiting employee may transfer sick hours to the new entity; however, not to exceed 15 days. Payroll processors from the employee's exiting entity should take a screenshot of the accrued, unused sick time and send that to the new entity. The new entity would make a manual adjustment to sick hours, retaining the documentation as support.
- **Annual increases.** As a reminder, annual salary increases for non-instructional employees are based on the scores of the annual performance evaluation. This was explained to pastors, principals and administrators in the letter distributed by Archbishop Wenski several months ago.
- **Friday's paycheck** should not include any benefit deductions with the exception of the HSA accounts and the 403b. **Schools:** Friday's paycheck is the first paycheck for school principals. Their contracts are in effect from July 1, 2023 through June 30, 2024; the pay is pro-rated through the year, as with all faculty.
- **The Pregnant Workers Fairness Act of 2023 goes into effect today, June 27.** The Act reaffirms the need to treat workers' temporary limitations (read: temporary disability) from pregnancy, giving birth, or a medical condition resulting from the same, with reasonable accommodations. More to come on that in a future TuneUp. That said, what you can do now is review the EEOC's guidance by clicking [here](#).. We'll address the topic in an upcoming Thursday TuneUp.

PERMITLESS CARRY LAW: House Bill 534, which removes the requirement for a license to carry concealed weapons, goes into effect on July 1, 2023. However, schools are explicitly cited in the law as locations where concealed weapons cannot be carried. This requirement extends to all parts of the school campus and all school operations, including extra-curricular activities. Policy 401.06 of the revised Archdiocesan Educational Policy Manual states that all firearms (concealed or not concealed) are **prohibited** on the campus of Catholic schools with the exception of licensed and identified law enforcement officials. Please contact Dr. Rigg if you have any questions about HB534, Policy 401.06, or any related issue.

REGISTER ME LIVE:

- Please fill out your evaluations for the Religion Standards Meeting and the Teacher Evaluator Meeting. We will be closing all classes mid-July.

- Have your coordinator close out all classes for the 22-23 school year.
- Please send a list of teachers to inactivate in RML to Brenda Cummings at bcummings@theadom.org. If you have emails for any new hires, you may send their information as well to add to RML. If they are a transfer from another ADOM school, please indicate that in the email and I will transfer them to your school.

STEP UP: Please read the important update from StepUp (sent by Dr. Rigg on June 29). For issues regarding step up (i.e., EMA), the principal may email:

prchat@sufs.org.

- To view the 2023-24 FTC/FES-EO scholarship award amounts, please [click here](#).
- To view the 2023-24 FES-UA scholarship award amounts, please [click here](#).

UPCOMING EVENTS:

- New Principal Meeting: July 6 (Pastoral Center)
- Principals' Meeting: August 4 (St. Brendan HS)
- New Teacher Orientation: August 7 (Monsignor Pace HS)
- First Day for Teachers: August 8
- First Day of School: August 16