

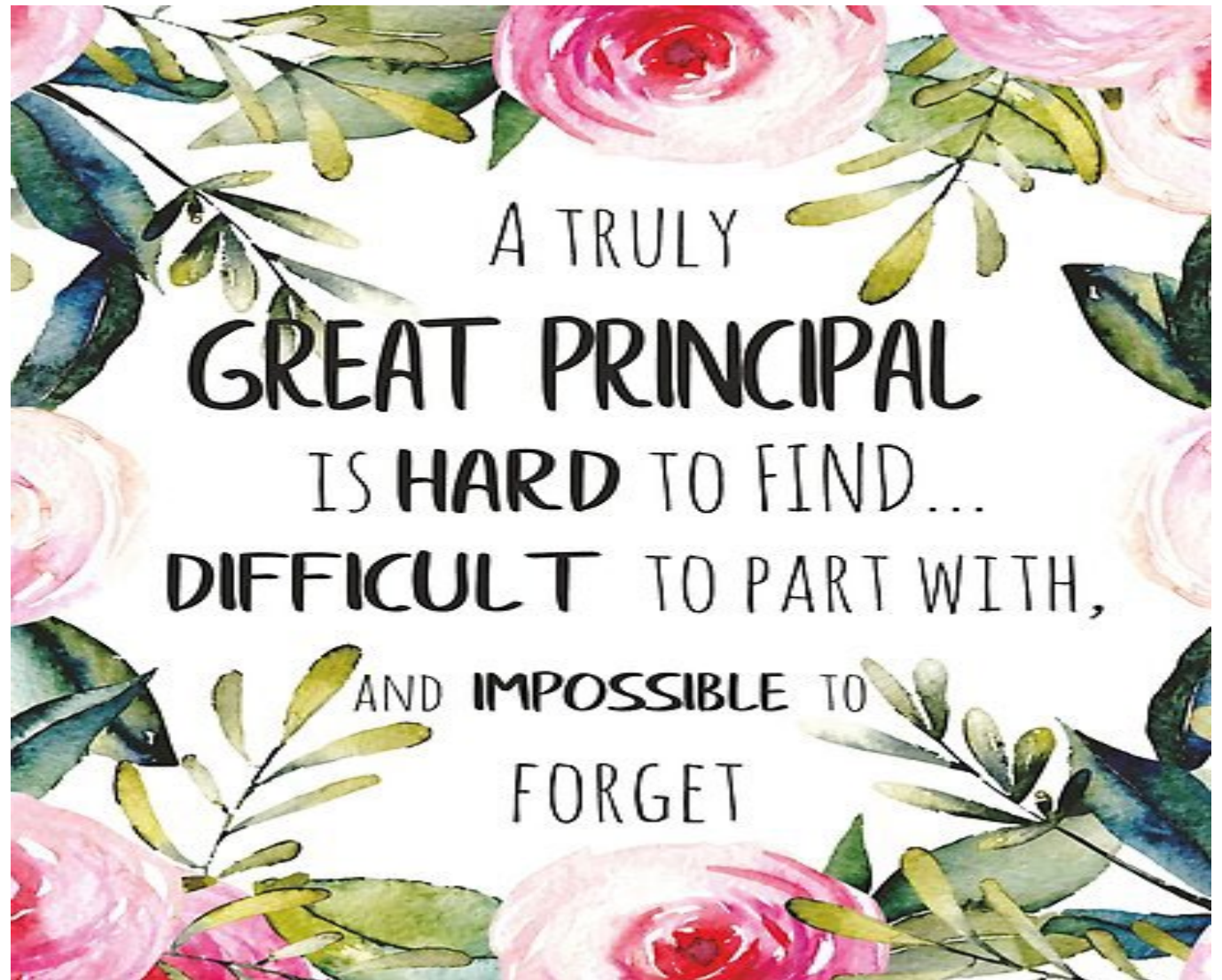
# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

## PRINCIPAL NEWSLETTER



### CALENDAR

- Schools may NOT change a full day to an early dismissal.
- Modifications to the master calendar MUST receive prior approval from the superintendent.
- Please forward your master calendar to Brenda Cummings at [bcummings@theadom.org](mailto:bcummings@theadom.org) by Friday, August 26 if you have not done so yet.
- Brenda will begin contacting school offices on Monday to send calendars that have not been received by August 26.



### A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

It is wonderful to have our students back in our Catholic school classrooms! I know you share my joy as we begin classes this year. Although classes have only just begun, we are working hard to prepare for our first system-wide Professional Development Day on Oct. 11. You should have received my email about the “Bridging the Gap” gathering, which is directed at all school and parish administrators. Remember that principals are required to attend Bridging the Gap, as it will incorporate our next Principals’ Meeting. We are planning other gatherings for Catholic educators around the Archdiocese as well. These include the next meeting of our School Counselors as part of our Student Mental Health Initiative.

As always, I encourage you to carefully read the announcements in this Newsletter. Feel free to follow up with any questions or needs.

Yours in Christ

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

**Athletic Director Meeting:** Elementary AD meeting at 8/26/22 at Monsignor Pace High School. ALL participants need to register in RML.

**Cafeteria:** Please review the following link if your school serves Caprisun pouches in the cafeteria. <https://abc7.com/capri-sun-recall-2022-wild-cherry-kraft-heinz-caprisun/12127920/>

**Calendar:** ALL school calendars must be submitted to Brenda Cummings at [bcummings@theadom.org](mailto:bcummings@theadom.org) by Friday, August 26.

### Catechist Certification Classes (In person)

#### Renewal Certification

August 27, 2022

Morning of Reflection and Renewal, "Catechists Who Evangelize"

8am-11am

St. Thomas the Apostle Parish, Miami

3 Renewal Credit Hours

Cost: Free

Contact: Deacon Sebastian Grisales

[sgrisales@stamiami.org](mailto:sgrisales@stamiami.org)

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)

Sophia Institute for Teachers Workshops

October 11, 2022

Nativity Parish School, Little Flower Parish School (Hollywood)

Number of Renewal Catechist Certification Hours: 6 hours

Registration: Please contact Heidi Bald, [hbald@sophiainstitute.com](mailto:hbald@sophiainstitute.com)

#### Initial Certification

Introduction to Sacred Scripture Initial Certification Course

St. Malachy Parish

8:30am—12pm

September 10, 17, 24, 2022

Cost: \$40

Registration link: <https://forms.office.com/r/ke3LF4BxCL>

### Conference:

#### Florida Catholic Conference's 2022 New Administrators' Institute

The Institute is a collaborative effort of all seven (Arch)Dioceses in the Province of Miami. The goal is to provide professional development for Catholic school administrators. It is designed as an experience tailored to administrators new to the Florida Catholic school system and those beginning or completing their first or second year as an administrator. Participation is optional for new administrators in the Archdiocese.

The Institute will take place at the Marywood Retreat Center (235 Marywood Dr., St Johns, Florida 32259). Part of the cost is funded through Project RICE. Participants pay \$300\*, which includes meals and accommodations. Registration fees are due by September 1, 2022. \*The FCC is working with the FLDOE to get the New Administrators' Institute on the approved conference reimbursement list using Title II monies through the North East Florida Educational Consortium.

For more information on/to register for the Institute, visit: [www.dosaeducation.org/nai](http://www.dosaeducation.org/nai)

**Elementary PE Teachers:** PLACT (Play Like a Champion) curriculum training at Monsignor Pace High School on 9/14/22 8:30 AM- 3 PM for all elementary PE teachers, **even if they attended last year**. ALL participants need to register in RML.

**Emergency Operations Plan:** School administrators and Emergency Operations Teams who need further guidance regarding the development/updating, filing and/or distribution of the document should contact the Association Superintendent, Dr. Donnie Edwards at [dedwards@theadom.org](mailto:dedwards@theadom.org).

### Eucharistic-Marian Congress:

Servants of the Pierced Hearts of Jesus and Mary invite you to our:

IV INTERNATIONAL EUCHARISTIC - MARIAN CONGRESS

*"Be Not Afraid:  
The Two Hearts Will Triumph"*

October 7, 8 and 9 of 2022

Location of the Event:  
DoubleTree by Hilton & Miami Airport Convention Center  
711 NW 72nd Ave, Miami, FL 33126



SCAN HERE  
FOR DETAILS AND TICKET

[EUCHARISTIC-MARIAN CONGRESS \(piercedhearts.org\)](http://piercedhearts.org)



Siervas y Siervos de los Corazones Traspasados de Jesús y María les invitan a nuestro:

**IV CONGRESO INTERNACIONAL EUCHARÍSTICO - MARIANO**

*“No tengan miedo:  
los Dos Corazones triunfarán”*

Octubre 7, 8 y 9 de 2022

Lugar del evento:  
DoubleTree by Hilton & Miami Airport Convention Center  
711 NW 72nd Ave, Miami, FL 33126




ESCANEAR AQUÍ  
PARA DETALLES Y BOLETO

[EUCHARISTIC-MARIAN CONGRESS 1654890929.pdf \(miamiarch.org\)](#)

**Federal Programs:**

Title I, Part A in **Broward**

The last, and final, PSW window will open tomorrow, **Thursday, August 18, 2022 and close on October 3, 2022.**

We want to ensure that all address eligible students who meet the academic criteria get the support they need available through Title I, Part A. To that end, **it is critical that you access PSW as soon as possible as follows:**

- Enter new students
- Create referrals
- Generate parent consent

**Please refer to the Action Required below for those referrals you have already submitted.**

PSW COMMENT	ACTION REQUIRED
<b>Approved</b>	Congratulations! You have completed the necessary steps and student, their teacher and parents are eligible for services.
<b>Docs Needed</b>	Upload signed consent forms.
<b>IMT</b>	Title I Approval Process. No action required at school level.
<b>More Info Needed</b>	Refer to notes and make necessary corrections.
<b>Rejected</b>	Refer to notes and contact your assigned Grant Facilitator if you find a discrepancy.
<b>Signature Needed</b>	Parent signature and/or signature dates missing in PSW and/or consent form. Enter signature date in PSW and/or resubmit consent forms with parent signature date.
<b>Withdrawn</b>	You have indicated this student is withdrawn; no action required.

**Of importance:** During this final PSW window, we ask that you access PSW, at minimum once per week, to view your students who need documents, more info, or signatures so you can correct them prior to the October 3rd deadline for services in 22-23. If you have not completed the Service Delivery Plan or the Affirmation of Consultation documents found in PSW, please do so as soon as possible. You must have these on file for services to begin.

**Your active role in completing each step of this process ensures that students who need the services and are eligible, get the services. Don't allow them to miss this critical opportunity in their educational career.**

**Host a Meeting!:** If you are open to hosting a meeting or professional development at your school-site, please let Ivette Habach (ihabach@theadom.org) know. Specifically, we are looking for sites for the meetings in the table below. This is a great chance to show off your school to Catholic educators from across the Archdiocese! Events can be held within your building or an adjacent parish building. Most meetings will need AV equipment (microphone, projector, etc.) and they are all generally from 9:00am to 2:00pm with some flexibility. Please email Brenda Cummings at [bcummings@theadom.org](mailto:bcummings@theadom.org) if your site is available and you are willing. Thank you!

Meeting/PD	Date	Max. Number of Participants
IDEA Training - Dade	10/27/2022	150
New Principals' Meeting	10/4/2022	25
Counselors' Meeting	10/11/2022	65
New Principals' Meeting	1/10/2023	25
Principals' Meeting	1/19/2023	75

Principals' Meeting	4/27/2023	75
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**International Students:** All international students holding I-20s must be registered through SEVIS within a month after August 17, 2022. The database will automatically deactivate the record if this is not done in a timely manner. If you have any questions, please email Brenda Cummings at [bcummings@theadom.org](mailto:bcummings@theadom.org).

**Personnel File and Student File Checklists:** In addition to the Personnel File Checklist mentioned at the previous Principals' Meeting, we have also updated the student file checklists. These have been populated on the E-Library for your use. Please plan on reviewing your files to ensure compliance with all ADOM policies, state requirements, and accreditation expectations.

**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. 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](https://theadom.org/btg-adom) ([theadomdevelopment.org](https://theadom.org/btg-adom))**.

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).

**Register Me Live:** Remember to send any requests to activate/inactivate teachers on RML (Register Me Live) to [bcummings@theadom.org](mailto:bcummings@theadom.org). To activate a teacher, please remember to include first name, last name, and email of the new teacher. To inactivate a teacher, only send the first and last name of the teacher.

**Register Me Live Housekeeping:** As a general rule, the deadline to submit evaluations on RML after an archdiocesan meeting will be **two weeks**. After this time, the session will be closed and points awarded to those who completed the evaluation. Please ensure that you and your staff have completed the evaluations on RML for all the prior meetings this school year.

**TerraNova:** Please be on the lookout for the TerraNova order form which will be sent to you in early August. One order form will be used for standard materials and another form for braille or large print materials. When completing this order form,

- Give true enrollment numbers because, in addition to automatically calculating the test materials needed, these enrollment numbers are also used by Data Recognition Corp. to calculate the correct number Test Coordinator materials sent (i.e. FedEx labels, group information lists, etc.).
- Switch answers from “No” to “Yes” if you want any extra printed report options and then complete quantity.
- Complete quantities for additional/optional items.

The order form comes with an “Instructions” tab which gives step-by-step help. Once completed, save this form and email it as an attachment to Joseph Walker at [ContractShelf@datarecognitioncorp.com](mailto:ContractShelf@datarecognitioncorp.com). Orders are due at the beginning of September. A milestone calendar will be sent out at a later date with other important dates in this testing cycle.

**Vendor Audit:** Remember that schools have been asked to scan/email a copy of all current contracts with third-party vendors as part of our Vendor Audit. Contract copies and the Master Vendor Spreadsheet should be sent to Sr. Elizabeth Worley ([eworley@theadom.org](mailto:eworley@theadom.org)) by Sept. 1. See Dr. Rigg’s July 27 email for more information.

**Youth World Day:**

# MARK YOUR CALENDAR

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## Rediker Training:

DATE	TIME	TOPIC	DESCRIPTION	ZOOM LINK
20-Sep	11:00am - 1:00pm	Report Cards	Receiving grades, verifying grades, printing report cards.	<a href="https://rediker.zoom.us/j/83544787692?pwd=a3M5NzN3dkhwR1RQQtSbmJWcGZFUT09">https://rediker.zoom.us/j/83544787692?pwd=a3M5NzN3dkhwR1RQQtSbmJWcGZFUT09</a>

Should you have any questions or require assistance with other Rediker topics, please contact Gabriel Cambert, Director of Continuous Improvement, at [gcambert@theadom.org](mailto:gcambert@theadom.org).

## Mental Health Task Force Meetings:

**Topic: ADOM Mental Health Task Force**

**Time: Sep 14, 2022 01:15 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/89299291929?pwd=L0tnaHpGaWUvdzZaQzN3YUdNemZ2Zz09>

**Topic: ADOM Mental Health Task Force**

**Time: Nov 16, 2022 01:15 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/82345412563?pwd=ZVk2YnRMUENucTI0TDMraFFaK094Zz09>

**Topic: ADOM Counselors**

**Time: Jan 11, 2023 09:30 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/83530090172?pwd=djFDbWxGTGNXWU8vb04vMUFwOGM0Zz09>

**Topic: ADOM Task Force**

**Time: Feb 7, 2023 02:30 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/89375080539?pwd=ekU2aXZoa2QxQjcyUVVjUFU2TE94Zz09>

**Topic: ADOM Closing Task Force Meeting**

**Time: Apr 25, 2023 01:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/88178979426?pwd=aWNYckpzZEx1L2o1V2Eva1lyS3ltUT09>