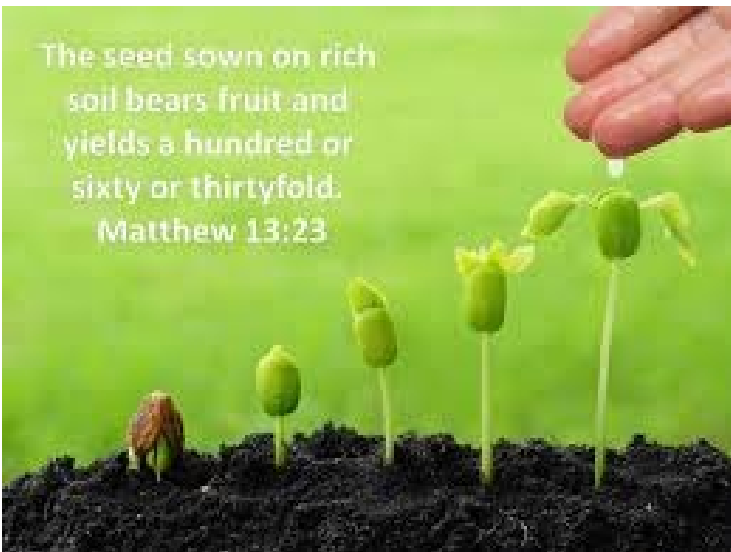


ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER FEBRUARY 6, 2025



UPCOMING EVENTS:

- Feb. 7:** Early Dismissal (Staff PD)
- Feb. 11:** Principals' Retreat (SEPI)
- Feb 18:** Terra Nova Testing begins
- Feb. 20:** New Principals' Meeting (St. Coleman)
- March 5:** Ash Wednesday
- March 11:** ACT Administration
- March 14:** Early Dismissal (Staff PD); End of 3rd Quarter

A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

It was a great joy to celebrate our wonderful schools during Catholic Schools Week! I had an opportunity to participate in events at several schools, and I enjoyed seeing students from all of our schools at the All Schools Mass. We always have reasons to celebrate Catholic education! Indeed, the National Catholic Educational Association recently announced that Catholic schools significantly outpaced public schools on the National Assessment of Educational Progress (NAEP). This assessment was created by Congress and is administered to a sampling of various types of schools each year (including schools in the Archdiocese). The scores affirm the excellence of education our students receive. See this article for more information: [Catholic Schools Outshine Public Schools in Nation's Report Card](#). Feel free to circulate this news amongst your stakeholders!

I am looking forward to seeing you next week for the annual Principals' Retreat (Feb. 11 at SEPI). I am hopeful that this will be a day of relaxation and restoration as we reflect together on the ministry of Catholic school leadership. See you soon!

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

ASM SUMMER CAMP FOR TEACHERS:

Science and STEAM Teachers of the Archdiocese of Miami – You are invited to a **free, week-long workshop** for middle and high school teachers hosted by Cardinal Gibbons, June 23-27, 2025. Specifically geared toward science, engineering, technology, and STEAM. The workshop is limited to **30 people**. Please do not register unless you are sure you can commit. See the attached flyer for more information.

If you have any questions, you can email Jennifer Muhlig - muhlig@cghsfl.org.

ADOM PD PLATFORM:

PD Courses (non-Catechetical) taken on the platform can be added to RML for certification credit. To download a certificate, click on Reports – My Certifications. Click on the class, and then click Download Certificate on the right side of the screen.

CURRICULUM CARAVAN 2025

Thank you for attending the Curriculum Caravan (the first of its kind in ADOM) this week! A special thank you to Principal Suero and her team for hosting the event and Shannon Isek who was instrumental in the success of the day. We hope those who attended found the experience meaningful, timely, informative and collegial. Should you need assistance with connecting with specific representatives or other curricular insights, please contact Dr. LaTonya White (lwhite@theadom.org).

FIELD TRIP POLICY - REMINDER

Section 507 of the Policy Manual for School Administrators (PMSA) outlines the requirements for off-site field trips in Catholic schools. All trips must have a definite academic or religious purpose and must be approved in advance by the principal. For *elementary schools*, any trips that involve travel outside of South Florida (Miami-Dade, Broward, Monroe, or Palm Beach Counties) must also be approved by the Superintendent via the Field Trip Proposal Form found on the E-Library. Overnight trips (which should be extremely rare at the elementary level) also require such approval. For *secondary schools*, all Field Trips required approval. Proposal Forms for athletic trips should be sent to Valarie Lloyd and all other forms should be sent to Dr. Edwards. It is very important that this policy be followed, particularly as we anticipate field trips in the late school year!

JOIN US FOR THE 2025 VIA CRUCIS WALKING PILGRIMAGE!

We are excited to invite your school community to participate in the annual High School Via Crucis Walking Pilgrimage on Saturday, April 12, 2025. This powerful event, hosted by the Order of Malta, begins with 8 AM Mass at St. Augustine Catholic Church and continues on a 6.5-mile journey through Miami, Coral Gables, and Coconut Grove, concluding at the Shrine of Our Lady of Charity (La Ermita de la Caridad).

This pilgrimage offers a unique opportunity for prayer, reflection, and preparation for Holy Week, as we meditate on Christ's Passion at each Station of the Cross. Students, families, and faculty are encouraged to join—service hours will be awarded for participation!

Please find the attached flyer, route map, and consent form for more details. To register, visit the Via Crucis 2024 [Sign-Up Form](#). We also welcome donations of snacks and drinks for participants.

For questions, contact Mrs. Jaclyn Don Caceres at jdoncaceres@gmail.com or 305-801-7373. We look forward to sharing this meaningful experience with you!

LEADERSHIP WEBINARS FROM ADAC (FREE):

ADAC is offering a free series of webinars designed for Catholic school leaders. Topics will vary from teacher recruitment to AI to social-emotional learning. Webinars will include collaboration with other leaders across the country. See the **attached flyer** for more information.

MIAMI ARCHDIOCESAN COUNCIL OF CATHOLIC WOMEN (MACCW) SCHOLARSHIP FUND:

MACCW Scholarships give financial assistance to 8th grade girls, attending a Catholic Elementary School in the Archdiocese of Miami, to continue their education at a Catholic High School. Since 1997, over \$373,000 had been awarded to 85 deserving young ladies. Applications have been emailed out to Principals of Archdiocesan Elementary Schools with an eighth grade. They were emailed on January 30, 2025, from maccw.scholarshipsecretary@gmail.com, Subject line : MACCW 2025 Scholarship Awards

Completed applications must be returned by mail by March 1, 2025.

Principals and staff are invited to attend the MACCW Scholarship Fund Luncheon on February 22, 2025, 11:30 AM, at the Embassy Suites Hotel, 1100 SE 17 Street, Fort Lauderdale. We will be honoring Jim Rigg, Superintendent of Schools for the Archdiocese of Miami. It would be great if many of you could be there to show your support. Registration for the luncheon is \$60 by Feb. 8, \$65.00 after Feb. 8th. Contact Kitten Auer for registration 305-302-0411 or keys kitten@aol.com

Please contact me if you have any questions or concerns.

Mary Weber
MACCW Scholarship Fund Chair
maccwscholaarshipfund@gmail.com
305-469-3515

NEW FCC ACCREDITATION STANDARDS:

The new FCC Accreditation Standards are aligned with NSBECS 2.0 and will be used by all elementary schools in accreditation cycle years 1-6 in the 2025-2026 school year. If you missed the webinar hosted by Mary Camp on February 5, the recording and slide deck are posted on the FCC website [HERE](#). The new [FCC Accreditation Standards for 2025-2026](#) are also posted on the website [HERE](#). Please download the PDF of the new benchmarks and coordinate a time to review these with your leadership teams and faculty and staff. More details on domains are forthcoming. Please refer to the email from Mary Camp dated 01/31/25 for other details. We will discuss changes during future meetings.

POLICY REMINDER: VENDORS AND CONTRACTS:

Please see the **attached** policy regarding the signing of contracts for third-party vendors. It is important that this policy be followed when signing or renewing such contracts. Please share this policy with relevant staff.

PROCESS FOR ONBOARDING A RELIGIOUS:

We are blessed to have many members of Religious Institutes serving in our archdiocesan schools. It is important to understand that each Sister and Brother serves at the direction of her/his Religious Institute, the latter having been invited by the Archbishop to minister in the archdiocese. An administrator who wishes to request that a Religious serve in the parish, school, or ministry must take the following steps:

1. Contact Sister Ana Margarita Lanzas, SCJTM, Director of the Office of Religious Life; to inquire as to the Order's eligibility to serve in the archdiocese;
2. Contact the Provincial / Superior or delegate to request that a member of the Religious Institute serve in the specific capacity;
3. Review the policy "Stipended Compensation for Religious Sisters and Brothers Assigned in Ministry in the Archdiocese" and determine the budget. That will include the stipend indicated in the policy and most likely include other allowances indicated in the policy / agreement.
4. Complete the Agreement for Religious, found on pages four and five of the policy.
5. Send the signed Agreement to Sister Ana Margarita Lanzas.

- Steps 1 and 2 must be completed BEFORE interviewing a member of the Religious Institute who might be a candidate for a

position; and before contacting Shannon to check certification and FDOE status.

- Please have your payroll person contact Janet Milian in HR to create the Paylocity record for the the Religious member, as there are a number of differences between compensation, benefits and taxation of lay employees and secular clergy versus the contribution to the Religious Institute for the stipend, retirement, health plan coverage, and any room and board.
- Paychecks are to be issued to the Religious Institute, not in the name of the individual Brother or Sister.
- All questions regarding the policy should be directed to either Sister Elizabeth Worley, SSJ; or Sister Ana Margarita Lanzas, SCJTM. Sister Ana Margarita must have the final, signed Agreement.

SAC AND SCHOOL BOARD TRAININGS:

NAPCA is offering free webinars to assist school/parish leaders with their School Advisory Council or School Board. These webinars are:

Calling all CATHOLIC SCHOOL BOARD CHAIRPERSONS, ADMINISTRATORS, BOARD MEMBERS and SUPERINTENDENTS seeking ways to improve board and governance practices in their schools!

2025 Board Development Virtual Series

Testimonials from Previous Sessions


"The presenters both did a great job of bringing forth the mission of Catholic education as a focus for Catholic school boards."

"It was good to learn the range of ways that different dioceses might deal with board-related items, but within certain common boundaries"

"The presentation was brilliant and practical."

All sessions are offered **free of charge** to constituents of the PK-12 Catholic school community. In lieu of a registration fee, we ask that you make a donation to a Catholic school of your choice.

Scan [here](#) to register!



*Through the collaboration of Catholic college and university partners that are committed to PK-12 education, and presented by national experts in Catholic school board leadership and governance issues, this series of **free** virtual sessions is available to anyone invested in visionary and impactful Catholic school boards.*

Session One: January 15, 2025 - 6:00 - 7:30 p.m. EST
Effective Governance: Unlocking Legal Insights for Board Leadership
Sr. Angela Shaughnessey, SCN, JD, PhD - Senior Distinguished Fellow, Loyola Marymount University

Session Two: January 29, 2025 - 6:00 - 7:30 p.m. EST
AI-Powered Leadership: Revolutionizing Board Governance in the Digital Era
W. Joy Lopez, EdD - Director of Information Technology and Innovation, Sacred Heart Schools (Atherton, CA)

Session Three: February 12, 2025 - 6:00 - 7:30 p.m. EST
The Governance Playbook: A Practical Guide for Secondary School Boards
Todd Sweda, EdD - Associate Director for Lumen Accreditation, Catholic University of America

Session Four: February 26, 2025 - 6:00 - 7:30 p.m. EST
Essential Governance Toolkit: Key Insights for Parish and Elementary School Boards
John James, EdD - Professor of Educational Leadership, Saint Louis University

Session Five: March 12, 2025 - 6:00 - 7:30 p.m. EST
Visionary Leadership Unleashed: Strategic Planning for Secondary Schools
Marco Clark, EdD - President, Holy Cross College

Session Six: March 26, 2025 - 6:00 - 7:30 p.m. EST
Mission-Driven Growth: Strategic Planning for Catholic Elementary Schools
Angela Gunderson, MS - President of Meitler

Session Seven: April 2, 2025 - 6:00 - 7:30 p.m. EST
Lenten Twilight Reflection: Exercising Your Gifts of Power as God Intended
Ann Garrido, D.Min - Director of Spiritual Formation, Aquinas Institute of Theology
Dale Hoyt, EdD - Educational Leadership Faculty, Creighton University

Participants who engage in four of the seven sessions and who complete the program evaluation will receive a certificate of completion from Creighton University.

Step up Resources:

- **New Handbook Links**
 - FES-UA [Schools & Providers](#)
 - FES-UA [Parent/Guardian](#)
 - FTC (including PEP) / FES-EO [Schools & Providers](#)
 - FTC (including PEP) / FES-EO [Parent/Guardian](#)
- **Provider website updated with new information:**
 - Purchasing Guides (FTC/EO & FES-UA)
 - Service Provider Account Types and Document Checklist
 - Full-Time Tutor 2024-25 Provider Participation Agreement
 - Home Education Instructional Program 2024-25 Provider Participation Agreement
- **PEP website updated with new information:**
 - Purchasing Guide and Feedback Form
 - Home Education Termination Letter
 - Enhanced “Frequently Asked Questions” (next to the “Apply Now” link towards the bottom of the page)
 - Dual Enrollment
 - FHSAA & Extracurriculars
 - Bright Futures
 - Diplomas
- **YouTube Channel**(tutorial/webinars) : [Step Up For Students - YouTube](#)
- **Marketing Toolkit** (Bulletin info, Web/Outdoor banners/ etc.): <https://www.stepupforstudents.org/schools-and-providers/>

STEP UP RENEWAL- Starting February 1, 2025

- **Application checklist:** For a list of documents that may be needed when a family applies, please [click here](#).
- **Priority deadline:** To ensure renewing students receive priority for the Private School Scholarship and the Unique Abilities Scholarship, families must submit their application by Wednesday, April 30. After this date, all students will be processed as "new students" due to legislative changes for this year.
- **New step for families:** Once a student is found eligible, the family will be asked to "Accept" or "Decline" the scholarship. Once accepted, the student's status will be updated to "Awarded." *Please monitor your email for future updates about enrollment.*

TERRA NOVA SPR 2025 UPDATES AND REMINDERS

The Spring Terra Nova window is **February 18 – March 7**. The testing window includes live and make-up windows; make-ups **should not be completed outside of the testing window**. All training videos can be accessed in the DRC Portal. After logging in, select “My Applications” in the blue banner, select “General Information”, select “Documents” tab and then “Show Documents”, go to page 2 and look for “FCC: 2024-2025 Training Videos. See the other **important** reminders listed below:

- Ship paper testing materials **as soon as** testing is completed using the pre-paid shipping labels.
- Follow procedures to use **UPS** for the pre-paid shipping labels.
- Use **sturdy** boxes that are taped with shipping tape.
- Schools should not be paying for the **return** of materials. This is included in your per student price.

UPCOMING FDLE SYSTEM PAUSE:

The Florida Department of Law Enforcement will be implementing a new biometric identification system. From Friday, February 21 through Monday, February 24, 2025 all fingerprinting processing will be placed on hold. Applicants and volunteers may still have their fingerprints taken during this time; however, FDLE will hold off on the processing of records until the implementation is complete on February 24. Thank you for your patience.



All Schools Mass – Jan. 29, 2025