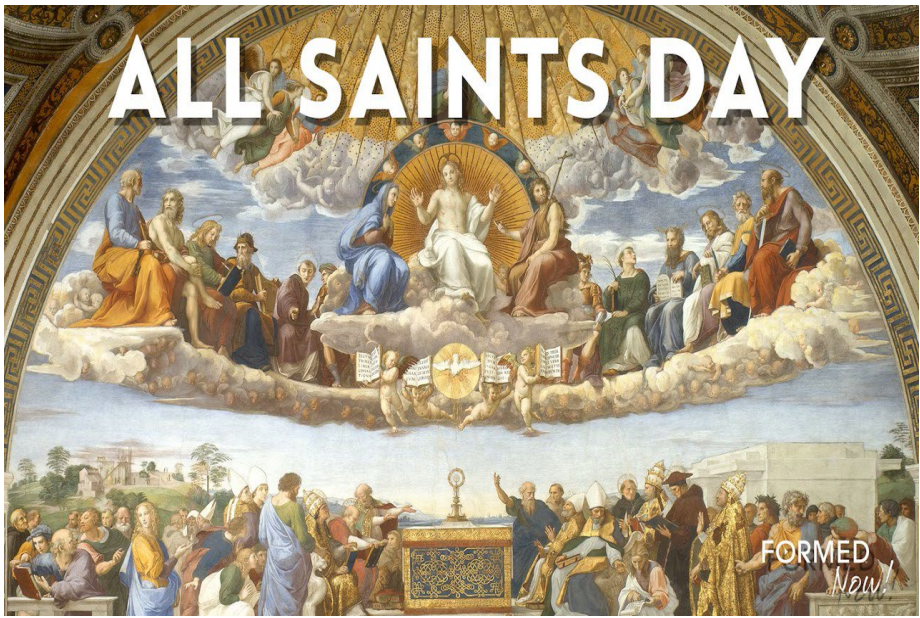


ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER OCTOBER 30, 2025



UPCOMING DATES:

- Oct 30:** Elementary AP Meeting (Sts. Peter and Paul)
- Nov. 1:** All Saints Day
- Nov. 2-8:** National Vocations Awareness Week
- Nov. 7:** Early Dismissal (PD)
- Nov. 11:** Veterans’ Day (no school)
- Nov. 24-28:** No School (Thanksgiving)
- Nov. 30:** First Sunday of Advent

A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

In recent days, I have had the pleasure of meeting with various groups of midlevel administrators from our Catholic elementary and secondary schools (including today’s meeting with our elementary Assistant Principals). We are truly blessed to have such talented and dedicated administrators in our schools. As you know, leadership is the most influential factor in determining the success or failure of a Catholic school. Principals must always cultivate the talents of those around them, identifying potential future leaders and helping them on their leadership path. I encourage you to continue to lift up current and future leaders from amongst your local educators!

Speaking of leaders, you may be aware that Pope Leo recently published an apostolic letter on Catholic education. The document, which has not yet been translated into English, affirms the value and importance of Catholic schools, particularly in the face of many modern issues. To read a summary of the document, see [this article](#).

The Feast of All Saints is nearly here. May St. Mary and all holy men and women pray for us!

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

AMERICAN HEART ASSOCIATION – HEART CHALLENGE:

For many years, the Archdiocese has partnered with the American Heart Association (AHA) to foster health and wellness amongst our students. Please see the **attached** letter from Dr. Rigg encouraging students to participate in this year’s Kids’ Heart Challenge. Representatives from the AHA will be reaching out to schools to discuss this further.

ACCOUNTS PAYABLE INVOICE

Be on Alert! Some schools have received requests for payment on bogus invoices. They look realistic and the amounts are reasonable. See the example below:

SOURCE OFFICE SOLUTIONS
P.O. BOX 28734
SANTA ANA, CA. 92799
PH. 916-809-8685

Invoice

Date

10/15/25

Invoice No.

33789

Bill To:

Our Lady of Lourdes Catholic School-MI
14000 SW 112TH ST
MIAMI, FL 33185

Terms

Due Date

Ship Via

Phone

NET 30

11/14/25

UPS

305-386-8446

Qty	Description	Item	Price	Amount
4	TONER TYPE HP26X FOR HP LASERJET PRINTER	TONER	379.00	1,516.00
		SHIPPING	16.00	16.00
Please remit payment to address on invoice.			Total	\$1,532.00

ASSESSMENT FOR RELIGIOUS KNOWLEDGE (ARK):

The attached ARK resource may be helpful for you as you continue to ensure Curriculum Permeation and integrate the ADOM Religion Standards. Grade level Domains and Topics for grades 2 - 12 ARK topics are taken from content in various Religion publications (grades 2-8) and the USCCB High School Framework (grades 9-12). Please share this resource with your teachers.

FACTS: *note from Kalah Gonzalez*

Dear Principals and School Leaders,

Thank you for joining our recent session on the Archdiocese of Miami’s financial tools and resources. We appreciated your time and engagement as we explored how FACTS can support your schools in managing tuition, scholarships, and family accounts more efficiently.

Quick Recap:

During the meeting, Josh and I introduced the FACTS financial management system, highlighting key features such as payment plans, incidental billing, financial aid processing, and payment forms. We also discussed how the system integrates with accounting platforms like QuickBooks and Sage Intacct with Advanced Accounting and supports multiple transaction types to streamline operations.

Ruth and I shared best practices for scholarship tracking and managing split family accounts, and we emphasized the value of Hub Help and multilingual support for your teams.

Next Steps:

- I am including a copy of the PowerPoint presentation today, and it includes the webinar links and a link to sign up for FACTS^Space. I will also include those here:
 - October 28th 12 pm CT - [Billing Beyond Tuition – Best Practices](#)
 - October 30th 12 pm CT - [Smarter Aid Decisions: Reviewing Applications & Awarding with FACTS](#)
 - November 5th 12 pm CT - [Enrollment to Tuition: Simplifying Contracts & Deposit Collection](#)
 - Link to [FACTS^Space](#)
- The forward-facing page for the Webinars is being built, but we will try to share as new topics are added.
- Please schedule a meeting with Ruth to assist in setting up rate tables for scholarship tracking by county and walk through custom characteristics and split account scenarios. <https://scheduler.zoom.us/ruth-soler/>
- If you'd like to learn more about any of the financial products we share today, please feel free to reach out to Josh: jhiggins@factsmgt.com or Kalah: kgonzalez@factsmgt.com and we will be glad to talk more about those products.
- Here's the link to today's recorded meeting as well: [ADOM Principals: Using FACTS Financial Resources](#)

If you have any questions or need additional support, please don’t hesitate to reach out. We’re here to help you make the most of your FACTS tools.

FUTURE TEACHERS “PEP RALLY” AT ST. THOMAS UNIVERSITY:

All are invited to attend a “pep rally” and panel discussion directed at individuals interested in becoming teachers in South Florida. This event will take place at 5:00 PM on Wednesday, Nov. 12 at St. Thomas University. Dr. Rigg will be a featured speaker and panelist. Please pass along the **attached** flier to anyone who might be interested (they need not have any connection to STU). Let’s do our part to recruit future Catholic school teachers!

I-READY UPDATE (PERSONALIZED INSTRUCTION):

Schools implementing Personalized Instruction (PI) are maintaining steady usage with positive student outcomes. Congratulations to St. Mark for having the highest percentage of students meeting the recommended time in Math and congratulations to St. John the Apostle for having the highest percentage of students meeting the recommended time in Reading. Please review the PI usage target for students below. If your teachers need additional support, please reach out to our dedicated i-Ready Professional Learning Specialist, Daniella Martinez (dmartinez@cainc.com).

i–Ready Personalized Instruction

Weekly Expectations

At the Archdiocese, we are monitoring i–Ready Personalized Instruction usage with a target of 30–49 minutes per subject per week. Research shows that students who consistently use the program within the 30–49 minute range and pass at least 70% of their lessons make the greatest academic gains.

Kinder – 5th Grade

However, the focus for students should not be on “minutes” alone. A student could spend 45 minutes online without successfully completing a lesson, which does not support growth. Instead, a more student-friendly way to frame the expectation is:
“Pass at least two lessons per subject each week.”
Because each lesson typically takes 15–25 minutes, passing two lessons generally places students within the recommended time range. If they finish two lessons but are still under 49 minutes, they should keep working, hence the emphasis on “at least two passed lessons.”
Ultimately, schools and teachers can choose the approach that best fits their context, but the key is to keep the student message centered on lesson completion and success, not just time logged.

6th – 8th Grade

Students will move at different paces—some may complete 2 lessons quickly, while others may only finish 1 in the same amount of time. Rather than focusing solely on the number of lessons, it’s best to emphasize both time and success rate. The key metrics to monitor are **Time on Task (30–49 minutes per subject, per week)** and **Lesson Pass Rate (70% or higher of lessons completed)**.

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NICEA AT 1700 – EVENT AT ST. THOMAS UNIVERSITY:

Students, staff, and families are invited to attend the Nicea at 1700 event at St. Thomas University. As we celebrate the 1700th anniversary of the Council of Nicea, STU will welcome distinguished scholars who will reflect upon the Council and its implications. The event will take place on Monday, Nov. 17 at 6:30 PM. Please see the **attached** flyer for more information.

STEP-UP SCHOLARSHIPS – COMPLIANCE:

Please see the **attached** Workers Compensation policy. You should keep a copy of this policy on hand for compliance with Step-Up procedures.

STEP UP AUP – AGREED-UPON PROCEDURES WEBINARS

Webinar Overview:

- A one-hour walkthrough of the AUP Report requirements
- Live Q&A session to address your questions

Webinar Schedule:

November 3: 11 a.m. ET
November 5: 1 p.m. ET
December 15: 11 a.m. ET
February 4: 12 p.m. ET
February 9: 12 p.m. ET

[Click here to register](#)

TERRA NOVA MILESTONE DATES – UPCOMING TRAININGS:

Thank you for submitting your TerraNova Spring 2026 Assessment Form to DRC. The next milestone task is to submit the Pre-Code files roster beginning 11/06/25 through 12/12/25 as the deadline. Please watch your emails for this information. Principals and Testing Coordinators should have received a calendar invite to join the training for FCC:TerraNova Next Student Uploads for Online and Paper Testing on November 4, 2025 @ 10:30am-11:30am. Please plan to attend.

UPCOMING PROFESSIONAL LEARNING OPPORTUNITIES:

November 7:

IT/EdTech Lunch and Learn @ Immaculata La Salle – 12:30pm-3:00pm

Lunch will be provided by ILS and sponsored by CyberSphere Solutions, LLC. To ensure timely and proper preparation, **please remind all IT/EdTech directors to register in *RegisterMeLive (RML)* ASAP and complete the survey** that was emailed on 10/24/25. Thank you for your prompt attention to this request.