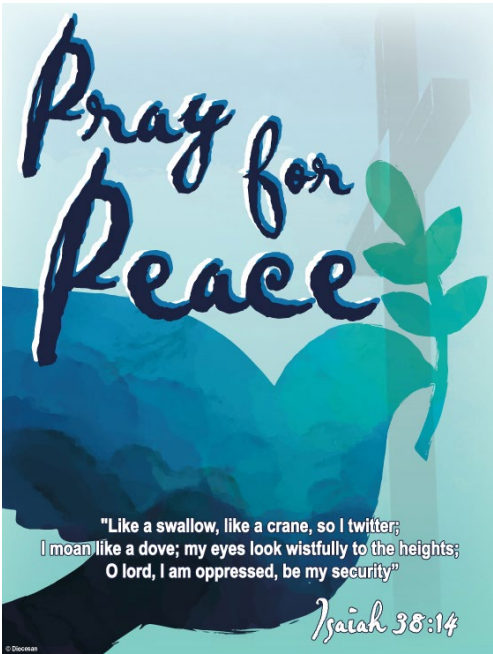


# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

## PRINCIPAL NEWSLETTER SEPTEMBER 4, 2025



### UPCOMING DATES:

- Sept. 5: Early Dismissal (PD)
- Sept. 21: Catechetical Sunday
- Sept. 26: “Bridging the Gap” (includes Principals’ Meeting)
- Oct. 3: Early Dismissal (PD)
- Oct. 9: ESE Bootcamp (Marian Center)
- Oct 10: End of First Quarter

### A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

We continue to join in prayer as we support those affected by the shooting at Annunciation Catholic School in Minneapolis. I encourage you to continue to carefully review safety procedures at your school and respond to parent questions as best you can. Please do not hesitate to contact the OCS if you have specific needs as you respond.

Several schools have inquired how they might be of greater help. The Archdiocese of St. Paul-Minneapolis has established the [Annunciation Hope and Healing Fund](#) to raise funds for those directly affected by the shooting. Feel free to promote this opportunity at your school, as appropriate.

In spite of this tragedy, I am inspired and hope-filled by the daily miracles occurring in our Catholic school classrooms. While atrocities occur and evil is real, so too is God’s great and everlasting goodness!

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

### ADOM LEARNING PLATFORM:

Please note that principals are responsible for creating new user accounts on the platform. Make sure you are in the correct school’s group (top right corner). Click on **Admin > Users**, and then **Add User**.

The clearest and most detailed directions for adding users is found in your principals’ “Getting Started Guide” which is sitting on the dashboard when you log in.



If you have new teachers who already have an account but need it transferred from a different ADOM school, please send an email with their information to [support@catholicfaithtech.com](mailto:support@catholicfaithtech.com) and request that their account be moved over.

For additional information or questions regarding the PD section of the platform, please contact [support@catholicfaithtech.com](mailto:support@catholicfaithtech.com).

To add a workshop or retreat for Faith Formation certification, the directions are [Here](#). If you have any questions, please contact Jorge Mejia in the Office of Catechesis, at [jmejia@theadom.org](mailto:jmejia@theadom.org).

Please also remind your Certification Coordinators to take advantage of the “free” Certification Coordinator Training for new and/or returning individuals as a refresher. This course may be found in the **Course Catalogue** on the **Dashboard**.

**FINANCIAL REPORTS**

July 2025 Bank reconciliations should be complete and closed in Parish Soft (Connect Now). Review July 2025 **Statement of Financial Activity** (revenue, expenses, and net income) compared to the monthly budget. Seek an explanation of large variances between actual and budget from the bookkeeper. They may be timing. Also review July 2025 **Statement of Financial Position** (cash and liabilities). Evaluate the school’s ability to pay near term operating needs, and future debt obligations.

**FCC ACCREDITATION UPDATES:**

You should have received an email from Mary Camp last week about staffing changes in the FCC Office as well as the ***school specific Annual Report for Continuous Accreditation (ARCA) Guide for schools in year 1, 2, 4 and 5***. Schools in year 3, 6, and 7 received emails from Mary Camp with specific instructions. ***All schools in years 1 through 6 are using the new standards and benchmarks in the ARCA and EEP this year.*** The new standards are updated on the Accreditrac site: <https://cas-ed2.accreditrac.com>. If you need a copy of your school specific ARCA Guide, please contact Dr. LaTonya White ([lwhite@theadom.org](mailto:lwhite@theadom.org)) who is the Diocesan Accreditation Director for Elementary Schools. Both Dr. White and Mrs. Barbie Perdomo ([earlyed@theadom.org](mailto:earlyed@theadom.org)) will continue working closely with schools to prepare for the Third Year Review and Seven Year Accreditation Review. Additional accreditation resources may be found on the FCC Program website: [Florida Catholic Conference Accreditation Program | Tallahassee, FL](#)

**INCLUSIVE CATHOLIC SCHOOLS CERTIFICATE:**

Saint Louis University is proud to launch an exciting new professional development opportunity for Catholic school leaders: the **Inclusive Catholic Schools Leadership Certificate**. This fully **asynchronous program** is designed to equip educators and administrators with the skills, knowledge, and frameworks needed to lead inclusive Catholic schools that honor the dignity of every student.

The certificate program spans **three semesters**, beginning in **January 2026** and concluding in **December 2026**, providing participants with a comprehensive, immersive experience while offering the flexibility to balance professional responsibilities. Applications are now open! Leaders interested in enrolling for **January 2026** can learn more and apply here: [Inclusive Catholic Schools Leadership Certificate](#).

**JOIN THE CHALLENGE WITH BLUE MISSIONS:**

The **thinkBLUE** Challenge is a NEW annual, student-driven competition open to PK-12 students, integrating [STREAM standards-aligned](#) water sustainability, cross-curricular [STREAM certification alignment](#) teaching and learning to raise awareness about water issues and inspire hands-on action and solutions.

- ADOM schools may learn more about the **thinkBLUE** Challenge and/or register your school to be eligible for project submissions this school year via links below:  
[Learn More](#)  
[Challenge School Registration](#)  
[Teacher Flyer](#)

Professional Learning Session about Water Resources with grade level breakout sessions is available on a limited basis for PK-8 schools and/or high school liaisons on **November 3rd, 2025** at FIU International Center for Tropical Botany at The Kampong. [PL Registration](#). Schools may also request a faculty meeting presentation. For more information, you may email [thinkblue@bluemissions.org](mailto:thinkblue@bluemissions.org)

**LIFE CHANGER OF THE YEAR AWARD:**

Catholic schools are encouraged to nominate educators for the annual Life Changer Awards! Each selected recipient will receive \$5,000 (\$2,500 for the awardee and \$2,500 for their school). The organizers of this award would very much like to recognize Catholic school educators from the Archdiocese.

To nominate a teacher, visit: [www.LifeChangeroftheYear.com](http://www.LifeChangeroftheYear.com)

**PROFESSIONAL MENTORING PROGRAM (PMP):**

The deadline for PMP registration is **October 1, 2025**. We will continue following the 2024-2025 PMP Handbook this year. The handbook can be found in **E-Library** under **Education—Schools—Certification**. See the FAQs below. If you still have questions, please email [teacher.certification@theadom.org](mailto:teacher.certification@theadom.org).

- **Who should do the PMP?**
  - **Only** teachers with a current Temporary Certificate **in hand**.
- **How can we tell if a teacher must do the PMP?**
  - By reading the **Statement of Eligibility**. It will read: “Completion of a Florida approved Professional Education Competence Program documented by your employer.”
- **How do we enroll a teacher?**
  - **By October 1<sup>st</sup>**, send the completed **Teacher Enrollment Form** (pg. 10), copies of the **Temporary Certificate and SOE**, as well as the \$50.00 fee (a check payable to “ADOM “)
    - ♣ Archdiocese of Miami
    - ♣ Attn: Ana Umana
    - ♣ 9401 Biscayne Boulevard
    - ♣ Miami Shores, FL 33138
- **When does the program begin?**
  - October 1<sup>st</sup>

- **What qualifications does the mentor need to have?**
  - **Minimum of three (3) years of successful teaching experience in Catholic schools**
  - **Professional Certificate**
  - **Trained in Clinical Education**
- **When does the program end?**
  - **May 1<sup>st</sup>**
- **What do we do when the program is completed?**
  - Send **ONLY** pages 9-27 (PMP Packet) via email to Ana Umana at [teacher.certification@theadom.org](mailto:teacher.certification@theadom.org). **You will also be scanning and sending all evidence.** The portfolio stays at the school.
- **What happens next?**
  - Once the completed program has been sent to the Office of Catholic Schools (OCS) and verified, the OCS will submit the PMP to the FLDOE.

**RML ACCOUNTS FOR NEW TEACHERS:**

Among the new teachers who attended and completed the survey for the “New Teachers Orientation” event held on August 4, 2025, some do not yet have an RML account. If you or the certification coordinator at your school have not done so already, please submit a request to create their RML account through the following link:  
[RML Accounts Updates. ADOM](#)

**SEPTEMBER 5 PROFESSIONAL LEARNING OPPORTUNITY (I-READY):**

Professional Learning Specialist, Daniella Martinez, will be facilitating a **virtual** professional learning session entitled, *Data Chats and Empowering Students* on **September 5 from 1:00pm-3:00pm (tomorrow)**. This session is open to Mid-Level Administrators and Grade-Level Leads, teachers are welcome to attend. your decision. **Please remind attendees to register for this session on Register Me Live (RML) on the District Calendar** to obtain MIPs. Schools should also click here to register with Daniella: <https://calendly.com/dmartinez-cainc/data-chats>

**SCRIPPS NATIONAL SPELLING BEE:**

Does your school participate in the Scripps National Spelling Bee? If not, here is the opportunity to engage your school and students for national recognition. Join today!  [How Can the Spelling Bee Impact Your School?](#)

**SHARING AGREEMENTS**

Now is the time to review the previous agreement between the School and Parish. Make changes if necessary. To request a template, please contact Beatriz Ramirez at [bramirez@theadom.org](mailto:bramirez@theadom.org).

**STEP UP**

2025-2026 Scholarship Amounts:  
Dade-                K-3 \$8,583,     4-8 \$ 7,986,     9-12 \$7,831  
Broward-           K-3 \$8,353,     4-8 \$7,759,     9-12 \$7,604  
Compare actuals to budgeted amounts to evaluate if your funding is on track.

**TEACHER OBSERVATION AND EVALUATION PROCESS:**

We are almost three weeks into the first observation window for new and veteran teachers and it is a great time to schedule instructional observations. Please review the observation timeline below. The Observation Documentation Log, the Formal Observation Tool and other resources may be found in E-Library—Schools—Education—Teacher Observations/Evaluations.

| Timeline of Evaluations                                                         |                    |                                                |
|---------------------------------------------------------------------------------|--------------------|------------------------------------------------|
| Evaluation/Observation                                                          | Expected Timeline  | Conducted By                                   |
| Observation #1 New and Current Teachers                                         | August - September | Administrator/Dept. Chair                      |
| Observation #2 New Teachers                                                     | October - December | Administrator/Dept. Chair                      |
| Observation #3 New and Current Teachers                                         | January - April    | Administrator/Dept. Chair                      |
| <i>Other observations as needed</i>                                             | <i>Ongoing</i>     | <i>Administrator/Dept. Chair</i>               |
| Summative Evaluation Form Review                                                | March - April      | Principal/Assistant Principal/Dept. Chair/Dean |
| Summative Evaluation Conference with Teacher (prior to contract/letter meeting) | March - April      | Principal                                      |
| Individualized Teacher Professional Development Plan (turn in with contract)    | May                | Teacher                                        |