



DIOCESE OF ST. AUGUSTINE

Office of the Superintendent

Tuesday, September 13, 2022
BISHOP SNYDER HIGH SCHOOL

ADMINISTRATORS' MEETING



Opening Prayer



Scheduled Presenters:

- † Lester Del Rosario, 9:30-10:00
- † Amanda Tewey, 10:00-10:20



COVID Update



AUP Audits

- † Submit items throughout the year as asked
- † School Advisory Board minutes MUST show budget approval prior to July 1 each year
- † Prior to July 1, you should have minutes to Parish/School Financial Meeting approved for next school year
- † September 15 due date – FORD Form
 - Make sure to turn in forms to Meagan when she asks



Virtus 4.0

- † Has already been assigned to everyone beyond 5 years since having taken PGC
- † Send certificate to Audra for CETracker



ARCA Work

- † As soon as you complete your single domain, submit and let Rhonda know
- † If you finish your work before February, send Rhonda an email



NCEA Survey and updates

- † Due by September 16, can't be any unknowns



Annual Private School Survey – email to Ronnie, our office will snail mail original



Final approved budgets for 22-23—send to Audra



Diocesan Spanish Mass



Various Topics

- † Sports—no blank checks
- † Savings account needs to be in Savings & Loan
- † No school employee should have school debit card
- † Background Checks – before employment
- † Employment contract – follow it
- † Catechist Certifications—past due?
- † Checks being sent to DOSA – send ATTN: Audra Smith (no windowed envelope)
- † Increased Student Activity Fee 23-24
- † Christmas Card Contest Reminder