

~HR News4You~

Welcome back!

The Human Resource Team would like to welcome all of our SJCS D employees back as we begin the 2019-20 school year. We hope you had a restful, healthy and enjoyable summer break with family and friends.

This summer we hired over 248 new employees to our school district's workforce for the upcoming school year. This includes teachers and non-instructional employees. Our school district continues to grow as we experience growth throughout the county.

Thank you for your commitment and dedication to the students in our school district. Regardless of the job you have, you play a key part of our organization to serve our students. By working together, we can do great things for and with our students. Thank you for keeping the focus on providing "Excellent instruction for every student every day."

It is great to be in a school district where our employees work as a team of inspiring educators and support staff who encourage, challenge, support and celebrate student success. We thank you for what each of you do everyday to make that happen.

The Human Resource Department publishes the HR News4You monthly to keep SJCS D employees informed of various news items including certification, wellness, benefits, insurance and professional development opportunities. While lengthy, it serves as an information resource to our employees. Please find time at the end of one of your days ahead to read and keep as a resource in the future. If you have any suggestions or ideas to include in our newsletter, please send them to cathy.hutchins@stjohns.k12.fl.us.

Wishing you the best in the 2019-20 school year!

School District Celebrates 150 Years of Excellence in Education

This year marks 150 years for St. Johns County Schools. The St. Johns County School District began on November 8, 1869, when School No. 1 opened. Known as a "Peabody School," it was located on a lot known as "the Hospital Street Burnt Lot". St. Johns County received almost a quarter of its school operating expenses from the Peabody Education fund in 1875 which emphasized the importance of reconstruction of education in the south after the Civil War.

In August, 1950, our school district reached 4,000 students. Sixty-nine years later our school district is opening the 2019-20 school year to over 42,000 students. St. Johns County School District currently has 18 Elementary Schools, 6 Academies serving K-8, 7 Middle Schools, 7 High Schools, 1 Technical Center, two Alternative Schools, and a Virtual School. It is our goal to build a new high school in the next 2-3 years to help with the continuous growth.

More history and facts about our great school district will be shared in future editions of News4You.



Who's Who in HR? Human Resources Contact List

*Associate
Superintendent
for Human Resources
Cathy Hutchins
547-7601

*Director for
Instructional Personnel
Jewel Johnson
547-7607

*Director for Non-
Instructional Personnel
George Mastoridis
547-7523

*Asst. Director for Risk
Management
Carol Thompson
547-7640

*Director for Salaries &
Benefits
J Wynn
547-7604

*Director for
Applications &
Position Control
Chris Williams-Ash
547-7596

*Director for
Professional
Development/Employee
Evaluations
Melinda Bogart
547-7614

*Director of Leadership
Development
Paula Steele
547-3982

Employee Discounts

Be sure to visit <https://inside.stjohns.k12.fl.us/offers/> where free admissions and discounts are posted.

Florida's Best and Brightest Award Program

During the 2019 legislative session, the Best and Brightest (B&B) Award program was amended. Changes were made to sections (s.) 1012.731, Florida Statutes (F.S.), The Florida Best and Brightest Teacher Program, s. 1012.732, F.S., The Florida Best and Brightest Principal Program, and s. 1011.62, F.S. Funds for Operation of schools. B&B includes four types of awards: Retention, Recruitment, Recognition, and Principal. While there are still several questions being asked by school districts, here are a few informational pieces to be aware of. As we work through the documents and get clarity from the state, more information will be shared.

Recruitment: A one-time award that could be up to \$4,000 for newly hired classroom teachers who are content experts, based on criteria established by DOE, in mathematics, science, computer science, reading, or civics.

Retention: Awards teachers rated as highly effective (\$2,500) or effective (\$1,000) who have been rated highly effective or effective the preceding year and teach in a school for two consecutive school years, including the current year, which has improved an average of three percentage points or more in the percentage of total possible points achieved for determining school grades over the prior three years. We have been told that the state will provide districts with the name of the schools who have improved an average of three percentage points. We are also waiting for teacher's final summatives when they become available.

Recognition: Awards instructional personnel (not just teachers, but instructional personnel) rated as highly effective or effective and selected by the school principal based on performance criteria and policies adopted by the district school board. Recognition awards must be provided from funds remaining under the allocation after the payment of all teacher recruitment and retention awards and principal awards.

Principal: Under the bill, a principal is eligible for a \$5,000 award if he/she has:

- ☐ Served as school principal for at least four consecutive school years, including the current school year, and
- ☐ The school has improved an average of three percentage points or more in the percentage of total possible points achieved for determining school grades over the prior three years.

More information will be shared with teachers as it becomes available.

Teacher Certification

A reminder to all teachers who are currently teaching out-of-field. Endorsement coursework is offered free to full-time SJCSO instructional personnel in ESOL, Gifted, and Reading. Classes can be found at <http://www.stjohns.k12.fl.us/pd/>. Deadline for completion of coursework and/or subject area exams is April 1, 2020. If you have any questions or concerns about your out-of-field status, please contact Jenna Poirier, Employee Specialist, at 547-7538.

Need to Renew your Teaching Certificate?

Teachers who need to renew their teaching certificate in 2019 need to be on the lookout. Renewal information will be coming to you via school mail or email in the beginning of the new school year.

Attention all New Employees



This is a gentle reminder to all of our new employees to:

Log on to SunGard, Business Plus, [Employee Online](#) to make your insurance selections that you chose on your enrollment forms for Hospital, Dental, Vision and Flexible Spending Account. If you haven't provided family documents to cover your family on any insurance plan including the additional Life Insurance, please email them to Christine.Hector@stjohns.k12.fl.us as soon as possible. There is nothing you need to do regarding Short-Term or Long-Term Disability.

Political Activity of Employees

All SJCSO employees are reminded of School Board Rule 6.46, (1) Political Activities of Employees.

This rule states that School Board employees shall not promote or solicit support of any political candidate, partisan or non-partisan during regular work hours, or on School Board property, or using the district email system or other district media. All School Board employees should reserve their opinion and not bring their own viewpoints to conversations in class or with our students.



Teacher Attendance Incentive

As part of the negotiated agreement, an MOU was agreed upon with the St. Johns Education Association (SJEA) for the 2019-20 school year, where teachers have the opportunity to receive a "bonus" for having good attendance.

We all know the importance the classroom teacher can have on student achievement. A teacher being present on a daily basis in front of students is key.

The district is prepared to pay each instructional employee with the start date of August 21, 2019 a maximum of a \$1,000 incentive for unused days leave days.

1. Each unused sick leave day earned by the instructional employee (including 10, 11 and 12 month) during the 19-20 school year between August 21, 2019 and May 28, 2020 will be a value of \$100 for the purpose of this MOU, for a maximum of 10 days at \$1,000.
2. This is strictly an incentive program and the employee is not selling back their leave time to the district. All unused accrued sick leave will remain in the employee's balance.
3. Each paid leave day used by the employee, no matter the reason, reduces the value of the available incentive to that employee. This includes, but is not limited to, personal, sick, emergency, FMLA, medical leave, and hurricane make-up time. Military leave and jury duty are not deducted from the employee's leave balance and are exempt from this provision.
4. For the purpose of payment, any portion of a day taken from the employee's leave balance will be considered a full day when calculating the incentive. The employee's leave balance will be charged the actual time taken.
5. All paid leave days taken, whether student contact days or not, will reduce the amount of payment.
6. Employees who have accrued sick leave time may not take leave without pay to avoid using their accrued leave.
7. Employees hired after August 21, 2019 will have their eligible amount prorated based upon the number of days earned in the 2019-20 school year.
8. Temporary Duty Elsewhere (TDE) as approved/assigned by the school district is not included as part of this Memorandum of Understanding.
9. This MOU does not affect the negotiated flex day.
10. Payment will be as follows:
 - A. Employees will be paid up to \$400 (before applicable taxes) on December 31, 2019 based upon August, September, October, and November leave information.
 - B. Employees will be paid up to \$600 (before applicable taxes) on June 15, 2020, based upon leave information for December through May. If it is determined that leave has been taken between these dates after payment has been made, the District shall recover the overpayment in a future paycheck.

All teachers are encouraged to participate in this incentive opportunity. We are happy to report that last year during the last half of the year, the following payment was paid to the respective number of teachers:

0 absences- 262	\$600.00
1 absence -264	\$500.00
2 absences- 317	\$400.00
3 absences-346	\$300.00
4 absences-310	\$200.00
5 absences-289	\$100.00

Over 1,788 of our teachers received some increment of an incentive in June. Our hope is that the number of teachers receiving an incentive will increase this year. St. Johns County had over 2,700 teachers during the 2018-19 school year.

We hope that more teachers will take advantage of this incentive. We do, however, want teachers to stay home when they are sick. This will allow you to recover quickly versus coming to school and sharing your sickness with others.

Has your Name Changed?

If you have had a name change, please be aware you need to submit the following to your School's Employee Specialist in Human Resources:

1. Copy of (signed) Social Security Card with new name reflected on card.
2. Copy of Driver's License with new name reflected on your license.
3. Copy of Court ordered document: i.e. Marriage License, Divorce decree, court ordered name change, etc.
4. The attached form is included and will be sent to the Benefits Department.

Advanced Degree Pay

Florida State Statute 1012.22 states that district School Boards may not use advanced degrees in setting salary schedules for instructional personnel or school administrators hired on or after July 1, 2011, unless the Advanced Degree is held in the individual's area of certification and is only a salary supplement.

To qualify, the degree must match the employee's area of certification. Please note that broad or general degree majors such as Curriculum and Instruction or Teaching and Learning cannot be considered for advanced degree pay unless it specifically shows a concentration in the area that matches the employee's area of certification.

Please see advanced degree Pay attachment included in the newsletter email. If you have questions, please contact J Wynn at 547-7604.



Employee Specialists handling Certification

Each school has an Employee Specialist who handles the processing and renewal of all certified employees in the building. **Do you know the Employee Specialist that handles this for your school?** If not, use the list below and get in the "know". These Specialists make annual visits to each campus for teacher's convenient access during planning periods and lunch break.

Staying up-to-date with your certificate reduces the stress that usually mounts during the Spring and is the responsibility of each certificate holder. Don't ignore your requirements, work on them along the way and keep your deadlines in mind. Remember, we are here and more importantly, we can help!

Employee Specialists handling Personnel

In addition, each school also has an Employee Specialist who assists with new employee set-up, setting up all new employees in Business Plus. In addition, they are responsible for verifying new hire verification of experience forms; new employee orientation and sick leave; payroll memos to include new employee information; salary changes; re-classifications; resignations/retirements; payouts; and leaves and transfers for semi-monthly full and part time payrolls. Additionally, they verify the completeness and accuracy of assigned salaries, and complete other tasks as assigned by the Associate Superintendent for Human Resources and the Director of Non-Instructional Personnel. Please see the list below to find out who your Employee Specialists are and how you can contact them.

Terese Figliuolo assists Employee Specialists with processing and maintaining accurate employee data for all employees assigned to schools or departments, processes new and existing employee documentation, assists with orienting new employees, issues requests for verification of experience (VOE) and verification of employment, assists with pre-employment scheduling and processing, assists with employee transcript information, processes and tracks FMLA paperwork/District Exit surveys, assists with District retiree matters, manages check deposits for certification renewals and add-ons, assists with coaching certificates and the District substitute system.

Below is the list of schools each Employee Specialist Team serves. We look forward to assisting you, and helping make your 2019-2020 school year a valuable and memorable experience.

Certification: Eunice Lopez
Eunice.lopez@stjohns.k12.fl.us
Phone: 547-7511

Personnel: Stacey Brown
Stacey.brown@stjohns.k12.fl.us
Phone: 547-7609

Schools serving: Charter Schools, Crookshank Elementary, Gaines/Transition, Gamble Rogers Middle School, R.J. Murray Middle School, Nease High School, Ocean Palms Elementary, Osceola Elementary, Pedro Menendez High School, PVPV Rawlings Elementary School, St. Johns Technical High School, Wards Creek Elementary, The Webster School

Certification: Jenna Poirier
Jenna.Poirier@stjohns.k12.fl.us
Phone: 547-7538

Personnel: Denise Liedtke
denise.liedtke@stjohns.k12.fl.us
Phone: 547-7581

Schools serving: Bartram Trail High School, Creekside High School, Freedom Crossing Academy, Hartley Elementary, Ketterlinus Elementary, Otis Mason Elementary, Mill Creek Academy, Pacetti Bay Middle School, Palencia Elementary School, Palm Valley Academy, Patriot Oaks Academy, Switzerland Point Middle School, Timberlin Creek Elementary, Valley Ridge Academy

Certification: Kathleen Tracy
Kathleen.tracy@stjohns.k12.fl.us
Phone: 547-7618

Personnel: Tracy vanderMark
tracy.vandermark@stjohns.k12.fl.us
Phone: 547-7606

Schools serving: Cunningham Creek Elementary, Durbin Creek Elementary, Fruit Cove Middle School, Hickory Creek Elementary, RB Hunt Elementary, Julington Creek Elementary, Landrum Middle School, Liberty Pines Academy, Picolata Elementary School, Ponte Vedra High School, Sebastian Middle School, South Woods Elementary, St. Augustine High School.

Employee Specialist Assistant: Terry Figliuolo
Terese.figliuolo@stjohns.k12.fl.us
Phone: 547-7562

Employee Assistance Program

Part of the wellness program for employees in the St. Johns County School District is an Employee Assistance Program (EAP). An EAP can provide you the help that is needed when experiencing some difficult times. It is voluntary and confidential. Employees and family members may access the EAP to assist them when coping with everyday stress and well being.

This help is provided at no cost for St. Johns School District employees for their first three EAP visits. If additional visits are needed, employees are encouraged to utilize their insurance coverage within its limitations. Please check your insurance coverage for additional visits.

Dr. Townsend & Associates is staffed by experts in various disciplines who are trained professionals to assist in helping people find solutions. Call 904-797-2705 to set up an appointment.

Employee Online - Emergency Contacts

Employee Online is a self-service utility within the BusinessPLUS application. It allows the employee to keep track of job-related information, including emergency contact information.

All employees are urged to complete and update these records annually. Please visit <https://inside.stjohns.k12.fl.us/> and click on for the how-to-guide located in the upper left corner of the web page titled: Adding Your Emergency Contacts in BusinessPLUS.

Deductions of Premiums

Just a reminder that Medical, Dental, and Vision premiums are deducted from 19 paychecks during the school year for all covered employees. The first premium will be deducted from the August 31 paycheck. The 19th premium will be deducted from the May 31, 2020 paycheck. Deductions are taken from 19 paychecks in an effort to ensure coverage through September 30 of the following year for any employee who resigns or retires at the end of the school year. Further, it allows for consistency for all employees whether they receive 20 or 24 paychecks during the school year.

How do I read my Deposit Advice?

It's always wise to know how to read your deposit advice, and the start of a new school year (fiscal year) is a great time to learn! To view your deposit advice, login to Business Plus and navigate to Employee Online. Under "Pay Information," select "Deposit Advice." You can view deposit advices for all pay periods that have been processed. You can also access a presentation on deposit advices in Inside StJohns/Business & Fiscal Services/Payroll/Trainings and Procedures. This includes a listing of every single code that is on your deposit advice.

Human Resources Mission

The Human Resources Department will attract, recruit, support, and retain a highly effective and diverse workforce so every student, everyday, is provided the finest educational experience to succeed.

Benefits Website

There is a new and improved portal to retrieve the information you are looking for regarding your benefits. You can find information about your employee benefits at <https://sjcsd.mbaileygroupp.com>. This website has information about benefits from Florida Blue, Express Scripts, Humana, The Hartford, Mutual of Omaha, Marathon Wellness Centers, and more.

SITE VISITS FROM BENEFITS STAFF

Staff members from the Human Resources Department will begin visiting schools during the month of September. A calendar of dates and times will be provided to your school/site secretary so that you can plan accordingly. Items that we can assist you with during these visits are claims questions, premium questions, plan information, plan changes, and general benefits information. During these visits, insurance bulletin boards will be updated to provide the most current information to employees.

HRA INFORMATION

Attention: all employees born in an ODD year and covered under the medical plan. You are to complete the HRA by **November 15, 2019 to prevent a surcharge**. Those who do not participate will be subject to a \$10 per pay period surcharge for two years. Spouses on the plan are to follow the employee's birth year. Families with two employees who work for the district follow the male employee's birth year and same sex spouses are to follow the plan member with the earlier birth month.

The HRA program consists of two steps:

Step 1: Complete the Health History and Risk Assessment (HHRA) at my.marathon-health.com

Step 2: Have a biometric screening done at one of the Marathon Health Wellness Centers. Call to schedule your appointment.

Log into your Marathon account and follow the directions below for each step:

Step 1: Log in using your username and password provided in your welcome packet mailed to your home address. On the landing page, please select the "Manage My Health" tab. Complete the HHRA questionnaire and select the option to "Save/Send to My Health Record."

Step 2: Next, schedule an appointment online. Look for "Screening Labs" and select "Biometric Screening." This will ensure that you are scheduled for the appropriate appointment type. Schedule an appointment at a Marathon Health Wellness Center today to get started!

O'Connell Wellness Center: 904.671.8333

Nease Wellness Center: 904.671.8329

Pedro Menendez Wellness Center: 904.671.8337

WELLNESS CENTER "NO SHOW" POLICY

Just a friendly reminder to cancel your medical appointment with our wellness centers if you find that you cannot make your appointment. No-shows prevent the centers from filling the vacant slots with those waiting for an appointment. Patients who do not cancel an appointment will be subject to a \$25 no-show fee if it occurs twice in a 12 month period of time (this includes dependents as well).



Mammogram Bus

Precision Imaging will be offering free mammograms for eligible employees enrolled in the SJCSD self-funded medical plan at Ponte Vedra High School on August 28, from 12 to 5 PM. Please call 904.461.1800 and ask for Becky for more information.

SPECIAL THANKS

Professional Development would like to send heartfelt thanks to the maintenance and technical support staff members at the following schools for all of their hard work and support for recent trainings.

We are especially thankful to Pacetti Bay Middle School for allowing us to use their school to host all three New Employee Inductions in June and July.

Non-Instructional Inservice Day

October 11 will be a district wide Non-Instructional Inservice day. We are currently organizing the day based on the survey sent in the spring, 2019. Please save the date and plan to attend the training opportunities. More information will be available in the September edition of News4You.

Teacher Recruitment Committee

We are gearing up for a great season to recruit new teachers to our school district. We are looking to expand our team of recruiters this year. We are looking for teachers and administrators who would be interested in going to local colleges and universities to recruit at different times throughout the school year. If you are familiar with the school district and would be interested in learning more, contact

Cathy.hutchins@stjohns.k12.fl.us. We will be setting up a meeting in the fall with all interested employees who would like to get involved.

Being the Positive Example for All

As we begin the 2019-2020 school year, we all have a responsibility to follow and model the Six Pillars of Character in our daily work. The six pillars Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship form the foundation of the expectations the District holds for us as we conduct school district business.

Wishing you a great start to the school year and be sure to infuse the Six Pillars in your work with students, colleagues, and parents. Be the best you all year long!!

TRUSTWORTHINESS

Be honest • Don't deceive, cheat, or steal • Be reliable — Do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

RESPECT

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

RESPONSIBILITY

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

CARING

Be kind • Be compassionate and show your care • Express gratitude • Forgive others • Help people in need • Be charitable and altruistic

CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer



News from Risk Management Workers' Compensation

Effective September, we will have a new prescription form for employees needing prescriptions due to a work-related injury. These will be placed on InsideSJCS under Risk Management and will also be emailed to all schools. Additionally, the Notice of Injury, Treatment Authorization form, and Refusal for Medical Treatment have been merged and can be found on InsideSJCS. Please remember, if you are injured on the job/in the scope of your duties, you need to report the incident to your supervisor immediately even if you do not wish to receive medical treatment.

News from



Teachers please go to INK!'s website to access free school supplies and to apply for grant funding!

Visit us at www.ink-stjohns.org

Registration is open for the Jail Break 5K. Set for October 26. This family focused event will be enjoyed by all. THE PLAYERS will begin sponsoring "Make a Mark" awards later this month! Students, parents, and colleagues can nominate a teacher who goes above and beyond for their students. Each month an elementary, middle, and high school teacher will be featured. There's so much happening with INK! please be sure to check back regularly on our



Leadership Development

By Paula Steele, Director of Leadership Development

SJCSD Culture: Processes, Relationships and Collaborative Decision Making (formerly Leadership Counts!@SJCSD):

Leadership Counts!@SJCSD has been revised and renamed as an opportunity for district staff to continue to come together to engage in professional learning. This year the focus will be on Culture, Relationships and Processes used in various roles within the SJCSD departments. The course meets once a month for two hours.

Participants are encouraged to attend all sessions, though attendees may sign-up and come for only the sessions their schedule allows.

Over the past several years more than 150 staff members from all departments have taken advantage of these leadership learning sessions. Some staff have elected to attend more than one year, as the content changes to meet the needs of the participants. The content includes book studies, self-reflection activities, discussions, and interaction with topics related to leadership, personal growth, and productive work habits. If you have any questions, please do not hesitate to contact Paula Steele, Director for Leadership Development, paula.steele@stjohns.k12.fl.us.

Focus on trust in all work relationships:

Recently many of us had the opportunity to listen to Mr. Forson present goals for 2019-20. One area of focus is on maintaining and growing trusting relationships at work. Trust is one of the most important components of productive and efficient organizations. We watched a video *Dare to Lead*, authored by Brene Brown. She discussed the essentials of trusting relationships. The word she uses to define trust is *braving*, which she breaks down into an applicable acronym. BRAVING, B is for boundaries, R is for reliability, A is for accountability, V is for vault, I stands for integrity, N is for nonjudgment, and G stands for generosity. If you have not seen the video, I strongly encourage you to view it, as there is a great deal of information that provides an opportunity for personal reflection. This video is an excellent companion to *The Thin Book of Trust* by Charles Feltman.

Leadership Sessions beginning soon:

- **Sharpen the Saw:** intended audience - all new Assistant Principals (APs)
- **APs and New Principal Prep/Orientation:** intended audience - new APs and new Principals
- **Mentoring/Coaching:** intended audience - new Principals and APs with their designated mentor
- **Leadership Learning:** intended audience all Directors, Principals and APs who will come together to complete a book study on *Time For Change* as well as delve into relevant nuts and bolts topics; choose sessions that have topics of interest for your professional growth
- **Phase I:** for teacher leaders who aspire to become school leaders (application is required)
- **Phase II, Year 2, Principal Prep Program:** for designated APs
- **Title I Cohort:** open to all Principals in a sharing best practices format

I encourage you to consult the calendar of meetings that has been distributed to all schools and departments, as session topics are designated by date.

Inservice Points

Please be sure to contact your previous school district to ensure that your inservice points are transferred to St. Johns County School District, as this is a record of your training and will be helpful when it is your renewal year, as well as fulfill possible inservice requirements that could arise over the next several years. Contact Melinda Bogart at 547-7614 or Valerie Etienne Leveille at 547-7700 for any questions.



It is that time of the year...Back to School! Investing in Kids (INK!) team is celebrating with even more classroom support than you can imagine. As you know, INK! Is your education foundation. We strive to ensure innovative programs and classroom resources are available to support the academic success of our students.

We look forward to being of service to all of our teachers and students during the 2019-20 school year. Welcome back teachers!

Be sure to check back regularly on our website, www.ink-stjohns.org



Teachers

Sept. 3-October 20

Receive Free admission and 50% off guests at all Ripley attractions in St. Augustine (Ripley's Believe it or Not!, Ripley's Ghost Train Adventure, The Red Train Tours, and Bayfront Mini Golf). Includes Pre-K and K-12 Teachers. Proof of Employment from a Florida Academic Institution required.

Ripleys.com/staugustine

St. Johns County School District Partnerships



Our district has partnered with NOVA Southeastern University and Concordia University to provide discounts to educators who would like to pursue their graduate degree or endorsements. Both colleges offer scholarships to our teachers who meet the admission criteria and who enroll in a Masters degree program. Please see the attached flyers in the newsletter email for more information.

Professional Learning Communities

This year we continue to go deeper with Professional Learning Communities (PLC) at our schools. Over the past few years, our District has focused on making PLC's our way of work as teachers work together collaborating, creating common assessments, aligning their grading practices, sharing best instructional strategies, and sharing students.

As we move forward it is important that we continue to have the same common language about PLCs in our school district:

What is a PLC?

A Professional Learning Community (PLC) is an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action-research to achieve better results for the students they serve. The key to improved learning for students is continuous job-embedded learning for educators. (Adapted from Learning by Doing.)

SJCS D Vision for PLC's

Through the PLC process, all collaborative teams will share the responsibility of ensuring that our students demonstrate readiness for the next stage of learning.

SJCS D PLC Mission Statement

Excellent instruction for every student every day.

Our district, as well as schools, has provided many training opportunities for our employees. These include attending the PLC Conferences, bringing Eric Twadell, Mike Mattos and Angela Freese to our district to talk about their perspectives and experiences with the PLC process. Here are a few resources that have been made available to schools:

Learning by Doing—by Richard DuFour, Rebecca DuFour, Robert Eaker, Thomas W. Many and Mike Mattos

Taking Action—A Handbook of RTI at Work—by Austin Buffum, Mike Mattos, Janet Malone

Cultures Built to Last by Richard DuFour, Michael Fullan

Time for Change—by Anthony Muhammad and Luis F. Cruz





Annual Employee Videos

Each year, all St. Johns County School District Employees have a series of videos and assessments that must be completed. The videos are differentiated for returning employees and new employees and will be tracked for completion by the PD Contact at each work site. For those who desire to earn inservice points, you will need to register in BusinessPlus as per the instructions provided by your PD contact.

Videos for the 2019-2020 School Year

Returning SJCS D Employees must complete the following by October 15, 2019:

- Ethics Awareness In and Out of the Workplace
- Understanding Cultural Diversity
- Identifying and Reporting Child Abuse and Neglect, F.S. 1012.9 (12)
- Bloodborne Pathogen Exposure Prevention
- Discrimination Awareness in the Workplace
- Sexual Harassment: Staff-to-Staff
- Workplace Bullying: Awareness and Prevention
- Common Health Problems in the Classroom
- Mental Health Awareness (Video and ALERT Guide)

New SJCS D Employees must complete the following within the first 60 days of their start date:

- The Culture of SJCS D
- Effective Methods of Parent-Student Communication
- Email and Messaging Safety
- Effective Classroom Management
- Password Security Basics
- Discrimination Awareness in the Workplace
- Sexual Harassment: Staff-to-Staff
- Workplace Bullying: Awareness and Prevention
- Common Health Problems in the Classroom
- Bullying Prevention and Teen Dating Violence and Abuse

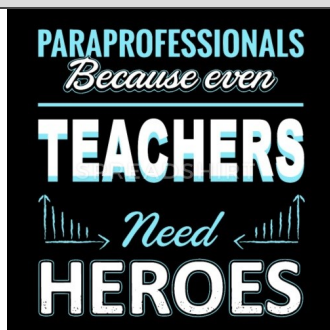
ALL VIDEOS ARE ACCESSED ON SAFESCHOOLS

See the attachment for instructions on accessing the videos on the SafeSchools site attached in the newsletter email.

Questions? Please see your school's PD contact.



New Opportunities!



Interested in taking the Paraprofessional Assessment?

There are new opportunities available at FSCJ and SJRSC! Visit the PD webpage for more information:

<http://www.stjohns.k12.fl.us/pd/>

FREE Endorsement Courses are available through SJCSJ for: ESOL, Reading, and Gifted.

The schedule is posted on the PD webpage: <http://www.stjohns.k12.fl.us/pd/>

Current SJCSJ Teachers may register for one course per session for free!

Interested in taking more than one course at a time? You may take multiple courses for a fee of \$75 per course.

Not a current SJCSJ classroom teacher? Are you a substitute or paraprofessional who holds a current Florida Teaching Certificate? You may take the ESOL, Reading, and Gifted Endorsement courses for a fee of \$75 each.

*Payments must be received by the Professional Development Department prior to registering. Please make checks or money orders payable to SJCSJ and write the course title and date in the memo line.

Look for more information on the PD webpage: <http://www.stjohns.k12.fl.us/pd/>



You must register in BusinessPlus for any professional development opportunities before the start date to ensure attendance and that you receive pertinent information from the facilitator(s). You must also complete the evaluation in BusinessPlus after the session in order to receive credit/points.

Please visit the PD webpage at: <http://www.stjohns.k12.fl.us/pd/>

For current employees, the PD calendar is located at: <https://inside.stjohns.k12.fl.us/pd/>

How May We Serve you?

For any Professional Development questions, comments, feedback, please contact:

Melinda Bogart or Valerie Etienne-Leveille

Melinda.Bogart@stjohns.k12.fl.us

904-547-7614

Valerie.Etienne-Leveille@stjohns.k12.fl.us

904-547-7700



New Employee Opportunities!

Welcome to all of our new SJCS D employees!

The Professional Development and Evaluations Department provides ongoing support for all our new SJCS D family members. The first opportunities were the New Employee Induction sessions held in June and July. We had **248** participate! It was an absolute pleasure meeting each of you!

CONGRATULATIONS to the following who won the give-aways at each session:



**Madison Fox! @
SWES
Winner 6/24/19**



**Carrie Kolakowski!
@ PCES
Winner 7/17/19**



**Alana Evatt! @
PES
Winner 7/29/19**

Winner of \$10 Chick-fil-A Gift Card 7/17/19

Jen Bachman

@ Liberty Pines Academy

Winner of \$10 Publix Gift Card 7/29/19

Sara Beltz

@ Fruit Cove Middle School

Monthly Support– New Hire Cohort '19-'20

We have monthly sessions planned on early release Wednesdays throughout the year to continue our support of our new employees. A survey will be sent the last week in August to request your reflections and input to help guide the topics of these monthly sessions. Please see the attached flyer for dates, times, and locations.



New Employee Opportunities!



SJCSD Fall Teach-In 2019



Are you new to St. Johns County School District or in your first three years of teaching?
Join us for SJCSD Teach-In on Saturday, September 21 from 8 a.m.—2 p.m.

at Sebastian Middle School.

See the attached flyer for more details. Register in advance:

<u>SJCSD Fall Teach-In</u> <u>2019</u>	09/21/2019	Sebastian Middle School
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What's a Teach-In?

A Teach-In is a mini conference led by experts in the field and current practitioners with a focus on honing instructional practice for new or novice teachers.

We would like to recommend an opportunity for learning and networking with some experienced SJCSD teachers, as this will be a day of practical, participatory, and action-oriented sessions led by current SJCSD instructional practitioners. Register in BusinessPlus. All registrants will receive a signup genius invitation with the specific sessions to build their schedule.

***Earn \$20/hour* for attending!**

† You must attend the entire day

*Recommended Training: As per Article XVI Section O of the Negotiated Agreement, Teachers who choose to participate in recommended district-sponsored or school-sponsored inservice activities after the regular workday or on weekends or in the summer will be compensated at a rate of \$20/hour (for professional development) or flat rate (if participating in review)

Are you an experienced teacher with insight and best practices to share?

Complete the Application in Survey Monkey for an opportunity to present at the SJCSD Fall Teach-In.

Link to application →

<https://www.surveymonkey.com/r/YZFJ38C>



← Link to application

***Applications must be submitted by August 28.**

You will be notified if your application was accepted by September 4.

Please visit the PD webpage at: <http://www.stjohns.k12.fl.us/pd/>

For current employees, the PD calendar is located at: <https://inside.stjohns.k12.fl.us/pd/>

For any Professional Development Questions, Comments, Feedback, please contact:

Melinda.Bogart@stjohns.k12.fl.us

904-547-7614

Valerie.Etienne-Leveille@stjohns.k12.fl.us

904-547-7700



Receiving Inservice Credit

Opportunities Offered through the District / School:

1. Register in Sungard/BusinessPlus PRIOR to the date of the event
2. Sign in at the event
3. Complete the Evaluation



Conferences, Workshops, or Webinars sanctioned by outside organizations:

**(1) Evidence of Registration,
(2) Copy of the Agenda with times,
(3) Official Certificate with participant's name and date(s) of the event.*

†Inservice points are earned for trainings. Points may not be earned for meetings nor for commissioned work. (e.g., AP Reading is commissioned work.)

1. Attend the event
2. Complete a Learning Log (see Forms on the PD webpage)
3. Attach all supporting documents*†
4. Submit Log and Documents to:

Valerie Etienne-Leveille

Professional Development and Evaluations
40 Orange Street, St. Augustine, FL 32084

Please visit the PD webpage at: <http://www.stjohns.k12.fl.us/pd/>

For current employees, the PD calendar is located at: <https://inside.stjohns.k12.fl.us/pd/>

How May We Serve you?

Please click the link to complete the 2019 Instructional PD Needs Assessment Survey.

<https://www.surveymonkey.com/r/>



This is your opportunity to provide input on what learning opportunities you would like to see offered throughout the year and on future Inservice Days.

For any Professional Development Questions, Comments, Feedback, please contact:

Melinda Bogart or Valerie Etienne-Leveille

Melinda.Bogart@stjohns.k12.fl.us

Valerie.Etienne-Leveille@stjohns.k12.fl.us

904-547-7614

904-547-7700



Welcome Back! As we embark upon a new school year, it is important to note some important dates and house-keeping items related to the teacher evaluation system in St. Johns County School District.

Mond	Tuesday	Wednesday	Thursday	Friday
<div>Dates to Remember</div>	<div>🍏 Observations should be starting in all classrooms.</div>			<div>September 6</div> <div>Teachers have submitted Deliberate Practice Growth Plans (DPGPs) in iObservation.</div>
	<div>🍏 All teachers should have logged into iObservation and checked their settings, previewed their form, and started DPGPs.</div>			
<div>🍏 All new teachers to SJCSD, regardless of experience, should start receiving a regular system of support through their school's Mentoring Program.</div>				<div>September 20</div> <div>Administrators approve <i>all</i> Deliberate Practice Growth Plans.</div>
<div>🍏 All Evaluators participate in Instructional Rounds in order to practice the teacher observation process. Through this practice, evaluators are able to calibrate to the EEE Framework, work toward inter-rater reliability, and work towards inter-rater accuracy. THANK YOU to the classroom teachers at each school who have volunteered to allow us to visit for this purpose!</div>				
<div>🍏 Check the PD Calendar regularly for upcoming learning opportunities related to EEE. We will have a mix of face-to-face and virtual offerings throughout the school year, as well as ongoing opportunities for new employees to learn the basics of the Marzano Focused Evaluation Model through a blended webinar / Schoology model.</div> <div>PD Calendar: https://inside.stjohns.k12.fl.us/pd/</div>				

Don't forget, you may access EEE resources and information on the website @

<https://inside.stjohns.k12.fl.us/triple-e/>

**Use your windows login credentials*

Should you have any questions regarding EEE, or if you would like to coordinate a training at your school, please contact:

Melinda Bogart

Director for Professional Development and Evaluations

904-547-7614

In the Spotlight

Element of the Month: **Planning Standards-Based Lessons / Units**

As the year begins and Professional Learning Community teams are gathering their initial baseline data, collaborative planning of long-term units will soon be in full swing. Not only does intentional and explicit planning ensure that appropriate and worth while learning opportunities will be provided, but lesson plans are also legal documents that are often audited and can even be subpoenaed in a court of law.

The element titled: *Planning Standards-Based Lessons/Units in Domain 1: Standards-Based Planning within the Marzano FOCUSED Teacher Evaluation Framework* focuses on the importance of teachers unpacking their standards to gain a deep understanding of what is expected within their content area, grouping standards into cohesive units of study, organizing learning progressions from the identified learning targets that guide students to mastery through pre-identified formative and summative assessments, intentionally selecting the most appropriate instructional and monitoring strategies for each activity, and differentiating instruction based upon the specific needs of students. So, it's truly about determining what needs to be learned, planning how to teach it, and then implementing the plan and carefully monitoring for the learning.

The intent of this teaching strategy is to ensure that teachers have a clear understanding of the expectations of the standards and have grouped appropriate standards into cohesive units of study that will link throughout the course and lead to mastery of the essential standards. The use of the PLC process provides a deeper understanding of the standards and allows for unit plans that truly focus on a guaranteed and viable curriculum ensuring that the expectations of learning is standard no matter which teacher a student may have for the same course and that it is clear for the students.

Why focus on planning? Research supports that clear, sequential, and standards-based planning has a positive impact on achievement and overall growth. John Hattie's work actually includes three specific factors related to this element and each with a significant effect size above the hinge point:

from Hattie's table of effect sizes (2017 Update) *hinge point = .40

Influence	Effect Size	Source of Influence
<u>Teacher Credibility</u>	.90	Teacher
<u>Teacher Clarity</u>	.75	Teacher
<u>Learning Goal v. No Learning Goal</u>	.68	Teacher
<u>Clear Goal Intentions</u>	.48	Teacher

Want more information on identifying critical content? Check out these resources:

*https://us.corwin.com/sites/default/files/corwin_whitepaper_teacherclarity_may2017_final.pdf

*<http://bbullis.edublogs.org/2016/02/17/john-hatties-top-ten-visible-learning-takeaways-number-nine-teacher-clarity/>

*Book: *The Essentials for Standards-Driven Classrooms: A Practical Instructional Model for Every Student to Achieve Rigor* by Carla Moore, Michael Toth, & Robert J. Marzano

Want more? Have a Request?
Contact Melinda Bogart,
Director for Professional Development and
Evaluations
547-7614

SJCSD Annuity Providers

You can call or email with any questions you may have. Annuity providers can only come to meet you at your school after contract hours.

 <p>American Century Investments®</p>	<p>American Century Investment Contacts:</p> <p>Jesseca_Mayhew@americancentury.com Bill_Filer@americancentury.com</p>
 <p>AXA ADVISORS</p> <p>redefining / standards®</p>	<p>AXA Equitable Life Contacts:</p> <p>Ryan Goodwin Ryan.Goodwin2@axa-advisors.com 904-705-6968</p> <p>Alberto Crespo Alberto.Crespo@axa-advisors.com 904-806-5900</p> <p>Nick Kokolias Nicholas.Kokolias@axa-advisors.com</p>
 <p>Dragon Financial Services</p>	<p>Dragon-Financial- National Life Group Contacts:</p> <p>b.bragg@dragon-financial.com d.larsen@dragon-financial.com Jmarley@nationallifegroup.com</p>
 <p>Horace Mann® <i>Founded by Educators for Educators</i></p> <p>Auto Insurance • Life Insurance • Property Insurance • Flood Insurance 403(b) Annuities & 457 Mutual Funds IRAs • FRS/ DROP • Student Loan Forgiveness Heritage Educators Insurance, Co. ~ Shannon Millican & Associates (904) 810-5636 • 2807 N 10th St, St. Augustine shannon.millican@horacemann.com</p>	<p>Horace Mann Contacts:</p> <p>Shannon Millican 350 Paseo Reyes Dr. Saint Augustine, FL 32095 Office: (904) 810-5636 Fax: (904) 677-7893</p> <p>Shannon.Millican@horacemann.com</p>
 <p>Security Benefit™</p> <p>TO AND THROUGH RETIREMENT</p>	<p>Security Benefit Group Contacts:</p> <p>Kaydi.Hooker@securitybenefit.com</p> <p>Local contact: Catherine (Cate) Underwood Catherine@stjohnsasset.com</p>
 <p>ValuTeachers™</p>	<p>ValuTeachers—National Life Group Contacts:</p> <p>Jake Ferry Office 904-543-6400 Cell 410- 937-0387 Email: jake@valuteachers.com</p> <p>Jacob Robison Office 904-543-6409 Cell 406-300-2929 Email: jacob@valuteachers.com</p> <p>Bentley Christopher Office 904-543-6400 Email: bentleychristopher@valuteachers.com</p>

SJCSD Annuity Providers continued....

403 (b) and 457 (b)

You can call or email any representative with any questions.



PlanMember Services

Contact:

Scott Jacobs—904-474-7747

Scott@benefitsmanagers.com



Reliastar Life Ins subsidiary of VOYA Financial

Contact:

Scott Jacobs—904-472-7747

Scott@benefitsmanagers.com



AIG Retirement Services (AIGRS) formally called VALIC

Contact: Christina Charbonneau –

904-448-7208

Christina.charbonneau@valic.com

Providers can only come to meet with employees at your school after contract hours.



Barnes and Noble

Educator Appreciation Sale Days
Every Saturday and Sunday through September 15.

Bookhaul Blowout

August 24 to September 2
50% Off In Store and Online

New Releases, Bestsellers, Paperbacks, Kids' Favorites & More
(Select titles only. Discount is off list price. May not be combined with any other offer, coupon, or the standard Member discount.)
Free Tote with the purchase of any 3 books (while supplies last).

Teachers needing a discount card can sign up in the store or online at:
<https://www.barnesandnoble.com/h/bn-educators>