Human Resources Department St. Johns County School District



### ~News4You~

# **Happy Holidays**

Season's Greetings to all of our SJCSD employees. Human Resources sincerely hopes you and your families enjoy the holiday season and find time to spend with your families and friends. During this holiday season we pause to remember each of you and the contributions you make daily to the students in our school district. Thank you for your commitment, dedication and for making a difference in the hearts of our students. We wish you warm holiday wishes and the best this holiday season.

#### **Changes to Benefits Made During Open Enrollment**

Any changes made during open enrollment will take effect January 1, 2020. Any changes to premiums due to open enrollment actions will be reflected on the December 13, 2019 paycheck.

#### **Marathon Health Wellness Center**

Flu Shots are now available at all three Wellness Centers. Members covered by the SJCSD medical plan who are 18 years of age and above are eligible for a free flu shot. Flu shots received outside of the centers <u>are not covered</u> by the insurance plan and payment is the responsibility of the employee.

Call to schedule your appointment:

O'Connell Wellness Center: Nease Wellness Center: Pedro Menendez Wellness Center: 904.671.8333 904.671.8329 904.671.8337

Wellness Centers will be closed:

Christmas Day New Year's Day

#### O'Connell Wellness Center Will be Closed

Due to construction, the O'Connell Wellness Center will be closed through the Winter Break 12/23/19-1/2/20. The providers, however, will see patients at the Nease and Pedro Wellness Centers during this time. Please call the centers for more information or to make an appointment.

## Mental Health Counseling Available

Mental Health is coming to the Wellness Centers! Counseling services will be available to all members age 12 and above currently enrolled in the selffunded medical insurance plan. More information will be coming soon.



#### Who's Who in HR? Human Resources Contact List

<u>\*Associate</u> <u>Superintendent</u> <u>for Human Resources</u> Cathy Hutchins 547-7601

<u>\*Director for</u> <u>Instructional Personnel</u> Vacant

<u>\*Director for Non-</u> <u>Instructional Personnel</u> George Mastoridis 547-7532

<u>\*Asst. Director for Risk</u> <u>Management</u> Carol Thompson 547-7640

<u>\*Director for Salaries &</u> <u>Benefits</u> J Wynn 547-7604

<u>\*Director for</u> <u>Applications &</u> <u>Position Control</u> Chris Williams-Ash 547-7596

<u>\*Director for</u> <u>Professional</u> <u>Development/Employee</u> <u>Evaluations</u> Melinda Bogart 547-7614

<u>\*Director of Leadership</u> <u>Development</u> Paula Steele 547–3982



# **My Daily Focus Points**

Much discussion has occurred relative to the statement of being the employee with whom you want to work with. What does that phrase really mean? What are the specific characteristics? How does it look, sound and feel?

For me, it's your "AAP'titude" that elevates you to quality employee status. Specifically, it's your Attendance, your Attitude, and **P**erformance that make the difference.

Regarding <u>attendance</u>, it means having a perspective that Every Day Counts and that you won't give it away. You prepare and come to work each day to help make a positive difference and contribute to your school's or department's success.

<u>Attitude</u> means completing your duties with a smile. You approach every aspect of your job with a positive demeanor, smile and an approach that makes people feel valued.

Thirdly, you exhibit quality and consistent <u>performance</u>. Everyone knows that no matter what you are addressing, you will consistently complete the needs with the utmost care and quality that you would want from someone helping you. You display a high sense of responsibility and go above minimum expectations.

These three focus points will elevate you to being considered a quality and valued employee. Be the MVP of your school or department by displaying a winning AAP'titude!

# School Counselor Masters Degree Offering

Have you ever considered becoming a School Counselor? School counselors are in demand throughout the state of Florida. You can help fill the growing need by taking the next step towards continuing your education.

Webster University is excited to announce a new emphasis in School Counseling specialization for grades K-12 for the Master of Arts in Counseling. This emphasis is designed for individuals wishing to work as mental health professionals in the school system. Classes will be offered at convenient times and locations for those residing in the St. Johns and Jacksonville area. The best part is that you can complete the program in as little as two and a half years with exposure to a wide variety of school populations.

Applications are accepted year-round with starting points in August and January. To reserve your spot at our January information session please call Lisa Maier at 904-268-3037 Ext 3227. For more information visit us at <u>www.webster.edu/jacksonville</u>.



#### Save-the-Date for Professional Learning

**January 3, 2020–** Teacher Planning Day

**January 31, 2020**– Inservice Day–School Based training

**February 26, 2020**-New Employee Orientation (for employees hired since October 30, 2019) at Pacetti Bay Middle School @ 3:45 PM

#### **Gentle Reminder**

It has been a busy semester and I know many of our employees look forward to having the two weeks off to re-energize and enjoy time with family and friends.

As a school board employee, all of us are trusted by the public with confidence and responsibility requiring the highest ideals of professionalism. It is the responsibility of each of us to practice, as well as meet, ethical conduct and standards. Lapses in judgement can adversely impact students, potentially school or workplace environments, and damage individual credibility.

Do remember, as a school board employee, we are required to self-report within forty-eight (48) hours to appropriate authorities any arrests or charges.

Thank you for keeping yourself safe through the holiday season.

#### Leaves: Absent from Work

Employees are reminded that the approval of leave is governed by School Board and negotiated contracts. Approval for leave involves approval at BOTH the school (department) level AND Human Resources level. If a supervisor determines that an employee's absence (for a reason other than those covered by Family Medical Leave Act (FMLA) would cause an undue hardship to the normal operations of the school or department, the supervisor may deny the leave.

Employees are also reminded that having accumulated leave hours DOES NOT mean that any amount of leave can be requested. Once again, approval of leave is governed by School Board Rule 6.20 and negotiated contracts.

Instructional and non-instructional employees are allowed six (6) days of personal leave per school year; personal leave beyond the six (6) days cannot be granted regardless of the accumulated leave balance of the employee.

For further information about leave type and approvals, please see School Board Rule 6.20 and the negotiated contracts which are available online via the school district website.

### St. Johns County School District Teacher Recruitment Fairs

We're looking for a few good men and women to join the SJCSD. Mark your calendars and please share with potential new hires who you may know.

#### For Elementary and Secondary Teachers

Saturday, February 22, 2020 Location: Nease High School 10550 Ray Road Ponte Vedra, Florida 32081

Interview Sign Up Time: 8 AM Interviews - 8:30 AM – 2 PM

#### Invitational Teacher Recruitment Fair (PreK-12)

Saturday, March 28, 2020 Location: Nease High School 10550 Ray Road Ponte Vedra, Florida 32081 Interviews: 8 AM to 2 PM

#### Teacher Recruitment Fair (PreK-12)

June 17, 2020 Location: Nease High School 10550 Ray Road Ponte Vedra, Florida 32081 Time: 1 PM to 4 PM

#### Teacher of the Year Banquet

We all hold fond memories of favorite teachers. Perhaps you had an English teacher whose animated personality brought literary characters to life? Or did you have a Math teacher who explained the problem in just the right way, leading to an "aha" moment? These teachers exist throughout our hallways and classrooms embodying the heart of our schools, working long after the last bell rings tutoring students, running after-school clubs and always looking for new ways to teach a lesson. There are thousands of teachers in St Johns County who work hard to maintain the standards of excellence that keep SJCSD performing at an "A" level.

Each year, INK! celebrates the outstanding Teachers in the district. Commemorate the magic with us on January 31, 2020 at The World Golf Renaissance Center from 6-9pm. Tickets are available at www.ink-stjohns.org

#### 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.

# Job Fair for all Positions

Instructional and Non-Instructional Fair Open Interviews Date: July 21, 2020 Time: 1-4 PM Location: Nease High School 10550 Ray Road Ponte Vedra, Florida 32081

# Job Fair— Hiring for ALL Positions

Instructional and Non-Instructional Fair Open Interviews Date: July 21, 2020 Time: 1-4 PM Location: Nease High School 10550 Ray Road Ponte Vedra, Florida 32081

#### SCJSD is Going to College

St Johns County School District is heading to area and regional college campuses. Recruitment efforts are underway to find top teachers for our classrooms. No college is too large or too small in the hunt to hire the best!

The 2020-21 recruitment season is gearing up. The following campus visits are scheduled with more to come after the new year.



February 25, 2020



March 13, 2020



March 14, 2020

Do you see your alma mater's logo above? Would you be willing to be an email pen pal with a new hire? If yes, send Cathy Hutchins (<u>Cathy.hutchins@stjohns.k12.fl.us</u>) your name and school to be added to our email contact list.

This list will be to given to the new hires that come from that college. Our first year teachers need a commonality with other teachers in addition to curriculum. An alma mater is a great collegial connection. Go Colleges!

## Florida Teacher Classroom Supply Assistance Program / Lead Teacher Funds

Remember to upload your receipts if you received Lead Teacher money in September, the deadline is April 30. Directions can be found in BusinessPLUS. Scroll to the bottom of the page.

#### **DEPOSIT ADVICE**

All employees are encouraged to check their deposit advice found in BusinessPlus. Click on the "employee online" tab and look at the list of items on the left panel under Pay information. Click on "deposit advice" to view each date paid.

# Teacher Performance Pay

Teachers will see performance pay in their December 13, 2019 pay check .

#### Melinda Bogart

Director of Professional Development and Evaluations

Melinda.Bogart@stjohns.k12.fl.us





Administrator on Assignment with PD and Evaluations

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904-547-7700

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

904-547-7700

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Re	ceiving Inservice Credit	
Opportunities Offered through the District / School:	<ol> <li>Register in Sungard/BusinessPlus PRIOR to the date of the event</li> <li>Sign in at the event</li> <li>Complete the Evaluation</li> </ol>	
Conferences, Workshops, or Webinars sanctioned by	1. Attend the event	
outside organizations:	2. Complete a Learning Log (see Forms on the PD	
*(1) Evidence of Registration, (2) Copy of the Agenda with times, (3) Official Certificate with partici- pant's name and date(s) of the event.	webpage) 3. Attach all supporting documents* <sup>†</sup>	
*Inservice points are earned for	4. Submit Log and Documents to: Valerie Etienne-	
trainings. Points may not be	Leveille	
<i>earned for meetings nor for com- missioned work.</i> (i.e., AP Reading is commissioned work.)	Professional Development and Evaluations 40 Orange Street, St. Augustine, FL 32084	
Please visit the P	D webpage at: <u>http://www.stjohns.k12.fl.us/pd/</u>	
For current employees, the PD calendar is located at: <a href="https://inside.stjohns.k12.fl.us/pd/">https://inside.stjohns.k12.fl.us/pd/</a>		
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

Professional Development

**Clinical Educator Training UPDATE** 

# **Clinical Educator Training in Florida has CHANGED!**

The Florida Department of Education has updated the requirements for Clinical Educator and Mentor training as it relates to 1012.56(8)(a), F.S and 1004.04(5), F.S.

**Starting in August 2021**, any teacher wishing to be placed in a role of a school-based mentor or to mentor (supervise) a college practicum or intern student **must have completed the updated training**. As the state has approved each District's plan individually, teachers MUST participate in the SJCSD training in order to qualify in our District.

The new training is far more involved than the previous Clinical Educator Training and now covers training in:

Skill One:	Growth Mindset
Skill Two:	Content Planning Conferences
Skill Three:	Observers and Diagnosticians
Skill Four:	Targeted Feedback
Skill Five:	The Mentor

All five skills are introduced and assessed through a series of activities provided in <u>two days</u> <u>of face-to-face training</u> and the <u>completion of five online modules</u>.

There will be five opportunities to participate in this training prior to the deadline of August 2021:

February 8 and February 22, 2020 from 8:00am-3:30pm @ Fullerwood Training Center

Summer 2020 @ TBD

Fall 2020 @ TBD

HAVE YOU HEARD?

Winter 2021 @ TBD

Summer 2021 @ TBD

Interested teachers will complete an application for the session they wish to attend. Each session includes two days of face-to-face training. Applications are live on the PD Webpage.

For more information or Contact:

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	

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

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



# **New Opportunities!**

#### Are you new to St. Johns County School District?

Join us for monthly New Hire Cohort Trainings designed to hone instructional practice and build a networking system of support! The next session is December 4, 2019. Register in advance at:

DECEMBER 19-20 New Hire Co/CET Pilot Training session 12/4/2019 Fullerwood Training Center



Questions About How to Earn the 20 Required SWD (ESE) Points?

1. Go to the PD Webpage: <u>http://www.stjohns.k12.fl.us/pd/</u>

2. Look at the section titled: SWD Certification Renewal Point Opportunities.

\*\*Please note that you may only receive credit ONCE for a course\*\*

If you have already taken any of the approved courses that count towards the SWD renewal points, you will need to take advantage of a new opportunity from the list.

**Questions?** Contact Your PD Contact—this is typically the ILC at your school.

Endorsement Courses are available through SJCSD in areas of ESOL, Reading, and Gifted.

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

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

\*Gifted is offered through <u>NEFEC</u> look for the sessions for NEFEC/FDLRS ONLY to take for no charge.

Interested in taking more than one course at a time? You do have the option to take multiple courses for a fee of \$75.00 per extra course. \**Payments must be received by the Professional Development Department at 40 Orange Street prior to registering. Please make checks or money orders payable to SJCSD and write the course title and date in the memo line.* 

**Not a current SJCSD classroom teacher?** Are you a substitute or paraprofessional who holds a current Florida Teaching Certificate? You will now have the ability to take the ESOL and Reading Endorsement courses for a fee of \$75.00 each.

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

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

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



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.



# **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 SJCSD Employees must complete the following by October 15, 2019:

\*Please note:

All returning employees should be completed. Your menu of assigned videos in Safeschools is disabled after the "due date."

You will need to or-

ganize with your <u>PD</u> <u>Contact</u> if you have

not yet fulfilled this annual requirement.

•Ethics Awareness In and Out of the Workplace

- •Understanding Cultural Diversity
- •Identifying and Reporting Child Abuse and Neglect, F.S. 1012.98(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

# New SJCSD Employees must complete the following within the first 60 days of their start date:

\*Please note: All new employees should only complete these 10 videos. The other nine videos that may appear in your menu of assigned videos in Safeschools should have already been completed during pre-employment. See your PD Contact if you have questions.

- •The Culture of SJCSD
- •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

#### \*Please note:

Safeschools is updated on a weekly basis. Please allow at least one week from your start date before you see a list of assigned videos on your screen.

# ALL VIDEOS ARE ACCESSED ON SAFESCHOOLS

See the next two pages for instructions on accessing the videos on the SafeSchools site. Questions? See your PD Contact



from our partnership with . . .



Each school year, all employees are required to refresh their understanding of particular practices, policies, and procedures through the viewing of online videos that are housed on the SafeSchools Training platform. The specific videos will vary depending on your position with the District; however, you will have the opportunity to earn inservice points for viewing the videos assigned to you. Inservice points will be awarded by the PD Contact for your work site.

Follow these directions to access the SafeSchools Training platform:

1. Open an Internet Browser (we recommend Chrome)

- 2. Go to the inside.stjohns PD webpage: <u>https://inside.stjohns.k12.fl.us/pd/</u>
- 3. Log in using your SJCSD single sign on credentials
- 4. Click on SafeSchools Training on the left

ST. JOHNS COUNTY SCHOOL DISTRICT	PROFESSIONAL DEVELOPMENT MENU	
Username e003771	Professional Development Home	
Password	Leadership Development	
Professional Development can be viewed by registered users of this network only. Remember Me Log In	External PD Website Being a Reader and Making Meaning Lessons	
	SafeSchools Training	
	St. Johns County School District	
Log in using	your SJCSD single sign $_{\rm Sign\ in\ with\ your\ organizational\ account}$	on

- 7. The required Employee Videos appear
- 8. Some videos will have a quiz

Login to SafeSchools

5. Click

6.

9. As you complete each video, you will receive a message of: a green check mark will note that you have completed that video, and you will be able to view and print a certificate of completion:
Congratulations!
You've completed this course.

e003771



Completed ③ 3 Minutes



Continued on next Page . . . .



from our partnership with . . .



- 10. Please note that ALL employees must complete the DCF course: Identifying and Reporting Child Abuse and Neglect as per F.S. 1012.98(12). When you click on this course, the table of contents will have two items listed:
  - A. DCF Online Training– Follow these instructions (EVERY YEAR):
    - 1. Click Start 📀
    - 2. Click DCF Online Training
    - 3. You will come to a log in screen:
      - A. If you have used this site before, then you can log in. If

<u>New User?</u> Email:	Forgot Password?	*Please note that this is on an outside website on a new
Password:		browser tab. <b>Do Not</b>
	LOGIN	tabs.

you are a new user, click New User? and create an account.

- B. Complete both modules on this site including the quizzes for each
  - 1. **KEEP your answers from each quiz question** you will need them again!
- 4. Return to the DCF Online Training screen in SafeSchools (where you clicked the DCF link)
  - A. Click Next
     B. Click to check the box:

    \*Look at the DCF tab in your web browser that is currently open. The tab to the left says Safeschools and has a picture of a life preserver. Click back on this tab to complete Steps 4A, B, and C.

I have completed the Identifying and Reporting Child Abuse and Neglect presentation.



- B. Final Assessment– Follow these instructions:
  - 1. Click Start (>

2. You will have a series of 41 questions– **these are the same questions from the quizzes you completed within the DCF modules**. Answer each question. DCF requires a score of at least 70% to receive credit.

3. Click FINISH →

11. You will receive automated monthly email reminders until you have completed all of your assigned videos.

12. In order to receive inservice points, you must complete all assigned videos by your designated due date.

Your PD Contact has a troubleshooting guide. Please see your PD Contact before contacting the PD Office.





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 of Professional Development and Evaluations

904-547-7614

Melinda.Bogart@stjohns.k12.fl.us



# Element of the Month: Using Engagement Strategies

On the surface, this element seems very straight forward: get students engaged. However, upon investigating the intended outcome, this actually becomes a much more complex strategy than originally may have been interpreted. First and foremost, we need to understand that there are two types of engagement: Cognitive (thinking) and Participation (physical). If planned properly, the ratio of these two types of engagement work in tandem to ultimately lead students to their highest levels of academic achievement. We gain student interest and motivation through the Participation Engagement, but those physical activities should lead students through scaffolded thought processes that lead to Cognitive Engagement resulting in deepened understanding of the content.

When looking at the element titled: Using Engagement Strategies in Domain 3: Conditions for Learning within the Marzano FOCUSED Teacher Evaluation Framework, it is important to note that the intent here is Cognitive Engagement. Please notice that the sample evidences include some examples of Participation Engagement that will set the stage for students to become Cognitively Engaged with the content. When properly implementing this element, the teacher will intentionally plan lessons that include physical activities that seem like fun to students with the purpose of eliciting critical thought related to the identified learning targets that will progress towards mastery of the unit standards. The ultimate goal is to create RATIO: the increased proportion of time students spend actively thinking.

Why focus on Engagement? Research supports that providing opportunities for students to think critically about the content and to express those thoughts either written or verbally with a sense of accountability for accuracy has a significant impact on student achievement. John Hattie's work shows an effect size of almost one entire grade leap (or more!):

Influence	Effect Size	Source of Influence
Cognitive Task Analysis	1.29	Teacher
Self Efficacy	.92	Student
Effort	•77	Teacher
Concentration/ Persistence/Engagement	.56	Student
Motivation	.42	Student

#### from Hattie's table of effect sizes

#### **Resources on Engagement:**

\* <u>Expert Commentary, using Engagement Strategies Video</u>

\*<u>Using Engagement Strategies Key Criteria</u>

\*Using Engagement Strategies Techniques

Want more?

Contact Melinda Bogart,

Director for Professional Development and

# 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.

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

SJCSD Annuity Providers continued		
403 (b) and 457 (b)		
You can call or email any representative with any questions.		
PlanMember Financial Corporation	PlanMember Services         Contact:         Scott Jacobs—904-474-7747         Scott@benefitsmanagers.com	
FINANCIAL	Reliastar Life Ins subsidiary of VOYA         Financial         Contact:         Scott Jacobs—904-472-7747         Scott@benefitsmanagers.com	
AIG	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 <u>after contract</u> hours.



Wishing you a warm and bright holiday season.