

News4You

SJCSD Human Resources Department

August 7, 2020 Volume 6, Issue 1

A Message from Associate Superintendent for Human Resources

Welcome to the 2020-21 school year. Whether you are new or a returning employee, we are proud to have you as a member of our family in our great school district. As we work together as a team, we are all here for one very important reason... our students. While we anticipate the start of the school year to be different from the past, know district staff has been working tirelessly to prepare for a safe start for both employees and students. Your building level administration will be reviewing all the safety protocols, new routines, and responsibilities we will all have during preplanning.

The Human Resources Department is here to assist you with any questions or needs you may have. From pre-employment, benefits, certification, compensation, and insurance....we are always ready to serve. Please do not hesitate to contact any one of my HR Team Members or myself when you need assistance or have any questions.

Wishing you a safe, productive and an amazing school year!

In Service to you,

Cathy Hutchins

Associate Superintendent for Human Resources

Risk Management Moves to Finance

Effective July 1, 2020, Risk Management moved to the Finance Department. We are pleased to announce Amanda Gumble as the new Assistant Director for Risk Management. Mrs. Gumble brings a great wealth of knowledge to the position and has been well coached by Mrs. Carol Thompson prior to her retirement. Congratulations, Amanda, on your new assignment.

School Calendar Revised

Due to the COVID-19 pandemic and where we are as a community, the School Board voted to delay the start of school until August 31. In addition, the following changes were made:

First semester—reduced from 90 to 89. One extra student contact day put in teacher pre-planning week.

The end of the first nine weeks planning day is Tuesday, November 3.

Some of our schools may need to be used as polling sites on Election Day.

Second semester— The January Inservice day was moved to preplanning giving teachers 2 days of training in the beginning of the school year. The intent of this training is to get all teachers trained on the use of Schoology with expectations and guidelines so there is consistency on it's use across the district. This training will allow teachers, if and when we need to move to remote learning, to transition smoothly and be able to maintain their momentum of teaching with rigor, accountability and pacing without any interruption.

Spring break was reduced from five days to three days and starts on Wednesday, March 17 through Friday, March 19. The last day of school will be June 10 for students and June 11 for teachers.

The calendar is on the next page reflecting the changes stated above.

Who's Who in HR? Human Resources Contact List

**Associate
Superintendent
for Human Resources*
Cathy Hutchins
547-7601

**Director for
Instructional Personnel
Vacant*

**Director for Non-
Instructional Personnel*
George Mastoridis
547-7532

**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



First Semester 2020-21 school year.

St. Johns County School District Master Calendar														
2020-2021														
Updated and Board Approved - 7-28-2020														
July 2020					August 2020					September 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		
October 2020					November 2020					December 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	
1st Quarter = 44														

Second Semester 2020-21 school year.

January 2021					February 2021					March 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29						29	30	31		
2nd Quarter = 45														
April 2021					May 2021					June 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31					28	29	30		
3rd Quarter = 47										4th Quarter = 43				
FTE Dates:										Total 179 Days				
Oct. 5-9										Teacher Optional Planning				
Feb. 8-12										9 Teacher Planning (non-student day)				
Easter, April 4										2 Teacher Inservice (non-student day)				
										Classes Resume				
										Student/Teacher Holiday				
										End of Quarter				

2020-21 Agreements with the Unions (SJEA and SJESPA)

Be in the know with the recent agreed upon MOU's as we ask and answer questions to keep you informed with the latest agreements with our unions.

What is a MOU? A MOU is an abbreviation for Memorandum of Understanding. Collaboratively, the District and Union discuss and agree upon conditions that are then put in a contractual document, signed by both negotiators. MOU's usually last for the current school year.

How many MOU's are in place now as we begin the school year? Right now there are five MOU's in place with the St Johns Education Association (SJEA) and four with the St. Johns Educational Support Professional Association (SJESPA).

What are the MOU's in place with SJEA?

The five include: Employee Leaves, Employee Transfers to St. Johns Virtual School, Retirement Incentive, Pre-Planning and Pay, and Simultaneous Instruction.

Can you explain the Employee Leave MOU?

The Employee Leave MOU is available to both instructional and support personnel. There are three (3) types of leave within this MOU. Two leaves are part of the Families First Coronavirus Response Act. The following two leaves are only valid through December 31, 2020, unless we learn there has been an extension of or updates to the current leaves.

1. **Emergency Sick Leave** - This leave is related to COVID-19. It allows employees up to two weeks for a one-time use to be paid their regular rate of pay for having to quarantine or when the employee is experiencing Symptoms of COVID-19. This is confirmed through a health care provider and the Department of Health. The second part of this leave is when an employee is caring for an individual who has to self quarantine or their child's daycare is closed, the employee is eligible to be paid 2/3 of their salary.

2. **Emergency Family and Medical Leave Expansion** - This too has a deadline of December 31, 2020. This leave calls for two weeks of paid or unpaid leave then ten weeks of paid family and medical leave. The employee is eligible for receiving 2/3 of their pay. This leave is for employees who are unable to work (or work remotely) due to a need to care for their son or daughter under 18 years of age (or older if incapable of self-care) due to a public health emergency that has caused the elementary or secondary school or place of care to close. The employee must be employed for at least 30 days with the District to be eligible. Employees can substitute any accrued personal or sick leave for the weeks of partial payment. This leave lasts for a total of 12 weeks only.

3. **COVID-19 Pandemic Leave** or better known as a leave of absence for the 2020-21 school year. In order to take this leave, the employee needs to qualify with one of the following four conditions:

1. Employee must be 62 years of age or older.
2. Employees living with an individual age 62 years or older.
3. Employees with certain medical conditions that places them at an increased risk and severe illness from COVID-19.
4. Employees living with an individual with certain medical conditions that places them at an increased risk and severe illness from COVID-19.

Political Activity of Employees

All SJCSD 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.

As an employee, remember you are a representative of our school district. Please be mindful of your posts on Facebook, Tik Tok, and Instagram. Just one post and how it is perceived can bring you unexpected reactions and challenges from the community.

Florida Tax Holidays

School Supplies Sales Tax Holiday

*August 7-9
For items including
clothes, notebooks,
backpacks and shoes*

*Note: The tax holiday
does have cost limits
on certain items.*

Documentation (physician notes) is required. The employee should let their school administrator/supervisor know of their intent and provide notes and request to Cathy Hutchins in Human Resources.

Employees submitting a request can take leave for up to a year in the 2020-21 school year. The employee has the option to maintain their current salary level and accrued sick days (minus the requirement to take 10 days at the beginning of their leave) while in unpaid status. Employees with a Professional Service Contract will maintain their status. Pandemic leave is not considered a break in service.

Employee on leave will not accrue sick leave days or FRS credit if they go on unpaid status.

If the employee desires to keep their insurance while on leave, the employee is responsible for both their portion and the board's portion of the insurance premium beginning the day after the last day of sick leave used. If an employee chooses not to continue their insurance, it does not constitute a break in service.

If the employee wants to return to work sooner than the 2021-22 school year, he/she would write a letter 30 days prior to his/her availability to return to work to the Associate Superintendent for Human Resources. The employee will then be placed in the first available position for which he/she qualifies within in the district, not to exceed three months from the employee's written notice to return to work. Pending the number of employees returning to work from leave, Human Resources will date and time stamp each request when one or more employee qualifies for the same position. Employees on medical leave will need to submit a physician's statement to support the employee's return to work. **Deadline to submit for the COVID-19 Pandemic Leave is August 10, 2020, by 5 PM.**

After this date, the COVID-19 Pandemic leave provision is no longer available as an option for instructional and support employees.

Is there an MOU for a Retirement Incentive?

Yes, the retirement incentive is for both instructional and support personnel. The elected retirement date for the employee must be between July 29 - August 10, 2020. Employees opting for this incentive are officially retiring from the SJCSD and FRS.

Is there criteria for the retirement incentive?

Yes, you must be eligible for normal retirement under FRS and not previously retired. Retirement is defined as 30 years in FRS, or vested with FRS, and be of the age 62. Employees also in DROP are eligible for this incentive. Also required is that the employee needs to have been an employee in the district for a minimum of 10 years. The 10 years do not need to be consecutive.

What is the amount of the incentive? The amount is \$6,200. This is a one-time bonus payment.

If an employee retired prior to July 29 are they eligible?

No, they are not eligible as they have already retired at an earlier date.

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 the how-to-guide located in the upper left corner of the web page titled: Adding Your Emergency Contacts in BusinessPLUS.

Acceptable Use Policy and School Board Rules

All school board employees are to read and be familiar with all School Board Rules as a district employee. Each year employees sign the Acceptable Use Policy (AUP) as well as School Board Rules 6.83 and 6.84. It is strongly advised that employees be familiar with Board Rule 6.84 as it relates to Employee's Use of social networking websites. Included are expectations and prohibited activities. Please take the time to read through these documents so you are informed of the expectations as a school board employee.

Can you tell me if there are any transfer options open to teachers at this time?

Yes, there is one option at this time. This option is for individuals who qualify under one of the four criteria for going on a leave that are listed on the previous page.

Teachers who meet one or more of the four following, are a full time employee, have the certification needed for the vacant position, have a contract for the upcoming school year (2020-21) and had a satisfactory evaluation for the 2018-19 school year are eligible for a transfer.

What steps does a teacher need to take for consideration for a virtual teacher position?

A teacher who meets the conditions set in the previous question should contact his/her principal and send a letter to Cathy Hutchins, Associate Superintendent for Human Resources or George Mastoridis, Director of Non-Instructional Personnel. Once the qualifying documents have been received, along with the teachers resume, when a position opens that the teacher has the certification for, they will receive an interview. If a teacher is offered a position, he/she has 24 hours to accept. Once the position is accepted, it is treated as an official transfer and the employee surrenders their rights to a position at his/her current school.

Please note: Not all teachers who qualify for pandemic leave will receive an interview or a position at SJVS. Positions at SJVS are pending student enrollment and based on need to meet the numbers enrolled in specific subject areas and grade levels.

Why is pre-planning on two different weeks this year?

This is a good question. With the school year start delayed until August 31, it pushed preplanning to the week of August 24. When working on the calendar and trying to give more time for teachers for training, we reduced the first semester from 90 days to 89. This gave us another pre-planning day increasing from five to six. In addition, we took the January inservice day and put it in pre-planning week. This now gives us two inservice days in preplanning. Knowing what training our teachers needed in the Learning Management System and trying to set a framework of consistency across the district for the new year, we decided to break up the time so teachers could also get paid on August 14 as planned. August 11 and 12 will now be training days and the 13, a teacher planning day. These are required work days and any teacher not attending any of the three days will be required to take leave.

The week of August 24 begins the remainder of pre-planning week. Monday, August 24 will be the flex day. This day is when teachers may elect to come to work and then have a day off on one of the planning days during the school year. Designated preplanning days of August 25-27 leaves 1.5 days for school based meetings and 1.5 days for teacher planning. The morning of August 28 is considered meet the teacher morning. This will be done virtually this year. The afternoon of August 28 is teacher directed planning time with the exception if the school administrator chooses to hold a faculty meeting or training for up to an hour.

Work Verification Forms

If you are a new employee, hired in the current school year, 2020-21, be sure to obtain and send in your verification of employment form. This form allows us to verify your prior employment so you can receive credit for your years of experience. We must receive this form by the last day of school for students to provide retroactive pay. If employed prior to the 2020-21 school year and you are just getting in your work verification form, previous years of credited service will begin the year the form is submitted, but no retro pay will be provided.

Verification forms can be found on the district's website

Instructional VOE form link: <https://www.stjohns.k12.fl.us/hr/wp-content/uploads/sites/25/2020/06/VOE-2020-INST-pdf1.pdf>

Non-Instructional VOE form link: <https://www.stjohns.k12.fl.us/hr/wp-content/uploads/sites/25/2020/06/VOE-2020-NON-pdf1.pdf>

When will teachers get paid?

Teachers who elected 24 paychecks will move to 25 due to the late start of the school year. This allows teachers to receive a paycheck on August 14. Teachers can calculate their salary per check by taking their annual salary and dividing it by 25. At the end of the year, teachers will continue to get paid through June 30, and then receive three additional summer checks.

Teachers on 20 paychecks will move to 21 and receive their first paycheck on August 31. Teachers have been notified of this change and have had the opportunity to change to 25 paychecks so they can be paid on August 14, if desired. Teachers on 21 paychecks will receive their last check on June 30.

When will Support Staff be paid?

12 month Support Staff—does not affect these staff members

Paraprofessionals, Clerks and Extended Day workers will return to work August 11, 12, and receive a paycheck on August 14. This check is for two days. Employees not at work on the 11 and/or 12 will need to put in for leave.

Paraprofessionals, Clerks and Extended Day will work August 13. They will have off from August 14-24 and return back to work on August 25. The paycheck on August 31 will include 3 workdays, August 13, 25 and 26.

10 month Bus Operators, Attendants and Food Service Workers

This group will return to work August 13. Any employee who does not come in on this day will be required to use leave time. Two paid holidays, Veterans Day and Martin Luther King Day, will be advanced so the employee may receive a check for three workdays on August 31. This group will not report August 14-August 27 but will return to work on August 28.

Part-time Bus Drivers and Food Service Workers will return to work August 13. A paycheck for one day will be distributed August 31. This group will not report from August 14-27 but will return to work on August 28.

I have insurance benefits with the school district. When will deductions start occurring in my paychecks?

Deductions begin on September 15, giving every employee (instructional and support staff) the benefit to have a full paycheck prior to taking out benefits. Deductions continue through June 15, 2021.

Working in St. Johns County School District

As a district employee, EVERYONE is held to the highest standard when it comes to our character and behavior 24/7. When you are in the community, you are representing all employees in our district. Your character and behavior count.

All school board employees are held to the Florida Code of Ethics. Be sure you are aware of the expectations by familiarizing yourself with the code. This includes self-reporting to your supervisor or Human Resources within 48 hours as to any arrests/charges. The Code of Ethics can be found at <http://www.fldoe.org/teaching/professional-practices/code-of-ethics-principles-of-professio.stml>.

SPECIAL THANKS

Professional Development would like to send heartfelt thanks to the session facilitators who provided training sessions and technical support during our recent induction sessions. We are grateful for your dedication and for sharing your talents.

We are especially thankful to Murray Middle School for allowing us to use their school to host all five New Employee Inductions in June, July and August.

Payroll Calendars for the 2020-2021 are now available online at

<https://inside.stjohns.k12.fl.us/payroll/calendars/>

What is the fifth MOU with SJEA and the fourth MOU with SJESPA?

The fifth MOU with SJEA addresses teachers who will be doing the school based distance learning model. It defines the simultaneous instructional model with guidelines to using synchronous and asynchronous instruction in the classroom. More information can be found by viewing at the MOU found on the district's website.

The fourth MOU with SJESPA outlines some agreed-upon working conditions including each site having adequate PPE, cleaning supplies, training for proper safety protocols, use of safety equipment and supplies, de-escalating situations where students refuse to follow protocols, and how to handle different situations related to COVID-19. In addition, face shields will be provided to teachers upon request and bus operators will have proper supplies to perform daily cleaning and sanitizing.

It also states in the event of a school closure, support employees may be temporarily reassigned to another work site in their current position, at their current hours. Employees also can use their accrued leave during the temporary closure. Pending the circumstances, employees may be allowed to do remote work where the administrator will give the clearance to do so. Permission is required for all remote work.

TELADOC available Now for All Employees

We are happy to announce that in addition to having our Marathon Health Centers to keep our employees well, the Insurance Committee has approved providing the Teladoc benefit to all of our employees. Whether you are on the school board insurance or not, you still can take advantage of this service. The best part is that you call from your phone or computer and never have to leave home. This service is also available for children 12 and under as well.

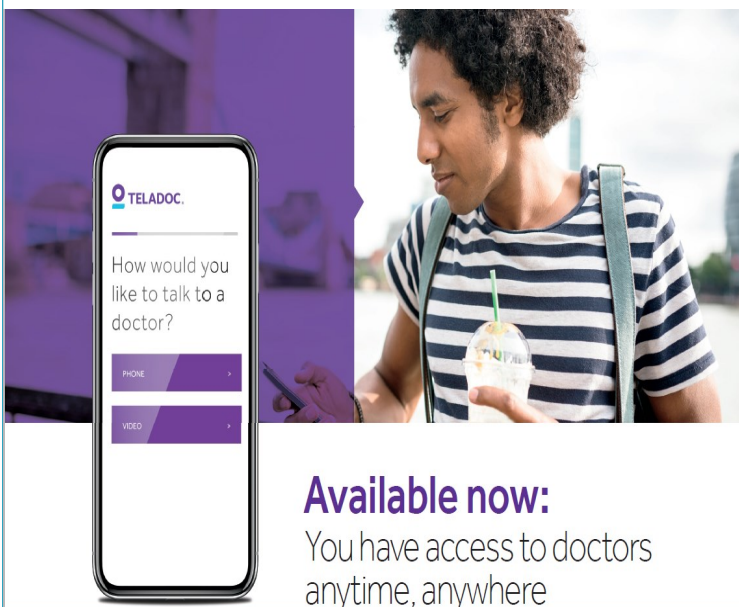
The Insurance Committee understands how important it is to keep everyone safe and right now, this benefit is a true benefit to have access to doctors by phone or video 24/7 from wherever you are. Teladoc has U.S.—licensed doctors to help with conditions like flu, bronchitis, rashes, sinus infections, and more. You can talk to a doctor wherever you are during the day and at night. This allows

our employees to skip a trip to urgent care or the emergency room.

You can access this benefit by calling 1-800-TELADOC(835-2362) or by visiting Teladoc.com. There is also an app at the Apple App store and Google Play store.

If you are on the district's insurance plan, you will pay a \$25 co-pay per visit. If you are not on the insurance plan but need to contact a doctor, the co-pay will be \$49 visit.

We know this will be a well-utilized service by our employees and their families.



Available now:
You have access to doctors
anytime, anywhere

**We've added Teladoc to your benefits so you can access doctors
by phone or video 24/7 from wherever you are.**

2020 HRA Program

While the health centers are currently not doing Health Risk Assessments (HRAs) with employees, **you need to get started on your Health Risk Assessment now.**

Currently, any SJCSO employee on the medical plan, born in an EVEN year (ex. 1966, 1988, etc.) is required to do their HRA by November 15, 2020.

To complete the HRA requirement, the employee must complete two steps:

1. Complete the Health History and Risk Assessment (HHRA) at my.marathon-health.com (NOTE: You can do this now, without having to visit the health center.)
2. Schedule a Biometric Screening Appointment by calling one of the Marathon Health Wellness Centers. Remember, there is still a deadline and it is a requirement for all who have an even year birthdate to have their HRA completed.

Wellness Site Coordinators

Each school/site should have a wellness coordinator. This person serves as the liaison between the wellness programs offered during the year and the great staff at the schools. This person encourages participation in district wellness programs, participates in two meetings per year with benefits staff and is the pass-through for information we need distributed to employees. If you are interested in serving in this role, please speak with your school/location administrator.

Employee Assistance Program

Part of the wellness programs for employees in St. Johns County School Board 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 Board employees for their first three (3) EAP visits. If additional visits are needed, employees are encouraged to utilize their insurance coverage within its limitations.

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

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.

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 September 15 paycheck. The 19th premium will be deducted from the June 15, 2021 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 21 or 25 paychecks during this school year.

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 their 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).

Who are your Employee Specialists?

Each school has two Employee Specialists. As a team they handle—

1. **Certification**—Specialist assists the employee with making initial application, renewals, and monitors out-of-field for all certified personnel.

2. **Personnel**—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.

Below is the list of schools each Employee Specialist Team serves. We look forward to assisting you, and helping make your 2020-2021 school year a valuable and memorable experience.

Certification: Jenna Poirier

Jenna.Poirier@stjohns.k12.fl.us

Phone: 547-7538

Personnel: Denise Liedtke

denise.liedtke@stjohns.k12.fl.us

Phone: 547-7581

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

Certification: Angela Piet

Angela.piet@stjohns.k12.fl.us

Phone: 547-7746

Personnel: Tracy vanderMark

tracy.vandermark@stjohns.k12.fl.us

Phone: 547-7606

Cunningham Creek Elementary, Durbin Creek Elementary, R.B.Hunt Elementary, Fruit Cove Middle School, Hickory Creek Elementary, Julington Creek Elementary, Landrum Middle School, Liberty Pines Academy, Ponte Vedra High School, Sebastian Middle School, South Woods Elementary, St. Augustine High School, Picolata Crossing, Accounting and Payroll, Accountability and Intervention Services, Budget, Business and Fiscal Services, Central Services, Facilities New Construction, Facilities Planning/Operation, Food Services, Learning Resource Center, Planning and Accountability, FAC Planning, and Transportation.

Certification: Eunice Lopez

Eunice.lopez@stjohns.k12.fl.us

Phone: 547-7511

Personnel: Stacey Brown

Stacey.brown@stjohns.k12.fl.us

Phone: 547-7609

FCTC, Crookshank Elementary, Gaines/Transitions, St. Johns Technical High School, Murray Middle School, The Webster School, Nease High School, Osceola Elementary School, PV-Rawlings Elementary School, Gamble Rogers Middle School, Ocean Palms Elementary, Pedro Menendez High School, Wards Creek Elementary, All Charter Schools, ESE Department, Intervention Services, Maintenance Department, Health Department, Community Relations, County Administration, Curriculum and Instruction, Curriculum and Learning, District Federal Programs, Guidance and Choice, Head Start/Early Childhood Services, Human Resources, Instructional Services, Pupil Services Center, School Board, School Services, St. Johns Virtual Instructional Program, Professional Development, Student Support, Virtual School, Instructional

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.

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.

Who are your Employee Specialists con't....

Employee Specialist Assistant

Terese Figliuolo assists the 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.

Reading Endorsement Update

Due to COVID-19, there is an Emergency Order Language. DOE Order No. 2020-EO-02, Sections 1008.25(7)(b)3., 1011.62(9)(c)S., and 1011.62(9)(d)1., F.S., and Rule 6A-6.6053(9)(c)S., F.A.C., are suspended to allow teachers who are not certified or endorsed in reading to provide intensive reading interventions out-of-field until December 31, 2020.

Teachers who provide tier 3 interventions in reading will not be tagged out-of-field until January 1, 2021. After January 1, 2021, teachers providing tier 3 interventions will be tagged out-of-field and will need to start their reading endorsement coursework.

Starting in 2021, teachers at Summer Reading Camps must have the reading endorsement or certification. There will be no exceptions to this rule. Teachers will then have three years to complete their endorsement.

What are the pathways for teachers to get reading endorsed?

Fifteen (15) semester hours in reading coursework based upon scientifically-based reading research with a focus on both the prevention and remediation of reading difficulties from an approved college or university program, or

Completion of an approved district add-on reading endorsement program, or

A passing score on the Reading Certification Exam as determined by Rule 6A-4.0021, F.A.C. (Note: Passing the test gives you the endorsement on your certificate, not K-12 Reading Certification. K-12 Certification requires you to have a reading masters degree).

stay safe

New Clinical Educator Training (CET)

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 the role of a school-based mentor or to mentor (supervise) a college practicum and intern student must have completed the updated training.

The state is approving each District's plan individually. Teachers **MUST** participate in the SJCS D training in order to qualify.

The CET training consists of two face-to-face sessions and completion of five online modules. There are monthly follow up sessions scheduled on early release Wednesdays.

We want to encourage our teachers to sign up for one of the upcoming sessions by visiting <http://www.stjohns.k12.fl.us/pd/clinical-educator-training/>

SafeSchool Videos

Each year all district employees are required to view annual videos online. All SafeSchool videos can be found at <https://inside.stjohns.k12.fl.us/hr/safeschools/>

The videos are available now for all employees to view. The deadline for viewing the videos is October. 15.

Instructional Literacy Coaches (ILC)

As part of Rule Language **6A-6.053 K-12 Comprehensive Evidence-Based Reading Plan**. 6) Reading/Literacy Coaches (d) Minimum Qualifications. Reading/literacy coaches must have experience as successful classroom teachers. Coaches must exhibit knowledge of evidence-based reading research, special expertise in quality reading instruction and infusing reading strategies into content area instruction and data management skills. They must have a strong knowledge base in working with adult learners. Coaches must be excellent communicators with outstanding presentation, interpersonal and time management skills. The coach must have a minimum of a bachelor's degree, and advanced coursework or professional development in reading is required. The reading/literacy coach must be rated highly effective and be endorsed or K-12 certified in the area of reading.

Requirements for Coaches funded through the Reading Allocation

Reading/Literacy coaches **must have** the reading endorsement or certification.

Starting in the 2021-2022 school year, Reading/Literacy coaches **must be** rated highly effective.

Reading/literacy coaches must be assigned to schools determined to have the greatest need based on student performance data.

Reading/literacy coaches must use the district-adopted evidence-based coaching model.

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.

Teacher Substitutes

Currently we have 555 active substitutes. We have contacted all of our substitutes in regard to returning to work in August. To date we have 528 that are ready and willing to step in when a teacher has to be out. We recently did another substitute posting that closes on August 5. We are actively seeking candidates with the flexibility to work regularly (4-5 days) in our schools. If you know of someone who is interested, please tell them to go to our AppliTrack/Job Seekers tab on the district website and apply. Interviews will be conducted the week of August 17.

We strive to continue to add to our sub pool throughout the school year so ample substitutes are available when our teachers are out. Many of our subs go on to be hired in full-time instructional positions, thus creating constant movement and change within the sub pool. So far this year, we have had eight substitutes move into full-time teaching positions.

Smart Find Express

Smart Find Express is our substitute system that we use when a teacher has to be out. Teachers are encouraged to set up or update their Smart Find Express account for the upcoming school year. If you have questions, please call Julie Vogel, Substitute Teacher Specialist at 904-547-7634.

Leadership Development

Twenty-two teacher leaders have been accepted into Phase I for 2020-2021. The participants come from across the district schools. Over the past two years over 20 completers from Phase I have been chosen as assistant principals in our district. As a reminder: Phase I is the first step of the SJCSO leadership training pipeline. The sessions provide an opportunity for members to learn about the roles and responsibilities of all of the district departments. When teachers apply to work in SJCSO they frequently ask about future opportunities in their career.

Role alike sessions for APs will be held in the next couple of weeks. The APs will meet in designated cohorts, elementary, k-8, middle and high school. As in the past, the attendees create the agenda and connect to colleagues through the sharing of issues and ideas.

If there is a topic of interest you would like addressed in the Leadership Tips, please email Paula Steele. These are intended to be thoughtful summaries of leadership books, articles, research and practices from across the country to keep you abreast of developing ideas/processes that may inform your practice.

Please review the schedule of meetings for 2020-2021 as the APs have been divided into two groups meeting the second or third Thursday of the month designated by the school level. This is a change from the past and was necessary due to the increased number of APs serving the schools. This new configuration will create an environment where the attendees can dialogue, connect, learn together and share ideas which is difficult to do in a setting with over 50 people. The recommendation is that APs from K-8's be designated to attend either the elementary or secondary meeting as listed on the schedule of meetings.



Help educators educate themselves

RETIREMENTHOMEROOM.COM

When your employees have information about the financial options available to them, it makes finding the right solution easier and gives them more confidence about their retirement readiness.

Encourage your educators to educate—and empower—themselves at RetirementHomeroom.com



Horace Mann
Founded by Educators for Educators



Insurance Services

Auto * Life * Property * Flood * Disability
*Cancer/ Accident/ Heart & Stroke

Through a Variety of Carriers Including Horace Mann, Progressive, Mercury, Safeco, NTA, Heritage, American Integrity, Florida Family, UPC and More

Financial Services

403b/457b Provider * Mutual Fund and Annuity Options

Also offering free expertise in the Florida State Retirement System
And Federal Student Loan Forgiveness Programs

Heritage Educators Insurance Co, Shannon Millican & Associates
904-810-5636 | 350 Paseo Reyes Dr, St Augustine, FL 32095

 **New Learning Opportunities Available!**

Visit the Professional Development and Evaluations Web Page!

www.stjohns.k12.fl.us/pd

**Online
Learning!**

**Teacher Resources
for Virtual Instruction!**

**Opportuni-
ties for Non-
Instructional
Employees!**

**SWD Point
Opportunities**

1. Do you still need to fulfill your 20 hours of SWD points to renew your teaching certificate?

This is a great time to complete this. There are several options from which you may choose to fulfill this requirement. There are modules created by SJCSO housed on inside.stjohns, modules sponsored by FDLRS on the BEESS Portal, and there are two amazing courses available for FREE through Capella University!. All of these options are completed online and are work-at-your-own-pace.

Register in advance on BusinessPlus to streamline the process.

Links to opportunities are available on the [PD Webpage](#).

Look for this section on the Web Page:

**SWD Certificate Renewal Point
Opportunities** (Every five years, we must earn 20 Points specific
to teaching Students With Disabilities)

**Which Courses Count towards the SWD Certification
Renewal?**

- **SJCSO SWD Online Modules**
- **PDA BEESS Portal – Independent Study and
Facilitated Online Courses**

For any Professional Development and Evaluations 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 Learning Opportunities Available!**

Visit the Professional Development and Evaluations Web Page!

www.stjohns.k12.fl.us/pd

**Online
Learning!**

**Teacher Resources
for Virtual Instruction!**

**Opportuni-
ties for Non-
Instructional
Employees!**

**SWD Point
Opportunities**

2. Have you been notified that you need to complete one or more courses in ESOL? Interested in completing your Reading, Gifted, or ASD Endorsement? Check out this information posted on the Professional Development web page to learn about these opportunities and to check for upcoming course offerings!

Register in advance on BusinessPlus to streamline the process.

Links to opportunities are available on the [PD Webpage](#).

Look for this section on the Web Page:

Endorsement Courses: [ESOL](#), [Reading](#), [Gifted](#), [ASD](#)

[Endorsement Courses Overview](#)

[Instructions for Requesting Endorsement Course
Credit for College Courses](#)

- [ESOL Information Handout](#)

*****What's the difference between Endorsement and Certification?***

CERTIFICATION: Requires the individual to register for, take, and pass a FLDOE Subject Area Exam and then add the Certification area to their teaching certificate. The addition of more than three areas of certification on a Florida Teaching Certificate requires additional inservice points to renew every five years. ***Reading REQUIRES a Master's in Reading to add Certification.** ****ESOL Certification requires the individual take ESOL 2 and ESOL 3 within the validity period in order to renew.**

ENDORSEMENT: Requires the individual to complete a certain number of specific courses (either through college or through the district) in the specific area. The individual would then add the Endorsement to their teaching certificate. Endorsements NEVER have to be renewed.

For any Professional Development and Evaluations 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 Learning Opportunities Available!**

Visit the Professional Development and Evaluations Web Page!

www.stjohns.k12.fl.us/pd

**Online
Learning!**

**Teacher Resources
for Virtual Instruction!**

**Opportuni-
ties for Non-
Instructional
Employees!**

**SWD Point
Opportunities**

3. Looking for ongoing learning opportunities that have already been approved for inservice points through SJCSJ? We are CONSTANTLY updating the opportunities on our web page. Stop by and take a look!

Register in advance on BusinessPlus to streamline the process.

Links to opportunities are available on the [PD Webpage](#).

Look for this section on the Web Page:

Other PD Opportunities

New opportunities to earn inservice points are regularly added in BusinessPlus and are posted on the Professional Development Calendar located at:

<https://inside.stjohns.k12.fl.us/pd/>

Follow the directions in the document below to add the PD Calendar to your Outlook Calendar for easy access!

[Professional Development Calendar Instructions](#)

**FREE FOR ANYONE: [Capella University- FREE!](#)
Online Courses**

◆ [Special Online Learning Opportunities as of April 2020](#) ◆(Available for a limited time)

[SE Virtual Literacy Summit Invite HMH May 2020](#)

[SE Virtual Math Summit Invitation HMH May 2020](#)

**Check out
the PD Cal-
endar for
upcoming
Confer-
ences and
Webinars!!**

HAVE YOU HEARD?



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 SJCSJ 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 two days of face-to-face training and the completion of five online modules.

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

Fall 2020 @ TBD August 22 and September 12, 2020 8:00am-3:30pm

Fall 2020 @ TBD October 3 and October 24, 2020 8:00am-3:30pm

Winter/Spring 2021 @ TBD February 6 and February 27, 2021 8:00am-3:30pm

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

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

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/>

Melinda Bogart

Director of Professional Development
and Evaluations

Melinda.Bogart@stjohns.k12.fl.us



Valerie Etienne-Leveille

Administrator on Assignment with
PD and Evaluations

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

904-547-7700

Receiving Inservice Credit

Opportunities Offered through the District / School:

Check for opportunities on the PD
Webpage, in BusinessPlus, or on the PD
Calendar!

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 partici-
pant's name and date(s) of the
event.*

*†Inservice points are earned for
trainings. Points may not be
earned for meetings nor for com-
missioned work. (e.g., AP Read-
ing 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 as one file to Professional
Learning Logs via the Upload Files link in BusinessPlus
(this is the last link on the page where you register for
courses).

College Courses:

**(1) Evidence of Registration, (2)
Copy of Transcript showing cred-
its earned/dates, (3) Course De-
scription with as much detail as
possible of the learning targets
from the course.*

*†Courses must be related to the
field of education and **CAN NOT**
**have been taken during initial de-
gree work.***

1. Complete the course
 2. Gather the transcript and course description
- **Please note that course requests for ESOL or Reading endorsement MUST align to
the state indicators.. The more detail you can send, the better chance you have of re-
ceiving credit.*
3. Attach and Submit all supporting documents**† as one
file to College Transcripts via the Upload Files link in
BusinessPlus (this is the last link on the page where you
register for courses).

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 or Valerie Etienne-Leveille

Melinda.Bogart@stjohns.k12.fl.us

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



Its time to check your PD transcript!



Professional
Development

TRANSCRIPTS

Why check your transcript annually?

Your PD Transcript shows the accumulation of all professional learning for which you have earned inservice points during your time in St. Johns County School District. This record may be beneficial as documentation of experience and expertise, as well as a great way to keep track of how many points you may need in order to renew your teaching certificate. Currently in Florida, all teachers need a minimum of 120 inservice points (or equivalent college credits) to renew every five years. Of those points, 20 must be qualifying points focused on serving students with disabilities.

How to check your transcript . . .

1. Log in to Sungard/BusinessPlus
2. Go to Employee Online / Professional Development
3. Click Course Transcript
4. Your transcript will show organized by school year
5. Any courses that qualify for SWD points will have a Course No. that ends in an E
6. Example: 2100001E SJ0012503 EVIDENCE INTO ACTION DAY 2 CRED 7.00
7. Points for certificate renewal must either be earned within the 5-Year validation period of your current certificate, or must be marked as BANKED on your transcript (ONLY ESOL, Reading, and SWD points are Bankable)

Participant

- [Browse Courses](#)
- [Current Registration/Evaluation](#)
- [Prior Registration](#)
- [Wait List](#)
- [Personal Information](#)
- [Course Transcript](#)

Any Coursework Completed Outside of SJCSD

To receive inservice points for any webinars, conferences, online work, etc. offered through an organization outside of SJCSD:

1. You MUST complete a learning log for each event (located on the PD Webpage under FORMS—left hand side). The learning log is meant to be a summary of the learning you took away from the specific session and how you will apply that learning in your daily work.
2. You must include evidence of registration and attendance (a certificate of completion with your name and dates will work or screenshots of a virtual presentation).
3. An agenda outlining the time of the activities and descriptions of activities that you list on the learning log.

***Completed logs and accompanying attachments must be submitted within one month of the learning opportunity.**

****Points may only be learned for actual learning time. Points will NOT be awarded for meals, social events, etc.**

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/>

