

# News4You

SJCSD Human Resources Department

May 22, 2020 Volume 5, Issue 7

## Moving forward with COVID –19 Pandemic

As we end the 2019-2020 school year, we want to take this time to recognize our teachers, support staff and administrators who have truly pressed through some unprecedented times over the last nine weeks of the school year. We honor our teachers who graciously stepped up and turned their classrooms of 4 walls to remote learning to carry on the continuum of instruction for their students. While there may have been moments of doubt, frustration and questions, all of our teachers have persevered and made it work for the benefit of their students. We applaud the greatness that was demonstrated by our teachers and support staff as we received snippets of video lessons, story time hours, online conferencing and small group or one-on-one tutoring to portray the great things that were occurring with our students. Your countless hours to make remote learning successful and your commitment to the continuation in the PLC process have been nothing short of outstanding. We truly honor your work, dedication and commitment to our students until the end of the school year.

As we move forward over the summer months, we hope that all of our employees will use caution as we as a state follow the Florida's Safe, Smart, Step-by-Step Plan. Please remain informed and do what it takes to keep you and your families safe. As a school district, we will continue to keep the well-being of our students, teachers, support staff and administrators at the forefront of our decision making as we move forward to plan for the 2020-2021 school year. While no decisions have been made, we continue to seek guidance from the Florida Department of Education and local health authorities to help guide our decisions. As a school district, we will continue to work together and communicate decisions as they are made over the summer months so our employees can plan accordingly. When we return to our school buildings, we know it will be different. What that difference looks like just now is hard to predict.

In closing, we encourage all of our employees to keep informed, be cautious, and follow the guidelines of the CDC. Above all, stay healthy and be safe.

## Benefits Coverage During the Summer Months

Premiums for benefits are taken out of paychecks from August 30 through May 31 (19 paychecks total).

12-month employees on the medical, dental and/or vision plans do not have premiums taken from their checks during the summer months but are still covered for care during this time.

10-month employees on the medical, dental and/or vision plans returning for the 20-21 school year are covered for care during the summer months and will see their premium deductions begin again in their August 31 paycheck.

Any covered employee who does not return for the 2020-21 school year and has paid premiums through May 29 will have coverage of benefits through September 30, 2020. COBRA coverage information will be mailed to the employee's home address during the month of September.

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

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Superintendent  
for Human Resources  
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547-7601

\*Director for  
Instructional Personnel  
Vacant

\*Director for Non-  
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\*Asst. Director for Risk  
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J Wynn  
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Chris Williams-Ash  
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\*Director for  
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### The St. Johns County School District Medical Plan Is "Self-Funded" What Does That Mean?

Income is generated through St. Johns County School District employee premiums and board contributions – this is the money that is used to pay for claims. Aside from a few rebates, this is the only income that the plan generates.

The SJCS D assumes the direct risk for payment of all medical claims resulting from the medical services provided to its members.

A self-funded plan allows companies the flexibility of creating a medical plan that fits the needs of its employees.

A self-funded plan is only as healthy as its members. When plan costs rise, it directly impacts the premium increases required from the employees and the board.

In an effort to help prevent too many high cost claims which can severely impact premiums and the financial status of our plan, the SJCS D offers many Wellness programs to its plan members.

### Marathon Health Wellness Center

Virtual visits are available during the COVID-19 pandemic and free for all members on the St. Johns County School District medical plan until we resume normal operations. Please call or visit the website to schedule your appointment.

O'Connell Wellness Center: 904.671.8333

Nease Wellness Center: 904.671.8329

Pedro Menendez Wellness Center: 904.671.8337

Mental Health is now at the Wellness Centers! Counseling services are available to all members age 12 and above currently enrolled in the self funded medical insurance plan. Appointments may be made by calling the centers directly.

St. Johns County School District Wellness Center team is currently scheduling in-person appointments for the following services:

- Chronic condition care
- Well child exams and immunizations that are time sensitive

Non-respiratory sick visits (on a case-by-case basis)

We also have virtual (video) and telephonic (telephone) visits available for many of our normal services, including medical visits, CHRs, and health coaching.

There are still no walk in visits, each member will be pre-screened telephonically and the following guidelines will be followed:

- No COVID 19 related visits
- Must wear a mask at all times



### Deposit Advice

When was the last time you checked your Deposit Advice?

Employees are strongly encouraged to check their deposit advice everytime they are paid to be sure items such as insurance, supplements and other payments are correct.



INK!'s grant funding portal is open. Submissions can be made at [www.ink-stjohns.org](http://www.ink-stjohns.org). Due to COVID-19, grant funding is still uncertain. Please submit your project and as soon as we understand how funding will be sourced, we will reward projects accordingly. If you need further assistance please email [Donna.Lueders@stjohns.k12.fl.us](mailto:Donna.Lueders@stjohns.k12.fl.us)

### *Important Back to School Dates*

#### August

July 31 - Flex Planning day for teachers

August 3 —Instructional and Non-Instructional personnel report to work

August 3-7—  
Pre-planning week

August 10 - First Day of School

## 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 SJCSD 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 HHRA requirement, the employee must complete two (2) steps:

1. Complete the Health History and Risk Assessment (HHRA) at [my.marathon-health.com](http://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 when they are open.

More information will be shared in the future when the Marathon Health Wellness Centers reopen after the COVID-19 Pandemic event is over. Remember, there is still a deadline and requirement for all who have an even year birthdate for their HRA.

### Benefit Webpage

Be sure to visit the benefits webpage for updates, resources, and links at: <https://sjcsd.mbaileygroup.com/>

## Teacher Transfer MOU

Our internal early teacher transfer Memorandum of Understanding (MOU) remains in effect through June 28. If a teacher did not submit his/her name for an early transfer, he/she is eligible to apply through a posting. To date 46 teachers have transferred to one of their requested schools. Please note that there will be no internal transfers from July 2 - October 14 unless it is considered a promotion.

### Best and Brightest Teacher and Principal Award

This is the last year for the Best and Brightest Teacher and Principal Award. We want to thank teachers and principals for submitting their eligibility forms to Human Resources. We extended the deadline to May 1 and also reached out to teachers and paraprofessionals who we did not hear from to encourage them to complete the form so they could be included in the award. The award will be paid to all eligible teachers, principals and para professionals in their last summer paycheck in June. Congratulations to all those who are receiving the award.

### Instructional Employees and ESE Paraprofessional Attendance Incentive

The instructional employee attendance incentive MOU for the last six months will be paid to teachers on June 15. The ESE paraprofessional attendance incentive MOU for the entire year will be paid on June 15 as well.

## Virtual Teacher Recruitment Fair

When: June 15, 2020

Time: 8:00 AM to 4:00 PM

Register at:

[https://  
www.stjohns.k12.fl.us/  
recruitment/](https://www.stjohns.k12.fl.us/recruitment/)

### Tentative Job Fair for all Positions

July 21, 2020

Times and location to be announced

## Remember our Veterans

Memorial Day honors the men and women who died while serving in the U.S. military. Many Americans observe Memorial Day by visiting cemeteries or memorials, holding family gatherings and participating in parades. While the pandemic may limit our activities this year, let's take a moment out of our day to remember the veterans who have died for our country and for our freedom. We salute our Veterans!



## Who are your Employee Specialists?

Did you know that each school (employee) and department is assigned a team to assist with certification or any other questions you may have?

These teams work together so they can be of service when any School Board employee calls. Our goal in Human Resources is to serve and help, answer questions, and give information needed.... all in one call!

See who your team is below:

**Jenna Poirier (17583) & Denise Liedtke (17581)**—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.

**Tracy vanderMark (17606) & Angela Piet (17746)**—Cunningham Creek Elementary, Durbin Creek Elementary, 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.

**Stacey Brown (17609) & Eunice Lopez (17511)**—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 Services, RSVP and Risk Management.

## School Calendars

The following school year calendars were approved at the May School Board Meeting:

2021-22

2022-23

2023-24

They can be found at <https://www.stjohns.k12.fl.us/calendar/>

## New Employee Induction

**What:** Two-day employee induction

**Who:** All new employees to SJCSO will select one two-day induction session

**When:**

June 24 & 25

July 17 & 18

July 29 & 30

**Where:** Murray Middle School or Virtual pending Florida phase in program.

**Time:** 8 am —3 pm

*All new employees are encouraged to attend.*

*\*Pending COVID-19 Phase In status, Induction sessions may be held virtually.*

## Florida Tax Holidays

### Disaster Preparedness Tax Holiday

*May 29—June 4  
For items such as batteries, generators, weather radios and fuel cans*

### School Supplies Sales Tax Holiday

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

*Note: Both tax holidays have cost limits on certain items.*



## Teacher Certifications Renewals

On May 18, 2020, Commissioner of Education, Richard Corcoran, published an Emergency Order update to the Florida Teacher Certification Examinations. The order ended on May 19, 2020 and reinstated the registration fees for Florida Teacher Certifications beginning on May 20, 2020.

The order stated that approximately 50,000 Florida educators had benefitted from the waiver of the registration fees for nearly 100,000 Florida Teacher Certification Examinations. We hope that many of our St. Johns County teachers were able to take advantage of this offering.

## 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. This requires you to have a reading masters degree.

## 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,

## 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 SJCSO 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/>

Summer Sessions are on **Monday, 7/20/20 and Monday 7/27/20** at Fullerwood Training Center or virtual pending on Florida's progress in the phase in the step-by-step plan.

*stay safe*

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.

## **We Appreciate our Teachers!**

On Monday, May 11, School Board members delivered a message to all St. Johns County School District Teachers by sending a message in the sky. The aerial visit started in the northeast part



of the county, proceeded to the north west, central and then to the St. Augustine area and finally south and south west. We hope our teachers were able to see how proud we are of them. SJCS D Teachers are the BEST!

### ***Coronavirus Training***

Safe Schools has rolled out 6 new courses on Coronavirus. They are located under the Health section of the Safe Schools video library. You log into Safe Schools from the PD website. Once you are in Safe Schools, scroll to the bottom to the link ***View Library, Health Section.*** These new courses are listed individually for viewing.

### **It Truly Does Take A Village!**

For our schools to truly succeed in helping each student improve and grow, it requires ALL employees to work together. Everyone, from teachers, paraprofessionals, principals and counselors to bus operators, custodians, nurses, administrators, food service workers and youth resource officers, plays a vital role in establishing and maintaining a school culture that helps students reach their full potential.

We must rely on each District employee to support, guide and encourage our

students throughout their learning endeavors. The impact of such positive interactions with our youth becomes even more apparent when you ask a student what and who was significant to them during their schooling.

Our employees have a common ground beyond the school walls with students. Our employees live, shop and worship within the same neighborhoods and stores as our students and families. It is important for students to see that many adults have genuine interest in providing and maintaining a caring and supportive learning environment each day. This sense of stewardship not only creates a positive learning community for all students, but instills the same principles and values in our students as they become responsible and contributing members of their community.

Continue to pursue professional development opportunities that will prepare you to provide the best supports for students, and remember that your efforts, every day, make a difference in a child's life.

### Become a School Counselor

Have you ever considered becoming a School Counselor? School counselors are in demand throughout the state of Florida. You can help fill this 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 areas. 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. For more information visit us at [www.webster.edu/jacksonville](http://www.webster.edu/jacksonville).

Be safe    Stay healthy    Be well



## Happy Summer!

The Human Resources team wishes each of our school-based employees a wonderful summer! We hope you enjoy your time off, relax, get things checked off your list, and return in August well rested and ready to serve. Why? Our top priority...our students!



Enjoy your summer break.

### *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.*

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

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

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## ***The Learning Never Ends!***

### **Summertime BOREDOM BUSTERS**

As you pack up your classroom and prepare for summer break, are you already trying to figure out what to do with all that extra time? Never fear! There are plenty of opportunities available to keep your mind sharp and have fun! The following pages contain information on several summer offerings both from SJCSO and a few outside organizations.

#### **PLEASE REMEMBER:**

***Any learning opportunities that are not sponsored by SJCSO must be submitted via a learning log within one month of completion and must include all pertinent documentation. Please upload documents via the Upload Files link in BusinessPlus (this is the last link on the page where you register for courses).***

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

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

***\*\*\*Please remember, the number of points earned will be determined by the Professional Development Department based upon review of the documents submitted.***

***Check out the following pages for some specific opportunities!***

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

[Melinda.Bogart@stjohns.k12.fl.us](mailto:Melinda.Bogart@stjohns.k12.fl.us)

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 **New Learning Opportunities Available!**

**Visit the Professional Development and Evaluations Web Page!**

**[www.stjohns.k12.fl.us/pd](http://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?***

Summer 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, there are several modules sponsored by FDLRS on the BEES 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 BEES Portal – Independent Study and Facilitated Online Courses**

**For any Professional Development and Evaluations Questions, Comments, Feedback, please contact:**

[Melinda.Bogart@stjohns.k12.fl.us](mailto:Melinda.Bogart@stjohns.k12.fl.us)

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**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:

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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!!**



## 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 com-**

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

**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:**

**July 20 and July 27, 2020 from 8:00am-3:30pm @ Fullerwood Training Center OR Virtual**  
**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	
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Please visit the PD webpage at: <http://www.stjohns.k12.fl.us/pd/>



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## 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 receiving 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](mailto:Melinda.Bogart@stjohns.k12.fl.us)

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904-547-7700



## 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.**

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