

# News4You

SJCSD Human Resources Department

October 7, 2020 Volume 6, Issue 3

## Hats off to all SJCSD Employees

We all can agree that COVID-19 has brought a lot of change in our schools. As new protocols and routines were put in place, we all had to make, and are still making, adjustments to this unique environment. One of the biggest adjustments has been working with desk shields, wearing PPE, taking temperatures and staying aware of the social distancing rule. Another adjustment some of our teachers have had to make is teaching simultaneously with both the brick and mortar and distance learners. Initially, it brought on a lot of challenges with synchronous instruction, but with time, many of our teachers have made it work while always keeping our students in the forefront.

We all can agree that this year has been met with a lot of hard work from everyone. From our custodians getting our school building ready, sanitizing and wiping down high traffic areas, to teachers working tirelessly to prepare their classrooms with the new protocols, while still being ready to do what it takes to teach their students whether in the classroom or at home online. With all of this and more, we recognize everyone's commitment, patience, dedication and perseverance during these trying times and want to say, thank you, thank you, thank you for your hard work and a job extremely well done.

As a District, we truly appreciate and recognize all the time and effort everyone is putting in for our students. Please know that it does not go unnoticed.

In light of what our teachers and staff continue to work through, Superintendent Forson recently made the decision to release our schools 50 minutes earlier on Wednesday afternoons through the winter break in December to give teachers "time". This "time" will allow teachers a block of time to be able to plan, organize and complete tasks they need to do so they are prepared to do what they do best, "teach".

Again, hats off to our employees.

***You are the best!***



## 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



## Helping Students with Their Return to School

As students return to their brick and mortar educational setting, it is vital that teachers and staff pull together to ensure that students get back on track and resume their educational endeavors.

We must keep in mind that students and staff may have been impacted by the coronavirus personally, and it may take time for students and staff to readjust to being at school versus remote learning. Open communication about school expectations, and access to social-emotional learning and mental health professionals are three vital elements for both students and staff.

Research shows that seat time and direct instruction are vital for students to continue to show growth and they both decrease student drop-out rates. In addition, building or re-establishing connections and caring relationships with students and colleagues will certainly help foster a supportive and caring learning and working environment. Please continue to strive to be of service to all, and remember that patience and empathy will be needed throughout the school year.

## Take Care of Yourself

Work, school, family, health, the weather, finances, the list of triggers that cause stress is endless and it varies from person to person. As stress builds on itself, it can cause additional difficulties with daily tasks such as concentration, managing our workload, staying organized and working with others. Taking care of ourselves tends to be last on the list. In order for us to be our best for others, we need to also focus on ourselves. Some suggestions to tackle stress include:

Practicing a few minutes each day of mindfulness – clear your mind and focus on your breathing.

Posting a positive affirmation where you can read it each morning and evening. Over time, this may overwrite any negative thoughts.

Surrounding yourself with a positive support group. This can be a good friend, a parent, a sibling, or a community organization. Remember, support works both ways so make sure to listen just as much as you talk.

Taking a few minutes each day to do something you love. Read a few pages of a good book, listen to music that makes you feel good, take a walk, the choices are endless.

Making an appointment with your physician or our wellness centers. Marathon Health promotes the connection between healthy minds, healthy bodies. A plan to get back on track is only a phone call away.

## Employee Online Presentation

This year we are only requiring employees to view the “Identifying and Reporting Child Abuse and Neglect” presentation located on the DCF website at: <https://fl-dcf.org/RCAAN/>. Please be sure to view the presentation by October 15. Each employee should print and save their certificate of completion.

## Attention Teachers: Lead Teacher Funds

Lead Teacher funds were dispersed in a separate check September 30. Remember to upload your receipts totaling the amount of money you received in your check. The deadline for uploading receipts is April 30, 2021. Directions can be found in BusinessPLUS. Scroll to the bottom of the page.



## Daylight Savings Time

Time is set to go back November 1 at 2 a.m. This means it starts to get darker earlier and we adjust our clocks back one hour. Enjoy that extra hour of sleep!

Here are a few tips for driving after dark.

- Aim your headlights correctly and make sure they are clean. Dim your dashboard.
- Look away from on-coming lights.
- If you wear glasses, make sure they're anti-reflective.
- Clean the windshield to eliminate streaks.
- Slow down to compensate for limited visibility and reduced stopping time.

## \$ Staff Discounts \$

Be sure to check out the Staff Discounts page on [inside.stjohns.k12.fl.us](https://inside.stjohns.k12.fl.us).

## Human Resources Mission

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

# BENEFITS

## Open Enrollment

Open Enrollment 2021 is October 1 through October 31, 2020. Virtual appointments are available for those who need assistance. Go to <https://go.oncehub.com/SJCSD> to schedule your virtual appointment based on your site location.

## Flu Shots

Drive thru Flu shot clinics are being offered to employees on the medical plan at various locations.

Please go to [https://pickatime.com/client?](https://pickatime.com/client?ven=11601303&category=St.+Johns+Flu+Clinic)

[ven=11601303&category=St.+Johns+Flu+Clinic](https://pickatime.com/client?ven=11601303&category=St.+Johns+Flu+Clinic) to schedule an appointment. Flu shots are also available to employees, spouses and retirees on the medical plan in the wellness centers by appointment.



In addition, the following locations will have a drive thru flu shot clinic in their bus loop areas.

Sebastian MS	1:30 – 5:00 PM	7-Oct
Murray MS	1:30 – 5:00 PM	14-Oct
Gamble Rogers MS	1:30-5:00 PM	21-Oct

## HRA Program

Time is running out to get your Health Risk Assessment (HRA) done and avoid a two-year surcharge for your medical insurance premiums. This must be completed by **November 15, 2020** for members born in an EVEN year. It takes two easy steps;

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

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

O'Connell Wellness Center: 904.671.8333

Nease Wellness Center: 904.671.8329

Pedro Menendez Wellness Center: 904.671.8337

## New Benefit! Mass Mutual

Whole Life Insurance is available. Please schedule a virtual appointment to speak to a representative at <https://go.oncehub.com/SJCSD>.

## Text Reminders

Want to receive text reminders about your benefits and well-being program? You can now select to receive updates and reminders by opting into text messaging, text keyword SJCSD to 47177 to join.

***Be well...Stay well!***

## Teladoc

Teladoc is available to members of the medical plan as well as those on the indemnity plan.

Receive virtual medical care any time and anywhere. Members of the medical plan receive the first visit free and have a \$25 copay per visit after that. Members of the indemnity plan have a \$49 copay per visit.

## Fall Well-Being Program

Participate in in our District Well program activities and earn points to receive a chance to win a one-time payroll increase. It's super easy use the link <https://www.surveygizmo.com/s3/5710730/Districtwell2020> to submit proof of participation. See Wellness Coordinators at your site or contact [bmullin@baileygroup.com](mailto:bmullin@baileygroup.com) to learn more about the program.

## Wellness Center Mental Health

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.

# ATTENTION ALL NON-INSTRUCTIONAL PERSONNEL

Welcome back for the 20-21 school year. Based on your feedback from the voluntary professional development survey last year and requests, we've identified some specific professional development topics to offer during our upcoming district November 3rd planning day (our district non-instructional in-service day).

The topics of interest include the following:

- Classroom Behavior Management
- CPR/First Aid
- Destiny for Textbooks and Libraries
- eSchoolPlus
- Microsoft Office Apps
- Exploring Office 365
- ESE Para Team Training
- Stress and the Secondary Student
- Support Small Group Instruction in Person and On-Line
- Pursuing Deep Work
- Website Design/WordPress
- Mental Health Training (Trauma Informed Interactions)
- Youth Mental Health First Aide
- The Heart of the Work Culture Depends on You!

Please take a moment to **review the training sessions listed in BusinessPlus** for November 3 (most training offerings are listed in BusinessPlus right now, but a few are still forthcoming) and **register** for the offering(s) within BusinessPlus/SunGard that you have an interest **beginning Monday, October 5.**

I look forward to hearing about your ability to attend and learn from at least one training session; have fun and learn a lot!

**"Develop a passion for learning. If you do, you will never cease to grow!" – Anthony J. D'Angelo-**

*stay safe*

## Teacher Certification

### *Out-of-Field*

A reminder to all teachers who are currently teaching out-of-field. Endorsement coursework is offered free to full-time SJCSJ instructional personnel in ASD, ESOL, Gifted, and Reading. Classes can be found at <http://www.stjohns.k12.fl.us/pd/>.

Deadline for completion of coursework and/or subject area exams is April 1. If you have any questions or concerns about your out-of-field status, please contact Jenna Poirier at 547-7538.

### **Upcoming Endorsement Classes**

#### **October 12 –Reading**

Reading Endorsement Courses—1, 2, 3, 4, and 5.

#### **October 14– ESOL**

ESOL 1, ESOL 2, ESOL 3, ESOL 4, ESOL 5, ESOL for Administrators, ESOL for Guidance Counselors and the 18 hour course.

#### **January 11, 2021**

Curriculum & Instruction  
Guidance & Counseling  
Special Populations  
Nature and Needs  
Theory & Creativity

Sign up through Business Plus, Professional Development and browse courses to find title of class you want to take.

### ***Mandatory Child Abuse & Neglect Reporting & Training***

This year the only video in SafeSchools that is required is the mandatory Child Abuse and Neglect Reporting and Training. Section 39.201(1)(a), F.S., states that teachers and all school personnel are legally obligated to report any suspected abuse and neglect. Any school professional failing to report or prevent others from reporting is guilty of a felony of the third degree and may be prosecuted.

All teachers in grades K-12 are required to participate in continuing education training provided by the Florida Department of Children and Families (DCF) on identifying and reporting child abuse and neglect pursuant to s. 1012.98(12), F.S. It is important for new and returning teachers to complete the training on DCF's website at [www.myflfamilies.com/service-programs/abuse-hotline/training](http://www.myflfamilies.com/service-programs/abuse-hotline/training).

The Child Abuse Prevention Sourcebook for Florida School Personnel is available to provide additional information and resources for school-based personnel. This can be found at <http://sss.usf.edu/resources/format/pdf/chiabuse2015.pdf>.

### ***Employees' Use of Social Networking Websites***

As we begin a new year, it is important that all SJCSO employees are aware of the SJCSO Social Networking School Board Rule 6.84.

District employees are expected to be professional, civil, and appropriate in all their communications with students, parents, fellow employees and the public, including in their electronic and on-line communications. Any posting that is available and publicly accessible that can be viewed by district students, parents or the general public is considered public. This rule guides employees so they are aware that they are not to publish on social networking websites or other publicly accessible electronic media material that is unprofessional or unbecoming of a District employee, including:

- Material that is unlawful or unethical within the Florida Code of Ethics.
- Slanderous, false or defamatory material
- Obscene, vulgar or sexually suggestive Material
- Material that encourages or celebrates substance abuse.
- Material that promotes or incites violence.
- Material that is contrary to the pillars of Character Counts!
- Material that foreseeably could impair the employee's effectiveness in the performance of his or her duties.
- Material that is unsuitable for school-aged children to view or read.
- Material that otherwise could hold the employee or the District up to ridicule or otherwise could foreseeably could disrupt the educational process.

School Board Rule 6.84, Employee's Use of Social Networking Websites, informs employees that displaying material in violation of this rule will be cause for disciplinary action including dismissal. The purpose of this rule is to protect the reputation of the school district and its employees; to ensure the continued effectiveness of District employees in the performance of their duties; and to prevent disruption of the educational process.

All SJCSO employees are held to the highest standard. Remember, as an employee, you represent not only yourself but the other 5200 employees in our district through your actions and words. Thank you for demonstrating good character and choices as a representative of our great school district and the employees who take pride in their work for all the right reasons.... our students.

### ***Are You Up to date?***

All employees should check their demographic information in BusinessPlus to make sure that their current address and phone number is up to date. This is especially important for employees who have just moved into our district to reflect their new home address. Once in Business Plus, Select the "Employee Online" tab in the upper left corner. Select "Home Address." The Employee Information screen appears. Scroll down to the bottom of the screen and click on the "edit" button. Make any necessary changes and then click the "save" button in the lower right side of the screen to save your changes.

Thank you for taking the time to go into BusinessPlus to be sure your address is current.

### ***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.



## Character Education Counts for all SJCSO Employees

The SJCSO began teaching students good character four years before it was mandated in all schools in the state of Florida. The CHARACTER COUNTS! Initiative from the Josephson Institute of Ethics was chosen by the community in 1998 as a means of teaching students and community members the importance of making sound ethical decisions.

CHARACTER COUNTS! employs Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. These are based on three core beliefs:

1. There are enduring, universal moral truths, principles of thought and conduct, which distinguish right from wrong and define the essence of good character.
2. Character really counts in personal relationships, in school, at the workplace—in life—who you are makes a difference.
3. Character is not hereditary, nor does it develop automatically; it must be consciously developed.

Employees need to know that whatever their job in our school system, you are a role model for students when you demonstrate trustworthiness, respect, responsibility, fairness, caring and citizenship. All SJCSO employees are held to high ethical standards and are expected to practice good character and civility 24/7. Character does count!

## Virtual Teacher Recruitment Fair being Planned

The Recruitment Committee recently met and set the fall date for the Teacher Recruitment Fair. The purpose of the fair is to meet and interview teachers interested in teaching in our school district. Please share the fair date below with anyone who is interested in working in our school district.

Interested applicants should complete their application in Applitrack at <http://www.stjohns.k12.fl.us/jobs/>. Registration will open on November 2.

### Teacher Recruitment Fair

Saturday, December 5, 2020

Location: Virtual

8 a.m. to 1 p.m.

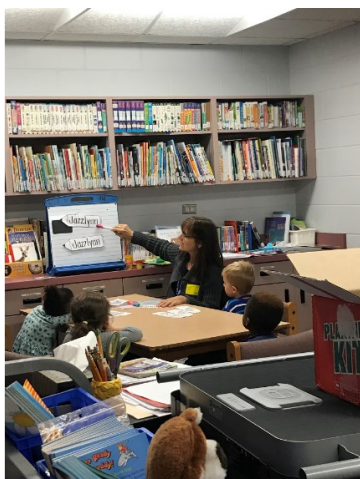
Recruiting Elementary and Secondary Teachers

Interns graduating in December



As a 501(c)(3) direct support organization, **INK!** (Investing in Kids) leads efforts to benefit educators and students in the St. Johns County school district. The nonprofit received funding in 2019 for **A Community Thrives**, a grant-making and crowd-funding program from the USA Today Network and a part of the Gannett Foundation for \$25,000 to benefit its Five Learning Years (FLY) program. FLY is designed to improve children's school readiness with the goal to increase graduation rates.

In 2020, the new grant request with a call for public donations is due by Friday, October 16 to continue support of FLY and to ensure all St. Johns County children, regardless of socio-economic circumstances, are ready for pre-kindergarten and kindergarten. To donate, visit the website at <https://acomunitythrives.mightycause.com/organization/St-Johns-County-Education-Foundation>



## Activity of Employees

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

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

## Upcoming Secretary Training

We are looking forward to assisting school-based secretary/bookkeepers with a variety of training opportunities this fall. Trainings will be held via TEAMS.

October 8, 2020

10:00-11:30 AM

Topic: Applitrack

October 15, 2020

10:00 –11:30 AM

Topic: Employee Management

This training focuses on individuals who are new to their position and would benefit from additional training in these identified areas. Our goal is to better assist secretaries in their role. Secretaries are asked to sign up for each of the training sessions in BusinessPlus.

## Human Resources Employee Specialists

### handling Certification

Each school has an Employee Specialist who handles the processing and renewal of all certified employees in the building. **Do you know the Employee Specialist that handles this for your school?** If not, use the list below and get in the “know”. These Specialists make annual visits to each campus for teacher’s convenient access during planning periods and lunch break. Staying up-to-date with your certificate reduces the stress that usually mounts during the Spring and is the responsibility of each certificate holder. Don’t ignore your requirements, work on them along the way and keep your deadlines in mind. Remember, we are here and more importantly, we can help!

### Employee Specialists

#### handling Personnel

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

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

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

**Certification: Eunice Lopez**

[Eunice.lopez@stjohns.k12.fl.us](mailto:Eunice.lopez@stjohns.k12.fl.us)

Phone: 547-7511

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

**Personnel: Stacey Brown**

[Stacey.brown@stjohns.k12.fl.us](mailto:Stacey.brown@stjohns.k12.fl.us)

Phone: 547-7609

**Certification: Jenna Poirier**

[Jenna.Poirier@stjohns.k12.fl.us](mailto:Jenna.Poirier@stjohns.k12.fl.us)

Phone: 547-7538

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

**Personnel: Denise Liedtke**

[denise.liedtke@stjohns.k12.fl.us](mailto:denise.liedtke@stjohns.k12.fl.us)

Phone: 547-7581

**Certification: Angela Piet**

[Angela.Piet@stjohns.k12.fl.us](mailto:Angela.Piet@stjohns.k12.fl.us)

Phone: 547-7746

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

**Personnel: Tracy vanderMark**

[tracy.vandermark@stjohns.k12.fl.us](mailto:tracy.vandermark@stjohns.k12.fl.us)

Phone: 547-7606

**Employee Specialist Assistant: Terry Figliuolo**

[Terese.figliuolo@stjohns.k12.fl.us](mailto:Terese.figliuolo@stjohns.k12.fl.us)

Phone: 547-7562

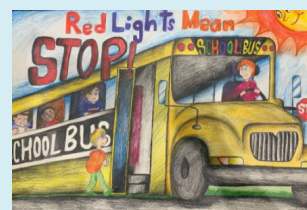
## Inservice Points

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 with any questions.

## Upcoming Recognition Weeks



Character Counts! Week  
October 18-24



National School Bus Safety  
Week  
Bus Operator and Attendant  
Week  
October 19-23  
Say "thanks" to bus drivers



Red Ribbon Week  
October 23-31



## Learning Opportunities!

*Have you visited the Professional Development and Evaluations Webpage Lately?*

**We have been regularly updating with new opportunities!**

Go to: [www.stjohns.k12.fl.us/pd](http://www.stjohns.k12.fl.us/pd)

- ⇒ Endorsement Courses (ESOL, Reading, Gifted, ASD)
- ⇒ Out-of-County Learning Logs
- ⇒ SWD Certification Renewal Requirements and Approved Courses
- ⇒ FREE Online Courses from Capella University
- ⇒ Teaching Resources



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



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

## How May We Serve you?

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

Melinda Bogart or Valerie Etienne-Leveille

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

904-547-7614

[Valerie.Etienne-Leveille@stjohns.k12.fl.us](mailto:Valerie.Etienne-Leveille@stjohns.k12.fl.us)

904-547-7700





## Transferring Inservice Credit

New to St. Johns County? Did you work in a Florida School District?

**You can have your previously earned inservice points transferred to us and placed on your PD Transcript!**

1. Contact the Professional Development Department of your previous school district.
2. Request that a transfer of your inservice records be sent to: **[Valerie.Etienne-Leveille@stjohns.k12.fl.us](mailto:Valerie.Etienne-Leveille@stjohns.k12.fl.us)**.
3. Allow up to two weeks once the transfer has been received for points to appear on your SJCS D transcript.
4. Check your transcript by logging into BusinessPlus, go to Employee Online, Go to Professional Development, Click on Course Transcript.

Leaving St. Johns County? Moving to another Florida School District?

**You can have your previously earned inservice points transferred to your new District!**

1. Acquire the contact name and email address of the Professional Development Department for your new school district
2. Send the contact information and request for transfer to: **[Melinda.Bogart@stjohns.k12.fl.us](mailto:Melinda.Bogart@stjohns.k12.fl.us)**
3. Allow up to two weeks once the transfer has been requested

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)**

904-547-7614

**[Valerie.Etienne-Leveille@stjohns.k12.fl.us](mailto:Valerie.Etienne-Leveille@stjohns.k12.fl.us)**

904-547-7700



## Learning Opportunities!



# SJCSD Fall Teach-In 2020



**Are you new to St. Johns County School District or in your first three years of teaching?**  
Join us for SJCSD Teach-In on Saturday October 10, 2020 from 8:00pm-3:00pm  
at RJ Murray Middle School.

See the PD & Evaluations webpage for more details. Register in advance:

<b>SJCSD Fall Teach-In 2020</b>	<b>10/10/2020</b>	<b>Murray Middle School</b>
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### What's a Teach-In?

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

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

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

<sup>†</sup> You must attend the entire day

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

### Sessions Topics include:

- ◆ Tiered Without Fears: Differentiation Within and Across Classes
- ◆ Human First Education: Creating NEW safe spaces in a NEW era
- ◆ NEARPOD 101 & 102
- ◆ Behavior Management Tips & Tricks
- ◆ ESE: FBA/BIP (Functional Behavior Assessment/Behavior Intervention Plan)
- ◆ Keeping Your Students Engaged-AVID Strategies that Work in the K-2 Classroom!
- ◆ All the Things Elementary: Burning Questions, Resources, and Support
- ◆ How to Effectively Teach a Simultaneous Brick-and-Mortar/Distance Learning Lesson . . . or . . . My Plate Runneth Over!

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

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

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

904-547-7614

[Valerie-Etienne-Leveille@stjohns.k12.fl.us](mailto:Valerie-Etienne-Leveille@stjohns.k12.fl.us)

904-547-7700



## 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**.

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 five opportunities to participate in this training prior to the deadline of August 2021:**

**February 6 and February 27, 2021 from 8:30am-3:30pm @ Fullerwood Training Center**  
**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, completion of five online modules, and one semester of monthly follow-up sessions. Applications are currently live on the PD Webpage at:  
[www.stjohns.k12.fl.us/pd](http://www.stjohns.k12.fl.us/pd).

Questions?

Contact:

For any Professional Development Questions, Comments, Feedback, please contact:	
Melinda Bogart or Valerie Etienne-Leveille	
<a href="mailto:Melinda.Bogart@stjohns.k12.fl.us">Melinda.Bogart@stjohns.k12.fl.us</a>	<a href="mailto:Valerie.Etienne-Leveille@stjohns.k12.fl.us">Valerie.Etienne-Leveille@stjohns.k12.fl.us</a>
904-547-7614	904-547-7700

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/>



Monday	Tuesday	Wednesday	Thursday	Friday
<div>Dates to Remember</div>	<div>🍏 <i>First round of observations in all classrooms should be ongoing.</i></div>			
	<div>🍏 <i>All Category 1 teachers should be actively receiving support through their school's Mentoring /Cat 1 Cohort Program.</i></div>			
	<div>🍏 <i>All Evaluators have been participating in Instructional Rounds in order to practice the teacher observation process. Through this practice, evaluators are able to calibrate to the EEE Framework, work towards inter-rater reliability, and work towards inter-rater accuracy. THANK YOU to the classroom teachers at each school who have volunteered to allow us to visit for this purpose!</i></div>			
	<div>🍏 <i>Check the PD Calendar regularly for upcoming learning opportunities related to EEE.</i></div> <div><i>We will have a mix of face-to-face and virtual offerings throughout the school year, as well as ongoing opportunities for new employees to learn the basics of the Marzano Focused Evaluation Model</i></div> <div><i>PD Calendar: <a href="https://inside.stjohns.k12.fl.us/pd/">https://inside.stjohns.k12.fl.us/pd/</a></i></div>			

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

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

*\*Use your windows login credentials*

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

Melinda Bogart

Director for Professional Development and Evaluations

904-547-7614





# In the Spotlight

## Element of the Month: **Planning to Close the Achievement Gap Using Data**

*Every teacher interacts with data. It may come in various types and from myriad sources, but we ALL collect data that provides valuable information pertaining to how our students are performing. The key is—what do you do with the data once you have it?*

*The element titled: Planning to Close the Achievement Gap Using Data in Domain 1: Standards-Based Planning within the Marzano FOCUSED Teacher Evaluation Framework focuses on the importance of teachers gathering learning data for all students and using that information to determine specific instructional strategies, student groupings, and lesson activities that will provide content access, meaningful collaborative interactions, and opportunities for students to track and explain their own progress in relation to the standards-based learning targets.*

*The intent of this teaching strategy is truly to hone in on the specific needs of each student in your classroom and plan intentionally to meet those needs. This may include adapting a lesson to formally integrate accommodations for students with an IEP, or simply differentiating resources and / or final products for assignments in order to adjust for readiness level or interest without losing the integrity of the rigor (expectation of the standards). The idea is to continue with different strategies until you find what works. This may shift from year-to-year, or even from class period-to-class period. The true focus is on student-centered instruction in which the teacher takes the time to think and plan critically based upon the evidences collected from the students.*

*This element works in tandem with all 10 elements within Standards-Based Instruction as this where you collect the data and the first two elements within Conditions for Learning, which is how you set up a system for tracking progress towards learning targets and celebrating those specific academic successes. This is the data you use to intentionally plan the next phases of instruction.*

*Why focus on the data? Research supports that differentiating instruction based upon actual student ability/readiness, interest, culture, behavioral triggers, etc. has a significant impact on student achievement. John Hattie's work shows an effect size greater than one entire grade leap:*

*from Hattie's table of effect sizes  
(2017 Update)*

Influence	Effect Size	Source of Influence
<b>Response to Intervention</b>	<b>1.29</b>	<b>Teacher</b>

*Want more information on effectively closing the achievement gap? Check out these resources:*

*\*<https://www.learningsciences.com/wp/wp-content/uploads/2017/06/Kingsley-Case-Study-2016.pdf>*

*\*<https://inside.stjohns.k12.fl.us/triple-e/cee-training-modules/>*

*\*<https://bbullis.edublogs.org/2016/03/11/john-hatties-top-ten-visible-learning-takeaways-number-three-response-to-intervention/>*

*\*Book: [Using Data to Close the Achievement Gap: How to Measure Equity in Our Schools](#) by Ruth S. Johnson*

**Want more? Have a Request?**

Contact **Melinda Bogart**, Director for Professional Development and Evaluations

## ***Tobacco Prevention PD Courses***

Attachments to this newsletter email gives information about the free professional development courses offered to Florida educators. In addition, included is a newsletter that is published by Tobacco Prevention. You can visit their website for more information at <https://sites.google.com/palmbeachschools.org/tobacco-home>



All SJCSO employees can earn Fall Districtwell Points by registering for TelaDoc by November 29, 2020. See attached flyer for more information.

Submit a screenshot of your welcome screen to <https://www.surveymonkey.com/s/5710730/Districtwell2020> under Additional PointsActivity for 5 Districtwell Points.

Download the app



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