

News4You

SJCSD Human Resources Department

September 10, 2020 Volume 6, Issue 2

Our New Norm

School has started under a new “normal” and certainly unlike any other school year. COVID-19 has impacted us all and, together, we take responsibility to keep ourselves and others safe. Our District has taken great measures to ensure that all district sites and schools are safe, clean and well maintained daily to provide a positive work or school environment for all students, staff and visitors. PPE is in place in our schools, high touch areas continue to be treated and proper sanitation occurs daily. In addition, our schools and classrooms have desk shields and signage (hand washing and social distancing) in highly visible locations to remind everyone to practice behaviors that prevent the spread of COVID-19.

As we continue to move through COVID-19 conditions, remember a few important protocols to follow daily to keep you, your colleagues and students safe.

- Before you come to school each day, ask yourself if you currently have one or more of the following symptoms, which is new and not explained by another reason. If your answer is yes to any of these below, you are asked to stay home.
 - Fever (100.4 or greater), chills, shivering
 - Cough
 - Shortness of breath, difficulty breathing
 - Sore throat
 - Feeling unusually fatigued or weak
 - Muscle aches or pain
 - Loss of smell and/or taste
 - Headache
 - Diarrhea

*If you are experiencing any of these new onset symptoms, do not report to work and call your physician to inquire about testing and treatment recommendations. Isolate in your home and limit contact with others.

- If you are awaiting results from a recent COVID-19 test due to symptoms or concern of exposure to a positive individual, you should not report to work until your test results are received and are negative. You should immediately call your supervisor and report your situation to them. Your supervisor may ask you questions and will report your situation to Human Resources and Health Services. It is important that you keep in contact with your supervisor or designee during this time so proper protocol can be followed to protect you and others.
- If you test positive for COVID-19, you will need to stay home and not return to work until all the following are true:

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



- It's been 10 days since the onset of symptoms or your positive test date.
 - You have been fever-free for at 24 hours without the use of medication such as Tylenol or Ibuprofen.
 - Your symptoms are improving. (Loss of smell or taste may persist for weeks or months after recovery and need not delay the end of isolation.)
- **If you live in the same household with, or had close contact with, someone who in the past 14 days, tested positive for COVID-19, you should** not report to work. You should self-quarantine for 14 days, monitor for symptoms and limit contact with others. Again, report this circumstance to your supervisor, Human Resources and Student Services.
 - **If you have been in close contact with someone positive for COVID-19, you are** not required to get tested, but you are required to self-quarantine for the full incubation period of 14 days and monitor for any symptoms. If, during the 14 days, you develop symptoms you should contact your physician for guidance on testing and treatment recommendations.
 - **If you decide to get tested for COVID-19 and receive a negative test result, you still** may not return to work. You must quarantine for the full 14 days, as symptoms can develop at any point during the incubation period. (Example: A negative test result on day 3 does not ensure a negative test result on day 12.)
 - **The question has come up regarding how do you know if you were a close contact?** Essentially, you are a close contact of a COVID-19 positive individual if, from 48 hours before their symptoms began, the person with COVID-19:
 - Lived or stayed overnight with you
 - Was your intimate partner
 - Took care of you or you took care of them
 - Stayed within 6 feet of you for 15 minutes or longer
 - Exposed you to their body fluids or secretions (e.g., coughed or sneezed on you)
 - **If you have been close to someone who has been exposed to a COVID-19 positive individual, you are not** required to quarantine. With this situation the employee would be considered a "contact of a contact" and there are no CDC recommendations, as you are twice removed from the positive individual.
 - **If you have been in close contact with a COVID-19 positive individual, but have already had COVID-19 within the last 3 months, you do not need to** self-quarantine as long as you have completely recovered from your illness and remain free of COVID-19 symptoms.

If you encounter any one of these situations, it is important to communicate with your supervisor and school nurse. Based on the information they receive from you, they will work with Human Resources and Health Services. It is important if you have any symptoms or you become sick, to contact your health provider or the Department of Health to receive guidance on

Are you being COVID-19 Protected?

Wear a face mask in public places.

Wash your hands—20 seconds with soap.

Use sanitizer—must contain at least 60% alcohol.

Avoid touching your face.

Clean objects or surfaces daily.

Cover your coughs and sneezes with the inside of your elbow or with a tissue.

Avoid sharing personal items with another individual.

Practice Social Distancing.

Stay home as much as possible.

Stay away from people who are or have been sick in the past two weeks.

Shop during off-hours when crowds at stores are smaller.

Avoid crowds of 10 or more people.

Keep at least 6 feet between you and other people.

Avoid touching "high-touch" public areas.

Talk to your health care provider or health department when you have a concern.

what steps you need to take. Your open communication with your supervisor is appreciated in efforts to keep everyone safe and well.

As we go through the school year, it is important to share any situations you have with COVID-19 with your supervisor. This includes situations that involve you or any member of your family. By doing so, it will allow everyone to remain safe at the workplace. As incidences occur, they will be shared with Human Resources and Health Services. Together we will help you walk through steps you should take to protect yourself and others.

As we continue through uncharted territory with different COVID-19 situations related to staff, students, and your family members, we thank you for your patience and perseverance. Remember, we are in this together. No one is alone in any of the circumstances they may face. The key is to communicate your situation to your supervisor, who will then share it with Human Resources and Health Services, so we can provide the information that you need.

We thank you for your flexibility and understanding and, above all, your commitment to do what it takes to stay well during these unprecedented times.

St Johns County face masks protocols to be followed:

- At arrival and dismissal times
- On buses
- In common areas where there are large groups
- Before receiving a daily temperature check
- When circulating in the building
- Other times during the school day when social distancing cannot be achieved.
- Thank you for being safe and compassionate.

Census Alert ***Helping our Community***

To date, Florida's response to completing the U.S. Census is 59.2%. This lags behind the national average of 62.1% and Florida's 2010 census response rate of 63%. You can view current state responses at www.census.org and click on Florida to see the response rate for each county.

Ask your friends, neighbors, and family members if they have completed their census. Due to COVID-19 and the distraction it has caused, there could be people you know who just need a reminder to do their part to complete the census. Anyone with a computer and internet connectivity can complete their census questionnaire at my2020census.gov. Please feel free to disseminate this information to encourage census participation. We need everyone to complete their census!

Your response matters!

By responding you are helping to direct billions of dollars in federal funds to local communities for schools, roads, and other public services.

United States®
Census
2020

Travelers

CDC recommends that all people defer travel on cruise ships, including river cruises, world wide.

Passengers who return from a cruise ship or river cruise voyage are advised to [take extra precautions \(quarantine\) to protect others for 14 days after arrival](#). Currently all cruise ships are under a no sail order.

The Department of State advises U.S. citizens to avoid all international travel due to the global impact of COVID-19. State employees who personally travel internationally will not be allowed to return to work for 14 days upon returning to the United States.

Take steps to protect yourself and others from COVID-19:

- Wear a [mask](#) to keep your nose and mouth covered when in public settings.
- Avoid close contact by [staying at least 6 feet apart](#) (about 2 arms' length) from anyone who is not from your household.
- [Wash your hands](#) often or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your eyes, nose, and mouth.

FREE Financial Planning Workshops

Workshops are free and unlimited for FRS-covered employees. Employees can attend by clicking on the scheduled webcast button online at <https://www.myfrs.com/employeeWorkshop.htm>

October 5	Using the FRS to Plan for Retirement	10 AM to Noon
October 5	Protecting Yourself and Your Loved Ones: Estate and Insurance Planning	1-3 PM
October 6	Nearing Retirement in the FRS	10 AM to Noon
October 6	Understanding the FRS Investment Plan	1-3 PM

All webcasts are eastern standard time.

Technical issues/problems, please click on help. If the help files do not resolve your issue, please click on the chat box located on the website for assistance. You can contact the MyFRS Financial Guidance Line at 1-866-446-9377, and select option 1.

Are You Up to date?

All employees should check their demographic information in Business-Plus to make sure that their current address and phone number is up to date. This is especially important for employees who are new to our district to reflect their home address. Once in Business Plus, Select the "Employee Online" tab across the top of the page. 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.

Once completed, follow the same steps to update your emergency contact information under "Emergency Info." You will then click the "add" button to add names and numbers. Click on "save" to save your emergency contact names.

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

INK! staff stands ready to serve!

FLY (Five Learning Years) is preparing to help VPK students get the skills necessary to set a strong foundation for learning.

Take Stock in Children (TSIC) has gone virtual! Students will be meeting with their mentors virtually for the foreseeable future.

Tools 4 Schools on-line ordering for school supplies will open soon. For the first semester, we'll be taking orders from the Title I teachers. We anticipate the store to be open to all teachers the second semester.

Teachers, be on the lookout for upcoming dates for our virtual T.A.L.K. series!

The Teacher of the Year process will begin shortly. The interview process will take place virtually.

For questions and further information, please visit www.ink-stjohns.org.

Making Ethical Choices

Every day, individually we make hundreds of decisions. Some of these decisions are simple while others are more complex and can have a lasting impact on one's life or the lives of others around us.

. "Ethical" decisions are ones that relate to moral principles. As educators, we are held to a high standard and expected to make good ethical decisions and choices. When an educator fails to make a good ethical choice, it can lead to educator misconduct and may have an impact on both their employment and their Florida Educator Certificate.

Unfortunately, when educator misconduct occurs, it can have serious impacts on the school and school community. The Florida Department of Education (FLDOE) has an Office of Professional Practices Services (PPS) that investigates reported allegations of misconduct by educators in Florida who hold a Florida teaching certificate. Pending the allegations and the results of the investigation, the PPS may pursue disciplinary actions against the certificate of the educator who has committed acts of misconduct.

Each year, PPS investigators make visits to school sites throughout Florida to interview students and staff members regarding allegations of educator misconduct. When this occurs, it is important that those involved understand the role of the PPS. Information and resources regarding the role of the Office of Professional Practices Services and the Principles of Professional Conduct for the Education Profession in Florida can be found on the web at www.myfloridateacher.com. All educators are encouraged to review the website and become familiar with the PPS purpose.



New Telemedicine Benefit Available

The district now offers Teladoc to all benefit eligible employees. Teladoc offers access to doctors anytime, anywhere. Employees and dependents enrolled in the self funded medical insurance plan pay \$25 per visit (your first visit is free) and employees on the indemnity plan pay \$49 per visit. Be sure to set up your account so you're ready to go when you need it.



[Set up my account](#)

Already registered? [Sign in now](#)



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.



Our licensed U.S. board-certified doctors help with conditions like the flu, bronchitis, rashes, sinus infections, and more



Talk to a doctor from wherever you are—day or night



Skip the trip to the ER or urgent care

Flu Shots are here!

Marathon Wellness Centers will host Drive-thru flu shot clinics at various locations around the district beginning in September. Look at the flyer attached in the email for locations.

Marathon Health Wellness Center

Don't forget, your St. Johns County School District Wellness Center team is scheduling in-person appointments for the following services:

- Biometric screenings
- Chronic condition care
- Non-respiratory sick visits

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

Open Enrollment

This year we will be conducting virtual open enrollment through online appointments during the month of October. Look for details in our next News4You!

Information is also posted on your Benefits bulletin board at your work location.

2020 Fall Well-Being Program

We are kicking off the new year with a few new ways to stay well and to earn points to be entered into a drawing for a one-time payroll increase of either \$50, \$75, or \$100.

There will be 80 winners within each category; however, employees can only earn one incentive. Incentives will be drawn starting in the Gold category first.

[Click Here](#) to see the 2020 Fall Resource Guide to learn more.

[Click Here](#) to download the 2020 Fall Annual Wellness Exam Form.



Get Ready, Get Healthy!

Please do not walk into your center to request an appointment. You must be screened telephonically (over the phone) before any in-person visits take place.

- We are currently unable to see anyone with COVID-19 or respiratory symptoms in person.
- A face mask covering your nose and mouth must be worn in the center at all times.
- Please do not bring additional guests or visitors with you to your appointment unless absolutely necessary.

Please do not hesitate to contact us with your healthcare needs during this time. We'll get through this together.

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.

O'Connell Wellness Center: 904.671.8333

Nease Wellness Center: 904.671.8329

Pedro Menendez Wellness Center: 904.671.8337

Wellness Center "NO SHOW" Policy

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

2020 HRA Program

Don't wait until the last minute!

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

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

Open Enrollment—Benefits

Open enrollment for the 2020-2021 school year is October 1-31, 2020.



Section 943.082, F.S. established a mobile suspicious activity reporting tool, known as FortifyFL, to allow students, parents and members of the community to submit tips regarding public or private schools to designated law enforcement and school officials throughout the state. Tips sent to FortifyFL are then sent to local school, district, and law enforcement officials to take action on the received tip. FortifyFL is installed on all teacher and student district owned computers.

The FortifyFL app, is available for download on Apple and Android mobile devices. More information can be found on the Florida Department of Education website at <https://getfortifyfl.com/>

Just for Teachers

Teachers, are you interested in receiving a newsletter with updated information and resources sent out periodically throughout the school year from the Department of Education? If you are not currently registered to receive Just for Teachers emails, please email JustFORTeachers@fldoe.org to begin receiving these updates.

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 and/or fiscal year is a great time to learn! To view your Deposit Advice, login to BusinessPlus and navigate to Employee Online. Under Pay Information, select Deposit Advice. You can view your deposit advice for all pay periods that have been processed. You can also access a presentation on the deposit advice on Inside StJohns under Business & Fiscal Services/Payroll/Trainings and Procedures. This includes a listing of every code that is on your deposit advice.

Being the Positive Example for All

As we begin the 2020-2021 school year, we all have a responsibility to follow and model the Six Pillars of Character in our daily work. The Six Pillars of Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship form the foundation of the expectations the District holds for us as we conduct school district business.

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

TRUSTWORTHINESS

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

RESPECT

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

RESPONSIBILITY

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

FAIRNESS

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

CARING

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

CITIZENSHIP

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

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 school year for any employee who resigns or retires at the end of the school year.

Political Activity of Employees

All SJCS D 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.

Leadership Development Learning Opportunities August/September 2020

NOTE: All courses will be a blended delivery format which will be a combination of face-to-face and online sessions, TBA in advance

August 17, 2020 and September 28, 2020 - 4:15-5:45 PM

Phase IV - Leadership Learning: A leadership learning opportunity for new school administrators in the SJCSO. During this session the participants will discuss leadership beliefs, discuss leadership articles, and share challenges of the new role. Participants will connect and discover the power of collective efficacy.

August 18, 2020 and September 15, 2020 – 4:15-5:45 PM

Phase V: Leadership learning sessions will focus on discussions related to educational leadership articles and books. The participants will tackle tough issues including new processes in schools as a result of COVID-19, culturally responsive school cultures, social emotional issues, closing the achievement gap, etc. A common thread throughout the entire year will be references to “The Will to Lead, The Skill to Teach” by A. Muhammad and S. Hollie. These sessions are voluntary and intended to develop the effectiveness of collective practices across the district schools and departments by bringing leaders together in a learning environment.

August 27, 2020 and September 27, 2020 - 4:00-6:00 PM

Phase I Leadership: Twenty-one (21) teacher leaders have been accepted into this year’s cohort group. The training is focused on understanding the role and responsibilities of each SJCSO department. Participants are introduced to the Florida School Leadership Standards.

September 9, 2020 and September 24, 2020 – 4:15-5:45 PM

Phase III - Mentoring/Coaching for Leaders: Mentors and mentees will connect and discuss the culture and climate of their schools. They will delve into a deeper understanding of critical issues facing school leaders in this time of uncertainty. Participants will read leadership articles and discuss application of practices in their specific roles. Mentors will share experiences with the mentees. Mentees will dialog regarding issues they face. The two will define the critical role of professional thought partner to their role. This session will continue to focus on practices and skills necessary to become a highly effective school administrator. Mentors and mentees have a chance to talk in partners as well as with the whole group. Discussions will yield actionable suggestions that administrators may apply at their school site.

September 10, 2020 – 1:00-5:00 PM – Principal Prep Program (PPP)

Year 1 – Secondary and Elementary: Due to the increased number of Assistant Principals now in our district, these sessions will be split into two groups this school year: Elementary Assistant Principals and Secondary Assistant Principals.

Mark your calendars

Non-Instructional Professional Development (PD) dates

**Tuesday, November 3,
2020**

And

Friday, April 9, 2021.

Additional information regarding course offerings and signing-up will be forthcoming.

Save the date!

SJCSO Virtual Teacher Recruitment Fair

**Saturday,
December 5, 2020
8 AM— Noon**

**Recruiting teachers in
all certification areas.**

**Applicants must have a
completed online
application to
participate.**

Share the date with
graduating teaching
candidates or teachers you
know who are interested in
working and teaching with
us in St. Johns County.

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.*

The first session will be held September 10 and will be a joint session with both cohorts in attendance. The PPP prepares early career assistant principals in the tools and skills identified by leadership legislation to be ready to become high performing principals. Participants study the FSLA, create a portfolio, and complete a project based on a site-based need. Highly effective completion of the two-year PPP leads to Florida Principal Certification.

September 16, 2020 – 8:30-10:30 AM – SJCSO Culture:

Connecting Through Collaboration: The contents of the course this year will focus on culture, relationships and processes used in all departments to support collaboration. Participants will read sections of “Time for Change” and discuss how the practices outlined in the book are implemented in their departments. Participants will revisit the principles of growth mindset, the distinctions of trust, and engage in leadership reflection activities. This is a great opportunity for SJCSO staff to engage with each other across departments. We will meet for two hours once a month beginning September 16. The content will be fresh and relevant.

Teacher Certification

A reminder to all teachers who are currently teaching out-of-field. Endorsement coursework is offered free to full-time SJCSO instructional personnel in ESOL, Gifted, and Reading. Classes can be found at <http://www.stjohns.k12.fl.us/pd/>. Deadline for completion of coursework and/or subject area exams is April 1, 2021. If you have any questions or concerns about your out-of-field status, please contact Jenna Poirier, Employee Specialist, at 547-7538.

Need to Renew your Teaching Certificate?

Teachers who need to renew their teaching certificate in 2021 need to be on the lookout. Renewal information will be coming to you via school mail or email in the beginning of the new school year.

10 Points ENDS (Vaping) Course

- 10 hour course focused on ENDS prevention
- ENDS prevention units: history, devices, school use, marketing, chemicals, hazardous effects
- Must submit and teach a tobacco prevention lesson.
- This course is sponsored by the Florida Department of Education.

*Registration open through April 22, 2021. All coursework must be completed and submitted by May 28, 2021.

*Registration can be accessed at www.tobaccopreventiontraining.org

stay safe

Florida Tobacco Course for teachers

Are you looking for a few extra inservice points? Florida educators are eligible to take a FREE online professional learning course. Participants can earn 30 or 60 points for the course and must submit and teach a tobacco prevention lesson. Registration is open through Monday, April 22, 2021. The course is accessible 24/7 and must be completed by May 28, 2021. Registration can be accessed at www.tobaccopreventiontraining.org

For Nurses: 20 CEU Course

Florida Tobacco Prevention training for Nurses @ www.tobaccopreventiontraining.org

20 CEUs

Sponsored by FLDOH

No Cost to Nurses

2 required discussion boards

1 assignment

4 unit quizzes and 1 final comprehensive exam.

Open 24/7

Registration ends on April 22, 2021

Must be completed with course by May 28, 2021.



Annual Employee Videos

Each year, all St. Johns County School District Employees have a series of videos and assessments that must be completed.

The videos are differentiated for returning employees and new employees and will be tracked for completion by the PD contact at each work site. For those who desire to earn inservice points, you will need to register in BusinessPlus as per the instructions provided by your PD contact.

Please Note

EVERY employee must complete the course from the Department of Children and Families titled: *Identifying and Reporting Child Abuse*

This course must be completed EACH FISCAL YEAR* (*between July 1 and June 30 of the current school year)

- Need help accessing the videos? See the instructions at: www.stjohns.k12.fl.us/pd
- Having trouble with a video? See your PD contact– this is usually either the Instructional Literacy Coach or Executive Secretary at your work location.

Fall 2020 PD Needs Assessment Survey

How May We Serve you?

Please click the link to complete the Fall 2020 Instructional

PD Needs Assessment Survey.

Please complete this survey by Friday, October 2,

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



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

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

Melinda Bogart or Valerie Etienne-Leveille

Melinda.Bogart@stjohns.k12.fl.us

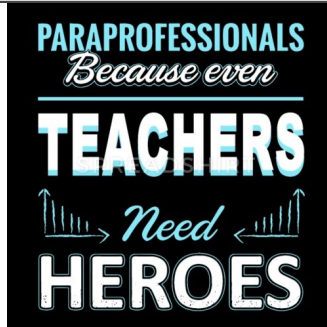
904-547-7614

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

904-547-7700



New Opportunities!



Interested in taking the Paraprofessional Assessment?

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

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

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

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

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

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

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

*Payments must be received by the Professional Development Department prior to registering. Please make checks or money orders payable to SJCSO and write the course title and date in the memo line. Send payment to 40 Orange Street St. Augustine, Florida 32084 ATTN: Melinda Bogart.

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



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

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

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

How May We Serve you?

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

Melinda Bogart or Valerie Etienne-Leveille

Melinda.Bogart@stjohns.k12.fl.us

904-547-7614

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

904-547-7700



New Employee Opportunities!

Welcome to all of our new SJCS D employees!

The Professional Development and Evaluations Department provides ongoing support for all our new SJCS D family members. The first opportunities were the New Employee Induction sessions in June, July, and August 2020. We had **218** participate! It was an absolute pleasure meeting each of you!

We look forward to continuing to provide learning opportunities to you in the areas of getting to know SJCS D and in best practices of instruction.

Were you hired after the Summer New Hire Induction Sessions? Take advantage of an opportunity to meet Mr. Forson, learn about the Culture of SJCS D, and spend time with your District Curriculum Program Specialist.

When: Wednesday, October 7, 2020
3:30pm—5:30pm

Where: RJ Murray Middle School
150 N. Holmes Blvd.

Register in BusinessPlus:

New Employee Induction October 7, 2020	10/07/2020	Murray Middle School
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Please join us for our Monthly New Hire Sessions as well as our Teach-In Conferences that we host each semester.

Monthly Support– New Hire Cohort '20-'21

We have monthly sessions planned on early release Wednesdays throughout the year to continue our support. All sessions are currently planned to be face-to-face at the Fullerwood Training Center and will run for one hour: 3:45pm-4:45pm.

September 16, 2020

October 14, 2020

November 4, 2020

December 2, 2020

January 13, 2021

February 10, 2021

March 3, 2021

Please register in BusinessPlus to earn inservice points.

Looking for Learning Opportunities?

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

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



How to Receive Inservice Credit

1. 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



2. Conferences, Workshops, or Webinars sanctioned by outside organizations:

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

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

1. Attend the event

2. Complete a Learning Log (see Forms on the PD webpage)

3. Attach all supporting documents*†

4. Submit Log and Documents 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).

3. College Courses:

**(1) Evidence of Registration,*

(2) Copy of Transcript showing credits earned/dates

(3) Course Description 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 degree work.***

1. Complete the course

2. Gather the transcript and course description

***Please note that inservice points are only awarded for non-degree seeking coursework.*

Degree-seeking coursework (working on your Ph.D. or Masters) may be used for renewal (if earned within the validity period), but it is not put on your PD transcript. That is completed directly through the Certification Specialist at the time you apply for renewal.

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 note that after December 19, 2020, anyone seeking credit for ESOL or Reading from College Coursework must submit their college transcripts directly to FLDOE and receive a letter of eligibility. SJCS D will no longer be reviewing college transcripts for alignment to Endorsement Courses.



New Employee 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 8:00 pm-3:00 pm

at R. J. Murray Middle School

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

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

A Teach-In is a mini conference led by experts in the field and current practitioners with a focus on honing instructional practice 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!**

[†] 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)

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

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

Link to application

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



Link to application

****Applications must be submitted by September 18, 2020.***

You will be notified if your application was accepted by September 22, 2020.

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

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READING QUESTIONS



***Have you been hearing rumors about needing the Reading Endorsement or Certification?
Not sure if it really pertains to you?***

Here's a basic overview of the legislation:

What is the Reading Endorsement?

- The Reading Endorsement is a designation on your Florida Teaching Certificate that highly qualifies you to serve the needs of struggling readers and to teach courses specific to reading
- The Reading Endorsement is comprised of five (5) courses, or Competencies that must be taken in sequential order. Each course is equivalent to a 3-credit college level course and earns 60 inservice hours totaling 300 hours for the entire endorsement
- Inservice Points earned for the Reading Endorsement may be banked to be used for future Florida Certification Renewals
- **Reading Endorsement does NOT transfer between states**

What is the Reading Certification?

- To acquire Reading Certification in Florida, one must
 - Earn a Masters Degree in Reading
 - Pay for, take, and pass the Florida Reading Certification Exam
 - Pay \$75 to add the Reading Certification to your Florida Teaching Certificate
- **Reading Certification does OFTEN NOT transfer between states**
- **Certification must be renewed every five years**

Who Needs the Reading Endorsement or Certification?

The FLDOE has identified two levels of reading intervention that might take place in K-12 classrooms. Courses where these interventions take place are either coded A if a basic level reading intervention is provided for the student(s) within the course; or B if intensive reading interventions are provided for the student(s) within the course.

Any teacher who is providing the intensive intervention to students in a course tagged B must be reading certified or endorsed.

You may refer to the SJCS D Comprehensive Reading Plan to learn more about the tiers of reading interventions at :

<http://www.fl DOE.org/academics/standards/just-read-fl/1920-readingplan.shtml>



READING QUESTIONS



Do I need Reading Inservice to Renew my Florida Educator Certificate?

6A-4.0051 (7)(a) Renewal and Reinstatement of a Professional Certificate

As a component of the credit requirements specified under paragraph (1)(a) of this rule, an educator whose application for renewal of a certificate with a **beginning validity date of July 1, 2020**, or thereafter, must have earned at least two (2) college credits, forty (40) inservice points, or a combination thereof, in the use of explicit, systematic, and sequential approaches to reading instruction, developing phonemic awareness, and implementing multisensory intervention strategies if the educator is renewing any of the following coverages: Elementary Education (K-6), Prekindergarten/Primary Education (age 3 through grade 3), Elementary Education (grades 1-6), Primary Education (grades K-3), English (grades 1-6), Middle Grades English (grades 5-9), Middle Grades Integrated Curriculum (grades 5-9), English (6-12), Reading (K-12), Reading (Endorsement), and English for Speakers of Other Languages (ESOL) (grades K-12).

What does this mean?

WHO NEEDS IT?

- This only concerns those with the following on their Florida Teaching Certificate:
 - ♦ Elementary Education (K-6)
 - ♦ Prekindergarten/Primary Education (age 3 through grade 3)
 - ♦ Elementary Education (grades 1-6)
 - ♦ Education (grades K-3)
 - ♦ Middle Grades English (grades 5-9)
 - ♦ Middle Grades Integrated Curriculum (grades 5-9)
 - ♦ English (6-12)
 - ♦ Reading (K-12)- *certification*
 - ♦ English for Speakers of Other Languages (ESOL) (grades K-12)- *certification*
 - ♦ Reading (Endorsement)

WHAT DO YOU NEED?

- 40 Hours of (or 2 college credits in) **qualifying** Professional Development related to Reading Instruction:
 - ♦ See listings on the Professional Development webpage: www.stjohns.k12.fl.us/pd

•WHEN DO YOU NEED IT?

- ♦ No one needs it until June 30, 2025
- ♦ Anyone with a validity period of July 1, 2020—June 30, 2025 will need the 40 points to renew in 2025
 - ♦ **Example:**
 - ♦ My current validity period is 2018-2023
 - ♦ I have English (6-12) and Reading Endorsement on my certificate
 - ♦ I will need to earn 40 hours of qualifying Reading points to renew in 2028
 - ♦ **I must earn those points between 2023-2028**
 - ♦ **See the attached Certification Renewal chart.**



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 SJCS D 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:

October 3 and October 24 from 8:00am-3:30pm @ Fullerwood Training Center

February 6 and February 27, 2021 from 8:00am-3:30pm @ Fullerwood Training Center

Summer 2021 @ TBD

Interested teachers will complete an application for the session they wish to attend. Each opportunity includes two initial days of face-to-face training, five online modules, and one semester of monthly follow-up sessions.

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

904-547-7614

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






904-547-7700

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

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

Monday	Tuesday	Wednesday	Thursday	Friday
<div>Dates to Remember</div>	<div> <i>Observations should be starting in all classrooms.</i></div>			<div>September 25</div> <div>Teachers have submitted Deliberate Practice Growth Plans (DPGPs) in iObservation</div>
	<div> <i>All teachers should have logged into iObservation and checked their settings, previewed their form, and started DPGPs.</i></div>			
	<div> <i>All new teachers to SJCS, regardless of experience, should start receiving a regular system of support through their school's Mentoring Program.</i></div>			<div>October 9</div> <div>Administrators approve all Deliberate Practice Growth Plans</div>
<div> <i>All Evaluators participate in Instructional Rounds in order to practice the teacher observation process. Through this practice, evaluators are able to calibrate to the EEE Framework, work 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.</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 or Melinda.bogart@stjohns.k12.fl.us



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

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

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

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

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

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

*hinge point = .40

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

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

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

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

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

Want more? Have a Request

Contact: **Melinda Bogart** at 547-7614