



SUBstantial News

St. Johns County School District

May 2017

“Education is not the learning of facts, but the training of the mind to think.”

~Albert Einstein~

Substitute Teacher Appreciation Week of May 1-5, 2017

We would like to thank you for being available to take classes when we needed someone to fill in for the regular teacher. You truly make a difference in our schools. In St. Johns County Schools we have an average of 185 substitute teachers in our classrooms daily.

An **Enormous Thank You** to the 71 substitute teachers, who worked **100 Days or more** as of April 20th !



- AMELL, MARY
- ANDREWS, DOLORES
- BIGGIE-CHRISTENSEN, CHRISTINE
- BLAISDELL, MAURICE
- CARTER, KAREN
- CLAPSHAW, ALLENA
- COURTNEY, ROBIN
- CURRIE, LISA
- DAY, GLORIA
- DEAN-THORNELL, JENNIFER
- DELOACH, DONNA
- DENNEY, MICHAEL
- DIAZ, SONYA
- DIXON, LINA
- DODAK, ANTONETTE
- DOMINGUEZ PRIETO, MARIA
- DONADO, JANNETH
- DOYLE, LYNETTE
- EBY, CRAIG
- ESGUERRA, ROBERT
- FILIPSIC, ANGELA
- FRANK, CHRISTOPHER
- GOFF, ABIGAIL
- GREHL, JENNIFER
- HANSEN, KIMBERLY
- HARRIS, LAURA
- HARVEY, JOHN
- HAYES, LORI
- HEFFNER, TRISHA
- HERIDER, MICHAEL
- JAMES, ROSETTA
- KANE, MAUREEN



- KROUT, ELLINA
- LANDUYT, LIONEL
- LAYMAN, JEFFREY
- MATZKE, FRANK
- MAYO, JANICE
- MCGINNIS, LORIANN
- MCKENZIE, JILL
- MCREE, LYNN
- MERRILL, ELIZABETH
- NELSON, WANDA
- NYQUIST, DIANE
- OLIVER, ROBERT
- PARKER, ROBERT
- PRODROMIDES, KERRY
- ROBINSON, JANET
- ROFFMAN, ELLEN
- RUCKER, MELBA
- SAGE, JO
- SALEHI, KIMBERLY
- SALIHVIC, MICHELLE
- SEXSION, YVETTE
- SHAH, ANEELA
- SHAH, NISAR
- STEINER, CAROL
- STEVENS, JEANNE
- STREIT, ROBIN
- STUMP, AMY
- TORRES, KIMBERLY
- TRESSLER, BARBARA
- VAN DER DOES, GRAZYNA
- VERA, LIANE
- VILLANUEVA RAUH, GABRIELA
- WARMAN, SHEILA
- WEINERMAN, BRIAN
- WOODARD, GLENN
- WOODARD, SYLVIA
- ZAGORAKI, ELENI
- ZICAFOOSE, KARY
- ZIMARDO, KATHY

Dates to Remember

May 24	Last Day of School For Students
August 10	First Day of School For Students
September 4	Labor Day Holiday



Current substitute teachers **MUST** sub a minimum of **15 days** during each school year. Subs meeting this requirement are considered an **ACTIVE SUB** for next school year and will remain on the approved substitute teacher list AND~do not need to be re-fingerprinted.~ **Failure to work the minimum 15 days during the school year will result in removal from the approved substitute teacher list.** If a substitute teacher terminates active status with St. Johns County Schools, the individual will be required to reapply when the next substitute position is offered. If selected all new hire requirements will be necessary, including security clearance (fingerprint and drug screen), and training.

It is the substitute teacher's responsibility to notify the Human Resources Office if they are no longer interested in substitute teaching. All substitute teachers are considered "At Will As Needed" workers who are not guaranteed employment on a daily basis nor during the summer months and scheduled breaks.



REASONABLE ASSURANCE LETTERS

For those substitute teachers who meet or exceed the 15 day minimum work requirement in the 2016-2017 school year, *Reasonable Assurance Letters* will be mailed in June. This letter should be signed and returned by August 1, 2017. This confirms your work intentions for the upcoming school year 2017-2018.



SUBS CAN CHANGE ADDRESS, W4 AND SIGN UP FOR DIRECT DEPOSIT

St. Johns County School District offers Direct Deposit for substitute teachers. With access to SunGard Employee Online, the substitute teacher can view check deposit advice and their W-2. You may change your address, bank account information and tax withholding also. Directions for Access to SunGuard Business Plus is available online at <http://www.stjohns.k12.fl.us/subs/>. Refer to the left column for link.

In addition, it is up to each substitute Teacher to ensure that their banking account information is current and accurate at all times. If a deposit is returned to St. Johns County School District due to incorrect account number, closed account, or incorrect routing number, there will be a \$2.50 charge to obtain a manual check from the Payroll Department.



BENCOR 401(a) FICA Alternative Plan (Plan) is a qualified retirement plan under Federal tax law that covers part-time, seasonal and temporary employees of the School District who are not covered by the Florida Retirement System. The Plan provides an alternative benefit to Social Security and exempts you from FICA (Social Security) payroll taxes. You continue to pay Medicare taxes on your wages. Enrollment in the Plan is automatic for every employee who works in a position covered by the Plan. Account access www.bencorplans.com or 1-888-258-3422 option 1



Is your Substitute Badge Current?

Are you receiving a message that your Profile is expiring? This starts 60 days prior to your expiration date. Please call for an appointment with Kara Masson (904) 547-7758 to have a new picture and badge made for free. If you do not renew before your expiration date you will not be active in the substitute Smartfind system to receive calls.



When a substitute teacher does not meet the standards set for them as substitutes, **they may lose the right to be called by the schools.** If substitutes do not perform as expected, the school may request that they be placed on a **DO NOT CALL** list. If **THREE** schools request that a substitute not be called, the sub will be dismissed as a substitute teacher. Substitute teachers can also be dismissed for a serious violation as determined by the Human Resource

Congrats from the Shack

You're a REEL winner in our BOOK! Thank you teachers for your service and commitment to our children. As a token of our gratitude, please enjoy **15% off** at Salt Life Food Shack **all year round.** No coupon necessary.*

*Must be a St. Johns County teacher. Must have a valid ID. Not valid with any other promotion.

Salt Life FOOD SHACK | SaltLifeFoodShack.com | 904.217.3256 | 321 ATA Beach Blvd. | St. Augustine Bch, FL 32080

We hope you have a wonderful summer break and enjoy with family and friends. Above is a special offer to our substitute teachers, from a St. Johns Co. restaurant. Must show sub i.d. badge.

Helpful Teaching Tips



Substitute teachers have a professional obligation to use extreme caution in expressing personal reactions and opinions about what they see and hear in the classrooms for which they substitute teach. Any information about students is confidential and protected by law. Avoid teachers' lounge gossip and refrain from talking about school staff and students with friends or family members. The substitute teacher should maintain high standards of ethics, act professional, and present themselves as a professional. Show professional courtesy and respect for school staff and students. Address and refer to teachers and other school staff as Dr., Mr., Mrs., Miss, Ms., etc., and insist that students use such titles when addressing you, regardless of how they may know and address you outside the school setting. Avoid swearing and the use of crude terms or slang phrases. Remember, if you aren't going to say something nice, it may be best not to say anything at all. By dressing appropriately, being courteous and respectful of other teachers and staff, and using proper language, you are increasing the likelihood of being treated like a professional. Although society in general is becoming increasingly more casual in conduct, it is a good idea to maintain professional standards in the work place.

*****DISCOUNTS*****

The websites listed, offer a wide range of discounts from various locations.

[Tickets at Work Website – www.ticketsatwork.com/tickets/](http://www.ticketsatwork.com/tickets/)
Company Code: SJCSJ

Education discounts offered through Tour of St. Augustine Inc.
<http://www.tourstaug.com/media---group-leaders.html>

St. Augustine Outlets May 1-5
<http://www.staugoutlets.com/event/teacher-appreciation-month/>