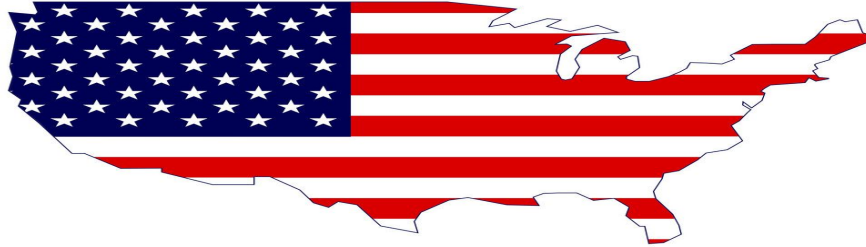


# Monday Memo

October 26, 2020



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*Never Forget  
“We Succeed Together”*

## Superintendent - Dexter E. Jordan

1. “I believe that any man's life will be filled with constant and unexpected encouragement, if he makes up his mind to do his level best each day, and as nearly as possible reaching the high-water mark of pure and useful living.”  
-- **Booker T. Washington**
2. Staff attendance must be entered in SAMS daily. This is a state requirement.
3. **Teacher attendance is crucial to our success, principals--review your Teacher Attendance data.**
4. Please bring a copy of your communication plan to the October 8th Administrators' Meeting. **A copy of schools plan need to be sent to the Superintendent of Education on October 9th, 2020 for his review.**  
At a minimum, the plan must include how you communicate with parents, faculty, and community partners. Attached, is a copy of an old communication plan. Please research other plans as well. Communication is key to our success. As a

reminder, all school sites must have a communication plan. This communication plan must include how you communicate internally and externally. Special focus will be placed on communication and follow through. If we are not able to meet a deadline, please communicate that to the requestor.

5. **We will be conducting an Internal Audit of the MDE Process Standards. The audit will take place between 10/30/20 through November 16, 2020 (tentatively).** More information is forthcoming.
6. Administrators are expected to record an average of **5 walkthroughs per week** recorded in School Status.
7. All student travel must be approved by Central Office Personnel. The student travel form is located on the District website [www.JDCSD.org](http://www.JDCSD.org). Requests are to be approved at least two weeks in advance. Meaning, you should start the process at least a month in advance.
8. Please review your purchasing guidelines with your staff. The District will not pay for items/services purchased/obtained without proper authorization.
9. Principals, please ensure the American Flag is visible from the street or immediately upon entering the main office area. Please give me a call for more information.
10. Principals, please ensure grades are posted daily. Have a designee assigned to this task.
11. Please make sure the information shared in the Monday Memo is shared with your leadership team and counselors
12. All schools social media tools should be operational. Also, be sure to include @JDCSDSup to the tagline.
13. A.I.R. it out (**AVOID~IGNORE~REPORT**) as well as the character trait of the month must be a part of daily announcements. This includes the Pledge of Allegiance
14. **If EVERYONE IS MOVING FORWARD TOGETHER, WE WILL SUCCEED TOGETHER!!!**
15. Let's ALL remain mission focused "**EDUCATE ALL STUDENTS**".

**WHERE WILL THE SUPERINTENDENT BE THIS WEEK:**

DAY	DATE	EVENT AND TIME
MONDAY	October 26, 2020	<ul style="list-style-type: none"> <li>● Cabinet Meeting @ 8:30 am</li> <li>● Carver Principal's Meeting with Superintendent@11 a.m.</li> <li>● Central Office</li> <li>● Maintenance Interview @ 1:30p.m.</li> </ul>

<b>TUESDAY</b>	October 27, 2020	<ul style="list-style-type: none"> <li>• J E Johnson Principals Meeting with the Superintendent @8:30a.m.</li> <li>• Central Office</li> </ul>
<b>WEDNESDAY</b>	October 28, 2020	<ul style="list-style-type: none"> <li>• Central Office</li> <li>• S-Resa Meeting @ 10:00 a.m.</li> </ul>
<b>THURSDAY</b>	October 29, 2020	<ul style="list-style-type: none"> <li>• Central Office</li> <li>• Curriculum Meeting with the Director (Harrien) @ 4:00 p.m.</li> </ul>
<b>FRIDAY</b>	October 30, 2020	<ul style="list-style-type: none"> <li>• Central Office</li> <li>• Assistant Principal meeting @ 10 a.m.</li> <li>• Monday Memo @ 1:00 p.m. – 2:00 p.m.</li> </ul>

**“To be released soon”**

<b>DISTRICT STUDENT ATTENDANCE GOAL OF 93% OR HIGHER</b>						
	9/30	10/31	11/30	12/31	1/30	2/28
<b>% Present</b>	97.5%					
<b>Estimated Cost of Absenteeism</b>						

<b>READING (WEEK of October 30, 2020)</b>						
	JEJ	CES	JDCHS			
<b>% Active</b>						
<b>Pass Rate %</b>						
<b>Goal Met</b>						

## MATH (WEEK OF October 30, 2020)

	JEJ	CES	JDCHS					
% Active								
Pass %								
Goal Met								

### SPOTLIGHT SCHEDULE 2020-2021 “ We Succeed Together”

Bulletin Board- (1)board on character trait of the month (2) highlights school	Date	Spotlight- Principal /Director will do a brief spotlight
JEJ Elementary	October 26, 2020	I am very proud of my teachers and the effort they are putting forth with virtual learning. I will like to give a shout out to all support personnel that helped make progress monitoring a smooth success.
Carver Elementary	October 26, 2020	The faculty and staff of G.W. Carver continues to work diligently to ensure the academic success of all students. It is an honor to work with such an outstanding group of educators who continue to rise to all challenges during this time.
JDCHS	October 26, 2020	Shout out to our Employee of the Month, Mr. James Gholar and the Teacher of the Month, Mrs. Taylor Copeland.

Alternative School	October 26, 2020	We send a great shout of thanks to our “Save the Children Partners” for their support of our district and sharing in our groundbreaking ceremony with a book drive on October 20, 2020 at 11 am.
Career Center	October 26, 2020	Students are coming to CTE for Remediation and taking their 9 weeks exam. We are finally getting all students onboard with their day to day studies and completing work assignments.

**Curriculum and Instruction - Devonshae Harrien**

This week the Curriculum Team continued their monitoring of District-Wide Assessments within the district for ELA, Mathematics, Science, and US History. The team visited schools to ensure there was a smooth implementation process with enCASE. Virtual professional development was conducted to follow-up with Renaissance on Tuesday, October 20, 2020 and get more information on the Algebra Nation program for the curriculum team to support implementation. Additionally, confirmation was provided by Study Island for teacher training as well.

Office of Curriculum and Instruction Contact Info:

**Ms. Devonshae Harrien, Director**  
 601.792.5005 office  
 601.408.1377 cell  
[dharrien@jdcasd.org](mailto:dharrien@jdcasd.org)

**Mrs. Andrea Curb, Math Coach**  
 601.792.5005 office  
 601.596.5716  
[acurb@jdcasd.org](mailto:acurb@jdcasd.org)

**Dr. Elcia Firle, ELA Coach**  
 601.792.5005 office  
 601.517.2497  
[efirle@jdcasd.org](mailto:efirle@jdcasd.org)

## **Upcoming MDE Professional Developments:**

Ongoing Topic for Professional Development - All Year

<https://www.trumba.com/calendars/MDE>

Google Classroom - October 13 - 29, 2020

<https://docs.google.com/document/d/1v71xc54AcxtjXFznuf6D2xhX7g8QK3i3b0DVT4VGYv0/edit>

Teaching and Technology - October 28, 2020

<https://msachieves.mdek12.org/free-pd-on-teaching-and-technology/>

Text Complexity - October 26 - November 9, 2020

[https://docs.google.com/document/d/1C9KSMwpSkq71ZS\\_9AwWLyN9ycE2kamr2Culq-m1iOuU/edit](https://docs.google.com/document/d/1C9KSMwpSkq71ZS_9AwWLyN9ycE2kamr2Culq-m1iOuU/edit)

Director of Federal Programs- John Daley

The Federal Programs Department is also continuing to work with the IT and Curriculum Departments in our efforts to enhance distance learning. We are very excited to announce that Edgenuity is up and running with the Edgenuity support team continuously helping us along the way with distance learning. Each school will benefit from Edgenuity, including CTE. We will be setting up professional development in the near future, and this will allow us to have a much greater impact on student achievement as it relates to distance learning. We are also participating in webinars with MDE as it relates to funds for purchasing devices for our 1-1 initiative.

Please begin to review your Title budgets as we will begin meeting with lead teachers and departments to plan.

Title I Crate Training was scheduled for October 23, 2020 and it went well. We are excited about how this software is going to benefit the District in going paperless especially in the Federal Programs Department.

Our next SRO Meeting will be Wednesday, October 28, 2020, at 1:00 P.M.

Our next Lead Teacher Meeting will be Wednesday, October 28, 2020, at 2:00 P.M.

Mr. Daley will be out on Thursday, November 19, 2020, to attend the Pine Belt Federal Programs Directors Consortium Meeting.

**Federal Programs Department Contact Information:**

**John Daley, Director of Federal Programs - 601-792-2703 - [jdaley@jdcasd.org](mailto:jdaley@jdcasd.org)**

**Carleana Davis, Federal Programs Bookkeeper/Secretary - 601-792-2702 - [cdavis@jdcasd.org](mailto:cdavis@jdcasd.org)**

**Director of Special Services and Health Services- Dr. Subrina Mason**

**The office of Special Services/Health Services is offering engaging, hands-on co-teaching and differentiated instructional training to general education and special education instructional teams. The training will focus on Co-teaching and Differentiated Instructional Strategies. Contact Dr. Subrina Mason to schedule training 601-792-5441**

**The office of Special Services/Health Services is offering engaging, hands-on co-teaching and differentiated instructional training to general education and special education instructional teams. The training will focus on Co-teaching and Differentiated Instructional Strategies. Contact Dr. Subrina Mason to schedule training. 601-792-5441.**

**The office of Special Services offers Psychometry Services for students who may be in need of a placement test or an achievement test. Please contact Dr. Subrina Mason, M.Ed, LCMHT, Ed.S, Ed.D**

**The Office of Health Services and Jefferson Davis County School District's School Nurse developed a PowerPoint presentation/training module that will cover common health conditions in the school setting, and emergency treatment. The training will provide basic information on student medication, consent given, diabetes, asthma, food allergies, anaphylaxis, seizures and the emergency management of these conditions. This training is extended to all schools and staff members who care for students with these types of conditions. Contact the School Nurse or Dr. Subrina Mason to schedule training. The goal is to have all school training completed by December 2020.**

**Pine Belt Mental Healthcare provides Day Treatment Services Monday.-Friday from 11:00 a.m. - 4:00 p.m. @ Pine Belt Mental Healthcare Office located on J.E. Johnson Road, Prentiss, MS. For more detail about this program you can call 601-792-4872 or call Dr. Mason @ 601-792-5441.**

**Gifted Screening has started for grades 2nd - 6th. For more information please contact Dr. Subrina Mason at 601-792-5441.**

**Communications Coordinator - Carleana Davis**

I will review the Monday Memo on Thursday to have it ready for the Superintendent on Friday's. Therefore, I will work with everyone, so that all updates on the Monday Memo document are done before I have my review with Mr. Jordan. Also, please **add a date to your new information** in the document. Even in the **"SpotLight" section on the Monday Memo needs to have dates added**, so I will know that the information is new.

- Please thoroughly review all flyers, forms, etc., before sending them to the Central Office for distribution or posting to social media/websites. For district-wide mass email distribution, please allow 2 days prior notice when sending requests.
- If you have any submissions that you would like included in our district-wide newsletter, please send them to Carleana Davis, [cdavis@jdcisd.org](mailto:cdavis@jdcisd.org).
- Please be sure to keep me updated on any special events and projects that you have going on at your school or within your department so that I can help share your content in the appropriate outlets. Prior notice is appreciated.

**Director of Student Services- Dr. Jason Mcleod**

Greetings,

This is a grand week in the Jefferson Davis County School District. We will have our groundbreaking ceremony for our capital improvements on Tuesday, October 20 at 11 am on the campus of J. E. Johnson Elementary School. These improvements will touch each campus in our district and will improve both the safety and technological advancement of our district.

Please be reminded that we will continue to require all staff and students in our buildings to wear a mask, social distance and sanitize their hands often. This week our goal is to ensure our internal audit team begins our "Internal Success" project. We will also be working with our transportation department in the completion of our training on our routes for buses.

**JEFFERSON DAVIS COUNTY SCHOOLS STUDENT SERVICES**

**GOALS**

1. Increase the percentage of students that have less than 3 discipline referrals through collaborative measures with PBIS committees, administrators and school counselors
2. Increase the average daily attendance rate by 3% through consistent and timely delivery of students to school and home through a safe and orderly transportation service



3. Provide a safe, orderly, and nurturing environment through timely review and correction of any and all building and grounds issues
4. Maintain and Increase Parental Involvement

**Jefferson Davis County Schools Student Services**

**IMPORTANT PHONE NUMBERS**

**Office of Student Services---601-792-4888**

**Mrs. Denise Booth, Coordinator**

**Office of Transportation----601-792-5005**

**Ms. Juanita Norwood, Secretary**

**Mr. Terry Hathorn, Director**

**Office of Maintenance 601-792-4888**

**YouthCourt Representative**

**Mr. Payne, YC Rep**

**Director of Technology- Eric Stewart**

**The Director of Technology participated in the on-going Versatrans training with the District's Transportation team held at the Office of Student Support Services in Carson, MS.**

**Working with the MDE OTSS Team including CDWG, Microsoft to prepare configurations for the new windows laptops for the JDCHS teachers. The goal is to have local IT the ability to manage the laptops 100% remotely in case there is another round of school shutdowns and teachers will need to teach from a remote location. The devices will be able to be managed from the Microsoft cloud.**

**Continuing to work on ordering network equipment for the HB1788 grant opportunity. Due date 12/1/20.**

**District Computer Technicians are preparing existing Chromebooks at JDCHS and going through an online verification process to ensure device integrity, online safety, and CIPA compliance is met with each device.**

**The Director of Technology met with the JDCHS Lead Teacher, Counselor, and Mrs. Walker on Wednesday, 10/21/20 to discuss the 1:1 plan for JDCHS and to prepare to meet with parents and students online and review the district's 1:1 Google policy, fees, student responsibilities, how to receive technical support. In addition, the goal is to answer questions from the parents and students prior to receiving a device.**

**A vendors meeting was held Tuesday, October 20, 2020 at 11:00 am at the Office of**

Information Technology located at 1518 3rd Street, Prentiss, MS. Interested bidders in the ERATE C1-WAN and Internet and/or the ERATE C2-Network equipment came to the district to receive detailed information as stated on the RFP, as well as, get answers to all questions.

**Principal - Career and Technical - Willie Armstrong**

CTE Director went out to some of our students' homes to find students that have not been logging into google nor picking up packets. Therefore, we are talking with parents to get those students onboard and update with their work. CTE Director will be going to a Directors meeting in November. CTE Directors were in training on October 22, 2020, and I am still excited about my position. I would Like to give another shout out to Mr. John Daley for helping me with this transition. Shout out to the CTE Staff is continuing to do a great job with making sure that all students are getting their assignment completed and on time.

**Principal- Jefferson Davis County High School- Carrie Hammond-Walker**

Every week is a great week to be a Jaguar!

Week two of the 2nd term! We are still working hard to navigate this virtual way of schooling. The road has not been easy, yet we continue to travel it daily. Students, please stay on top of your assignments and grades. **DO NOT FALL BEHIND!**

Remember:

- **Mondays** All work is due via Google Classroom or paper packets
- **Tuesdays** Teachers begin the assessment process
- **Wednesday** Grades are recorded in SAM from the previous packets
- **Thursday** All students' requests for paper packets for the upcoming week are due.

Please visit our school's social media sites often. We continue to be available for our students and parents. If you have any questions, you can always reach us at 601-943-5391.

**Principal- Carver Elementary School - Dr. Crystal Haynes**

Greetings from CES

Term two is here and we are excited to continue virtual learning. It is a challenging process for us all but together we will achieve our goals. Classroom assignments are posted daily in the google classrooms. Teachers are available daily to address concerns. If you have trouble with a device setup, please make an appointment and we will

troubleshoot.

Each Friday we invite students to participate in remediation activities with teachers. Participation is strongly encouraged. As we continue to move forward, we solicit your continued support and partnership. Please contact the office if you require additional information, support, or assistance at (601) 943-5251.

- ◆ 10/26/20 -Learning Packet Pick up and drop off
- ◆ 10/26/20- Airs After School Tutoring M-Th from 3:30-4:30
- ◆ 10/30/20 - Student Remediation Friday

Principal- J E Johnson Elementary School - Johnnel Stewart

J E Johnson Elementary started the AIRS after school program last week. We are servicing students on campus in small groups. We wrapped up DWA testing last week as well. We are now in the final stages of finalizing grades for the first term. Our teachers participated in a Star data training last week. Our teachers will continue with professional growth with a training with I Ready Diagnostic data training on Tuesday, October 27. We are a Literacy Focus school, so our K-3 teachers will participate in a learning walk with our MDE state literacy coach and school admin next week.

#### Upcoming Events

- October 30- Report Cards
- October 30- Reading Leaves me Snackin' Happy ( students will get a book courtesy of AIRS and Save the Children and a sweet treat from the staff)
- November 2- second instructional packet for the 2nd 9 weeks

Human Resource - Brenda Walker

**EMPLOYEE LEAVE:** If an employee is out more than 3 days, we will need a doctor's excuse. We will also need to reach out to the employee. This is for ANY TYPE of leave (FMLA, COVID, etc.)

#### **COVID LEAVE: Emergency Paid Sick Leave**

The credentials for COVID leave are as follows:

- Up to 80 hours/10 days/2 weeks of paid sick leave at 100% of employee's regular rate (capped at \$511 per day)
  - Qualifying reasons:

- Employees that have tested positive, documentation required from healthcare providers.
  - Employee has been advised by a healthcare provider to self-quarantine/isolate related to COVID-19, documentation required.
  - Employee is displaying COVID-19 symptoms and is seeking a medical diagnosis
- Caring for another individual that requires the employee's care
  - Up to 80 hours/10 days/2 weeks of paid sick leave at two-thirds of employee's regular rate (capped at \$200 per day)
    - Qualifying reasons:
      - To care for an individual who has tested positive, documentation required
      - To care for an individual who has been advised by a healthcare provider to self-quarantine/isolate related to COVID-19
      - To care for a child whose school or place of care is closed or unavailable due to COVID-19 precautions.
- **Expanded Family Medical Leave is Offered:**
  - An employee is unable to work or telework in order to care for their child whose school or place of care is closed or unavailable due to COVID-19 related reasons
  - One 12-week leave allotment for FMLA (Does not alter the way regular FMLA does)
  - First 10 days are unpaid unless
    - Eligible under the two-thirds pay, or
    - Personal accumulated leave is available
  - Remaining 10 weeks of leave is paid at two-thirds of the employee's regular compensation rate, capped at \$200 per day

**BENEFITS OFFERED:** The following are benefits that are offered to our employees:

- State of Mississippi Group Health Insurance - 1-800-709-7881
- State of Mississippi Life Insurance - 1-800-709-7881
- Group Dental Insurance - 1-800-521-2651
- Group Vision Insurance - 1-800-507-3800
- Cancer/Intensive Care/Life Insurance - 601-940-9871 (Bart Carter)
- Tax Sheltered Annuity - 601-940-9871 (Bart Carter)
- Short-term Disability - 1-800-662-1113
- Tax-Sheltered Medical Spending - 601-940-9871 (Bart Carter)

- Tax-Sheltered Dependent Care - 601-940-9871 (Bart Carter)
- Mississippi Deferred Comp. - 1-800-846-4551

**RETIREMENT BENEFITS:** Our retirement system is PERS of Mississippi. The phone number is 1-800-444-7377, and you can also visit their website at [www.pers.ms.gov](http://www.pers.ms.gov). Each employee has to contribute 9% of their gross wages each month, and the employer contributes 17.40% each month.

**TIER 1:** Hired on or **before June 30, 2007**, you are vested after 4 years of membership service. You can retire with 25 years of creditable service at any age or age 60 and vested. You are eligible for Partial Lump Sum Option (PLSO) with 28 years of creditable service or age 63 and vested.

**TIER 2:** Hired **between July 1, 2007 and June 30, 2011**, you are vested after 8 years of membership service. You can retire with 25 years of creditable service at any any age or age 60 and vested. You are eligible for Partial Lump Sum Option (PLSO) with 28 years of creditable service.

**TIER 3:** Hired **on or after July 1, 2011**, you are vested after 8 years of membership service. You can retire with 30 years of creditable service at any age or age 60 and vested. You are eligible for Partial Lump Sum Option (PLSO) with 33 years of creditable service.

**KNOW YOUR BENEFITS:** The website to see more details on your health insurance is [knowyourbenefits.dfa.state.ms.us](http://knowyourbenefits.dfa.state.ms.us).

You can set your own myblue account by visiting [myblue.bcbsms.com](http://myblue.bcbsms.com). This will allow you to create a username & password. You will be able to see personal information on your life and health insurance.

#### **WELLNESS VISIT:**

Please remember to go get your Wellness Visit. We get one free every year. Be sure to tell your provider it's your wellness visit, and you don't have to pay anything for it. We want you to "Stay Healthy".

You may also call Ms. Brenda Walker at 601-792-2146 or Ms. Markeshia Hammond 601-792-5422.

#### **PROFESSIONAL DEVELOPMENT:**

MDE is offering free Professional Development. Please visit their website and go to:

- Directory
- Professional Development
- Professional Development Calendar

Please take advantage of the training that will be beneficial to you.

## **OPEN ENROLLMENT (HEALTH INSURANCE)**

Open enrollment for health insurance coverage will begin October 1, 2020 and last through October 31, 2020. If you need to add or delete anyone from your insurance coverage, please complete a new enrollment form.

If you have **NO CHANGES**, there is nothing you will need to do.

There will be a **RATE INCREASE**, and it will be deducted from your December paycheck, to go into effect on January 1, 2021.

We will be sending out the new rates, along with the enrollment form very soon.

OCTOBER IS **BREAST CANCER AWARENESS MONTH**. Please get your yearly mammogram.

**ActiveHealth Management:** There are six-week Series of Health Sessions beginning October 21, 2020. You will have to register, and they are 30 minutes long.

**THANK YOU AND LET'S HAVE A GREAT YEAR !!!**

Director of Food Service - Cindy Daley

Still trying to get correct and complete bus route printouts to each driver.

I was also contacted by Save the Children about some more grant money provided by No Kid Hungry to serve food in another capacity than our meal program. The amount can range from \$5,000 to \$50,000. I am just waiting to hear the amount to determine what sort of program we can offer. Either another weekend snack program, a supper meal, or maybe another milk program is what I am considering.

Mrs. Alegria contacted me about a month ago about some After School Snacks for the AIRS program. I told her I was not participating in that program at this time because I could only serve two meals under this SFSP program. (Currently doing Breakfast & Lunch). Then I asked the Child Nutrition Office, they said I could apply for reimbursement through CACFP, which caters to preschool kids, but has guidelines that are much stricter on sugar, sodium and milk.

A lot of the snacks our kids are used to are not compliant under CACFP guidelines so I decided to not participate. I found out this week that USDA now allows us to do snacks the same way we did last year without following the CACFP guidelines. If you plan to do an after school program, please remember to get board approval and give me two weeks notice so that we can have snacks

**on hand.**