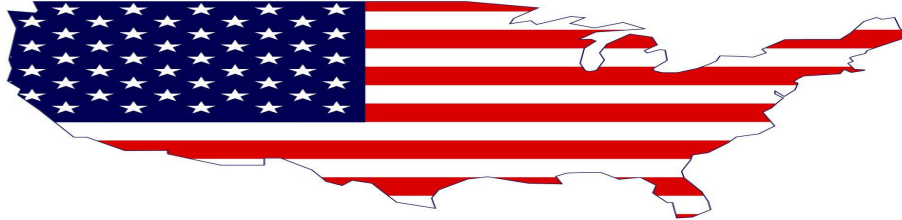


Monday Memo

November 16, 2020



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Never Forget
“We Succeed Together”

Superintendent - Dexter E. Jordan

1. **“No man, who continues to add something to the material, intellectual and moral well-being of the place in which he lives, is left long without proper reward.”**
-- 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. **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.
5. Administrators are expected to record an average of **5 walkthroughs per week** recorded in School Status.
6. All student travel must be approved by Central Office Personnel. The student travel form is located on the District website 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.

7. Please review your purchasing guidelines with your staff. The District will not pay for items/services purchased/obtained without proper authorization.
8. 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.
9. Principals, please ensure grades are posted daily. Have a designee assigned to this task.
10. Please make sure the information shared in the Monday Memo is shared with your leadership team and counselors
11. All schools social media tools should be operational. Also, be sure to include @JDCSDSup to the tagline.
12. 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
13. **If EVERYONE IS MOVING FORWARD TOGETHER, WE WILL SUCCEED TOGETHER!!!**
14. Let's ALL remain mission focused "**EDUCATE ALL STUDENTS**".

WHERE WILL THE SUPERINTENDENT BE THIS WEEK:

Protocol Data Documentation Review Week- We are Data Driven

DAY	DATE	EVENT AND TIME
MONDAY	November 16, 2020	<ul style="list-style-type: none"> ● Mass Superintendents Meeting @ 10:00 am ● Central Office
TUESDAY	November 17, 2020	<ul style="list-style-type: none"> ● Central Office ● MSBA school Board conference 8:00 am - 1:00 pm
WEDNESDAY	November 18, 2020	<ul style="list-style-type: none"> ● MSBA school Board conference 8:00 am - 1:00 pm
THURSDAY	November 19, 2020	<ul style="list-style-type: none"> ● Administration Meeting @ 11:00 am - 1:30 pm ● Superintendents Curriculum Meeting with the Director (Harrien) @ 4:00 pm.
FRIDAY	November 20, 2020	<ul style="list-style-type: none"> ● Monday Memo @ 1:00 p.m. – 2:00 p.m.

"To be released soon"

DISTRICT STUDENT ATTENDANCE GOAL OF 93% OR HIGHER						
	9/30	10/31	11/30	12/31	1/30	2/28
% Present	97.5%	96.3%				
Estimated Cost of Absenteeism						

READING (WEEK of November 16, 2020)						
	JEJ	CES	JDCHS			
Below Proficiency						
On grade level						
Below grade Level						

MATH(WEEK of November 16, 2020)							
	JEJ	CES	JDCHS				
Below Proficiency							
On grade level							
Below grade Level							

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	November 16, 2020	I want to give a shout out to our teachers who are encouraging our students to complete I Ready Path time. I want to give a shout out to ALL of our parents that are hanging in there with Virtual Learning. They can literally be called assistant teachers!
Carver Elementary	November 16, 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	November 16, 2020	Shout out to all the teachers in the district. You all are the real MVPs!!
Alternative School	November 16, 2020	This week will focus on our buildings and safety. We also preparing for American Education Week Nov. 16-20, 2020.
Career Center	November 16, 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

Report card pickup was provided on Monday, November 2, 2020 to Tuesday, November 3, 2020 for all students. We also conducted Zoom training on the online programs of Study Island, Algebra Nation, enCASE, and Edgenuity. We will complete all of those on Friday, November 6, 2020. Per Mr. Jordan, we will streamline some usage of our online programs. K-8th grade will continue with Study Island and iReady. Schoology will focus more so on the middle grade levels of 5th - 8th grade, and Edgenuity will be more of a focus on high school and ICT. Lastly, enCASE will serve as a platform for all district-wide assessments. The curriculum team will meet on Friday, November 3, 2020 to develop an instructional plan moving forward in helping assist our teachers and administrators in the instructional process.

Office of Curriculum and Instruction Contact Info:

Ms. Devonshae Harrien, Director
601.792.5005 office
601.408.1377 cell
धारrien@jdcasd.org

Mrs. Andrea Curb, Math Coach
601.792.5005 office
601.596.5716
acurb@jdcasd.org

Dr. Elcia Firle, ELA Coach
601.792.5005 office
601.517.2497
efirle@jdcasd.org

Upcoming MDE Professional Developments:

Ongoing Topic for Professional Development - All Year

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

Text Complexity - October 26 - November 9, 2020

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.

We will begin to use Title I Crate extensively. Please check often for deadlines to upload documents and information.

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

Upcoming Virtual Training for OFP:

- Monday, December 7th, 9:00 OFP University (New FP Director Training)

Federal Programs Department Contact Information:

John Daley, Director of Federal Programs - 601-792-2703 - jdaley@jdcasd.org

Carleana Davis, Federal Programs Bookkeeper/Secretary - 601-792-2702 - cdavis@jdcasd.org

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

The Exceptional Education Department has completed the Dyslexia Screener for all 1st grade students at Carver Elementary and J.E. Johnson Elementary. If you have a 1st grade student that hasn't been screened for Dyslexia, please contact Dr. Subrina Mason at 601-792-5441.

Gifted Education (Parachute): Attention Parents/Guardians of JDCSD 2nd and 4th graders; the Gifted Education (Parachute) department is seeking any and all 2nd and 4th grade students who would like to be tested for possible entry into our Parachute program. This is a program for intellectually gifted students. We encourage all students in the grades mentioned to get screened as soon as possible. If you are interested in having your child screened, please do one of the following: notify your child's teacher, notify Mrs. Ellen Harper, Parachute teacher, at esmith@jdcasd.org or notify Dr. Subrina Mason, Director of Gifted Education, at 601-792-5441. After we are notified, we will send you a permission slip for testing, and then we will schedule a date and time for your child to be screened/tested. Thank you!

CHILD FIND:

The Jefferson Davis County School District is participating in an ongoing statewide effort to identify, locate, and evaluate children birth through the age of twenty-one who have a physical,

mental, communicative and/or emotional disability. Early identification of children in need of special education experiences is most important to each child. Furthermore, this information gathered from contacts with parents and other agencies will be used to help determine present and future program needs as progress is made toward the goal of providing a free appropriate education to all children with a disability. Please contact Dr. Subrina Mason, Child Find Coordinator for Jefferson Davis County School District, if you know of any children who may have a disability by calling 601-792-5441, email: smason@jdcSD.org or by writing to her at the following address: P. O. Box 1197, Prentiss, MS 39474.

The Child Find Person implements child identification, location and evaluation of children birth through twenty-one who have a disability, regardless of the severity of their disability, and who are in need of special education and/or related services. The Child Find Coordinator works with the local Head Start, Human Services, Health and Mental Health agencies, as well as local education agencies, physicians and other individuals to identify and locate children out of school and in school who may be in need of special education services.

We now have 17 special education teachers, 2 paraprofessionals, 3 speech therapists, and 1 behavioral specialist in our district providing services to students who have a physical, mental, communicative and/or emotional disability.

Free Resource information for teachers and parents: *Special Ed Connection*

www.specialedconnection.com

Login information:

Parents/Family:

Login: msfam3300 Password: family

Teachers:

Login: mstea3300 Password: teacher

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@jdcasd.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 week in the Jefferson Davis County School District's Office of Student Services we are focusing on our district and school Crisis Management Plan, School and Facility Safety Inspections, and policy updates. We will have onsite walkthroughs with each campus administrator on Tuesday (JDCHS), Wednesday (Carver Elementary), Thursday (J E Johnson) and Friday (Dennis Fortenberry Career Center) at 8 am. These meetings will afford the SRO, administration and support services an opportunity to touch each campus in our district and will review both the buildings upkeep and safety. We will couple a few of these meetings with having our audit team onsite as well as we complete our "Internal Success" process.

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. 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

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. Microsoft and CDWG are working together to ensure district IT personnel are knowledgeable regarding provisioning windows laptops using Microsoft Endpoint Manager.

District Computer Technicians are preparing new student chromebooks for JDCHS and going through an online verification process to ensure device integrity, online safety, and CIPA compliance is met with each device. Devices for grades 9-11 have been completed and are ready to be distributed to JDCHS 9-12 students on Monday, November 16, 2020. Devices for CES and JEJ will be delivered to students prior to leaving for the Thanksgiving break.

The Director of Technology introduced the 1:1 Google device security plan and asset accountability protocol for the staff and teachers during the Thursday, November 12, 2020 weekly administration meeting. The JDCSD Leadership Team and other District Administrators were in attendance via zoom and information was communicated regarding the expectations of device distribution to students and parents.

Interested bidders in the ERATE C1-WAN/Internet and the ERATE C2-Network equipment project are in the preparation bid phase, as well as, getting all questions answered regarding the projects.

The new generator installation and the Office of Information Technology was successfully completed on Friday, November 6, 2020 as planned.

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

Week four of the 2nd term!

Remember:

- **Mondays** All work is due via Google Classroom or paper packets
- **Mondays** Pick up new paper packets from the school.
- **Tuesdays** Teachers begin the assessment process
- **Wednesday** Grades are recorded in SAM from the previous packets

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.

We are all set to roll out the 1:1 device initiative. A device has been purchased for every JDCHS student. We will start distributing devices to seniors on Friday, November 5, 2020. I have emailed the JDCSD Chromebook Responsible Use Policy to all students. Both parents and students must read the policy and sign page 13 of the policy before receiving the device. There is no fee for the device.

Principal Walker will be on Zoom Tuesday and Wednesday from 1 p.m. to 6 p.m. to answer any questions parents may have about the 1:1 initiative. The ZOOM link has been emailed to the students. Once parents have met with Principal Walker via Zoom or in person, they may sign page 13, and the student may report to the campus to receive the device. The device distribution will start at 9 a.m. on Monday. Again, ALL seniors must be issued a device. There is no charge for the device. Please share this with all parents.

Principal- Carver Elementary School - Dr. Crystal Haynes

Greetings from CES

Just a reminder that 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. Have a safe and Happy Thanksgiving break!

- ◆ 11/16/20 -Learning Packet Pick up and drop off
- ◆ 11/16/20- Progress Reports Issued
- ◆ 11/23-27/20- Thanksgiving Holiday Break

Principal- J E Johnson Elementary School - Johnnel Stewart

Hello! J E Johnson Elementary can smell the turkey and dressing! Our teachers had training with Schoology and Writing last week to better help them perfect their craft. Our teachers are using data to continue the remediation process with our students. We plan on hosting a Parent Advisory /PTA meeting on Tuesday, November 17, 2020 at 1:30 pm and 4:30 pm.

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. 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 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.

You can set your own myblue account by visiting 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.

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.

VETERANS DAY CELEBRATION - Wednesday, November 11, 2020

(To all of our veterans, we salute you for all you have done and are doing for our country 🦵)

AMERICAN EDUCATION WEEK - November 16, 2020 - November 20, 2020.

(Thank you for all you do to contribute to the education of our children)

RAISE YOUR HANDS 🙌

THANKSGIVING HOLIDAYS - November 23, 2020 - November 27, 2020 🍗

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.