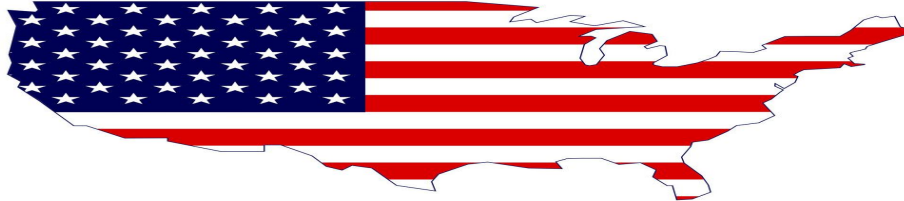


Monday Memo

January 5, 2021



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*Never Forget
“We Succeed Together”*

Superintendent - Dexter E. Jordan

1. **“Success in life is founded upon attention to the small things rather than to the large things; to the everyday things nearest to us rather than to the things that are remote and uncommon.”**
-- 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 January 29, 2021 (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	January 4, 2021	<ul style="list-style-type: none">● Central Office
TUESDAY	January 5, 2021	<ul style="list-style-type: none">● Central Office● Professional Development @ 9:00
WEDNESDAY	January 6, 2021	<ul style="list-style-type: none">● Central office● Professional Development @ 9:00 am - 3:30 pm
THURSDAY	January 7, 2021	<ul style="list-style-type: none">● Central office● Administration Meeting @ 11:30 am - 1:30 pm● SREA 9:45 am - 1:45 pm
FRIDAY	January 8, 2021	<ul style="list-style-type: none">● M3A Update @ 12:00 pm● 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%	93.48%			
Estimated Cost of Absenteeism						

READING (WEEK of January 4, 2020)						
	JEJ	CES	JDCHS			
Below Proficiency						
On grade level						
Below grade Level						

MATH(WEEK of January 4, 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	January 5, 2021	J E Johnson Elementary would like to give a shout out to our Teacher of the Year Mrs. Barbara Gholar. She is dedicated to teaching and learning, she always showcase her #Pride, and is an awesome teacher.
Carver Elementary	January 5, 2021	TWe would like to take this opportunity to welcome everyone back to school. Wishing all employees a happy, healthy, prosperous New Year!!
JDCHS	January 5, 2021	Congratulations to our Parent of the Year, Mrs. Cindy Daley. Thanks for all you do!!
Alternative School	January 5, 2021	This week will focus on our buildings and safety.
Career Center	January 5, 2021	I would love to give a shout out to everyone in our school district, wow what a year it's been. So thankful for our administrators, you guys really rock in this pandemic world of education. Also I thank our CTE staff for their hard work and effort. Sometimes we fail to let others know how we feel about them and the difference that they are making. So I say great job everyone.

Curriculum and Instruction - Devonshae Harrien

The curriculum department will conduct our first Hybrid District-Wide Professional Development on Tuesday, January 5, 2020. We are restating the instructional expectations of Superintendent Jordan. We will share an updated Data Protocol Document, provide Google Suite Certified information, and discuss our plans for incorporating a district-wide Positive Behavior Instructional Support (PBIS) System. Report cards will be disbursed on Friday, January 8, 2020.

Office of Curriculum and Instruction Contact Info:

Ms. Devonshae Harrien, Director
601.792.5005 office
601.408.1377 cell
dharrien@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>

<http://sresa.msresaservices.com/>

Director of Federal Programs- John Daley

We are working on another round of PPE supplies as we anticipate the return of students in January.

Although we haven't been very active in Title Crate to this point, we will get there soon. Please be on the lookout.

Principals, please make sure each of your new teachers has an experienced mentor teacher. Those individuals should have time to meet. Please document.

Mr. Daley will be out on Thursday, January 21, 2021, to attend the Pine Belt Federal Programs Directors Consortium Meeting.

Principals, please have Schoolwide Plans ready for Mr. Daley's review by close of business on Friday, January 15, 2020.

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@jdcasd.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@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 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

New laptops were distributed to each certified teacher at the Jefferson Davis High School during the week of December 14, 2020.

The Chromebook distribution process is continuing to go very smoothly at each school. The below report provides an up-to-date snapshot of the results as of December 17, 2020:

Jefferson Davis County High School

Grade	Distributed	Enrollment	Percentage	Left to Distribute
9	107	110	97%	3
10	83	96	86%	13
11	78	84	93%	6
12	67	75	89%	8
			Total	30

G.W. Carvery Elementary School

Grade	Distributed	Enrollment	Percentage	Left to Distribute
K	36	42	86%	6
1	33	38	87%	5
2	42	52	81%	10
3	31	35	89%	4
4	31	41	76%	10

5	49	54	91%	5
6	44	44	100%	0
7	47	51	92%	4
8	38	41	93%	3
			Total	74

J.E. Johnson Elementary School

Grade	Distributed	Enrollment	Percentage	Left to Distribute
SC	5	9	56%	4
K	36	41	88%	5
1	43	47	91%	4
2	50	60	83%	10
3	51	58	88%	7
4	45	51	88%	6
5	47	52	90%	5
6	54	60	90%	6
7	54	58	93%	4
8	61	65	94%	4
			Total	51

Principals and school leaders will continue to work to ensure that every student has a chromebook in hand after students return to school in January 2021.

New promethean panels for CES and JEJ were installed in designated classrooms and computer labs during the week of Monday, December 14, 2020. As a result, all classrooms and labs at J.E. Johnson Elementary School has been upgraded to the new promethean panel interactive technology.

The Director of Technology is collaborating with the Director of Students Services (Dr. McLeod) and the Director of Curriculum (Ms. Harrien) to complete the application for the T-Mobile 10-Million project. Project 10Million offers eligible households 100GB of data per year and a FREE mobile hotspot for 5 years. Plus, participating school districts have the option to apply the value of the free program, up to \$500/year per student, towards additional data plans based on your students needs. The plan is to target enrolled students who do not have access to the internet.

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

Greetings and happy holidays to all!

Hello and welcome back! I am so excited about the chance to welcome students back in the building, some for the first time since the onset of the pandemic. We will operate on a AA/BB Hybrid schedule for the 3rd term. All students have been notified of the day they are to report to campus. We will see seniors on Fridays. Students will make 5 rotations throughout the day. Students will visit their English, math, science, social studies, and computer teacher while on campus. All electives will continue virtually. No extracurricular activities will be held during school hours. Lunch and breakfast will be served daily to students who are at school and at home. Students should bring their school issued Chromebook to school daily. Our uniform policy remains the same. Again, welcome back everyone. Let us stay safe and finish strong!

Principal- Carver Elementary School - Dr. Crystal Haynes

Greetings from CES,

Welcome back to school! I hope your break was all as you desired and the New Year brings happiness and prosperity in all aspects of your lives. School may look different this term but the ultimate goal is the same, student achievement and growth. We will be transitioning to the hybrid model and we will follow district guidelines for safety. Information will be communicated regularly via social media, school status, and email. We solicit your continued support as we embark on this new journey of learning!

Upcoming Events:

- 1/6/2021-Hybrid Learning- BB
- 1/8/21- Remediation Friday
- 1/8/21-Report Cards Issued

Principal- J E Johnson Elementary School - Johnnel Stewart

Hello! I hope everyone had a restful and safe holiday break! We are excited to receive our students back on campus! We are well aware that we are in the middle of a pandemic, however we must keep the needle moving when it comes to educating our students. Following healthy and safety guidelines will help our transition into Hybrid run smoothly. We sent out important information pertaining to hybrid to student emails and Google Classroom. We will be finalizing grades this week, so that our students can receive second term report cards.

Upcoming Events:

- Start of Hybrid with BB rotation students on January 6, 2021
- Remediation Friday will resume starting Friday, January 8, 2021
- Report Cards distributed Friday, January 8, 2021
- First day of Hybrid for AA rotation students on January 11, 2021

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)

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.

CHRISTMAS & NEW YEAR'S HOLIDAYS - December 21, 2020 - January 4, 2021- Please be safe and enjoy your holiday. 

STUDENT LOAN FORGIVENESS APPLICATIONS - If you would like to apply for student loan forgiveness, applications have been emailed to you to complete. You can visit the website at StudentAid.gov/publicservice to find out more information.

WORK FROM HOME - The next (2) days everyone will be working from home. We will return back to work in the buildings on Monday, December 14, 2020. The instructional staff who have chosen to work from home, are the only ones that will not report to their buildings. Please continue to do those things to keep the district going as we try to get through these trying times. Thank you all for what you do!

COVID TESTING - If you were sent home by the district due to exposure, we **MUST HAVE** your test results. Send them to bwalker@jdcasd.org & mhammond@jdcasd.org in order to pay you for COVID leave for the 48 hours (2 days). You need to test **AFTER** the 48 HOURS. If you test negative, you will need to isolate yourself when you return back to the building. If you test positive, do not return to the building. You need to quarantine yourself, and retest after 10 days if you are showing no symptoms. If you still test positive, you will remain off for a total of 14 days, and it may run into FMLA Leave.

If you were exposed or tested positive and you were not at work, we still have to see a positive test result from you or the person who is positive in order to pay you under the COVID leave. If you are the main caregiver of someone that has tested positive, or who has to quarantine, we will need that documentation. You need to go be tested if you feel like you were exposed, and could possibly have contracted the virus. **If we do not see the results, we can't pay you under COVID leave.** Please continue to social distance and wear your masks.

They are looking at changing the total quarantine days from 14 to 7 days. Quarantining helps to stop the spread of the infection to others.

COVID LEAVE PAY EXPIRING - Please be aware that COVID Leave will be expiring on **12/31/2020**. You will have to use your sick or personal leave time. Please be mindful because it could cause you to go into dock pay.

2021 RETURN BACK TO SCHOOL on Tuesday, January 5, 2021.

BE SAFE & HAPPY HOLIDAYS EVERYONE !!!!!

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.

We are still trying to stay safe from COVID-19 free while sending out meals to our students. JEJ is the only school serving meals this week.

