

CORE CONNECTION

A MONTHLY NEWSLETTER
FOR LOUISIANA DEPARTMENT OF EDUCATION EMPLOYEES



January 8, 2020

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PES Mid-Year Conversations

February 1st - 28th

February is an opportunity for the Department to conduct PES Mid-Year Review Conversations with employees. The PES Mid-Year Review is a continuation of the conversations between the employee and supervisor that began with the PES Planning Session. This is an opportunity for the employee and supervisor to collaboratively review the goals that were established and the progress made. The [Goal Progress Tracking Worksheet](#) will help both the supervisor and employee to identify which goals are on track to be completed, any obstacle(s) the employee is facing, to refocus and to establish a plan for moving forward for the remainder of the performance year.

All PES Goal Tracking Worksheets should be returned to HR by Wednesday, March 4, 2020.

If you would like individual assistance or have questions regarding PES, please email Shannon.Hunt@la.gov.

January Holidays

We would like to remind everyone that all state agencies will be closed on the following dates.

Date	Holiday
Monday, January 13, 2020	Inauguration Day (Baton Rouge Domicile Only)
Monday, January 20, 2020	Martin Luther King, Jr. Day

Online Tax Withholding Elections

Suspended via LEO

Tax Withholding elections through LEO are currently suspended until further notice. This suspension is due to the upcoming IRS changes to the 2020 Form W-4. Employees wishing to make changes to their State or Federal withholding's will need to submit the appropriate tax forms to Human Resources for data entry.

For further questions, please contact Human Resources at (225) 342-3774

Live Better Louisiana

January Newsletter

A Healthy New You!

Take five for your health! Being healthy takes commitment, but it doesn't have to be time-consuming. Most things are so simple and take so little time, that you'll wonder why you've been avoiding them. Taking just a few of the 1,440 minutes in a day is worth having a healthier life for you and your family. Below are some steps you can take to help protect your health in five minutes or less.

- **Make an appointment** - One of the best and easiest ways for adults to keep themselves healthy is to make sure they get recommended exams, screenings and immunizations. Screenings are designed to help detect some diseases in their early, most treatable stages ([Things to Do Before Your Next Check-Up](#))
- **Ask questions** - Before seeing your health care provider, write down all of your questions and bring the list with you to your appointment. Write down the answers during your discussion. Make sure all of your questions are answered before you leave and you know exactly what the next steps are.
- **Know your numbers** - Keep track of your numbers for blood pressure, blood glucose (sugar), cholesterol, body mass index (BMI), and others. These numbers can provide a glimpse of your health status and risk for certain diseases and conditions, including heart disease, diabetes, obesity, and more. Be sure to ask your health care provider what tests you need and how often.
- **Eat healthy** - Take the extra time to make better food choices. Eat more fruits and vegetables as a meal, less saturated fat, and healthy grab-and-go snacks. There are many quick and easy ways to add healthier choices to your day ([Nutrition for Everyone: Fruits and Vegetables](#))

Please click [here](#) to view the November Live Better Louisiana Newsletter for more information from OGB.

3rd Quarter Safety

Review by January 31st

LDOE General Safety Rules

Safety rules provide a safe work place for employees. These tend to eliminate circumstances that could result in personal injury or property damage. They have no other purpose except to explain how to perform your job in ways that prevent you from being injured or from becoming ill while doing your work.

Please review the LDOE General Safety Rules [here](#).

LDOE Brand and Communications Style Guides





Both guides can be found in your Google Team Drive under LDOE Documents and Training > Public Affairs > Branded Documents, and will be updated as new templates and tools are created. You can provide feedback to the Office of Public Affairs by emailing _DOE-PublicAffairs@la.gov.

Employee Birthdays - January



1st	2nd	3rd Parris Taylor	4th Brittney Hamadeh Kimberly Johnson Rachel McCloskey	5th Laura Bradford
6th	7th Chelsa Dawson	8th Kareem Smith	9th Brianna Harris Elizabeth Scioneaux	10th
11th Eric Bryant Patrice Dupclay Dudley Garidel	12th Troy Humphrey Olin Parker	13th Jaqueline Bobbett	14th	15th
16th Donald Derouen Leslie Hill Pengfei Pan Ashton Wheeler	17th Spanyell Smith	18th Janae' Martin Wanda Trahan	19th Paula Bell Jennifer Moctezuma Melissa Monroe	20th Lindsey Dupree Jennifer Spears
21st Mary Belezaire Lisa Brochard Bria Whitehead	22nd Misty Morain	23rd	24th Terrie Byrd Deven Cole Iris Jones Danielle Ricks	25th Obra Melancon
26th	27th Deborah Broussard Kaddada Castle Tewonia Minor	28th	29th Dominique Miller Latasha Raby	30th Melissa Campbell Shavonne Garner Michelle McAdams Rachel Normand
31st Alicia Brown Stephanie Hotard Darius Stewart Anndria West				

Team Member Spotlight

Do you want to brag on a team member? Have great news to share? Please email maranda.rispon@la.gov to be featured in the next edition of the *Open Connections*.

featured in the next edition of the Core Connection.

Shannan Smith, Early Childhood - Licensing

The Division of Licensing would like to congratulate Shannan Smith on obtaining her Master's in Public Administration from Southern University on December 13, 2019.



Office of Early Childhood

The Office of Early Childhood celebrated the holidays with fellowship and ugly sweaters. On December 18th, the department commemorated their 2019 accomplishments as a team and prepared to obtain their 2020 goals.





On December 20th, the Early Childhood team rocked their favorite ugly sweaters for National Ugly Christmas Sweater Day.



Welcome Our Newest Employees

LDOE is pleased to welcome our newest employees to our team



Bridget Harris
Academic Policy & Analytics
Education Program Consultant

Mona Atchison
District Support-South Network
Education Program Consultant

Pengfei Pan
Academic Policy & Analytics
Education Info. Consultant



Rachel Bunch
Academic Content
Education Program Consultant



Rebecca Johnson
District Support-South Network
Education Program Consultant



Sean Dimond
Academic Content
Education Program Consultant



Meredith McGovern
Student Opportunities
Education Program Consultant

LDOE Contacts

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LDOE Links

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