

CORE CONNECTION

A MONTHLY NEWSLETTER
FOR LOUISIANA DEPARTMENT OF EDUCATION EMPLOYEES



February 12, 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.

FY20 Year-End Deadlines

The Office of Fiscal Operations, Appropriation Control has set the deadlines noted below to ensure that the Department uses all of its FY20 funding. **Failure to meet these deadlines risks funding availability.** The Department cannot guarantee the payment of

its FY20 funding. **Failure to meet these deadlines risks funding availability.** The Department cannot guarantee the payment of late claims and/or late claims might have to wait until the following fiscal year (June 2021) for funds to be available. We appreciate your cooperation and thank you for helping us be good stewards of our funds.

Travel Deadlines

June 19	All claims for travel that occurred up to May 31, 2020 , due to the Office of Fiscal Operations, Appropriation Control/Travel
June 19	<u>Any June</u> travel to be paid with 8g funds due to the Office of Fiscal Operations, Appropriation Control/Travel
July 6	<u>Any June</u> travel to be paid with TANF or Carl Perkins funds due to the Office of Fiscal Operations, Appropriation Control/Travel
July 10	<u>Any other June</u> travel due to the Office of Fiscal Operations, Appropriation Control/Travel

Purchasing and Contracts Deadlines *(before confirming purchase with vendor, ensure that deliver can occur on or before June 30, 2020)*

March 23	Last day to submit Requisitions \$5,000 and over
May 8	Last day to submit Professional Services contracts/amendments

P-Card Deadlines*

May 15	Last day to submit Requisitions \$5,000 and less
May 31	Last day for FY20 P-Card purchases
June 1 - July 9	All P-Cards reduced to \$1.00 spending limit
July 10	P-Cards return to standard limits

* If there are June events for which a P-Card holder needs an exception, please submit a written request to Natoria Ingram at natoria.ingram2@la.gov.

Invoice Deadlines

June 22	<u>Any invoice to be paid with 8g funds</u> due to the Office of Fiscal Operations, Appropriation Control - Payables Unit
July 6	<u>Any invoice to be paid with TANF or Carl Perkins funds</u> due to the Office of Fiscal Operations, Appropriation Control/Payables Unit
July 15	<u>Any other invoices</u> due to the Office of Fiscal Operations, Appropriation Control/Payables Unit

LEA/Subgrantee Claims Deadline

June 22	8g claims due in eGMS
July 6	Carl Perkins claims for June expenses are due in eGMS
July 15	All other state and federal awards (excluding 8g and Carl Perkins) ending June 30, 2020 , due in eGMS

2020 Teacher Leader Summit

May 27th - 29th

The 2020 Teacher Leader Summit will take place May 27-29 at the Morial Convention Center in New Orleans. To best support you in your planning endeavors and to answer questions you may have, we have established internal office hours. There will be no set agenda for these office hours-come with your questions, and the Summit Logistics Team will be available to assist you as needed.

Date and Time	Zoom Link	Dial-in Information
March 17: 3 pm - 4 pm	https://ldoe.zoom.us/j/605833548	Phone #: 646-876-9923 Meeting ID: 605833548
April 21: 3 pm - 4 pm	https://ldoe.zoom.us/j/492290964	Phone #: 646-876-9923 Meeting ID: 492290964
May 5: 3 pm - 4 pm	https://ldoe.zoom.us/j/985731360	Phone #: 646-876-9923 Meeting ID: 985731360

May 18: 8 am - 9 am

**unlike the other Office Hours, we will use this time to review staffing roles and responsibilities and conduct training in addition to answering your questions*

<https://ldoe.zoom.us/j/221106967>

Phone #: 646-876-9923

Meeting ID: 221106967

We have developed key documents for your reference.

- [Overview Document](#): Provides a general overview of the event. *Public facing and can be shared externally.*
- [Summit Milestone Dates](#): Key dates to use as a guide through the planning process. *For internal use only. **Not** to be shared publicly.*
- [External Important Dates](#): External: Slimmed down version of the internal document. *Public facing and can be shared externally.*

Key Points to Note:

- All presenters, including LDOE staff who are presenting sessions, will need to register via Eventbrite. The first step in this process is completing a survey. Within a week of your survey submission we will send you a registration code and next steps. The Logistics Team will email all presenters directly with the survey link.
- Travel information, including hotel rooming blocks, will be shared on April 8 with approved Summit travelers. Prior to this information being shared, travelers will be asked to complete a survey beginning February 21 if they plan to support or present at the Summit.
- Individual office hours will be scheduled with the designated contact person(s) for each office and the scheduling coordinator to discuss session requests.

We are happy to assist you as possible. Please direct questions to LDOEEvents@la.gov.

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

February Newsletter

Live Better Louisiana Health Capsule

Peak flu season usually happens between December and February. It is very important to take precautions so you can avoid getting sick and spreading illnesses to others. Blue Cross and Blue Shield of Louisiana Medical Director, Dr. Larry Simon shares basic germ control tips: Wash your hands, don't share food and drink, and stay home if you're sick. In addition, if you have not gotten your flu shot - it is not too late.





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

Access2day Health

February 17th

Access2day Health is here with answers. On Monday, February 17, 2020, a booth will be set up in the Claiborne Building, Colorado Room #1-141 from 8:00 - 2:00. Thousands of Louisiana state employees are currently enjoying this benefit! Stop by the booth and learn more about your VIP Membership and pick up your free gift bag.

What does your VIP Membership include?

- No Appointment needed
- No Co-pay or deductible
- Short Wait Time

3rd Quarter Safety

Review by March 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 - February



1st Shirley Strickling Tiffany Thomas Shirley Thomas	2nd Joyce Collins Tara Gatlin Shirley Thomas	3rd Yshauna Sanders Brandi Wilson	4th Naeshia Hamilton	5th Shabrimon Hawkins
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Sharon Booker Tara Baylot Katelyn Stanley	Sydni Dunn			
6th Camille Fontenot	7th Kristi-Jo Preston	8th Brittany Augustus	9th	10th Danielle Posey Lisa Spurlock
11th	12th	13th	14th Dorothy Johnson Talitha James	15th
16th Myra Bercy Shannan Smith	17th Yvette McDowell Julia DeSimone	18th	19th Tranda Scott	20th Beryle Patin Kathleen Judy
21st Beth Strange	22nd	23rd Melinda George Tedrick Holmes Douglas Moore	24th Karen McCarvy Angelle Lailhengue Stephen Guccione	25th Sydney Anderson
26th	27th Amy Willis Romney Manuel Summer Gauthier Wen-Chieh Fan Susan Clark	28th Erica Fields	29th Angela Miles	

Team Member Spotlight

Do you want to brag on a team member? Have great news to share? Please email shannon.hunt@la.gov to be featured in the next edition of the Core Connection.

Congratulations to Maranda Rispone

On January 24, 2020, **Maranda Rispone (Human Resources)** and her husband welcomed their first child, Mia Marie. Congratulations Maranda on the birth of your daughter!





Welcome Our Newest Employees

LDOE is pleased to welcome our newest employees to our team!



Rashid Young
Grants Management
Education Program Consultant 3



Shabrina Hawkins
Early Childhood Operations
Social Services Analyst 2



Myra Bercy
Academic Policy & Analytics
Education Program Consultant 3



Jasmine Patton
Licensing
Licensing Specialist 1



Barbara Holland
Academic Policy & Analytics
Education Program Consultant 1



Alyson Louque
Student Opportunities
Student Worker



Alacia Brew
Statewide Monitoring
Student Worker



Brandi Wilson
Early Childhood Operations
Social Services Analyst 1



Aaliyah Lavalais
Early Childhood Operations
Social Services Analyst 1

LDOE Contacts

[John White](#)

State Superintendent of Education

(toll-free) 877.453.2721

Twitter [@LouisianaSupe](#)

LDOE Links

[LDOE Website](#)

[Contact Us](#)