**DAEA 2020-2021 EXCHANGE DAY DEADLINE**

Any Bargaining Unit Member who fails to complete six (6) professional development hours by May 16th will lose pay equivalent to one (1) day per diem, to be deducted from the June 4th pay. Please refer to Section 6.0 of the DAEA Collective Bargaining Agreement for specific language.

- Please see the process for completing the 2020-2021 Exchange Day outlined below.
  1. Join the 2020-2021 Exchange Day Schoology Course *(this is the same course as last year; you only need to enroll if you did not enroll in the 2019-2020 course)*
     - Code: ZZ5Z-Q3PH-P9HF7
  2. Register for the 2020-2021 Exchange Day Frontline Activity [www.dasd.org/frontline](http://www.dasd.org/frontline)
  3. Explore options for completing the 2020-2021 Exchange Day
     - Google Teacher Training Center - [https://edu.google.com/teacher-center/training/?modal_active=none](https://edu.google.com/teacher-center/training/?modal_active=none)
     - Nearpod Certified Educator - [https://nearpod.com/certified-educator/](https://nearpod.com/certified-educator/)
     - [2020-2021 Exchange Day Proposals](#)

**EMPLOYMENT**

**Summer 2021**
- Summer positions have been posted on the DASD website. If you are interested, please click on the following link - [2021 Summer Programs](#).
- ESY (Extended School Year) has open positions for Teachers, Aides, and Nursing staff.
- Summer Temporary Positions are available in Custodial (minimum age 16), Technology (Interns), and Clerical.

**School Year 20-21**
- **We need teachers and substitutes!** Available positions are posted on the DASD website. If you know of someone who may be interested, please refer them to our [DASD openings](#) and [STS](#).

**School Year 21-22**
- Check the District Website or use [this link](#) for permanent position postings! Please encourage friends and family to apply.
ACADEMIC SUPPLEMENTAL POSITIONS 2021-2022

- Building and Grade Level Leaders Supplemental positions postings have closed. If you missed applying, please email your Principal notifying them of your interest and that you missed the deadline.
- Mentor Supplemental Posting is open until 4/25/21. – click here
- Technology Innovator Supplemental posting is open until 5/14/21. – click here
- Wellness Liaisons posting has been reopened until 4/30/2021. – click here

OPEN ENROLLMENT STARTS 5/1/21

- This year, Open Enrollment will take place between May 1st and May 31st for elections to go into effect on July 1st. Open Enrollment is your opportunity to ensure that you have the right benefits for you and your family. All benefit-eligible employees are encouraged to review their benefit elections for the 2021-2022 plan year. Outside of this Open Enrollment timeframe, changes during the year must align with a qualifying life event, and change requests must be completed within 31 days of the event. Watch for upcoming announcements regarding Open Enrollment.

TUITION REIMBURSEMENT

- DAEA Tuition Reimbursement Budget Update (as of 4/21/21):
  - Bachelor’s Plus (231,035) Submitted and paid to date FY21
  - Master’s Plus (253,329) Submitted and held for payment until July 2021 pending the availability of funds
  - Balance $15,636

- The Bachelor’s Plus amount will go up! As these reimbursements are paid out, we will be using up more of the allotted $500,000 so there will be less available for the M+ reimbursements.
- Any M+ reimbursements which do not get paid out this year due to reaching the $500,000 cap will be automatically rolled over to FY22 and stay in line for reimbursement in July 2022.
- Questions? Contact Carol D’Andrea at cdandrea@dasd.org or ext. 11614.

RETURN TO 5 DAY IN PERSON INSTRUCTION

Virtual Fridays will continue through April 16th. The District will then return to 5 day in-person instruction the week of April 19th. The first in-person Friday will be April 23rd. This schedule will continue through the remainder of the school year. All staff are expected in-person.

RETIREMENT

- Please remember that if you are retiring at the end of the school year, you will need to contact PSERS and schedule an Exit Counseling Session. You are responsible to call 888-773-7748 to schedule.
- DAEA members and Act 93 (groups 1,2,3 and 4) employees: For sick and personal day payouts, you must have an open TSA account on file with the Payroll Office prior to your last day of employment. Information on DASD’s 403(b) plan can be found by clicking here.
- DAEA members must give the District 60 days written notice before the effective date of their retirement (or resignation) per Section 5.25 of the Collective Bargaining Agreement. Bargaining Unit Members who retire at the end of the school year and provide 60 calendar days’ notice will have their health benefits continued until August 31st. If you do not provide this 60 day notice, you forfeit the benefits listed in Section 5.20 Retirement, including, but not limited to, sick day payouts, personal day payouts, and benefit continuation.
- You can also find additional retirement information from PSERS on our Payroll Website.
THE PULSE ON POLICIES
PLEASE BE REMINDED THAT THE DISTRICT HAS POLICIES THAT YOU SHOULD BE FAMILIAR WITH, WHICH ARE POSTED ON THE DASD WEBSITE.

IMPORTANT DATES
- May 1st - DAEA deadline for submitting internal transfer request
- May 1st to May 31st - Open Enrollment for elections effective July 1st
- May 2021 - Teamster Survey will be sent for Rollover/Payout of sick days for upcoming 2021-22 school year
- May 2021 - DAEA Payroll Option Survey will be sent to elect pay option for 2021-22 school year
- June 4th - Retirement incentive paid to qualifying DAEA employees
- June 30th - FSA Plan year end for 12 month employees (90 day runout for submitting claims)
- June 30th - Last pay of fiscal year for 12 month employees
- June 30th - Lump Sum payment for DAEA
- June 30th - Deadline for submitting Tuition Reimbursement for FY2021
- July 1st - DAEA deadline for submitting Payroll Choice (26 pays, 22 pays, 26 pays with lump sum)

CULTURAL EQUITY
A Message from Justin Brown, Director of Diversity, Equity and Inclusion:
Have you signed up to attend the “Listening Session on Asian Hate” on April 27th, 2021?  Click Here
Is everyone ready for May? It was such beautiful week!
As we move forward as a culturally competent district, incorporating and promoting diversity within DASD is essential.
Below are some resources I came across this week that were very informative. I would recommend them to anyone.

- Inclusive Practices: What Elements Are Crucial to Diversity? - NSPRA’s Communication Equity and Diversity Task Force shares information around the broader concept of diversity and inclusiveness, and how critical it is in today's schools.
- An Educators Guide to This Moment: Resources for Educators, Parents and Students - Montgomery County (Md.) Public Schools
- Equity, Diversity and Inclusion Resources - Jeffco Public Schools, Golden, Colo.
- Guidance on How Districts Can Facilitate Conversations About Race-based Stress and Trauma - Kentucky Department of Education

***As we approach Jewish American Heritage Month AND Asian American Pacific Islander Heritage Month, please submit any lesson plans, highlights, pictures and district worthy JAH/AAPI stories to jbrown@dasd.org for featuring on district webpage and social media platforms.***

Our next Cultural Equity Task Force meeting is May 13th 3:45-5:00pm. It is not too late to sign up for a CETF subcommittee. All are welcome, we have much work to do and we need everyone’s voice.

Click here for list of subcommittees and descriptions
Join Zoom Meeting
https://cciu.zoom.us/j/95458100738?pwd=ejdIZFpOQURoZTBYZTdseW5ydW1Zdz09
Meeting ID: 954 5810 0738
Passcode: 613500
WELLNESS COMMITTEE UPDATE

- **Kindness Day** – Thank you for participating in our Kindness Activities, promoting Kindness to Staff and Students!
- **Wellness Day** – Each building will pick a day the week of May 24th to focus on Wellness. There will be planned activities that focus on Wellness for Staff and Students. More information to come over the next month.

TAKE A WALK

Wednesday, April 28th is National Walk at Lunch Day!
- Walking will help you step toward better health, feel more energized, reduce stress, and return to work refreshed.

JOIN THE FIX CHALLENGE!

- You are invited to a **Mindfulness in Action FIX**, every Tuesday via Zoom, 4:00 – 4:15 pm. To join, register here (March 16th – May 18th). For each session you participate in, live, you get 2 points for your school. The building with the highest percentage of points at the end of the 8 weeks wins!
  - If you can’t make the session, a recording of it will be emailed to you. You can also find past session recordings and resources here. For each recorded session you watch, let us know at info@prasadawholebeing.com and you will get 1 point credit for your school.
  - Feel free to invite a friend or family member to listen in!
  - Please note, you will be receiving emails as well as calendar invites directly from Prasada who present the Fix programs to assist you in taking advantage of these worthwhile programs.

VIRTUAL WELLNESS *updated every issue*

- **Delta Dental Wellness e-magazine**
  - Discover the dental downsides to this new diet (Intermittent Fasting).
  - Don’t let your job kill your smile.

- **Living Debt Free** – A free webinar offered through Health Advocate on demand. Click here to view this presentation.

- **A Sunny Outlook for a Dark Disease – Skin Cancer Prevention** is a free virtual wellness class offered by Chester County Hospital. Register to join by clicking here.

- **Managing Energy Levels** is this month’s topic at A Resource for Better Wellbeing. A monthly topic, poster and activity to promote your wellbeing can be found by visiting https://www.gallagherwellbeing.com.
  - Includes a delicious recipe for Key Lime Pie Energy Bars and Three Easy Steps for Setting Healthy Boundaries.
  - Past monthly topics focused on Behavior Change, Emotional Wellbeing, and Heart Health.

- **Easy ways to cut calories** – an interesting article on the Health Advocate Blog.
ACCESS/ID BADGE PROVIDES SAFETY AND SECURITY

- We all need to take precautions in the workplace. Controlling access to exterior doors as well as individual offices, and even entire areas, provides another layer of protection from the unknown. Radio Frequency Identification Technology makes this possible. The Workplace Safety Committee provides this update for your knowledge and expresses appreciation for daily use of your badge when on district property.

- Working safely is a basic responsibility of all employees. Please review the DASD Workplace Safety Manual.

HEALTH ADVOCATE

- Please select a topic from below to assist in dealing with grief:
  - The Five Stages of Grief
  - Grief and Loss
  - Helping your Children Cope With Death

- Health Advocate is a service provided at no cost to you. The service is completely confidential and is available 24/7 to you, your spouse, dependent children, parents and parents-in-law. You and your eligible family members have unlimited access to highly trained experts who provide one-on-one support for a full range of healthcare, insurance-related, and personal issues. From finding doctors, making appointments, locating second opinions, reviewing health insurance coverage, and resolving medical bills, to helping with stress, relationship difficulties, financial concerns and substance abuse, your Personal Health Advocate or Licensed Professional Counselor will support you at every step. Check out this video to learn more.
  - Call: 866-799-2691
  - Mobile App: Health Advocate SmartHelp - for instant access to live help and all your Health Advocate programs!
  - Email: answers@HealthAdvocate.com
  - Web: members.healthadvocate.com

SWIFT MD-TELEMEDICINE

- As part of our medical benefit plan, the District offers SwiftMD, a telemedicine benefit, at no additional cost to you. With this benefit, you can consult with U.S. board-certified doctors over the phone or Internet, from your home, office, or on the road. These physicians can diagnose, recommend treatment, and submit prescriptions to your pharmacy of choice. SwiftMD can be reached at 877-999-7943 or www.myswiftmd.com. For an introductory video about the service, please click the following - Member video.

COVID-19 INFORMATION

VACCINATION CLINICS EMAIL

Some of you may have received an email regarding your vaccination that appears to be a phishing/scam email. Upon further investigation, PEMA (Pennsylvania Emergency Management Association) has confirmed the message is legitimate and is coming from PrepMod (who handled scheduling of the vaccination appointments). PEMA has provided the following explanation:
Some of the PrepMod clinics weren’t ever “closed” in the system by our on-site staff when the clinics were completed. The team is now manually closing those clinics, which is then generating the report to the individuals, providing them the link to their vaccine record. This is a legitimate PrepMod email, and can either be used to access the record, or disregarded.

Here is a sample of the email communication:

- **From:** Vaccination Clinics <no-reply@multistatep4p.com>
- **Sent:** Thursday, April 15, 2021 8:33 AM
- **To:** XXXXXX
- **Subject:** Your Vaccination Appointment

Dear XXXXX:

Congratulations! You’ve been vaccinated! Please keep this for your records.

Over the next few days, you might experience mild side effects. If you have severe symptoms, please contact your healthcare provider.

Download Patient Record

Sincerely,

XXXXXXXXXXXX

Please DO NOT REPLY TO OR SEND email to this address. Your message will not be returned. Please contact your vaccination provider.

## DASD DASHBOARD UPDATE

The Dashboard has been updated on the District website with new features. Please click the link for our [COVID-19 Dashboard](#).

## VACCINATION UPDATE

- Centers for Disease Control and Prevention (CDC) has answers to questions regarding COVID-19 Vaccinations. Please click on the topic below for valuable information:
  - What if I got the J&J/Janssen COVID-19 Vaccine?
- Updated Quarantine Guidance (includes guidelines for fully vaccinated persons)
- Staff that chose not to receive the vaccination at this time may schedule their vaccine in the future wherever the vaccine is being offered.
- For staff and dependents covered under DASD Employees’ medical or pharmacy benefits, the COVID-19 vaccine is covered at 100%. The vaccine may be provided at a doctor’s office or pharmacy locations. Members will have $0 cost sharing, regardless of the setting or point of access. However, the type of location will determine which ID card you should use; see below. (Individuals not covered under DASD plans may have similar options available, but should contact a vaccine site directly for more information)

<table>
<thead>
<tr>
<th>Place of Service</th>
<th>What ID card should I use?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor’s Offices, Hospitals, Vaccine Sites, Retail Clinics (e.g. CVS Minute Clinic)</td>
<td>Independence ID Card</td>
</tr>
<tr>
<td>Pharmacies (e.g. CVS, Rite Aid, Walgreens)</td>
<td>CVS Caremark Prescription Drug Card</td>
</tr>
</tbody>
</table>

## VIRUSES DON’T DISCRIMINATE AND NEITHER SHOULD WE

Misinformation causes fear and anxiety. Sometimes this fear can result in stigma towards populations that people associate with a disease. Stigma hurts everyone by creating more fear or anger towards ordinary people instead of the disease itself.

You can help reduce stigma if you:

- Rely on and share trusted sources of information
- Speak up if you hear, see, or read misinformation
- Show support for impacted individuals and communities
SHOULD I STAY OR SHOULD I GO?

The following links provided by the Chester County Department of Health are geared towards students, but are also applicable for staff. They help to explain what you should do if you come in close contact with someone who is positive for COVID-19 or if you feel sick.

- Sent Home Sick (Symptomatic)
- Close Contact
- Flowcharts

DASD Staff COVID Guidelines to Protect Yourself and Others

When you are sick, please stay home.

Know “How” COVID spreads: Human coronavirus spreads just like the flu or a cold:
- Through the air by coughing or sneezing;
- Close personal contact, such as touching or shaking hands;
- Touching an object or surface with the virus on it.

Steps to follow before you enter your work location & to follow during your shift:
1. Check your temperature; it should be LESS THAN 100.4 degrees or ABBR.

SIDE FOR FURTHER INSTRUCTIONS
2. Wear a face mask that will cover your nose and mouth. District or personal 2 ply masks must be worn in shared or common spaces in the buildings. Cover coughs or sneezes with sleeve or elbow.
3. Maintain social distance of at least 6 ft. Limit close contact and group sizes according to phases (based on current CDC Guidelines)
4. Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer that contains at least 60% alcohol if soap and water is not available.
5. Avoid touching your face, eyes, nose, and mouth.
6. Avoid areas that you do not need to enter for work-related purposes. Avoid using other staff's workspace where possible and send documents electronically as often as possible.
7. Clean high-touch areas after use, i.e., copiers, door handles, sinks, etc. Disinfectant is provided to all staff.

Please remember: Close Contact is defined as exposure to an individual infected with the COVID-19 virus within 6 feet of the infected individual for 15 minutes or more cumulatively over a 24-hour period.

REMINDER – WEAR YOUR FACEMASK!