



# School News

## Important Dates Coming Soon

### Seeking grads

The North Point High School Education Careers Program is looking for any Charles County Public Schools employees who graduated from the early childhood education program at the former Career & Technology Center (Luv Bear program) or North Point's Education Careers Program. As part of a program presentation, staff are looking to talk with any CCPS employee who completed these programs and now work for the school system. Email [mpalmer@ccboe.com](mailto:mpalmer@ccboe.com) or [nkirby@ccboe.com](mailto:nkirby@ccboe.com).

### Bow ties and taffeta

The 2016 Senior Citizens' Prom will be March 11 at the Jaycees center at 3090 Crain Highway in Waldorf. Sponsored by the Charles County Association of Student Councils and the Greater Waldorf Jaycees, this will be the 25th annual senior prom.

### Spring forward on March 13

You'll lose an hour of sleep for a night, but gain more daylight starting Sunday, March 13. Don't forget to set clocks ahead by an hour when it is time to spring forward.

### Early out

Schools will have a two-hour early dismissal Wednesday, March 16.

### Free math webinars planned

Free interactive math webinars for educators will be held in March. All of the webinars will start at 4 p.m. "Using Close Reading Strategies to Solve Math Word Problems" will be March 9. "Questioning and Discussion Techniques in the Elementary Math Classroom — Part 1" will be March 16 and Part 2 is scheduled for March 23. "What does the PARCC assessment ask students to do and how can you help students be better prepared for the test format" will be discussed in the March 30 webinar. To register, go to <http://bit.ly/2016MATH>.



## Education is in the cards

Bunkyo University student teachers Kozue Kumai, left, and Kojo Nakasu play Karuta, a word and card game, with Bethany Thornton, Indian Head Elementary School media specialist and Jackie White, a reading resource teacher at Indian Head. Thirty Bunkyo students spent two weeks in Charles County learning about the American education system and teaching lessons about Japanese culture to elementary and middle school students. The trip was capped off with a Sayonara party held at North Point High School. This marked the 26<sup>th</sup> year that Charles County Public Schools has hosted Bunkyo students.

## Forecast the workday with inclement weather info

Looking out the window when snow is in the forecast, checking the scroller during the news for any updated information — that sense of anticipation never really goes away.

Charles County Public Schools has procedures for employees to follow in case of inclement weather. Up-to-date information is posted at the school system's website, [www.ccboe.com](http://www.ccboe.com), emailed to employees via their work email address or by calling 301-934-7410 or 301-932-6656. No access to a computer? No problem. The following information should keep employees in-the-know about closings and delays.

**Principals, 12-month** — Report on time if schools are open one or two hours late. If schools are closed for students and there is

no code, report on time or work from home with approval. If a Code Red or Code Blue is called, do not report to work. Code 1 translates to reporting to work one hour late and Code 2 means report to work two hours late.

**Vice Principals, 12-month** — Report on time if schools are open one or two hours late. If schools are closed for students and there is no code, report on time or work from home with approval. If a Code Red or Code Blue is called, do not report to work. Code 1 translates to reporting to work one hour late and Code 2 means report to work two hours late.

**School-based office staff, 12-month** — Report on time if schools are open one or two hours late. If schools are closed for students

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**Notebook**

**On the cover**

Pictured on the front cover are employees honored by the Charles County Board of Education at their February meeting. Pictured, from left, are Nicholas Gardiner, fifth-grade teacher, Berry Elementary School; Christina Greer, fourth-grade teacher, Eva Turner Elementary School; and Angela Baker, mathematics teacher, La Plata High School. The Board honors exemplary staff members monthly.

**HITS Expo will be March 19**

The History, Industry, Technology and Science Expo, known as HITS, will be Saturday, March 19 at St. Charles High School at 5305 Piney Church Road in Waldorf. There will be hands-on activities, historical interpreters, Science Fair and History Fair projects and presentations. The Expo will showcase several school system programs available for students. The programs include robotics, the Code.org computer science partnership and offerings, Project Lead the Way, the Teacher Academy of Maryland (TAM), interactive media production and more. Expo presentations begin at 12 p.m. and conclude around 4 p.m. An awards ceremony to honor student winners in the History and Science Fair project portion of the Expo starts at 5 p.m.

**McDaniel College reps to visit**

McDaniel College will hold an information and advising day 4 to 5 p.m. March 21 in the cafeteria of the Jesse L. Starkey building at 5980 Radio Station Road in La Plata. The day is an opportunity for prospective students to receive information about McDaniel's graduate programs and for current students to discuss their personal program and course selection.

**Meet us in the Twittersphere**

Stay connected with what's going on with the Charles County Board of Education on Facebook. Go to [www.facebook.com](http://www.facebook.com) and search for the Charles County Board of Education, give the page a "like" to find out inclement weather notices, as well as information about closures, events and what's happening in schools around the county. Charles County Public Schools also is on Twitter. Follow @CCPS to see pictures of fun stuff going on in the schools, as well as breaking "need to know" information.

**From VP to VIP, nominate vice principal for award**

Charles County Public Schools is looking for outstanding vice principals.

The school system is accepting nominations for its 2016 Outstanding Vice Principal Award to be presented to a vice principal who has exemplified excellence. Teachers, parents, students and administrators may submit nominations.

The winner will be announced at the Board of Education's June 14 meeting.

Nominees must be full-time employees, employed by Charles County Public Schools as a vice principal for at least three years, and have not received this award in the past five years. Nominees must meet criteria in the following areas:

- Educational leadership — Nominee implements strategies for improving teaching by putting programs and improvement efforts into action; involves teachers and other staff members in achieving the goals of the school; and assists in ensuring school climate is positive and functions effectively as a member of the school leadership team.

- Resolving Complex Problems — Nominee maintains awareness of current and emerging issues, manages time and tasks efficiently, and utilizes technology to address educational situations.

- Developing Self and Others — Nominee is committed to continued professional growth, teaches, coaches and helps others and demonstrates and fosters creativity and imagination.

- Community Service — Nominee involves the community in school events and uses community resources for students, and establishes partnerships with community groups to strengthen programs and support school goals.

Nomination packets should be forwarded to the office of human resources by Monday, April 18.

For more information, contact Ramona DiBenedetto at 301-934-7242 or [rdibenedetto@ccboe.com](mailto:rdibenedetto@ccboe.com).

Information about nomination materials is also posted at <http://www.ccboe.com/jobs/emprec.php>.

**CCPS's carbon footprint to fade due to solar power**

Solar energy is set to shine with a contract between Charles County Public Schools (CCPS) and SolarCity, the country's largest solar power provider.

Solar fields mounted on the ground will be installed at the rear of the Robert D. Stethem Educational Center and its neighbor Dr. James Craik Elementary School.

Ground-mounted solar panels also will be placed at Piccowaxen and Mattawoman middle schools, and installation of ground-mounted units is set for the new elementary school site on Billingsley Road.

Roof-mounted panels will go up at the school system's maintenance shop on Radio Station Road.

The switch to solar energy at the sites will benefit CCPS financially and environmentally.

When Keith Hettel became the assistant superintendent of supporting services, one of his goals was to reduce the school system's carbon footprint.

"One of the ways was through the use

of solar energy," Hettel said. "This will reduce our dependence on our electricity purchases."

The estimated savings is \$350,000 a year, or \$7 million over a 20-year span, he said. The agreements signed with SolarCity include no upfront costs to the school system with all the panels supplied by the solar power company. SolarCity also will install the ground-mounted panels and fencing at those sites, and monitor electricity production.

"The use of power will be used by the schools and will be purchased from SolarCity at a lower cost than we now pay for electricity," Hettel said.

CCPS has been in the planning stages of introducing solar power for about two years, Hettel said. "It is an excellent time for this with the government support," he said. "This project is costing us no money to begin. We will be producing power at significant savings."

Currently, the energy project is in the engineering and permitting stages. Installations will start in the spring, Hettel said.

and there is no code, report on time. If a Code Red or Code Blue is called, do not report to work. Code 1 means to report to work one hour late and Code 2 means report to work two hours late.

**Instructional assistants** — If schools are open one hour late, report to work one hour late. A two-hour delayed school opening, means IAs report two hours late. If schools are closed for students and no code is given or if a Code Red or Code Blue is called, do not report to work.

**Psychologists, 12-month** — Report on time if schools are open one or two hours late. If schools are closed to students but no code is given, report on time or work from home with approval. If a Code Red or Code Blue is called, do not report for work. If there is a Code 1, come into work an hour later and a Code 2 translates to reporting to work two hours later.

**PPW, 12-month** — Report on time if school openings are delayed by one or two hours. If schools are closed but there is no code, report on time or work from home with approval. Do not report to work if a Code Red or Code Blue is given. Report to work one hour late if Code 1 is called or two hours late for Code 2.

**Central office, 12-month** — Report on time if schools are open one or two hours late. If schools are closed and no code is given, report on time. If a Code Red or Code Blue is called, do not report to work. Code 1 translates to a one-hour delay; Code 2 means a two-hour delay.

**Vice Principals, 11-month** — Report an hour late if school openings are delayed an hour and come in two hours late if school is delayed by two hours. Do not report to work if schools are closed and no code is given, or if a Code Red or Code Blue is called.

**PPW, 11-month** — Report an hour late if school openings are delayed an hour and come in two hours late if school is delayed by two hours. Do not report to work if schools are closed and no code is given, or if a Code Red or Code Blue is called.

**School-based office staff, 10-month, 10.5-month and 11-month** — Report an hour late if school openings are delayed an hour and come in two hours late if school is delayed by two hours. Do not report to work if schools are closed and no code is given, or if a Code Red or Code Blue is called.

**Psychologists and counselors, 10-month, 10.5-month and 11-month employees** — Report an hour late if school openings are delayed an hour and come in two hours late if school is delayed by two hours. Do not report to work if schools are closed and no code is given, or if a Code Red or Code Blue is called.

**Central office, 10.5-month and Instructional, 11-month** — Report an hour late if school openings are delayed an hour and come in two hours late if school is delayed by two hours. Do not report to

work if schools are closed and no code is given, or if a Code Red or Code Blue is called.

**Code 1** — One-hour delay. Employees will report to work one hour late, except for all maintenance and operations staff who will report to work on time. Liberal leave is in effect.

**Code 2** — Two-hour delay. Employees will report to work two hours late, except for all maintenance and operations staff who will report to work on time. Liberal leave is in effect.

**Code Red** — Only essential employees report to work. All other staff members do not report to work.

**Code Blue** — All buildings are closed and the school system is shut down. No employees report to work.

**Liberal leave** — It is unscheduled leave that employees may take if there is extreme weather, or a similar emergency, that prevents them from coming to work as usual.

Employees are allowed to be absent for a portion of the workday or the whole workday and are charged paid leave such as annual or personal, or leave without pay, as appropriate, for the period of absence. Employees must notify their supervisors if they intend to take liberal leave.

If schools are closed for students and no codes are announced, the school system is open for a full day of business for employees. If an employee determines weather conditions warrant the use of leave, appropriate leave slips should be submitted as soon as possible after the leave is taken.

Central office 10-month personnel and all 10.5- and 11-month employees in the school system can make arrangements with their supervisor as to whether they can use this day as a leave day or if they must work in order to fulfill their specific number of contracted days.

**Code Red exceptions** — Certain designated essential employees must report to work at the regular scheduled time. If essential employees are unable to report to work, appropriate leave slips should be submitted. Employees designated as essential include Operations supervisory staff, building service managers, assistant building service managers, building service workers, maintenance staff as determined by the supervisor of maintenance, security personnel and transportation supervisory staff as determined by the director of transportation.

If it is necessary to dismiss early due to emergency situations or weather conditions the Superintendent or her designee will make the decision for the school system. The telephone notification system established for school closing will be used. Employee information is provided to radio and television stations; however, the stations do not always run employee codes. The best way to find out about closings and delays is by calling the 24-hour information line at 301-934-7410 or 301-932-6656, checking CCBOE email or go to [www.ccboe.com](http://www.ccboe.com).

## Nominate top notch workers for Outstanding Classified Personnel Awards

Charles County Public Schools is looking for award nominees for the 2016 Outstanding Classified Personnel Awards program.

Award categories include building service, food service, instructional support, secretary, maintenance, information technology and central office support staff. This includes staff who work at the Jesse L. Starkey Administration Building, or the Annex I or Annex 2 buildings.

All nominations are due by Monday, April 18 to the office of human resources. Award winners will be announced and recognized at the June 14 Board of Education meeting. Nomination information can be found on the website at [www.ccboe.com](http://www.ccboe.com).

Contact Ramona DiBenedetto at 301-934-7242 or [dibenedetto@ccboe.com](mailto:dibenedetto@ccboe.com) for more information.

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## Agenda for the March 8 Board of Education meeting



The Board of Education's next monthly meeting is Tuesday, March 8, at the Jesse L. Starkey Administration Building on Radio Station Road in La Plata. The public portion of the meeting begins at 1 p.m. and student and staff recognition starts at 4:30 p.m.

The meeting is televised live on Comcast Channel 96 and Verizon FiOS Channel 12 and is rebroadcast throughout the week. Board meetings are also streamed live on the school system website at [www.ccboe.com](http://www.ccboe.com). Select the live streaming image displayed in the center of the home page. The following is a tentative meeting agenda and is subject to change.

**Executive session** — 12 p.m.

**Call to order** — 1 p.m.

- Pledge of Allegiance, Westlake High School JROTC

**Superintendent's update**

- Reports of officers/boards/committees
- Correspondence/Board Member updates —
- Education Association of Charles County update
- American Federation of State, County and Municipal Employees update
- Student Board Member update
- Leadership Extension Application and Development (LEAP) program

- Project status update
- English Language Learners (ELL) in elementary schools

- 2017-18 calendar
- World language textbook
- Legislative update

**Unfinished business**

**New business and future agenda items**

- New business — 2016/17 calendar changes
- Future agenda items

**Recognition** — 4:30 p.m.

- Resolutions: *Month of the Young Child; and National Student Leadership Week*
- Students
- Employees

**Public Forum** — 6 p.m.

**Action items**

- Minutes
- Personnel

**Adjournment**

## Personnel

Apply for positions online at [www.ccboe.com/jobs/currentopenings.php](http://www.ccboe.com/jobs/currentopenings.php). All teaching positions require a bachelor's degree and MSDE certification requirements.

**Job openings**

**In-School Retention Instructional Assistant** — General Smallwood Middle School, 10-month position. Ability to work with school-aged children with varied backgrounds. Excellent human relations, organizational and communication skills required and knowledge of the developmental stages of children preferred. Good oral and written communication skills and good leadership and managerial skills preferred. High school diploma and experience working with children required. Apply by March 8.

**EA Instructional Assistant** — John Hanson Middle School, 10-month position. Ability to work and interact patiently with academically capable students who have emotional and/or behavioral disabilities. Knowledge of special

skills required to work with students who have special needs. Excellent human relations, organizational and communication skills required. Knowledge of the developmental stages of children preferred. Must maintain annual Crisis Prevention and Intervention Training Certification. High school diploma and experience working with children required. Apply by March 8.

**Food Service Substitute** — location to be determined, 10-month position. High school diploma or sufficient education to have basic skills in reading, record keeping and arithmetic required. Ability to work rapidly and efficiently in a range of temperature conditions, as well as being able to follow written recipes and oral instructions. Knowledge of principles of sanitation and kitchen safety preferred as well as knowledge of and ability to work with a variety of chemicals and other agents. Apply by March 22.

**ESOL Teacher** — location to be determined,

10-month position. Bachelor's degree and certification of requirements established by the Maryland State Department of Education required, as well as knowledge of subject matter and appropriate instructional methodologies. Evidence of exemplary human relation skills, exemplary organizational and planning skills and ability to work effectively with students, parents and staff required. Job functions include planning and providing for appropriate learning experiences for children, supervising students in school-related settings and interacts with students, parents, staff and members of the community. Apply by Sept. 1.

**Extra pay positions**

**Assistant tennis coach and assistant track coach** — Henry E. Lackey High School. Call Tony Mast, athletic director, at 301-753-1753 to apply.

**Girls basketball head coach** — La Plata High School. Call Rich Pauole, athletic director, at 301-753-1754 to apply.