



# School News

## Important Dates Coming Soon

### Semester break

Schools will be closed for students only on Tuesday, Jan 25, for semester break.

### In-service closure

Schools are closed for students only on Thursday, Feb. 3, for a teacher in-service day.

### MD ranks first in education

The Maryland public school system was ranked number one by *Education Week*, a leading education newspaper, for the third consecutive year. *Education Week* examines data in seven critical categories: student performance; state education policies; state accountability and standards; teacher effectiveness; work on school readiness; high school reform; and preparation for college and the workplace. For more information, visit the Maryland State Department of Education's Web site at <http://www.marylandpublicschools.org/msde>.

### Travel, conference reports

The 2011 rate for mileage is \$.51 per mile. The 2011 mileage reports are available on the forms database located on the CCPS Web site. Use 90 in front of your employee identification number as your vendor number.

### Winter chess tournament

The Charles County Public Schools annual winter chess tournament is Saturday, Jan. 29, at Westlake High School. The tournament is from 9 a.m. to 1 p.m.

### PAC meeting

The next Parent Advisory Committee meeting is scheduled for 7 p.m., Tuesday, Jan. 25, in the Board Room at the Jesse L. Starkey Administration Building in La Plata.

## Board of Education elects chairman, vice chairman

The Board of Education of Charles County elected Roberta Wise as chairman and Maura Cook as vice chairman at its Jan. 11 meeting. The Board elects a chairman and vice chairman each January. Officers serve one-year terms.

Board members unanimously re-elected Wise to the chairmanship position that she has held for the past year. A second-term Board member, Wise also served as vice chairman of the Board for three years after



Wise

first being elected in 2006. She is a retired Charles County Public Schools teacher with 34 years of experience. A former Charles County Public Schools Teacher of the Year, she also received the *Washington Post* Agnes Meyer award for outstanding teachers in 1991. For most of her career, she served as a mathematics teacher at Henry E. Lackey High School.

She was a coordinator of the Educational Partnership Team and a math resource teacher before retiring in 1999.

Cook is new to the position of vice chairman and replaces longtime member Donald Wade, who is entering his fourth term as a Board member. She works as a nurse case manager planning and coordinating health services for patients as well as writing, developing and presenting briefings on medical topics to insurance companies and risk managers. She is a parent volunteer and a former award-winning Destination Imagination coach and parent-teacher association officer. She is also the co-founder of the Women's Exercise Research Center of the George Washington University and a past presenter at the American College of Sports Medicine's annual conference.



Cook



## CCPS explores advanced learning opportunities for students

Superintendent of Schools James E. Richmond met with staff from Duke University and Kaplan K-12 College Prep on Jan. 18, to discuss partnership possibilities involving the use of Telepresence technology to bring advanced learning opportunities to students. During the visit, Richmond, pictured left, discussed Charles County Public Schools new Telepresence labs with Susan Gerbeth-Jones, assistant dean of information technology at Duke University, pictured center, and Charlotte Clark, visiting professor in environmental education at Duke University, pictured right.



### On the cover

Pictured on the cover are employees from Arthur Middleton Elementary School. Pictured, from left, are: Brandi Youmans, fifth-grade teacher; Richard Andrews, science resource teacher; and Cindy Wheeler, fourth-grade teacher.

### Mid-year orientation

The Mid-year new teacher orientation is 8:30 a.m. – 2:30 p.m., Wednesday, Jan. 26, at North Point High School.

### Report cards

Report cards will be issued to elementary school students and mailed to middle and high school students on Tuesday, Feb. 1. Students in the three's program and prekindergarten also receive report cards Feb. 1.

### Airing now

Airing now is a new episode of NewsBreak 96, a bi-monthly news show produced by the communications department that highlights Charles County Public Schools students and staff. Featured this week are highlights from the January Board of Education meeting, a student team preparing for the annual Destination Imagination tournament, and the Charles County Public Schools Elementary Computer Bowl. The show airs daily on Comcast Channel 96 and Verizon FiOS Channel 12, and is also available on demand through the school system Web site. Visit [www.ccboe.com](http://www.ccboe.com) for more information.

### MetLife meetings

Representatives from MetLife will be available at the end of the month and in February to schedule individual appointments, set up new enrollment or answer questions. Advisor LaQuita Stancil will be available Monday, Jan. 31, 1 to 4 p.m., at Thomas Stone High School; and Monday, Feb. 21, 1 to 4 p.m., at La Plata High School. Advisor Victor Maldonado will be available Wednesday, Jan. 26, 1 to 4 p.m., Westlake High School; and Wednesday, Feb. 16, 1 to 3:30 p.m., at the Jesse L. Starkey Administration Building in La Plata.

## CCPS seeking Teacher of the Year nominations

Charles County Public Schools is seeking nominations for the school system's Maryland Teacher of the Year candidate. The nominated teacher must be a classroom, resource or media teacher who spends the majority of his or her time teaching and has a minimum of five years teaching experience. The selected candidate will also be named the 2011 Charles County Teacher of the Year.

There can only be one nominee per school. Nominations are due by March 31 to the office of human resources. Application information is located on the Charles County Public Schools Web site at this direct link: <http://www2.ccboe.com/TOY.cfm>.

Applications should include the candidate's educational and professional development history; professional biography; examples of community involvement; a statement on the candidate's philosophy/style of teaching; at least three letters of support from a principal, administrator, colleague, student or

former student, parent or civic leader; and statements on education issues and trends, as well as the teaching profession. For additional application information, visit the school system Web site.

There is a two-tiered process for the selection of the candidate for the Maryland Teacher of the Year. The first step is at the county level where applications are received, semi-finalists are selected and interviewed by a panel of school system staff, and one candidate is selected to represent the Teacher of the Year for Charles County. Each Maryland county and Baltimore City selects one teacher and sends their completed application to the Maryland State Department of Education (MSDE). The applications are then scored and tallied, interviews are conducted, and the Maryland Teacher of the Year is selected by MSDE.

For additional information, contact Jeanette Sudik at 301-934-7356 or [jsudik@ccboe.com](mailto:jsudik@ccboe.com).

## System implements confidential reporting processes

Charles County Public Schools recently developed confidential reporting procedures for employees to use to report suspected financial fraud, illegal activities, waste and abuse. Employees can report information by calling 301-302-8305 to leave a confidential voicemail or by e-mail to Board of Education Chairman Roberta S. Wise at [rswise@ccboe.com](mailto:rswise@ccboe.com). Information or complaints will be forwarded to the appropriate staff for investigation. Employees can also submit complaints in writing to their supervisor, the Assistant Superintendent of Human Resources, Keith Hettel, or Superintendent of Schools James E. Richmond.

The Board of Education encourages employees to report any actions which may violate the law, regulations, policies, rules or procedures. Board policy no. 4820, located on Board Docs at <http://www.boarddocs.com/mabe/ccpsmd/Board.nsf>, states that the school system cannot retaliate against any employee for filing a report in good faith.

The procedures were developed to better protect the school system's assets and financial integrity. The types of information that should be reported include theft of system property or money; misuse of system assets; conflicts of interest; or waste/abuse of system resources.

Fraudulent acts are considered to be deliberate and intentional acts to obtain unauthorized or unlawful gain of money, property or an advantage to which the recipient would normally not have. Illegal activity is any violation of laws/regulations and violations of contract provisions or grant agreements. Waste is the excessive expenditure or allocation of resources above and beyond what is needed. Abuse is behavior that is deficient or improper when compared with reasonable business practice behavior.

More information on the reporting processes is located on the staff services page of the school system Web site. Call 301-934-7224 with questions.

## Ethics regulations apply to all Charles County Public Schools employees

The Charles County Board of Education Ethics Regulations apply to all CCPS employees. Any violations of the regulations by employees may result in discipline up to and including dismissal.

Complaints alleging violations may be filed with the Board of Education's Ethics Panel, a five-member panel consisting of individuals from the Charles County community. The panel reviews complaints and issues recommendations concerning violations to the Board of Education. In addition, questions concerning the applicability of the regulations to a particular situation may be addressed to the panel, which will issue a non-binding advisory opinion concerning the matter.

Under the regulations, employees may not:

- Participate on behalf of the school system in any matter which would, to their knowledge, create a "conflict of interest," defined as a situation in which a person's impartiality or independence of judgment may be impaired, or any action which could have a direct financial impact, as distinguished from the public generally, on either:

- (1) themselves or their spouse, parent, brother, sister, or child; or
- (2) a business entity in which they have ownership; or hold an interest of at least either \$5,000 or 3 percent; or hold employment.

- Be employed by a business entity that has or is negotiating a contract of more than \$2,500 with the school system, unless:

- (1) the employment is disclosed to a direct supervisor;
- (2) the employee does not participate in any matter which could reasonably be expected to result in a conflict of interest, as defined above;
- (3) the employee reports the employment to the Ethics Panel; and
- (4) the Ethics Panel issues an advisory opinion concluding that the employment

### To submit ethics requests

To file a complaint, or to submit an advisory opinion request to the Ethics Panel, please contact:

Ethics Panel Chairman  
Charles County Public Schools  
P.O. Box 2770  
La Plata, MD 20646

For a copy of the regulations, please contact Katie O'Malley-Simpson, Director of Communications and Media Relations, at 301-934-7221.

Any questions about the Regulations may be addressed to Eric Schwartz, Staff Attorney, at 301-932-6610.

does not create a conflict of interest or the appearance of a conflict of interest.

- Hold any outside employment relationship that would impair or would appear to impair their impartiality or independence of judgment.

- Represent any party, for a contingent fee, before the school system.

- Within one year following termination of the school system service, act as a compensated representative of another in connection with any specific matter in which he or she participated substantially as an employee.

- Solicit any gift from any student, employee, or other person who is under the authority of the school system or any person or business entity who has or is negotiating a contract or doing or seeking to do business with the school system.

- Accept gifts or series of gifts of greater than \$50 in value from any student, employee, or other person who is under the authority of the school system or any person or business entity who has or is negotiating a contract or doing or seeking to do business with the school system, except that the following gifts may be accepted:

- (1) ceremonial gifts or awards which have insignificant monetary value;
- (2) meals and beverages, provided they are consumed in the presence of the donor;
- (3) reasonable expenses for food, travel, or lodging at a conference, meeting, or other event at which the recipient is speaking or presenting;
- (4) tickets or free admission to events generally provided to the individual in his or her official capacity;
- (5) gifts received from the recipient's parent, spouse, sibling, or child; and
- (6) as determined by the Ethics Panel, any other gift which was not intended to create, did not create, and did not appear to create a conflict of interest.

- Knowingly use the prestige of their offices for their own benefit or that of another.

- Knowingly use confidential information acquired in their official school system position for their own benefit or that of another.

- Knowingly fail to report any violation of the Ethics Regulations to the Board of Education of Charles County Ethics Panel.

### Ethics panel members

There are five members on the Board of Education ethics panel. The Board panel was appointed in 2010 and serves a four-year term. Members are volunteers and are appointed by the Board. The current term ends June 30, 2014.

#### Members

William F. Olmstead - Chairman  
Jessie Morris  
Anthony Rainey  
Ray Johnson  
Lorence L. Kessler



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## Board of Education Members

Roberta S. Wise, Chairman  
Maura H. Cook, Vice Chairman  
Jennifer S. Abell  
Patricia Bowie  
Michael K. Lukas  
Pamela A. Pedersen  
Donald M. Wade  
Emmanuel Bakare, Student Member

## Superintendent of Schools

James E. Richmond

## Editor/Writers

Katie O'Malley-Simpson  
Shelley Mackey  
Kara Gross

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in its programs, activities or employment practices. For inquiries, please contact Patricia Vaira, Title IX Coordinator and Section 504 Coordinator (students), or Keith Hettel, Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, Maryland 20646. 301-932-6610/870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

## Board of Education announces February 8 agenda

The Board of Education's next monthly meeting is Tuesday, Feb. 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. The meeting is also streamed live on the Charles County Public Schools Web site. Visit <http://www2.ccboe.com/boe/live/> to watch the meeting.

**Executive session** – 12 p.m.

**Call to order** – 1 p.m.

Pledge of Allegiance, La Plata High School's JROTC unit

**Superintendent's update**

**Reports of officers/boards/committees**

- Correspondence/Board Member updates
- Southern Maryland Blue Crabs presentation on advertising on school buses
- Education Association of Charles County update
- Student Board Member update
- CIP update

- Mathematics, Engineering and Science Achievement (MESA); Minority Achievement; and potential Advanced Placement (AP) teachers
- Superintendent's proposed FY 2012 budget update (tentative)
- Legislative update

## Unfinished business

## New business and future agenda items

- New business
- Future agenda items

**Recognition** – 4:30 p.m.

- Students
- Employees
- Resolutions: *Read Across Charles County; Women's History Month; and Fine and Performing Arts Month*

**Public Forum** – 6 p.m.

## Action items

- Minutes
- Personnel

## Adjournment



## Personnel

Apply for positions online at [www.ccboe.com/hur](http://www.ccboe.com/hur). Positions are open until filled unless otherwise noted. All teaching positions require a bachelor's degree and MSDE certification requirements.

## Job openings

**Web Specialist** – Jesse L. Starkey Administration Building, 12-month position. Candidates must have a bachelor's degree in communications, computer science, videography or journalism and successful completion of web design courses. One year of work experience in the production of Web sites for instructional/public relations use in communications is required. Apply by Feb. 3.

**Special Education Teacher for Inclusion and Resource** – Arthur Middleton Elementary School, 10-month position. Apply by Jan. 21.

**Special Education Teacher** – Matthew Henson Middle School, 10-month position.

**Instructional Resource Teacher, Middle School Level** – Location to be determined, 11-month position.

**Life Skills Teacher** – Piccowaxen Middle School, 10-month position.

**Science Teacher** – Mattawoman Middle School, 10-month position.

**HVAC Teacher** – Robert D. Stethem Educational Center, 10-month position.

**Family and Consumer Science Teacher** – Westlake High School, 10-month position.

**Special Education Math for Self Contained and Inclusion** – Thomas Stone High School, 10-month position.

**Speech Language Therapist** – Elementary school level, 10-month position.

**Food Service Manager** – William A. Diggs Elementary School, 10-month position. Apply by Jan. 21.

**Coordinator of Middle School Instruction** – Jesse L. Starkey Administration Building, 12-month position. Master's degree, a mini-

mum of five years successful teaching experience, and experience in leadership roles are required.

## Staff Notes

## Retirement planning session scheduled

The Charles County Retired School Personnel Association (CCRSPA) and the department of human resources are hosting a retirement planning session Thursday, Feb. 10, 2011, 5 to 8 p.m., in the Board Room at the Jesse L. Starkey Administration Building. This session is for employees who are considering retirement at the end of the fiscal year. The session will include guest speakers and forms for processing your retirement. Pizza and light refreshments will also be available. RSVPs are required as space is limited for this event. For more information or to RSVP, contact Janice Spatz at 301-934-2146 or [jspatz@comcast.net](mailto:jspatz@comcast.net).