

School News



Leveillee earns Principal of the Year title

Carol Leveillee has a treasure box, bubble gum phone and special stickers and freely hands out cool jobs to students. If that isn't enough to convince you why the Mary H. Matula principal was chosen as Charles County's Principal of the Year, her students say she keeps them safe, she is caring and she's a great sport even when she loses at basketball.



Carol Leveillee

If Carol Leveillee is not in a classroom reading a book, in the cafeteria opening a fruit can or talking to a parent, she is looking for a new way to facilitate learning for each student. Her enthusiasm, professionalism and dedication to children are the traits that earned her the *Washington Post* Distinguished Educational Leader award.

"She follows her own rules. For example, one of her rules is respect. She always respects staff and students. If students were to give her a nickname, it would be Extraordinary Leveillee," said student Amina Lee.

Leveillee is a principal, her teachers say, who leads by example and is passionate about children, education and academic success. Her success, teachers say, reflects her educational philosophy that every decision is made with children and staff in mind.

"Receiving the Principal of the Year award means the world to me. This award stands for people and people are why I do what I do each day. This is a Matula Elementary School award because of the awesome kids and staff that work here each day. The Matula community is such a great place to work. I love what I do and I am honored and

very proud of this wonderful recognition. Charles County Public Schools is like a second home to me. It's great to work in a school system where the needs of kids and staff come first," Leveillee said.

Leveillee's accomplishments at Matula over the last eight years include a sharp rise in

test scores and numerous awards including the National Promising Practice Award for two consecutive years, the Maryland Character Education award and the Positive Behavior Intervention Strategies (PBIS) Maryland Exemplar School designation for 2006.

In a nomination letter, Media Specialist Susan Farneth wrote that Leveillee is a visionary who looks at the big picture while focusing on necessary details. "She is able to see where we are going but not lose sight of the day-to-day necessities of how to get there. Problems do not stand in her way. She is a can-do woman who accepts challenges and problems as puzzles that must be solved."

"Mrs. Leveillee's passion for children is evident every day at Matula. From the first 'Good morning, have a great day' to the last 'goodbye, see you tomorrow'; the children know they are valued," wrote Special Educator Mary Beth Long.

"As deftly as a CEO of one of the Fortune 500 Companies, Carol Leveillee leads her team of outstanding teachers and supporting staff to provide a learning environment that never loses site of their customers – their students. In a very short time, Mrs. Leveillee leaves those that are hard to impress, in fact, quite impressed,"

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Dates to remember

Board members to take office

The newly elected Board of Education will be sworn into office on Dec. 18, 4 p.m., at North Point High School in the auditorium. Members taking the oath of office are: Jennifer Abell, Collins Bailey, Charles Carrington, Maura Cook, Pamela Pedersen, Donald Wade and Roberta Wise. Student Member Andrew Van Woerkom is the master of ceremonies for the event.

The public is invited to the ceremony.

It's Academic

The annual *It's Academic* competition is set for Dec. 6, 7 p.m., at the College of Southern Maryland. *It's Academic* is an academic competition that tests students' knowledge through rounds of questions. The team with the most points at the end of the competition is the winner. The Greater Waldorf Jaycees sponsor the scholarships for the competition. All six high schools are participating in the competition.

Students earn recognition

The first quarterly Charles County Public Schools student recognition is 6 p.m., Monday, Nov. 27, at North Point High School. There are 309 students who will be recognized at the ceremony.

Schools closed

Schools and offices are closed Nov. 22-24 for the Thanksgiving holiday. Schools reopen Nov. 27 at the regular times.

Interim reports

Students will receive their next interim reports on Dec. 11. The first semester ends on Jan. 19 and second quarter report cards will be issued to elementary students and mailed home to secondary students on Jan. 26.



Brewer receives award

Susan Brewer, instructional specialist for gifted education, was one of three gifted educators nationwide to receive a Professional Achievement Certificate from the National Association of Gifted Children. She is the only educator in Maryland to have earned this distinction. Brewer received the certificate after applying to work with a nationally known expert to research a gifted themed proposal she developed.

Brewer worked with mentor Dr. Nancy Hertzog, Ph.D., from the University of Illinois at Champaign/Urbana, to complete her research project titled "Recognizing and Nurturing Gifted Potential in Underrepresented Primary Students."

Legislative breakfast

The Charles County Board of Education is hosting a legislative breakfast on Nov. 27, 7:30 a.m., at the Jesse L. Starkey Administration Building. The meeting is to discuss the upcoming legislative session and issues with the Charles County Commissioners and the Southern Maryland Legislative delegation.

Cover photos

Pictured on the cover are employees honored on Nov. 14 by the Board of Education. From left are Jamie Stephenson, special education life skills teacher, T.C. Martin Elementary School; Alice Bailer, resource teacher; North Point High School; David Bradshaw, physical education resource teacher, Maurice J. McDonough High School; and Mary Seremet, gifted education resource teacher, Milton M. Somers Middle School.

Board agenda - December 5, 2006

The Board of Education has released its tentative agenda for Dec. 12. The public portion of the meeting begins at 1 p.m. in the board room at the Jesse L. Starkey Administration Building in La Plata.

Executive session - 12 p.m.

Call to order - 1 p.m.

Pledge of Allegiance

Public Forum

Approval of minutes

Reports of officers/boards/committees

- Correspondence/Board Member updates

- Education Association of Charles County update

- Student Board Member update: Andrew Van Woerkom

- Superintendent's report to the Board

- Information item: CIP update

- Information item: JROTC update

- Information item: Budget update

Action items

- Personnel

- School naming

Unfinished business

New business and future agenda items

- New business

- Future agenda items

Board farewell reception - 3 p.m.

Recognition - 4:30 p.m.

- Students

- Employees

- Resolution

--*Washington Post* Distinguished

Educational Leader

Adjournment

New Board Member Orientation - 6 p.m.

Principal

From Page 1

wrote parent Bill Waugh.

Leveillee started her career in Charles County in 1989 as a teacher at Mt. Hope/Nanjemoy Elementary School. She became an instructional specialist in 1994 and in 1995 was named as a vice principal at Eva Turner Elementary School. She served as a vice principal at Dr. James Craik and Matula elementary schools before being named as Matula's principal in 1999. Leveillee has also served as a camp director for Community Services and as a consultant on task writing and test administration for the Maryland State Department of Education. She received her Bachelor of Science degree in elementary education and special education from Frostburg State College and her master of education degree in administration and supervision from the University of Maryland, College Park.

Leveillee has earned consistent honors for her work. She is the recipient of the Hoopengardner Award, Elementary Education Award and Maryland Congress of Parents and Teachers Award. She has served as a liaison for the University of Maryland and the Charles County Board of Education, an official reviewer for Science for Americans, a science fair coordinator and a testing coordinator team leader. She is a community volunteer and has served on a number of school system committees including the

safety committee, redistricting committee, as chairperson of the Leadership Committee and as the principal representative for the elementary instructional team.

"Carol Leveillee is an outstanding principal who continues to lead Matula Elementary School on a path to excellence. Under Mrs. Leveillee's leadership, Matula has become a model for character education as well as academic success. She has a commitment to excellence, which is evident not only in the outstanding performance of her students but the professional success of her staff. Her efforts have resulted in Matula being honored numerous times for its innovation in technology use and character education. The comments by staff, parents and students in her nomination packet are a moving tribute to her leadership and personal character," said Superintendent James E. Richmond.

The *Washington Post* each year honors outstanding principals throughout the metropolitan area through its educational foundation. A committee reviews nominations throughout the school system and one principal is chosen to represent Charles County in the program as its Principal of the Year. On Nov. 20, the *Washington Post* Education Foundation honored Leveillee during a ceremony and reception for the recipients of the Distinguished Educational Leadership Awards.



Winter weather can affect school schedule

Who reports and when and if schools are closed?

If weather conditions pose a potential hazard, school officials may dismiss early, delay opening schools or close schools for the day. If no announcements are made, schools open at regularly scheduled hours and all employees are expected to arrive at work on time.

If schools are closed for students and no other code announcement is made, the school system offices are open for a full day of business for employees. The chart below explains the entire code system for employees.

Delayed openings and early dismissals

A delayed opening applies only to schools. All administrative office personnel report at their normal starting time unless a code accompanies the delay notification (see chart). All non-teaching personnel are expected to work for the full business day unless an announcement is made. If an employee is unable to arrive on time or needs to leave early, he or she must contact his or her immediate supervisor and submit a leave slip.

If conditions require the closing or delayed opening of schools, decisions are usually made by 5 a.m. If possible, decisions are made the preceding evening. If it is necessary to close schools during the day, local radio and television stations are notified and asked to make announcements, usually by 10:30 a.m.

How to stay updated

Employees should call the 24-hour information line at 301-934-7410 or 301-932-6656, or their voicemail to determine

whether they must report to work. Employee information is also provided to radio and television stations listed on page 10 of the Parent Handbook/Calendar; however the stations do not always run the employee codes.

Employees and parents of Charles County Public Schools students can also be notified by e-mail of early dismissals, delays or closings. Those interested can log on to schools.out.com and register to receive automatic e-mails at any web address whenever a change to the regular school schedule occurs. Parents and students can also log on to the site at any time to check the latest status for all schools.

Emergency closings affect the school calendar

Four emergency closing days are built into the calendar. If not used, they will be deducted from the June closing date.

The deletion of school days if there is a mild winter will occur in the following order: June 14, 13, 12 and 11. In the event that numerous harsh weather conditions or other events require the use of more than four days, the addition of school days will occur in the following order: April 13, 12, 11 and 10.

How decisions are made

The school system transportation department monitors road conditions and weather reports; school employees regularly contact the state and county roads departments, Charles County Sheriff's Office, Maryland State Police and the National Weather Service for assessments of roads and weather.

Codes	Who reports to work	When	Exceptions
No code given/ Schools closed	10.5-, 11- and 12-month personnel	On time	
Code 1	10.5-, 11- and 12-month personnel	1 hour late	Emergency personnel report on time*
Code 2	10.5-, 11- and 12-month personnel	2 hours late	Emergency personnel report on time*
Code Red	Emergency personnel	On time	
Note: Teachers and instructional assistants follow the student schedule.			

*If emergency personnel are unable to report to work on time, they must submit a leave slip. Emergency personnel include assistant building service managers, all maintenance staff, building service managers, building service workers, security personnel, coordinating supervisor of maintenance and operations, supervisor of operations, transportation supervisory personnel and the supervisor of maintenance.

**10.5-, 11- and 12-month employees are expected to fulfill their contract days at the discretion of their supervisor. If they do not report to work, they must submit a leave slip.

Personnel

Apply for positions at www.ccboe.com/hur, or in writing to the personnel office. All positions are open until filled unless otherwise noted.

Job openings

Program Analyst/Project Manager — Jesse Starkey Administration Building; 12-month position; four-year college degree in business, contractual planning or technical school program in construction or related field required.

Secretary — Nanjemoy Creek Environmental Center; 10-month, temporary position; part-time, 10 hours per week.

Instructional Assistant — Milton Somers Middle School; 10-month position.

Senior Project Manager — Jesse Starkey Administration Building; 12-month position.

Instructional Assistant, Title I — Barnhart Elementary; 10-month position; Associate degree or passing score on Para pro test required. Deadline to apply is Nov. 27.

Special Education Instructional Assistant — North Point High School; 10-month position. Apply by Nov. 27.

Instructional Assistant, Adult Education — Lifelong Learning Center; part-time, 20-hour position. Apply by Nov. 27.

Student Data Accounting Clerk — North Point High School; 11-month position. Apply by Nov. 27.

Adult Education Teacher — Lifelong

Learning Center; part-time, six-hour position. Bachelor's degree required. Apply by Nov. 28.

Special Education Instructional Assistant — Life skills class; Gale-Bailey Elementary School; 10-month position. Apply by Nov. 29.

Building Service Worker — Thomas L. Higdon Elementary School; 12-month position. Apply by Nov. 29.

Mathematics Teachers — Ten-month positions available at the Robert Dean Stethem Educational Center, Thomas Stone and La Plata high schools, Mattawoman and Piccowaxen middle schools.

English Teachers — Ten-month positions available at the Robert D. Stethem Educational Center and Thomas Stone High School.

Occupational Therapists — Positions are 10- or 11-months; available at all school levels.

Family and Consumer Science Teacher — John Hanson Middle School; 10-month position.

Power Reading Teachers — Positions available at General Smallwood Middle School and Dr. Gustavus Brown Elementary School; 10-month positions.

NJROTC Instructor — Westlake High School; 11-month position.

Kindergarten Teacher — Indian Head Elementary School; 10-month position.

Pre-kindergarten Teacher — Indian Head Elementary School; 10-month position.

Teacher — Three-year old program; C. Paul Barnhart Elementary School; 10-month position.

Speech Language Pathologists — Openings at all elementary schools.

Reading Resource Teacher — James Craik Elementary School; 10-month position.

Reading Recovery Teacher — Dr. Samuel A. Mudd Elementary School; 10-month position.

Gifted Education Resource Teachers — All elementary schools; 10-month positions.

Business Teacher — La Plata High School; 10-month position.

Title I Instructional Technology Teachers — Openings at all Title I schools; 10-month positions.

Art Teacher — Maurice J. McDonough High School; 10-month position.

Physical Education and Health Teacher — Maurice J. McDonough High School; 10-month position.

Extra pay position

Thomas Stone High School has the following opening:

- Outdoor Track and Field Coach

Call Principal L.C. Martin, 301-645-2601, to apply.

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301-932-6610
301-934-7220
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Charles County Public Schools
Post Office Box 2770
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