

School News



Pictured above ...

Pictured at the top of the page are employees honored by the Board of Education at its November and December meetings. Pictured, from left, are: John Hughes, social studies teacher, Henry E. Lackey High School; Pamela Jenkins, school counselor, Malcolm Elementary School; and Shannon Morris, social studies teacher, Benjamin Stoddert Middle School.

Winter break schedule

Winter break for students and teachers begins Thursday, Dec. 23. There is a two-hour early dismissal Dec. 22. Students and teachers return to school on Monday, Jan. 3. Administrative offices will operate from 7:30 a.m. to 3:30 p.m. during winter break and are closed Dec. 23-27, and Dec. 31.

Board to meet Jan. 11

The next Board of Education meeting is Tuesday, Jan. 11. The meeting begins at 1 p.m., and staff and student recognition starts at 4:30 p.m.

Airing this weekend

Airing this week is a new episode of NewsBreak 96, a show produced by the communications department. This episode features highlights from the Joint Services Military Ball and *It's Academic*, and footage from the Maurice J. McDonough High School Rams varsity football team state championship win. The show airs on Comcast Channel 96 and Verizon FiOS Channel 12, and is also available on demand on the school system Web site at <http://www2.ccboe.com/publicinfo/channel96/vod/>.

Two-hour early dismissal

The next two-hour early dismissal is Wednesday, Jan. 12.

Happy Holidays from Superintendent James E. Richmond

To all CCPS employees:

As 2010 comes to an end, I want to thank each of you for your dedication to the school system and the children of Charles County. Under your guidance and leadership, our students are accomplishing great academic and personal successes. The school system met Adequate Yearly Progress (AYP), all graduating seniors in the Class of 2010 met the Maryland High School Assessments (HSA) graduation requirement and we have had many staff and students earn state and national awards that showcase the excellence of our school system. The state has also recognized several of our schools for being exceptionally clean and well maintained.

These are just some of the many accomplishments of our students and staff, and are signs of hard work and dedication

you contribute each day. The teamwork that occurs in our schools, centers and buildings to benefit children is admirable.

Enjoy your winter break and happy holidays to you and your families. Enjoy the time with your family and friends and have a safe, relaxing break. Thank you again for all you do each day for Charles County Public Schools. I look forward to 2011 and working with each of you to ensure our school system remains successful and our students have the best educational opportunities available.

With my very best wishes,

James E. Richmond
Superintendent of Schools

Genifer students promote the spirit of giving

The Just Say No Club at Daniel of St. Thomas Jenifer Elementary School has had a busy month, all in the name of giving. The 50-member club coordinated a giving effort to benefit families in the Charles County community. Students constructed a giving tree that was displayed in the school's cafeteria. Students were asked to bring in items for donation, including gloves, hats, scarves and other cold-weather accessories, and to place them on the tree. The students also handed out flyers to the Jenifer community to promote the drive.

Jenifer fifth graders Corbell Battle and Jordan Davis, pictured back row right, helped to lead the event and construct the tree. The Just Say No Club is also open to fourth grade students, who helped promote the event. Also pictured to the right are fourth graders Evan McNeil and Anna Jones, who helped create the giving tree and collect donated items.



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Important end-of-year announcements

W-2 forms available by Jan. 28

W-2 forms will be released to all employees by Friday, Jan. 28. If you lose your forms, you must submit a completed replacement form and submit it to the payroll department. The form is available on the forms database, located on the staff services page of the school system Web site.

AFLAC flexible benefit plans

Aflac flexible benefit plans are effective Jan. 1 to Dec. 31. New deductions for 2011 begin with the Jan. 7 paycheck.

2011 tax information

The maximum taxable wage base earnings for Social Security for 2011 is \$106,800. This means that at a tax rate of 6.2 percent, the maximum amount of Social Security tax that can be withheld from employees is \$6,621.20. This is the same rate used in 2010.

Payroll is going green

Payroll is eliminating pay stub vouchers for all employees who have direct deposit. The last paper pay stub will be administered with the Dec. 23 paycheck. The information is available on the employee portal, and employees can also print copies of their pay stubs from the portal. Staff members may opt out of this service. To access pay stub vouchers on the portal, users can select

the payroll tab and look for the specific pay date to print a voucher.

Staff members who do not want to use the portal to access pay stub vouchers can request a paper copy through human resources; however, employees need to access the request form which is located on the portal under the employer forms section. Requests to obtain paper copy for the Jan. 7 paycheck must be submitted by Dec. 31. Call 301-934-7347 with questions.

Group-Term Life Insurance deduction

Employees enrolled in the Group-Term Life Insurance plan may see an earnings and deduction adjustment on the Dec. 23 paycheck. Under federal law, the cost of group-term life insurance coverage in excess of \$50,000 must be included as income, and is subject to Social Security and Medicare taxes.

Verify pay/address information

Verify that the name on your pay statement is correct and matches your Social Security card, and verify that your address is correct. To update your name and/or address, submit a change of status request form to human resources. The form is available on the employee web portal located on the staff services page of the Charles County Public Schools Web site.



Personnel

Apply for positions online at www.cchoe.com/hur. Positions are open until filled unless otherwise noted. All teaching positions require a bachelor's degree and MSDE certification requirements.

Job openings

Switchboard Operator – Jesse L. Starkey Administration Building, 12-month position. Apply by Dec. 27.

Special Education Instructional Assistant, Life Skills Program – General Smallwood Middle School, 10-month position. Apply by Dec. 24.

School Secretary – Theodore G. Davis Middle School, 10.5-month position. Apply by Dec. 28.

Literacy Instructional Assistant – Mattawoman Middle School, 10-month position. Apply by Jan. 3.

Secretary in Instruction – Jesse L. Starkey Administration Building, 12-month position. Apply by Jan. 3.

Special Education Teacher for Inclusion and Resource – Arthur Middleton Elementary School, 10-month position.

Mathematics Teacher – Thomas Stone High School, 10-month position.

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

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

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

Biology Teachers – Openings at La Plata High School and for future high school openings, 10-month positions.

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

Staff notes

Employee portal

Charles County Public Schools launched a new employee web portal this year. The portal allows employees to create an account to access payroll and benefits information. Payroll information and leave balances are available for view a week prior to the actual pay date. Through the portal, employees can also access employer forms, education and teaching certificates, and benefits details.

All employees will need to set up an account in order to access the portal. Users can follow these steps to create an account: access the portal on the staff services page of the CCPS Web site; select create an account; enter the required information, including your first and last name used for payroll purposes, your employee identification number and last four digits of your Social Security number; and create an account password and include a valid e-mail address. Call 301-934-7488 or e-mail EP@cchoe.com with questions.