

*Where success is measured  
one student at a time*



Charles County Public Schools

# School News

## Important Dates Coming Soon

### Thanksgiving break

Schools and offices are closed Nov. 21-23 for the Thanksgiving holiday.

### Two-hour early dismissal

The next two-hour early dismissal for students is Wednesday, Dec. 5.

### Music all around

Student musicians in the all-county band and orchestra groups are presenting their fall concerts after Thanksgiving. The orchestra concert is 7 p.m., Nov. 27, at Henry E. Lackey High School and the band concert is 7 p.m., Nov. 28, at La Plata High School.

### It's Academic competition

The annual Charles County *It's Academic* competition will be 7 p.m., Wednesday, Dec. 5, at Henry E. Lackey High School.

### CCASC meeting

The Charles County Association of Student Councils (CCASC) meeting is Friday, Dec. 7, at Thomas Stone High School. The high school portion is at 9 a.m. and the middle school meeting is at 11 a.m.

### Interims issued

Interims will be issued to students on Monday, Dec. 10.

### Airing this week

Airing this week on Comcast 96 and Verizon FiOS Channel 12 is a new episode of Newsbreak 96, produced by the communications department. This episode features the annual Mt. Hope/Nanjemoy Elementary School senior citizens holiday dinner and highlights events coordinated by schools to celebrate American Freedom Week. Visit the school system website at <http://www2.ccboe.com/publicinfo/channel96/> for programming schedules and show times.



## A community feast

Mt. Hope/Nanjemoy Elementary School held its annual Thanksgiving Holiday dinner for the Nanjemoy community on Friday, Nov. 9. Community volunteers, staff and students helped prepare food for more than 200 attendees, including school system staff and members of the Charles County Board of Education. Mt. Hope/Nanjemoy students opened the event with performances and skits, and select fifth graders helped serve guests. Members of the Eta Omicron Sigma Chapter of Sigma Gamma Rho Sorority Inc., including Tonya Scott, pictured left, and Robin Walthour, second from left, helped students serve food at the event, including fifth grader Mekhi Banister, pictured right.

## Special education teachers top list of new hires

Charles County Public Schools hired fewer teachers this year than it has in more than a decade, according to a report by the Division of Human Resources. There were 141 new teacher hires in 2012, down from 151 in 2011. New teachers filled 53 secondary positions, 20 elementary openings, 21 related arts positions and 39 special education and related service provider spots. Hires also included six school counselors and two instructional resource staff.

While hiring has decreased, the number of new minority teachers increased by 4 percent. Most of the new teachers, 74 percent, are female and 26 percent are male. White females continue to compose the majority

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### New teacher hires

Elementary Teachers	20
Secondary Teachers	53
Related Arts Teachers	21
Special Education Teachers (and related service providers)	39
School Counselors	6
Instructional Resource Staff	2
<b>Total New Hires</b>	<b>141</b>



**On the cover**

Pictured on the cover are employees from Mary H. Matula Elementary School. Pictured, from left, are Kaitlin Rockey, first-grade teacher; Sandra Fykes, school counselor; and Barbara Fitch, food service manager.

**Military Ball**

The Joint Military Ball is 6 p.m., Friday, Dec. 7, at North Point High School.

**Flu clinics**

The Charles County Health Department is offering free flu clinics this month for Charles County Public Schools students and their families. The following is a schedule of dates, times and locations:

- Nov. 27 – Piccowaxen Middle School from 3 to 7 p.m.; and
- Nov. 29 – La Plata High School from 3 to 7 p.m.

Children under the age of 18 must be accompanied by an adult. Call the Health Department at 301-609-6900 with any questions.

**Lackey changes play dates**

Henry E. Lackey High School rescheduled it's annual fall play to Nov. 30, and Dec. 1-2. Students are presenting "The Crucible," on Nov. 30 and Dec. 1 at 7 p.m., and Dec. 2 at 2 p.m. "The Crucible," written by Arthur Miller, is about the Salem witch trials that took place in the Province of Massachusetts Bay during 1692 and 1693. Ticket prices are \$8 for adults, \$7 for students, senior citizens and military members, and \$6 for thespians.

School system employees can receive two tickets by providing their staff identification badge. Call 301-743-5431 for more information.

**Board to meet Dec. 11**

The Board of Education's next monthly meeting is Tuesday, Dec. 11, 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. All televised Board meetings are also streamed live at [http:// www2.ccboe.com/boe/live/](http://www2.ccboe.com/boe/live/).

**In Memoriam  
Sonia Hubb**

Sonia Hubb, an instructional specialist at the Jesse L. Starkey Administration Building, passed away suddenly on Nov. 18, 2012.

Ms. Hubb began her career with Charles County Public Schools as a special education teacher at Mt. Hope/Nanjemoy Elementary School in 1999. She worked at Mt. Hope/Nanjemoy for more than 10 years before accepting a position as an inclusion resource teacher at the Starkey Building. She was named as an instructional specialist earlier this school year.

Ms. Hubb also served as a long-term kindergarten substitute in 1998 at Eva

Turner Elementary School before accepting a permanent position at Mt. Hope/Nanjemoy. Before she started her career with the school system, Ms. Hubb worked as a legal assistant for the Merit Systems Protection Board in Washington, D.C.

Ms. Hubb earned her Master of Science in education and curriculum and instruction from McDaniel College in 2003, and her Bachelor's Degree in sociology and criminal justice from Hampton University.

Ms. Hubb lived in Waldorf and is survived by a son and two daughters. Service arrangements were not available at the time of print.



**Sonia Hubb**

**Recruitment**

*continued from page 1*

of hires at 51.1 percent, followed by white males at 22.7 percent, black females at 18.4 percent, Asian females at 2.1 percent, Hispanic females at 2.1 percent, black males at 1.4 percent and Asian, Hispanic males and Native American females all at .7 percent. Sean McDonald, personnel specialist, said Charles County mirrors the state in the disparity between the race of the majority of teachers and the race of the majority of students.

McDonald said the increases in minority hiring are a result of efforts like a minority hiring committee formed to review recruiting practices and to find new ways to attract African-American candidates. He said one of the most effective things human resources has done is to look at historically black colleges and begin recruiting students while they are still taking their education classes. "That way candidates know about Charles County before they graduate and they have a personal touch or feel that might make them keep us in mind at job fairs," McDonald said.

Most of this year's new teachers, 57 percent, are from Maryland, an increase of 11 percent. A high percentage of new teachers continue to move to Charles County from

Pennsylvania and New York. Seventeen of the new teachers are graduates of a Charles County public high school.

Most of this year's new teachers join the school system from college, with no experience and 15 have between one and five years of experience. There were 83 new teachers with bachelor's degrees, 57 with a master's and one with a PhD.

Charles County's critical hiring areas continue to be special education, math, English, science and foreign languages. There were 16 math, 12 English, 11 science and seven foreign language teachers among the new hires. There were 17 new hires from other Maryland school systems, with the highest number, 12, coming from Prince George's County.

Human resources staff decreased the number of job fairs it attends, but increased the number of candidates they speak with or interview. Staff participated in 36 university and regional teacher job fairs in 12 states as well as one virtual job fair offered by the National Minority Careers in Education Expo. McDonald said recruiters talked to 1,723 candidates and conducted 761 screening interviews.

## How to be prepared when inclement weather affects the school schedule

### Who reports to work and at what time when schools close?

If weather conditions pose a potential hazard, Charles County Public Schools (CCPS) officials may dismiss early, delay the opening of schools or close schools for the day. If no announcement is made, schools and offices open at regularly scheduled hours and all employees are expected to arrive at work on time. The chart below explains the code system for employees. Please note: teachers and instructional assistants follow the student schedule and do not follow inclement weather employee codes, unless it is a staff development day when schools are closed for students but open for staff. If school remains open, no announcements are made.

### 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 the chart for a complete code explanation. All non-teaching personnel are expected to work for the full business day unless a code 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.

### How to stay updated

Employees should call the 24-hour information line, 301-934-7410 or 301-932-6656, to determine whether they must report to work. Employees may also check their voicemail and e-mail. An announcement is placed on every employee's voicemail extension, and an e-mail is sent out by communications department staff. 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 employee codes. Updates are also posted on the home page of the school system website, and as a status update on Twitter.

### E-mail and text message notification available

Employees and parents of CCPS students can be notified by e-mail and text message when inclement weather or other events cause unscheduled delays, early dismissals or closings. Those interested can sign up for the Charles County Citizens Notification Service (CNS). Visit [www.charlescountycns.com](http://www.charlescountycns.com) to sign up and select Charles County Public Schools, then School Closings/Delays. Subscribers can also sign up to receive breaking news from Charles County Public Schools by selecting the Breaking News tab. E-mail notification is free; standard text message rates by your cell phone carrier apply. Parents and staff can also sign up for the CCPS press release subscriber list to receive additional e-mail notification. Visit [www.ccooe.com/pr](http://www.ccooe.com/pr) to subscribe to the service. Weather alerts are posted under the press releases section within minutes of a decision being made.

### How decisions are made

The school system's transportation department monitors road conditions and weather reports; school employees regularly contact the state and county roads department, Charles County Sheriff's Office, Maryland State Police and the National Weather Service for assessments of roads and weather. Every effort is made to make the decision to close or delay the opening of schools by 5 a.m. and, when possible, earlier. Once that decision is made, school officials place the information on the 24-hour information line, the CCPS website, as well as notify the Washington D.C. metropolitan area radio and television stations. If it is necessary to close schools during the day, local radio and television stations are notified and asked to make the announcements, usually by 10:30 a.m.. The announcement is also placed on the CCPS website, 24-hour information line, Comcast Channel 96/Verizon FiOS Channel 12 and through the CNS system.

## When the weather outside is frightful, what codes do employees find delightful?

Codes	Who reports	When	Exceptions
Code 1	All personnel report**	1 hour late	Emergency personnel on time*
Code 2	All personnel report**	2 hours late	Emergency personnel on time*
Code Red	Emergency personnel only	On time	
Code Blue	System is shutdown; no staff report	All buildings are closed	
No code/schools closed	10.5, 11- and 12-month personnel**	On time	

\*\*Please note: Teachers and instructional assistants follow the student schedule and do not follow the code system, with the exception of days when schools are closed for students only and teachers are scheduled to report to work (i.e., staff development dates).

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

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

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## Nominate an outstanding teacher for recognition

Charles County Public Schools (CCPS) is accepting nominations for the *Washington Post's* 2013 Agnes Meyer Outstanding Teacher Award. The annual award honors exemplary teachers who demonstrate excellence in teaching and outstanding leadership, encourage creative and quality instruction, and contribute in a substantive way to the improvement of education.

Nominees must be full-time teachers in grades prekindergarten through 12 and have a minimum of five years teaching experience. Three of those years must have been with Charles County Public Schools. Teachers, students, former students, administrators or community members may submit nominations. Teachers may not nominate themselves. Nominees must also maintain their teaching position throughout the 2013-14 school year.

Nomination materials must include a minimum of four statements of support, one of which must be from a professional educator; a career summary; a description of contributions in each of the nomination criteria categories, and two color photographs submitted both on a disc and printed out, and must include a headshot of the nominee and a photo of the nominee in the classroom.

Nominees must be teachers who:

- instill a desire in students to learn and achieve;
- understand the individual needs of students,

encourage their talents and foster their self-esteem;

- demonstrate a thorough knowledge of subject matter and the ability to share it effectively with students;

- foster cooperative relationships with their colleagues and the community;
- demonstrate outstanding leadership; and
- maintain their teaching position throughout the 2013-14 school year.

Charles County's Agnes Meyer Outstanding Teacher Award recipient will be one of 21 recognized by the *Post* from the District of Columbia, Maryland and Virginia.

Nominations packets are due Friday, Jan. 11. Materials should be sent to Jeanette Sudik, Division of Human Resources, Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, Md., 20646. Nominations must include the cover page, as well as all required materials listed on the cover page, which is linked to the CCPS website at <http://www2.ccboe.com/PDF/recognition/agnesmeyer.pdf>.

Award recipients will be recognized and awarded \$3,000 at a ceremony in May.

The *Post* established the Agnes Meyer Outstanding Teacher Awards in honor of Agnes Meyer, a supporter of public education who was the wife of Eugene Meyer, who purchased the *Post* in 1933.



## Personnel

**Job Openings**

**Contract Administrator** – Jesse L. Starkey Administration Building, 12-month position. CPPO, CPPB or CACM certification and five years experience as a contract administrator or senior buyer required. Apply by Nov. 23.

**Food Service Manager** – Location to be determined, 12-month position. Apply by Nov. 29.

**Library Media Specialist** – Jesse L. Starkey Administration Building, 12-month position. Master's degree in library science and five years experience required. Three years of school based/central office leadership experience preferred. Apply by Nov. 30.

**Media Specialist** – J.P. Ryon Elementary School, 10-month position.

**Computer Applications Teacher** – General Smallwood Middle School, 10-month position.

**Physics Teacher** – Westlake High School, 10-month position.

**Technology Education Teacher** – Maurice J. McDonough High School, 10-month position.

**Math Teacher** – Location to be determined, 10-month position.

**School Counselor** – Robert D. Stethem Educational Center, part-time position.

**Staff Notes**

**Employee portal**

Charles County Public Schools features an employee web portal for employees to access payroll and benefits information electronically. Employees can create an account to access payroll information, leave balances, employer forms, education and teaching certificates, and benefits details. Paychecks are available for view a week prior to the actual pay date. Users can follow these steps to create an account: access the portal on the staff services page of the CCPS website; 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@ccboe.com](mailto:EP@ccboe.com) with questions.

**Staff assistance program**

Charles County Public Schools offers employees the Employee Assistance Program (EAP). The program provides confidential, professional counseling services for employees with personal problems that are affecting their abilities to function effectively at work or at home. The program is available to staff members who work 20 or more hours per week and to their immediate family members. Call 866-443-3277 to make an appointment or for more information. A link about EAP can be found on the staff services page of the school system website at [www.ccboe.com/staffservices.cfm](http://www.ccboe.com/staffservices.cfm).