

# HUMAN RESOURCES NEWSLETTER

A PUBLICATION FOR CCPS EMPLOYEES



December 2017

## National Board Certifications

When a teacher becomes National Board certified, it's a statement that they teach to the highest standards in the field. Renewing their National Board certification allows them to demonstrate their professional knowledge and reinforce their dedication to their students and their career. We would like to recognize our Nationally Board certified teachers that recently renewed their certificates:

- Amy Airing – Mathematics, West Middle
- Rachel Anglemyer – Grade 3, Sandymount Elementary
- Tammy Chisholm – Special Education, North Carroll Middle
- Marian Davis – English, West Middle
- Laura Fondi – Biology, Century High
- Dott Johnson – Mathematics, Westminster High
- Matthew Joseph – Mathematics, South Carroll High
- Denise Porter – Kindergarten, Manchester Elementary
- Beth Prestianni – School Counselor, Oklahoma Road Middle
- Kimberly Sauers – Reading Specialist, Manchester Elementary
- Susan Schultz – Reading Specialist, Cranberry Station Elementary
- Kirstie Troutman – Academic Facilitator, Manchester Valley High
- Sarah Warner – Grade 2, Freedom Elementary

And our recent new hire that came to us with the certification:

- Joy Bell—Reading Specialist, Hampstead Elementary



### ***A Change In Risk Manager!***

Ms. Wendy Garver, Risk Manager, has been managing risks and insurance for Carroll County Public Schools for 40 years. A heartfelt thank you to Wendy for her years of service to the students and staff of Carroll County Public Schools. We wish Wendy the best in her retirement at the end of December!

Ms. Terricka Hairston will be the new Risk Manager for Carroll County Public Schools who comes to us from the Maryland Department of Transportation/State Highway Administration with 12 years of risk management experience. Welcome Terricka to Carroll County Public Schools!

### **Online Tuition Reimbursement is Coming!**

Effective January 1, 2018, all course pre-approvals, cohort pre-approvals, and tuition reimbursement submissions should be completed through the online Tuition Reimbursement application accessible to employees through the Human Resources Center via the Web Portal. This new system will provide employees with a more detailed breakdown of the available tuition reimbursement funds for the current fiscal year. E-Transcripts should still be emailed to the following email address: [tuitionreimbursement@carrollk12.org](mailto:tuitionreimbursement@carrollk12.org). Additional information regarding the new system will be emailed to all employees.

### **In This Issue**

- National Board Certifications
- A Change in Risk Manager
- Online Tuition Reimbursement
- Winter Driving Tips
- 2018 Certificate Renewals
- Pre-Retirement Seminar
- CCPS Business Offers

## Contact Us

Chantress Baptist  
Director of Human Resources  
[cjbapti@carrollk12.org](mailto:cjbapti@carrollk12.org)  
(410) 751-3078

Mary Mussaw  
Human Resources Supervisor  
[mpmussa@carrollk12.org](mailto:mpmussa@carrollk12.org)  
(410) 751-3331

Stephanie Rauen  
Employee Benefits & Insurance  
Administrator  
[sbrauen@carrollk12.org](mailto:sbrauen@carrollk12.org)  
(410) 751-3074

Kelly Keith  
Human Resources Specialist  
[kmkeith@carrollk12.org](mailto:kmkeith@carrollk12.org)  
(410) 751-3333

Jocelyn Quinn-York  
Human Resources Specialist  
[jpquinn@carrollk12.org](mailto:jpquinn@carrollk12.org)  
(410) 751-3077

Julie Nguyen  
Human Resources Generalist  
[jnguye@carrollk12.org](mailto:jnguye@carrollk12.org)  
(410) 751-3076

Wendy Garver  
Risk Manager  
[jwgarve@carrollk12.org](mailto:jwgarve@carrollk12.org)  
(410) 751-3035

Sharon Adams  
Human Resources Associate  
[sladams@carrollk12.org](mailto:sladams@carrollk12.org)  
(410) 751-3071

Sue Cornett  
Human Resources Associate  
[sccorne@carrollk12.org](mailto:sccorne@carrollk12.org)  
(410) 751-3132

Wendy Clise  
Human Resources Associate  
[waclise@carrollk12.org](mailto:waclise@carrollk12.org)  
(410) 751-3176

Trish Rose  
Director's Secretary  
[perose@carrollk12.org](mailto:perose@carrollk12.org)  
(410) 751-3048

Colleen Young  
Human Resources Secretary  
[clyoung@carrollk12.org](mailto:clyoung@carrollk12.org)  
(410) 751-3070

Brenda Six  
Human Resources Receptionist  
[bsix@carrollk12.org](mailto:bsix@carrollk12.org)  
(410) 751-3000

## Winter Driving Tips

- Avoid driving while you're fatigued. Getting the proper amount of rest before taking on winter weather tasks reduces driving risks.
- Never warm up a vehicle in an enclosed area, such as a garage.
- Make certain your tires are properly inflated.
- Never mix radial tires with other tire types.
- Keep your gas tank at least half full to avoid gas line freeze-up.
- If possible, avoid using your parking brake in cold, rainy and snowy weather.
- Do not use cruise control when driving on any slippery surface (wet, ice, sand).
- Always look and steer where you want to go.
- Use your seat belt every time you get into your vehicle.

### Tips for long-distance winter trips:

- Watch weather reports prior to a long-distance drive or before driving in isolated areas. Delay trips when especially bad weather is expected. If you must leave, let others know your route, destination and estimated time of arrival.
- Always make sure your vehicle is in peak operating condition by having it inspected by a AAA Approved Auto Repair facility.
- Keep at least half a tank of gasoline in your vehicle at all times.
- Pack a cellular telephone with your local AAA's telephone number, plus blankets, gloves, hats, food, water and any needed medication in your vehicle.
- If you become snow-bound, stay with your vehicle. It provides temporary shelter and makes it easier for rescuers to locate you. Don't try to walk in a severe storm. It's easy to lose sight of your vehicle in blowing snow and become lost.
- Don't over exert yourself if you try to push or dig your vehicle out of the snow.
- Tie a brightly colored cloth to the antenna or place a cloth at the top of a rolled up window to signal distress. At night, keep the dome light on if possible. It only uses a small amount of electricity and will make it easier for rescuers to find you.
- Make sure the exhaust pipe isn't clogged with snow, ice or mud. A blocked exhaust could cause deadly carbon monoxide gas to leak into the passenger compartment with the engine running.
- Use whatever is available to insulate your body from the cold. This could include floor mats, newspapers or paper maps.
- If possible run the engine and heater just long enough to remove the chill and to conserve gasoline.

### Tips for driving in the snow:

- Accelerate and decelerate slowly. Applying the gas slowly to accelerate is the best method for regaining traction and avoiding skids. Don't try to get moving in a hurry. And take time to slow down for a stoplight. Remember: It takes longer to slow down on icy roads.
- Drive slowly. Everything takes longer on snow-covered roads. Accelerating, stopping, turning – nothing happens as quickly as on dry pavement. Give yourself time to maneuver by driving slowly.
- The normal dry pavement following distance of three to four seconds should be increased to eight to ten seconds. This increased margin of safety will provide the longer distance needed if you have to stop.
- Know your brakes. Whether you have antilock brakes or not, the best way to stop is threshold breaking. Keep the heel of your foot on the floor and use the ball of your foot to apply firm, steady pressure on the brake pedal.
- Don't stop if you can avoid it. There's a big difference in the amount of inertia it takes to start moving from a full stop versus how much it takes to get moving while still rolling. If you can slow down enough to keep rolling until a traffic light changes, do it.
- Don't power up hills. Applying extra gas on snow-covered roads just starts your wheels spinning. Try to get a little inertia going before you reach the hill and let that inertia carry you to the top. As you reach the crest of the hill, reduce your speed and proceed down hill as slowly as possible.
- Don't stop going up a hill. There's nothing worse than trying to get moving up a hill on an icy road. Get some inertia going on a flat roadway before you take on the hill.
- Stay home. If you really don't have to go out, don't. Even if you can drive well in the snow, not everyone else can.

---

## 2018 Certificate Renewals

The process has begun for the June 30, 2018 certificate renewals. If you are still in need of coursework to renew your certificate, please take the time over the holidays to schedule your winter/spring courses. You can easily log onto the Human Resources Center via the Web Portal and review your coursework listed. If something is missing, we may simply need your official transcript. If you are in a cohort the courses may be listed, as CCPS could have paid for them on your behalf, but we may still need the official transcript. If this is the case it will be noted in the Course Title column as NEED TRANSCRIPT (cohort).

Please also be cognizant of any Reading/Literacy courses required – either Reading 6 or Reading 12. Generally speaking, if you are a primary teacher you need 12 credits of Reading/Literacy. If you are a secondary teacher with the 7-12 grade band you need 6 credits of Reading/Literacy before the issuance of your next certificate. If you are uncertain, please contact Sharon Adams at 410-751-3071 as there are always exceptions to this general statement.

School Counselors, and those with the endorsement, are now required to receive course work or continuing education to address the need for intervention or referral in response to indicators of mental illness and behavioral distress. If you have specific questions regarding this new requirement please email Judy Klinger at [jakling@carrollk12.org](mailto:jakling@carrollk12.org). Human Resources will now need documentation of the required training prior to renewing your certificate effective with the July 1, 2018 renewals. Visit the MSDE [School Counselor Renewal Requirements](#) page for more information.

---

### Pre-Retirement Seminar

**Monday, January 29, 2018 - 2:30 p.m. at Winters Mill High School** is the second and final pre-retirement seminar offering. The program will include an overview on the retirement benefits, insurance benefits at retirement, and the process for retiring. If you are interested in gathering information on retirement, please plan to attend. There is no registration for this seminar, just show up and bring your questions. Spouses are also welcome to attend with the employee.

---

### CCPS Business Offers

As local area businesses provide discounts and promotional offers to Carroll County Public Schools' employees, these offers are available for all employees to view through the Business Offers link on the Carroll County Public Schools website: [www.carrollk12.org](http://www.carrollk12.org).

From the main page of the CCPS website, scroll to the very bottom. Locate the box on the right-hand side labeled *Staff and Administration*. Click on the Business Offers link.

Once on the Business Offers page, you can view all the local businesses that have extended discounts or promotional offers. Please make sure to review the Terms & Conditions before using any offers.

---

*The Human Resources Department wishes all employees a safe and relaxing 2017-2018 winter break. Schools and Offices will be closed from Monday, December 25, 2017 through Monday, January 1, 2018. Schools and Offices will reopen on Tuesday, January 2, 2018.*

---