

HUMAN RESOURCES NEWSLETTER

A PUBLICATION FOR CCPS EMPLOYEES



June 2017

Times of Change in Human Resources

At the end of June, Ms. Jimmie Saylor, will retire as the Director of Human Resources, and on July 1 Ms. Chantress Baptist will begin her tenure as the new Director of Human Resources for Carroll County Public Schools. A heartfelt thank you to Ms. Saylor for your numerous years of service to the students and staff of Carroll County Public Schools. Happy retirement!

Ms. Baptist, former Supervisor of Human Resources, began serving the students and staff of CCPS in 2013. She is a 2008 graduate of the University of Baltimore holding a Masters in Business Administration, specializing in HR Management. Additionally, Ms. Baptist has more than fifteen years of experience in the field of Human Resources and holds an HR Certification from both the Society of Human Resource Management and the HR Certification Institute. Best wishes, Ms. Baptist, in your new role!

Additionally, Ms. Jane Farver, County Volunteer Coordinator for Carroll County Public Schools, has retired after more than 40 years of service with CCPS. We wish Ms. Farver a happy retirement!! In the meantime, any inquiries regarding the volunteer program for CCPS can be directed to the Human Resources Department at 410-751-3070.

Certificate Endorsements

MSDE certificate bearing educators and/or administrators, when passing additional Praxis tests to add endorsements to your current certificate, please remember to send copies to Sharon Adams in HR. At the time of taking the test, you can request the scores to be sent directly to MSDE. However, that does not automatically trigger the endorsement to be added to your certificate. As a contracted employee with CCPS, adding an endorsement to your current certificate must be processed through our department. Once the passing test scores are posted, please log into www.ets.org and send a pdf version to sladams@carrollk12.org indicating the addition of the endorsement to your current certificate. Praxis tests do change often so be sure you are taking the most current version. Additionally, please be aware if too much time elapses between completing the test and submitting your results your test results could become invalid. As a result, you would be required to retake the most current test.

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National Board Certification

The National Boards is now accepting applications for new candidates. If you are interested in participating in this program, you can visit the National Boards website at <http://www.nbpts.org/>. Again this year, the Maryland State Department of Education (MSDE) has agreed to financially sponsor the process. Although MSDE does pay a portion of the cost, there are certain ramifications and re-payment requirements by you if you do not complete the program accordingly. Please thoroughly review the website. If you have any questions, concerns, or just want extra clarification please contact the National Board or MSDE with their corresponding roles.

In order to be considered for the program, MSDE provides the following established criteria:

- Three years of successful teaching at one or more: early childhood, elementary, middle or secondary public schools
- A valid Maryland Professional certificate
- Voluntary participation in the NBPTS certification process
- Compliance with the deadlines specified by NBPTS
- Demonstration of teaching practice in designated teaching fields as identified by NBPTS

If you are interested in pursuing this program and you meet all of the criteria listed above, please contact Kelly Keith at kmkeith@carrollk12.org for the additional documents. After submitting these documents, CCPS has a pre-established selection committee which will review and approve or deny the intended candidates. The selection committee will meet in July so the MOU that will be forwarded to you is due back to Kelly by July 14th.

Educator Record Review

Prior to returning for the 2017-2018 school year, it would be a good time to review your educational records. Not only is this import for certification, but also for pay lane changes. It is the employee's responsibility to maintain an accurate record of post-baccalaureate work with the Department of Human Resources. Credits must be reported by submitting an **official** transcript. Colleges and universities, do not typically forward official transcripts unless requested by the student. Additionally, MSDE in-service transcripts are not always sent to the Department of Human Resources automatically. Please be certain to check with the course instructor to ensure this documentation is forwarded to the Human Resources Department and obtain a copy **from the instructor** for your own records. All employees can review their coursework on file by logging into the Human Resources Center via the web portal. Upon resignation or retirement, transcripts or MSDE credits are no longer maintained in your Human Resources file.

Changes in an employee's degree status must be verified through an official transcript documenting the date the degree was conferred. A letter from the college or university verifying completion of degree requirements is not acceptable for certification purposes. Records cannot be updated and certification requests will not be processed without official documentation.