

HUMAN RESOURCES

NEWSLETTER

A PUBLICATION FOR CCPS EMPLOYEES



Spring 2020

Employee Assistance Program

Carroll County Public Schools' Employee Assistance Program (EAP) provides confidential, professional counseling to help resolve personal issues that are affecting us, our families, and/or our work.

EAP services through Deer Oaks are available for all full-time and part-time employees as well as their dependents. The EAP can assist with a variety of daily living responsibilities in addition to the typical counseling programs that help employees lead a more healthy lifestyle. These services are free and confidential, and include: legal services, financial services, interactive will preparation, identity recovery, child care/elder care referrals, daily living referrals, and organizational services.

In addition, Deer Oaks has updated their website with articles and resources regarding COVID-19 as well as online seminars and webinars regarding distance learning and working from home. The following are a sample of some of the resources:

Article Examples:

[Balancing Working from Home and Homeschooling](#)

[Budgeting in Uncertain Times](#)

[Canceled by COVID-19: Managing Disappointment](#)

[Managing Anxiety While in Quarantine](#)

Online Seminars:

[Working Parents: How to Juggle your Changing Demands and Home School Your Child](#)

[Isolation: How to Mentally Cope with Social Isolation](#)

[Eldercare: How to support those in isolation and stay connected](#)

[Keep Calm and Carry On—Maintaining Your Composure Amidst the Pandemic Panic](#)

[How to Successfully Transition to Working from Home](#)

[How to Effectively Supervise a Remote Work Team](#)

Additional seminar and webinar topics are available at www.deeroakseap.com. Once you log in, scroll down and click on Online Seminars (picture of green apples). Under Online Seminars, click *View All*. All topics are located under 2020.

Deer Oaks can be reached at 1-866-327-2400 or via the web at www.deeroakseap.com (username is **carrollk12** and password is **carrollk12**).

In This Issue

- Employee Assistance Program
- National Board Certification
- Tuition Reimbursement Reminder
- Preparing for Retirement
- Coursework & Certification Check

Contact Us

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

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

Stephanie Rauen
Employee Benefits & Insurance
Administrator
shrauen@carrollk12.org
(410) 751-3074

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

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

Julie Nguyen
Human Resources Specialist
jdnгуye@carrollk12.org
(410) 751-3076

Terricka Hairston-Moore
Risk Manager
tlhairs@carrollk12.org
(410) 751-3035

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

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

Wendy Ruch
Human Resources Associate
waruch@carrollk12.org
(410) 751-3176

Trish Rose
Cabinet Secretary
perose@carrollk12.org
(410) 751-3048

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

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 much 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 and if you have any questions, concerns, or just want extra clarification specific to the program please contact the National Board or MSDE with their corresponding roles.

In order to be considered for the program MSDE has established the following 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 bulleted items, please contact Kelly Keith at kmkeith@carrollk12.org for the additional documents. After submitting these documents CCPS has an 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 13th.

Tuition Reimbursement Reminder

For course work completed during the fall semester of 2019-2020, all reimbursement materials (e.g. itemized invoice/billing statement and official transcript) need to be submitted by June 30—Don't delay! Please remember, your reimbursement request is not completed if it is still in the 'Approved' stage in the online Tuition Reimbursement System. Fall semester requests not submitted by the June 30 deadline will expire and no longer be eligible for reimbursement.

Additional details about the Tuition Reimbursement program, the online Tuition Reimbursement System, various stages of the reimbursement request process, and reimbursement request deadlines are available on the [Tuition Reimbursement](#) page of the CCPS website.

Reminder: E-Transcripts should be sent to: tuitionreimbursement@carrollk12.org

For Non-Maryland Residents — Carroll Community College offers all CCPS employees the in-state tuition rate even if they are not Maryland residents. If you are taking courses through Carroll Community College and are not a Maryland resident, please email tuitionreimbursement@carrollk12.org to request a letter verifying your employment with CCPS.

Thinking or Dreaming of Retirement.....

Whether you are retiring this year, next year, or the thought is far from your mind, it's never too early to gather as much information as possible. There are many resources out there both through the Social Security Administration (SSA) and the Maryland State Retirement and Pension System (MSRS).

One great resource is located on the MSRS website. There are short videos you can watch to become more informed and to make those choices when the time comes. The following link will take you to them so please utilize this opportunity to go online and view as many as applicable:

[MD State Retirement](#)

In addition to MSRS there are websites that offer valuable information for social security. These links are:

[When To Take Social Security website](#)

[When To Take Social Security video](#)

Twice a year - each fall and winter - CCPS conducts retirement seminars as well. There are generally held on early dismissal days and registration is not required nor are they required but again, it is one more opportunity to gather retirement information both for the pension and for your benefits.

Lastly, when the time comes, you can reach out to Kelly Keith or Stephanie Rauen in HR to make an appointment to discuss your specific situation and to go over all the final paperwork.

Coursework & Certification Check

Prior to returning to the 2020-2021 school year, it might be a good time to review your educational records. Not only is it important 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. Credit must be reported by submitting *official* transcripts. Colleges and universities, do not typically forward official transcripts unless requested by the student. For your MSDE credits, be certain to check with the instructor or with Staff Development to ensure this documentation is forwarded to the Department of Human Resources and be sure to 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 degree status must be verified by 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.
