

# The Bulletin

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Sept. 18, 2006

■ Montgomery County Public Schools

■ [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

Vol. 49, No. 4

## Third year of revised grading/reporting process begins

The school system is beginning its third year of implementing a revised grading and reporting policy with field testing of standards-based electronic report cards; a web-based grading and reporting system; and clarified procedures for reteaching/reassessment, homework and grading.

The multiyear process of implementing the revised Policy IKA, *Grading and Reporting*, began with the 2004-2005 school year.

The policy supports clear communication about student achievement, consistent practices within and among schools, clarity in the meaning of grades, and alignment of grading and reporting practices with standards-based curriculum, instruction and assessments.

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## Toolkits for ELO kindergartners

Incoming kindergarten students and their parents learn how to use new toolkits provided to all kindergartners who attended the Extended Learning Opportunities Summer Adventures in Learning program. The learning session was coordinated by academic support instructional specialists. The toolkits include items that support reading and math learning, such as magnetic letters, counters and a book. They were provided by the MCPS Retirees Association.

## Electronic grading/reporting tool implemented

A new electronic grade book and a classroom-to-home communications tool are being implemented in a number of secondary schools this year.

Together, the two applications will be used to dramatically simplify the process for recording grades and monitoring student achievement, and to provide parents and students with electronic access to information about academic progress.

In all, 30 middle schools, 22 high schools and two special schools volunteered to implement the integrated Online Achievement and Reporting System (OARS) for the 2006-2007 school year. OARS includes Pinnacle, an electronic grade book, and Edline, a classroom-to-home communications system.

Pinnacle will be used to report and maintain records that monitor student achievement. The electronic grade book is password protected and accessible only to teachers and administrators. Pinnacle will promote grading consistency and is aligned with the grading and reporting policy.

Edline provides parents and students with a secure environment to access up-to-date individual student progress and grades. Assignments and other relevant class- and curriculum-related information may be included over time. Parents and stu-

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## New Blair Pre NSL program helps ESOL students in class

Eighteen Montgomery Blair HS ESOL (English for Speakers of Other Languages) students are finding their national, state and local (NSL) government class a bit easier to understand this fall, thanks to a new program they attended this summer.

For the first time this year, students were able to participate in a new noncredit program called Pre NSL on Aug. 14-18, to give them a leg up in social studies teacher David West's NSL government

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## Future Financial Management System will make data more accessible to users

MCPS is improving the management of financial systems. The goal is to produce an integrated system with financial data that is more readily available to those who need it, when they need it.

School and office-based staff spent more than a year gathering requirements and evaluating software solutions for the new Financial Management System (FM\$). Once implemented, FM\$ will track and manage MCPS financial business functions from within one centralized application.

Information on FM\$ will be available on the MCPS home page by the end of September. FM\$ will

- Provide accurate, timely, comprehensive and accessible information.
- Support data-driven decision making and accountability.
- Streamline and integrate business processes.
- Provide flexibility, adaptability and reliability.

Targeted to go live in July, 2007, FM\$ will include all MCPS business functions that deal with financial management, including accounts receivable, purchasing, general ledger, fixed assets, inventory management, accounts payable, grants management, capital projects management and budgeting.

FM\$ is web-enabled and will replace a number of current systems, such as Financial Information System, Cafeteria Information System, Materials Management System, Budget Management Application, Warehouse Inventory System, Request Processing System and Fixed Asset Systems.

Look for more information soon on the MCPS home page at [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org). □

## Edline, Pinnacle being implemented this year

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dents can access this password-protected system via the Internet at any time.

To ensure up-to-date academic information and timely communication about student progress, teachers will enter grades into Pinnacle within three weeks of each assignment's due date. (If extenuating circumstances occur, schools will communicate this to students and parents and indicate the date when the grade will be posted.) All grades are automatically posted to Edline from Pinnacle every Sunday through Thursday evening.

Teachers may access Edline from any Internet-connected computer and may access Pinnacle from any Internet-connected Windows PC. Class rosters are automatically updated daily. Interim reports are generated from the system and may be printed at each school.

Anyone with questions may contact the following sources:

- Training—Contact John Burke, director, Department of Technology Consulting and Communications, at 240-314-2257, or e-mail [John\\_Burke@mcpsmd.org](mailto:John_Burke@mcpsmd.org).
- Technical—Refer questions to the grade book advisor or school Edline super user.
- Grading and reporting—For general questions, contact the appropriate director: Carol Blum, director, High School Instruction, Office of Curriculum and Instruction Programs (OCIP), 301-517-5007, or [Carol\\_Blum@mcpsmd.org](mailto:Carol_Blum@mcpsmd.org); or Linda Ferrell, director, Middle School Instruction, OCIP, 301-517-5007, or [Linda\\_Ferrell@mcpsmd.org](mailto:Linda_Ferrell@mcpsmd.org).

OARS will be implemented in all MCPS secondary schools for the 2007-2008 school year. For more information, visit the web site at [www.montgomeryschoolsmd.org/departments/oars/](http://www.montgomeryschoolsmd.org/departments/oars/). □

### Let us hear from you

The Department of Communications welcomes feedback about our publications, products and services. Send comments to the Public Information Office, Carver Educational Services Center, Room 112; call 301-279-3391; or fill out the feedback form on the Public Information Office web site, [www.montgomeryschoolsmd.org/info](http://www.montgomeryschoolsmd.org/info).



## Announcements

**HEAMCPS fall family luncheon.** The Hispanic Employees Association of MCPS invites everyone to attend the fall family luncheon, a fundraiser for the scholarship fund for Hispanic students going to college in 2007. The event will be held Saturday, Sept. 30, at noon at Los Chorros Restaurant, 2420 Blueridge Ave., Wheaton. Cost is \$25 per person before Sept. 25 and \$30 per person at the door. Send payment to Gabriela Rodriguez at Sargent Shriver ES. For more information, e-mail Vicki Medina on Outlook.

**Sherwood 100th.** Sherwood HS will celebrate its 100th anniversary the weekend of Oct. 13-15. Alumni will be recognized at the Homecoming football game. The grand celebration will take place Sunday, Oct. 15, at 2 p.m. with a video history, dignitaries, honored guests and entertainment. Refreshments and an antique car show will highlight the celebration. For more information, call the Sherwood media staff at 301-924-3217.

**Outdoor Education presentation.** The Montgomery County Outdoor Education Association, in conjunction with the Outdoor Education Program, is sponsoring a 90-minute program by Population Connection on Tuesday, Sept. 26, 7-8:30 p.m., at Lathrop E. Smith Environmental Education Center. The event is open to all. Population Connection is interested in the effects of population growth on Earth, carrying capacity of ecosystems and the stabilization of the Earth's population at a sustainable level. RSVP to the Smith Center at 301-924-3123. View more information online at [www.populationconnection.org](http://www.populationconnection.org). □

## The Bulletin

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Published for the MCPS community weekly August through June. Deadline is 10 a.m. Monday for consideration in the following Monday's issue. Items are published on a space-available basis.

## ESOL students attend Pre NSL

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classes. All of the incoming students in West's NSL government classes (which are regular NSL classes for recent immigrants) were invited to attend the Pre NSL program.

Coming from Africa, Asia and Latin America, the ESOL students have had little exposure to the laws that govern communities, the state and the nation. That changed after they participated in the Pre NSL program.

During the week, the students were able to polish their computer skills, visit government sites, participate in simulated lawmaking and complete written assignments.

Field trips to Takoma Park, Rockville and Washington, D.C., enabled the students to learn more about how government works at all levels. Meeting with Takoma Park Mayor Kathy Porter in the Takoma Park Council Chamber, the students learned about city government. In Rockville, they sat in on a trial in the courtroom of John Debelius III, associate judge at the Montgomery County Circuit Court in Rockville. They visited with U.S. District Judge Ricardo Urbina in his courtroom on Constitution Avenue in Washington, D.C.

"The Pre NSL was perfect," said Sophia Antoine, a native of Haiti. "I enjoyed it and learned a lot."

Nery Siquenza, who is from Guatemala, agreed. "For example, in local government, I didn't know that someone who is 18 years old and living in Takoma Park can vote for mayor without a green card." He also learned that he has the right to call police if someone is playing loud music during the middle of the night, and that it's illegal to change the oil in your car when it's parked on the street.

"I met the marshals of the Supreme Court, and a judge who is Hispanic, and that was a great thing!" Siquenza said. "The field



Blair NSL government teacher David West works with four of the students who participated in the new Pre NSL program in August. From left are West, Kencie Antoine from Haiti, Wilmer Bonilla from El Salvador, Yaye Rokhaya Diop from Senegal and Elias Jemal from Ethiopia.

trips to Washington, to Takoma Park and to Rockville were an amazing experience for me."

The program was jointly sponsored by MCPS and the Blair Sports Academy, a group that provides after-school academic and recreational programming. The academy sponsored lunches and public transportation for the Pre NSL program.

"Based on pre- and post-assessments, all students deepened their understanding of government," said West, who is nationally board certified in teaching social studies. "Many wished it could have been longer." □

## Grading and reporting policy implementation continues this year

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### Standards-based grading/reporting

In 2005-2006, 17 schools field tested electronic standards-based procedures in grades 1 and 2 to collect evidence of student learning and to generate a standards-based report card. Teachers and administrators reported that the new procedures focus instructional planning on what students need to know and be able to do.

The field testing in grades 1 and 2 continues this year in 19 schools. In 2007-2008, all MCPS schools with grades 1 and 2 will implement electronic standards-based procedures and generate standards-based report cards for students in those grades. Also in 2007-2008, the standards-based process will be field tested in grade 3 in the 19 schools.

### Implementation in secondary schools

In 2005-2006, middle and high schools began implementing procedures for reteaching/reassessment, homework and grading. As questions arose during the

school year, clarifications were published and implemented.

This summer, secondary schools received a full set of clarified procedures for reteaching/reassessment and homework, and completed procedures for grading. This year, secondary staff is expected to implement the policy and procedures consistently within and among schools.

After field testing new grading and reporting programs last year, a new Online Achievement and Reporting System (OARS) is being implemented at 30 middle schools, 22 high schools and two special schools that volunteered to use the program this year. Teachers in participating schools will record grades in the electronic grade book and post grades on the OARS web site. (See story on page 1.)

### Professional development

Professional development continues during the 2006-2007 school year. It will include teachers and administrators in non-field-test schools, to support their use

of standards-based grading and reporting procedures in grades 1 and 2 this year and to prepare them for full implementation in grades 1 and 2 during 2007-2008.

### Evaluation

The Department of Shared Accountability has developed a plan for evaluating Policy IKA, *Grading and Reporting*. The first phase focuses on implementation of the policy. Later evaluation will emphasize the impact of the policy.

### Learn more

Documents—including parent letters, a brochure, elementary and secondary information pages, report cards, memoranda and procedures—have been distributed to principals, executive staff and the community. Current information on grading and reporting is posted on the MCPS web site by elementary, middle and high school levels. Learn more by visiting [www.montgomeryschoolsmd.org/info/grading/](http://www.montgomeryschoolsmd.org/info/grading/). □

## Seventeen graduates win college-sponsored Merit scholarships

Seventeen recent MCPS graduates won college or university-sponsored National Merit Scholarships during the summer, bringing number of MCPS Merit scholars for 2005-2006 to 58.

The local scholars in this round of awards were among 36 winners from Maryland and 2,100 winners nationally who were selected to receive scholarships financed by colleges and universities.

The winners, intended majors, and sponsoring institutions are:

■ **Montgomery Blair HS**—Rachel Kirsch, mathematics, University of Maryland; Abhishek Dhar, medicine, Northwestern University; Erik Li, bioengineering, University of Maryland

■ **James Hubert Blake HS**—Adam Purucker, law, University of Maryland

■ **Damascus HS**—Erica Choi, law, New York University

■ **Gaithersburg HS**—Andrew Breiner, political science/English, New York University

■ **Walter Johnson HS**—Derby Cox, journalism, University of Maryland; Kevin McCoy, economics, Clemson University

■ **Richard Montgomery HS**—Derek Turnbull, international development, Washington University; David Liu, business, Washington University; Christopher Higgins, engineering, University of Maryland; Dora Larson, law, University of Maryland

■ **Paint Branch HS**—Rachel Blair, medicine, University of Maryland

■ **Quince Orchard HS**—Nicholas Cutler, film, Macalester College

■ **Springbrook HS**—Pratiksha Thakore, bioengineering, University of Maryland

■ **Walt Whitman HS**—Justine Cummins-Oman, psychiatry, Brandeis University; Benjamin Umans, science, University of Chicago

Earlier in the year, 22 MCPS students won \$2,500 awards funded by the National Merit Scholarship Corporation, and 12 won corporate-sponsored scholarships. Seven students previously won college-sponsored awards.

More than 200 higher education institutions are underwriting college-sponsored Merit Scholarship awards through the National Merit Program. □

## 18 high schools have Merit semifinalists

One hundred sixty-eight MCPS students from 18 schools have been named semifinalists in the 2007 National Merit Scholarship competition. The local students will compete with about 16,000 semifinalists nationally for 8,200 Merit Scholarship awards, worth \$33 million, that will be announced next spring.

Montgomery Blair, Richard Montgomery and Walt Whitman high schools surpassed all other schools in the state in number of semifinalists.

The high schools and the number of semifinalists from each are:

■ Montgomery Blair: 48

■ Richard Montgomery: 36

■ Walt Whitman: 24

■ Bethesda-Chevy Chase, Winston Churchill: 11 each

■ Thomas S. Wootton: 10

■ Walter Johnson, Quince Orchard: 4 each

■ Damascus, Paint Branch, Seneca Valley, Sherwood: 3 each

■ Northwest, Springbrook: 2 each

■ James Hubert Blake, Col. Zadok

Magruder, Poolesville, Rockville: 1 each

The semifinalists were selected from more than 1.3 million juniors in nearly 21,000 U.S. high schools who were top scorers on the 2005 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT). About 90 percent will advance to finalist status based on criteria such as academic record, recommendations, SAT performance, and participation and leadership in school and community activities.

Every finalist will be considered for one of the 2,500 National Merit \$2,500 scholarships. In addition, some 300 corporations and business organizations will provide about 1,100 corporate-sponsored scholarships for finalists who meet their specific criteria. About 200 colleges and universities are expected to finance about 4,600 Merit Scholarship awards for finalists who will attend the sponsoring institutions.

In 2005-2006, MCPS had 131 Merit finalists and 58 Merit winners.



## School news

**Montgomery Blair HS** student Richard "Matt" McCutchen helped the USA Computing Olympiad (USACO) Team to a medal-winning performance at the recently completed International Olympiad in Informatics (IOI) held in Merida, Mexico, Aug. 13-20. He earned a silver medal in the competition. IOI is an annual world computing championship for precollege students that attracted teams from 75 nations this year. The competition included two five-hour sessions with students programming solutions to three complex problems during each session.

Jenny Robles, a 2005-2006 medical careers student at **Thomas Edison HS of Technology**, won the gold medal for basic health care skills at the SkillsUSA National

Championships in Kansas City, Mo., at a June 23 awards ceremony. Robles is now a senior at Albert Einstein HS. Each year, basic health care skills contestants are evaluated through a combination of hands-on demonstrations, written examination, interviewing and presentation.

The **Winston Churchill HS** Pit Orchestra, under the direction of David Levin, which performed for the Churchill HS production of "West Side Story," was awarded a 2006 Cappie for Outstanding Orchestra at the annual ceremony held in the Concert Hall of the John F. Kennedy Center for the Performing Arts. The Cappies is a growing national organization created for the purpose of celebrating and bringing public acclaim to high school theater. Churchill was the only Montgomery County school to win a Cappie for 2005-2006. The previous year, Churchill's Pit Orchestra won the Outstanding Orchestra Cappie for "Big, The Musical." □

What's happening at your school? Let us know, and we'll use the information for a school news item or feature story. E-mail Vickie\_C\_Walter@mcpsmd.org or send information to CESC, Room 112.



**Constructive work**  
Summertime found teachers and students from the Montgomery County Students Construction Trades Foundation, Inc. (CTF) hard at work building structures at local schools. From left are construction students Antwann Peeler and Michael Bellone and masonry teacher Tom Maley from Thomas Edison HS of Technology. This is a continued partnership between MCPS Division of Maintenance and the CTF.

## CTE awards for outstanding work given during summer

Outstanding teachers, education and administrative leaders, and business partners involved with students who participate in career and technology programs were honored with Awards of Excellence over the summer.

The Division of Career and Technology Education presented the awards. In addition, a panel selected one MCPS teacher from among the 11 high school career cluster award winners to be honored as the 2006 CTE Teacher of the Year.

The following awards were given.

**CTE Teacher of the Year:** Diane Chang, Seneca Valley HS Education, Training, Child Studies. Chang was given a new Dell desktop computer, donated by Kevin Clark and Dell Computers.

**Administrative Leader Award:** Erick Lang, director, Department of Enriched and Innovative Programs

**Business Partner Award:** Montgomery County Business Roundtable for Education

**Middle School CTE Teacher Awards:** Michael Callaway, Rocky Hill MS Technology Education; Matthew Gudenius, Benjamin Banneker MS Computer Science; Lisa Seid, John T. Baker MS Family and Consumer Sciences

**High School CTE Career Cluster Teacher Awards:** Patricia Anderson, Montgomery Blair HS, Law, Government, Public Safety and Administration; Diane Chang, Seneca Valley HS Education, Training, Child Studies; Paul Del Marr, Thomas Edison HS of Technology Construction and Development; Jason Leveille, Quince Orchard HS Information Technologies; Raquel Marshall, James Hubert Blake HS Engineering, Scientific Research and Manufacturing Technologies; Barbara Marchiwicki, John F. Kennedy HS Biosciences, Health Science and Medicine; Lori Mayhew, Damascus HS Environmental, Agricultural and Natural Resources; Raul Ortiz, Damascus HS Transportation, Distribution and Logistics; Linda Rogner, Montgomery Blair HS Business Management and Finance; Roberta Russell, Damascus HS Human and Consumer Services, Hospitality and Tourism; Heidi Vermillion, Damascus HS Arts, Humanities, Media and Communications □

## Staff, students can register for MOS exams

Anyone in MCPS can take the Microsoft Office Specialist (MOS) exams for Word, PowerPoint, Access and Excel at a reduced cost. MOS certification is a globally recognized program that provides a standardized measure for proficiency in software application skills.

The exams will be offered at four MCPS high schools on numerous dates starting Sept. 19 and continuing through June 6. Cost is \$69 per exam for all MCPS students and employees.

To find specific dates, call or e-mail the contact person for the school where you want to take the exam, and register for a 2:30 p.m. or 3:30 p.m. exam time.

■ **Montgomery Blair HS:** Bertina Williams, 301-649-2875

■ **James Hubert Blake HS:** Robert Peters, 301-879-1347

■ **Col. Zadok Magruder HS:** Usha Bhandari, 301-840-4639

■ **Walt Whitman HS:** Yi Song, 301-320-6621

If you have additional questions, call Sandra Navidi at 301-279-3497.

## Teacher tuition procedures have been revised

Starting July 1, 2006, the following teacher tuition reimbursement (TTR) procedures have been added to the TTR guidelines:

■ Both graduate and undergraduate courses could be eligible for reimbursement for all employee groups. Courses will continue to be approved for reimbursement based upon the established teacher tuition guidelines. Undergraduate courses will be reimbursed at the undergraduate rate. Note: Undergraduate courses do not count toward salary advancement.

■ Tuition reimbursement will be provided at the end of the course and upon receipt of the course grades and confirmation of tuition paid. Reimbursement will be charged to the unit in which the person was working at the beginning of the course. For purposes of fiscal year limits on reimbursement, a course is counted in the fiscal year in which the coursework is completed.

■ Employees receiving a "Pass" for courses using a "Pass/Fail" scale will now receive tuition reimbursement.

■ Employees will not be reimbursed for outside courses or training if such courses also are offered by MCPS and are available in the same semester to the employees in that unit. Exceptions will be made for credits that are needed as part of a degree, certificate or professional development program in which the employee is enrolled if the MCPS course would not be counted and the credits would otherwise be reimbursable. Exceptions also may be made if MCPS courses are full and unavailable.

■ Preregistration for reimbursement is not required.

For a full description of the TTR guidelines, see the Office of Organizational Development web page at [www.montgomeryschoolsmd.org/departments/development/teams/programs/tuitionreiminfo.shtml](http://www.montgomeryschoolsmd.org/departments/development/teams/programs/tuitionreiminfo.shtml). Anyone with questions can e-mail Linda Seely on Outlook. □



## ERSC corner

### ERSC-sponsored retirement workshops

The Employee and Retiree Service Center (ERSC) will conduct a series of workshops for employees considering retirement in 2007. The schedule for all workshop locations and times is listed below and also is available on the ERSC web site at [www.montgomeryschoolsmd.org/departments/ersc/](http://www.montgomeryschoolsmd.org/departments/ersc/).

ERSC will offer three retirement workshops and one forms workshop this fall. All workshops will be held in the CESC auditorium, 850 Hungerford Drive, Rockville.

Retirement workshops will be held on the following dates:

- Tuesday, Oct. 3, 4:30-6:30 p.m.
- Friday, Oct. 13, 4:30-6:30 p.m.
- Tuesday, Nov. 14, 6-8 p.m.

Topics for each session include a timeline and necessary steps for retirement, eligibility, benefit formulas, leave payments, post-retirement health and life insurance, taxes and forms. ERSC staff will be available to answer questions and assist members with the retirement process. Employees may attend any workshop session. Employees can bring a spouse or significant other and can attend more than one workshop.

At the retirement forms workshop, ERSC staff will be available to assist in completion and review of all required forms. The forms workshop will be held:

- Wednesday, Nov. 29, 5:30-7:30 p.m.

There will be no formal presentation at the forms workshop.

All employees are members of the MCPS Retirement/Pension System. It is recommended, but not required, that you request an estimate of your retirement benefits before attending a retirement workshop by using MCPS Form 455-2A, *Request for Estimate of Retirement Benefits*. MCPS Form 455-2A is available on the web at [www.montgomeryschoolsmd.org/departments/forms/pdf/455-2a.pdf](http://www.montgomeryschoolsmd.org/departments/forms/pdf/455-2a.pdf). Allow four weeks for ERSC to complete your estimate request.

If you are a member of the Maryland State Teachers Retirement and Pension system, it is recommended, but not required, that you request an estimate of retirement benefits using MSRA Form 9, *Application for an Estimate of Service Retirement Allowance*, in advance of attending a retirement workshop. Form 9 is available from the web site listed above or from the State Retirement Agency of Maryland web site at [www.sra.state.md.us/forms/sramd\\_forms/sramd\\_form9.pdf](http://www.sra.state.md.us/forms/sramd_forms/sramd_form9.pdf). Allow at least six weeks to receive your estimate from the SRA.

Employees may request estimate forms via e-mail at [ERSC@mcpsmd.org](mailto:ERSC@mcpsmd.org) or by calling ERSC at 301-517-8100. Staff are available from 7:30 a.m.-5 p.m. Monday through Friday. You may also leave a message at any time to request the retirement estimate forms. All staff will receive their MCPS and state personal statement of benefits in September 2006. Information contained in the benefit statement is through June 30, 2006.

Additional retirement and forms workshops will be offered in the spring. Dates will be announced at a later date.

### Preretirement planning workshops for members of the State Teachers Retirement and Pension Plans

ERSC will host the state of Maryland preretirement planning seminars for members of the State Teachers Retirement and Pension Plans on Saturday, Oct. 28, and Saturday, Nov. 11, from 8:30 a.m.-4 p.m.

- Saturday, Oct. 28, CESC auditorium
- Saturday, Nov. 11, Northwest HS auditorium

The seminars are designed for employees in the state teachers plans who are within five to eight years of retirement. Registration is limited to 65 employees (plus one guest) per session. Registration is on a first-come, first-served basis, and you may only attend one session.

Registration forms are available on the ERSC web site (listed previously). Return registration forms to ERSC, 7361 Calhoun Place, Suite 190, Rockville, MD 20855 no later than Oct. 6.

Registration confirmation will be e-mailed prior to the seminar. Please bring the confirmation for admittance to the seminar. Do not plan to attend unless you have received a confirmation.

If you are not able to attend one of the workshops, the Maryland State Retirement Agency (SRA) is hosting additional workshops. The schedule of dates is available at [www.sra.state.md.us](http://www.sra.state.md.us).

For additional information, call ERSC at 301-517-8100. □

## Math master's offered for teachers

MCPS, in collaboration with the University of Maryland, College Park, is offering a partnership program in mathematics education. It will enable a cohort of MCPS teachers to obtain a master of arts degree in curriculum and instruction with a specialization in mathematics education. The partnership supports the need for highly qualified math teachers at the middle school level. Target groups include middle school math teachers with elementary certification, elementary teachers who wish to teach math at the middle school level, and special education teachers who teach mathematics and are looking to be highly qualified.

The program can be completed in approximately two years. Course work for the second cohort will begin in January 2007. All courses will be offered at the University of Maryland, Shady Grove campus. Chosen participants will be eligible for reduced tuition and fees.

An interest meeting is set for Tuesday, Sept. 26, 4:30-5:30 p.m., at the Universities at Shady Grove Center, Building 2, Room 2052, 9630 Gudelsky Drive, Rockville. Information about the application process, tuition support and program components will be provided.

Those who are unable to attend the meeting should call the Office of Organizational Development after Sept. 26 at 301-353-8556 to request an application. □



## Certification

### Certification Bulletin Board

The Certification Unit has created a Certification Bulletin Board on the certification section of the MCPS web site.

The Bulletin Board, which will be updated monthly, includes notices, reminders and information related to educator certification and local MCPS contingencies. In addition, any new information available from the Maryland State Department of Education will be posted.

The certification web site also includes all forms used for salary advancement requests, certificate renewal plans, credit applicability and equivalent activities.

The certification handbook, MCPS Handbook of Salary and Certification Information for Teachers, Specialists and Administrators, also can be accessed at this location.

Check the site regularly to be kept abreast of important certification issues. The Certification Bulletin Board is located on the web at [www.montgomeryschoolsmd.org/departments/personnel/certification](http://www.montgomeryschoolsmd.org/departments/personnel/certification). □



# Employment Opportunities

The jobs below were available at Bulletin deadline. All require excellent human relations skills. These are summaries of minimum & special job requirements. For staffing information, contact the Department of Staffing at 301-279-3515. Employment opportunities and written job descriptions are available at [www.montgomeryschoolsmd.org/departments/personnel](http://www.montgomeryschoolsmd.org/departments/personnel). Applicants will be screened based on the job description & special considerations. All active permanent and temporary employees must apply on MCPS Form 446-6; outside (new) applicants must complete the Interest in an Advertised Vacancy Form, located at the Office of Human Resources reception area. Specify ad number, school or location & name of the personnel specialist following the job summary. Take tests & submit required materials by the application deadline; additional skills tests may be administered after the deadline. A job change may affect retirement/pension status; check with the Employee & Retiree Service Center, 301-517-8100. Returning from leave, involuntary transfers & re-assigned employees will have priority.

**An Affirmative Action/Equal Opportunity/Title IX Employer.**

**Unless otherwise indicated, the deadline for all jobs is 9/26/2006. Apply by job number and title for all supporting services positions. Faxes will not be accepted. Applications must be either hand-carried to the Department of Staffing or sent by internal or U.S. mail.**

## Administrative

Administrative & supervisory positions are listed in bold. If no ads are listed, no new positions are available. Complete descriptions can be found on the Office of Human Resources employment information web site ([www.montgomeryschoolsmd.org/departments/personnel](http://www.montgomeryschoolsmd.org/departments/personnel)).

**Coordinator, special initiatives (N)** Dept. of Instructional Programs, Office of Curriculum and Instructional Programs—Five yrs. outstanding teaching with diverse pops.; master's degree from accredited college or univ.; must meet MD administrative & supervisory cert. requirements; leadership & admin. exper. desirable; other comb. of applicable ed., trng. & exper. may be considered. See full ad in Outlook or MCPS web site. Send letter of interest & résumé to Susan Marks, Associate Superintendent, Human Resources, 7361 Calhoun Place, Suite 401, Rockville, MD 20855, by Sept. 22.

## Other professional

**Instructional specialist, work-based learning (B-D)** Division of Career & Technology Education (CTE)—Master's degree or equiv. (MD cert. in administration & supervision pref.); min. 3 yrs. as work-based learning teacher or rel. CTE exper.; thorough knowl. of work-based learning programs; collab. with business partners & others to design & implement CTE work-based learning prog. initiatives; excel. org. & commun. skills. Position funded until June 30, 2008. Questions to Shelley A. Johnson, 301-279-3567. Send letter of interest & résumé to Elaine Tanenhaus, Dept. of Recruitment & Staffing, 7361 Calhoun Place, Suite 401, Rockville, MD 20855, by Sept. 26.

**Special education staffing specialist assistant** (full-time temporary) Dept. of

Staffing—BA or MA in special ed. with min. 5 yrs. successful teaching exper. in field of special ed.; participate in recruitment activities, conduct interviews & candidate follow-up; work with school-based administrators/staff regarding staffing issues & position mgmt.; follow up with employee inquiries regarding personnel issues; highly organized; abil. to work in a quick-paced environ.; human resources exper. desirable. Submit résumé & cover letter to Rae Korade, Dept. of Staffing 7361 Calhoun Place #401, Rockville, MD 20850 by Oct. 3.

## Supporting services

**Paraeducators.** All paraeducator vacancies are posted on the vacancy database at [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org) under For Staff/School-based Jobs: Vacancy Database. Next to "Position" select "paraeducator," "special education paraeducator," etc. To be considered for employment, all new applicants must submit a supporting services application packet along with official transcripts to the Office of Human Resources, 7361 Calhoun Place, Suite 401, Rockville, MD 20855. Only approved new candidates may send letter of interest with resume directly to the school.

**#1 Bus operator (9)** (4 hrs., 7-9 am & 2-4 pm) Dept. of Transportation—Driver's lic. for at least 5 yrs.; excel. driving record; abil. to obtain MD Class B commercial driver's lic.; pass phys. exam. & drug test. Sub. exper. may lead to perm. pos. (Reed)

**#2 Cafeteria worker I (substitute)** (2-5 hrs.) Div. of Food Services—Food preparation exper. req. (Calavetinos)

**#3 Substitute secretarial assignments** (10) (multiple school & central office loc.)—Gen. secretarial/clerical skills; familiarity with Microsoft Office app. a plus; must pass MCPS typing test at 40 wpm. Sub. exper. may lead to perm. pos. Call 301-279-3291 to schedule appt. for typing test. (Arrington)

**#4 Building service worker (community use) (6)** (various loc.)—Gen. clng. exper., incl. repetitive lifting; abil. to maint. security of school bldg., work independently, commun. with community use groups & secure boiler cert.; flex. rotation hrs. incl. 8 hrs. Sat., 8 hrs., Sun., & 4 hrs. 1 weeknight; must have own transp.; loc. subj. to change. (Falkenhan)

**#5 HVAC mechanic I (17)** (loc. TBD) Div. of Maintenance—HS grad.; compl. of recognized HVAC apprenticeship & valid universal class EPA refrigerant recovery cert. (MD HVAC journeyman's lic. pref.); abil. to diagnose & troubleshoot complex HVAC equip. & sys. & to work from schematics, plans & drawings; valid Class C driver's lic. & thorough knowl. of current trade practices, standards, codes; MCPS written HVAC test & maint. HVAC skill test. (Arrington)

**#8375 Administrative secretary II (15)** (8 hrs.) Dept. of Student Business Technologies—HS grad.; some college coursework desirable; exper. performing progressively respons. sec. work; knowl. of PCs incl. word proc. Excel; MCPS work history; skilled using word processors & databases, with abil. to complete complex processing tasks; MCPS typing test (Arrington)

**Building service worker (6)** (see list below)—Gen. clng. exper.; oper. power equip.; clear snow from walkways; repetitively move heavy objects. (Reed)

**#8370** (5-9 pm) Goshen ES  
**#7917** (9:30 am-6 pm) College Gardens ES. Special consid: outside work req.

**#8365** (6-10 pm) Sargent Shriver ES

**#8342** (4-8 pm) Walt Whitman HS

**#8366** (3-7 pm) Bel Pre ES

**#8371** (6-10 pm) Goshen ES

**#8380** (4-8 pm) Brookhaven ES

**#8388** (4-8 pm) Northwest HS

**#8333** 2nd shift (2:30-11 pm) Damascus ES

**#8095** 2nd shift (readvertised: prev. app. must reapply) (2:15-10:45 pm) Sherwood HS

**#8332 Cafeteria worker I (4)** (4.5 hrs.)

Judith A. Resnik ES—Food prep. exper. (Calavetinos)

**#8367 Cafeteria worker I (4)** (4 hrs., 9 mos.) Montgomery Blair HS—Same basic req. as #8332. Special consid.: cashier exper. pref. (Calavetinos)

**#8354 Cafeteria worker I (4)** (4 hrs., 10 mos.) Kingsview MS—Same basic req. as #8332. Special consid.: cashier exper. pref. (Calavetinos)

**#8341 Field security coordinator (22)** (prev. app. must reapply) (8 hrs., 12 mos.) Dept. of School Safety & Security—AA degree or equiv. in criminal justice, law enforcement or rel. fields; BA & security trng. desirable; 5 yrs. law enforcement &/or security exper. involving student adolescent & or adult safety, conflict resolution & investigative proced. req.; valid driver's lic.; first aid/CPR cert. desirable; avail. for flex. hrs. incl. weekends, eves. & overtime; may be req. to hold violators for police & confiscate drugs alcohol & other evidence; other comb. of ed., trng. & exper. may be consid. (Calavetinos)

**#8155 Lunch hour aide-temporary position (7)** (readvertised; prev. app. must reapply) (3 pos. avail.) (12-2 pm) Farmland ES—Abil. to monitor student activities & behavior on playground or at lunch; assist in classroom activities & perform clerical tasks; first aid & CPR cert. pref.; may be filled any time. (Calavetinos)

**#8369 Lunch hour aide-temporary position (7)** (2 pos. avail.) (2 hrs.) Judith A. Resnik ES—Same basic req. as #8155. (Calavetinos)

**#8381 Lunch hour aide-temporary position (7)** (2 hrs.) Kingsview MS—Same basic req. as #8155. (Calavetinos)

**#8374 Media assistant (12)** (8 hrs., 10 mos.) Martin Luther King MS—30 sem. hrs. college coursework & or 1 yr. exper. working with children in instruct. situations; exper. using computer app. such as word proc., spreadsheets, databases, e-mail, & Internet; exper. working or vol. in a library environ. pref.; abil. to lift & move books, AV other equip. or objects weighing 25-30 lbs.; MCPS typing test (Arrington)

**#8348 Office assistant IV (11)** (8 hrs.) Office of Organizational Development—HS grad.; gen. clerical & respons. office exper; word proc. exper.; abil. to make rapid, accurate calculations, maint. complex records & devel. reports from such records. (Arrington)

**#8351 School administrative secretary (16)** (8 hrs., 12 mos.) Northwood HS—HS grad. with commercial courses & some college pref.; progressively respons. exper. incl. 2 yrs. as school sec. I or equiv.; knowl. of PC word processing & database software; demonstrated writing & proofreading skills; MCPS typing test. (Arrington)

**#8345 School administrative secretary (16)** (8 hrs., 12 mos.) Spark M. Matsunaga ES—Same basic req. as #8351. (Arrington)

**#8377 School financial assistant (14)** (8 hrs., 12 mos.) Shady Grove MS—HS grad. supplemented by courses in bookkeeping & consid. exper. in financial record keeping, word processing & database mgmt.; knowl. of office practices & procedures; MCPS typing test & school financial asst. test. (Arrington)

**#8355 School secretary I (11)** (main

office) (4 hrs., 10 mos.) Rockville HS—HS grad.; gen. clerical exper; computer skills incl. word processing & database; MCPS typing test (Arrington)

**#8330 School secretary I (11)** (main office pos.) (12-4 pm, 10 mos.) Martin Luther King MS—Same basic req. as #8355. (Arrington)

**#8119 School secretary II (12)** (Guidance Office) (readvertised; 8 hrs., 12 mos.) Westland MS—HS grad.; clerical/sec. exper; abil. to maint. records & prepare reports. MCPS typing test. (Arrington)

**#8036 Secretary (12)** (readvertised; 8 hrs, 12 mos.) Dept. of Student Services, Pupil Personnel Services Unit—HS grad. with courses in word processing, use & or devel. of spreadsheets & databases; consid. knowl. of business English, vocab, spelling, math & MCPS correspondence manual; working knowl. of sec. proced.; exper. performing respons. clerical & sec. work; excel. commun. & interpersonal skills; abil. to multitask, prepare & edit written docs. & reports, arrange meetings, assemble data, maint. tickler file, answer & log in inquires, create computerized mail lists. Pref. given to cand. with strong computer skills in MS Office app. & Outlook (e-mail). (Arrington)



**Part-time teachers.** The George B. Thomas, Sr. Learning Academy, Inc. Saturday School Tutor/Mentor Program needs certified teachers to tutor students in reading/language arts & math; grades 1-12; Sat. 8:15-11:15 am; serve as instruct. leader with assistance of vol. tutors; salary \$35/hr; materials & lesson plans provided. Teachers needed at the following sites: Sherwood, Springbrook, Paint Branch, Kennedy, Northwest, Blair, Gaithersburg, Wheaton, Einstein, Watkins Mill, Magruder & Rockville high schools. Send letter & résumé to GBTLA Executive Director, Concord School, 7210 Hidden Creek Road, Bethesda, MD 20817; call 301-320-6545; or e-mail Michael\_A.Thomas@mcpsmd.org.

**Center directors.** The George B. Thomas, Sr. Learning Academy, Inc. needs educational administrators for Saturday School tutor/mentor program; Grades 1-12; reading/language arts & math Sat., 8:15-11:15 am, Oct-May; min. master's & rel. exper. pref.; abil. to provide leadership, organize & counsel student groups; provide instruce. supervision, monitor tutoring sessions, assist in recruitment & provide trng. to staff & parents. Send letter of interest & résumé to address or e-mail listed above.

**Tutors.** The Quintessential Learning Center seeks teachers for one-on-one tutoring for K-12 students in math and reading at Gaithersburg loc. Call 301-926-1722 for more information.

Montgomery County Public Schools prohibits illegal discrimination on the basis of race, color, national origin, religion, gender, age, marital status, socioeconomic status, sexual orientation, physical characteristics or disability. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the MCPS Compliance Officer, Office of the Deputy Superintendent, 850 Hungerford Drive, Room 129, Rockville, MD 20850, at 301-517-8265.



### Congressional Black Caucus

Damascus HS sophomore Brittney Johnson speaks during a program with the Congressional Black Caucus Sept. 7. This is the second year the Montgomery County Business Roundtable for Education and Congressman Albert Wynn have sponsored the opportunity for high school students to interact with African American legislative leaders. The program includes pre- and post-conference activities for the students, who were selected from each county high school.



### In person & print

Several Wheaton HS staff members recently received the superintendent's Above and Beyond the Call of Duty (ABCD) Award for their work last summer, when the school was used as an emergency shelter for county residents evacuated from their homes due to a potential breach of Lake Needwood dam. They include business manager **Colleen Haardt**, building service manager **William Hicks, Jr.**, cafeteria manager **Lisa Newton** and security assistant **William Neal**.



Walter Johnson HS business manager **Thomas Stup** and cafeteria manager **Carole Lieber** received ABCD Awards for their work on June 28, when the school was used as emergency shelter for residents evacuated from their homes due to a potential breach of Lake Needwood dam.



Other MCPS staff also received ABCD awards for their work with schools during the evacuation related to Lake Needwood

dam. They include **John Crowley**, project/training coordinator in the Department of School Safety and Security; **Howard Thompson**, building service area supervisor, Division of School Plant Operations; and **Pamela Montgomery**, supervisor, Department of Facilities Management.



**Gerald Elgert**, special education bus attendant at the West Farm Bus Depot, recently received a Presidential Lifetime Achievement Award from President George W. Bush for his ministry in jails. Elgert has run a number of programs in local jails, primarily the Montgomery County Correctional Facility in Boyds, such as conducting a worship service and individual counseling.



The BizWorld Foundation recognized **Colleen Fitzgerald**, mathematics support teacher at Brown Station ES, as an Innovative Educator of the Year 2005-2006. She was selected based on her commitment to innovation in the classroom. BizWorld Foundation's mission is to challenge students across the cultural and economic spectrum through programs that teach basics of business, entrepreneurship and money management. □

## New book features success of MCPS

A new book on early childhood education prominently chronicles the work of MCPS in describing the progress being made by a few school districts across the United States that are emphasizing the primary grades as the foundation for later success.

The focus of the school system on closing the achievement gap by improving literacy skills at the very beginning of a child's education is highlighted in the book's opening chapter. More than a dozen in-depth examples of the school system's reform initiatives and successful schools are detailed throughout the 237-page book.

The book, titled *Building Blocks: Making Children Successful in the Early Years of School*, is another example of the continued national recognition of the leading efforts under way in our school district to improve teaching and learning for all children. The author, Gene Maeroff, is director of the Hechinger Institute on Education and the Media at Columbia University's Teachers College in New York.

The book and its author will be featured locally at a book-signing event on Tuesday, Sept. 19, beginning at 4:30 p.m. at Barnes & Noble, 12089 Rockville Pike in Rockville. The event is open to the public. □

### 2006-2007 calendar now available online

This year, in addition to printed copies, the 2006-2007 Comprehensive Calendar also is available in Outlook. To access the online comprehensive calendar:

- Open Outlook
- Open "Folder List"
- Click on "+" next to "Public Folders"
- Click on "+" next to "All Public Folders"
- Click on "+" next to "Calendars"
- Open the Comprehensive Calendar

Note that there are several ways to view events in the online calendar, including the traditional calendar and an alphabetical events listing.

This document is available in an alternative format upon request, under the Americans with Disabilities Act, by contacting the Public Information Office, Montgomery County Public Schools, 301-279-3391.

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