

The Bulletin

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March 5, 2007

■ Montgomery County Public Schools

■ www.montgomeryschoolsmd.org

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Conquista Tus Sueños at Glen Haven

Latino parents from Glen Haven ES, Sligo MS and Viers Mill ES participate in Conquista Tus Sueños (Realize Your Dreams), a Spanish language program aimed at empowering the Latino parent community. Participants in the five two-hour workshops, sponsored by Glen Haven, learn strategies to improve communication, parenting, personal goal setting and family relationships. The program is coordinated by the Division of Family and Community Partnerships.

Five middle schools will participate in first phase of reform

Five schools have been selected to participate in the first phase of a major middle school reform effort.

The Board of Education approved the revised *Policy on Middle School Education* at its Feb. 26 meeting.

Starting next fall, the major reform of MCPS middle schools will be implemented over three years. The reform is being undertaken to ensure that students have the skills to succeed in the global marketplace of the 21st century.

Benjamin Banneker, Roberto Clemente, Montgomery Village, Sligo and Earle B. Wood middle schools were chosen to participate in Middle School Reform Phase I

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Daylight Saving Time changes will affect computer systems

As part of the federal Energy Policy Act of 2005, beginning this year Daylight Saving Time will start at 2 a.m. Sunday, March 11, and end at 2 a.m. Sunday, Nov. 4, instead of beginning the first Sunday in April and ending the last Sunday in October.

As a result of this change, software patches or manual time changes must be applied to many MCPS and home technology systems.

All MCPS school and office file servers, with the exception of Outlook/Exchange servers, have been updated
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New system to integrate financial management

The school system will begin using a new Financial Management System (FMS) soon. Starting May 30, staff will be able to process requisitions and maintain inventory. Beginning July 2, general ledger financial transactions can be processed for FY 2008.

The system is an integrated financial solution that will help staff create and monitor budgets, comply with legal and regulatory requirements, and provide improved management information from a single system.

FMS also will support efficient operation of schools and offices through improved access to information consistent with the MCPS strategic plan.

The existing financial system—approaching the end of its useful life—is used for general ledger, capital project and grant accounting, and accounts payable and receivable. The existing materials management, procurement and budget systems are not integrated into the current financial system. This limitation results in extensive duplication and reconciliation of records.

Training classes for MCPS users of the new FMS will begin during the last two weeks of May. School leaders, financial assistants, administrative secretaries and other office staff will receive training from May through July. Center for Technology Innovation staff will offer FMS follow-up training as part of its ongoing curriculum.

School staff typically order most of their supplies for the upcoming school year in

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Middle school reform efforts get under way in 2007-2008

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during the 2007-2008 school year. They were selected from among 13 schools whose principals submitted letters of interest. In making the decision, a selection committee, composed of members of the executive staff and representatives of the three employee associations, reviewed each application for evidence of:

- Needs of the school as aligned with the Middle School Reform Report.
- Interest of school stakeholders in participating in Phase I.
- Readiness of staff and parents to participate in Phase I.
- Commitment to implement all aspects of Phase I.
- Additional factors such as diversity of student body, Adequate Yearly

Progress status, geographic area and schedule options.

"We believe the five schools selected represent a balance of middle schools with strong instructional leaders, diverse student bodies from a range of geographic areas and school communities that are committed to continuous improvement and the components of middle school reform," Superintendent Jerry D. Weast said.

The reform effort aims to provide every middle school student with a high quality education and to further close the achievement gap. Middle school reform will strengthen the bridge between elementary and high school. It also has the goal of making middle schools more engaging and interactive. Students are using technology in their lives outside school—cre-

ating virtual businesses, videos and web sites and connecting with people around the world through instant messaging, blogging and video conferencing. MCPS hopes to further incorporate that type of technology into the school environment.

In addition to the key actions to be implemented by the five middle schools in 2007-2008, the other 33 middle schools also will implement selected actions. During 2008-2009, the initiatives implemented in Phase I will be expanded to additional schools (contingent on approval of the FY 2009 budget and evaluation of Phase I). A new middle school principal internship program also will be initiated during Phase II. Full implementation for all middle schools is planned for the 2009-2010 school year. □

Computers adjusted for Daylight Saving Time

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to adjust for the new time. Where recommended, vendor patches have been applied to MCPS software applications. No action is required by staff.

Similar software updates to address the new Daylight Saving Time dates are required for personal home computers.

MCPS-issued laptop and tablet computers will be updated automatically when connected to the MCPS network. However, it is important that all laptop/tablet computer users connect these devices to the

network in their school or office after March 5 and before March 10.

Microsoft is finalizing updates for Outlook/Exchange, and MCPS will implement the changes in a three-step process. All MCPS staff will receive a memo with more detailed information from the Office of Information and Organizational Systems.

Frequently asked questions will be posted online at www.montgomeryschoolsmd.org/info/daylightsaving/. Direct any questions on MCPS systems to the Help Desk at 301-517-5800. □

Teachers interested in board certification can attend meeting

Teachers who are interested in becoming certified by the National Board for Professional Teaching Standards (NBPTS) can attend a meeting on March 14, 21 or 29, 4:30-6 p.m., at MCEA.

Candidates are being recruited for 2007-2008. The session will cover eligibility, requirements, support/mentoring, assessment, and NBPTS standards and certificate areas.

For more information, e-mail Jolynn Tarwater or Christine Frank on Outlook.



Greek Day
Sixth grade students at Lakelands Park ES participate in the school's second annual Greek Day celebration. Students, dressed in Greek chitons, participated in an Olympic ceremony in social studies classes and were involved in Greek activities in each of their classes. A highlight was a Greek catered lunch.

The Bulletin

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Virga named OOD associate supt. as office is realigned

James (Jamie) J. Virga, Jr. has been named associate superintendent for the Office of Organizational Development (OOD), following the retirement of Darlene Merry



from that position. Virga previously served as director of school improvement initiatives in OOD.

As part of a realignment in central services, OOD is in process of moving to the Office of the Deputy Superintendent of Schools from the Office of Information and Organizational Systems.

"The change will strengthen our efforts to achieve the academic priorities of the Board of Education by improving the delivery of services to school-based personnel," Superintendent Jerry D. Weast said in a recent memo to the Board of Education. "These organizational changes realign and strengthen all of the essential services related to student achievement under the deputy superintendent."

The OOD move aligns training and professional development with the work and responsibilities of the Office of School Performance, the Office of Curriculum and Instructional Programs, and the Office of Special Education and Student Services.

The changes will help ensure that all central services staff responsible for curriculum development and implementation, training and professional development, instructional technology and program implementation are working together to improve achievement for all students.

"We have a busy year planned in the Office of Organizational Development," said Virga, who has worked with MCPS since 1987 as a teacher, assistant principal, principal and director. "Our focus this year is on building our capacity to work with staff on eliminating the achievement gap."



Board highlights

Meeting of Monday, Feb. 26, 2007

Final action on Policy IEB, *Middle School Education*

The Board approved revised Policy IEB, *Middle School Education*. The policy provides direction for a rigorous and challenging middle school education program. The revision was developed with the collaboration of a steering committee comprising community and parent stakeholders, as well as representatives from school and administrative offices. (See story on page 1.)

Appointment

The Board approved the following administrative appointment:

- Robert B. Hellmuth, currently acting director, Department of School Safety and Security, as director, Department of School Safety and Security.

Items of legislation

The Board voted to approve positions on items of legislation relating to education that are before the Maryland General Assembly.

Presentation of preliminary plans

The Board approved preliminary plans for modernization of Cashell and Bells Mill elementary schools.

Rescission of Policy GDA, *Preemployment Physical Examinations*

The Board voted to rescind Policy GDA, *Preemployment Physical Examinations*. Maryland law that previously required medical examinations prior to employment in a public school has been rescinded, and Montgomery County Public Schools does not make a physical examination a requirement for employment independent of state law.

Naming of Downcounty Consortium ES #28

The Board of Education submitted the following names to the principal of Downcounty Consortium ES #28 for consideration by the school naming committee: Sandra Day O'Connor, Harriet Tubman, Frederick Douglass and Arcola. The naming committee may add up to two more names and then submit the list in priority order for final approval by the Board.

Financial Management System

The Board reviewed progress on implementation of the new Financial Management System (FMS), which will support ongoing programs with improved management and financial operations information and improved financial monitoring and reporting. School staff will begin using the new FMS for requisitions and inventory on May 30, 2007. (See story on page 1.)

Women's History Month

The Board approved the observance of Women's History Month in March as part of a national celebration to help create an awareness and appreciation of the often unrecognized contributions of women. The theme of this year's celebration in Maryland is "Generations of Women Moving History Forward."

Board of Education: Nancy Navarro, *president*. Shirley Brandman, *vice president*. *Members:* Steve Abrams, Christopher Barclay, Sharon Cox, Judy Docca, Patricia B. O'Neill and Sarah Horvitz, *student member*. Jerry D. Weast, *superintendent and secretary-treasurer*. Office of the Board: 301-279-3617. □

The Board of Education calendar and agendas of upcoming meetings are available at www.montgomeryschoolsmd.org/boe/meetings. Videos of past meetings can be viewed by going to www.montgomeryschoolsmd.org/boe and clicking on Past Meeting Viewer.

New FMS system

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May. Orders placed during this “early ordering” event will be submitted using the new FMS.

The County Council approved \$200,000 in the FY 2006 budget for a study of new system requirements. In May 2006, contracts were awarded to Oracle Inc. and BearingPoint Inc. for purchase and implementation of FMS. The project was funded by a supplemental appropriation of \$8 million from the County Council earlier that year.

The automated FMS business processes are grouped into three functional areas—budget, finance and supply chain. An additional \$500,000 has been requested in the FY 2008 budget to implement additional features not part of the original project scope.

A series of articles explaining the Financial Management System in more detail will begin later this month. □

Project Lead The Way recognized

MCPS highlighted success of a rigorous pre-engineering program, Project Lead The Way, as part of the celebration of National Engineers Week at Wheaton HS Feb. 22.

Project Lead The Way was launched at Wheaton in fall 2002. The first group of MCPS students to complete the program will graduate from Wheaton in June. The program also is available at Col. Zadok Magruder, Paint Branch, Poolesville, Rockville, Watkins Mill and Walt Whitman high schools.

The program includes a four-year sequence of courses and provides an opportunity for students to earn 15 college credits while in high school. College credits are accepted at more than 25 universities, including Duke, Penn State, Purdue and the University of Maryland, Baltimore County.

For more information, contact Shelley Johnson, director, Division of Career and Technology Education, at 240-375-6281/Shelley_A_Johnson@mcpsmd.org or Ed Ball, coordinator, Engineering Programs, at 240-632-6932/William_E_Ball@mcpsmd.org. More information about the national program is at www.pltw.org/index.html.



School news

Col. E. Brooke Lee MS hosted a delegation from Japan to discuss the school’s approach to partnerships that have benefited student achievement. Lee is a National Network Partnership School (NNPS) and was one of six schools nationwide selected to receive an award for Promising Practices in 2006 from Johns Hopkins University. The distinguished scholars were from Kansai University and Osaka University. They met Karen Turner, NNPS chairperson, and Beatriz Mendoza, parent-community coordinator with Family and Community Partnerships. “Keys to Successful School, Family and Community Partnerships,” created by Dr. Joyce Epstein, was the focal point of discussion. The Japanese delegation shared promising practices currently in place in Japan, and methods and strategies they found similar to those at Lee.

Watkins Mill ES hosted a Safety Night for the school community. A committee of staff planned the event, with guidance and support from Educational Facilities Officer Scott Davis. A session on gang awareness was presented by Detective Patrick Word of the Gaithersburg City Police Department. Shelley Lipton of the Family Crimes Unit, Montgomery County Police, presented a session on Internet safety. County bike patrol police officers presented a session on bicycle safety. Translation was provided for families who speak other languages.

Fourth grade students at **Galway ES** have

been learning about the Chesapeake Bay Watershed in their science classes. Students used the library and the book *Awesome Chesapeake* by David Owen Bell to research information about plants and animals that are unique to the Bay. In art, they created black-and-white line drawings and painted the background of the mural that was placed outside the Media Center. Some students typed captions about their animals that were placed around the mural so other students could learn interesting information about the Chesapeake.

The **North Bethesda MS** a cappella group, under the guidance of choral music teacher Jason McFeaters, performed at Strathmore Music Center in a master class with the world-renowned King’s Singers from King’s College, Cambridge.

Sean Dzierzanowski, a senior at Paint Branch HS, has been chosen as one of two students to represent the state of Maryland for the U.S. Senate Youth Program. The program will bring high school students to Washington, D.C. March 3-10 and will introduce them to the functions of the federal government and the U.S. Senate. Dzierzanowski is president of the Paint Branch SGA, commander of the NJROTC Corps and a National Honor Society member, among other honors.

Springbrook HS students in Mona Hamdy’s Arabic classes learned about Arab culture during a visit the Embassy of Qatar in Washington D.C. on Jan. 31. While at the embassy, students and Hamdy met the Ambassador, who provided an Arabic meal for them. □



Celebrating Lunar New Year at Greencastle

Students at Greencastle ES were among many in MCPS who participated in parades and activities to celebrate Lunar New Year in February. The most important of the Chinese holidays, also celebrated by other Asian groups, the “Year of the Pig” began on Feb. 18.



'IDA Ellen' Harris helps Strawberry Knoll focus on data

Visit a classroom at Strawberry Knoll ES, and students may show you their data notebooks, which could contain all their reading and math grades, plus charts that show how they've improved over time.

Teachers and administrators use data to help them see patterns and trends as they work to support the school system's initiative to close the achievement gap.

A major player in the area of collecting data and making it understandable is instructional data assistant (IDA) Ellen Harris.

"I'm just trying to make life easier for the teachers," says Harris. "I take the data, make it meaningful, and put it into a tool that they can use and they can act on."

"The way that we're able to gauge our progress as a school is by looking at the data," says Strawberry Knoll Principal Frank Kaplan. "The person who helps us keep track of the game here at Strawberry Knoll is our instructional data assistant, whom we fondly refer to as 'IDA Ellen.'"

Staff praise Harris for always going three steps beyond what is asked for and showing them different ways to look at a problem or idea. She's also recognized for her knowledge, enthusiasm and sense of humor—which includes helping students dress and perform as penguins, and greeting students each Thursday as they arrive at school.

Sometimes Harris puts data in a graphical format that students can understand, such as a three-color pie chart. "Teachers want the kids to be accountable for their own learning, and by having this data, they have the tool," she says.

Harris is a member of the Instructional Council, which



Ellen Harris gives a presentation at the IDA steering committee. She was filmed by Instructional TV as part of a feature on her work, airing this month.

meets monthly. She works with administrators from other schools on projects that need her expertise. A member of the IDA steering committee, she collaborates with other IDAs in the cluster and throughout MCPS to help make their jobs easier.

"The way I look at the school, every year the teachers and administrators start with a blank canvas," Harris says. "Throughout the year, I'm one of the painters on the canvas. My brush strokes are math data, reading data. I just try to provide those little brush strokes to paint the picture of what Strawberry Knoll is all about."

Ellen Harris is the featured staff member on this month's "Great Staff" program on MCPS Cable Channel 34. Throughout March, the program airs Wednesdays and Fridays at 8:30 a.m., 12:30 p.m., 4:30 p.m. and 8:30 p.m.; and on Saturdays and Sundays at 10 a.m. View it online at www.montgomeryschoolsmd.org/departments/itv/itv_programs_greatstaff.shtm.



March Instructional TV highlights

Channel 33



The Math Dude: Algebra I concepts are practiced within a captivating virtual environment and with the coolest math instructor around, "The Math Dude." An original episode airs every week throughout the second semester of the 2006-2007 school year to support primary algebra instruction and HSA preparation. Tues., Wed., Thurs., 6-6:15 p.m. Online at www.MCPSMathDude.org.

Women in American Life: This series celebrates National Women's History Month by examining women's experiences during periods of U.S. history. 1-Civil War, Recovery & Westward Expansion; 2-New Work & New Roles; 3-Cultural Image & Economics. Reality; 4-War Work, Housework & Growing Discontent. Gr. 9-12. Thurs., 2:30-3:30 p.m.

Channel 34

The College Fair: This program will

help students plan for their visit to the College Fair, to held April 18 and 19 at the Montgomery County Agricultural Center. Thurs., 10:45 a.m., 2:45 p.m., 6:45 p.m., 10:45 p.m.; Sat./Sun. 10:15 a.m.



Diez Minutos: This Spanish-language series provides news and information about the MCPS Latino community. Tues./Thurs., 8:45 a.m., 12:45 p.m., 4:45 p.m., 8:45 p.m.; Sat./Sun., 10:45 a.m., 10:45 p.m.



Great Staff: Meet Ellen Harris, an instructional data assistant for Strawberry Knoll ES. Harris is a key team member in ensuring that teachers and administrators are able to use data to help them see patterns and trends. Wed./Fri., 8:30 a.m., 12:30 p.m., 4:30 p.m., 8:30 p.m.; Sat./Sun., 10 a.m. Online at www.montgomeryschoolsmd.org/departments/itv/ITV_Programs_greatstaff.shtm.



Our Schools Today: This

month's show discusses High School Assessments.

English: Wed., 8:15 a.m., 12:15 p.m., 4:15 p.m., 8:15

p.m.; Sat./Sun., 11:30 a.m., 8:30 p.m.

Spanish: Tues., 8:15 a.m., 12:15 p.m., 4:15 p.m., 8:15 p.m.; Sat./Sun., 11:15 a.m., 8:15

p.m. **Chinese:** Wed., 8:15 a.m., 12:15 p.m., 4:15 p.m., 8:15 p.m.; Sat./Sun., 11:30 a.m.,

8:30 p.m. **French:** Wed., 8:45 a.m., 12:45 p.m., 4:45 p.m., 8:45 p.m.; Sat./Sun., 12:15

a.m., 9:15 p.m. **Vietnamese:** Thurs., 8:15 a.m., 12:15 p.m., 4:15 p.m., 8:15 p.m.; Sat./

Sun., 11:45 a.m., 8:45 p.m. **Korean:** Fri., 8:15 a.m., 12:15 p.m., 4:15 p.m., 8:15 p.m.;

Sat./Sun., 12 p.m., 9 p.m. Online at www.montgomeryschoolsmd.org/departments/itv/ITV_Webcasts_OurSchoolsToday.shtm.

Faces of MCPS: This

new TV segment discusses student diversity and features students talking about their stories, challenges

and needs. On Education Matters Mondays and Fridays at 10:30 a.m., 2:30 p.m., 6:30

p.m., 10:30 p.m.; Saturdays and Sundays at 8:30 a.m., 10 pm. Webcasts are available at

www.montgomeryschoolsmd.org/boe. □

Examining curriculum resources

MCPS staff look over some of the many products on display at the MCPS Curriculum Expo. The event, sponsored by School Library Media Programs and the Office of Information and Organizational Systems, was held to assist school staff in making



decisions on newly published instructional materials, library books and online resources. Media, reading and instructional specialists, administrators and public librarians were among those who attended the expo.

Learn about SSPGS at March meetings

Professional growth consultants will present one-hour overviews of the Supporting Services Professional Growth System (SSPGS) during March. All presentations will be held in the Carver Educational Services Center auditorium.

The presentations will provide participants with a general understanding of the mechanics of SSPGS, its guiding objectives, core competencies, and components. SSPGS is in the second phase of its three-year phase-in, with Phase 3 beginning on July 1, 2007.

The presentations will be offered Monday, March 12, at 7 a.m., 11 a.m. and 3 p.m.; Monday, March 19, at 7 a.m. and 11 a.m.; and Wednesday, March 21, at 3 p.m. Register to attend a presentation on Professional Development Online (PDO).

For more information about the Supporting Services Professional Growth System, visit the web site at www.montgomeryschoolsmd.org/departments/development/teams/programs/ss_pgs.shtm. □

MCPS Retirees Association offers employees continuing education, summer scholarships

The MCPS Retirees Association (MCPSRA) is offering both continuing education and summer scholarships for MCPS staff.

MCPSRA will award a \$1,000 scholarship from the Louise Smith Walker Scholarship Fund for the continuing education of any teacher employed by MCPS. Walker was a teacher, principal and supervisor who retired from MCPS in 1968. Upon her death, she bequeathed funds to the association for the purpose of continuing teacher education.

MCPSRA also will award eight \$750 scholarships to help defray costs of coursework in a recognized educational program for summer school 2007. Any current MCPS staff member is eligible to apply.

Scholarships will be awarded based on applicants' educational goals and financial needs. The awards may be used toward the cost of tuition, books or other expenses.

Applications and information about both types of scholarship will be distributed to all MCPS facilities and school offices in early March. Deadline for the receipt of applications is March 30.

For more details, forms and questions, visit www.mcpsretirees.org or call Joy Schwab at 301-253-3294.

Parent workshops on HSA continue through March

What are the four High School Assessments (HSAs)? Why do students have to pass them in order to graduate, starting with the Class of 2009? What if a child doesn't pass the first time?

These questions and many others are being answered during parent information workshops being held on the Maryland HSAs. The workshops also provide parents with strategies to support and encourage their children.

The HSAs measure school and individual student progress toward Maryland's High School Core Learning Goals in English, government, algebra and biology. Passing the HSAs is a graduation requirement beginning with the Class of 2009.

The meetings are being held from 7-9 p.m. Remaining meetings will be held on the following dates:

- **March 7:** Clarksburg HS
- **March 8:** Sherwood HS
- **March 12:** Walter Johnson HS
- **March 14:** John F. Kennedy HS

All school sites will have sessions in English and Spanish, and some schools also will have sessions in other languages. Call the Division of Family and Community Partnerships at 301-279-3100 to find out what languages will be offered at various schools.

Free childcare will be provided at the meetings. Sign language interpretation will be available on request at least one week prior to the event by contacting the Program for the Deaf and Hard of Hearing at 301-517-5539 or 5582 (Voice/TTY).

For more information about the HSA workshops, call the Division of Family and Community Partnerships at 301-279-3100.

The information also is posted online at the Family and Community Partnerships web page (www.montgomeryschoolsmd.org/departments/familycommunity/) and on the High School Assessments web page (www.mcpshsa.org).



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. 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 & reassigned employees will have priority.

Unless otherwise indicated, the deadline for all jobs is 3/13/2007. 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 website (www.montgomeryschoolsmd.org/departments/personnel).

Supporting services

Paraeducators. All paraeducator vacancies are posted on the vacancy database at 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 résumé 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. (Halperin)

#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. (Reed)

#5 HVAC mechanic I (17) (loc. TBD) Div. of Maintenance—HS grad.; compl. of recognized HVAC apprenticeship & valid universal class EPA refrigerant recovery certif. (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)

#6 Heating mechanic II (17) (loc. TBD) Div. of Maintenance—HS grad. & compl. of recognized apprenticeship; consid. knowl. of maintaining & repairing heating sys., diagnosing defects in burners, working from diagrams & inspecting work; valid driver's lic.; excel. commun. skills & abil. to prepare reports; abil. to respond to frequent emergency requests & perform work req. consid. phys. exertion; written MCPS heating mechanic II test & skills test. (Arrington)

#853 Administrative secretary II (15)

(BQ) (8 hrs.) Office of Human Resources—HS grad.; some college coursework desirable; exper. performing progressively respons. sec. work; excel. org. skills; knowl. of PCs incl. intermediate to advance use of Word, Excel & Outlook; MCPS work history; skilled using word processors & databases, with abil. to complete complex processing tasks; MCPS typing test; hands-on activity skills assessment; editing skills needed; completion of proofreading course &/or business grammar writing skills course desirable; must understand & know proper processes/formats of items included in MCPS correspondence manual; must be able to handle highly confidential info. (Arrington)

#842 Building service assistant manager I (10) (BQ) (2:30-11 pm) (avail. 4/1/07) Div. of School Plant Operations—Cng. & bldg. maint. exper.; boiler course req.; must have, or attain within 6-mo. probationary period, Basic Skills & Supervisory & Leadership certif.; abil. to effectively maint. safety & security of bldg./grounds & prep. routine reports. (Reed)

#845 Building service manager III (13) (BQ) (6:30 am-3 pm) (avail. 4/1/07) Burtonsville ES—Bldg. maint. exper. incl. supervisory exper.; knowl. of bldg. serv. methods, mats. & practices incl. HVAC; boiler certif.; MCPS leadership, plant equip. oper. & AC courses pref.; bldg. serv. mgr's exam.; abil. to work with diverse user groups desirable. (Reed)

#844 Building service manager III (13) (BQ) (6 am-2:30 pm) Olney ES—Same basic req. as #845. (Reed)

#785 Building service worker (6) (SQ) (readvertised; 6 am-2:30 pm) Albert Einstein HS—Gen. clng. exper.; oper. power equip.; clear snow from walkways; repetitively move heavy objects. Special consid.: outside work exper. pref. groundsman, grass cutting/weeding, trash removal; must use tractor. (Reed)

#714 Building service worker (6) (SQ) (readvertised; prev. applicants must reapply) (6 am-2:30 pm) Shady Grove MS—Same basic req. as #785. Special consid.: outside/inside worker, maint. lawns; able to oper. mowers, push/riding. (Reed)

#841 Building service worker (6) (SQ) (2:30-11 pm) Eastern MS—Same basic req. as #785. (Reed)

#840 Building service worker (6) (SQ) (10:30 am-7 pm) Beverly Farms ES—Same basic req. as #785. (Reed)

#843 English composition assistant (14) (BQ) (4 hrs. 10 mos.) Wheaton HS—BA in English or equiv. trng. & exper.; computer writing lab/word processing exper. (Merson)

#837 Environmental abatement technician (16) (SQ) (Indoor Air Quality Team) (Shady Grove Depot) (2-10:30 pm) Div. of Maintenance—HS grad.; knowl. of & exper. in asbestos removal & control; some exper. in supervision & courses in biological, chemical or physical sciences pref.; abil. to lift heavy objects & work in uncomfortable conditions; valid driver's lic. & completion of asbestos trng. incl. AHERA certif.; abil. to work overtime & respond to emergency work. (Arrington)

#832 Lunch hour aide-temporary position (7) (SQ) (2 hrs. per day) Thurgood Marshall ES—Abil. to monitor student activities & behavior on play-

ground or at lunch, assist in classroom activities & perform clerical tasks; first aid & CPR certif. pref.; may be filled any time. (Calavetinos)

#835 Media assistant (12) (BQ) (8 hrs., 10 mos.) Kemp Mill ES—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 library environ. pref.; abil. to lift & move books, AV & other equip. or objects weighing 25-30 lbs.; MCPS typing test. (Arrington)

#827 School administrative secretary (16) (BQ) (8 hrs., 12 mos.) Col. E. Brooke Lee MS—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)

#833 School secretary I (11) (SQ) (attendance office pos.) (8 hrs., 10 mos.) Beall ES—HS grad.; gen. clerical exper.; computer skills incl. word processing & database; MCPS typing test. (Arrington)

#723 School secretary I (11) (SQ) (main office pos.) (readvertised; 12-4 pm, 10 mos.) Lakelands Park MS—Same basic req. as #833. (Arrington)



Naturalist. Meadows Nature Center in Rockville seeks summer seasonal naturalist; bachelor's degree & some interpretive exper. in field of nature studies; responsible for several weeks of summer nature camp, group programs & some animal care. Call Melanie Marshall, 301-924-5965, e-mail melanie.marshall@mncppc-mc.org or send resume to Meadows Nature Center, 5100 Meadows Lane, Rockville, MD 20855-1812 (301-924-4141, www.meadowsidecenter.org).

Wolf Trap positions. Wolf Trap is hiring for the summer 2007 performance season; openings include theater usher, park ranger, maintenance worker, stage door aide, theater technician. Call 703-255-1814, e-mail Lela_Sandoval@nps.gov or check web site at www.nps.gov/wotr for application and upcoming job fair information. Summer jobs, internships & volunteer opportunities also avail. for MS and HS students. Call 703-255-1893.

Camp positions. Columbia Association has summer camp job opportunities, incl. supervisors, directors, key camp positions, camp counselors, waterfront specialists, lifeguards and summer sailing instructors. Call 410-715-3166 for job application.

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 Human Relations Compliance Officer, Office of the Deputy Superintendent, 850 Hungerford Drive, Room 129, Rockville, MD 20850, at 301-517-8265.

Register for summer CPD courses

Continuing Professional Development (CPD) courses for the summer semester will be released for registration through the Professional Development Online (PDO) system on March 26, 2006, after 8:30 a.m.

To ensure proper registration in a subject/grade-appropriate course, refer to the suggested audience and prerequisites listed with the course. Support staff and substitute teachers may register on PDO for CPD courses on a space-available basis.

A \$50 fee will be assessed for all CPD courses to permanent employees via payroll deduction after the completion of the course. Non-permanent employees should contact the CPD office. Direct questions to Sandra Marmol at 301-601-4869.



Preparing for Black Saga
Students at Fields Road ES answer questions during practice for the Black Saga competition. Students in grades 4-8, including Jones Lane ES, participated in the knowledge-based event. The top two team from each school will go on to compete at the state level on March 17.



Retirements

Judith Casey. Congratulations, memories, photographs and best wishes are being collected to celebrate Judith Casey's 39 years of teaching kindergarten at Mill Creek Towne ES. Memories may be sent to Kim Berger, paraeducator, at Mill Creek Towne by April 2.

Dan Hayes. A retirement luncheon for Dan Hayes, computer room supervisor, Division of Systems Architecture and Operations, will be held Wednesday, March 21, 12-2 p.m., at Red Hot and Blue Restaurant, 16811 Crabbs Branch Way, Rockville. Send \$25 for lunch and gift, payable to Robin Dutton, to CESC, Room 148C, by March 19. Gift-only contributions are welcome from those unable to attend.

Lindsey retirement. Carol Lindsey, art teacher at Bells Mill ES, will be honored at a retirement party/open house on Tuesday, March 13, 4-6 p.m., 8512 Atwell Rd., Potomac (near Montrose Rd). There is no charge for the party, but donations for a gift are welcome. Make checks payable to the Bells Mill Elementary Social Committee and RSVP by March 9 to 301-469-1046.

Darlene Merry. A retirement celebration in honor of Darlene Merry's 30 years of service to MCPS—most recently as associate superintendent for Organizational Development—will be held Wednesday, March 14, at Lakewood Country Club. Cash bar and hors d'oeuvres will begin at 5:30 p.m., followed by dinner at 6:30. RSVP by March 9 to Marilyn Smith on Outlook and send \$50 for dinner and gift to OOD Social Committee, 12900 Middlebrook Rd, Germantown, MD 20874 or by pony to OOD, Upcounty Regional Services Center. Donations toward gift are welcome from those who cannot attend. For more information, call Marilyn Smith at 301-601-0300. □

Send information for retirement announcements to Vickie Walter on Outlook or fax to 301-279-3221. Notices must be received by Mondays at 10 a.m. to make the deadline for the following week's issue.

Teachers sought for ELO SAIL program

Teachers are needed this summer to teach in the Extended Learning Opportunities Summer Adventures in Learning (ELO SAIL) program.

This will be the sixth summer of operation for ELO SAIL, which will serve students from 22 Title I elementary schools who will be entering kindergarten through fifth grade in August 2007. Last summer, the program served more than 4,400 students. The four-week program, scheduled for July 9-Aug. 3, features a four-hour instructional day of reading, language arts and mathematics.

Title I elementary schools that will benefit from the program are East Silver Spring, Georgian Forest, Highland, Kemp Mill, Montgomery Knolls, New Hampshire Estates, Oak View and Rolling Terrace (Downcounty Consortium); Gaithersburg, Rosemont, Summit Hall and Washington Grove (Gaithersburg Cluster); Twinbrook (Richard Montgomery Cluster); Broad Acres, Burnt Mills and Roscoe Nix (Northeast Consortium); South Lake (Watkins Mill Cluster); and Harmony Hills, Sargent Shriver, Viers Mill, Weller Road and Wheaton Woods (Wheaton Cluster).

Broad Acres ES, in addition to the regular four-week program, will add two weeks of science and mathematics instruction, and the program will run from June 25-Aug. 3. Training for staff working this six-week ELO SAIL program will be offered at the school on June 21 and will be limited to teachers who have not taught in the ELO SAIL program before or who are changing grade levels. In addition, a planning and preparation day is scheduled for June 22.

Teachers interested in teaching for ELO SAIL should submit a resume using Outlook (MCPS Information/ELO SAIL/ELO Form). Principals will select candidates outside their school from information in the ELO Resumes folder. Teachers must meet the MSDE "highly qualified" standards in the area they wish to teach.

Preference will be given to teachers in the 22 identified schools who are highly qualified in early childhood, elementary, ESOL, or special education. Teachers who already work in the 22 schools may contact their principal directly if they are interested in applying for the program. Training will be offered on July 5 for teachers or paraeducators who have never taught in ELO SAIL or to those who are teaching a new grade level. In addition, a planning and preparation day is scheduled at each site for July 6.

For more information, call Diane Mohr at 301-230-0660.

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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