

# Human Resources Newsletter



Carroll County Public Schools  
Building the Future

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## TEACHER CERTIFICATION

Recently the Maryland State Department of Education upgraded the Educator Information System, known as EIS. This system houses all the certification information for nearly *300,000* individuals. These are both current certificated people and those seeking certification. As a result, many of our educators and potential educators had some difficulties over the summer accessing the system or their certificate. BUT, the system is now up and running and with the exception of a few bugs in the system, is fully functioning. The certificate produced looks nearly identical to the previous ones but the layout of the system has a completely different look to it. If you have not accessed it yet the website is as follows:

[https://eisportal.msde.maryland.gov/\\_layouts/15/educator/Login/Default.aspx](https://eisportal.msde.maryland.gov/_layouts/15/educator/Login/Default.aspx)

All certificates processed by Human Resources go through EIS and this is how you are able to print your certificate. When updates are made by HR, it is in real time. If you have any technical issues with the system, please contact Maryland State Department of Education at (410) 767-0412 or [eishelp.msde@maryland.gov](mailto:eishelp.msde@maryland.gov)

In addition to the state's update, Human Resources recently updated the certification handbook as well. This handbook can be found on the HR website and will answer most of your questions about certification including:

- Common Acronyms
- Types of Certificates
- Reading Course Work Requirements
- Senior Teacher Exemption

After reviewing the handbook, if you have any questions in regards to certification, please do not hesitate to email or call either Sharon Adams or Kelly Keith in Human Resources.

To access the Certification Handbook, click on the following link:

<http://www.carrollk12.org/admin/hr/certifications/handbook.asp>

# Aesop<sup>®</sup> UPDATE

We are off and running with Aesop, our Substitute Placement and Absence Management System. Things seem to be falling into place and many of the wrinkles have been ironed out. As with anything new, there are always growing pains. Kudos to everyone for your patience and understanding as we continue to make enhancements to get the most out of what Aesop has to offer.

As we continue to make these enhancements, now is the best time to make sure that you have the correct phone number designated for Aesop. This applies to ALL employees as there will be a time that everyone will use Aesop to record time off. To see what your account lists for your Aesop telephone number, please follow these steps:



1. Open the CCPS Technology Services Portal
2. Click on the My Info tab (top of the screen in the black bar)

The number that is listed in the “Other Phone” field is what will be assigned to your Aesop account. If this is the correct number for you, no changes are necessary. If this is not the correct number for you, please click on the “Edit Phone Numbers” button, change that number and then save the changes. Your Aesop account will then sync to this number with the nightly file processing!

The Campus Users in your building can assist you with this change as well as answer questions you have regarding Aesop. Campus Users are typically the Office Manager and Administrators. If you currently use Aesop, the Help tab feature is another good source of information. You will find this tab on your Aesop Home screen. If neither the Help feature nor Campus User is able to assist, please enter a Help Desk Ticket under the CCPS Technology Services Portal with your question(s). Upon receipt of your ticket, we will do our best to answer your question(s) quickly.

Once again, thank you for assisting us in making the most out of Aesop.

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## CRANBERRIES

BY PAT TARLOW, HEALTH TEACHER

Thumbs up to cranberries. These tiny gems grow on vines in acid soil of very wet bogs, or marshes from April to November, ripe just in time for holiday dinners. Cranberries are crammed with vitamin C and provide a fair amount of manganese, important for the development of healthy bones, cartilage and connective tissue. Cranberries also contain a type of antioxidant that is believed to prevent bacteria from sticking to the urinary tract and causing infections. That's why drinking cranberry juice is a recommended treatment for bladder infections. Cranberry juice is by nature very tart, so often companies add various forms of sugar to make cranberry 'juice cocktail'. Be mindful and read the label to be sure you're are buying 100% juice.



The cancer-preventive benefits of cranberries are now believed to extend to cancers of the breast, colon, lung, and prostate. When eaten whole, cranberries do a great job of protecting the cardiovascular system and liver, and eating them gives quite a boost to the immune system. Cranberries are low in calories and high in fiber. Whole dried cranberries are very low in saturated fat, cholesterol and sodium. **Cranberry sauce**, however, is very high in added sugar. It is a delicious treat that goes well with turkey and sauerkraut, so just be aware of much of it you eat.

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# BACKPACK SAFETY TIPS

FROM THE CCPS OFFICE OF RISK MANAGEMENT

When you move your child's backpack after he or she drops it at the door, does it feel like it contains 40 pounds of rocks? Maybe you've noticed your child struggling to put it on, bending forward while carrying it, or complaining of tingling or numbness.

If you've been concerned about the effects that extra weight might have on your child's still-growing body, your instincts are correct.

Backpacks that are too heavy can cause a lot of problems for kids, like back and shoulder pain, and poor posture. The problem has grabbed the attention of lawmakers in some states, who have pushed for legislation requiring school districts to lighten the load.

While we wait for solutions like digital textbooks to become widespread, there are things you can do to help prevent injury. While it's common these days to see children carrying as much as a quarter of their body weight, the American Chiropractic Association recommends a backpack weigh no more than 10 percent of a child's weight.

When selecting a backpack, look for:

- An ergonomic design
- The correct size: never wider or longer than your child's torso and never hanging more than 4 inches below the waist
- Padded back and shoulder straps
- Hip and chest belts to help transfer some of the weight to the hips and torso
- Multiple compartments to better distribute the weight
- Compression straps on the sides or bottom to stabilize the contents
- Reflective material

Remember: A roomy backpack may seem like a good idea, but the more space there is to fill, the more likely your child will fill it. Make sure your child uses both straps when carrying the backpack. Using one strap shifts the weight to one side and causes muscle pain and posture problems.

Help your child determine what is absolutely necessary to carry. If it's not essential, leave it at home.

## What About Backpacks on Wheels?

They are so common these days, they're almost cool. But, the ACA is not giving them a strong endorsement.

Rolling backpacks should be used "cautiously and on a limited basis by only those students who are not physically able to carry a backpack," the ACA website reads. The reason? They clutter school corridors, replacing a potential back injury hazard with a tripping hazard.

For more information, please click on the following link <http://www.nsc.org/learn/safety-knowledge/Pages/backpack-safety-for-kids.aspx>