



# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M - 12 - 20

Originator's Serial No.

February 24, 2020

Date

Benefits Services

Originating Office

April 1, 2020

Cancellation Date

**TO:** All Employees Who Are Members of the  
Maryland State Retirement and Pension Systems

**FROM:** Michael Herbstman  
Chief Financial Officer

**SUBJECT:** [2020 Spring Pre-Retirement Planning Conference](#)

1. **PURPOSE:** To announce the 2020 Spring Pre-Retirement Planning Conference
2. **INFORMATION:** The conference will be held at **Dr. Henry Wise Jr. High School on Saturday, March 21, 2020**, from 8:00 a.m. to 1:00 p.m.

#### Target Audience

This conference is designed for employees of Prince George's County Public Schools (PGCPS) who are members of the Maryland State Retirement and Pension System and considering retirement within the next 3-5 years.

#### Conference Objectives

This half day conference will focus on a comprehensive overview of Maryland State Retirement Pension benefits, Social Security benefits and the PGCPS Retirement Process. This conference will provide participants with information to assist in financial decision making subsequent to retirement.

#### Registration Information

**Due to limited seating capacity, all interested employees are encouraged to register early.** Spouses and friends of employees are welcome to attend, providing they have registered and paid the registration fee in advance. For your convenience, a registration form is attached and an online Google Form is available at [www1.pgcps.org/benefits/index.aspx?id=204867](http://www1.pgcps.org/benefits/index.aspx?id=204867). **The Registration Form must be received in the Benefits Services Office by 4:00 p.m. Monday, March 9, 2020. Please note: registration will close before this date if the conference is full. Walk-ins are NOT permitted on the day of the conference.**

#### Registration Fee

A \$10 per person **non-refundable** conference registration fee is required. The fee includes a workbook, additional program materials, and a continental breakfast. **Payment for the conference will be a one-time automatic payroll deduction. The deduction will be reflected on the March 20, 2020 paycheck. The Registration Form must be received in the Benefits Services Office by 4:00 p.m. Monday, March 9, 2020. Please note: registration will close before this date if the conference is full.** If not using the [Google Form](#), please forward the attached completed registration form to:

**Email:** [PreRetirement.Conf@pgcps.org](mailto:PreRetirement.Conf@pgcps.org)

**Or**

**Address:** Prince George's County Public Schools  
Benefits Services Office  
2020 Spring Pre-Retirement Planning Conference  
14201 School Lane, Room 132  
Upper Marlboro, MD 20772

#### Accommodations

Anyone who requires an auxiliary aide/service for effective communication, or the modification of a procedure/policy in order to participate in this conference should contact the Benefits Services Office at 301-952-6600 or email [PreRetirement.Conf@pgcps.org](mailto:PreRetirement.Conf@pgcps.org). Requests should be made as soon as possible, but no later than 7 days before the scheduled event.

The organizers of the 2020 Spring Pre-Retirement Planning Conference follow PGCPS regarding cancellations in the event of inclement weather. The organizers strongly recommend that attendees listen to the radio or watch the local television news for notification of cancellation. Attendees may also visit the PGCPS website at [www.pgcps.org](http://www.pgcps.org) to obtain additional information on cancellation.

For more information please contact the Benefits Services Office at 301-952-6600 or email [PreRetirement.Conf@pgcps.org](mailto:PreRetirement.Conf@pgcps.org).

3. **FILING INSTRUCTIONS:** Discard after April 1, 2020.



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Michael Herbstman  
Chief Financial Officer

**2020 SPRING PRE-RETIREMENT PLANNING CONFERENCE**  
**March 21, 2020 ♦ Dr. Henry Wise Jr. HS ♦ Upper Marlboro, Maryland**

**REGISTRATION FORM**

**Section I – Registrant Profile (check all that apply)**

- ☐ SEIU Local 400 (Service Employees International Union P.G.)
- ☐ ACE/AFSCME, Local 2250 (Association of Classified Employees and American Federation of County and Municipal Employees)
- ☐ ASASP (Association of Supervisory & Administrative School Personnel)
- ☐ PGCEA (Prince George's County Educators' Association)
- ☐ Executive Level/Confidential

**Participant:**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**EIN:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Day Time Phone:** \_\_\_\_\_

**GUEST (if applicable):**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Section II – Conference Registration Fee**

The \$10.00 per person/**non-refundable** registration fee will be collected by a **one-time payroll deduction on the March 20, 2020** paycheck. Please check the appropriate box for the amount to be automatically deducted from your paycheck:

☐ **\$10.00 (one person)**      ☐ **\$20.00 (two people)**

**Email, mail, fax or deliver the completed registration Form by March 9th to:**

**Email:** [PreRetirement.Conf@pgcps.org](mailto:PreRetirement.Conf@pgcps.org)

**Address:** Benefits Services Office  
2020 Spring Pre-Retirement Planning Conference  
Prince George's County Public Schools  
14201 School Lane, Room 132  
Upper Marlboro, MD 20772  
Fax: 301-952-6088

**Section III – Cancellation Due to Inclement Weather**

The organizers of the 2020 Spring Pre-Retirement Planning Conference reserve the right to cancel the conference in the event of inclement weather. The organizers strongly recommend that attendees listen to the radio or watch the local television news for notification of cancellation. Attendees may also visit the PGCPs website at [www.pgcps.org](http://www.pgcps.org) to obtain additional information on cancellation.

**\*\*REGISTRATION DEADLINE: MARCH 9, 2020\*\***

**NOTE: REGISTRATION MAY CLOSE EARLY IF THE CONFERENCE IS FULL**

**For more information, call or email**

**Benefits Services Office**

**(301) 952.6600**

**[PreRetirement.Conf@pgcps.org](mailto:PreRetirement.Conf@pgcps.org)**