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<th>DATE OF APPOINTMENT</th>
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<tbody>
<tr>
<td>Buckheit, Kimberly A.</td>
<td>Education Program Specialist II – School Completion and Alternative Programs Specialist</td>
<td>22</td>
<td>Office of the Deputy for School Effectiveness, Division of Student Support, Academic Enrichment, and Educational Policy</td>
<td>TBD</td>
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<tr>
<td>Corona, Tara A.</td>
<td>Education Program Specialist I, Continuous Improvement Specialist</td>
<td>21</td>
<td>Office of the Deputy for Teaching and Learning, Office of School, Teacher and Principal Improvement</td>
<td>TBD</td>
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<tr>
<td>Hands, Zachary T.</td>
<td>Designated Administrative Manager IV, Assistant to the State Superintendent of Schools – Special Projects</td>
<td>22</td>
<td>Office of the State Superintendent of Schools</td>
<td>TBD</td>
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<tr>
<td>Murphy, Michele M.</td>
<td>Education Program Supervisor, Chief of Specialized Instruction</td>
<td>22</td>
<td>Office of the Deputy for Teaching and Learning, Division of Early Intervention and Special Education Services</td>
<td>TBD</td>
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<tr>
<td>Muse, Quiana C.</td>
<td>Education Program Specialist II, Compliance and Monitoring Specialist</td>
<td>22</td>
<td>Office of the Deputy for Finance, Office of Compliance and Monitoring</td>
<td>TBD</td>
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<tr>
<td>O’Banner, Jody A.</td>
<td>Education Program Specialist I, Extended Learning Specialist</td>
<td>21</td>
<td>Office of the Deputy for School Effectiveness, Division of Student Support, Academic Enrichment, and Education Policy</td>
<td>TBD</td>
</tr>
<tr>
<td>Wheeler, Anne K.</td>
<td>Education Program Specialist I, Specialized Instruction Program Specialist</td>
<td>21</td>
<td>Office of the Deputy for Teaching and Learning, Division of Early Intervention and Special Education Services</td>
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II. Appointments Grade 18 and below:

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III. Other Actions: Promotional

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</table>
August 28, 2018

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Kimberly A. Buckheit

Position: Education Program Specialist II – School Completion and Alternative Programs Specialist

Division/Office: Student Support, Academic Enrichment, and Educational Policy

Salary Grade: State Salary Grade: 22
Annual Salary Range: $64,608 - $103,743

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:
A Master’s Degree or equivalent 36 post-baccalaureate credit hours of course work in education or an education-related field from an accredited college or university.

EXPERIENCE:
Five (5) years of administrative experience in, or affiliated with education, including two years of experience coordinating or administering elementary education, secondary education, or student services programs designed for student who are at-risk academically. Experience in interpreting and implementing education policies is desirable.

DESCRIPTION:
This is a professional position serving as the Specialist for School Completion and Alternative Programs responsible for providing leadership and technical assistance to the Division of Student, Family and School Support/Academic Policy in the identification and implementation of evidence-based strategies and interventions with regard to school suspensions and disproportionality, dropout prevention, alternative programs, and attendance.
QUALIFICATIONS:

Education:
Goucher College (Towson, Maryland) 1999 – Master’s Degree in Education Leadership
Bucknell University (Lewisburg, Pennsylvania) 1989 – Bachelor’s Degree in Psychology and Elementary Education

Experience:
Manassas City Public Schools (Manassas, Virginia)
   2015 – 2018: Principal – At-Risk 7th and 8th Grade
Regional School Unit 20 (Belfast, Maine)
   1999 – 2015: Principal – Troy Howard Middle School
Baltimore County Public Schools, Mars Estates Elementary (Baltimore, Maryland)
   1997 -1999: Behavior Resource Teacher
Kennedy Krieger Institute (Baltimore, Maryland)
   1990 – 1997: Behavior Specialist

EMPLOYMENT STATUS:
New Hire
August 28, 2018

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Tara A. Corona

Position: Education Program Specialist I, Continuous Improvement Specialist

Division/Office: School, Teacher, and Principal Improvement

Salary Grade: State Salary Grade: 21
Annual Salary Range: $60,543 - $97,207

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:
Master’s Degree or equivalent 36 credit hours of post baccalaureate course work in Educational Administration/Supervision, or education related field.

EXPERIENCE:
Four (4) years of professional experience providing professional learning experiences, in-person and/or virtually, to adult learners including two (3) years of experience in coordinating or administering an education program or service directly related to the position. Experience in developing professional learning experiences focused on school improvement and leadership development preferred.

DESCRIPTION:
This is a professional 80% part-time position responsible for the development, coordination, and facilitation of professional learning experiences that focus on fostering the growth of effective leaders and improving school performance; supports continuous improvement of school systems through data-informed and research-based professional learning experiences in alignment with priorities identified in the Maryland Every Student Succeeds Act Consolidated Plan.
QUALIFICATIONS:

Education:
Towson University (Towson, Maryland) 2017 – Master’s Degree in Human Resource Development, Educational Leadership and Instructional Technology; 2009 – Master’s Degree in Teaching, Secondary Education

University of Maryland (Baltimore County) 2004 – Bachelor of Science Degree in Biological Sciences, Minor Psychology and Pre-Med

Experience:
Baltimore City Public Schools – Department of Innovation and Digital Safety (Towson, Maryland)
   2016 – 2018: Resource Teacher, Blended Teaching and Learning
   2012 - 2016: Science Department Chair and Bridge Plan Coordinator – Lansdowne High
   2012 – 2014: Evening High School Science Mentor
   2012 – Present: Instructor and Mentor

Test College of Technology (Beltsville, Maryland)
   2000 – 2007: Library Manager, Event Coordinator

EMPLOYMENT STATUS:
New Hire
August 28, 2018

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Zachary T. Hands  
Position: Assistant to the State Superintendent of Schools - Special Projects  
Division/Office: Office of the State Superintendent of Schools  
Salary Grade: State Salary Grade: 22  
Annual Salary Range: $64,608 - $103,743  
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:  
A Master’s Degree or 36 post baccalaureate credit hours of coursework in Communications, Education, Public Administration, or a related field.

EXPERIENCE:  
Four years of administrative and/or management experience in an education or related field/program that involved education program management, communications, or project management. Experience with policy or public relations is desirable.

DESCRIPTION:  
This is a designated professional assistant position serving as a special projects assistant to the State Superintendent Schools responsible for leading and implementing executive initiatives and coordinating strategic plans along with cross-functional initiatives. Also this position tracks key initiative progress, while leading and executing special projects.
QUALIFICATIONS:

Education:
University of Maryland Baltimore County (Baltimore, Maryland) 2017 – Master’s Degree in Public Policy
Loyola University of Maryland (Baltimore, Maryland) 2015 – Bachelor’s Degree in Communications Political Science

Experience:
Carroll County Democratic Central Committee (Westminster, Maryland)
2014 – 2018: Member/Internship Coordinator
Emily Shank for State Delegate (Westminster, Maryland)
2017 – Present: Campaign Manager
Maryland Association of Counties (Annapolis, Maryland)
2017 – 2018: Legislative Fellow
Catonsville Senior Center (Catonsville, Maryland)
2017: Volunteer Instructor, Social Media/Current Events
Maryland Department of Health, Behavioral Health Administration (Catonsville, Maryland)
2016 – 2017: Graduate Assistant in Overdose Prevention
University of Maryland Baltimore County Residential Life (Baltimore, Maryland)
2015 – 2016: Assistant Community Director
U.S. House of Representatives, Office of Republican C.A. “Dutch” Ruppersberger
2015 – 2016: Intern

EMPLOYMENT STATUS:
New Hire
August 28, 2018

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Richard P. Henry
Position: Executive Director, Office of Compliance and Monitoring
Division/Office: Office of the Deputy for Finance
Salary Grade: State Salary Grade: 25
Annual Salary Range: $78,595 - $126,186
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:
A Master’s Degree or 36 post baccalaureate credit hours of coursework in Management, Public Policy, Information Systems, Law Enforcement or a related area to include coursework.

EXPERIENCE:
Six (6) years of professional experience with managing, administering policies with regard to assuring regulation compliance and information security. Three (3) years of the required experience must have included direct supervision of other professional employees.

DESCRIPTION:
This position serves as the Director for the Office of Compliance and Monitoring. This position manages the audit and investigation of policy adherence and review of the grading and graduation related data, as well as other issues/programs as assigned for all public school systems in Maryland. This position also recommends and drafts regulations, procedures and controls. This position manages and conducts investigation, analysis, as well as develops reports with findings and recommended solutions.
QUALIFICATIONS:

Education:
The Johns Hopkins University (Baltimore, Maryland) 2002 – Master’s Degree in Leadership Management; 2000 - Bachelor’s Degree Management
Fraud Investigations Certificate, Association of Fraud Examiners 3/11 – 8/2018

Experience:
United States Marshals Service (Baltimore, Maryland)
1992 – Present: Chief Inspector
Baltimore County Sheriff’s Office (Towson, Maryland)
1982 – 1992: Deputy Sheriff

EMPLOYMENT STATUS:
New Hire
August 28, 2018

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Michele M. Murphy

Position: Education Program Supervisor, Chief of Specialized Instruction

Division/Office: Early Intervention and Special Education Services

Salary Grade: State Salary Grade: 22
Annual Salary Range: $64,608 - $103,743

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:
Master’s Degree or equivalent 36 post baccalaureate course work in Special Education, Education Administration/Supervision or Education related field.

EXPERIENCE:
Five (5) years of professional experience in or affiliated with special education administration, programs or services directly related to the position. Experience with instructional strategies and intervention practices designed to improve academic outcomes for students with disabilities is preferred.

DESCRIPTION:
This is a supervisory position serving as a strong instructional leader responsible for the professional learning, staff oversight & management of Maryland’s College & Career-Ready Standards in the implementation of instructional & response to interventions/evidence-based instructional practices with fidelity measures, support of federal grant initiatives, technical assistance & programmatic support related to students with high and low incidence disabilities.
QUALIFICATIONS:

Education:
Goucher College (Towson, Maryland) 2012 – Master’s Degree in Education Administration
Hood College (Frederick, Maryland) 1982 – Bachelor’s Degree in Special Education
Maryland State Department of Education (Baltimore, Maryland) Advanced Professional Certificate in Administrator II and Reading

Experience:
Baltimore County Public Schools (Towson, Maryland)
  2013 - Present: Special Education Specialist
  2007 – 2013: Resource Teacher
  2004 – 2007: Resource Teacher - Secondary Language Arts – Supervisor of Reading
  2001 – 2004: Resource Teacher
  2010 – 2014: Special Education Resource Staff – Evening High
  1990 – 2001: Special Education Teacher – General John Stricker Middle

Baltimore City Public Schools (Baltimore, Maryland)
  1984 – 1990: Special Education Teacher – Govans Elementary and Hamilton Middle

Loyola University (Baltimore, Maryland)
  2014 – Present: Adjunct Professor

Goucher College (Towson, Maryland)
  2005 – Present: Teacher

EMPLOYMENT STATUS:
New Hire
August 28, 2018

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Quiana C. Muse
Position: Compliance and Monitoring Specialist
Division/Office: Office of Compliance and Monitoring
Salary Grade: State Salary Grade: 22
Annual Salary Range: 54,608 - $103,743
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:
Master’s Degree or equivalent 36 post baccalaureate course work in Education, Education Administration/Supervision, Public Administration or related field.

EXPERIENCE:
Five years of experience in coordinating or administering policy support, case management, or implementing compliance initiatives for education or related programs. Experience with direct contact with public constituents and validating data is desired.

DESCRIPTION:
Serve as the program specialist for the Office of Compliance and Monitoring and is responsible for the coordination, development, and implementation of Office initiatives related to academic related validations. This position will provide administrative and policy support to the Director of the Office of Compliance and Monitoring in matters related to process, procedures and remedies of academic validation.
QUALIFICATIONS:

Education:
Loyola University School of Law (Chicago, Illinois) 2018 – Master’s or Jurisprudence, Children’s Law and Policy
Towson University (Towson, Maryland) 2010 – Master’s Degree in Education Early Intervention
2004 – Bachelor’s Degree in Family Studies

Experience:
Maryland Department of Transportation (MDOT), Maryland Aviation Administration (MAA)
(BWI Marshall Airport, Maryland)
2018 – Present:  Assistant Chief to MAA Administrator and Executive Team
Maryland Department of Juvenile Services (Baltimore, Maryland)
2016 – 2018:  Assistant Regional Director
2015 – 2016:  Case Management Specialist Supervisor
2014 – 2015:  Juvenile Detention Alternative Initiatives Coordinator – Case Management
Specialist Supervisor
2012 – 2014:  Resource Specialist
2006 – 2011:  Court Liaison/Resource Specialist
2006 – 2008:  Case Management Specialist
Baltimore County Sheriff’s Office (Towson, Maryland)
2005 – 2006:  Deputy Sheriff
U.S. Army Reserves
1999 – 2007:  Medic

EMPLOYMENT STATUS:
New Hire
August 28, 2018

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Jody A. O’Banner

Position: Education Program Specialist I, Extended Learning Specialist

Division/Office: Student Support, Academic Enrichment, and Educational Policy

Salary Grade: State Salary Grade: 21
Annual Salary Range: $60,543 - $97,203

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:
Possession of a Master’s Degree or equivalent 36 credit hours of post-baccalaureate course work in Education, Education Supervision/Administration, School counseling or a related field.

EXPERIENCE:
Four (4) years of professional administrative or teaching experience within an educational setting.

DESCRIPTION:
This is a professional position serving as the Extended Learning Specialist responsible for providing technical assistance and administration to local recipients of Federal funds utilized for afterschool programs that are designated to improve the academic achievement of disadvantaged children.
QUALIFICATIONS:

Education:
Bowie State University (Bowie, Maryland) 2001 – Master’s Degree in Education
Livingstone College (Salisbury, North Carolina) 1997 – Bachelor’s Degree in English

Experience:
Office of the State Superintendent of Education (Washington, DC)
   2017 – Present: Manager, Title Programs and Grant Support
Baltimore City Public Schools (Baltimore, Maryland)
   2009 – 2015: Education Program Specialist, Title I
   2008 – 2009: Education Program Specialist Secondary Literacy
National Center on Education and the Economy (Washington, DC)
   2006 – 2007: Senior Associate
Fund for Educational Excellence (Baltimore, Maryland)
   2003 – 2005: Literacy Coordinator

EMPLOYMENT STATUS:
New Hire
August 28, 2018

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Anne K. Wheeler

Position: Education Program Specialist I, Specialized Instruction Program Specialist

Division/Office: Early Intervention and Special Education Services

Salary Grade: State Salary Grade: 21
Annual Salary Range: $60,543-$97,203

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:
A Master’s Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Special Education or a related field.

EXPERIENCE:
Four (4) years of professional experience in or affiliated with special education or early intervention, programs related to services for children with disabilities and their families is preferred.

DESCRIPTION:
This position provides leadership and technical assistance to MSDE, Local School Systems (LSSs), and Public Agencies responsible for MD’s College and Career-Ready Standards in the implementation and evaluation of the IEP Process, including Standards-Aligned Goals and evidence-based practices to support achievement of students with disabilities on statewide accountability measures for Access, Equity, and Progress. This position supports the MD Online Individualized Education Program (MOIEP) tool, and use of State developed analytical tools to support data informed decision-making processes that are necessary to narrow the gaps for students with disabilities.
QUALIFICATIONS:

Education:
Salisbury University (Salisbury, Maryland) 2016 - Master’s Degree in Education in Educational Leadership
Slippery Rock University of Pennsylvania (Slippery Rock, Pennsylvania) 2011 – Bachelor’s Degree in Special Education/Elementary Education

Experience:
Dorchester County Public Schools (Cambridge, Maryland)
- 2016 – Present: Special Education Coach and Compliance Specialist
- 2017 – Present: Birth to K Leadership Team Member
- 2011 – 2016: Special Education Teacher
- 2014 – 2016: Positive Behavior Instructions and Support (PBIS) Team Co-Leader
- 2014 – 2016: Behavior Intervention Coordinator (High Flying Hummingbird)

Talbot Special Riders (Preston, Maryland)
- 2018 - Present: Volunteer-Talbot Special Riders (Therapeutic Horseback Riding Program)

EMPLOYMENT STATUS:
New Hire
MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE August 28, 2018 BOARD MEETING

I. Appointments Grade 19 and above:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Gunning, Donna M.</td>
<td>Executive Director, Office of Policy and Fiscal Analysis</td>
<td>25</td>
<td>Office of the Deputy for Finance</td>
<td>TBD</td>
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II. Appointments Grade 18 and below:

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III. Other Actions: Under Delegated Appointment Authority by the SBOE

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</table>
August 28, 2018

BOARD LIST

The following professional appointment is submitted for approval by the State Board of Education:

Name: Donna M. Gunning
Position: Executive Director
Division/Office: Policy and Fiscal Analysis
Salary Grade: State Salary Grade: 25
Annual Salary Range: $78,595 - $126,186
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:
Master’s Degree or 36 post-baccalaureate credit hours of coursework from an accredited college or university in Business Administration, Accounting, or a related area.

EXPERIENCE:
Five years of professional experience with designing, developing and managing financial control systems for multiple programs. Two (2) years of the required experience must include direct supervision of other professional employees. Demonstrated advanced skill in Microsoft Excel is needed for this position.

DESCRIPTION:
This is a management position responsible for directing the operations of the Division of Business Services, which includes the Accounting Branch, the Administrative Services Branch (including Procurement), the Budget Branch, and the Finance, Reporting and Coordination Branch.
QUALIFICATIONS:

Education:
Salisbury University (Salisbury, Maryland) 1984 – Bachelor’s Degree in Psychology

Experience:
Maryland State Department of Education (Baltimore, Maryland)
2017 - Present: Program Manager IV, Office of Fiscal Planning, Research and Evaluation
2011 – 2017: Program Manager III, Office of Finance and Administration
2006 – 2011: Staff Specialist III, Office of Finance and Administration
2002 – 2006: Staff Specialist I, Division of Business Services
2002: Staff Specialist I, Office of the Deputy State Superintendent for Finance
2000 – 2001: Staff Specialist I, School and Community Outreach Office

Arthur Slade Regional Catholic School (Glen Burnie, Maryland)
1998 – 2000: Development Director

Widener-Burrows & Associates (Annapolis, Maryland)
1994 – 1998: Transcriptions Services

Community Associations Institute (Alexandria, Virginia)
1987 – 1989: Manager, Training and Education Programs
1984 – 1987: Staff Assistant, Training and Education Programs

EMPLOYMENT STATUS:
Promotion