

MINUTES OF THE MARYLAND STATE BOARD OF EDUCATION

Tuesday, August 28, 2018
Maryland State Board of Education
200 W. Baltimore Street
Baltimore, Maryland 21201

The Maryland State Board of Education met in regular session on Tuesday, August 28, 2018 at 9:00 a.m. at the Nancy S. Grasmick State Education Building. The following members were in attendance: Dr. Justin M. Hartings, President; Ms. Stephanie R. Iszard, Vice President; Dr. Vermelle Greene; Dr. Michele Jenkins Guyton; Ms. Jean Halle; Dr. Joan Mele-McCarthy; Dr. David Steiner; Brigadier General (BG) Warner Sumpter (Ret.); Mr. Bryce Awono, student Board member; and State Superintendent Dr. Karen B. Salmon. (Board Members Dr. Chester E. Finn, Jr., Dr. Rose M. Li, and Mr. Michael Phillips were not in attendance.)

The following staff members were present: Elizabeth Kameen, Esq., Assistant Attorney General; Dr. Sylvia Lawson, Deputy State Superintendent, Office of School Effectiveness; Amalie Brandenburg, Deputy State Superintendent, Office of Finance and Administration; Dr. Carol Williamson, Deputy State Superintendent, Office of Teaching and Learning; and Dr. Miya T. Simpson, Executive Director, Office of the State Board.

President Hartings called the meeting to order and opened with the Pledge of Allegiance.

President Hartings welcomed members of the Maryland Association of Boards of Education (MABE) and other guests.

PUBLIC COMMENT

The following individuals provided public comment:

- **Barbara Donick** – Certification and reading instruction
- **Michael Pugh** – Established pattern of failing schools in Baltimore City
- **Erin Appel** – Second degree assault
- **Darren Hornbeck** – Superintendent Regulation
- **Cheryl Bost** – Superintendent Regulation
- **Antoinette Waters** – Age Requirement for kindergarten

NEW BUSINESS

➤ **Approval of Consent Agenda:**

President Hartings called for a motion to approve the Consent Agenda, which included the following items:

- Minutes for July 24, 2018
- Personnel Actions
- Budget Adjustments for July, 2018

***ACTION:** Upon motion by Dr. Steiner and seconded by Ms. Iszard, the State Board approved the Consent Agenda. (In Favor: 9; opposed: 0; abstained: 0.)*

➤ **Code of Maryland Regulations (COMAR)**

(Presenter: Mary Gable, Assistant State Superintendent, Division of Student, Family, and School Support; Sarah Spross, Assistant State Superintendent, Division of Educator Effectiveness)

• **COMAR 13A.12.04.03 Superintendents (Information)**

Ms. Spross provided a summary of the Joint Conference Committee Meeting held on July 30th with members of the State Board and the Professional Standards and Teacher Education Board (PSTEB). The committee met to discuss proposed regulatory language regarding COMAR 13A.12.04.03. Members representing the State Board included: Ms. Iszard, Dr. Steiner, General Sumpter, and Mr. Awono.

Board members discussed concerns and clarification regarding the teaching and mentoring requirements and strengthening the provisional requirement.

ACTION: None. For information and discussion only.

• **COMAR 13A.01.05 Appeals to State Board (Permission to Publish)**

Request for permission to publish amendments to Regulations .01-.05 and .07-.10, repeal Regulation .06, and adopt new Regulation .11 under Code of Maryland Regulations (COMAR) 13A.01.05 *Appeals to the State Board*, which change the procedures for filing appeals with the State Board of Education.

Board members discussed the paper copy submission requirement and electronic filing as an option.

ACTION: Upon motion by General Sumpter and seconded by Dr. Steiner, the State Board granted permission to publish the regulation. (In favor: 9; Opposed: 0; Abstained: 0.)

• **COMAR 13A.02.01.04 Length of School Year (Adoption)**

Request for permission to adopt amendments to Regulation .04 *Length of School Year* under COMAR 13A.02.01 *Local Boards of Education*. The amendments enable the Maryland State Department of Education (MSDE) to monitor local school systems' make-up recovery plans on a timely basis and update the State Board on the make-recovery plans, if needed.

Board members discussed the calculation of the 180-day and instructional hours requirements and requested revisiting this discussion in the future.

ACTION: Upon motion by Ms. Halle and seconded by Ms. Iszard, the State Board granted permission to adopt the regulation with the amended language. (In favor: 9; Opposed: 0; Abstained: 0.)

- **COMAR 13A.08.01.11 *Disciplinary Actions/Suspensions and Expulsions (Adoption)***

Request for permission to adopt amendments to prohibit suspension or expulsion of students in prekindergarten, kindergarten, first grade, or second grade, with certain exceptions, per State law.

ACTION: Upon motion by Dr. Steiner and seconded by Dr. Guyton, the State Board granted permission to adopt the regulation (In favor: 9; Opposed: 0; Abstained: 0.)

- **COMAR 13A.08.01.06 *Programs for Pregnant Students (Adoption)***

Request for permission to adopt the repeal of Regulation .06 *Educational Programs for Pregnant Girls* under COMAR 13A.08.01 *General Regulations*. Regulation .06 is out-of-date and the provisions of the regulation are covered in Maryland statute and other COMAR regulations.

ACTION: Upon motion by General Sumpter and seconded by Dr. Mele-McCarthy, the State Board granted permission to repeal the regulation. (In favor: 9; Opposed: 0; Abstained: 0.)

REPORTS TO THE STATE BOARD FOR DISCUSSION AND/OR ACTION

➤ **2018 Maryland PARCC Results**

(Presenter: Dr. Dara Shaw, Director, Office of Research and Strategic Data Use)

Dr. Shaw presented the results of the 2018 administration of the PARCC tests, to include: state level results, local school system results, and student group achievement (race/ethnicity, service groups, and race/ethnic by service group).

Board members expressed concerns about decreases in Math scores and discussed Gifted and Talented as a service group. Board members also requested additional data by gender breakdown and comparative data of first-time and repeat test-takers.

Dr. Salmon shared next steps and future activities to address the data findings to include: data analysis workshops to help in understanding the data; early childhood and intervention strategies; Baltimore City MOU; training and coaches for schools systems; restructuring the MSDE's professional development department; developing policy recommendations; improving teacher pay/incentives and recruitment; instituting career ladders; and more interventions for students.

Board members stressed the need for improvements, particularly related to curriculum and instruction to improve teacher preparation and instructional materials, and the Board's role and leadership moving forward. Board members also highlighted issues around equity. Dr. Salmon shared that she plans to present an Equity Policy to the Board in September.

ACTION: None. For information and discussion only.

➤ ***Maryland Comprehensive Assessment Program Update***
(Presenter: Dr. Karen B. Salmon, State Superintendent of Schools)

Dr. Salmon presented an update on the progress in developing the MSDE's MCAP plan as Maryland plans to move away from the PARCC. The MCAP will include Maryland assessments in ELA, Math, Science, and Social Studies K through 12 based on the rigorous Maryland College and Career Standards. The state plans to maintain the PARCC test for another year to allow for an orderly transition and better prepare the field for the new test in 2020.

Dr. Salmon also shared information regarding the communications campaign being developed to increase awareness of the changes related to the MCAP.

Board members expressed interest in having a computer-adaptive platform.

ACTION: None. For information and discussion only.

STATE BOARD MEMBER REPORTS AND COMMENTS

➤ **Approval of 2019 Meeting Dates**

Board members considered proposed meeting dates for 2019 (Attached). Two options were presented for the May meeting due to the Memorial Day holiday. The Board agreed to hold its May meeting on Tuesday, May 21, 2019.

ACTION: Upon motion by Ms. Iszard, and seconded by Mr. Awono, the State Board approved the 2019 Meeting Dates. (In favor: 9; Opposed: 0; Abstained: 0.)

➤ **Committee Reports**

- *Kirwan Commission* – Dr. Steiner reported that the Commission is moving from the basic recommendations to pricing them, which will help in prioritizing and scaling the recommendations. The Commission is scheduled to meet next week and will hear reports from each subgroup.
- *Mental Health* – Dr. Guyton reported that the Behavioral Threat Assessment subcommittee has completed its report/guidelines. She also shared that she recently attended the School Safety Conference held in Annapolis. She commended the work and dedication of those involved in both groups.
- *Graduation Task Force* – Dr. Guyton noted that she is looking forward to the Task Force presenting its report to the State Board soon.
- *Governor's P-20 Council* – Dr. Guyton spoke highly of a recent presentation made to the Council by staff from the Division of Student Support, Academic Enrichment, and Educational Policy framing the issues to be addressed.
- *Maryland Association of Student Councils (MASC)* – Mr. Awono reported on a recent student leadership training hosted by MASC and informed the Board of the statewide Fall Leadership Conference planned for November. He also had the opportunity to attend the MABE Student Orientation over the summer.

- *Online Learning Policy* – Ms. Halle shared that she has been in discussion with Dr. Williamson and they are in the process of collecting data that will be used to inform the work of the committee.

➤ **Additional Reports, Comments, and Updates**

- General Sumpter will attend the 2019 National Association of State Boards of Education (NASBE) Annual Conference in October and will represent the Board as Maryland’s delegate
- Dr. Hartings, General Sumpter, and Dr. Salmon will attend the MABE Annual Conference in October.

ADJOURN TO EXECUTIVE SESSION

Pursuant to § 3-305(b)(1)&(7) of the General Provisions Article, Annotated Code of Maryland, and upon motion of General Sumpter, seconded by Mr. Awono, and with unanimous agreement, the Maryland State Board of Education met in closed session on Tuesday, August 28, 2018 in Conference Room #1, 8th Floor, at the Nancy S. Grasmick Building. All board members were in attendance except Dr. Chester E. Finn, Jr., Dr. Rose Maria Li, and Mr. Michael Phillips. Also in attendance were Dr. Karen Salmon, State Superintendent of Schools, Dr. Sylvia Lawson, Chief Performance Officer, Dr. Carol Williamson, Chief Academic Officer, Amalie Brandenburg, Chief Operating Officer, Dr. Miya Simpson, Executive Director, Office of the State Board and Assistant Attorneys General, Elizabeth Kameen and Jackie La Fiandra, and Elliot Schoen. The Executive Session commenced at 12:30 p.m.

At that time, the State Board approved three Opinions and two Orders for publication.

- *Megan Bremer v. Baltimore City Board of School Commissioners* – compensation dispute – Opin. No. 18-25
- *Monica K. v. Prince George’s County Board of Education* – student expulsion – Opin. No. 18-26
- *Frederick Classical Charter School, Inc. v. Frederick County Board of Education* – denial of funding – Opin. No. 18-27
- *Mr. and Mrs. David E. v. Harford County Board of Education* – student expulsion – Order No. OR18-06
- *Ebony H. v. Montgomery County Board of Education* – employee termination – Order No. OR18-07

The State Board received legal advice on:

- The procurement process and the legal parameters around Board members involvement in that process.
- The audit of Black Tie, a vendor for the DORS Blind Vendor program.
- The legal authority and roles of the Education Collaborative and the State Board.

The State Board received updates on:

- The Kirwan Commission’s request that MSDE partner with West Ed.; and

- The Charter School Grant Program.

The Board discussed the FY 2019 Operating Budget and Proposed Budget enhancements for FY 2020.

The Superintendent provided the Board with embargoed AP data and the embargoed chronic absenteeism report.

The Board engaged in a discussion with the State Superintendent about the goals and objectives set forth in her evaluation.

The Executive Session ended at 3:10 p.m.

STATE SUPERINTENDENT'S REPORT

➤ ***Every Student Succeeds Act (ESSA) Update***

(Presenters: Mary Gable, Assistant State Superintendent, Division of Student, Family, and School Support; Dr. Dara Shaw, Executive Director, Office of Research and Strategic Data Use)

Ms. Gable provided an update on the implementation of the Consolidated State Plan, with a focus on a review of Maryland's Accountability System and identification of the SAT performance levels, and the Armed Services Vocational Aptitude Battery (ASVAB) proficiency level.

Board members considered the department's recommendation to set 31 as the cut score for the Armed Services Vocational Aptitude Battery (ASVAB).

***ACTION:** By consensus, the Board agreed to accept the department's recommendation of 31 as a cut score for the Armed Services Vocational Aptitude Battery (ASVAB). (Favor: 9; Opposed:0; Abstained:0).*

STATE SUPERINTENDENT'S REPORT

➤ ***University of Maryland Presentation of Four-Year-Old Curriculum***

(Presenter: Dr. Christy Tirrell-Corbin, Executive Director, Center for Early Childhood Education (CECEI), University of Maryland)

An overview of and introduction to *Children Study Their World (CSW): A Curriculum for Four-Year-Old Children*. The MSDE Division of Early Childhood awarded a grant to the Center for Early Childhood Education (CECEI) at the University of Maryland to develop an evidence-based, high-quality, digital curriculum for Pre-K children throughout the state of Maryland. The CSW is a project-based curriculum aligned with Maryland's Early Learning Standards, which actively engages children in investigating the world around them. CSW is being piloted in 77 classrooms for the forthcoming school year and will be available throughout the state in the fall of 2019.

Board members inquired about the stage of development and its availability throughout the state, as well as if the curriculum includes the development of literacy skills; specifically, if students are being taught to read. Board members recommended expanding the project to include a focus on developing students' reading skills.

ACTION: None. For information and discussion only.

FUTURE AGENDA ITEMS/AGENDA PLANNING

The State Board decided not to have an Information Session on Monday, September 24th and reviewed the following tentative agenda items for the Tuesday, September 25th meeting:

- ESSA Implementation Update
 - Gifted and Talented
 - Standard Setting Process
 - Communications
- Discipline Policies
- Bullying Services
- Superintendent's Report
 - Curriculum Resources/Evidence-Based
 - Computer Science
- Regulatory Actions

Board members also requested to add discussion of PARCC disaggregated data and information regarding the online learning courses available throughout the state.

OPINIONS

Ms. Kameen announced the following Opinions and Orders:

- *Megan Bremer v. Baltimore City Board of School Commissioners* – compensation dispute – Opinion No. 18-25
- *Monica K. v. Prince George's County Board of Education* – student expulsion – Opinion No. 18-26
- *Frederick Classical Charter School, Inc. v. Frederick County Board of Education* – denial of funding – Opinion No. 18-27
- *Mr. and Mrs. David E. v. Harford County Board of Education* – student expulsion – Order No. OR18-06
- *Ebony H. v. Montgomery County Board of Education* – mistreatment/school safety – Order No. OR18-07

ADJOURNMENT

With no further business before the Board, the meeting was adjourned at 5:03 p.m.

Karen B. Salmon, Ph.D.
Secretary/Treasurer

Date: September 25, 2018

The information included here provides a summary of the agenda items presented and actions taken during the meeting of the Maryland State Board of Education. The video recordings of the meetings are the official record of the meetings and can be located at:

<http://www.marylandpublicschools.org/stateboard/Pages/meeting-agendas/2018-06-20.aspx>

MARYLAND STATE BOARD OF EDUCATION
JANUARY 2019 - DECEMBER 2019
MEETING DATES

Tuesday, January 22, 2019

Tuesday, February 26, 2019

Tuesday, March 26, 2019

Tuesday, April 23, 2019

Tuesday, May 21, 2019

Tuesday, June 25, 2019

Tuesday, July 23, 2019

Tuesday, August 27, 2019

Tuesday, September 24, 2019

Tuesday, October 22, 2019

Tuesday, December 3, 2019

MARYLAND STATE BOARD OF EDUCATION
PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER OPEN MEETINGS ACT (General Provisions Article § 3-305)

1. Recorded vote to close the meeting.

Date: August 28, 2018

Time: 12:30 p.m.

Location: 200 West Baltimore Street, Baltimore, MD 21201

Motion to close meeting made by: Gen. Sumpter

Seconded by: Mr. Awono

Members in favor: 9

Opposed: 0

Abstaining: 0

Absent: 3

2. The meeting was closed under authority of Section 3-305(b) of the General Provisions Article of the Annotated Code of Maryland (check all provisions that apply). This meeting will be closed under General Provision Art. § 3-305(b) only.

- 1. To discuss: (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or (ii) any other personnel matter that affects one or more specific individuals.
- 2. To protect the privacy or reputation of individuals concerning a matter not related to public business.
- 3. To consider the acquisition of real property for a public purpose and matters directly related thereto.
- 4. To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- 5. To consider the investment of public funds.
- 6. To consider the marketing of public securities.
- 7. To consult with counsel to obtain legal advice.
- 8. To consult with staff, consultants, or other individuals about pending or potential litigation.
- 9. To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- 10. To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.
- 11. To prepare, administer, or grade a scholastic, licensing, or qualifying examination.
- 12. To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- 13. To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- 14. Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion to topic
§ 3-305(b) (1)	Internal Board Management	Performance Evaluation
§ 3-305(b) (7)	Legal Advice	Legal appeals, procurement process, audit of vendor, authority and roles of Education Collaborative and State Board.



4. This statement is made by _____, Presiding Officer.

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE August 28, 2018 BOARD MEETING**

I. Appointments Grade 19 and above:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Buckheit, Kimberly A.	Education Program Specialist II – School Completion and Alternative Programs Specialist	22	Office of the Deputy for School Effectiveness, Division of Student Support, Academic Enrichment, and Educational Policy	TBD
Corona, Tara A.	Education Program Specialist I, Continuous Improvement Specialist	21	Office of the Deputy for Teaching and Learning, Office of School, Teacher and Principal Improvement	TBD
Hands, Zachary T.	Designated Administrative Manager IV, Assistant to the State Superintendent of Schools – Special Projects	22	Office of the State Superintendent of Schools	TBD
Henry, Richard P.	Executive Director, Office of Compliance and Monitoring	25	Office of the Deputy for Finance, Office of Compliance and Monitoring	TBD
Murphy, Michele M.	Education Program Supervisor, Chief of Specialized Instruction	22	Office of the Deputy for Teaching and Learning, Division of Early Intervention and Special Education Services	TBD
Muse, Quiana C.	Education Program Specialist II, Compliance and Monitoring Specialist	22	Office of the Deputy for Finance, Office of Compliance and Monitoring	TBD
O’Banner, Jody A.	Education Program Specialist I, Extended Learning Specialist	21	Office of the Deputy for School Effectiveness, Division of Student Support, Academic Enrichment, and Education Policy	TBD
Wheeler, Anne K.	Education Program Specialist I, Specialized Instruction Program Specialist	21	Office of the Deputy for Teaching and Learning, Division of Early Intervention and Special Education Services	TBD

II. Appointments Grade 18 and below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
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III. Other Actions: Promotional

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
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Karen B. Salmon, Ph.D.
State Superintendent of Schools

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



Karen B. Salmon, Ph.D.
State Superintendent of Schools

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

2007 – 2012: Science Teacher and Bridge Plan Monitor – Overlea High

2012 – 2014: Evening High School Science Mentor

2012 – Present: Instructor and Mentor

Tesst College of Technology (Beltsville, Maryland)

2000 – 2007: Library Manager, Event Coordinator

EMPLOYMENT STATUS:

New Hire



Karen B. Salmon, Ph.D.
State Superintendent of Schools

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” Ruppberger

2015 – 2016: Intern

EMPLOYMENT STATUS:

New Hire



Karen B. Salmon, Ph.D.
State Superintendent of Schools

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



Karen B. Salmon, Ph.D.
State Superintendent of Schools

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



Karen B. Salmon, Ph.D.
State Superintendent of Schools

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



Karen B. Salmon, Ph.D.
State Superintendent of Schools

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



Karen B. Salmon, Ph.D.
State Superintendent of Schools

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

2015 – 2016: Professional Development Delivery – LETRS Training

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:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Gunning, Donna M.	Executive Director, Office of Policy and Fiscal Analysis	25	Office of the Deputy for Finance	TBD

II. Appointments Grade 18 and below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
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III. Other Actions: Under Delegated Appointment Authority by the SBOE

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
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Karen B. Salmon, Ph.D.
State Superintendent of Schools

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