

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE April 24, 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>
Abend, Molly B.	Education Program Specialist I, High School Accountability Specialist	21	Office of the Deputy for Teaching and Learning, Division of Curriculum, Research, Assessment and Accountability	TBD
Belfortj, Maria Norly	Fiscal Services Administrator V, Chief of Accounting	22	Office of the Deputy for Finance and Administration, Office of Fiscal Planning, Research, and Evaluation	TBD
Cabrera, Sara	Administrative Program Manager II, Director, Office of Equity Assurance and Compliance	20	Office of the Deputy for Finance and Administration, Office of Equity Assurance and Compliance	TBD
McConnell, Kathi J.	Education Program Specialist I, Medicaid Monitoring Specialist	21	Office of the Deputy for Teaching and Learning, Division of Special Education Early Intervention Services	TBD
Pagano, Laurie H.	Education Program Specialist I, Technology Accessibility Specialist	21	Office of the Deputy for Teaching and Learning, Division of Curriculum, Research, Assessment and Accountability	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>
Mukherjee, Mary Elizabeth M.	Child Care Licensing Regional Manager	19	Office of the Deputy for Teaching and Learning, Division of Early Childhood Development	



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

April 24, 2018

BOARD LIST

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

Name: Molly B. Abend
Position: Education Program Specialist I
High School Accountability Specialist
Division: Curriculum, Research, Assessment and Accountability
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 from an accredited college or university.

EXPERIENCE:

Four (4) years of experience with education data; this experience to include coordinating or administering data analysis or a research program in an education related area. Experience in statistical analysis, applications development and research, or data management preferred; SAS (Statistical Analysis Software) experience desired.

DESCRIPTION:

This is a professional position responsible for supporting the Accountability Office within the Division of Curriculum, Research, Assessment, and Accountability and responsible for collecting, analyzing, and reporting on student level information that includes student demographics, Maryland High School Assessment status and results, College and Career Readiness indicators, and accountability related details.

QUALIFICATIONS:

Education:

University of Baltimore (Baltimore, Maryland) 2014 – Master’s Degree in Public Administration.

Goucher College (Baltimore, Maryland) 2007 – Bachelor’s Degree in Psychology and Education Minor.

Experience:

Baltimore City Department of Social Services (Baltimore, Maryland)

2016 - Present: Senior Program Analyst

Mayor’s Office of CitiStat (Baltimore, Maryland)

2015 – 2016: CitiStat Analyst

Office of Achievement and Accountability (Baltimore, Maryland)

2013 – 2015: Analyst – Effectiveness Framework

Education, Human Development and the Workforce, American Institutes for Research (Washington, D.C.)

2011 – 2013: Research Associate

2009 – 2011: Research Assistant

NAEP Education Statistics Services Institute (Washington, D.C.)

2008 – 2009: Research Assistant

EMPLOYMENT STATUS:

New Hire



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

April 24, 2018

BOARD LIST

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

Name: Maria Norly Belforti
Position: Fiscal Services Administrator V,
Chief of Accounting
Division: Division of Business Services
Salary Grade: State Salary Grade: 22
Annual Salary Range: \$64,608 - \$103,743
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Bachelor's Degree or 36 post-baccalaureate credit hours of coursework from an accredited college or university in Accounting.

EXPERIENCE:

Five years of professional experience with managing, designing, and developing financial control systems for multiple programs. Two (2) years of the required experience must include direct supervision of other professional employees.

NOTES

Two (2) additional years of experience as defined above may be substituted for the required education.

DESCRIPTION:

This is a professional position responsible for planning, directing, and controlling activities of the Accounting Branch, which consists of 29 accounting staff members to ensure that financial transactions are verified, recorded and reported to management in accordance with Generally Accepted Accounting Principles and in compliance with State and federal regulations and practices.

QUALIFICATIONS:

Education:

Universidad Santiago De Cali (Colombia, OC) 1980 – Bachelor’s Degree in Accounting,
Certified Public Accountant.

Experience:

Maryland Department of Transportation – State Highway Administration (Baltimore,
Maryland)

2008 – Present: Assistant Chief Accounting Operations Division

2006 - 2008: Internal Auditor Lead – Office of the Secretary

2013: Deputy Chief Financial Officer – Mass Transit Administration

Clinical Radiologist Medical Imaging (Silver Spring, Maryland)

2005 – 2006: Independent Consultant – Controller

Eaton Corporation – Power Quality Systems Division (Raleigh, North Carolina)

2004 – 2005: Financial Analyst

ICT Group Inc. (Newtown, Pennsylvania)

2000 – 2003: General Accountant

Webcraft Inc. (New Brunswick, New Jersey)

1998 – 2000: Staff Cost Accountant

Camposanto Metropolitano –Arquidiocesis de Cali (Colombia, South America)

1990 -1995: Director of Finance and Administration

INESCO LTD (Colombia, South America)

1985 – 1990: Senior Internal Auditor

EMPLOYMENT STATUS:

New Hire



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

April 24, 2018

BOARD LIST

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

Name: Sara Cabrera
Position: Program Manager II
Director, Office of Equity Assurance & Compliance Administrative
Division: Office of the Deputy for Finance and Administration
Salary Grade: State Salary Grade: 20
Annual Salary Range: \$56,743 - \$91,107
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Bachelor's Degree in from an accredited college or university.

EXPERIENCE:

Five years of fully encompassing professional level work experience implementing an equal opportunity in employment or equal access program and ensuring adherence to regulatory requirements and fair practice standards. Proficiency with MS Office Suite (Excel, PowerPoint, Word and Access). Prior supervisory experience preferred.

DESCRIPTION:

This position serves as the principal Equal Employment Opportunity (EEO) Officer for MSDE, and the employee is charged with monitoring compliance with State and Federal equal opportunity laws and policies and promoting a work environment free of any unlawful discrimination, harassment and retaliation.

QUALIFICATIONS:

Education:

University of Baltimore (Baltimore, Maryland) – Master’s Degree in Public Administration (to be confirmed May 2018).

John Jay College of Criminal Justice (New York, New York) 1997 – Bachelor’s Degree in Government.

Experience:

Maryland Transportation Authority (Baltimore, Maryland)

2013 – Present: Chief, Equal Employment Opportunity and Fair Practice

MDOT – State Highway Administration (Hanover, Maryland)

2012 – 2013: District Equal Employment Opportunity Officer, Lead/Advanced
Fairfax County, Office of Human Rights and Equity Programs (Fairfax, Virginia)

2006 – 2012: Human Rights Specialist

EMPLOYMENT STATUS:

New



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State Superintendent of Schools

April 24, 2018

BOARD LIST

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

Name: Kathi J. McConnell
Position: Education Program Specialist I,
Medicaid Monitoring Specialist
Division: Special Education/Early Intervention Services
Salary Grade: State Salary Grade: 21
Annual Salary Range: \$60,543 - \$97,207
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master's Degree or equivalent 36 post baccalaureate credit hours in Education, Public Health, Social Work, Psychology, or a related field.

EXPERIENCE:

Four (4) years of professional experience in training or technical assistance that must include administrative and/or supervisory experience, or administration of a public health or special education program or a program serving individuals with disabilities; experience with Medicaid services for children and school-based health services is desirable.

DESCRIPTION:

This position is responsible for the coordination of programmatic and fiscal review of the Medicaid reimbursement process for Local School Systems, Local Infant & Toddlers Programs, and nonpublic schools. The position ensures compliance with MD Department of Health, Centers for Medicare and Medicaid Services, School-based Early & Periodic Screening, Diagnostic and Treatment regulations, Medicaid related special education policies/procedures, and Memorandum of Understanding agreements with MSDE. This position supports the Provider Interagency Medicaid Monitoring process of providers for Maryland's 1915© Home and Community Based Autism Waiver.

QUALIFICATIONS:

Education:

Stevenson University (Owings Mills, Maryland) 2012 – Master’s Degree in Forensic Studies;
2009 - Bachelor’s Degree in Paralegal Studies.

University of Maryland University College (Largo, Maryland) 2017 – Bachelor’s Degree in
Accounting.

University of Washington (Seattle, Washington) 1999 – Master’s Degree in Special Education.

Experience:

Carroll County Public Schools –Office of Special Education (Westminster, Maryland)

2000 – Present: Medicaid Reimbursement Technician

Irish Charities of Maryland (Cockeysville, Maryland)

2016 – Present: Volunteer – Assistant Treasurer

EMPLOYMENT STATUS:

New Hire



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

April 24, 2018

BOARD LIST

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

Name: Laurie H. Pagano
Position: Education Program Specialist I,
Technology Accessibility Specialist
Division: Curriculum, Research, Assessment, and Accountability
Salary Grade: State Salary Grade: 21
Salary Range: Annual Salary Range: \$60,543 - \$97,203
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Special Education, Instructional Technology, Assistive Technology, Web-based Design or a related field.

EXPERIENCE:

Four (4) years of professional work experience with assistive technology, digital learning, and accessibility compliance.

NOTES:

1. Two years of additional experience as defined above may be substituted for the Master's Degree.
2. Possession of a Doctorate in a field related to the position may be substituted for one year of the experience requirements.

DESCRIPTION:

This is a professional position responsible for ensuring that all digital products generated by the Maryland State Department of Education (MSDE) are accessible to individuals with disabilities.

QUALIFICATIONS:

Education:

University of Baltimore (Baltimore, Maryland) 2016 – Master’s Degree in Publications Design;
2011 – Bachelor’s Degree in English.

Experience:

Connections Education (Baltimore, Maryland)

- 2017 – Present: Lead Accessibility Specialist
- 2014 - 2017: Accessibility Specialist/Associate
- 2013 –2014: Curriculum Project Assistant

Laureate Education Inc. (Baltimore, Maryland)

- 2012 – 2013: Copy Editor

EMPLOYMENT STATUS:

New Hire



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April 24, 2018

BOARD LIST

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

Name: Mary Elizabeth M. Mukherjee
Position: Child Care Licensing Regional Manager,
Region VI and XIII, Howard and Carroll Counties
Division: Early Childhood Development
Salary Grade: State Salary Grade: 19
Annual Salary Range: \$53,193 - \$85,401
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Possession of a Bachelor's Degree in child development, education, social work or psychology from an accredited college or university.

EXPERIENCE:

Five years of experience inspecting, licensing and monitoring child care centers, family day care homes and non-public nursery schools.

DESCRIPTION:

This is a professional position responsible for managing the regional Child Care office and all regulatory activity involved in the licensure of child care centers, the registration of family child care homes, the issuance of letters of compliance to certain religious child care programs, and the approval of nonpublic nursery schools in Howard and Carroll Counties. This position also recommends enforcement actions as needed to ensure Licensee compliance with regulatory standards and, in general, supports OCC's goal of protecting children in out of home care. This position may represent the Office of Child Care in regional and/or State public relation activities as needed.

QUALIFICATIONS:

Education:

University of Maryland College Park (College Park, Maryland) 1997 – Master’s Degree in Early Childhood Education - Curriculum and Instruction; 1991- Bachelor’s Degree in History.

Experience:

Maryland State Department of Education, Office of Child Care Region Five (Rockville, Maryland)

2013 – Present: Licensing Supervisor
2008 – 2013: Child Care Licensing Lead
2006 – 2008: Licensing Specialist

Self Employed (Woodside, California)

2002: Family Child Care Provider

State of California Department of Social Services (San Bruno, California)

1998 – 2000: Licensing Program Analyst

EMPLOYMENT STATUS:

Promotional

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Carpenter, Valerie J.	Program Manager III, Nonpublic Schools Program Manager	21	Office of the Deputy for Finance and Administration, Division of Business Services	TBD
Philip, Sheila F.	Education Program Supervisor, Office of Field Services, Technical Assistance	22	Office of the Deputy for Teaching and Learning, Division of Special Education/Early Intervention Services	TBD
Serra, Derick W.	Program Manager II, Office of Field Services, Technical Assistance	20	Office of the Deputy for Finance and Administration, Division of Rehabilitation Services Workforce and Technology Center	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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Addendum

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

April 24, 2018

BOARD LIST

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

Name: Valerie J. Carpenter
Position: Program Manager III,
Nonpublic Schools Program Manager
Division: Business Services
Salary Grade: State Salary Grade: 21
Annual Salary Range: \$60,543 - \$97,203
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Bachelor's Degree from an accredited college or university in Program Administration, Business Administration, or a related area. Master's Degree is a plus.

EXPERIENCE:

Five years of professional experience with administering programs, three of which must include experience managing and using technology systems for administering programs. Management and /or supervisory experience desired.

NOTES:

Two (2) additional years of experience as defined above may be substituted for the required education.

DESCRIPTION:

This is a professional position serving as Program Manager for the Broadening Options and Opportunities Today (BOOST) Scholarship Program and the Textbook and Technology Program. BOOST provides State-funded scholarships to students who qualify for free or reduced-price meals to attend nonpublic schools. The Textbook Program provides instructional textbooks and technology for loan to nonpublic schools.

QUALIFICATIONS:

Education:

University of Baltimore (Baltimore, Maryland) 2012 – Master’s Degree in Public Administration.

University of Central Florida (Orlando, Florida) 1984 – Bachelor’s Degree in Allied Legal Services.

Brevard Community College (Cocoa, Florida) 1982 – Associate’s Degree in Liberal Arts

1981 – Associate’s Degree in Technical Writing

Experience:

Maryland Department of Housing & Community Development (Baltimore, Maryland)

2005 – Present: Assistant Director Grants Administration and Management

2004 – 2005: Project Manager –State Funded Community Legacy

Association of Baltimore Area Grantmakers (Baltimore, Maryland)

2003 – 2004: Program Manager – Member Education Programs

Mayor Martin O’Malley Office of Neighborhoods (Baltimore, Maryland)

2001 – 2003: Neighborhood Liaison

Greater Homewood Community Development Corporation (Baltimore, Maryland)

1999 – 2001: Director Comprehensive Community Building

Maryland Office of Planning (Baltimore, Maryland)

1998 – 1999: Planner

Community Law Center (Baltimore, Maryland)

1995 – 1998: Paralegal

Office District Court Commissioners Baltimore City (Baltimore, Maryland)

1991 – 1993: District Court Commissioner

Office of State’s Attorney Baltimore City (Baltimore, Maryland)

1989 – 1991: Paralegal

House of Ruth (Baltimore, Maryland)

1988 – 1989: Paralegal

State of Florida State Attorney (Titusville, Florida)

1985 – 1988: Paralegal

EMPLOYMENT STATUS:

New Hire



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

April 24, 2018

BOARD LIST

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

Name: Sheila F. Philip
Position: Education Program Supervisor,
Nonpublic Special Education Program Supervisor
Division: Division of Special Education/Early Intervention Services
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 credit hours of post-baccalaureate course work in Education, Special Education, Education Policy or a closely related field.

EXPERIENCE:

Five (5) years of administrative or affiliated experience working with, special education programs or service delivery. Professional experience interpreting, implementing and communicating education policies and procedures and supervision of professional staff are desirable.

NOTES:

Two additional years of extensive experience directly related to the position may be substituted for a Master's Degree

DESCRIPTION:

This is a supervisory position responsible for providing oversight and supervision to the Nonpublic Tuition Assistance Program's collaborative efforts with State agencies, local interagency committees and local school systems (LSS).

QUALIFICATIONS:

Education:

University of Baltimore, School of Law (Baltimore, Maryland) 1994 – J.D. Law Degree; 1989 – Bachelor’s Degree in Business Administration.

Anne Arundel Community College (Arnold, Maryland) 1987 – Associate Arts Degree in General Studies.

Towson University (Towson, Maryland) 30 credits toward Bachelor’s Degree in Education.

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2015 – Present: Education Program Manager I, Section Chief of Interagency Initiatives

Stratigix Consulting (Columbia, Maryland)

2015: Consultant, Nonprofit and Government

Choices (D/B/A Maryland Choices) (Indianapolis, IN)

2014: Deputy Director, Maryland and District of Columbia

2013 – 2014: Executive Director

2013: Interim Director

2010 – 2013: Provider Relations Director

2008 – 2010: Deputy Site Director

Local Management Board of St. Mary’s County (Leonardtown, Maryland)

2008: Acting Executive Director, System of Care Director

2007 – 2008: System of Care Director

2004 – 2007: Contracts Specialist

Calvert County Family Network (Prince Frederick, Maryland)

2002: Adolescent Services Coordinator

Calvert County Government (Prince Frederick, Maryland)

2000 – 2002: Juvenile Delinquency Prevention Coordinator

Walden/Sierra, Inc. (Leonardtown, Maryland)

2000 – 2005: Families First Facilitator

1999 – 2006: Crisis Services Supervisor

1997 – 1999: Diversion Treatment Specialist

1997: Victim Advocate

EMPLOYMENT STATUS:

Promotional



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

April 24, 2018

BOARD LIST

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

Name: Derick W. Serra
Position: Program Manager II,
Office of Field Services, Technical Assistance
Division: Rehabilitation Services Workforce and Technology Center
Salary Grade: State Salary Grade: 20
Annual Salary Range: \$56,743 - \$91,107
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Bachelor's Degree from an accredited college or university; course work in Management, Supervision or Administration is desirable. A Master's Degree is preferred.

EXPERIENCE:

Six (6) years of professional experience in rehabilitation or in the adjudication or processing of disability claims. Three (3) years of the required experience must have included direct supervision of other professional employees or specialized experience as the technical lead providing rehabilitation services for clients with disabilities or in developing disability claims and establishing eligibility for SSDI and SSI.

DESCRIPTION:

This is a professional position responsible for providing leadership, direction, and coordination of the activities of the Division of Rehabilitation Services (DORS) Technical Assistance Branch within the Office of Field Services (OFS). This position provides professional, technical and expert support to DORS staff in order to promote, develop, and initiate quality services and programs as related to the Workforce Innovation and Opportunity Act (WIOA).

QUALIFICATIONS:

Education:

Towson University (Towson, Maryland) 1998 – Master’s Degree in Clinical Psychology.

Washington College (Chestertown, Maryland) 1989 – Bachelor’s Degree in Psychology.

Experience:

Maryland DORS: Office of Administration and Financial Services (Baltimore, Maryland)

2012 – 2017: Staff Specialist III – Vocational Rehabilitation

1997 – 2012: Vocational Rehabilitation Technical Specialist, Office for Blindness and
Vision Services

1992 – 1997: Vocational Rehabilitation Specialist, Disability Determination Services

Villa Maria Behavioral Health Clinic – Community Mental Health Center (Abingdon, Maryland)

2000 – 2004: Child and Family Therapist, Lead Therapist

EMPLOYMENT STATUS:

Promotional