

**MARYLAND STATE DEPARTMENT OF EDUCATION  
PERSONNEL APPROVALS FOR THE SEPTEMBER 28, 2021 BOARD MEETING**

**I. Appointments Grade 19 and above:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY GRADE</u></b>	<b><u>DIVISION/OFFICE</u></b>	<b><u>DATE OF APPOINTMENT</u></b>
Engle, Philip	Financial Compliance Auditor Program Supervisor	19	Office of the State Superintendent, Office of the Deputy for Finance	TBD
Givens, Tracy	Education Program Specialist I, Special Education Complaint Investigation Specialist	21	Office of the Deputy for Teaching and Learning, Division of Early Intervention and Special Education Services	TBD
Hansen, Bonnie	Program Manager II Disability Determination Support Services Operations	20	Office of the Deputy for School Effectiveness, Division of Rehabilitation Services	TBD
Hilberg, Jennifer	Education Program Specialist I, Elementary Education Mathematics	21	Office of the Deputy for Teaching and Learning, Curriculum, Instructional Improvement & Professional Learning	TBD
Woodruff, Jacqueline	Education Program Specialist I, Special Education Program Grants Liaison	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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SEPTEMBER 28, 2021  
BOARD LIST

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

**Name:** Philip O. Engle  
**Position:** Financial Compliance Auditor Program Supervisor  
**Division/Office:** Office of the State Superintendent  
**Salary Grade:** State Salary Grade: 19  
Annual Salary Range: \$57,862 - \$92,897  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

A Bachelor's degree in Accounting from an accredited college or university or a Bachelor's degree from an accredited college or university with 30 credit hours in Accounting and related courses, including or supplemented by 3 credit hours in auditing.

**EXPERIENCE:**

Four years of experience performing financial and compliance audits of a State agency, grantee, business or other entity.

**DESCRIPTION:**

This is a professional position serving as a supervising auditor in the State Aid Section of the Audit Office responsible for coordinates and supervising the activity of the staff auditors assigned to perform financial and compliance audits of State Aid to Education program funds provided to local school systems.

Philip O. Engle:

**QUALIFICATIONS:**

**Education:**

Towson University (Towson, Maryland) 2008 – Bachelor’s Degree in Business Administration/Marketing

**Experience:**

Maryland State Department of Budget and Management (Baltimore, Maryland)

2019 – Present: Financial Compliance Auditor Lead

2013 -2019: Financial Compliance Auditor II

2011 – 2013: Administrative Specialist II

Ebay Inc. /Bill Me Later (Hunt Valley, Maryland)

2008 – 2011: Collections Representative

**EMPLOYMENT STATUS:**

New Hire



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SEPTEMBER 28, 2021  
BOARD LIST

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

**Name:** Tracy R. Givens

**Position:** Education Program Specialist I, Special Education Complaint Investigation Specialist

**Division/Office:** Early Intervention & Special Education Services

**Salary Grade:** State Salary Grade: 21  
Annual Salary Range: \$65,857 - \$85,882 (with progression to \$105,735)

**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

A Juris Doctorate, or 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 administrative or teaching experience in, or affiliated with, an education program, including two years of experience in coordinating or administering an education program or services directly related to the position option.

**DESCRIPTION:**

This is a contractual professional position serving as a Complaint Investigation Specialist to ensure compliance with the State and federal laws for the education of students with disabilities under the Individuals with Disabilities Education Act (IDEA). The specialist's primary responsibility is investigating complaints and providing technical assistance in order to resolve conflicts between public agencies and parents.

Tracy Givens:

**QUALIFICATIONS:**

**Education**

University of Baltimore School of Law (Baltimore, Maryland) 1993 – J.D. Law Degree

North Carolina A&T State University (Greensboro, North Carolina) 1989 - Bachelor's in Accounting

**Experience:**

Morgan State University – Graves School of Business (Baltimore, Maryland)

2019 – Present: Lecturer (Adjunct Faculty)

Tracy Riller Givens Attorney at Law (Bowie, Maryland)

2008 – 2021: Attorney/Owner

Law Office of Donovan Anderson (Washington, D.C.)

2002 – 2008: Associate Attorney

District of Columbia Public Schools (Washington, D.C.)

2000 – 2001: Attorney Advisor

Office of the Public Defender (Baltimore, Maryland)

1991 – 2000: Assistant Public Defender

**EMPLOYMENT STATUS:**

New Hire



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SEPTEMBER 28, 2021  
BOARD LIST

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

**Name:** Bonnie J. Hansen  
**Position:** Program Manager II Disability Determination Support Services Operations  
**Division/Office:** Rehabilitation Services – Disability Determination  
**Salary Grade:** State Salary Grade: 20  
Annual Salary Range: \$61,725 - \$80,437 (with progression to \$99,103)  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

A Bachelor’s Degree is required; course work in Management, Accounting or Business Administration is desirable. A Master’s Degree is preferred.

**EXPERIENCE:**

Six (6) years of management experience in fiscal management, procurement or in security and office management. Three (3) years of the required experience must have included experience with security and office facilities management, procurement, FMIS, interpreting and applying Maryland State and federal laws, policies, regulations and rules.

**DESCRIPTION:**

This is a professional position responsible for providing leadership, direction and coordination plan, coordinate and overseeing support services at the Disability Determination Services of Maryland in the areas of fiscal management, mailroom, reception area, case control, security and office facilities management.

Bonnie J. Hansen:

**QUALIFICATIONS:**

**Education:**

Strayer University (Baltimore, Maryland) 2009 - Bachelor's Degree in Business Administration  
Accounting

**Experience:**

Maryland Department of Transportation (Hanover, Maryland)  
2016 – Present: Fiscal Services II

Maryland Department of Public Safety (Baltimore, Maryland)  
2015 – 2016: Auditor II

Maryland Department of labor and licensing (Baltimore, Maryland)  
2014 – 2015: Accountant II/Accounts Payable Manager

Maryland Transportation Authority (Baltimore, Maryland)  
2013 – 2014: Administrator I Supervisor of Asset Control

Maryland Port Administration (Baltimore, Maryland)  
2005 – 2013: Property Officer/Accountant II  
2000 – 2005: Inventory Specialist

**EMPLOYMENT STATUS:**

New Hire



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SEPTEMBER 28, 2021  
BOARD LIST

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

**Name:** Jennifer D. Hilberg

**Position:** Education Program Specialist I, Elementary Education Mathematics

**Division/Office:** Curriculum, Instructional Improvement & Professional Learning

**Salary Grade:** State Salary Grade: 21  
Annual Salary Range: \$65,857 - \$85,882 (with progression to \$105, 735)

**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work.

**EXPERIENCE:**

Four years of administrative or teaching experience in, or affiliated with, an education program.

**DESCRIPTION:**

This is a professional position responsible for assisting with the development of the MCAP Mathematics Assessments for grades K-5; providing support to local school systems in the areas of curriculum, instruction, assessment and professional learning; and providing support to MSDE initiatives related to elementary mathematics.

Jennifer Hilberg:

**QUALIFICATIONS:**

**Education**

Notre Dame of Maryland University (Baltimore, Maryland) 2014 – Master’s Degree in Educational Leadership in Mathematics

University of Delaware (Newark, Maryland) 2009 – Bachelor’s Degree in Elementary Education

**Experience:**

Baltimore County Public Schools (Towson, Maryland)

2016 – Present: Resource Teacher – Mathematics Coach

2009 – 2016: Classroom Teacher

**EMPLOYMENT STATUS:**

New Hire



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SEPTEMBER 28, 2021  
BOARD LIST

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

**Name:** Jacqueline F. Woodruff  
**Position:** Education Program Specialist I, Special Education Program Grants Liaison  
**Division/Office:** Early Intervention & Special Education Services  
**Salary Grade:** State Salary Grade: 21  
Annual Salary Range: \$65,857 - \$85,882 (with progression to \$105,735)  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education Administration/Supervision, Education, Special Education or a related field.

**EXPERIENCE:**

Four (4) years of professional teaching or administrative experience in or affiliated with an education program.

**DESCRIPTION:**

The main purpose of this position is to provide technical assistance to local school system (LSSs), public agencies (PAs), institutions of higher education (IHEs), and Non-LSSs regarding the Local Applications for Federal Funds (LAFF), Consolidated Local Implementation Grant (CLIG), IHE/Non-LSS Request for Proposal (RFP) and Children's Cabinet Interagency Fund (CCIF), including amendments, progress reports, carryover requests, and special requests for federal discretionary and State funds in a timely manner. Prepare Notice of Grant Awards (NGA) as requested as well as conduct on-site fiscal monitoring to ensure compliance with federal and State regulations.

Jacqueline F. Woodruff:

**QUALIFICATIONS:**

**Education**

University of Maryland Global Campus (Bowie, Maryland) 2017 – Master’s Degree in Business Administration

University of Maryland Eastern Shore (Princess Anne, Maryland) 1989 – Bachelor’s Degree in Business Administration/Computer Science

**Experience:**

Maryland Department of Education (Baltimore, Maryland)

2021 – Present: Education Program Specialist I – Early Childhood Systems Specialist

2018 – 2021: Staff Specialist III – Early Childhood/Special Education Grants

The Y of Central Maryland (Baltimore, Maryland)

2010 – 2017: Regional Coordinator

The Vision Foundation, Inc. (Bowie, Maryland)

2006 – 2018: Executive Director (Volunteer)

Lockhead Martin (Rockville, Maryland)

2004 – 2009: Program Director

Provant (Boston, Massachusetts)

2000 – 2003: Project Manager

MCI Telecommunications (Arlington, Virginia)

1988 – 2000: Project Manager

**EMPLOYMENT STATUS:**

Contractual

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Meinl, Jenna	Business Services Partner	22	Office of the Deputy for Finance, Division of Business 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

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SEPTEMBER 28, 2021  
BOARD LIST

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

**Name:** Jenna Meidl  
**Position:** Program Manager IV, Business Services Partner  
**Division/Office:** Office of the Deputy for Finance, Division of Business Services  
**Salary Grade:** State Salary Grade: 22  
Annual Salary Range: \$70,280 – 91,605 (with progression to \$112,848)  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

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

**EXPERIENCE:**

Five years of professional public sector procurement, or private sector contracting experience, which included activities such as soliciting, evaluating, negotiating and awarding contracts, advertising procurement opportunities, distributing specifications to vendors, coordinating bidder evaluation committees, conducting vendor debriefings, monitoring contract performance, eProcurement management, professional certification or procurement business operations.

**DESCRIPTION:**

The Business Services Partner (BSP) serves as the primary procurement and contract management officer, point of contact, and technical service provider to assigned Maryland State Department of Education (MSDE) division leaders, offices, and units. The BSP will manage the department's capacity to effectively meet the procurement and contract management goals of all divisions by working directly with MSDE program leaders.

Jenna Meinel

**QUALIFICATIONS:**

**Education**

University of Maryland (Adelphi, Maryland) 2011 – Bachelor’s Degree in Business Management  
Human Resources

Howard Community College (Columbia, Maryland) 2007 – Associate’s Degree in Business  
Management

**Experience:**

Baltimore County Public Schools (Towson, Maryland)  
2020 – Present: Senior Purchasing Agent

Maryland State Department of Education (Baltimore, Maryland)  
2018 – 2020: Procurement Specialist Supervisor / Officer III

Maryland Department of Juvenile Services (Baltimore, Maryland)  
2016 – 2018: Procurement Specialist II

Fire & Life Safety America (Hanover, Maryland)  
2011 – 2016: Master Scheduling Coordinator

**EMPLOYMENT STATUS:**

Reinstatement