

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE FEBRUARY 28, 2023 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>
Ashley, Kyle	Senior Research & Data Specialist - Education Program Specialist II	22	Office of the State Superintendent, Division of Assessment, Accountability, and Performance Reporting	TBD
Brown, Victor	Chief of Nutrition Financial Management and Accountability - Program Manager III	21	Office of the Deputy State Superintendent for Organizational Effectiveness, Office of School and Community Nutrition Programs	TBD
Carroll, Dawn M	Vocational Rehabilitation Specialist Supervisor	19	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services-Disability Determination Services	TBD
Gunden, Blessing A.	Business Services Coordinator - Program Manager I	19	Office of the Deputy State Superintendent of Operations, Office of Procurement and Contract Management	TBD
Lopez, Sarah	Policy and Quality Assurance Coordinator - Staff Specialist IV	19	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services-Disability Determination Services	TBD
Owens, Brittany S.	Business Services Coordinator - Program Manager I	19	Office of the Deputy State Superintendent of Operations, Office of Procurement and Contract Management	TBD
Patel, Karan A.	Accounts Payable Grants Accounting Supervisor - Accountant Supervisor II	19	Office of the State Superintendent, Division of Financial Planning, Operations, and Strategy	TBD

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
McLean Foster, Ruth	Grants Administration and Compliance Manager - Program Manager Senior I	23	Office of the State Superintendent, Division of Financial Planning, Operations, and Strategy	TBD
Rineman, Michelle	Vocational Rehabilitation Specialist Supervisor	19	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services-Disability Determination 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 APP/OINTMENT</u>
Burriss, Ashley	Medical Relations Officer, Staff Specialist III	18	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	3/08/23
Dorsey, Kyle	Residential & Enrichment Service Support, Staff Specialist II	18	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	2/22/23
Fowler, Tyrone	Vocational Rehabilitation Specialist II	15	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services-Disability Determination Services	3/22/23
Ghuri, Asima	Financial Compliance Audit Lead	17	Office of the State Superintendent, Office of Audits	2/22/23
Gilbert, Angela	Vocational Rehabilitation Technical Specialist	17	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	2/22/23
Harris, Yolanda	Talent Acquisition Specialist, Human Resources Officer I	15	Office of the Deputy State Superintendent of Operations, Office of Human Resources	2/08/23

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Hurt, Kennay	Vocational Rehabilitation Specialist II	15	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services-Disability Determination Services	3/22/23
Jenkins, Tekima	Vocational Rehabilitation Specialist II	15	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	3/08/23
Lipot, Felicite	Financial Compliance Audit Lead	17	Office of the State Superintendent, Office of Audits	2/22/23
Martey, Emily	Vocational Rehabilitation Specialist II	15	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services-Disability Determination Services	3/22/23
McArthur, Jerome	Financial Compliance Audit Lead	17	Office of the State Superintendent, Office of Audits	3/08/23
Nina, Laureta	Quality Assurance Examiner - Staff Specialist III	18	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services-Disability Determination Services	3/08/23
Owings, Jennifer	Vocational Rehabilitation Specialist II	15	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	3/08/23
Purnell, Shamicka	Vocational Rehabilitation Specialist I	14	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services-Disability Determination Services	3/22/23
Sigai, Jessica	Residential Supervisor - Staff Specialist II	16	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	3/22/23

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Smith, Danielle	Vocational Rehabilitation Specialist II	15	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	3/08/23
Vinson, Adam	Staff Specialist III, Quality Assurance Examiner	18	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services-Disability Determination Services	3/08/23
Wagaman, Jeffrey	Social Studies III, Quality Assurance	18	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services-Disability Determination Services	3/08/23
Woodley, Trevis	Vocational Rehabilitation Specialist I Claims Examiner	15	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	3/22/23
Yoon, Sung	Business Enterprise Program Specialist - Staff Specialist II	16	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	3/22/23
Zamon, Carla M.	Talent Acquisition Specialist, Human Resources Officer I	15	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	2/22/23
Zeren, Kurt	Business Enterprise Program Counselor	16	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	2/22/23

III. Other Actions: Promotional

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
-------------	-----------------	-------------------------	------------------------	--------------------------------



February 28, 2023
BOARD LIST

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

Name: Kyle T. Ashley

Position: Senior Research & Data Specialist –
Education Program Specialist II

Division/Office: Office of the State Superintendent,
Division of Assessment, Accountability, and Performance Reporting

Salary Grade: State Salary Grade: 22
Annual Salary Range: \$82,399 - \$127,637

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:

Five (5) years of professional, administrative, or teaching experience in or affiliated with an education program or a related field; this experience to include executing, coordinating, or administering a data analysis, research, or program evaluation in education or a related field. Experience in quantitative research design, program evaluation, and statistical analysis procedures are preferred; SAS (Statistical Analysis Software) experience desired.

NOTES:

1. Candidates may substitute two additional years of experience directly related to the position option for the required education.

DESCRIPTION:

The Senior Research and Data Specialist is responsible for supporting the agency’s progress toward its mission by assisting in the development and execution of the MSDE’s research agenda, evaluating the implementation and outcomes of programs, describing and analyzing agency data, and conducting and/or facilitating large-scale empirical research to support the implementation of the Blueprint for Maryland’s Future and MSDE’s strategic plan. The position will also provide internal data analysis and research support for the agency’s offices and divisions to promote data-and evidence-driven decision-making.

Kyle T. Ashley:

QUALIFICATIONS:

Education

Virginia Tech (Blacksburg, Virginia) 2015 - Ph.D. in Geosciences

The University of Vermont (Burlington, Vermont) 2011 – Master’s Degree in Geosciences

Stat University of New York, Potsdam (Potsdam, New York) 2009 – Degree in Geology

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2022 – Present: Research and Data Specialist

Montgomery County Public Schools (Damascus, Maryland)

2019 – 2022: Teacher, Damascus High School

University of Pittsburgh (Pittsburgh, Pennsylvania)

2017 – 2019: Visiting Assistant Professor

University of Texas at Austin (Austin, Texas)

2015 – 2017: Jackson School of Geosciences Outstanding Postdoctoral Fellow

EMPLOYMENT STATUS:

Promotional



February 28, 2023
BOARD LIST

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

Name: Victor Brown

Position: Chief of Nutrition Financial Management and Accountability –
Program Manager III

Division/Office: Office of the Deputy State Superintendent for Organizational Effectiveness,
Office of School and Community Nutrition Programs

Salary Grade: State Salary Grade: 21
Annual Salary Range: \$77,204 - \$119,591

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Master’s degree from an accredited college or university in Accounting, Business Administration, Economics, Finance, Public Administration, or related field.

EXPERIENCE:

Three (3) years of experience in fiscal management working with professional budgets, accounting standards, procurement, funding, audits and grants management.

NOTES:

1. Applicants may substitute a bachelor’s degree in a related field and 2 additional years of experience (5 total) for the Education.

DESCRIPTION:

The main purpose of this position is to manage, lead, plan and direct the fiscal integrity of the USDA Federal and State Child Nutrition Programs (CNP) administered by the Maryland State Department of Education Office of School and Community Nutrition Programs (OSCNP). This position provides leadership to the Local Education Agencies (LEA) as well as other agencies participating in the CNPs by integrating program regulations and compliance.

Victor Brown:

QUALIFICATIONS:

Education

Rivers State University of Science & Technology (Harcourt, Nigeria) 2004 – Master’s Degree in Business Administration (Marketing); 1998 – Bachelor’s Degree in Accounting; 1990 – Associate’s Degree in Banking/Finance

Community College of Baltimore County (Baltimore, Maryland) 2019 – Certificate in Database Management

Frederick Community College (Frederick, Maryland) 2007 – Certificate in Computerized Accounting

Experience:

Maryland State Department of Health (Baltimore, Maryland)

2021 – Present: Administrator IV (Budget & Accounting Supervisor)

Maryland State Department of Public Safety (Baltimore, Maryland)

2020 – 2021: Fiscal Services Administrator II (DPP Budget/Accounting Unit)

2018 – 2020: Accountant Supervisor I

Maryland State Highway Administration (Baltimore, Maryland)

2016 – 2017: Budget Analyst (Fiscal Services Administrator I)

Maryland Department of Aging (Baltimore, Maryland)

2012 – 2016: Accountant Advanced (Accounting Section Supervisor)

Strayer University (White Marsh, Maryland)

2012 – 2014: Adjunct Faculty

Maryland State Retirement Agency (Baltimore, Maryland)

2007 – 2012: Accountant II (Banking Services/ General Ledger)

Maryland School for the Deaf (Frederick, Maryland)

2006 – 2007: Accountant I (Accounts Payable Supervisor)

Union Bank PLC, Inspection Department, Head Office (Lagos, Nigeria)

1999 – 2003: Internal Auditor (Inspection Officer)

Union Bank PLC, Port Harcourt Area Office (Port Harcourt, Nigeria)

1994 – 1999: Budget/Management Support Officer

Union Bank PLC, Trans Amadi Branch (Port Harcourt, Nigeria)

1985 – 1994: Branch Operations Associate

EMPLOYMENT STATUS:

New Hire



February 28, 2023
BOARD LIST

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

Name: Dawn Carroll

Position: Vocational Rehabilitation Specialist Supervisor

Division/Office: Office of the Deputy State Superintendent for Organizational Effectiveness,
Division of Rehabilitation Services-Disability Determination Services

Salary Grade: State Salary Grade: 19
Annual Salary Range: \$67,802 - \$105,072

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Possession of a Bachelor's Degree.

EXPERIENCE:

Four years of professional work experience in providing rehabilitation services. Two years of which must have been as a Vocational Rehabilitation Technical Specialist at the full performance level within the designated option. Two years of the required experience must have included specialized experience in the adjudication or processing of social security disability claims.

DESCRIPTION:

Provide leadership and direction to a unit of Vocational Rehabilitation Specialists, VR Technical Specialists and Office Secretaries who develop and adjudicate Social Security and Supplemental Security Income electronic disability claims ensuring that these claims are processed in an accurate, timely, and cost-effective manner.

Dawn Carroll:

QUALIFICATIONS:

Education

Wheelock College (Boston, Massachusetts) 1993 – Bachelor’s Degree in Human Biology Child Life

Villa Julie College (Greenspring, Maryland) 1991 – Associate’s Degree in Child Development Health Care Settings

Experience:

Disability Determination Services (Hunt Valley, Maryland)

2009 – Present: Vocational Rehabilitation Technical Specialist

Believe In Tomorrow (Catonsville, Maryland)

2005 – 2009: Program Associate

2001 – 2005: Family Coordinator

2000 – 2001: Program Coordinator

University of Maryland Medical Systems (Baltimore, Maryland)

1994 – 2000: Certified Child Life Specialist

EMPLOYMENT STATUS:

New Hire



February 28, 2023
BOARD LIST

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

Name: Blessing A. Gunden

Position: Business Services Coordinator –
Program Manager I

Division/Office: Office of the Deputy State Superintendent of Operations,
Office of Procurement and Contract Management

Salary Grade: State Salary Grade: 19
Annual Salary Range: \$67,802 - \$105,072

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

Three years of experience in contract management or procurement involving duties such as: soliciting, evaluating, negotiating and awarding contracts or ensuring compliance with procurement laws, regulations and conditions.

NOTES:

Candidates may substitute additional professional or paraprofessional contract management or procurement experience on a year-for-year basis for up to four years of the required education.

DESCRIPTION:

Reporting to the Business Services Partner in the Procurement and Contract Management Division, the Business Services Coordinator (BSC) will serve as the primary procurement and contract management support provider and workflow manager to assigned Maryland State Department of Education (MSDE) division leaders, offices, and units.

Blessing A. Gunden:

QUALIFICATIONS:

Education

College of Notre Dame (Baltimore, Maryland) 2002 – Master’s Degree in Aging Studies Health Care Administration

Morgan State University (Baltimore, Maryland) 1993 – Bachelor’s Degree in Telecommunications

Experience:

Maryland Department of Health – Behavioral Administration Office (Catonsville, Maryland)
2021 – Present: Procurement Officer Lead

Maryland Department of Health – Medicare Services Office of Finance (Baltimore, Maryland)
2019 – 2021: Budget Specialist Supervisor

Maryland Department of Human Services Office of Secretary Constituent Office
2015 – 2019: Budget, Procurement, Administration and Special Projects Administrator

Maryland Department of Human Resources/FIA/Office of Home Energy Program (OHEP)
2006 – 2015: Human Services Manager: Program Integrity, Customer Relations and Outreach/Education

Maryland Department of Aging (Baltimore, Maryland)
2005 – 2006: Guardianship Program Manager & Ombudsman Volunteer Developer

Department of Human Resources Office of Personal Assistance Services (Baltimore, Maryland)
2003 – 2005: Project Director Nursing Facility Transition Grant (NGTG)

Catholic Charities – Mental Health Programs Sister’s Place (Baltimore, Maryland)
2000 – 2001: Program Assistance Part-Time

Maryland Department of Health and Mental Hygiene (Baltimore, Maryland)
1997 – 2003: Program Manager: Coordinator for Special Programs (CSP)

Baltimore City Department of Health Developmental Disabilities Bureau (Baltimore, Maryland)
1995 – 1997: Program Analyst

The Chimes, Inc. (Baltimore, Maryland)
1993 – 1995: Supported Employment Program Supervisor

EMPLOYMENT STATUS:

New Hire



February 28, 2023
BOARD LIST

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

Name: Sarah Lopez

Position: Policy and Quality Assurance Coordinator –
Staff Specialist IV

Division/Office: Office of the Deputy State Superintendent for Organizational Effectiveness,
Division of Rehabilitation Services-Disability Determination Services

Salary Grade: State Salary Grade: 19
Annual Salary Range: \$67,802 - \$105,072

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master’s degree or at least 36 hours of equivalent post-baccalaureate course work from an accredited college or university.

EXPERIENCE:

Five (5) years of professional experience in the adjudication or processing of disability claims or in rehabilitation. Two (2) years of the required experience must have included direct supervision of other professional employees or specialized experience as the technical lead developing disability claims and establishing eligibility for SSDI and SSI, or in providing rehabilitation services for clients with disabilities.

DESCRIPTION:

This is a professional position responsible for providing leadership and direction for the disability claims adjudication units and for assuring the effective and efficient management of claims development and processing.

Sarah Lopez:

QUALIFICATIONS:

Education

Towson University (Towson, Maryland) 2007 – Bachelor’s Degree in Psychology

Experience:

Maryland Disability Determination Services (Hunt Valley, Maryland)

2015 – Present: Staff Specialist III, Quality Assurance Specialist

2011 – 2015: Vocational Rehabilitation Technical Specialist

2009 – 2011: Vocational Rehabilitation Specialist II

2008 – 2009: Vocational Rehabilitation Specialist I

EMPLOYMENT STATUS:

New Hire



February 28, 2023
BOARD LIST

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

Name: Brittany S. Owens

Position: Business Services Coordinator –
Program Manager I

Division/Office: Office of the Deputy State Superintendent of Operations,
Office of Procurement and Contract Management

Salary Grade: State Salary Grade: 19
Annual Salary Range: \$67,802 - \$105,072

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

Three years of experience in contract management or procurement involving duties such as: soliciting, evaluating, negotiating and awarding contracts or ensuring compliance with procurement laws, regulations and conditions.

NOTES:

Candidates may substitute additional professional or paraprofessional contract management or procurement experience on a year-for-year basis for up to four years of the required education.

DESCRIPTION:

Reporting to the Business Services Partner in the Procurement and Contract Management Division, the Business Services Coordinator (BSC) will serve as the primary procurement and contract management support provider and workflow manager to assigned Maryland State Department of Education (MSDE) division leaders, offices, and units.

Brittany S. Owens

QUALIFICATIONS:

Education

Berkeley College (Woodland Park, New Jersey) 2012 – Bachelor’s Degree in Business Administration

Wilmington University (New Castle) Delaware 2023 – Earned credits toward Master’s Degree in Business Administration

Experience:

National Railroad Passenger Corporation – Amtrak (Philadelphia, Pennsylvania)

2019 – Present: Senior Buyer

2019 – Present: Buyer/Contract Administrator

Leonard-Newman Unlimited (Galloway, New Jersey)

2015 – 2019: Contract Specialist (Contractor) for DOT, Federal Aviation Administration

EMPLOYMENT STATUS:

New Hire



February 28, 2023
BOARD LIST

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

Name: Karan A. Patel

Position: Client Services Accounts Payable Supervisor –
Accountant Supervisor II

Division/Office: Office of the State Superintendent,
Division of Financial Planning, Operations, and Strategy

Salary Grade: State Salary Grade: 19
Annual Salary Range: \$67,802 - \$105,072

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Bachelor’s degree in Accounting from an accredited college or university, including or supplemented by three credit hours in auditing.

EXPERIENCE:

Five years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles to include three years performing advanced duties in the areas of cost accounting, systems accounting, federal fund accounting, or bond and loan accounting.

DESCRIPTION:

Plans, supervises, and controls the activities of the Client Services Payables Unit and Direct payment sections to ensure that charges to appropriation accounts are properly authorized, accurately recorded, and processed in a timely manner in accordance with generally accepted accounting principles and in compliance with state and federal regulations and practices. Assists in the administration of ADPICS, maintains federal grant reporting security and reconciles federal grants.

Karan A. Patel

QUALIFICATIONS:

Education

Towson University (Towson, Maryland) 2009 – Bachelor’s Degree in Accounting

Carroll Community College (Westminster, Maryland) 2007 – Associate’s Degree in General Studies

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2012 – Present: Senior Accountant, Purchase of Care (Accountant Advanced)

Maryland State Department of Health and Mental Hygiene (Baltimore, Maryland)

2011 – 2012: Grant Manager (Accountant I)

Vinay Marvania Inc. (Reisterstown, Maryland)

2014 – 2019: Staff Accountant

Raman R Desai, PC, CPA (Germantown, Maryland)

2010 – 2011: Staff Accountant

PNC Bank (Westminster, Maryland)

2007 – 2011: Bank Teller

EMPLOYMENT STATUS:

Promotional



February 28, 2023
BOARD LIST

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

Name: Ruth McLean-Foster

Position: Grants Administration and Compliance Manager –
Program Manager Senior

Division/Office: Office of the State Superintendent,
Division of Financial Planning, Operations, and Strategy

Salary Grade: State Salary Grade: 23
Annual Salary Range: \$87,967 - \$136,233

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Bachelor’s degree in education or a related area from an accredited college or university.

EXPERIENCE:

Five years of related experience in coordinating or administering education programs or services.

NOTES:

1. Candidates may substitute the possession of a Master’s degree or the equivalent of 36 credit hours of post-baccalaureate course work in Education or a related area for two years of the required experience directly related to the position option.

DESCRIPTION:

This is a professional management position reporting to the Director of the Office of Grants Administration and Compliance serving as a Program Manager for Grants Administration and Compliance responsible for overseeing all discretionary and formula grants processes and systems to ensure fiscal goals and objectives are satisfied annually in alignment with MSDE’s multiyear strategic plan and Blueprint for Maryland’s Future initiatives.

Ruth McLean-Foster:

QUALIFICATIONS:

Education

Southern New Hampshire University (Manchester, New Hampshire) 2018 – Master’s Degree in Business Administration - Finance

The Johns Hopkins University Carey Business School (Baltimore, Maryland) 2008 – Bachelor’s Degree in Business Management, 2007 – Research Coordinator Certification

Towson University (Towson, Maryland) 2016 -Accounting and Bookkeeping Specialist Certificate

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2022 – Present: Grants Coordinator (Program Manager I)

Maryland Department of Emergency Management (Reisterstown, Maryland)

2022: Program and Fiscal Manager - (Administrator II)

Maryland Department of Health (Baltimore, Maryland)

2018 – 2022: Lead Grants and Contracts Monitor

Ruth McLean-Foster Accounting and Bookkeeping Services (Cockeysville, Maryland)

2018 – 2021: Owner Chief Executive Officer (part-time)

Baltimore County Department of Economic and Workforce Development (Towson, Maryland)

2017 – 2018: Management Analyst

University of Maryland School of Pharmacy (Baltimore, Maryland)

2007 – 2015: Coordinator

Buttarellas Transportation, LLC (Gwynn Oak, Maryland)

2009 – 2012: Chief Financial Officer (part-time)

The Johns Hopkins University (Baltimore, Maryland)

2002 – 2007: Administrative Coordinator Population and Family Reproductive Health

Vertis, Inc. (Baltimore, Maryland)

1999 – 2001: Administrative Coordinator

EMPLOYMENT STATUS:

Promotional



February 28, 2023
BOARD LIST

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

Name: Michelle Rineman

Position: Vocational Rehabilitation Specialist Supervisor

Division/Office: Office of the Deputy State Superintendent for Organizational Effectiveness,
Division of Rehabilitation Services-Disability Determination Services

Salary Grade: State Salary Grade: 19
Annual Salary Range: \$67,802 - \$105,072

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Possession of a Bachelor's Degree.

EXPERIENCE:

Four years of professional work experience in providing rehabilitation services. Two years of which must have been as a Vocational Rehabilitation Technical Specialist at the full performance level within the designated option. Two years of the required experience must have included specialized experience in the adjudication or processing of social security disability claims.

DESCRIPTION:

Provide leadership and direction to a unit of Vocational Rehabilitation Specialists, VR Technical Specialists and Office Secretaries who develop and adjudicate Social Security and Supplemental Security Income electronic disability claims ensuring that these claims are processed in an accurate, timely, and cost-effective manner.

Michelle Rineman:

QUALIFICATIONS:

Education

Towson University (Towson, Maryland) 2007 – Bachelor’s Degree in Psychology

Experience:

Maryland State Department of Education, Disability Determination Services (Timonium, Maryland)

2019 – Present: Quality Assurance Specialist (Staff Specialist III)

2010 – 2019: Vocational Rehabilitation Technical Specialist

Value Options Insurance (Linthicum, Maryland)

2009 – 2010: Clinical Specialist

Foundation Fighting Blindness (Owings Mills, Maryland)

2008 – 2009: Administrative Assistant

EMPLOYMENT STATUS:

Promotional

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE FEBRUARY 28, 2023 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>
Bohanan, Nicole	Manager of Minority, Small, WOSB Program Compliance, Reporting - Program Manager I	19	Office of the Deputy State Superintendent of Operations, Office of Procurement and Contract Management	TBD
Eley, Jeffrey	Planning and Budget Analyst - Program Manager IV	22	Office of the State Superintendent, Division of Financial Planning, Operations, and Strategy	TBD
Facey- Palmer, Hyacinth I.	Director of Information Technology Operations – IT Assistant Director III	22	Office of the Deputy State Superintendent of Operations, Office of Information Technology	TBD
Gesa, Anne	Planning and Budget Analyst - Program Manager IV	22	Office of the State Superintendent, Division of Financial Planning, Operations, and Strategy	TBD
Leonard, Simba A	Information Technology Partner – IT Assistant Director IV	23	Office of the Deputy State Superintendent of Operations, Office of Information Technology	TBD
Matlock, Christie	Program Coordinator, Grants Administration and Compliance - Program Manager I	19	Office of the State Superintendent, Division of Financial Planning, Operations, and Strategy	TBD
Porter, Tameka	Executive Director, Assessment, Accountability, and Performance Reporting – Designated Program Manager Senior III	25	Office of the State Superintendent, Division of Assessment, Accountability, and Performance Reporting	TBD

Addendum

II. Appointments Grade 18 and below

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APP/OINTMENT</u>
French, Margaret C.	Specialist, Social Media Strategy and Marketing – Administrator III	18	Office of the State Superintendent, Office of Communications and Community Engagement	03/08/2023
Steinert, Jillian	Vocational Rehabilitation Specialist II	15	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	03/22/2023

III. Other Actions: Promotional

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
--------------------	------------------------	--------------------------------	-------------------------------	---------------------------------------



February 28, 2023
BOARD LIST ADDENDUM

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

Name: Nicole Bohanan

Position: Manager of Minority, Small, WOSB Program Compliance, Reporting – Program Manager I

Division/Office: Office of the Deputy State Superintendent of Operations, Office of Procurement and Contract Management

Salary Grade: State Salary Grade: 19
Annual Salary Range: \$67,802 - \$105,072

Effective Date: TBD

Education:

A Bachelor’s Degree from an accredited college or university in Business Administration, Finance, Accounting, or a related area.

Experience:

Three (3) years of experience managing internal operational, program, and financial audits that focus on finance and compliance, economy and efficiency, and program results, One year of financial/accounting/audit experience in a State or public sector environment is desirable.

Notes:

1. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience for one year of education, for up to two years of the required education.

DESCRIPTION:

The Office of Procurement and Contract Management (OPCM) is looking for a Minority Business Enterprise (MBE) Manager. Under the direction of the Deputy State Superintendent of Operations this position is responsible for administering and reporting State business programs comply with socioeconomic policies for COMAR Title 21 and other related policies to ensure application of fair business practices. These programs include the Minority Business Enterprise program, the Small Business Reserve program, the Veteran-owned Small Business Enterprise program, and other state business programs, as determined. As the liaison between the Agency and the Governor’s Office of Small, Minority and Women’s Business Affairs (GOSBA), this position represents the Agency at GOSBA meetings and trainings, conducts outreach to vendors, maintains vendor relationships, provides customer service in accordance with a service level agreement-based timeline and initiates efforts to increase participation in programs to promote the department as an avenue to conduct business and provide valuable services in support of the agencies vision and mission.

Nicole Bohanan:

QUALIFICATIONS:

Education:

University of Maryland Global Campus (Baltimore, Maryland) 2021 – Master’s Degree in Business Administration

Wilberforce University (Wilberforce, Ohio) 1989 – Bachelor’s Degree in Political Science Pre-Law

Experience:

Maryland State Department of Juvenile Services (Baltimore, Maryland)

2018 – Present: Program Administrator of Socio-economic Programs

Maryland State Department of Transportation, Motor Vehicle Administration (Baltimore, MD)

2017 – 2018: Manager of Socioeconomic Programs

Maryland State Department of Human Resources, Social Services Administration (Baltimore, MD)

2014 – 2017: Contract Administrator and Minority Business Enterprise Coordinator

2009 – 2011: Maryland CHESSIE Program Analyst

2000 - 2009: Lead IT Functional Analyst

1998 – 2000: Administrative Officer – Tester and Trainer

1995 – 1998: Income Maintenance Specialist

Maryland State Retirement Office (Baltimore, MD)

2011 – 2014: IT functional Analyst and program Analyst

EMPLOYMENT STATUS:

New Hire



February 28, 2023
BOARD LIST ADDENDUM

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

Name: Jeffrey Eley

Position: Planning and Budget Analyst - Program Manager IV

Division/Office: Office of the State Superintendent,
Division of Financial Planning, Operations, and Strategy

Salary Grade: State Salary Grade: 22
Annual Salary Range: \$82,399 - \$127,637

Effective Date: TBD

Education:

Possession of a bachelor’s degree in public policy, public administration, accounting, business administration, economics, finance, statistics, engineering, planning or political science.

Experience:

Seven years of experience in budget formulation, accounting, personnel management analysis, or administrative work. One year of this experience must include work in budget planning, formulation, review or management.

DESCRIPTION:

This position requires someone who excels at budget construction, budget management, position budgeting and position budget management, and related budgetary and fiscal analyses. This position will work hand-in-hand with Division and Office teams as a part of MSDE’s Core Services teams to make complicated, fast-paced, and high-stakes budget development and management transparent and accessible to non-finance staff. This position also serves as the responsible budget analyst for those Division of Office budgets, which are substantial – the MSDE is responsible for more than \$8 billion annually.

Jeffrey Eley

QUALIFICATIONS:

Education:

Towson University (Towson, Maryland) 1999 – Bachelor’s Degree in Business Administration

Experience:

Summit VT Solutions, LLC (Baltimore, Maryland)

2012 – Present: General Manager/Chief Financial Officer and Project Manager

Maryland State Department of Health and Mental Hygiene (Baltimore, Maryland)

2011 – 2012: Budget Analyst

EMPLOYMENT STATUS:

New Hire



February 28, 2023
BOARD LIST ADDENDUM

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

Name: Hyacinth I. Facey-Palmer

Position: Director of Information Technology Operations –
IT Assistant Director III

Division/Office: Office of the Deputy State Superintendent of Operations,
Office of Information Technology

Salary Grade: State Salary Grade: 22
Annual Salary Range: \$82,399 – 127,637

Effective Date: TBD

Education:

Bachelor's degree from an accredited college or university in computer science, computer information technology, information security, cybersecurity, or related field.

Experience:

Four years of experience working in an information technology environment (IT) to include direct involvement in the management of IT technical staff, supporting IT initiatives-budget-procurements-and IT projects.

Notes:

1. Candidates may substitute additional experience in the management of IT technical staff and IT projects on a year-to-year basis for the required education.
2. Candidates may substitute up to two years of the “Experience” requirement listed above with a graduate level degree in computer science, electrical systems, cybersecurity or related field from an accredited college or university.

DESCRIPTION:

This position is responsible for helping to oversee day-to-day operations in the Office of Information Technology (OIT). In addition to leading the budget-related activities, and managing Human Resources for OIT, the director will work with in-house IT staff to support IT help requests across the Department. The position is also responsible for managing the development of improved IT support systems to enhance IT services across the agency, including but not limited to identifying enterprise services at a cost savings that can more effectively and efficiently be brought in house. Additional responsibilities include supporting MSDE’s strategic technology initiatives of Divisions at MSDE and ensure proper funding.

Hyacinth I. Facey Palmer:

QUALIFICATIONS:

Education:

Walden University (Minneapolis, Minnesota) 2015 – Master’s Degree in Business Administration
Human Resource Management

University College of the Caribbean, Jamaica (Kingston, Jamaica) 2007 – Bachelor’s Degree in
Business Administration

Vocational Training Development Institute, Jamaica – 2000 Certification in Business Education-
Accounting

Vector Technology Institute (Kingston, Jamaica) 2003 – Certification in Computer Maintenance

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2018 – Present: Fiscal Administrator

2013 – 2018: Human Resources R Liaison, Juvenile Services Education Program

2013 – 2017: Administrative Specialist III – Procurement Assistant

National Training Agency of Jamaica (Kingston, Jamaica)

2006 – 2011: Administrator/Senior Supervisor-Information and Communication Technology
Department

2001 – 2005: Business/Information Technology Instructor

EMPLOYMENT STATUS:

Promotional



February 28, 2023
BOARD LIST ADDENDUM

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

Name: Anne Gesa

Position: Planning and Budget Analyst - Program Manager IV

Division/Office: Office of the State Superintendent,
Division of Financial Planning, Operations, and Strategy

Salary Grade: State Salary Grade: 22
Annual Salary Range: \$82,399 - \$127,637

Effective Date: TBD

Education:

Possession of a bachelor’s degree in public policy, public administration, accounting, business administration, economics, finance, statistics, engineering, planning or political science.

Experience:

Seven years of experience in budget formulation, accounting, personnel management analysis, or administrative work. One year of this experience must include work in budget planning, formulation, review or management.

DESCRIPTION:

This position requires someone who excels at budget construction, budget management, position budgeting and position budget management, and related budgetary and fiscal analyses. This position will work hand-in-hand with Division and Office teams as a part of MSDE’s Core Services teams to make complicated, fast-paced, and high-stakes budget development and management transparent and accessible to non-finance staff. This position also serves as the responsible budget analyst for those Division of Office budgets, which are substantial – the MSDE is responsible for more than \$8 billion annually.

Anne Gesa:

QUALIFICATIONS:

Education:

Georgetown University (Washington, D.C.) 1998 – Bachelor’s Degree in Accounting

Experience:

Baltimore City, Mayor’s Office of Recovery Programs (Baltimore, Maryland)
2022 – Present: Accountant

Public Broadcasting Corporation (Arlington, Virginia)
2018 – 2022: Project Fiscal Management and Compliance Manager

District Government, Office of the Chief Financial Officer (Washington, DC)
2016 - 2018: Quality Control Specialist
2015 - 2016: Contract/Consulting – Audit, Accounting and Grants

U.S. Committee for Refugees and Immigrants (Arlington, Virginia)
2014 - 2015: Associate Director of Compliance
2006 - 2014: Contract/Consulting – Audit, Accounting and Grants

Ribis, Jones and Maresca, P.A. (Columbia, Maryland)
2004 – 2005: Auditor and Tax Preparer

Competitive Power Ventures, Inc. (Silver Spring, Maryland)
2002 – 2004: Accountant

Council for Professional Recognition (Washington, District of Columbia)
1999 – 2001: Senior Accountant

Arthur Andersen LLP, Tax (Vienna, Virginia)
1999: Tax Preparer

EMPLOYMENT STATUS:

New Hire



February 28, 2023
BOARD LIST ADDENDUM

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

Name: Simba A. Leonard

Position: Information Technology Partner –
Information Technology Assistant Director IV

Division/Office: Office of the Deputy State Superintendent of Operations,
Office of Information Technology

Salary Grade: State Salary Grade: 23
Annual Salary Range: \$87,967 – 136,233

Effective Date: TBD

EDUCATION:

Bachelor's degree from an accredited college or university in computer science, computer information technology, information security, electrical systems, cybersecurity, or related field.

EXPERIENCE:

Five years of experience working in an information technology environment (IT) to include direct involvement in the management of IT technical staff and IT projects.

NOTE:

1. Candidates may substitute additional experience in the management of IT technical staff and IT projects on a year-to-year basis for the required education.
2. Candidates may substitute up to two years of the “Experience” requirement listed above with a graduate level degree in computer science, electrical systems, cybersecurity or related field from an accredited college or university.

DESCRIPTION:

The IT Partner (ITP) has the overall responsibility to serve as the strategic interface with assigned division/office or functional area for the purpose of business technology strategy development, solution discovery, service management, risk management and relationship management. The incumbent will serve as the business relationship link between the division/office and IT needs. This position provides highly valued strategic consulting level support and guidance through key IT initiatives. The ITP will communicate decisions, priorities, and relevant project information to appropriate levels of staff regarding division/office requests, projects, and initiatives. The ITP proactively serves as a “trusted advisor,” and is the primary IT point of contact to achieve the agency’s objectives through the effective use of technology.

Simba A. Leonard:

QUALIFICATIONS:

Education:

Strayer University (Arlington, Virginia) 2018 – Master’s Degree in Information Assurance

University of Maryland Eastern Shore (Princess Anne, Maryland) 2009 – Bachelor’s Music Education

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2022 – Present: Child Care Scholarship Quality Assurance Reviewer

2021: Child Care Scholarship Quality Assurance Reviewer (part-time)

Verizon Wireless (Arlington, Virginia)

2014 – 2022: Solutions Specialist

Robert Half Talent Solutions (Washington, D.C)

2014: Audio Visual Technician

Kingdom Enterprises, Inc. (Dover, Delaware)

2013 – 2014: Technical Manager

EMPLOYMENT STATUS:

Promotional



February 28, 2023
BOARD LIST ADDENDUM

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

Name: Christie Matlock

Position: Program Coordinator, Grants Administration and Compliance -
Program Manager I

Division/Office: Office of the State Superintendent,
Division of Financial Planning, Operations, and Strategy

Salary Grade: State Salary Grade: 19
Annual Salary Range: \$67,802 - \$105,072

Effective Date: TBD

EDUCATION:

EXPERIENCE:

Four years of related experience in coordinating or administering education programs or services.

NOTE:

1. Candidates may substitute the possession of a master's degree from an accredited college or university for the required experience.

DESCRIPTION:

The Coordinator, Grants Administration and Compliance reports to the Program Manager in the Office of Grants Administration and Compliance. The office is responsible for overseeing all discretionary and formula grants processes and systems to ensure fiscal goals and objectives are met annually in alignment with MSDE's multiyear strategic plan and Blueprint for Maryland's Future initiatives. The coordinator will serve as the lead facilitator for all assigned federal and/or state grant program and fund activities.

Christie Matlock:

QUALIFICATIONS:

Education:

Strayer University (Baltimore, Maryland) 2022 – Master’s Degree in Business Administration

Georgia Southern University (Statesboro, Georgia) 1996 - Bachelor’s Degree in Journalism

Experience:

Public Knowledge (Lakewood, New Jersey)

2021 – Present: Management Consultant

F2 Solutions (Upper Marlboro, Maryland)

2016: Program Manager

ICF International, Inc. (Fairfax, Virginia)

2018 – 2021: Senior Executive Administrator

2009 – 2016: Senior Associate/Program Specialist

DLH Corporation (Silver Spring, Maryland)

2017 – 2018: Writer/Analyst

EMPLOYMENT STATUS:

New Hire



February 28, 2023
BOARD LIST ADDENDUM

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

Name: Tameka Porter, Ph.D.

Position: Executive Director, Assessment, Accountability, and Performance Reporting – Designated Program Manager Senior III

Division/Office: Office of the State Superintendent,
Division of Assessment, Accountability, and Performance Reporting

Salary Grade: State Salary Grade: 25
Annual Salary Range: \$100,166 - \$146,388

Effective Date: TBD

Education:

A Bachelor's degree from an accredited four-year college or university.

Experience:

Five (5) years of experience working with large scale assessment, school performance, accountability, and program analysis and reporting initiatives; and/or high-lever and large scale education programs in school district, nonprofit, governmental entity, and/or university settings. Experience must include successfully supervising, evaluating, and/or coaching professional staff.

DESCRIPTION:

The Executive Director in the Division of Assessment, Accountability and Performance Reporting (DAAPR) serves as an executive leader for the successful implementation of a comprehensive and focused assessment, accountability and performance reporting strategy at the Maryland State Department of Education (MSDE) and across Maryland's 24 local education agencies (LEA's) and 7,000 plus child care providers within service-level based agreement and high-quality customer service-oriented performance structures.

Tameka Porter:

QUALIFICATIONS:

Education:

George Mason University (Arlington, Virginia) 2015 – Ph.D. in Public Policy

American University (Washington, D.C.) 2009 – Master’s Degree in Teaching English to Speakers of other Languages

University of South Carolina (Columbia, South Carolina) 2007 – Bachelor’s Degree in Business Administration

Experience:

American Institutes for Research (Arlington, Virginia)

2022 – Present: Senior Researcher

McREL International (Denver, Colorado)

2019 – 2022: Managing Consultant

Wisconsin Center for Education Research (Madison, Wisconsin)

2015 -2019: Researcher

George Mason University (Arlington, Virginia)

2010 - 2015: Graduate Research Assistant

2011 - 2013: Instructor – Managerial Economics and Policy Analysis

American University (Washington, DC)

2007 - 2009: Research Assistant

2008 – 2009: Grammar Teacher

University of South Carolina (Columbia, South Carolina)

2006 - 2006: Instructor

EMPLOYMENT STATUS:

New Hire