

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE JANUARY 26, 2021 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>
Moran, Laurie	Child Care Licensing Regional Manager Montgomery County	19	Office of the Deputy for Teaching and Learning, Division of Early Childhood	TBD
Pennewill, Donna	Program Manager IV Child Care Development Financial Manager	24	Office of the Deputy for Teaching and Learning, Division of Early Childhood	TBD
Sheridan, Elzbieta	Program Manager II – Disability Determination Services Operations Director	20	Office of the Deputy for School Effectiveness, Division of Rehabilitation Services	TBD
Smith, Jessica	Fiscal Services Administrator V Chief of Budget	22	Office of the Deputy for Finance, Division of Business Services	TBD
Tyler, Malynda B.	Program Manager II (Audit Manager)	20	Office of the State Superintendent, Audit Office	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>
Brookins-Jones, Ilanna	School Guidance Counselor	IEPP	Office of the Deputy for School Effectiveness, Juvenile Services Education	TBD

III. Other Actions: Promotional

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

January 26, 2021
BOARD LIST

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

Name: Laurie A. Moran
Position: Child Care Licensing Regional Manager MSDE
Division/Office: Division of Early Childhood Development
Salary Grade: State Salary Grade: 19
Annual Salary Range: \$56,727 - \$92,897
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

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 home and non-public nursery schools.

DESCRIPTION:

The main purpose of this position is to manage the regional Child Care office and all regulatory activity involved in the licensure of child care centers, the registration of family day care homes, the issuance of letters of compliance to certain religious child care programs, and the approval of nonpublic nursery schools in Baltimore City. 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.

Laurie A. Moran:

QUALIFICATIONS:

Education

McDaniel College (Westminster, Maryland) 2005 – Master’s Degree in Education Curriculum and Instruction Leadership

Coppin State University (Baltimore, Maryland) 1997 – Bachelor’s Degree in Special Education Early Childhood Education

Experience:

Howard Community College-Children’s Learning Center (Columbia, Maryland)

2017 – 2020: Director of Child Care

Baltimore City Public Schools (Baltimore, Maryland)

2013 – 2017: First Grade Teacher/Trainer for Office of Early Learning

Head Start Center in Maryland (Fairfax, Virginia)

2010 – 2013: Early Childhood Specialist

Independent Education Consultant-Worked for Multiple Companies (Baltimore, Maryland)

2009 – 2017: Consultant for Multiple Educational Programs, Businesses, and Nonprofit Programs

Abilities Network (Towson, Maryland)

2005 – 2009: Director of Project ACT/Director of Autism Waiver Program

Kiddie Academy (Abingdon, Maryland)

2004 – 2005: Regional Franchise Operation Manager

Baltimore County Head Start (Perry Hall, Maryland)

2000 – 2004: Education Coordinator

EMPLOYMENT STATUS:

New Hire



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State Superintendent of Schools

January 26, 2021
BOARD LIST

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

Name: Donna L. Pennewill
Position: Program Manager IV – Child Care Development Financial Manager
Division/Office: Division of Early Childhood
Salary Grade: State Salary Grade: 22
Annual Salary Range: \$68,901 – 112,848
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

Five years of professional experience with managing, designing, developing, and auditing financial control systems for multiple programs.

NOTE:

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

DESCRIPTION:

This is a professional Management position responsible for providing leadership and support for programmatic fiscal, and budgetary accountability and technical assistance in the area of grant development, procurement, and contract administration.

Donna L. Pennewill

QUALIFICATIONS:

Education

University of Baltimore (Baltimore, Maryland) 1990 Bachelor's Degree in Business Accounting

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2017 – Present: Program Manager – Preschool Development Grant Manager

2013 – 2017: Lead Fiscal Administrator

2006 – 2013: Fiscal Officer –Division of Early Childhood

2002 – 2006: Fiscal Officer - Division of Instruction

Associated Catholic Charities of Baltimore (Baltimore, Maryland)

1997 – 2002: Program Accountant

EMPLOYMENT STATUS:

Promotional



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State Superintendent of Schools

January 26, 2021
BOARD LIST

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

Name: Elzbieta M. Sheridan
Position: Program Manager II – Disability Determination Services Operations Director
Division/Office: Maryland Disability Determination Services
Salary Grade: State Salary Grade: 20
Annual Salary Range: \$60,514 - \$99,103
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Bachelor's Degree is required; 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. Two (2) years of experience in conducting face to face evidentiary hearings for disability claimants and/or attended the McGeorge School of Law.

NOTE:

A Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Educational Administration, Rehabilitation Counseling, Special Education, Counseling and Guidance, Vocational Evaluation, Psychology, or in a Social Science related field may be substituted for one year of the required experience in rehabilitation or the adjudication or processing of disability claims.

DESCRIPTION:

This is a professional position responsible for providing leadership, direction and coordination of Social Security Disability program operation activities, disability claims processing and disability hearings unit for the Maryland Disability Determination Services (DDS) to ensure the efficient management of claims processing.

Elzbieta M. Sheridan

QUALIFICATIONS:

Education

Loyola College (Baltimore, Maryland) 1975 – Master’s Degree on Counseling Psychology

College of Notre Dame (Baltimore, Maryland) 1974 - BA Degree in English

Experience:

Maryland State Department of Education - Disability Determination Services (Hunt Valley, Maryland)

2019 – Present: Acting Program Manager II – Operations Director

2001 – 2019: Program Manager I – Operations Manager

1984 – 2001: Vocational Rehabilitation Supervisor

1976 – 1984: Vocational Rehabilitation Counselor

EMPLOYMENT STATUS:

Promotional



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

January 26, 2021
BOARD LIST

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

Name: Jessica L. Smith
Position: Fiscal Services Administrator V – Chief of Budget
Division/Office: Business Services
Salary Grade: State Salary Grade: 22
Annual Salary Range: \$68,901 - \$89,808 (with progression to \$112,848)
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Bachelor's Degree from an accredited college or university in Business Administration, Finance, Accounting, or a related area. Master's Degree and/or CPA a plus.

EXPERIENCE:

Five (5) years of professional experience with analyzing and developing financial, budget, and control systems for multiple programs. Two years of experience with Maryland State budgeting procedures and/or management-supervisory experience desired.

DESCRIPTION:

This is a professional position serving as the Chief of the Budget Branch. The position is responsible for the development, justification, execution, and analysis of the Department's budgets. The Department's budgets exceed \$8 billion annually, include more than 40 programs, and involve General, Federal, Special and Reimbursable fund sources.

Jessica L. Smith

QUALIFICATIONS:

Education

University of Baltimore (Baltimore, Maryland) 2017 Bachelor's Degree in Business Management

Baltimore City Community College (Baltimore, Maryland) 2014 Associate's Degree in Business Administration Management

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2019 – Present: Educational Support Program Coordinator – Financial Administrator

2018 – 2019: Lead Budget Specialist

State of Maryland Department of Juvenile Services (Baltimore, Maryland)

2017 – 2018: Agency Budget Specialist II

Baltimore City Community College (Baltimore, Maryland)

2011 – 2017: Accounting Clerk III

2012 – 2013: Shipping & Receiving Clerk

2011 – 2012: Cashier

Maryland General Assembly (Baltimore, Maryland)

2009 – 2010: Legislative Assistant

AEGON Direct Marketing Service (Baltimore, Maryland)

2007 – 2008: Financial Analyst

2005 – 2007: Project Manager

EMPLOYMENT STATUS:

Promotional



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

January 26, 2020
BOARD LIST

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

Name: Malynda B. Tyler
Position: Manager Program II (Audit Manager)
Division/Office: Office of the State Superintendent
Salary Grade: State Salary Grade: 20
Annual Salary Range: \$60,514 – 80,437 (with progression for \$99,103)
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Bachelor's Degree in Accounting from an accredited college or university with thirty (30) credit hours in accounting and related courses, including 3 credit hours in auditing.

EXPERIENCE:

Six years of experience performing financial and compliance audits of a State, Federal, or local government agency, non-profit or other business entity including two years of supervisory or managerial experience. Preferred candidates will possess: Knowledge of State Operations and Financial Management Systems: Experience overseeing and coordinating the activities of an office unit; Experience managing multiple audits or projects simultaneously; Possession of a license as a Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE).

DESCRIPTION:

This position is responsible for designing and implementing an annual auditing program to perform financial and compliance audits of State Aid to Education provided to the local school systems. In addition, this position also directs, develops, coordinates and supervises the activities of financial compliance auditor program supervisors and staff auditors assigned to perform performance, financial and compliance audits of State Aid provided to local school systems.

Malynda B. Tyler

QUALIFICATIONS:

Education

Morgan State University (Baltimore, Maryland) 2003 Bachelor's Degree in Information Science and Systems

Education Foundation of State Bank Examiners – 2008 – Certification Mortgage Examiner

Experience:

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

2019 – Present: Financial Compliance Audit Manager – Employer Benefits Division

2017 – 2019: Financial Compliance Auditor Lead - Employer Benefits Division

2010 – 2017: Financial Compliance Auditor II – Audit Unit

State of Maryland Division of Labor Licensing Regulations (Baltimore, Maryland)

2006 – 2010: Financial Non-Depository Examiner II

AIG- American General Life & Accident Insurance Company

2003 – 2005: Licensed Insurance Agent/Producer

EMPLOYMENT STATUS:

New Hire