

**MARYLAND STATE DEPARTMENT OF EDUCATION  
PERSONNEL APPROVALS FOR THE August 28, 2018 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>
Buckheit, Kimberly A.	Education Program Specialist II – School Completion and Alternative Programs Specialist	22	Office of the Deputy for School Effectiveness, Division of Student Support, Academic Enrichment, and Educational Policy	TBD
Corona, Tara A.	Education Program Specialist I, Continuous Improvement Specialist	21	Office of the Deputy for Teaching and Learning, Office of School, Teacher and Principal Improvement	TBD
Hands, Zachary T.	Designated Administrative Manager IV, Assistant to the State Superintendent of Schools – Special Projects	22	Office of the State Superintendent of Schools	TBD
Henry, Richard P.	Executive Director, Office of Compliance and Monitoring	25	Office of the Deputy for Finance, Office of Compliance and Monitoring	TBD
Murphy, Michele M.	Education Program Supervisor, Chief of Specialized Instruction	22	Office of the Deputy for Teaching and Learning, Division of Early Intervention and Special Education Services	TBD
Muse, Quiana C.	Education Program Specialist II, Compliance and Monitoring Specialist	22	Office of the Deputy for Finance, Office of Compliance and Monitoring	TBD
O’Banner, Jody A.	Education Program Specialist I, Extended Learning Specialist	21	Office of the Deputy for School Effectiveness, Division of Student Support, Academic Enrichment, and Education Policy	TBD
Wheeler, Anne K.	Education Program Specialist I, Specialized Instruction Program Specialist	21	Office of the Deputy for Teaching and Learning, Division of Early Intervention and Special Education Services	TBD

**II. Appointments Grade 18 and below:**

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

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

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August 28, 2018

BOARD LIST

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

**Name:** Kimberly A. Buckheit  
**Position:** Education Program Specialist II – School Completion and Alternative Programs Specialist  
**Division/Office:** Student Support, Academic Enrichment, and Educational Policy  
**Salary Grade:** State Salary Grade: 22  
Annual Salary Range: \$64,608 - \$103,743  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

A Master's Degree or equivalent 36 post-baccalaureate credit hours of course work in education or an education-related field from an accredited college or university.

**EXPERIENCE:**

Five (5) years of administrative experience in, or affiliated with education, including two years of experience coordinating or administering elementary education, secondary education, or student services programs designed for student who are at-risk academically. Experience in interpreting and implementing education policies is desirable.

**DESCRIPTION:**

This is a professional position serving as the Specialist for School Completion and Alternative Programs responsible for providing leadership and technical assistance to the Division of Student, Family and School Support/Academic Policy in the identification and implementation of evidence-based strategies and interventions with regard to school suspensions and disproportionality, dropout prevention, alternative programs, and attendance.

**QUALIFICATIONS:**

**Education:**

Goucher College (Towson, Maryland) 1999 – Master’s Degree in Education Leadership

Bucknell University (Lewisburg, Pennsylvania) 1989 – Bachelor’s Degree in Psychology and Elementary Education

**Experience:**

Manassas City Public Schools (Manassas, Virginia)

2015 – 2018: Principal –At-Risk 7<sup>th</sup> and 8<sup>th</sup> Grade

Regional School Unit 20 ( Belfast, Maine)

1999 – 2015: Principal – Troy Howard Middle School

Baltimore County Public Schools, Mars Estates Elementary (Baltimore, Maryland)

1997 -1999: Behavior Resource Teacher

Kennedy Krieger Institute (Baltimore, Maryland)

1990 – 1997: Behavior Specialist

**EMPLOYMENT STATUS:**

New Hire



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

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August 28, 2018

BOARD LIST

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

**Name:** Tara A. Corona  
**Position:** Education Program Specialist I, Continuous Improvement Specialist  
**Division/Office:** School, Teacher, and Principal Improvement  
**Salary Grade:** State Salary Grade: 21  
Annual Salary Range: \$60,543 - \$97,207  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Educational Administration/Supervision, or education related field.

**EXPERIENCE:**

Four (4) years of professional experience providing professional learning experiences, in-person and/or virtually, to adult learners including two (3) years of experience in coordinating or administering an education program or service directly related to the position. Experience in developing professional learning experiences focused on school improvement and leadership development preferred.

**DESCRIPTION:**

This is a professional 80% part-time position responsible for the development, coordination, and facilitation of professional learning experiences that focus on fostering the growth of effective leaders and improving school performance; supports continuous improvement of school systems through data-informed and research-based professional learning experiences in alignment with priorities identified in the Maryland Every Student Succeeds Act Consolidated Plan.

**QUALIFICATIONS:**

**Education:**

Towson University (Towson, Maryland) 2017 – Master’s Degree in Human Resource Development, Educational Leadership and Instructional Technology; 2009 – Master’s Degree in Teaching, Secondary Education

University of Maryland (Baltimore County) 2004 – Bachelor of Science Degree in Biological Sciences, Minor Psychology and Pre-Med

**Experience:**

Baltimore City Public Schools – Department of Innovation and Digital Safety (Towson, Maryland)

2016 – 2018: Resource Teacher, Blended Teaching and Learning

2012 - 2016: Science Department Chair and Bridge Plan Coordinator – Lansdowne High

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

2012 – 2014: Evening High School Science Mentor

2012 – Present: Instructor and Mentor

Tesst College of Technology (Beltsville, Maryland)

2000 – 2007: Library Manager, Event Coordinator

**EMPLOYMENT STATUS:**

New Hire



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State Superintendent of Schools

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August 28, 2018

BOARD LIST

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

**Name:** Zachary T. Hands  
**Position:** Assistant to the State Superintendent of Schools - Special Projects  
**Division/Office:** Office of the State Superintendent of Schools  
**Salary Grade:** State Salary Grade: 22  
Annual Salary Range: \$64,608 - \$103,743  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

A Master's Degree or 36 post baccalaureate credit hours of coursework in Communications, Education, Public Administration, or a related field.

**EXPERIENCE:**

Four years of administrative and/or management experience in an education or related field/program that involved education program management, communications, or project management. Experience with policy or public relations is desirable.

**DESCRIPTION:**

This is a designated professional assistant position serving as a special projects assistant to the State Superintendent Schools responsible for leading and implementing executive initiatives and coordinating strategic plans along with cross-functional initiatives. Also this position tracks key initiative progress, while leading and executing special projects.

**QUALIFICATIONS:**

**Education:**

University of Maryland Baltimore County (Baltimore, Maryland) 2017 – Master’s Degree in Public Policy

Loyola University of Maryland (Baltimore, Maryland) 2015 – Bachelor’s Degree in Communications Political Science

**Experience:**

Carroll County Democratic Central Committee (Westminster, Maryland)

2014 – 2018: Member/Internship Coordinator

Emily Shank for State Delegate (Westminster, Maryland)

2017 – Present: Campaign Manager

Maryland Association of Counties (Annapolis, Maryland)

2017 – 2018: Legislative Fellow

Catonsville Senior Center (Catonsville, Maryland)

2017: Volunteer Instructor, Social Media/Current Events

Maryland Department of Health, Behavioral Health Administration (Catonsville, Maryland)

2016 – 2017: Graduate Assistant in Overdose Prevention

University of Maryland Baltimore County Residential Life ( Baltimore, Maryland)

2015 – 2016: Assistant Community Director

U.S. House of Representatives, Office of Republican C.A. “Dutch” Ruppberger

2015 – 2016: Intern

**EMPLOYMENT STATUS:**

New Hire





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State Superintendent of Schools

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August 28, 2018

BOARD LIST

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

**Name:** Richard P. Henry  
**Position:** Executive Director, Office of Compliance and Monitoring  
**Division/Office:** Office of the Deputy for Finance  
**Salary Grade:** State Salary Grade: 25  
Annual Salary Range: \$78,595 - \$126,186  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

A Master's Degree or 36 post baccalaureate credit hours of coursework in Management, Public Policy, Information Systems, Law Enforcement or a related area to include coursework.

**EXPERIENCE:**

Six (6) years of professional experience with managing, administering policies with regard to assuring regulation compliance and information security. Three (3) years of the required experience must have included direct supervision of other professional employees.

**DESCRIPTION:**

This position serves as the Director for the Office of Compliance and Monitoring. This position manages the audit and investigation of policy adherence and review of the grading and graduation related data, as well as other issues/programs as assigned for all public school systems in Maryland. This position also recommends and drafts regulations, procedures and controls. This position manages and conducts investigation, analysis, as well as develops reports with findings and recommended solutions.

**QUALIFICATIONS:**

**Education:**

The Johns Hopkins University (Baltimore, Maryland) 2002 – Master’s Degree in Leadership Management; 2000 - Bachelor’s Degree Management

Fraud Investigations Certificate, Association of Fraud Examiners 3/11 – 8/2018

**Experience:**

United States Marshals Service (Baltimore, Maryland)

1992 – Present: Chief Inspector

Baltimore County Sheriff’s Office (Towson, Maryland)

1982 – 1992: Deputy Sheriff

**EMPLOYMENT STATUS:**

New Hire



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State Superintendent of Schools

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August 28, 2018

BOARD LIST

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

**Name:** Michele M. Murphy  
**Position:** Education Program Supervisor, Chief of Specialized Instruction  
**Division/Office:** Early Intervention and Special Education Services  
**Salary Grade:** State Salary Grade: 22  
Annual Salary Range: \$64,608 - \$103,743  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

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

**EXPERIENCE:**

Five (5) years of professional experience in or affiliated with special education administration, programs or services directly related to the position. Experience with instructional strategies and intervention practices designed to improve academic outcomes for students with disabilities is preferred.

**DESCRIPTION:**

This is a supervisory position serving as a strong instructional leader responsible for the professional learning, staff oversight & management of Maryland's College & Career-Ready Standards in the implementation of instructional & response to interventions/evidence-based instructional practices with fidelity measures, support of federal grant initiatives, technical assistance & programmatic support related to students with high and low incidence disabilities.

**QUALIFICATIONS:**

**Education:**

Goucher College (Towson, Maryland) 2012 – Master’s Degree in Education Administration

Hood College (Frederick, Maryland) 1982 – Bachelor’s Degree in Special Education

Maryland State Department of Education (Baltimore, Maryland) Advanced Professional Certificate in Administrator II and Reading

**Experience:**

Baltimore County Public Schools (Towson, Maryland)

2013 - Present: Special Education Specialist

2007 – 2013: Resource Teacher

2004 – 2007: Resource Teacher - Secondary Language Arts – Supervisor of Reading

2001 – 2004: Resource Teacher

2010 – 2014: Special Education Resource Staff – Evening High

1990 – 2001: Special Education Teacher – General John Stricker Middle

Baltimore City Public Schools (Baltimore, Maryland)

1984 – 1990: Special Education Teacher – Govans Elementary and Hamilton Middle

Loyola University (Baltimore, Maryland)

2014 – Present: Adjunct Professor

Goucher College (Towson, Maryland)

2005 – Present: Teacher

**EMPLOYMENT STATUS:**

New Hire



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State Superintendent of Schools

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August 28, 2018

BOARD LIST

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

**Name:** Quiana C. Muse  
**Position:** Compliance and Monitoring Specialist  
**Division/Office:** Office of Compliance and Monitoring  
**Salary Grade:** State Salary Grade: 22  
Annual Salary Range: 54,608 - \$103,743  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

Master's Degree or equivalent 36 post baccalaureate course work in Education, Education Administration/Supervision, Public Administration or related field.

**EXPERIENCE:**

Five years of experience in coordinating or administering policy support, case management, or implementing compliance initiatives for education or related programs. Experience with direct contact with public constituents and validating data is desired.

**DESCRIPTION:**

Serve as the program specialist for the Office of Compliance and Monitoring and is responsible for the coordination, development, and implementation of Office initiatives related to academic related validations. This position will provide administrative and policy support to the Director of the Office of Compliance and Monitoring in matters related to process, procedures and remedies of academic validation.

**QUALIFICATIONS:**

**Education:**

Loyola University School of Law (Chicago, Illinois) 2018 – Master’s or Jurisprudence, Children’s Law and Policy

Towson University (Towson, Maryland) 2010 – Master’s Degree in Education Early Intervention  
2004 – Bachelor’s Degree in Family Studies

**Experience:**

Maryland Department of Transportation (MDOT), Maryland Aviation Administration (MAA)  
(BWI Marshall Airport, Maryland)

2018 – Present: Assistant Chief to MAA Administrator and Executive Team

Maryland Department of Juvenile Services (Baltimore, Maryland)

2016 – 2018: Assistant Regional Director

2015 – 2016: Case Management Specialist Supervisor

2014 – 2015: Juvenile Detention Alternative Initiatives Coordinator – Case Management  
Specialist Supervisor

2012 – 2014: Resource Specialist

2006 – 2011: Court Liaison/Resource Specialist

2006 – 2008: Case Management Specialist

Baltimore County Sheriff’s Office (Towson, Maryland)

2005 – 2006: Deputy Sheriff

U.S. Army Reserves

1999 – 2007: Medic

**EMPLOYMENT STATUS:**

New Hire



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State Superintendent of Schools

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August 28, 2018

BOARD LIST

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

**Name:** Jody A. O'Banner  
**Position:** Education Program Specialist I, Extended Learning Specialist  
**Division/Office:** Student Support, Academic Enrichment, and Educational Policy  
**Salary Grade:** State Salary Grade: 21  
Annual Salary Range: \$60,543 - \$97,203  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

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

**EXPERIENCE:**

Four (4) years of professional administrative or teaching experience within an educational setting.

**DESCRIPTION:**

This is a professional position serving as the Extended Learning Specialist responsible for providing technical assistance and administration to local recipients of Federal funds utilized for afterschool programs that are designated to improve the academic achievement of disadvantaged children.

**QUALIFICATIONS:**

**Education:**

Bowie State University (Bowie, Maryland) 2001 – Master's Degree in Education

Livingstone College (Salisbury, North Carolina) 1997 – Bachelor's Degree in English

**Experience:**

Office of the State Superintendent of Education (Washington, DC)

2017 – Present: Manager, Title Programs and Grant Support

Baltimore City Public Schools (Baltimore, Maryland)

2009 – 2015: Education Program Specialist, Title I

2008 – 2009: Education Program Specialist Secondary Literacy

National Center on Education and the Economy (Washington, DC)

2006 – 2007: Senior Associate

Fund for Educational Excellence (Baltimore, Maryland)

2003 – 2005: Literacy Coordinator

**EMPLOYMENT STATUS:**

New Hire





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

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August 28, 2018

BOARD LIST

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

**Name:** Anne K. Wheeler  
**Position:** Education Program Specialist I, Specialized Instruction Program Specialist  
**Division/Office:** Early Intervention and Special Education Services  
**Salary Grade:** State Salary Grade: 21  
Annual Salary Range: \$60,543 -\$97,203  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

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

**EXPERIENCE:**

Four (4) years of professional experience in or affiliated with special education or early intervention, programs related to services for children with disabilities and their families is preferred.

**DESCRIPTION:**

This position provides leadership and technical assistance to MSDE, Local School Systems (LSSs), and Public Agencies responsible for MD's College and Career-Ready Standards in the implementation and evaluation of the IEP Process, including Standards-Aligned Goals and evidence-based practices to support achievement of students with disabilities on statewide accountability measures for Access, Equity, and Progress. This position supports the MD Online Individualized Education Program (MOIEP) tool, and use of State developed analytical tools to support data informed decision-making processes that are necessary to narrow the gaps for students with disabilities.

**QUALIFICATIONS:**

**Education:**

Salisbury University (Salisbury, Maryland) 2016 - Master's Degree in Education in Educational Leadership

Slippery Rock University of Pennsylvania (Slippery Rock, Pennsylvania) 2011 – Bachelor's Degree in Special Education/Elementary Education

**Experience:**

Dorchester County Public Schools (Cambridge, Maryland)

2016 – Present: Special Education Coach and Compliance Specialist

2017 – Present: Birth to K Leadership Team Member

2011 – 2016: Special Education Teacher

2015 – 2016: Professional Development Delivery – LETRS Training

2014 – 2016: Positive Behavior Instructions and Support (PBIS) Team Co-Leader

2014 – 2016: Behavior Intervention Coordinator (High Flying Hummingbird)

Talbot Special Riders (Preston, Maryland)

2018 - Present: Volunteer-Talbot Special Riders (Therapeutic Horseback Riding Program)

**EMPLOYMENT STATUS:**

New Hire

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

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

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

**II. Appointments Grade 18 and below:**

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

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

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August 28, 2018

BOARD LIST

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

**Name:** Donna M. Gunning  
**Position:** Executive Director  
**Division/Office:** Policy and Fiscal Analysis  
**Salary Grade:** State Salary Grade: 25  
Annual Salary Range: \$78,595 - \$126,186  
**Effective Date:** TBD

**JOB REQUIREMENTS:**

**EDUCATION:**

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

**EXPERIENCE:**

Five years of professional experience with designing, developing and managing financial control systems for multiple programs. Two (2) years of the required experience must include direct supervision of other professional employees. Demonstrated advanced skill in Microsoft Excel is needed for this position.

**DESCRIPTION:**

This is a management position responsible for directing the operations of the Division of Business Services, which includes the Accounting Branch, the Administrative Services Branch (including Procurement), the Budget Branch, and the Finance, Reporting and Coordination Branch.

**QUALIFICATIONS:**

**Education:**

Salisbury University (Salisbury, Maryland) 1984 – Bachelor’s Degree in Psychology

**Experience:**

Maryland State Department of Education (Baltimore, Maryland)

2017 - Present: Program Manager IV, Office of Fiscal Planning, Research and Evaluation

2011 – 2017: Program Manager III, Office of Finance and Administration

2006 – 2011: Staff Specialist III, Office of Finance and Administration

2002 – 2006: Staff Specialist I, Division of Business Services

2002: Staff Specialist I, Office of the Deputy State Superintendent for Finance

2000 – 2001: Staff Specialist I, School and Community Outreach Office

Arthur Slade Regional Catholic School (Glen Burnie, Maryland)

1998 – 2000: Development Director

Widener-Burrows & Associates (Annapolis, Maryland)

1994 – 1998: Transcriptions Services

Community Associations Institute (Alexandria, Virginia)

1987 – 1989: Manager, Training and Education Programs

1984 – 1987: Staff Assistant, Training and Education Programs

**EMPLOYMENT STATUS:**

Promotion