

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE AUGUST 22, 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>
Alkire, Kristin	Manager, School Improvement and Supports – Education Program Manager	23	Office of the Chief of School Improvement and Transformation, Office of School Improvement and Supports	TBD
Egan, Jennifer	Coordinator, Extended Customer Service Child Care Scholarship – Program Manager II	20	Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Childhood	TBD
Glaze-Keller, Megan	Coordinator of Regulation and Policy – Administrator IV	19	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	TBD
Herold, Twan	Quality Assurance Grants Payment Lead – Administrative Program Manager II	20	Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Childhood	TBD
Lee, Eunice	Child Care Development Financial Manager – Program Manager IV	22	Office of the State Superintendent, Division of Financial Planning, Operations, and Strategy	TBD
Miller, Nicholas	Early Childhood Project Manager - Education Program Specialist I	21	Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Childhood	TBD
Phillips, Tara	Executive Director, Early Childhood Operations, Strategy, and Policy – Director, Department of Education	25	Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Childhood	TBD
Tesfaye, Mekonnen	Education Data and Analysis Specialist – Education Program Specialist I	21	Office of the Deputy State Superintendent, Division of Assessment, Accountability, and Performance Reporting	TBD

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Washington, Nykia	Manager, Pre-Kindergarten and Mixed Delivery Programs – Education Program Supervisor	22	Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Childhood	TBD
Yamuremye. Tharcisse	Manager, Quality Assurance and Customer Service CCS, Quality Assurance Analyst – Administrative Program Manager III	21	Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Childhood	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>
Elmore, Kiona	Disability Claims Examiner – Vocational Rehabilitation Specialist I	14	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services, Disability Determination Services	TBD
Howell, Brittnii	Grants Administration and Independent Living Specialist – Staff Specialist III	18	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	TBD
Massaquoi, Nathaniel	Instructor for the Blind – Vocational Rehabilitation Specialist II	15	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	09/06/2023
Pollard, Kinyasha	Disability Claims Examiner – Vocational Rehabilitation Specialist I	14	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services, Disability Determination Services	TBD

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Scruggs, Monet	Operations Coordinator – Administrator I	16	Office of the Deputy State Superintendent for Teaching and Learning, Office of Teaching and Learning Instructional Programs and Services	TBD
Shanbhag, Sarita	Internal Auditor II	17	Office of the Deputy State Superintendent, Office of Audits	TBD
Stith, Joy	Management Associate	13	Office of the State Superintendent, Division of Educator Certification and Program Approval	TBD
Washington, Brittany	Management Associate	13	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Student Support, Academic Enrichment, and Educational Policy	09/06/2023



August 22, 2023
BOARD LIST

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

Name: Kristin N. Alkire

Position: Manager, School Improvement and Supports – Education Program Manager I

Division/Office: Office of School Improvement and Transformation, Office of School Improvement and Supports

Salary Grade: State Salary Grade: 23
Annual Salary Range: \$89,727 - \$144,573

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 experience in coordinating or administering education programs or services, including two years of experience directly related to School Improvement or Title I, Part A.

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:

The Manager, Office of School Improvement and Supports is responsible for managing and assisting in the central administration and coordination of Title I, Part A – Supporting Basic Programs Operated by Local Education Agencies – at the Maryland State Department of Education (MSDE). The Manager provides assistance in the development and implementation of a state-wide system of support to local education agencies (LEAs) and private agencies to ensure that economically disadvantaged students receive a fair, equitable, and high-quality education to ensure success for every student.

Kristin N. Alkire:

QUALIFICATIONS:

Education

Hampton University (Hampton, Virginia) 2004 – Master’s Degree in Elementary Education; 2003 – Bachelor’s Degree in Psychology

Experience:

Wellwood International IB World School (Towson, Maryland)

2021 – Present: Principal

Woodlawn Middle School (Towson, Maryland)

2017 – 2021: Assistant Principal

2014 – 2017: Staff Development Teacher

2013 – 2014: Mathematics Targeted Title One Resource Teacher

2011 – 2013: Grade 6 Mathematics Teacher

Winand Elementary School (Towson, Maryland)

2004 – 2011: Classroom Teacher

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Jennifer T. Egan

Position: Coordinator, Extended Customer Service Child Care Scholarship – Program Manager II

Division/Office: Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Childhood

Salary Grade: State Salary Grade: 20
Annual Salary Range: \$73,787 - \$118,953

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Bachelor’s Degree or equivalent 36 credit hours of post-baccalaureate course work in Education, Public Administration, Business, or a related area.

EXPERIENCE:

Three (3) years of professional experience with child care, early education programs, program administration, advocacy, or a related area.

NOTE: Additional experience as defined above may be substituted for the Bachelor’s Degree on a year for year basis for up to 4 years.

DESCRIPTION:

This position is responsible for coordinating services and the provision of support services for the Extended Hour Customer Service Team. This position coordinates with MSDE Customer Service Team and MSDE leadership to compile data regarding the provision of services, leads customer service improvement efforts by communicating with the TO Contractor and the Family Resource Vendor, increases customer service support to the Asian community, utilizes Child Care Automated Tracking System (CCATS), OnBase, Child Care Scholarship (CCS) Policies and Procedures, and other designated Child Care Scholarship (CCS) case management software that interfaces with CCATS to complete Quality Assurance Reviews, and assists with the completion of assignments and communications, designated as essential by the Child Care Scholarship Branch.

Jennifer Egan:

QUALIFICATIONS:

Education

University of Maryland (Baltimore, Maryland) 2018 – Bachelor’s Degree in Health Administration and Public Policy

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2023 – Present: Coordinator, Extended Customer Service Child Care Scholarship – Program Manager II (Contract)

2021 - 2021: Quality Assurance Reviewer – Administrative Manager II (Contract)

Montgomery County Department of Health and Human Services (Rockville, Maryland)

2021 – 2023: Human Services Specialist

MedStar Health (Timonium, Maryland)

2019 – 2020: Office Assistant

Elite Sun, LLC. (Germantown, Maryland)

2019: Internship

Williams Consulting LLC. (Baltimore, Maryland)

2018: Internship

Baltimore John Hopkins Children’s House (Baltimore, Maryland)

2105 – 2018: Volunteer

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Megan Glaze-Keller

Position: Coordinator of Regulation and Policy – Administrator IV

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

Salary Grade: State Salary Grade: 19
Annual Salary Range: \$69,159 - \$111,505

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Graduation from an accredited high school or possession of a high school equivalency certificate.

EXPERIENCE:

Six years of administrative staff or professional work.

DESCRIPTION:

This important role will serve as the agency lead to create, modify, refresh, or retire appropriate Code of Maryland Regulations (COMAR) as a result of legislative or policy changes. This position will work collaboratively within the Division of Rehabilitation Services (DORS) to research, recommend, and draft policy to the benefit of individuals with disabilities in Maryland. Additionally, the position will be responsible for the evaluation, analysis, research, and development of policies and regulations in accordance with State and Federal guidelines, or sub-regulatory guidance. This role will work collaboratively within DORS to implement updated policy and regulations, including development of reference materials and technical assistance to the agency.

Megan Glaze-Keller:

QUALIFICATIONS:

Education

Towson University (Towson, Maryland) 2002 – Master’s Degree in Psychology

University of Maryland Baltimore County (Baltimore, Maryland) 1999 – Bachelor’s Degree in Psychology

Commission of Rehabilitation Counselor Certification 2004 – Certified Rehabilitation Counselor

Experience:

Maryland State Department of Education, Division of Rehabilitation Services (Baltimore, Maryland)

2012 – Present: CAP Specialist – Staff Specialist II

2001 – 2011: Employment Specialist – Staff Specialist II

Maryland State Department of Education, Division of Rehabilitation Services (Annapolis, Maryland)

2011 – 2012: Vocational Rehabilitation Counselor – Staff Specialist II

EMPLOYMENT STATUS:

Promotional



August 22, 2023
BOARD LIST

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

Name: Twan T. Herold

Position: Quality Assurance Grants Payment Lead – Administrative Program Manager II

Division/Office: Office of the Deputy State Superintendent for Teaching and Learning,
Division of Early Childhood

Salary Grade: State Salary Grade: 20
Annual Salary Range: \$73,787 - \$118,953

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Bachelor’s Degree.

EXPERIENCE:

Four (4) years of related experience in program management and coordination

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 a related area for two years of the required experience directly related to the position.
2. Additional experience can be substituted year for year for the required education.

DESCRIPTION:

This is a management position responsible for utilizing Child Care Automated Tracking System (CCATS), Child Care Scholarship (CCS) Policies and Procedures, other designated Child Care Scholarship (CCS) case management software that interfaces with CCATS in order to complete Quality Assurance Reviews, complete data entry and provider payments of CCDF fund, and leads and manages staff with the completion of assignments and communications, designated as essential by the Child Care Scholarship Branch, required for the payment of Child Care Development Funds (CCDF) or as needed to assist with the CCS Transition-In/Out and the communication of programmatic changes.

Twan T. Herold:

QUALIFICATIONS:

Education

Anne Arundel Community College (College Park; Arnold, Maryland) 2021 – Associate’s Degree in General Studies

Experience:

Maryland State of Department of Education (Baltimore, Maryland)

2021 – Present: Quality Assurance Reviewer Supervisor – Administrative Manager II (Contract)

Department of Human Services (Annapolis, Maryland)

2008 – 2019: Program Coordinator

2005 – 2008: Office Services Clerk II

2002 – 2003: Officer Service Clerk I

Radisson/Doubletree Hotel (Annapolis, Maryland)

2001 – 2005: Assistant Operations Manager

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Eunice S. Lee

Position: Child Care Development Financial Manager – 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: \$84,047 - \$135,450

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.

NOTES:

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

DESCRIPTION:

Provides fiscal accountability and oversight of State and federal allocations and budgets, Notice of Grant Awards (NOGAs(=), amendments, progress-financial reports, and sub-recipient monitoring. Provides technical assistance and support to grant specialists, program specialists, local school systems, and other entities; provides guidance regarding policies and procedures for funding services for students with disabilities; manages accountability for use of State and federal funds; participates in teams. Committees, and task forces and responds to inquiries regarding programmatic and fiscal accountability; collaborates with staff regarding fiscal information development and dissemination. Supervises implementation of sub-recipient monitoring with regard to statute and regulations.

Eunice S. Lee:

QUALIFICATIONS:

Education

University of Hawaii at Manoa (Honolulu, HI) 2007 – Bachelor’s Degree in Accounting

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2023 – Present: Acting Finance Director – Program Manager IV

2021 – 2022: Assistant Finance Director – Program Manager II

2019 – 2021: Fiscal Administrator – Fiscal Services Administrator I

2017 – 2019: Fiscal Administrator of Special Education Services – Staff Specialist III

Maryland State Retirement and Pension System Agency (Baltimore, Maryland)

2015 – 2017: Senior Accountant

Maryland State Department of Labor, Licensing and Regulation (Baltimore, Maryland)

2011 – 2015: Contribution Tax Auditor II

Dongbu Insurance Company (Honolulu, HI)

2007 – 2009: Assistant Accounting Manager

Lee & Cho CPAs LLP (Honolulu, HI)

2004 – 2007: Staff Accountant

EMPLOYMENT STATUS:

Promotional



August 22, 2023
BOARD LIST

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

Name: Nicholas Miller

Position: Early Childhood Project Manager – Education Program Specialist I

Division/Office: Office of the Deputy State Superintendent for Teaching and Learning,
Division of Early Childhood

Salary Grade: State Salary Grade: 21
Annual Salary Range: \$78,749 - \$126,912

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

Four (4) years of professional experience administrative or teaching experience in, or affiliated with, an education program. Experience with Early Childhood programs is preferred.

DESCRIPTION:

This position manages and directs the American Rescue Plan Act (ARPA) grant implementation and coordinates a variety of programs across the Division of Early Childhood. Also this position completes monitoring and auditing of grants, submits required federal and state reports, and oversees communications with stakeholders.

Nicholas Miller:

QUALIFICATIONS:

Education

Temple University (Philadelphia, Pennsylvania) 2023 – Ph.D. in Urban Education

University of Delaware (Newark, Delaware) 2017 – Master’s Degree in Hospital Business Management

Connecticut State University (New Britain, Connecticut) 2014 – Master’s Degree in Educational Leadership

Western Hospitality Institute (Montego Bay, Jamaica) 2010 – Bachelor’s Degree in Hospitality Management

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2022 – Present: Early Childhood Judy Center Specialist – Education Program Specialist I (Contractor)

Community College of Philadelphia (Philadelphia, Pennsylvania)

2020 – 2022: Career Connections Pathway Coordinator

Philadelphia District Attorney’s Office (Philadelphia, Pennsylvania)

2019 – 2020: Paralegal

Temple University (Philadelphia, Pennsylvania)

2018 – 2019: Teacher Certification & Academic Advisor

Hocking College (Nelsonville, Ohio)

2017 – 2018: Consulting Program Manager

University of Delaware (Newark, Delaware)

2016 – 2017: Graduate Teaching Assistant

Ministry of Education (Kingston, Jamaica)

2014 – 2015: Interim Director & Technical Officer

Western Hospitality Institute (Montego Bay, Jamaica)

2010 – 2014: Quality Assurance Director

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Tara Phillips

Position: Executive Director, Early Childhood Operations, Strategy, and Policy –
Director, Department of Education

Division/Office: Office of the Deputy State Superintendent for Teaching and Learning, Division
of Early Childhood

Salary Grade: State Salary Grade: 25
Annual Salary Range: \$102,170 - \$164,752

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Bachelor’s Degree

EXPERIENCE:

Five (5) years of related experience educational supervision and management that includes coordinating or administering early childhood education and child care programs, process improvement, early childhood policy and strategy. Note: Additional experience can be substituted year for year for the required education.

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, Educational Supervision/Administration, Early Childhood Education or related area for two years of the required experience directly related to the position.

DESCRIPTION:

The Executive Director of Operations, Policy, and Strategy is a key leadership position within the Division of Early Childhood, responsible for overseeing and directing all operational, policy, and strategic initiatives in partnership with the Assistant State Superintendent. With a focus on delivering high-quality programs and services that meet the needs of children, families, and early childhood educators, the Executive Director plays a critical role in ensuring excellence and quality customer service.

Tara Phillips:

QUALIFICATIONS:

Education

Hampton University (Hampton, Virginia) Master's Degree in Business Administration; Bachelor's Degree in Business Management Education

Experience:

EasterSeals DC/MD VA (Silver Spring, Maryland)

2016 – Present: Senior Director

Bright Horizons Family Solutions (Newton, Massachusetts)

2011 – 2016: Executive Director

Destiny Child Development Center (Henrico, Virginia)

2009 – 2011: Director

Precious Care & Precious Cargo (Chicago, Illinois)

2004 – 2009: Owner/Director

The Cooking and Hospitality Institute of Chicago (Chicago, Illinois)

1998 – 2001: Instructor

St. Ambrose Elementary School (Chicago, Illinois)

1996 – 1998: Teacher

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Mekonnen D. Tesfaye

Position: Education Data and Analysis Specialist – Education Program Specialist I

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

Salary Grade: State Salary Grade: 21
Annual Salary Range: \$78,749 - \$126,912

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master’s Degree or the equivalent of 36 credit hours of post-baccalaureate course work from an accredited college or university.

EXPERIENCE:

Four years of professional experience as a research or data analyst in education or other related field. Fluency in a computer-based statistical package (SPSS, STATA, OR SAS) as well as experience with Excel and Access required. Experience in the use of Rand PowerB1 is preferred.

NOTES:

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

DESCRIPTION:

This position provides programmatic support and technical expertise in data analyses to the Performance Reporting and Accountability Office within the Division of Assessment, Performance Reporting and Accountability (DAAPR) in the implementation of the Department’s education accountability program. This position is critical to supporting the Maryland State Department of Education’s mission to develop and support a strong accountability system to increase academic success for all students.

Mekonnen D. Tesfaye:

QUALIFICATIONS:

Education

Western Governors University (Salt Lake City, Utah) 2020 – Master’s Degree in Data Analytics

Addis Ababa University (Addis Ababa, Ethiopia) 1993 – Master’s Degree in Demography; 1987 – Bachelor’s Degree in Mathematics

Experience:

Maryland State Police – Forensic Science Division (Pikesville, Maryland)

2009 – Present: Research Statistician IV

Baltimore City Community College (Baltimore, Maryland)

2011 – Present: Adjunct Faculty (Elementary Statistics & Precalculus I/II)

Central Statistical Agency of Ethiopia (Addis Ababa, Ethiopia)

2003 – 2008: Statistician IX

1998 – 2003: Statistician VIII

1994 - 1998: Researcher I (Population Analysis and Study Center)

Birhan Development and Consultancy, WT Consult, WISP International (Ethiopia)

2000 – Present: Consultant

Ministry of Labor and Social Affairs, Alage (Ethiopia)

1989 – 1994: Social Worker

1987 – 1989: High School Mathematics Teacher

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Nykia Washington

Position: Manager, Pre-Kindergarten and Mixed Delivery Programs – Education Program Supervisor

Division/Office: Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Childhood

Salary Grade: State Salary Grade: 22
Annual Salary Range: \$84,047 - \$135,450

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

Four 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 service directly related to the position option.

NOTES:

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

DESCRIPTION:

This position serves as the Pre-K and Mixed-Delivery System Manager and provides staff supervision within the Office of Early Learning and Instruction. The Manager is responsible for developing and executing a vision for full-day, universal Pre-K across the State that also scales high-quality instruction. In addition, the Manager supervises specialists who monitor Pre-K programs in compliance with the grant requirements of the Prekindergarten Expansion Grant (and any related grants) for program accountability.

Nykia Washington:

QUALIFICATIONS:

Education

Capella University (Minneapolis, Minnesota) 2020 – Ed.D. in Educational Leadership and Management

University of Phoenix (Phoenix, Arizona) 2009 - Master’s Degree in Curriculum and Instruction

North Carolina Central University (Durham, North Carolina) 1998 - Bachelor’s Degree in Child Development and Family Relations

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2015 – Present: Prekindergarten Program Manager – Education Program Specialist I (Contract)

2012 – 2013: Early Learning Specialist-Professional Development

ICF International (Fairfax, Virginia)

2013 – 2015: Head Start State Center Manager Early Childhood Education Specialist

Office of the State Superintendent of Education, Division of Early Learning (Washington, D.C.)

2010 – 2012: Professional Development Coordinator

United Planning Organization Head Start (Washington, DC)

2009 – 2010: Educational Services Manager

Central Texas College (Washington, DC)

2008 – Present: Adjunct Instructor

Associates for Renewal in Education (Washington, DC)

2005 – 2009: Early Childhood Program Manager

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Tharcisse Yamuremye

Position: Manager, Quality Assurance and Customer Service CCS,
Quality Assurance Analyst – Administrative Program Manager III

Division/Office: Office of the Deputy State Superintendent for Teaching and Learning,
Division of Early Childhood

Salary Grade: State Salary Grade: 21
Annual Salary Range: \$78,749 - \$126,912

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

Bachelor’s Degree.

EXPERIENCE:

Five (5) years of related experience in program management and coordination

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 a related area for two years of the required experience directly related to the position.
2. Additional experience can be substituted year for year for the required education.

DESCRIPTION:

This position is responsible for utilizing Child Care Automated Tracking System (CCATS), Child Care Scholarship (CCS) Policies and Procedures, other designated Child Care Scholarship (CCS) case management software that interfaces with CCATS in order to complete Quality Assurance Reviews. Also, this position manages the completion of assignments and communications, designated as essential by the Child Care Scholarship Branch, required for the payment of Child Care Development Funds (CCDF) or as needed to assist with the CCS Transition-In/Out and the communication of programmatic changes.

Tharcisse Yamuremye:

QUALIFICATIONS:

Education

University of Pierre-Mendes France (Grenoble, France) 1999 – PhD in International Economics; 1992
– Master’s Degree in International Economics

University of Burundi (Bujumbura, Burundi) 1990 – Bachelor’s Degree in Macroeconomics

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2021 – Present: Quality Assurance Reviewer – Administrative Manager II (Contract)

Independent Consultant (Rockville, Maryland)

2017 – 2021: Consultant

International Monetary Fund (IMF), Washington, D.C.

2011 – 2017: Senior Advisor

World Bank Project (Bujumbura, Burundi)

2004 – 2011: Macroeconomist Expert

University of Burundi (Bujumbura, Burundi)

2000 – 2004: Dean and Professor

EMPLOYMENT STATUS:

New Hire

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE AUGUST 22, 2023 BOARD MEETING
ADDENDUM**

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>
Demireva, Yana	Special Education Program Grants Liaison – Education Program Specialist I	21	Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Intervention and Special Education Services	TBD
Gavin, Nicole	Digital Learning Specialist – Education Program Specialist I	21	Office of the Deputy State Superintendent for Teaching and Learning, Office of Teaching and Learning Instructional Programs and Services	TBD
Gordon, Timothy	Executive Director, Office of Grants Administration & Compliance – Program Manager Senior III	25	Office of the State Superintendent, Division of Financial Planning, Operations, and Strategy	TBD
Jani, Janki	Grants Administration and Compliance Manager – Program Manager Senior I	23	Office of the State Superintendent, Division of Financial Planning, Operations, and Strategy	TBD
Kogok, Kristen	Special Education Birth - 21 Accountability for Improved Performance Specialist – Education Program Specialist I	21	Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Intervention and Special Education Services	TBD
Kytte, Tracy	Director of Apprenticeships and Industry-Recognized Credentials – Education Program Manager II	24	Office of the Deputy State Superintendent for Teaching and Learning, Office of College and Career Pathways	TBD

<u>NAME</u>	<u>POSITION</u>	<u>SALARY GRADE</u>	<u>DIVISION/OFFICE</u>	<u>DATE OF APPOINTMENT</u>
Perez Ferrero, Micaela	Coordinator, Office of School Improvement and Supports – Education Program Specialist II	22	Office of the Chief of School Improvement and Transformation, Office of School Improvement and Supports	TBD
Santos, Dulce	Coordinator, Community Schools – Education Program Specialist II	22	Office of the Chief of School Improvement and Transformation, Office of Community Schools and Expanded Learning Tim	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>
Croney, Jonathan	Fiscal Management Coordinator – Staff Specialist III, Education	18	Office of the State Superintendent, Division of Financial Planning, Operations, and Strategy	TBD
Drakeford, Janice	Grants Administration and Independent Living Specialist – Staff Specialist III	18	Office of the Deputy State Superintendent for Organizational Effectiveness, Division of Rehabilitation Services	TBD



August 22, 2023
BOARD LIST

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

Name: Yana Demireva

Position: Special Education Program Grants Liaison – Education Program Specialist I

Division/Office: Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Intervention and Special Education Services

Salary Grade: State Salary Grade: 21
Annual Salary Range: \$78,749 - \$126,912

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.

NOTES:

1. Two additional years of experience directly related to the position option may be substituted for the required Master’s Degree.

DESCRIPTION:

The main purpose of this position is to provide technical assistance to local education agencies (LEAs), 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-LEA 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 (NOGA) as requested as well as conduct on-site fiscal monitoring to ensure compliance with federal and State regulations.

Yana Demireva:

QUALIFICATIONS:

Education

University of Maryland (College Park, Maryland) 2015 – Master’s Degree in Applied Anthropology

Johns Hopkins University (Baltimore, Maryland) 2011 – Bachelor’s Degree in Anthropology & Museum Studies

Experience:

Maryland Humanities Council (Baltimore, Maryland)

2022 – Present: Data and Evaluation Specialist (Federal, State, and Corporate Grant Oversight)

Maryland State Library Agency (Baltimore, Maryland)

2018 – 2022: Research and Evaluation Coordinator (Federal Grant Portfolio Manager)

Baltimore County Public Library – Randallstown Branch (Baltimore, Maryland)

2016 – 2017: Librarian

Baltimore County Public Library – Catonsville Branch (Baltimore, Maryland)

2015 – 2016: Professional Assistant

Baltimore County Public Library – Sollers Point Branch (Baltimore, Maryland)

2012 – 2015: Circulation Assistant

Parks & People Foundation – Community Greening Resource Network (Baltimore, Maryland)

2014: Program Evaluation Intern

Chesapeake Center for Youth Development – Docs in the Park Program (Baltimore, Maryland)

2014: Evaluation & Grants Intern

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Nicole M. Gavin

Position: Digital Learning Specialist – Education Program Specialist I

Division/Office: Office of the Deputy State Superintendent for Teaching and Learning, Office of Instructional Programs and Services

Salary Grade: State Salary Grade: 21
Annual Salary Range: \$78,749 - \$126,912

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master’s degree or the equivalent of 36 credit hours of post-baccalaureate coursework in music, art, or related areas from an accredited college or university.

EXPERIENCE:

Four years of administrative or teaching experience in, or affiliated with, digital learning or related education programs in prekindergarten through grade 12 settings.

NOTES:

1. Candidates may substitute a bachelor’s degree with 7 years of the specified content experience to satisfy the minimum qualifications noted above.
2. Candidates may substitute the possession of a Doctorate degree from an accredited college or university in a field related to the position option for one year of the required experience.

DESCRIPTION:

This position is responsible for providing guidance, content area expertise, professional learning, technical assistance, and support to Digital Learning and the Maryland Virtual Professional Learning Opportunities Program (MVPLO). The position supports all statewide digital learning initiatives from prekindergarten through 12th (PreK-12) grade aligned to Maryland’s college and career readiness standards. By providing evidence-based knowledge, professional learning, and collaboration, the Digital Learning Specialist plays a pivotal role in building the capacity of local education agencies (LEAs) and early childhood education providers to integrate digital resources, courses, and technologies as a catalyst for accelerating student achievement and educational excellence. The position supports the Maryland State Department of Education’s (MSDE) efforts in implementing its multiyear strategic plan and the Blueprint for Maryland’s Future.

Nicole Gavin:

QUALIFICATIONS:

Education

University of Maryland Eastern Shore (Princess Anne, Maryland) 2013 – Ph.D. in Organizational Leadership

Towson University (Towson, Maryland) 2000 – Master’s Degree in Elementary Education

University of Maryland College Park (College Park, Maryland) 1995 – Bachelor’s Degree in French Culture and Language

The Johns Hopkins University (Baltimore, Maryland) 2003 – Graduate Certificate in Administration and Supervision

Experience:

Maryland State Department of Education (Baltimore, Maryland)

- 2021 – Present: Maryland Virtual Professional Learning Opportunities Specialist (Contract)
- 2015 – 2021: Online Instructor
- 2011 – 2018: Master Teacher

Baltimore City Public Schools (Baltimore, Maryland)

- 2014 – 2021: Lead Teacher, William Paca Elementary School
- 2011 – 2014: Model Teacher, William Paca Elementary School
- 2009 – 2014: Professional Developer, William Paca Elementary School
- 2008 – 2009: Director of Literacy
- 2007 – 2008: Title I Professional Development Coordinator
- 2001 – 2007: Instructional Support Teacher/Job Embedded Professional Developer
- 1998 – 2001: Sixth Grade Teacher, Curtis Bay Elementary School

St. Anastasia’s School (Los Angeles, California)

- 1996 -1998: Fourth Grade Teacher

Lakeside Pre-School (Timonium, Maryland)

- 1995 – 1996: Preschool Teacher

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Timothy Gordon

Position: Executive Director, Office of Grants Administration & Compliance – Program Manager Senior III

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

Salary Grade: State Salary Grade: 25
Annual Salary Range: \$102,170 - \$164,752

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Bachelor’s degree in education, public administration, finance, or related areas from an accredited college or university.

EXPERIENCE:

Five (5) years of experience in managing and administering grant programs for non-profit or education related entities. One year of this experience must include supervising and coaching professional staff.

NOTES:

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

DESCRIPTION:

The Executive Director of the Office of Grants Administration and Compliance leads the Maryland State Department of Education’s (MSDE’s) efforts related to all grant programs and includes the Federal Program Coordination Branch and Special Fiscal Programs Branch. The Office oversees full life cycle of grant-making including the program design and application processes; ensures all MSDE program offices employ a high-quality, rigorous grant application review process; curates and provides grant administration resources and trainings to MSDE program offices -- including rubric toolkits, monitoring resources, and trainings related to high-quality grant application review and the use of developmental evaluation to enable implementation of high-quality grant programs.

Timothy Gordon:

QUALIFICATIONS:

Education

Johns Hopkins University (Baltimore, Maryland) – Master’s Degree in Teaching

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

Experience:

Green Street Academy (Baltimore, Maryland)

2018 – Present: Principal

2015 – 2018: Assistant Principal

Lakeland Elementary Middle School (Baltimore, Maryland)

2012 – 2015: Assistant Principal

2011 – 2012: Resident Principal

Baltimore City Public Schools (Baltimore, Maryland)

2009 - 2011: Department Chair

2006 – 2009: Social Studies Teacher

2006 – 2006: Teach for America Corps Member

Enterprise Rent-A-Car (Philadelphia, Pennsylvania)

2003 – 2006: Branch Manager and Branch Corporate Account Manager

2003 – 2003: Management Assistant

2002 – 2003: Management Trainee

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Janki Jani

Position: Grants Administration and Compliance Manager – Program Manager Senior I

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

Salary Grade: State Salary Grade: 23
Annual Salary Range: \$89,727 - \$14,573

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.
2. Candidates may substitute the possession of a Doctorate degree from an accredited college or university in a field related to the position option for three years of the required experience.
3. Candidates may substitute experience as defined above for the required education on a year-for-year basis for up to four years.
4. Candidates may substitute U.S. Armed Forces military service experience at a rank of Corporal/Petty Officer or higher as a commissioned officer in Education Program classifications or Education Program specialty codes in the Education field of work on a year-for-year basis for the required experience and education, one year of which must have been in an administrative supervisory or consultative capacity.

DESCRIPTION:

This is a professional management position reporting to the Executive 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

Janki Jani:

DESCRIPTION (Continued):

ensure fiscal goals and objectives are satisfied annually in alignment with MSDE’s multiyear strategic plan and Blueprint for Maryland’s Future initiatives.

QUALIFICATIONS:

Education

Johns Hopkins University (Baltimore, Maryland) 2017 – Master’s Degree in Education

McDaniel College (Westminster, Maryland) 2015 – Bachelor’s Degree in Environmental Science/Philosophy

Experience:

Teach for America, Baltimore (Baltimore, Maryland)

2020 – Present: Director, Corporate and Foundation Relations

2019 – 2020: Manager, Grants and Development Operations

2017 – 2019: Associate, Leadership Development

Lakeland Elementary Middle School (Baltimore, Maryland)

2014: Science Teacher

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Kristen Kogok

Position: Special Education Birth - 21 Accountability for Improved Performance Specialist – Education Program Specialist I

Division/Office: Office of the Deputy State Superintendent for Teaching and Learning, Division of Early Intervention and Special Education Services

Salary Grade: State Salary Grade: 21
Annual Salary Range: \$78,749 - \$126,912

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 administrative experience in an affiliated with special education or early intervention.

DESCRIPTION:

This position is responsible for implementing the Birth – 21 Accountability for Improved Performance (AIP) system that is an integral part of the Maryland State Department of Education, Division of Early Intervention/Special Education Services (DEI/SES) general supervision responsibility under the federal Individuals with Disabilities Education Act (IDEA).

Kristen Kogok:

QUALIFICATIONS:

Education

The John Hopkins University (Baltimore, Maryland) 2018 – Graduate Certificate in School Administration & Supervision

City University of New York, Hunter College (New York, New York) 2010 – Master’s Degree in Special Education

University of Maryland Baltimore County (Baltimore, Maryland) 2008 – Bachelor’s Degree in Acting/Sociology

Maryland State Department of Education (Baltimore, Maryland) – Advanced Professional Certificate , Administrator I and Special Education, Grades 1-8

Experience:

Anne Arundel County Public Schools (Annapolis, Maryland)

2020 – Present: IEP Compliance Specialist

Baltimore City Public Schools (Baltimore, Maryland)

2016 -2020: Individualized Education Program (IEP) Team Associate

Kennedy Krieger Institute, Fairmount Campus (Baltimore, Maryland)

2015 – 2016: Special Education Teacher

New York City Department of Education (New York, New York)

2008 – 2015: Special Education Teacher

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Tracy A. Kytte

Position: Director of Apprenticeships and Industry-Recognized Credentials – Education Program Manager II

Division/Office: Office of the Deputy State Superintendent for Teaching and Learning, Office of College and Career Pathways

Salary Grade: State Salary Grade: 24
Annual Salary Range: \$ 95,798 - \$154,319

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 experience in coordinating or administering education programs or services, including two years of experience directly related to management of a secondary school apprenticeship program.

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 related area for two years of the required experience directly related to the position option.

DESCRIPTION:

The Director of Apprenticeship and Industry-Recognized Credentials is a critical leadership role within the Office of College and Career Pathways. This position provides subject matter expertise, oversight, and support for the high school level of a registered youth apprenticeship program, all aspects of the industry-recognized credentialing programs, and generalized support for all career and technical education (CTE) pathways. The Director will play a central role in the implementation of the Maryland State Department of Education’s (MSDE) multiyear strategic plan and Blueprint for Maryland’s Future as it relates to ensuring that 45% of all high school graduates earn an industry-recognized credential and/or complete the high school level of a registered youth apprenticeship program.

Tracy Kytte:

QUALIFICATIONS:

Education

Columbia University (New York, New York) 2013 – Master’s Degree in Higher and Postsecondary Education

Central Connecticut State University (New Britain, Connecticut) 2010 – Bachelor’s Degree in Sociology

Experience:

Baltimore City Public Schools (Baltimore, Maryland)

2023 – Present: Manager – First Generation College Students

2021 – 2023: District Manager – Postsecondary Advising

2019 – 2021: District Staff Specialist, Postsecondary Advising

Collegiate Directions, Inc. (CDI) (Bethesda, Maryland)

2017 – 2019: Program Manager

2013 – 2017: College Counselor

Columbia University (New York, New York)

2012 – 2013: Financial Aid Counselor

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Micaela A. Perez Ferrero

Position: Coordinator, Office of School Improvement and Supports – Education Program Specialist II

Division/Office: Office of the Chief of School Improvement and Transformation, Office of School Improvement and Supports

Salary Grade: State Salary Grade: 22
Annual Salary Range: \$84,047 - \$135,450

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

Five years of administrative or teaching experience in, or affiliated with, an education program, including two years of experience in coordinating or administering and education program or service directly related to School Improvement or Title I, Part A

DESCRIPTION:

The Coordinator, Office of School Improvement and Supports is responsible for providing evidence- and outcomes-based support to the central administration and coordination of Title I, Part A – Supporting Basic Programs Operated by Local Education Agencies – at the Maryland State Department of Education (MSDE). The Coordinator provides service level-based customer service and assistance in the development and implementation of a state-wide system of support to local education agencies (LEAs) and private agencies to ensure that economically disadvantaged students receive a fair, equitable, and high-quality education. Specifically, this position will support LEAs in operationalizing and deploying comprehensive policies and practices that provide high-quality instruction, support, and services to students to accelerate learning, especially for those who have been historically underserved to improve the performance of its lowest performance schools to ensure success for every student; and in support of the MSDE’s implementation of the multiyear strategic plan and Blueprint for Maryland’s Future.

Micaela Perez Ferrero:

QUALIFICATIONS:

Education

Johns Hopkins University (Baltimore, Maryland) 2015 – Master’s Degree in Education

University of Maryland, Baltimore County (Baltimore, Maryland) 2013 – Bachelor’s Degree in Political Science

Experience:

Discovery Education (Baltimore, Maryland)

2021 – Present: Partner Success Manager (Teaching and Learning Curriculum Development and Professional Development)

Zoobean (Washington, D.C.)

2020 – 2021: K-12 Account Executive

Allovue (Baltimore, Maryland)

2019 – 2020: Account Executive

2018 – 2019: Business Development Specialist

Teach for America (Baltimore, Maryland)

2016 – 2018: Manager of External Communications

National Center for Education Statistics (Washington, D.C.)

2016: Consultant

Baltimore County Public Schools (Towson, Maryland)

2013 – 2015: Spanish Teacher/Teach for America Corps Member

EMPLOYMENT STATUS:

New Hire



August 22, 2023
BOARD LIST

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

Name: Dulce Santos

Position: Coordinator, Community Schools – Education Program Specialist II

Division/Office: Office of the Chief of School Improvement and Transformation, Office of Community Schools and Expanded Learning Time

Salary Grade: State Salary Grade: 22
Annual Salary Range: \$97,821 - \$135,450

Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master’s degree or the equivalent of 36 credit hours of pos-baccalaureate course work from an accredited college or university.

EXPERIENCE:

Five years of administrative or teaching experience in, or affiliated with, an education program, including two years of experience in coordinating with families, and collaborating with community partners and/or other organizations.

NOTES:

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

DESCRIPTION:

This position will serve as the Coordinator, Community Schools in the Office of School Improvement and Transformation. The Coordinator, Community Schools provides best-in-class support to the Executive Director, Community Schools and local education agency (LEA) staff in effective implementation of the community schools model across all regions.

Dulce Santos:

QUALIFICATIONS:

Education

American College of Education (Indianapolis, Indiana) 2019 – Master’s Degree in Education Leadership

University of Maryland, College Park (College Park, Maryland) 2013 – Bachelor’s Degree in Spanish Language, Literature, and Cultures

Experience:

Carrollton Elementary (New Carrollton, Maryland)

2021 – Present: Community School Coordinator

Budget Construction Cleaning & Affordable Pressure Washing Solutions (Takoma Park, Maryland)

2017 – 2021: Senior Manager

Oxon Hill Middle School (Fort Washington, Maryland)

2016 – 2019: ESOL Teacher and Department Chair

Prince George’s County Public Schools (Upper Marlboro, Maryland)

2013 - 2015: Spanish Interpreter

EMPLOYMENT STATUS:

New Hire