

MINUTES OF THE MARYLAND STATE BOARD OF EDUCATION

Tuesday
June 28, 2016
Maryland State Board of Education
200 W. Baltimore Street
Baltimore, Maryland 21201

The Maryland State Board of Education met in regular session on Tuesday, June 28, 2016 at 9 a.m. at the Nancy S. Grasmick State Education Building. The following members were in attendance: Mr. Guffrie M. Smith, President; Dr. S. James Gates, Jr., Vice-President; Ms. Linda Eberhart; Dr. Chester Finn, Jr.; Dr. Michele Jenkins Guyton; Ms. Laurie Halverson; Ms. Stephanie R. Iszard; Mrs. Madhu Sidhu; Mr. Andrew R. Smarick; Ms. Laura Weeldreyer and Dr. Karen Salmon, Acting State Superintendent of Schools. Ms. Quinn Wandalowski and Mr. James H. DeGraffenreidt, Jr. were absent.

Elizabeth Kameen, Esq., Assistant Attorney General, and the following staff members were also present: Dr. Miya Simpson, Executive Director to the State Board and Dr. Henry Johnson, Deputy State Superintendent for Teaching and Learning.

President Guffrie Smith welcomed members and staff of the Maryland Association of Boards of Education (MABE) and visitors from Carroll County.

CONSENT AGENDA

Dr. Salmon recommended approval of the Consent Agenda.

Upon motion by Ms. Sidhu, seconded by Dr. Gates, and with unanimous agreement, the Board approved the Consent Agenda as follows: (In Favor – 8; Dr. Finn and Dr. Jenkins had not yet arrived):

- Approval of Minutes of May 23 and 24, 2016
- Personnel (copy attached to these minutes)
- Budget Adjustments for May 2016

ORAL ARGUMENT

Ms. Kameen explained the procedures by which the Board hears oral argument and introduced the parties and counsel to the appeal, Edmund O'Meally, Esq., representing the Carroll County Board of Education; William Sinclair, Esq., representing the Galadia plaintiffs; Dawn Nee, Esq., and Lori Wolf representing the Harrison W. plaintiffs; and Kelly McIver, Erin Sipes, Tara Battaglia, and Don Garmer representing the Sipes plaintiffs.

CHARTER SCHOOL FUNDING STUDY REPORTING REQUIREMENT

Dr. Salmon introduced Monica Kearns, Assistant State Superintendent, Division of Business Services and Donna Gunning, Program Manager, Office of Fiscal Planning, Research and Evaluation, to discuss a Charter School Funding Study Reporting Requirement.

Ms. Gunning requested that the State Board authorize the State Superintendent to withhold funds from local school systems that are not in compliance with the provisions of The Public Charter School Program. She reported that all twenty-four school systems have been deemed in compliance at this time.

In response to a question by Dr. Finn, Ms. Gunning explained that there is a requirement to request this authorization in the fall of every year as well.

In response to a question by Ms. Halverson about why this is needed, Ms. Gunning said, "It is in the statute."

Upon motion by Ms. Sidhu, seconded by Mr. Smarick, the Board authorized the Acting State Superintendent to withhold funds from local school systems that are not in compliance with the provisions of The Public Charter School Program. (In Favor 9; Ms. Halverson voted "no")

MARYLAND SUPERINTENDENT OF THE YEAR

Dr. Salmon introduced Renee Spence, Executive Director of the Public School Superintendents Association of Maryland (PSSAM) to introduce Maryland's Superintendent of the Year for 2016.

Ms. Spence introduced Dr. David Cox, Superintendent, Allegany County Public Schools and said, "We are very proud of him. Congratulations."

Dr. Cox said, "I am honored to be here today. Congratulations and thank you for the appointment of Dr. Salmon. You have made a very wise decision. I serve with an outstanding group of colleagues. Our focus is squarely on every student in every school."

Board members thanked and congratulated Dr. Cox for his outstanding work.

COMAR 13A.08.01.02-3 EARLY CHILDHOOD ASSESSMENT

Dr. Salmon introduced Judy Walker, Branch Chief, Division of Early Childhood Development and Candy Miller, Specialist, Early Learning, and requested permission to publish, as emergency regulations, amendments to COMAR 13A.08.01.02-3 Early Childhood Assessment, which are necessary to meet the time requirements set forth in the new law.

Dr. Salmon reminded Board members that this request was discussed at the last meeting in which questions arose about the definition of "representative sample." She said that modifications have been made and asked the presenters to explain the results.

Ms. Miller discussed the methodology to answer the question, *what sample size is sufficient and reliable to represent all or major subgroups when reporting Kindergarten Readiness Assessment (KRA) results by local school systems.*

In response to a question by Dr. Finn, Ms. Walker said, "This is a one year decision."

Dr. Finn requested that the word "or" be replaced with the word "and" in Section 13A.08.01.02-3B(2). Dr. Salmon agreed to make the correction.

Upon motion by Dr. Finn, seconded by Mr. Smarick, and with unanimous agreement, the Board granted permission to publish COMAR 13A.08.01.02-3 Early Childhood Assessment, as amended. (In Favor – 10)

COMAR 13A.04.13 PROGRAM IN PHYSICAL EDUCATION

The Acting State Superintendent requested permission to adopt the revisions to COMAR 13A.04.13 Program in Physical Education and introduced Heather Lageman, Director of Curriculum, to answer any questions of the Board.

Ms. Lageman reported that following publication of the proposed amendments, two comments were received expressing the need to include Physical Literacy in COMAR as a priority.

Upon motion by Dr. Finn, seconded by Dr. Gates, and with unanimous agreement, the Board adopted the revisions to COMAR 13A.04.13 Program in Physical Education. (In Favor – 9; Mr. Smarick was absent)

COMAR 13A.04.18 PROGRAM IN COMPREHENSIVE HEALTH EDUCATION

Dr. Salmon requested permission to adopt the revisions to COMAR 13A.04.18 Program in Comprehensive Health Education and asked Ms. Lageman to answer any questions of the Board.

Ms. Lageman explained that these changes are a result of legislation adopted by the General Assembly to require each county board to provide instruction in hands-on cardiopulmonary resuscitation and the use of an automated external defibrillator.

Upon motion by Dr. Guyton, seconded by Ms. Iszard, and with unanimous agreement, the Board adopted COMAR 13A.04.18 Program in Comprehensive Health Education, as presented. (In Favor – 10)

MATHEMATICS PROGRAM UPDATE

Dr. Salmon ask Ms. Lageman to provide an update on education programs, projects and initiatives related to mathematics education in Maryland.

Ms. Lageman discussed the purpose of a strong mathematics program and provided several initiatives and supports at the state and district level to improve teacher capacity. She introduced Rosemary Heher, Coordinator of Mathematics Instruction in Worcester County Public Schools, to report on the work being done in her county. She also introduced Debra Ward, Coordinator of Mathematics, Maryland State Department of Education, to answer any questions of the Board.

Ms. Heher reported that students in Worcester County ranked first in Maryland on the Algebra I PARCC assessments. She said, “The ability to understand math opens college doors.”

In response to several questions by Ms. Eberhart, Ms. Heher said that there is a compacted curriculum for Algebra I and that Algebra II is not a requirement for graduation in Worcester County.

In response to a question by Ms. Halverson about what is special about Worcester County, Ms. Heher said, “We are community-based, we believe in hiring the best teachers and we give them

the best professional training. I work with teachers and principals to make sure that learning takes place. We give our teachers multiple resources.”

In response to a question by Ms. Sidhu, Ms. Heher said that the metric system is used in Science classes but not taught in math classes.

Ms. Ward provided a video of mathematics instruction today occurring in Kent County schools.

Ms. Sidhu recognized leaders in the audience from Kent County Public Schools.

Dr. Gates commended the teachers depicted in the video for their demonstration of numeracy. He said, “This is a foundation.”

Dr. Finn commented on a Report that showed that parents understand less in math today than in the past.

Ms. Ward introduced John Wray, Mathematics Instructional Facilitator for Howard County Public Schools. Mr. Wray discussed his experiences as an educator and parent. He shared his daughter’s experiences with her math education and urged the need to keep parents informed and to provide free online homework help to students. He said, “Every student needs to have access to a rigorous math program.”

Ms. Eberhart stressed the need for math coaches. In response to a question by Ms. Eberhart about teacher preparation in math, Mr. Wray said that over the last several years math preparation has been improving. He said, “I want to bridge the gap between K-12 and higher education.”

In response to a question by President Smith, Mr. Wray said that parents are being provided more resources for their students. He also noted that Howard County Public Schools provides information nights for parents and that there are math coaches in many schools. Mr. Wray said, “We use every means possible to train teachers.”

Ms. Lageman said, “We need to reach every teacher in every classroom. Maryland is a local control state. We need to get this excitement out to LEAs.”

Dr. Salmon thanked the presenters and reported that Ms. Lageman will be leaving MSDE for a position in Baltimore County Public Schools. She said, “I respect her skills. You are welcome to come back anytime.”

EXECUTIVE SESSION

Pursuant to §3-305(b)(1) of the General Provisions, Annotated Code of Maryland, and upon motion by Ms. Sidhu, and seconded by Mr. Smarick, and with unanimous agreement, the Maryland State Board of Education met in closed session on Tuesday, June 28, 2016, in Conference Room 1, 8th floor of the Nancy S. Grasmick State Education Building. All board members were present except for James H. DeGraffenreidt, Jr. and Quinn Wandalowski. In attendance were Dr. Karen Salmon, Acting State Superintendent of Schools, Dr. Miya Simpson, Executive Director, Office of the State Board, and Assistant Attorneys General Elizabeth M. Kameen and Derek Simmons. The Executive Session commenced at 12:30 p.m. (In favor – 10)

At that time, the State Board approved ten Opinions and three Orders for publication.

- *HigherSchool Instructional Services, Inc. v. Baltimore City Board of School Commissioners* — bid protest — Opin. No. 16-21
- *In the Matter of Specialized Education Services, Inc.* — petition for declaratory ruling — Opin. No. 16-22
- *Colin Murphy, et al. v. Anne Arundel County Board of Education* — request for reconsideration — Opin. No. 16-23
- *In the Matter of Request for Removal of Local Board Member Annette DiMaggio* — Opin. No. 16-24
- *In the Matter of Request for Removal of Local Board Member Jennifer George* — Opin. No. 16-25
- *In the Matter of Request for Removal of Local Board Member Arlene Taylor* — Opin. No. 16-26
- *Elizabeth Galaida, et al. v. Carroll County Board of Education* — school closings — Opin. No. 16-27
- *Don Garmer, Erin Spies, et al., Harrison W., et al. and Elizabeth Galaida, et al.* — school closings — Opin. No. 16-28
- *Harrison W., et al. and Lori Wolf v. Carroll County Board of Education* — school closings — Opin. No. 16-29
- *Erin Sipes, et al. v. Carroll County Board of Education* — school closings — Opin. No. 16-30
- *Veronica A. v. Frederick County Board of Education* — student discipline — OR16-08
- *Baltimore City Board of School Commissioners v. Afya Baltimore, Inc., et al.* — charter school funding — OR16-09
- *Harrison W., et al. v. Carroll County Board of Education* — school closings — OR16-10

Ms. Kameen provided legal advice on the Open Meetings Act and the use of electronic media. She also provided an overview of the legal advice she would be giving on the BOOST Program assessment requirement and on an interpretation of the Disparity Grant language in the Budget Bill.

Internal Board Management

The Board discussed the Superintendent's contract terms, the submission of personnel items for Board review and the re-convening of a committee to propose new members for the Baltimore City Board of School Commissioners.

They also discussed the method by which to select new board officers. Guffrie Smith, Andy Smarick, and Madhu Sidhu nominated themselves for President. Jim Gates and Michele Guyton

nominated themselves for Vice President. Nominations will remain open until the July 26, 2016 State Board meeting.

The session ended at 2:10 p.m.

RECONVENE

The meeting reconvened at 2:20 p.m.

LEAD HIGHER UPDATE

Dr. Salmon introduced Dr. Henry Johnson and Ms. Susan Spinnato, Director of Instructional Programs, to provide an update on Maryland's selection as the second state to partner with the *Lead Higher* Initiative to close the equity gaps for lower income students and students of color in its high schools' most rigorous courses.

Dr. Johnson provided background information on the Program being undertaken in Maryland.

Ms. Spinnato said, "We have been number one for ten years with Advanced Placement. This allows us to look down to the school level." She introduced Mr. Reid Saaris, Executive Director, Equal Opportunity Schools (EOS) to talk about the *Lead Higher* Initiative.

Mr. Saaris reported that more than 640,000 low-income students and students of color are missing from challenging classes in their schools each year. He said that these gaps can be closed. He reported that there are approximately 16,000 students in Maryland who fall into these gaps.

In response to a question by Dr. Finn, Mr. Saaris explained that a student need only take one advanced course to be considered as a participant in an advanced course offering.

In response to another question by Dr. Finn about evidence of the benefits for students who participate but do not pass an advanced course, Mr. Saaris said that this process began in 2012 and that four years of data will be analyzed this year to provide this information.

In response to a question by Dr. Gates, Mr. Saaris said that usually schools can build on their own programs although it may require increased funding for training of teachers and textbooks. Dr. Gates also asked about professional development and Mr. Saaris said there are Advanced Placement (AP) and International Baccalaureate (IB) summer training sessions for teachers being provided.

Mr. Saaris reported that *Lead Higher* was founded in 2010 with a commitment to finding one million students who fall through the gaps. He said that 85 percent of statewide gaps can be closed with existing programs in Maryland.

Dr. Gates said, "A student who does not engage in the classroom may also not engage in the process. How do you distinguish between the two? Mr. Saaris said, "As the process continues, we can give you some data. We do a survey of all students and staff. We will provide you with the data. Montgomery County and Howard County are the first to launch."

Ms. Sidhu said, "Terrific program -- very encouraging -- why not go broader?" Ms. Spinnato explained that this was presented to all superintendents and that Montgomery and Howard

superintendents expressed immediate interest. She said they agreed to discuss this with their colleagues.

COMAR 13A.04.10 PROGRAM IN THE WORLD OF WORK COMPETENCIES

Dr. Salmon requested permission to publish amendments to COMAR 13A.04.10 Program of Instruction in the World of Work Competencies and asked Dr. Lynn Gilli, Program Manager, Career and Technology Education (CTE) and Jeanne-Marie Holly, Program Manager, Career and Technology Education Systems Branch, to answer any questions of the Board.

Ms. Holly explained the amendments include: 1) changing the name of the regulation to *Program of Instruction in Career Development for College and Career Readiness*; 2) references the Framework that was updated in 2012, and; 3) references the last date in which local superintendents certified the program, which was 2014.

Upon motion by Dr. Guyton, seconded by Dr. Gates, and with unanimous agreement, the Board approved the publication of amendments to COMAR 13A.04.10 Program of Instruction in the World of Work Competencies. (In Favor – 9 Ms. Iszard was absent)

COMAR 13A.05.03 PROGRAMS IN ADULT EDUCATION

Dr. Salmon requested permission to repeal COMAR 13A.05.03 Programs in Adult Education and explained that the program was transferred to another agency.

Upon motion by Dr. Finn, seconded by Ms. Weeldreyer, and with unanimous agreement, the Board granted permission to repeal COMAR 13A.05.03 Programs in Adult Education. (In Favor – 9)

COMAR 13A.05.08 APPROVED PAID WORK-BASED LEARNING PROGRAMS

The Acting State Superintendent requested permission to repeal COMAR 13A.05.08 Approved Paid Work-Based Learning Programs explaining that the regulations that govern this program are no longer needed since the law sunset on June 30, 2013.

Upon motion by Dr. Finn, seconded by Ms. Weeldreyer, and with unanimous agreement, the Board granted permission to repeal COMAR 13A.05.08 Approved Paid Work-Based Learning Programs. (In Favor – 9)

COMAR 13A.07.11 STANDARDS FOR PROFESSIONAL LEARNING

Dr. Salmon requested permission to adopt COMAR 13A.07.11 Standards for Professional Learning and introduced Cecilia Roe, Director of Instructional Assessment and Professional Development, to answer any questions of the Board.

Ms. Roe reminded Board members that the Board granted permission to publish these amendments in March, 2016 and that no comments were received.

In response to a question by Dr. Finn about why this is a regulation, Ms. Roe said, “It is the quality of professional learning. Districts are required to use these standards. If the courses do not align with the standards, they are not approved.”

Dr. Guyton suggested that these standard should be mandatory and in writing. Ms. Eberhart said, "We could make it mandatory. I am fine with the way it is written because I know locals are doing this."

Dr. Salmon said she would look into this matter and come back to the Board at the next meeting. As a result, the Board did not take action at this time.

EVERY STUDENT SUCCEEDS ACT (ESSA) ACCOUNTABILITY PLAN UPDATE

Dr. Salmon introduced Mary Gable, Assistant State Superintendent, Division of Academic Policy and Innovation, and Chandra Haislet, Director of Accountability and Data Systems, to provide an update on the ESSA Accountability Plan.

Ms. Gable said that, in order to meet the goals required of ESSA, there have been several committees created that represent all aspects of MSDE and all stakeholders, including three members of the State Board. She explained that staff is gathering information from all of these entities and that MSDE is working toward a March 6, 2017 submission date for draft regulations.

Mr. Smarick said, "This is our chance to make a statement -- what do we value -- what is important to us."

Ms. Weeldreyer said, "We have an opportunity to look at what other states have done, such as Ohio."

Dr. Salmon said, "We are trying to think outside the box."

Dr. Finn said, "How are we going to track, measure and reward growth across the spectrum. This is our chance to recognize this."

Ms. Gable said, "This is hard work. We will work to do that. We know you are our partners in this. We will do our best. We need to have a great plan to begin in 2017-2018."

Ms. Haislet went over the ESSA Requirements noting that all schools must receive a single summative rating. She explained that proficiency scores for PARCC must be decided and that the Board will be asked to approve those at a future meeting.

She said, "We are required to decide a statewide indicator." Ms. Haislet explained that ESSA requirements include that states must set ambitious long-term goals and measurements of interim progress as well as achievement, as measured by proficiency. She discussed student group, non-academic, test participation and lowest performing school requirements.

In response to a question by Dr. Finn, Ms. Gable said that consequences for lowest performing schools remain to be determined. She said, "All of these decision points are being worked on. Right now, we are just telling you what we need to do."

President Smith said, "The theme is that we have flexibility. We need to put our stamp on this."

Dr. Guyton said, "We are in a great position to do this well."

PUBLIC COMMENTS

President Smith explained procedures by which the Board hears public comments. The following persons provided public comments:

- Barbara Donick, teacher preparation in reading instruction
- Lisa VanBuskirk, start times and HB 39, Bill for Health School Hours
- Michelle Johnson, Queen Anne's County Superintendent of Education
- Mary Alexander, Baltimore City New Chief Executive Officer
- Hope Meisinger, Dyslexia

CH 421/COMMISSION ON ASSESSMENTS UPDATE

Dr. Salmon asked Dr. Henry Johnson and Heather Lageman to provide information and an update on the Commission on Assessments.

Dr. Johnson said, "We are pleased. Our charge is complete." He provided the Commission's charge, its recommendation requirements, and next steps which includes the Commission's Final Report due on July 1, 2016.

Dr. Gates said, "Thank you for all the information, education, interaction, and encouragement that you have given this Board. I want to express thanks to you both."

In response to a question by Ms. Sidhu, Dr. Johnson reported that the Commission did reach a consensus but that the Commission needs to have an opportunity to review their Report before any discussions occur.

STATE SUPERINTENDENT'S UPDATE

The Acting State Superintendent recognized Dr. Henry Johnson, who is departing the Department. She congratulated him and said, "He has been a great colleague and collaborator."

Dr. Johnson said, "It has been my sincere pleasure to serve."

The following updates were presented:

- *Assessment and Accountability* -- Dr. Johnson provided details on the 2015-2016 assessment program and said, "We are well on our way to a strong online assessment program." He reported that all information should be provided to LEAs by July 15th and to parents by August 31st. He said, "We are focusing on professional development on the use of that data for teachers and administrators." Dr. Johnson explained that the Board will be asked to set parameter scores for grades 3-8 at a future Board meeting. He thanked the Board for its support and said, "PARCC is an excellent assessment for our students. Students may begin lower but, over the next several years, you will see a dramatic increase."

In response to a question by Dr. Gates about Maryland opting out, Dr. Johnson said, “We have not collected information at the state level. We had less of an issue this year than last year.”

- *Leadership Team/Personnel Update* – Dr. Salmon reported that as a result of a letter sent to the Governor from the State Board, MSDE will only lose 20.5 positions going forward. She gave an update on leadership appointments and said, “I am trying to improve communications here.” She introduced Dr. Sylvia Lawson, the newly appointed Deputy State Superintendent for School Effectiveness and Dr. Carol Visintainer, newly appointed Assistant State Superintendent, Curriculum Assessment and Accountability.
- In response to a question by Ms. Weeldreyer, Ms. Gable reported on the approval of a SIG Grant from the U.S. Department of Education for the 2016-2017 school year. She explained that it requires an aggressive timeline and provides funding for the lowest performing schools in Maryland. Ms. Weeldreyer requested a brief overview of the grant at a future meeting.

STATE BOARD MEMBER UPDATES

It was agreed that the Board would not conduct an information session in July. The Board will hold its regular Board meeting on Tuesday, July 26th. The Board agreed to conduct its regular meeting on Monday, August 22 and a Board Retreat on Tuesday, August 23, 2016.

Dr. Guyton expressed concern regarding the recent number of student suicides and suggested that a study group be created to look at student mental health issues and best practices for LEAs.

Upon motion by Dr. Guyton, seconded by Mr. Smarick, and with unanimous agreement, the Board approved the creation of a study group to look at student mental health issues. (In Favor – 8)

President Smith said, “This should be done in conjunction with MSDE.” Dr. Salmon agreed to place this item on the July Board agenda.

Board members agreed on items for the next Board meeting. It was also decided that the regular December Board meeting would be held on Monday, December 5 with an information session to be held on Tuesday, December 6, 2016.

Mr. Smith recognized and thanked departing Board members, Linda Eberhart, James DeGraffenreidt and Larry Giammo. Mr. DeGraffenreidt and Mr. Giammo were not present.

Ms. Eberhart urged the Board to continue its support of the following:

1. The importance of data collection and analysis
2. Teacher preparation programs in Maryland
3. Support of The National Association of State Boards of Education (NASBE)
4. The Teacher of the Year Program
5. The updating of technology at MSDE (streaming of Board meetings)

President Smith thanked her for her service and for “giving us our marching orders.”

Dr. Guyton said, “You have been a role model for me. We will carry on.”

All of the Board members thanked Ms. Eberhart.

Referring to Mr. DeGraffenreidt, Mr. Smarick said, “I learned a great deal from him. He led the Board during tumultuous times.”

Mr. Smith said, “James DeGraffenreidt has been a mentor to many of us. He has been a great role model. We all have gifts and talents that are important and necessary.”

OPINIONS

Ms. Kameen announced the following Opinions:

- *Higher School Instructional Services, Inc. v. Baltimore City Board of School Commissioners* – bid protest (affirmed the local board’s decision)
- *In The Matter of Specialized Education Services, Inc.*—Petition for Declaratory Ruling (dismissed)
- *Colin Murphy, et. al. v. Anne Arundel County Board of Education* – request for reconsideration (dismissed)
- *In the Matter of Request for Removal of Local Board Member Annette DiMaggio* – charges of misconduct in office (declining to issue charges)
- *In the Matter of Request for Removal of Local Board Member Jennifer George* – charges of misconduct in office (declining to issue charges)
- *In the Matter of Request for Removal of Local Board Member Arlene Taylor* – charges of misconduct in office (declining to issue charges)
- *Elizabeth Galadia, et. al. v. Carroll County Board of Education* – Carroll County School Closing Appeals (affirmed the local board’s decision)
- *Don Garmer. v. Carroll County Board of Education* – Carroll County School Closing Appeals (dismissed for lack of standing)
- *Harrison W., et al. v. Carroll County Board of Education* – Carroll County School Closing Appeals (affirmed the local board’s decision)
- *Erin Sipes, et al. v. Carroll County Board of Education* – Carroll County School Closing Appeals (affirmed the local board’s decision)

Ms. Kameen announced the following Orders:

- OR16-08 *Veronica A. v. Frederick County Board of Education* – student discipline (dismissed for timeliness)

- OR16-09 *Baltimore City Board of School Commissioners v. Afya Baltimore, Inc., et. al.*
– charter school funding (dismissed Petition for Declaratory Ruling)
- OR16-10 *Harrison v. Carroll County Board of Education* – Stay (affirmed ALJ's denial of Stay)

ADJOURNMENT

With no further business before the Board, the meeting adjourned at 5:00 p.m.

Respectfully submitted,



Karen B. Salmon, Ph.D.
Secretary/Treasurer

Date: 7/26/16

MARYLAND STATE BOARD OF EDUCATION

CLOSED SESSION

On this 28th day of June, 2016 at the hour of 12:05 am (pm), the Members of the State Board of Education voted as follows to meet in closed session:

Motion made by: Madhu Sidhu

Seconded by: Andy Smarick

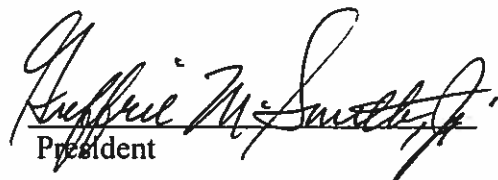
In Favor: 9 Opposed: 0 Member(s) Opposed: _____

The meeting was closed under authority of §10-503 (a) (1) (I) and §10-508 (a) of the State Government Article of the Annotated Code of Maryland for the following reason(s): (check all which apply)

- (1) To discuss: (I) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees or officials over whom it has jurisdiction; or (ii) any other personnel matter that affects one or more specific individuals.
- (2) To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5) To consider the investment of public funds.
- (6) To consider the marketing of public securities.
- (7) To consult with counsel to obtain legal advice.
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation.
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (I) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination.
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

The topics to be addressed during this closed session include the following:

1. 4 Legal Appeals, 2 draft orders and one oral argument
2. One personnel matter
3. Obtain Legal Advice
4. 4 Internal Board Management matters.


President

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE JUNE 28, 2016 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>
Golson, Keshawn	Education Program Specialist I, Coordinator of Approaching Targets	22	Student Family and School Support	TBD
Shockley, Christy	Fiscal Services Administrator V (Budget Branch Chief)	22	Business Services, Budget Branch	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>
Cline, Matthew J.	Teacher, Academic - Resource	IEPP	Career and College Readiness, Juvenile Services Education Program	06/22/16
Falloon-Hosley, Michelle D.	Teacher, Academic – English	IEPP	Career and College Readiness, Juvenile Services Education Program	06/22/16
Graham, Sidonni	Vocational Rehabilitation Specialist I	12/3	Vocational Rehabilitation Services	06/08/16
Hummer, Ryan W.	Teacher, Academic – Social Studies	IEPP	Career and College Readiness, Juvenile Services Education Program	06/22/16
Tichinel, Tammy R.	Teacher, Academic – Itinerant Career and Technology Education/GED Administrator	IEPP	Career and College Readiness, Juvenile Services Education Program	06/22/16
Wootten, Jacob J.	Teacher Supervisor, School Psychologist	IEPP	Career and College Readiness, Juvenile Services Education Program	09/03/16
Wright, Leah B.	Teacher, Academic – Office Systems Management	IEPP	Career and College Readiness, Juvenile Services Education Program	07/20/16

III. Other Actions: Promotional

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



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

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • MarylandPublicSchools.org

June 28, 2016

BOARD LIST

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

Name: Keshawn L. Golson
Position: Education Program Specialist II, Coordinator, Approaching Targets Grants
Division: Student, Family and School Support
Salary Grade: State Salary Grade: 22
Annual Salary Grade: \$64,608 - \$103,743
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 Administration/Supervision, Educational Research, Education Policy or a related field.

EXPERIENCE:

Five 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; experience coordinating a school improvement program is preferred.

DESCRIPTION:

The Approaching Targets Coordinator serves as the lead technical program expert responsible for administering and managing, coordinating and evaluating federal grants including: Title I 1003 (a) Approaching Targets Grants under ESEA Flexibility, and Title I, Part A, Educating the Disadvantaged.

QUALIFICATIONS:

Education:

University of Maryland (Baltimore, Maryland) 2001- Master of Arts Degree in Instructional Systems Development

Lincoln University (Lincoln University, Pennsylvania) 1999 – Bachelor of Science Degree in Political Science and Secondary Education

Experience:

The School District of Philadelphia (Philadelphia, Pennsylvania)

2015 – Present: Executive Director of Federal Programs, Design and Implementation

2014 – 2015: Executive Director of Federal Programs

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

2013 – 2014: Program Officer, Grants Management and Compliance

Baltimore City Public Schools (Baltimore, Maryland)

2008 – 2013: Educational Specialist II/Title I – Targeted Assistance/School-wide Programs and Maryland ESEA Flexibility Plan

Non-Public Educational Services Inc. (Woodbridge, Virginia)

2008: Title I Instructional Supervisor

2007 – 2008: Regional Project Director, Supplemental Education Services (SES)

2006 – 2008: Regional Education Trainer, Quality Control Program Specialist

EMPLOYMENT STATUS:

New Hire



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

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • MarylandPublicSchools.org

June 28, 2016

BOARD LIST

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

Name: Christy Lee-Shockley
Position: Fiscal Services Administrator V (Budget Branch Chief)
Division: Business Services
Salary Grade: State Salary Grade: 22
Annual Salary Grade: \$64,608 - \$103,743
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. This position is responsible for the development, justification, execution, and analysis of the Department's budgets. The Department's budgets exceed \$7 billion annually, include more than 40 programs, and involve General, Federal, Special and Reimbursable fund sources.

www.MarylandPublicSchools.org

QUALIFICATIONS:

Education:

Strayer University (Owings Mills, Maryland) 2014 - Master's Degree in Business Administration Public; 2011 - Bachelor's Degree in Accounting; 2008 - Associate's Degree in Accounting, Certified Public Accountant (Candidate)

Experience:

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

2010 – Present Administrative Program Manager IV- Director of Financial Management Systems and Procurement

Traffipax, Inc. (Linthicum Heights, Maryland)

2009 – 2010 Senior Financial Analyst

America On-Line (AOL), LLC (Dulles, Virginia)

2006 – 2009 Accountant

Robert Half International (Baltimore, Maryland)

2005 - 2006 Accountant (On contract to America On-Line)

All Risks, LTD (Cockeysville, Maryland)

2004 – 2005 Accounting Coordinator

AON Risk (Owings Mills, Maryland)

1999 – 2004 Senior Accounting Analyst

Neighbor Care (Baltimore, Maryland)

1998 - 1998 Accounts Payable Coordinator

Baltimore Healthy Start (Baltimore, Maryland)

1996 – 1998 Accountant

EMPLOYMENT STATUS:

New Hire

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE December 08, 2015 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>
Lawson, Ph.D., Sylvia A.	Deputy State Superintendent for School Effectiveness	ES 09	Office of the State Superintendent	TBD
Visintainer, Ed.D., Carol	Assistant State Superintendent, Curriculum Assessment and Accountability	ES 07	Office of Teaching and Learning	TBD
Secrist, Gayle P.	Chief of Staff to the State Superintendent of Schools	24	Office of the State Superintendent	TBD
Booker-Dwyer, Tiara	Ombudsman	22	Office of Communications, Chief of Staff	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>
-------------	-----------------	---------------------	------------------------	----------------------------

III. Other Actions:

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



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

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • msde.maryland.gov

June 28, 2016

BOARD LIST

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

Name: Sylvia A. Lawson, Ph.D.
Position: Deputy State Superintendent for School Effectiveness
Division: Office of the State Superintendent of Schools
Salary Grade: State Salary Grade: ES 09
Annual Salary Range: \$114,874 - \$153,532
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master's Degree or 36 post baccalaureate credit hours of coursework in Education or Education Administration/Supervision.

EXPERIENCE:

Extensive experience in educational supervision and management in the areas of school administration, school improvement, program assessment, and teacher/principal/leadership development.

DESCRIPTION:

This is a professional position serving as the Deputy State Superintendent for School Effectiveness. This position serves as the Chief Performance Officer (CPO) and leads efforts to provide the Department and the Local Education Agencies (LEA) with actionable information about student learning as quickly and precisely as possible. The CPO leverages Maryland's robust data infrastructure, providing ongoing research and data analysis that will help inform more precisely where problems and opportunities lie in our schools, works with the Superintendent and the State Board of Education to develop clear metrics for status, progress, and goals for every school, district, and student group in the state, and directly oversees the Division of Academic Policy and Innovation, Division of Educator Effectiveness, Division of Student, Family and School Support, and the Office of School and Community Nutrition Programs.

QUALIFICATIONS:

Education:

Doctor of Philosophy in Instructional Leadership for Changing Populations, 2011 College of Notre Dame of Maryland, Baltimore, MD

Induction Into: Kappa Delta Pi Honor Society: 4.0 GPA

Certificate of Advanced Studies in Education, 2006 College of Notre Dame of Maryland, Baltimore, MD

Master of Education, 1981 East Carolina University, Greenville, NC

Bachelor of Science, 1979 Pfeiffer College, Misenheimer, NC

Honor Graduate: Cum Laude

Distinction in Athletics Award: Member of Women's Basketball/Softball/and Field Hockey Teams

Experience:

Assistant Superintendent of School Administration:

Charles County Public Schools La Plata MD (2013-Present)

Duties and responsibilities: evaluate principal performance; provide managerial oversight for all schools; provide leadership and direction to school administrators in all areas of school management including financial management and parent/community interaction; organize and conduct monthly meetings for administrators in combination with the Office of Instruction; develop and instruct meetings for new administrators and vice principals; facilitate planning of the Ronald G. Cunningham leadership institute; develop and support professional development activities for school administrators that are aligned to system goals; develops professional leadership opportunities for aspiring school leaders; manages student services; coordinate planning of all high school graduation programs; assists in monthly Board student recognition; review and approve all out-of-county/out-of-state and overnight field trip requests; reviews and approves outside agencies request for distribution of materials in schools; collaborates with the Coordinator of Student Activities about athletics and student government events; collaborates with the hearing officer and reviews disciplinary matters referred to the Superintendent level; facilitates the appeal process for certified staff regarding grievances; assists with bus accidents and emergency transportation situations; reviews incident reports from schools; report required information regarding student discipline to the Maryland State Department of Education; work with school principals and other central office departments to resolve parental concerns and issues; organize and conduct parent advisory committee meetings on a quarterly basis; ensures fair and adequate distribution of resources to schools.

Principal: Northern High School Owings, MD (2011-2013)

Duties and responsibilities: instructional leader; school improvement team; crisis team; staff development; emergency preparedness coordinator; field trips; core lead liaison; PTO liaison; professional planning community liaison; faculty meeting development; public relations and press

releases; staff evaluation and supervision; budget development; master schedule; fire drills; student code of conduct and emergency plan development; intervention/remediation; school safety and security coordinator; field trips; fundraisers; and hiring of new staff. 2011 Principal of the Year recipient for Calvert County.

Principal: Southern Middle School, Lusby, MD (2007-2011)

Duties and responsibilities: maintenance of a safe and orderly environment; setting academic standards for students, faculty, and staff; supervision of faculty and staff; oversight of the school budget; observations and evaluations; tracking student improvement and IEP goals; parent community involvement; state testing; and hiring of new staff.

Principal: Benjamin Stoddert Middle School Waldorf, MD (2000-2007)

Duties and responsibilities: maintenance of a safe and orderly environment; setting academic standards for students, faculty, and staff; supervision of faculty and staff; oversight of the school budget; observations and evaluations; tracking student improvement and IEP goals; parent community involvement; state testing; and hiring of new staff.

Vice-Principal: Thomas Stone High School, Waldorf, MD (1999-2000)

Duties and responsibilities: student discipline; conduct attendance and disciplinary hearings; supervision of all areas of the school to ensure a safe and orderly environment; testing coordinator; teacher evaluations; building supervisor; special-education department supervisor; and supervisor of extracurricular programs.

Vice-Principal: McDonough High School, Pomfret, MD (1994-1999)

Duties and responsibilities: student discipline; conduct attendance and disciplinary hearings; maintenance of a safe and orderly environment; minority achievement program coordinator; testing coordinator; curriculum development assessment coordinator; teacher evaluations; extracurricular activities; federal forms; field trips; Maryland Public Secondary School Athletic Board of Control representative.

Vice Principal: John Hanson Middle School, Waldorf, MD (1993-1994)

Duties and responsibilities: student discipline; after school recreational program; free and reduced lunches; bus discipline; substitute teachers; federal forms; teacher evaluations and teacher observations.

Teacher: McDonough High School, Pomfret, MD (1987-1993)

Duties and responsibilities: health and physical education department chairperson; health and physical education instructor; member of the Charles County Health curriculum committee; AIDS education committee; District IV MPSSAA basketball representative; head coach basketball and softball; and District IV state basketball tournament director.

Teacher: McColl High School, McColl, SC (1981-1987)

Duties and responsibilities: health and physical education department chairperson; health and physical education instructor; athletic director; head girls basketball, volleyball, and softball coach; and chairperson for the Minority Excellence Program.



200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • msde.maryland.gov

June 28, 2016

BOARD LIST

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

Name: Carol Visintainer, Ed.D.
Position: Assistant State Superintendent
Division: Curriculum, Assessment and Accountability
Salary Grade: Executive Salary Scale – ESS 06
Annual Salary Range: \$92,333 - \$123,236
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master's Degree or 36 credit hours of post-baccalaureate coursework in Education, or Education Administration/Supervision.

EXPERIENCE:

Extensive experience in educational supervision and management in the areas of school administration, school improvement, school performance, program assessment, and teacher/principal/leadership development.

QUALIFICATIONS:

Education:

Doctor of Education in Educational Leadership and Innovation, 2002. Wilmington College, New Castle, DE Dissertation: The relationship between two state-mandated, standardized tests using the norm referenced Terra Nova and the criteria-referenced performance assessment developed for the Maryland School Performance Assessment Program (MSPAP).

Master of Arts in Instructional Systems Development, 1987. University of Maryland, Baltimore County. Masters Thesis: The use of problem solving software to teach thinking skills. Received award for the Outstanding Research Presentation for the combined graduate schools UMBC/UMAB: Social Sciences, Masters Degree.

Bachelor of Science in Science Education (Chemistry), 1974. Florida State University, Tallahassee, FL. Graduated Cum Laude.

Maryland Advanced Professional. Endorsements: Superintendent, Secondary Principal and Supervisor, Chemistry, Mathematics, and General Science (5-12).

Experience:

Adjunct Instructor (part time), Delaware Technical and Community College – Terry Campus, Dover, DE, January 2015 – May 2015. Taught undergraduate mathematics.

Adjunct Supervisor of Interns (part time), Salisbury University, Salisbury, MD, January 2014 – December 2014. Supervised and evaluated student interns for the Education Dept. in 16 – 24 week field experience placements in Talbot and Caroline County Public Schools.

Assistant Professor; Adjunct Coordinator, Wilmington University, New Castle, DE, February 2011 – May 2013. Serve as instructor in the doctoral program (research methods courses), and as advisor/dissertation chair or committee member for doctoral candidates. Assisted the department with admissions, curriculum development, and other tasks as needed. Continued work with dissertation candidates (part time) through May, 2015.

Assistant Superintendent for Instruction, Talbot County Public Schools (TCPS) Easton, Maryland, 2004-2008. Responsible for: TCPS Master Plan; all phases of TCPS curriculum, instruction, and assessment, including special education and ELL; pupil services; and staff development for administrators. Responsible for phased implementation of high school One-to-One Laptop initiative, including planning, vendor selection, and comprehensive staff development, resulting in increased student achievement and significant advances in technology skills of students and staff.

Director of Secondary Schools, Caroline County Public Schools (CCPS) Denton, Maryland. 2001 - 2004. Responsible for curriculum, instruction, assessment, and staff development for five secondary schools. Increased instructional time for math, targeted reading, and technology-based writing. Increased AP offerings and participation. Secured three-year \$968K Comprehensive School Reform grant, and administered \$575K Challenge Schools improvement grant. State-Level Committees, Maryland State Department of Education (MSDE) - Science curriculum team: helped author the High School Core Learning Goals for Science (physics); Served on various 3-12 assessments committees: test specification, content coordination, and standard setting.

Principal, North Caroline High School (CCPS). 1999-2001. Responsible for a school with 1030 students and 90 professional and support staff. Increased AP enrollment. Implemented an academic advisory program. Managed school operations during a \$17 million occupied/phased renovation and major addition.

Supervisor of Instruction (CCPS). 1991 -1999. Provided curriculum development, instructional supervision, and staff development, particularly in mathematics, science, technology and assessments. Supervised new teachers/and new teacher mentor program, high school lead-teacher staff development team, and teacher peer coaching teams at elementary and middle levels.

Assistant Principal, Colonel Richardson Middle School (CCPS). 1988-1991. Responsible for student discipline and master schedule.

Teacher, North Caroline High School (CCPS): 1977-1988; and in Florida: 1975-1977. Taught chemistry, physics, mathematics, computer application and computer programming courses.



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

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • msde.maryland.gov

June 28, 2016

BOARD LIST

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

Name: Gayle P. Secrist
Position: Chief of Staff to the State Superintendent of Schools
Division: Office of the State Superintendent of Schools
Salary Grade: State Salary Grade: 24
Annual Salary Range: \$73,612 - \$118,197
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master's Degree or equivalent combination of education and professional experience in Education or Education Administration/Supervision.

EXPERIENCE:

Six years experience in Education Administration and/or Business Management.

DESCRIPTION:

This is a professional position that provides leadership, guidance, and coordination for major statewide initiatives including strategic planning. Coordinates the activities of the MSDE divisions to facilitate effective system operations. Serves as a liaison between MSDE, and the Local Superintendents of Schools and the various constituencies.

QUALIFICATIONS:

Education:

GROVE CITY COLLEGE: Grove City, PA
May 1975: Bachelor of Music, Magna Cum Laude

Data Processing Institute Computer Courses
Baltimore, Md

Salisbury State College Education and Computer Courses
Salisbury, MD

Experience:

Talbot County Public Schools: Easton, MD

Director of Support Services (07/2013-Present)

- Managed the school systems administrative services including Plant Operations, Transportation, Food Services, School Safety and Security, and Communications.
- Served as Chief Executive Officer for the school system in the absence of and as designated by the Superintendent.
- Developed facility expansion and renovation programs, supervised plan construction, updated annually the Capital Improvement Program and Educational Facilities Master Plan. Managed real estate assets and administered community use of school facilities.
- Assisted in setting job performance standards and in the development of criteria for the evaluation of non-certified employees.
- Assisted in the development of Board agenda and supporting documents, presenting to the Board as appropriate.

Executive Assistant to the Superintendent and Board of Education (07/2011-06/2013)

- Prepared written correspondence and media information for the Superintendent and the Board of Education.
- Developed and implemented system wide communications plan.
- Authored press releases, media advisories, and informational materials. Served as point of contact for media inquiries.
- Managed the execution of special events, school visits, and coordinated Superintendent initiatives.
- Coordinated and managed Board of Education meetings, minutes and support documents, meeting setup, technology requirements and media coverage.
- Supervised the Communications/Website Facilitator and Receptionist.

School Manager (01/2003-06/2011)

- Supervised all school based non-certified staff, including recruitment, hiring, training, supervision, scheduling of work and evaluations.
- Managed the school's facility and grounds and related equipment assets, administered community use of school facilities, monitored construction and major system repairs, and assured the building's safety and security.
- Served as advisor to the school Principal and staff on budget, administrative, personnel, facility, information technology and support service matters.
- Served as the School Administrator.
- Coordinated and served as the school resource for all aspects of implementation, compliance and documentation of school related laws, regulations, statutes, rules and policies, including the Teacher and Support Staff Negotiated Agreements.

Product Development Corporation: Hanover, MD

Manager Initial Support Services (09/2001-12/2002)

- Provided analytical support services to the Distribution Business Units, as well as to the Senior Vice President of Operations
- Coordinated bid proposals for major new client business, created Master Schedule, standardized leasing agreements and procedures to be used in all regions.

Assessment Systems, Inc.: Landover, MD

Operations Manager (07/1999-07/2001)

- Responsible for overall management for regional operations for outsource contracts for the state of Maryland and District of Columbia. Managed professional testing, licensing and related records. Maintained client relations, insured contract compliance and prepared new initiatives to address changing needs while upgrading customer service. (4 senior supervisors, 4 supervisors, 60 employees)

Harte Hanks Direct Marketing: Baltimore, MD

Vice President of Operations, Mailing Services (05/1998-06/1999)

- Managed mailing operation, annual volume of 400 million pieces, with full responsibility for profit and loss, as well as client development, operation integrity, product quality and technology enhancement. (3 managers, 4 supervisors, 150 employees)

Vice President of Fulfillment Services (4/1995-04/1998)

- Managed fulfillment operation, with full responsibility for profit and loss, as well as client development, staff development, operations integrity, product quality and technology enhancement. (3 managers, 4 supervisors, 95 employees)

Interactive Marketing Services: Ridgely, MD

Director of Operations (09/1992-03/1995)

- Managed operations including customer service, data entry, mail opening/cashiering, distribution/warehouse, shipping/receiving, telemarketing and maintenance departments. Responsible for efficient workflow, quality of services/product, sales/estimating support, and profit and loss. (2 managers, 5 supervisors, 125 employees)

Thompson Publishing Group: Salisbury, MD

Operations Manager (05/1990-06/1992)

- Managed ongoing operations of the Data Processing, Customer Service, Distribution, and Account Representative departments of the Fulfillment Services Division. Responsible for efficient workflow, quality of services/product, evaluation and recommendation of new systems, profit and loss. (3 supervisors, 40 employees)

USA Fulfillment: Church Hill, MD

Operations Manager (02/1989-05/1990)

- Responsible for Data Entry, Telemarketing, Data Processing, Cashiering, Shipping, Warehouse and Customer Service departments. Developed and maintained budget and responsible for profit and loss. Responsible for efficient workflow and processes relating to service provided promotion, direct mail and catalog customers. Provided sales and estimating support and responded to customer complaints. (5 supervisors, 40 employees)

Port City Press: Pikesville, MD

Bindery Supervisor and Composition Administrative Supervisor (02/1987-02/1989)

- *Bindery:* Responsible for Bindery department, Shipping department and work in process warehouse, developed and maintained budget, met schedules, implemented efficient work flow and processes, and produced a quality product. (3 foreman, 58 employees)
- *Composition:* Responsible for planning, markup and billing of composition projects, as well as for the production of work flowing through the Electronic Composition facility and offsite operation. (3 leads, 29 employees)

Waverly Press: Easton, MD

Research and Development Project Manager (1981-02/1987)

- Responsible for researching and implementing systems and equipment to improve the efficiency and profitability of the printing division. (2 analyst programmers)

Talbot County Public Schools: Easton, MD

Choral Director (1975-1980)

Taught music related courses, business class, directed musicals and choral concerts.

EMPLOYMENT STATUS:

New Hire



200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • msde.maryland.gov

June 28, 2016

BOARD LIST

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

Name: Tiara D. Booker-Dwyer
Position: Ombudsman
Division: Communications, Office of Chief of Staff
Salary Grade: State Salary Grade: 22
Annual Salary Range: \$68,608 - \$103,743
Effective Date: TBD

JOB REQUIREMENTS:

Education:

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

Experience

Five (5) years of professional teaching, administration or policy experience in or affiliated with, an education program, including two years of experience coordinating partnerships and teams directly related to education policy and curriculum issues.

DESCRIPTION:

This position is responsible for responding to various citizen issues and concerns received on a daily basis. Responds to a high volume of telephone contacts per day that must be answered or calls returned, in addition to requests for assistance from staff of the Governor's Office, the Lt. Governor's Office, Senators, Delegates and other elected officials. This position serves as the point-of-contact for the Governor's Office receiving a high number of sensitive and complex issues that require immediate attention and follow-up. Most issues require an interpretation of a state or local rule, regulation, policy or procedure. This position is also responsible for a volume of written responses to correspondence received from the Governor's Office or from the State Superintendent.

Qualifications:

Education

Graduate Certificate in School Administration and Supervision (ISTE Cohort) <i>The Johns Hopkins University, Baltimore MD</i>	2012 – 2013
Doctoral Candidate, Master of Arts in Biology <i>The Johns Hopkins University, Baltimore, MD</i>	2003 – 2008
Bachelor of Science in Biology, <i>Suma Cum Laude</i> <i>Lincoln University, Oxford, PA</i>	1999 – 2003

Experience

Education Program Specialist

<i>Maryland State Department of Education</i>	2014 – Present
<ul style="list-style-type: none">- Provide leadership, coordination, and expertise to local school systems, postsecondary institutions, and other agencies to plan, develop, and implement computer science, engineering, technology education, financial literacy, and family and consumer science programs of study.- Develop, coordinate, and facilitate professional learning experiences for administrators, teachers, and school counselors.- Assist in Departmental initiatives related to STEM education and school reform.- Develop and manage budgets, grants, requests for quotes, requests for proposals, and contracts.	

Program Director

<i>Maryland Business Roundtable for Education</i>	2013 – 2014
<ul style="list-style-type: none">- Developed strategic alliances and worked collaboratively with businesses, governmental agencies, local school systems, and institutions of higher education to implement programs designed to prepare K-12 students for future job markets.- Collaborated with the Maryland State Department of Education to develop and facilitate professional learning experiences for administrators and teachers on Maryland's College and Career Ready Standards and PARCC Assessments.- Managed projects for businesses, governmental agencies, and institutions of higher education that focused on STEM education.- Developed resources to improve parent and family engagement in K-12 education.	

Lead Subject Matter Expert

<i>AP Ventures</i>	2013 – 2015
Led content development teams in the creation of online professional learning courses and toolkits focused on Maryland's College and Career Ready Standards for the Maryland State Department of Education.	

Interim STEM Coordinator and Education Program Specialist

<i>Maryland State Department of Education</i>	2011- 2013
<ul style="list-style-type: none">- Provided leadership and expertise to local school systems and institutions of higher education in the development and implementation of comprehensive STEM curricula and programs.- Developed and managed budgets, grants, requests for quotes, requests for proposals, and contracts.- Established STEM Standards and supporting instructional resources for administrators, teachers, and students.- Convened and led interdisciplinary curriculum teams in the development of vertically and horizontally aligned curricula for grades K-12.	

STEM Program Director*Indian Creek Upper School*

2007 – 2011

- Wrote and oversaw grants for STEM program funding.
- Designed criteria for admitting students into the STEM program.

Courses Taught: Advanced Placement Biology, Biology, Anatomy and Physiology, and Introduction to Physical Science

- Designed and implemented interdisciplinary course curricula and laboratory experiments that aligned to state standards.
- Developed the Advanced Placement Biology course.
- Created online science modules for students.

Advanced Placement Biology Exam Reader*College Board*

June 2010

Evaluated and scored the free response section of the 2010 Advanced Placement Biology exam.

Biology Instructor*University of Phoenix*

2009 – 2010

Course Taught: Biology 100 – Introduction to Biology

- Facilitated active learning in an online environment.
- Designed interactive science modules.
- Conducted virtual biology labs.

Biology and Developmental Biology Teaching Assistant*The Johns Hopkins University*

2004 – 2005

Courses Taught: General Biology and Developmental Biology

- Designed and conducted weekly lectures.
- Developed, administered, and graded weekly laboratory quizzes.
- Proctored and graded monthly exams.

Science Instructor*University of Maryland Baltimore County Upward Bound Program*

2003 – 2009

Courses Taught: Biology and Chemistry

- Designed and implemented course curricula and laboratory experiments that aligned to state standards.
- Developed and administered performance-based learning assessments.
- Promoted student achievement and tracked student success.

EMPLOYMENT STATUS:

Internal Promotion