

MINUTES OF THE MARYLAND STATE BOARD OF EDUCATION

Tuesday
August 27, 2002

Maryland State Board of Education
200 W. Baltimore Street
Baltimore, Maryland 21201

The Maryland State Board of Education met in regular session on Tuesday, August 27, 2002 at the Maryland State Department of Education building. The following members are in attendance: Ms. Marilyn Maulsby, President; Mr. Reginald Dunn, Vice President; Dr. Philip Benzil; Rev. Clarence Hawkins; Mr. Walter Levin; Dr. Karabelle Pizzigati; Dr. Edward Root; Mr. Walter Sondheim, Jr.; Dr. John Wisthoff; Ms. Caroline Gifford and Dr. Nancy S. Grasmick, Secretary/Treasurer and State Superintendent of School. Late arrival: Ms. Jo Ann T. Bell and Mr. Dunbar Brooks.

Valerie V. Cloutier, Principal Counsel, Assistant Attorney General and the following staff members were present: Dr. A. Skipp Sanders, Deputy State Superintendent for Administration; Mr. Richard Steinke, Deputy State Superintendent for Instruction and Academic Acceleration; Ms. Tina Bjarekull, Deputy State Superintendent for Finance; and Mr. Anthony South, Executive Director to the State Board.

**CONSENT AGENDA
ITEMS**

Upon motion by Mr. Sondheim, seconded by Dr. Wisthoff and with unanimous approval, the State Board approved the following consent agenda items (In Favor – 10).

Approval of Minutes of July 23, 2002
Personnel (**copy attached as a part of these minutes**)
Permission to Publish: 13A.07 – End – Regulatory Review

**STATUS OF 2002-2003
SCHOOL YEAR**

Dr. Grasmick reported that 21 schools systems have had successful openings for the 2002-2003 school year. Three other systems – Baltimore City, Wicomico County and Worcester County will open schools on Tuesday, September 3, 2002. There will be approximately 860,000 students in the public schools of Maryland this year. There are six school systems who have new superintendents beginning this school year.

The projected new teachers required was 7,500 and at this point there are 204 vacancies. Some of the areas of critical need for teachers are in mathematics; science; foreign language; instrumental

**STATUS OF 2002-2003
SCHOOL YEAR
(continued)**

and vocal music; special education and computer science. This information will be shared with higher education so that they may begin to address these specific subject areas.

Some of the challenges this year include the full implementation of the federal law which will mean new assessments; new information reported on teacher quality; new report cards; and also the requirements of *Achievement Matters Most*.

In addition to the shortage of teachers, there is also a shortage of administrators. MSDE is working with Towson University to assist in the development of an aspiring leaders program.

Dr. Grasmick requested that the Board consider a legislative initiative that would eliminate various categories (i.e. classroom teacher; counselor; reading teacher, etc.) in education to make all retired professional positions in the school system eligible for re-employment. It was suggested that the Maryland Business Roundtable be asked to partner with MSDE on this initiative. The Board was also advised that discussions should be held with the K-16 group on the growing shortage of fully qualified teacher educators at the college level.

**TEACHER STAFFING
REPORT**

Dr. Lawrence Leak, Assistant State Superintendent, Division of Certification and Accreditation; Ms. Louise Tanney, Program Specialist, Program Approval and Assessment Branch, Division of Certification and Accreditation; and Dr. Virginia Pilato, Director, Teacher Quality, Program Approval and Assessment Branch, Division of Certification and Accreditation, provided an overview of the 2002-2004 report.

The purpose of this report is to identify subject matter areas in which there is a critical shortage of certified teachers and the geographic areas in which there is a projected shortage of certified teachers. The declaration by the State Board of the critical shortage areas provides the basis for the Sharon Christa McAuliffe Memorial Teacher Education Awards given by the Maryland State Scholarship Administration.

MSDE has identified teaching areas of critical short and has also identified all 24 jurisdictions as geographic areas of projected shortage of certified teachers. The recommendations are as follows:

Recommendation 1: The Maryland State Board of Education should declare the following content fields as critical shortage areas:

- Career and technology area of:
 - Technology education;

**TEACHER STAFFING
REPORT
(continued)**

- Computer science;
- English for speakers of other languages (ESOL)
- Foreign Language:
 - Spanish;
- Mathematics;
- Science areas of:
 - Chemistry,
 - Earth/space science,
 - Physical science, and
 - Physics;
- Special education areas:
 - Generic infant-grade 3,
 - Generic grades 6-adult
 - Severely and profoundly handicapped, and
 - Visually impaired.

Recommendation 2: The Maryland State Board of Education should declare the following 24 jurisdictions as geographic areas of projected shortage of certified teachers:

- | | |
|------------------------|----------------------------|
| 1. Allegany County | 13. Harford County |
| 2. Anne Arundel County | 14. Howard County |
| 3. Baltimore City | 15. Kent County |
| 4. Baltimore County | 16. Montgomery County |
| 5. Calvert County | 17. Prince George's County |
| 6. Caroline County | 18. Queen Anne's County |
| 7. Carroll County | 19. St. Mary's County |
| 8. Cecil County | 20. Somerset County |
| 9. Charles County | 21. Talbot County |
| 10. Dorchester County | 22. Washington County |
| 11. Frederick County | 23. Wicomico County |
| 12. Garrett County | 24. Worcester County |

Recommendation 3: The Maryland State Board of Education should declare a shortage of teachers who are males and teachers who are members of minority groups.

Ms. Maultsby proposed that an ad hoc committee be convened to review three issues: (1) high quality staff in low performing schools; (2) staffing areas of critical teacher shortage; and (3) the need for aggressive recruiting and retention strategies. This ad hoc committee would include representatives from: Maryland State Board of Education; Maryland Association of Boards of Education (MABE); Maryland State Teachers Association (MSTA); Baltimore Teachers Union (BTU), and Maryland State Department of Education (MSDE). They will review these issues along with other identified

**TEACHER STAFFING
REPORT
(continued)**

issues and make some recommendations along with time frames for implementation. Upon motion by Mr. Brooks, seconded by Mr. Dunn, and with unanimous approval, the State Board approved the creation of this ad hoc committee. (In Favor – 12)

Upon motion by Dr. Root, seconded by Mr. Brooks, the State Board approved the teacher staffing report and the identified areas of teacher shortage. (In Favor – 12)

**INTRODUCTION
OF MONITORS**

Ms. Mary Cary, Assistant State Superintendent, Division of Professional and Strategic Development and Dr. Linda Boyd, Director, Locally Reconstituted Schools, Division of Professional and Strategic Development, introduced the new technical assistants and instructional monitors who will be working with the school systems.

**PRINCE GEORGE'S
COUNTY SYSTEM
PLAN FOR SCHOOLS
PLACED UNDER LOCAL
RECONSTITUTION IN
2002**

Dr. Iris Metts, Superintendent, Prince George's County Public Schools; Mr. Bob Duncan, Member, New Prince George's County Board of Education; and Ms. Deborah Mahone, Director of School Improvement, Prince George's County Public Schools, shared the system's plan for the five newly named schools under local reconstitution.

The Board first viewed a video of the opening of 9 new schools in Prince George's County.

The five newly named schools under local reconstitution are:

Arrowhead Elementary School
Concord Elementary School
John Edger Howard Elementary School
Riverdale Elementary School
Andrew Jackson Middle School

Dr. Metts stated that the system is actually disaggregating and creating data bases to analyze each school's quarterly progress toward reaching adequate yearly progress. These quarterly reports can be reviewed on the system's website. The system is extending the school day and continuing with the mandatory summer school program for the five schools.

The Prince George's County Public School System has secured some funding from Temple University through the Laboratory for Student Success and will be developing a principals academy exclusively for principals in challenge schools and local reconstituted schools. The system has also increased the number of mentor teachers.

Ms. Mahone provided an overview of the restructuring efforts for these newly named schools, how each school will address the

**PRINCE GEORGE'S
COUNTY SYSTEM
PLAN FOR
SCHOOLS PLACED
UNDER LOCAL
RECONSTITUTION
IN 2002
(continued)**

priorities for restructuring based upon the needs assessment, and a timeline for implementation of key restructuring activities.

As a part of the overall restructuring of the school system, they will be providing lower class sizes, increasing the number of certified teachers and provide regular monitoring and assessments. The system plans to have the identified schools removed from local reconstitution within three years or less.

The system plans to build upon and replicate the lessons learned from Thomas Stone Elementary School and Beacon Heights Elementary School which have recently exited the local reconstitution status.

Upon motion by Ms. Bell, seconded by Dr. Root, the State Board approved the plan for the five newly named local reconstitution eligible schools. (In Favor – 11.) (Rev. Hawkins not present when vote was taken.)

**MARYLAND MUSEUM
OF AFRICAN
AMERICAN HISTORY
AND CULTURE**

Mr. George Russell, Esquire, Chairman of the Board, Maryland Museum of African American History and Culture; and Dr. Charles Christian, Chair, Education Task Force, Maryland Museum of African American History and Culture and Professor, Department of Geography, University of Maryland at College Park, provided an overview of the partnership with MSDE and the museum.

Mr. Russell indicated that the African American Museum Corporation is a state agency created by the legislature. The State will provide approximately \$30 million toward the construction of the museum. Verizon has agreed to donate all of the equipment that is needed for distant learning. The museum recently received a \$5 million grant from the Reginald F. Lewis Foundation and has named the museum the Reginald F. Lewis Museum of Maryland African American History and Culture.

The establishment of the Reginald F. Lewis Museum of Maryland African American History and Culture provides the opportunity to develop curriculum that informs students of all ages about the contributions and experiences of African American Marylanders, past and present. The education component of Museum services will ensure that all Maryland students actively engage in learning opportunities and benefit from the valuable resources in the Museum.

The Museum Education Task Force will develop the concept of curriculum for a *state-of-the-art* education services component which will engage students in:

Experiential Learning – Student learn by doing and will have a wide range of opportunities for “hands on” involvement.

**MARYLAND MUSEUM
OF AFRICAN
AMERICAN HISTORY
AND CULTURE
(continued)**

Extended Learning – A visit to the Museum will begin with advance preparation – requiring students to research and explore key issues before arriving at the Museum doors.

Applied Learning – The Museum is a catalyst, enabling the past to meet the present to create the future. Students will be challenged and inspired to apply lessons learned from the past to solve contemporary problems for a better future.

Dr. Christian indicated that \$120,000 has been allocated to the Museum to write an African American curriculum. A search process has been implemented for 12 curriculum writers (two per grade level from 4th to 8th grade) with two alternates. Curriculum writers will focus their attention on three major content areas: work; family and community; and art and enlightenment. In addition to the 12 writers there will be 2 curriculum coordinators who will be responsible for ensuring that the material is not only aligned with the major content areas but is also dynamic, exciting and engaging for both teachers and students.

**UPDATE:
IMPLEMENTATION OF
ESEA/VISIONARY
PANEL
RECOMMENDATIONS**

Dr. Grasmick indicated that staff continue to work with local school systems and stakeholders to create an internal strategic plan to define all of the perimeters of the master plan required under the *Bridge to Excellence* legislation. Staff also continue to work on the integration and implementation of the *Achievement Matters Most* visionary panel Report.

Dr. Grasmick shared with the Board the Maryland SAT scores which will be released later today and also how students scored on the Advanced Placement tests.

**RECESS AND
EXECUTIVE
SESSION**

Pursuant to §10-503(a)(1)(i) & (iii) and §10-508(a)(1), (7) & (8) of the State Government Article, Annotated Code of Maryland, and upon motion by Mr. Dunn, seconded by Ms. Bell, and with unanimous agreement, the Maryland State Board of Education met in closed session on Tuesday, August 27, 2002, in Conference Room 1 at the Maryland State Department of Education. The executive session commenced at 1:05 p.m.

The following persons were in attendance: Marilyn Maultsby; Reginald Dunn; Jo Ann T. Bell; Philip Benzil; Dunbar Brooks; Clarence Hawkins; Walter Levin; Karabelle Pizzigati; Edward Root; Walter Sondheim, Jr.; John Wisthoff; Caroline Gifford; Nancy S. Grasmick; Tina Bjarekull; A. Skipp Sanders; Richard Steinke; Valerie V. Cloutier; and Anthony South.

**RECESS AND
EXECUTIVE
SESSION
(continued)**

The State Board deliberated the following appeals and the decisions of these cases will be announced publicly:

- *Dale and Donna Danner v. Carroll County Board of Education* – student transfer
- *In the Matter of COMAR 13A.07.04* – request for interpretation of COMAR 13A.07.04
- *Bill Montross v. Montgomery County Board of Education* – participation in interfaith community event
- *Richard Regan v. Montgomery County Board of Education (Regans III, IV & V)* – American Indian mascot disputes
- *Melissa Smack v. Worcester County Board of Education* – denial of bus stop

The Board also reviewed two requests for reconsideration of opinions recently issued and unanimously denied each of the two requests. The Board further authorized the issuance of six pending opinions.

Dr. Grasmick, Tina Bjarekull and Valerie Cloutier briefly discussed legal issues that have surfaced regarding the State aid budget. The State Board took no action on this matter.

Dr. Grasmick briefly discussed the status of the negotiations for the new assessments. The State Board took no action on this matter.

Tina Bjarekull and Valerie Cloutier discussed a proposed amendment to the performance bond requirement for the Edison Schools contract. The State Board authorized Ms. Cloutier to proceed with drafting of the amendment.

Tina Bjarekull and Valerie Cloutier discussed a proposal for revision of the percentage allocations for the compensation of Victory Schools, Inc. in the contract with the Baltimore City Board of School Commissioners. The State Board gave conceptual approval to proceed with development of the amendment to the contract. The contract will be an agenda item for the State Board at its September meeting.

**RECESS AND
EXECUTIVE
SESSION
(continued)**

Dr. Grasmick briefly discussed an issue involving the magnet school report from the New Prince George's County Board of Education. The State Board took no action on this matter.

Dr. Grasmick indicated that the interview process is underway for the Prince George's County liaison. MSDE received more than 100 applicants and more than ten are being interviewed.

Dr. Grasmick briefed the State Board on issues involving the Edison students in the Baltimore City middle schools. She indicated that Karabelle Pizzigati agreed to serve on an MSDE monitoring team. Karabelle will provide feedback to the Board on her site visits.

Marilyn Maultsby and Tony South reviewed the status of the vacancies on the Baltimore City Board. The committee consisting of Karabelle Pizzigati, Walter Sondheim and Marilyn Maultsby will conduct interviews later this week and make recommendations on an expedited basis to the State Board so that the names may be forwarded as soon as possible to the Mayor and Governor for their consideration.

Dr. Grasmick advised the Board that she spoke with Senator Kelly from the AELR on the proposed regulatory change to COMAR 13A.04.05 Education That Is Multicultural. The State Board took no action on this matter at this time.

The executive session adjourned at 2:35 p.m.

**PUBLIC
COMMENT**

The Board heard comments from the following persons:

Jerome Dancis
Vic Valentine & Bob Hofmann
Karen Smith
Ellen Paul

**FY 2004 BUDGET
REQUEST**

Ms. Tina Bjarekull, Deputy State Superintendent for Finance; Mr. Steve Brooks, Chief, Budget Office, Division of Business Services; and Mr. Carroll Kozlowski, Deputy Chief, Budget Office, Division of Business Services, discussed the FY 2004 estimated base budget request and budget enhancement requests. Ms. Bjarekull and staff reviewed prior year's budget, the current services budget and the budget enhancements.

The FY 2004 Budget estimate is about \$4.5 billion. The FY 2004 Budget Enhancement Proposal requests for Headquarters is \$3,105,984 and the State Aided Educational Institution Requests \$1,216,352. Also being proposed are two other enhancements –

**FY 2004
BUDGET REQUEST
(continued)**

\$2.1 million for Division of Rehabilitation to provide transitional services and \$1 million to enhance salaries of MSDE staff.

Upon motion by Ms. Bell, seconded by Dr. Benzil, the State Board approved the estimated base budget and budget enhancement requests. (In Favor – 11) (Mr. Dunn not present when vote was taken.)

Upon motion by Dr. Pizzigati, seconded by Rev. Hawkins, the Board agreed to attach a letter to the budget expressing the concerns of the Board about the base budget and the funding for important programs that are called non-mandatory. It will also include concerns that education is not the only business done by the Maryland State Department of Education. (In Favor 11) (Mr. Dunn not present when vote was taken.)

**ADULT EDUCATION
PERFORMANCE
REPORT**

Ms. Kathy Oliver, Assistant State Superintendent, Division of Career, Technology, and Adult Learning; and Ms. Patricia Bennett, Program Manager, Adult Education and Literacy Services Branch, Division of Career, Technology and Adult Learning, provided additional information on the state plan for Adult Education and Family Literacy.

The performance measures were developed as a part of a National Reporting System. Some of the measures are new and there was no previous baseline data. Data systems across the country have been under development to meet the requirements of the new national reporting system. Maryland is required to negotiate targets with the U.S. Department of Education in order to receive the federal adult education grant of \$9 million.

FY 01 was the second year the U.S. Department of Education's performance measures were used nationally. Maryland's performance on the U.S. Department of Education performance measures exceeded the negotiated baseline in FY 00 and FY 01. Maryland meets or exceeds the national average on thirteen of the fifteen measures. At the national level, Maryland has ranked 48th in state funding for adult education. During the last session of the legislature, funding was increased for FY 03.

The performance goals and outcomes established in Maryland's Managing for Results program reflect the MSDE performance standards for providing service and reaching out to individuals needing services and to acquire a high school credential.

PRESIDENT'S DISCUSSION

Dr. Benzil visited some schools in Scandinavia which are equivalent to our community colleges.

Mr. Brooks has been invited to Anne Arundel County Public Schools in November to discuss demographic changes.

Ms. Gifford spent a week this summer as a Staff Member for the Maryland Leadership Senior High Workshop.

Dr. Grasmick attended the first meeting of the Task Force on School Construction (partner to the Thornton Commission) to review issues around the capital improvement needs of the State.

OPINIONS

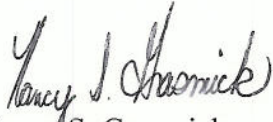
Ms. Cloutier announced the following opinions

- **02-38** **Edith Beasley v. Board of Education of Howard County** -- The State Board has affirmed the local board's denial of bus transportation to a student in the walking zone.
- **02-39** **William Henaghan v. Board of Education of Allegany County** – The State Board has adopted to administrative law judge's recommendation and affirmed the coaching non-renewal and transfer decision.
- **02-40** **Solomon James v. Board of Education of Talbot County** – This appeal has been dismissed on the basis of mootness.
- **02-41** **Tanya Johnson v. New Board of School Commissioners of Baltimore City** – This is a long term suspension for a student. The State Board is remanding to the local board for the scheduling of a hearing on the merits of this suspension.
- **02-42** **Richard Regan v. Board of Education of Washington County** – The State Board has remanded this appeal to the Washington County Board at its request.
- **02-43** **Thomas L. Sydnor v. Board of Education of Calvert County** -- The State Board by a majority vote has found insufficient evidence to sustain a three day suspension because of an alleged violation of the cellular phone policy.

ADJOURNMENT

The State Board meeting adjourned at 4:25 p.m.

Respectfully submitted,


Nancy S. Grasmick
Secretary/Treasurer

NSG:sgc

APPROVED: September 24, 2002

MARYLAND STATE BOARD OF EDUCATION

CLOSED SESSION

On this 27th day of August 2002, at the hour of 1:05 am/pm the Members of the State Board of Education voted as follows to meet in closed session:

Motion made by: Reginald A. Auer

Seconded by: Joann Bell

In Favor: 12 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 discussed during this closed session include the following:

1. Discuss 5 legal appeals.
2. Discuss 2 cases for reconsideration.
3. Review 6 draft opinions.
4. Update on legal controversies involving two school systems.
5. Discuss two contractual issues.
6. Discuss an internal management matter.

Marjorie P. Mauthby
President

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE August 27-28, 2002 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>
Alvey, Patricia R.	Education Program Supervisor, General Educational Development Testing	22	Career Technology and Adult Learning	TBD
Carpenter, Dale A.	Accountant Manager II	20	Business Services Accounting Branch	TBD
Rawlings, III, Benjamin L.	Computer Network Specialist Supervisor	19	Office of Information Technology	TBD
Sarno, Carla A.	Physician Program Manager I	36	Rehabilitation Services Disability Determination Services	09/04/02
White, Kathleen	Coordinator of Correctional Education Programs	ADM	Career Technology and Adult Learning, Correctional Education Program	TBD

II. Appointments Grade 18 and below:

Chlan, Jill A.	Executive Associate II	15	Business Services	07/07/02
Dizik, Natalie	Data Processing Programmer	16	Rehabilitation Services Workforce Technology Center	08/07/02

Peterson, Dale	Psychologist I	18	Rehabilitation Services Disability Determination Services	08/21/02
Toth, Gilbert W.	DP Programmer Analyst I	16	Planning, Results and Information Management	08/12/02
Walker, Maurice	Computer Network Specialist II	16	Rehabilitation Services Workforce Technology Center	08/07/02
Walker-Davis, Connie M.	Teacher, Correctional Special Education	IEPP	Career Technology and Adult Learning, Correctional Education Program	08/21/02

III. Other Actions:
None



August 27-28, 2002

BOARD LIST

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

Name: Patricia R. Alvey
Position: Education Program Supervisor
General Educational Development Testing
Division: Career Technology and Adult Learning
Salary Grade: 22 (\$55,219 - \$86,118)
Effective Date: TBD

JOB REQUIREMENTS:

Education:

Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Education, guidance and counseling, Psychology, Adult Education, or a closely related field is preferred.

Experience:

Five years of professional, administrative, or teaching experience in or affiliated with testing, adult or workforce education programs, including two years of experience in coordinating or administering an education program. Supervision of professional staff is preferred.

Notes: Two additional years of experience directly related to the position may substitute for the Master's Degree.

JOB DESCRIPTION:

This position serves as Chief of the General Education (GED) Testing Office responsible for managing and coordinating the testing program for Maryland residents.

Patricia R. Alvey
Page two

Qualifications:

Education:

Towson University (Towson, Maryland) 1994 – Master’s Degree in Counseling

University of Maryland (Baltimore, Maryland) 1977 – Bachelor’s Degree in English

Experience:

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

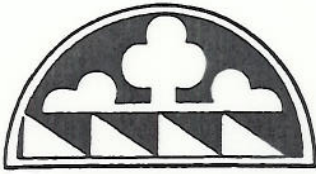
1997 – Present:	Staff Specialist III
1991 – 1997:	Rehabilitation Supervisor I
1984 – 1991:	Rehabilitation Specialist

Maryland State Department of Social Services (Baltimore, Maryland)

1982 – 1982:	Caseworker Associate
--------------	----------------------

Employment Status

Promotion



August 27-28, 2002

BOARD LIST

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

Name: Dale A. Carpenter
Position: Accountant Manager II
Division: Business Services
Salary Grade: 20 (\$48,405-\$75,389)
Effective Date: TBD

JOB REQUIREMENTS:

Education:

Bachelor's Degree in Accounting or a Bachelor's Degree with 30 credit hours in Accounting and related courses; including or supplemented by 3 credit hours in Auditing. Possession of a CPA Certificate is desired.

Experience:

Six years of professional experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles. Three years of the required experience must have been in direct supervision of other professional employees. This experience to include Maryland FMIS and end-of-year closeout reports preferred.

Notes: Applicants may substitute possession of a certificate as a Certified Public Accountant or a Master's Degree in Accounting for one year of the required experience. Applicants may substitute one year of professional budgeting or auditing experience for one year of the required experience.

JOB DESCRIPTION:

This position serves as Accounts Payable Section Chief responsible for providing leadership and administrative/technical assistance in planning, directing, and controlling accounts payable, end-of-year closeout activities, and related functions.

Dale A. Carpenter
Page two

Qualifications:

Education:

Lebanon Valley College (Annville, Pennsylvania) 1970 – Bachelor's Degree

Anne Arundel Community College (Arnold, Maryland) 1991 – Financial Accounting Certificate

Certified Public Accountant Certificate – 1992

Experience:

Maryland State Department of the Environment (Baltimore, Maryland)

2001 – Present: Fiscal Administrator I

Maryland State Department of Human Resources (Baltimore, Maryland)

2000 – 2001: Fiscal Specialist III

Maryland State Archives (Annapolis, Maryland)

1999 – 2000: Fiscal Administrator I

Maryland State Department of Agriculture

1995 – 1999: Fiscal Specialist III

Associated Enterprises, Inc. (Annapolis, Maryland)

1993 – 1995: Accountant

Turner Pension Consultants (Annapolis, Maryland)

1992 – 1993: Pension Administrator

Employment Status

New Hire



August 27-28, 2002

BOARD LIST

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

Name: Benjamin L. Rawlings, III
Position: Computer Network Specialist Supervisor
Division: Office of Information Technology
Salary Grade: 19 (\$45,329-\$70,547)
Effective Date: TBD

JOB REQUIREMENTS:

Education:

Bachelor's Degree in Computer Information Technology, Computer Science, Management Information Systems, or a related information technology field that includes course work in local and wide area microcomputer or minicomputer networks. MCSE certification is desired.

Experience:

Three years of experience planning, integrating, developing, implementing, and maintaining software and hardware for local and wide area minicomputer or microcomputer networks. Microsoft Certified Systems Engineer and CISCO products are desirable.

Notes: Thirty credit hours in Computer Information Technology, Computer Science, Management Information Systems, or a related information technology field to include course work in local or wide area microcomputer or minicomputer networks may be substituted for the required education.

An additional year of experience planning, integrating and maintaining software and hardware for local or wide area microcomputer or minicomputer networks may be substituted for the required education.

JOB DESCRIPTION:

This position is responsible for supervising, integrating and maintaining software and hardware for local and wide area microcomputer networks to include the Windows NT Operating System, CISCO switches and routers and various support software.

Benjamin L. Rawlings, III
Page two

Qualifications:

Education:

Anne Arundel Community College (Arnold, Maryland) 1983 – Associate of Arts Degree in Electronic Data Processing

Experience:

Maryland State Department of Education (Baltimore, Maryland)

2001 – Present: IT Systems Technical Specialist

1998 – 2001: Computer Network Specialist

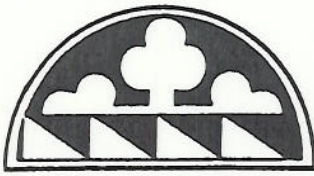
1986 – 1998: Data Processing Manager I

1984 – 1986: Data Processing Communications Technician

1981 – 1984: Data Processing Programmer

Employment Status

Horizontal Transfer



August 27-28, 2002

BOARD LIST

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

Name: Carla A. Sarno, M.D.
Position: Physician Program Manager I
Division: Rehabilitation Services,
Disability Determination Services
Salary Grade: 36 (\$106,382 - \$170,226)
Effective Date: September 4, 2002

JOB REQUIREMENTS:

Education:

Possession of a Degree in Medicine and certification in Psychiatry by the American Medical Association Specialty Board. Possession of a license to practice medicine in Maryland issued by the Maryland State Board of Physician Quality Assurance.

JOB DESCRIPTION:

Serves as the Chief Psychiatrist planning and supervising the work of a team of psychiatrists and psychologists who examine psychological and psychiatric medical evidence in the adjudication of disability claims under the Social Security Disability Program.

Carla A. Sarno, M.D.

Page two

QUALIFICATIONS:

Education:

The College of Saint Elizabeth (Convent Station, New Jersey) 1977 – Bachelor's Degree in Biology

Saint George's University School of Medicine (Grenada, West Indies) 1981 - Doctor of Medicine

Certified by the American Board of Psychiatry and Neurology

Licensed to practice medicine in the State of Maryland by the Maryland Board of Physician Quality Assurance

Experience:

Department of Education, Disability Determination Services (Baltimore, Maryland)

1999 – present: Physician Program Specialist (Part-time)

The Sheppard Enoch Pratt Hospital (Baltimore, Maryland)

1999: Temporary Staff Psychiatrist (Part-time)

1996 - 1997: Staff Psychiatrist (Part-time)

University of Maryland Medical Center (Baltimore, Maryland)

1989 - 1991: Staff Psychiatrist

Sinai Hospital of Baltimore (Baltimore, Maryland)

1988 - 1989: Staff Psychiatrist (Part-time)

Villa Maria Residential Treatment Center (Timonium, Maryland)

1988 - 1989: Consulting Psychiatrist (Part-time)

Charleston County Mental Health Center (Charleston, South Carolina)

1987 - 1988: Staff Psychiatrist (Part-time)

Summerville Mental Health Center (Summerville, South Carolina)

1987 - 1988: Consulting Psychiatrist (Part-time)

EMPLOYMENT STATUS:

Promotion



August 27-28, 2002

BOARD LIST

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

Name: Kathleen White
Position: Coordinator of Correctional Special Education
Division: Career Technology and Adult Learning
Correctional Education Program
Salary Grade: ADM (\$76,886 - \$79,116)
Effective Date: TBD

JOB REQUIREMENTS:

Education:

A Master's Degree in Special Education, Education, or Administration/Supervision and eligible for certification in Special Education from the Maryland State Department of Education. Possession of a Maryland Special Education Supervisor Certificate is preferred.

Experience:

Six years of professional experience administrative/supervisory and special education teaching experience to include at least two years within a correctional or similar institution or in a program serving a predominately disadvantaged population.

JOB DESCRIPTION:

This position is responsible for statewide development, implementation, and coordination of special education services for inmate students within Maryland adult correctional institutions.

Kathleen White
Page two

Qualifications:

Education:

Coppin State College (Baltimore, Maryland) 1976 – Bachelor’s Degree in Special Education; 1977
– Master’s Degree in Education

Loyola College (Baltimore, Maryland) 1993 – Post graduate course work in Administration and Supervision

Certified by the Maryland State Department of Education – Advanced Professional Certificate, Special Education Grades K-12, Special Education Supervisor, and Special Education Principal

Experience:

Maryland State Department of Education (Baltimore, Maryland)

1998 – Present: Principal (Maryland House of Corrections - Annex)

Baltimore City Board of Education (Baltimore, Maryland)

1997 – 1998: Assistant Principal

1996 – 1998: Alternate School Director/Special Education Teacher

1994 – 1998: ARD Chairperson/Resource Teacher

1979 – 1994: Special Education Teacher

Employment Status

Promotion