

MINUTES OF THE MARYLAND STATE BOARD OF EDUCATION

Tuesday
July 22, 2014

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

The Maryland State Board of Education met in regular session on Tuesday, July 22, 2014 at 9 a.m. at the Nancy S. Grasmick State Education Building. The following members were in attendance: Dr. Mary Kay Finan, Vice President; Mr. James H. DeGraffenreidt, Jr.; Ms. Linda Eberhart; Dr. S. James Gates, Jr.; Mr. Larry Giammo; Mr. Steven R. Priester; Ms. Luisa Montero-Diaz; Mr. Sayed Naved; Mr. Steven Priester; Mrs. Madhu Sidhu; Mr. Guffrie M. Smith; Donna Hill Staton, Esq.; and Dr. Lillian M. Lowery, State Superintendent of Schools. Dr. Charlene M. Dukes was absent.

Elizabeth Kameen, Esq., Assistant Attorney General, and the following staff members were also present: Ms. Kristi Michel, Deputy State Superintendent for Finance and Administration; Dr. Jack Smith, Deputy State Superintendent for Teaching and Learning; Mr. Anthony South, Executive Director, Office of the State Board; and Penelope Thornton Talley, Esq., Deputy State Superintendent for School Effectiveness

Dr. Finan opened the meeting and welcomed Mr. Priester, newly appointed student member of the Board.

CONSENT AGENDA

Upon motion by Mr. DeGraffenreidt, seconded by Dr. Gates, the Board approved the Consent Agenda as follows: (In Favor – 9; Ms. Staton and Mr. Naved had not yet arrived)

- Approval of Minutes of June 27, 2014
- Personnel (copy attached to these minutes)
- Budget adjustments for June, 2014
- Persistently Dangerous and Probationary Status Schools

MARYLAND GUIDELINES FOR A STATE CODE OF DISCIPLINE

Dr. Lowery reported that Department staff worked with members of the Open Society Institute of Baltimore (OSI) on revisions to the Maryland Guidelines for a State Code of Discipline. She thanked Maria Lamb and Walter Sallee for serving respectively as the Interim Assistant State Superintendent and Director for the Division of Student, Family, and School Support. She then introduced Kristina Kyles, the newly appointed Assistant State Superintendent, Division of Student, Family and School Support; Robert Murphy, Staff Specialist, Student Support Services;

and Katherine Rabb, Esq., Program Officer, Education and Youth Development Program, OSI, to discuss the Guidelines.

Ms. Rabb commended the Board on the important work they have done to ensure equity in the schools and said, "You are trailblazers." She explained that the process used to revise the Guidelines was very inclusive and she provided a list of organizations with membership on the workgroup. She said that the Guidelines create a structure that emphasizes discretion for decision-makers, and is designed to eliminate disparities in discipline and make consequences meaningful and appropriate. She said there were many opportunities for public comment and numerous changes to the document.

In response to a question by Mr. DeGraffenreidt, Ms. Rabb said that the changes to Attachment 3, the third draft of the Guidelines, were not substantive. There was brief discussion about what option the Board has regarding the Guidelines. She explained that school districts need the document for clarification to create their codes of conduct. Ms. Rabb brought the Board's attention to Section II: Student Behaviors and responses and the levels of responses in the document.

Mr. Murphy discussed the ranges of insubordination and disrespect which, he noted, were primary topics of discussion among the workgroup participants. Mr. DeGraffenreidt stressed that the Code requires the use of "progressive discipline."

Ms. Diaz expressed the importance of disseminating this document to the community.

Dr. Lowery suggested that LEA Master Plans, which are updated each year, could require LEAs to disaggregate data on student discipline to see if "disrespect" is over-used in meting out discipline.

Mr. Smith urged the need for LEAs to report back to the Department on how attitudes and culture have been changed in the schools. He said, "We want lasting effect."

Mr. Murphy said that LEAs have done a lot of work to cut suspensions and address the Board's concerns. Dr. Lowery said that the Board will receive a report on discipline trend data at its December meeting.

Ms. Staton said, "There is a lot of ambiguity in 'disrespect.' I hope you are encouraging dialogue."

In response to a question by Mr. DeGraffenreidt, Mr. Murphy said that work will continue in providing best practices to schools which include successful intervention strategies and alternatives to suspensions. He also noted that the Department will be hosting an "Alternative to Suspension Conference" for teachers and administrators.

Mr. DeGraffenreidt made a motion to accept the second draft of Attachment 3 (*Recommended Revisions to the Guidelines for a State Code of Discipline*) which was distributed following Ms. Rabb's remarks. He then withdrew his motion to provide the Board with time to review the second draft and then discuss this afternoon if action is in order.

STATE ASSESSMENTS NOW AND THE FUTURE

The Superintendent introduced Dr. Jack Smith; Dr. Henry Johnson, Assistant State Superintendent, Division of Curriculum, Assessment and Accountability; and Dr. Jeffrey Lawson, Executive Director of Cecil County Public Schools, and Dr. D'Ette Devine, Superintendent, Cecil County Public Schools, to provide an update on state assessments. She explained that the results of the Maryland School Assessments (MSAs) in Reading and Mathematics can be used by LEAs in the development of Student Learning Objectives (SLOs).

Dr. Smith discussed the MSA scores and the proposed transition from MSA to the PARCC assessments. He said, "This is the end of an era but this last set of MSA scores does have relative value for us."

Dr. Johnson reported that more than 330,000 students were given MSAs. He reported on a decrease in science scores noting that science was wrapped into reading and that the focus was on reading and mathematics.

In response to a concern expressed by Dr. Gates about drops in science scores among elementary students, Dr. Smith explained that science is taught in different grades in elementary school and that students may have been tested on science that they have not been taught yet.

Dr. Lawson discussed the root causes of poor test results among students noting that students must be identified early and receive supports and interventions to address these root causes. He discussed a growth model for Cecil County Public Schools which includes developing an Academic Index for each school.

In response to a question by Ms. Diaz about what kind of interventions are effective, Dr. Devine said that school readiness data for students entering kindergarten very closely aligns with graduation rates. She said they are looking to improve early childhood programs to mitigate problems for students later in their school years.

Dr. Johnson provided a recommended Maryland High School Assessment Program for PARCC and HSA for the 2014-2015 and 2015-2016 school years.

Dr. Lowery explained that staff is working on the timing of the PARCC testing and recommended the following:

1. During the 2014-2015 school year, students will be administered the end of course tests in PARCC English 10, PARCC Algebra I and PARCC Algebra II only.
2. The Maryland State Board of Education will set the passing scores for students after the 2014-2015 administration.
3. During the 2015-2016 school year, the PARCC assessments in English 9, English 11 and Geometry will be added to the list of end of course assessments for high school students.
4. HSAs/MOD HSAs in English 10 and Algebra I/Data Analysis will be administered for the final time during the summer of 2015.

Upon motion by Ms. Staton, seconded by Mr. DeGraffenreidt, and with unanimous agreement, the Board approved the recommendations. (In Favor – 11)

EXPANDING ACCESS TO DIGITAL LEARNING AND COMPUTING IN MARYLAND

Dr. Lowery introduced Cindy Hasselbring, Special Assistant to the State Superintendent; Kathy Oliver, Assistant State Superintendent of Schools, Division of Career and Technology Education; and Valerie Emrich, Director, Instructional Technology & School Library Media, to provide an update on digital learning and computing in Maryland.

Ms. Hasselbring discussed digital literacy courses for high, middle and elementary school students. In response to a request by Ms. Staton, Ms. Hasselbring said she will provide the Board with demographics of students taking these courses. She provided names of the various partners who provide access for digital learning for students in Maryland.

Ms. Emrich discussed a menu of options for professional development for teachers and reported that the Maryland Technology Standards are being revised. She discussed blended courses for digital learning and Dr. Gates agreed that blended courses are the wave of the future. Ms. Emrich provided a chart depicting the significant increase in student online courses over the past ten years and discussed the names of various partners providing these courses.

In response to a question by Ms. Diaz, Ms. Emrich said that there is an opportunity to provide these courses during in-school suspensions.

In response to a question by Ms. Eberhart, Ms. Emrich said that these courses can be taken after school without the need for a teacher to be present. In response to a request from Ms. Eberhart, Ms. Emrich agreed to provide the Board with the number of online courses being offered and taken by students in each school district. In response to another question by Ms. Eberhart, Ms. Emrich said that coding will be offered in all schools and that the LEAs will determine when those courses will be introduced. She explained that coding will be built into the Technology Plan for Maryland Schools due to be published in the fall of 2015.

Ms. Oliver explained that there are many ways that coding can be offered through Race To The Top (RTTT) funding of online courses and reported that more than 7300 students are enrolled in Career and Technology Education (CTE) Programs.

In response to a question by Ms. Staton, Ms. Oliver said that staying current in these areas is a challenge and is addressed by the Program Advisory Councils. She said they report on the changes needed by industry and the Department works with universities and colleges to keep the courses current. She said, "It is important for students to recognize that learning is a continuing process after graduation."

Dr. Gates urged the need to focus on technicians rather degrees. Ms. Oliver said that even at the technician level, most jobs require college degrees. She said the programs are anchored to competencies and that students are required to demonstrate their knowledge and skills. In

response to a question by Dr. Gates, Ms. Oliver said that most adults are participating in community college courses rather than through the high schools.

Ms. Eberhart requested a deeper dive into the CTE Program. Dr. Lowery said, "We need a statewide policy. Ms. Hasselbring said that a Strategic Plan for STEM will be distributed in September and will be a "work in progress."

Ms. Staton urged the need for cyber security training since Maryland is a cyber security state.

CURRICULUM UPDATE: RTTT EARLY LEARNING CHALLENGE GRANT – PROGRESS REPORT

Dr. Lowery introduced Dr. Rolf Grafwallner, Assistant State Superintendent, Division of Early Childhood Development, and Lindi Budd, Branch Chief, Maryland EXCELS, to provide a progress report on the results of an RTTT Early Learning Challenge Grant.

Dr. Grafwallner provided a detailed accounting of the progress for each of the ten projects toward meeting the set of milestones and deliverables by December 31 of this year. He also asked Ms. Budd to provide a report on the use and impact of Maryland EXCELS, a Tiered Quality Rating and Improvement System (TQRIS) for child care and public pre-K programs.

Ms. Budd said that this is a national movement which awards ratings to child care and public pre-K programs that meet increasingly higher standards in key areas of quality. She explained that the program reaches out to families to make them aware of the State's online quality programs for their children. She discussed Maryland's EXCELS Standards, bonuses provided, the availability of Quality Assurance Specialists, the EXCELS website and participation in the program from July 2013 through July 2014.

Dr. Grafwallner said that this assures that children in low income families are in high quality programs.

Ms. Eberhart said, "This is critical work you are doing."

Mr. Giammo provided several ideas and suggestions for improving information and user friendliness on the Maryland EXCELS website. Ms. Budd thanked him for his input and noted that his ideas will be incorporated in the improvements that are being planned for the site.

EXECUTIVE SESSION

Pursuant to §10-503(a)(1)(i) & (iii) and §10-508(a)(1) & (7) of the State Government Article, Annotated Code of Maryland, and upon motion by Mr. DeGraffenreidt, seconded by Ms. Diaz, and with unanimous agreement, the Maryland State Board of Education met in closed session on Tuesday, July 22, 2014, in Conference Room 1, 8th floor of the Nancy S. Grasmick State Education Building. All board members were present except Charlene Dukes. In attendance were Dr. Lillian Lowery, State Superintendent of Schools; Kristy Michel, Chief Operating

Officer; Dr. Jack Smith, Chief Academic Officer; Penelope Thornton Talley, Esq., Chief Performance Officer; John White, Chief of Staff; and Tony South, Executive Director, Office of the State Board. Assistant Attorneys General, Elizabeth M. Kameen, Jackie La Fiandra, and Derek Simmons, were also present, along with law clerks Charlene Collazo, Mary Ann Hong, and Jordan Baker. The Executive Session commenced at 12:50 a.m. (In favor – 11)

The State Board approved nine Opinions and one Order for publication.

- *Maryland Eastern Shore Charter School Alliance v. Dorchester County Board of Education* – denial of charter school application – Opin. No. 14-36
- Consolidated Cases – Opin. No. 14-37
 - *Deborah Pulley v. Calvert County Board of Education* – salary, benefits, compensation
 - *Kimberly Roof v. Calvert County Board of Education* – salary, benefits, compensation
 - *Robin Welsh v. Calvert County Board of Education* – salary, benefits, compensation
- *William Johnson v. Somerset County Board of Education* – principal transfer – Opin. No. 14-38
- *Philip P. v. Montgomery County Board Education* – class placement – Opin. No. 14-39
- *Geoffrey W. and Delese L. v. Baltimore City Board of School Commissioners* – early 1st grade placement – Opin. No. 14-40
- *Amanda B. v. Baltimore County Board of Education* – motion for reconsideration – Opin. No. 14-41
- *Frostburg Bridge Program v. Allegany County Board of Education* – motion for reconsideration – Opin. No. 14-42
- *In the Matter of Education Article §7-104* – request for clarification – Opin. No. 14-43
- *Parent Advisory Council of Friendship Academy of Science and Technology* – charter renewal – Opin. No. 14-44
- *Dion and Wal-Letra W. v. Carroll County Board of Education* – student disciplinary removal – OR14-06

The Board deliberated one case. It will be published at a later date.

- *Apryl Carpenter-Gray v. Charles County Board of Education* – administrative transfer

Ms. Kameen provided a legal update on the status of the New Mexico/PARCC Contract.

The Board discussed the status of recruitment for the Baltimore City Board of School Commissioners and the Board self-evaluation.

At 1:45 p.m. all staff left the room so that the Board could conduct nominations and the End of Year Review of the Executive Director.

The Session ended at 2:00 p.m.

RECONVENE

The meeting reconvened at 2 p.m.

ELECTION OF OFFICERS

Dr. Lowery explained that the Maryland Code sets forth the meeting and office requirements for the State Board. She said the Board must elect a President to serve until the Board meeting in July 2015 and asked for nominations for that position.

Upon motion by Mr. DeGraffenreidt, seconded by Dr. Gates, and with unanimous approval, the Board elected Dr. Charlene Dukes President for the 2014-2015 term. (In Favor – 11)

Dr. Lowery asked for nominations for the position of Vice-President.

Upon motion by Ms. Sidhu, seconded by Mr. DeGraffenreidt, the Board elected Dr. Finan Vice President for the 2014-2015 term. (In Favor – 10; Dr. Finan abstained from voting).

RECOGNITION OF CHRISTIAN HODGES

Vice President Finan thanked Christian Hodges, outgoing student Board member, for his excellent service to the Board over the last year. She said, "You challenged us and pushed us to where we should be."

Mr. Hodges thanked the Board for the experience and for allowing student members to serve on various task forces in order to provide a student perspective.

Ms. Staton said, "You are one more example of how impressive our students are."

Photos were taken and a gift was presented.

MARYLAND GUIDELINES FOR A STATE CODE OF DISCIPLINE (continued)

Upon motion by Mr. DeGraffenreidt, seconded by Dr. Gates, and with unanimous agreement, the Board accepted *Recommended Revisions to the Maryland Guidelines for a State Code of Discipline*. (In Favor – 11)

Ms. Rabb reported that the President of the Maryland Association of Secondary School Principals (MASSP) had approached her at the lunch break and expressed his pleasure with the discussion and process this morning and is very happy with the final edited report.

RACE TO THE TOP (RTTT) UPDATE

The Superintendent asked Penelope Thornton Talley to provide an update on the progress of RTTT projects.

Ms. Tally invited Mary Gable, Assistant State Superintendent, Division of Academic Policy and Innovation, and David Volrath, Teacher Principal Evaluation Planning and Development Officer, to discuss some major accomplishments of the RTTT projects. She stated that since the last Board meeting, one hundred percent of the amendments provided to the U.S. Department of Education (USDE) have been approved. She said, "We are pushing forward to meet September deadlines."

Mr. Volrath discussed the Teacher and Principal Evaluation -- Principal Pipeline. He reported that all five spheres of influence to align professional development and communications with the evaluation cycle, have been completed. He reported that a thorough information gathering was completed this past spring and staff is in the process of completing a second Annual Report. He highlighted the following three important issues:

1. The need to make Student Learning Objectives (SLOs) more rigorous
2. The importance of communicating with end users
3. The need for sustainability when the RTTT funding ends

Mr. Volrath said that the task ahead is to:

1. Align Teacher Principal Evaluation, SLOs, Partnership for the Assessment of Readiness for College and Careers (PARCC) and Maryland College and Career Ready Standards.
2. Streamline workload/time management/common professional development & messaging
3. Provide a pipeline (Governor's Academy for Promising Leaders) and professional development for promising leaders, principals, and executive officers

Mr. Volrath reported on a summer Promising Principals Academy to be held July 28-30 with 48 participants from all 24 school districts which will focus on cohort building, ethics and leadership development and creating a mission, vision and goals.

In response to a question by Dr. Gates, Mr. Volrath said that in order to provide continuous improvement of the program, results oriented conferences will be held throughout the year. He said that in order to measure success of the program, superintendents will be asked, in the future, to determine if leaders are more effective.

STATE SUPERINTENDENT'S REPORT

Dr. Lowery noted that Kristi Michel invited Mr. Steve Brooks to provide contractual assistance in her Division and that he will be working with Ms. Michel on various projects.

She also reported that MSDE received flexibility from the *No Child Left Behind (NCLB)* requirements to support improvements and to hold harmless on teacher/principal evaluations until the 2015-2016 school year.

BOARD MEMBER REPORTS

Ms. Sidhu reported that she attended an Eastern Shore Superintendents' Consortium Meeting as well as a NASBE Regional Conference in Kentucky.

Dr. Gates said that there is a national effort to reform post-secondary mathematics and that he will be participating in those discussions. He also noted the need to discuss CTE and disruptions in higher education.

Ms. Eberhart attended an Aspen Institute conference in Colorado dealing with the Common Core Standards.

Mr. Smith attended one of the Teacher Effectiveness Academies and noted that one of the key issues was the need to report back to legislators on best practices.

PUBLIC COMMENTS

Dr. Finan announced that no one had signed up to present public comment.

OPINIONS

Ms. Kameen announced the following Opinions:

- 14-36 *Maryland Eastern Shore Charter School Alliance v. Dorchester County Board of Education* – denial of charter school application (reversed the local board's decision)
- 14-37 *Consolidated Cases (Pulley, Roof, Welsh) v. Calvert County Board of Education* – salary, benefits, compensation – (reversed the local board's decision)
- 14-38 *William Johnson v. Somerset County Board of Education* – principal transfer (reversed the local board's decision)
- 14-39 *Phillip P. v. Montgomery County Board of Education* – class placement (affirmed the local board's decision)
- 14-40 *Geoffrey W. & Delese L. v. Baltimore City Board of School Commissioners* – early admission to first grade (affirmed the local board's decision)
- 14-41 *Amanda B. v. Board of Education of Baltimore County* – request for reconsideration (denied)
- 14-42 *Frostburg Bridge Program v. Allegany County Board of Education* – request for reconsideration (denied)
- 14-43 *In the Matter of Education Article Section 7-104 (Moment of Silence)* – request for clarification (granted)

14-44 *Parent Advisory Council of Friendship Academy v. Baltimore City Board of School Commissioners* – non-renewal of charter (dismissed – closure of school referred to Office of Administrative Hearings)

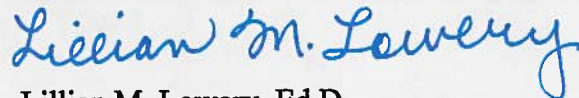
Ms. Kameen announced the following Order:

OR 14-06 *Dion & Walletra v. Carroll County Board of Education* – student discipline record expungement (dismissed as moot)

ADJOURNMENT

With no further business before the Board, the meeting adjourned at 3 p.m.

Respectfully submitted,



Lillian M. Lowery, Ed.D.
Secretary/Treasurer

Date: 8/26/14

MARYLAND STATE BOARD OF EDUCATION

CLOSED SESSION

On this 22nd day of July 2014, at the hour of 12:45 am/pm, the Members of the State Board of Education voted as follows to meet in closed session:

Motion made by: James DeGraffenreid

Seconded by: Guffrie Smith

In Favor: 11 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. Discuss 6 Legal Appeals.
2. Review 4 Draft Opinions.
3. Review 1 Draft Order
4. Discuss 2 internal Board management matters.
5. Discuss 2 personnel matters.

Mary Kay Finnan
President

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE July 22, 2014 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> |
|--------------------|--|---------------------|--|----------------------------|
| Lettow, Donna | Education Program Specialist I, Technology Accessibility Specialist | 21 | Curriculum, Assessment, and Accountability | TBD |
| Stuart, Christy H. | Education Program Specialist I, Transition Specialist | 21 | Special Education/Early Intervention Services | TBD |

II. Appointments Grade 18 and below:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY GRADE</u> | <u>DIVISION/OFFICE</u> | <u>DATE OF APPOINTMENT</u> |
|----------------------|--|---------------------|--|----------------------------|
| Barnes, Jason J. | Financial Compliance Auditor II | 15 | Office of the State Superintendent, Audit Office | 08/06/2014 |
| Boris, Zsatina L. | Financial Compliance Auditor II | 15 | Office of the State Superintendent, Audit Office | 07/23/2014 |
| Curtis, Justin | Staff Specialist III, Nutrition Program Administrator | 18 | School and Community Nutrition Program | 08/06/2014 |
| Washburn, Jessica A. | Teacher, Library Media Specialist | IEPP | Career and College Readiness, Juvenile Services Education | 06/25/2014 |

III. Other Actions:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY GRADE</u> | <u>DIVISION/OFFICE</u> | <u>DATE OF APPOINTMENT</u> |
|-------------|-----------------|---------------------|------------------------|----------------------------|
| None | | | | |



Lillian M. Lowery, Ed.D.
State Superintendent of Schools

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July 22, 2014

BOARD LIST

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

Name: Christy H. Stuart
Position: Education Program Specialist I, Transition Specialist
Division: Special Education/Early Intervention Services
Salary Grade: State Salary Grade 21
Annual Salary Range: \$59,355 - \$95,297
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

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

DESCRIPTION:

This position is responsible for providing consultative services and technical assistance to Local School Systems and the Division of Special Education/Early Intervention Services in the area of student transition planning and transition service delivery.

Christy H. Stuart
Page Two

QUALIFICATIONS:

Education:

University of Florida (Gainesville, Florida) 2003 – Doctorate in Education.

The Johns Hopkins University (Baltimore, Maryland) 1995 – Master's Degree in Education.

Salisbury University (Salisbury, Maryland) 1989 – Bachelor's Degree in Special Education.

Experience:

TransCen, Inc. (Rockville, Maryland)

2003 – Present: Technical Assistance Consultant, Maryland PROMISE Initiative

University of Florida (Gainesville, Florida)

2012 – Present: Adjunct Lecturer

University of Maryland (College Park, Maryland)

2002 – 2003: Project Director, Maryland Exit Document Project

EMPLOYMENT STATUS:

New Hire



Lillian M. Lowery, Ed.D.
State Superintendent of Schools

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July 22, 2014

BOARD LIST

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

Name: Donna Lettow
Position: Education Program Specialist I, Technology Accessibility Specialist
Division: Curriculum, Assessment, and Accountability
Salary Grade: State Salary Grade 21
Annual Salary Range: \$59,355 - \$95,297
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Master's Degree or equivalent 36 credit hours of post-baccalaureate coursework in Special Education, Instructional Technology, Assistive Technology, or a related field.

EXPERIENCE:

Four (4) years of professional work experience with assistive technology, digital learning, and accessibility compliance.

DESCRIPTION:

This is a professional position responsible for ensuring that all digital products generated by the Maryland State Department of Education are accessible to individuals with disabilities.

QUALIFICATIONS:

Education:

Towson University (Towson, Maryland) 1993 – Master’s Degree in Professional Writing.
Loyola University (Baltimore, Maryland) 1985 – Bachelor’s Degree in English Literature.

Experience:

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

- 2011 – Present: Staff Specialist III, Electronic Accessibility and Internal Communications
- 2008 – 2011: Staff Specialist II, Public Information Accessibility Specialist
- 2007 – 2008: Staff Specialist I, Public Information Accessibility Specialist
- 2005 – 2007: Administrative Specialist III, Publication Specialist
- 2004 – 2005: Publication Specialist II

Davis-Anderson Merchandising (Chino, California)

- 2001 – 2003: Ancillary Product Consultant

RSM McGladrey, Inc. (Pasadena, California)

- 2002 – 2003: Report Processor/Publication Designer

David Braun Productions (Santa Monica, California)

- 2000 – 2001: Story Department Coordinator

Cohen Brown Picture Company (West Los Angeles, California)

- 1999 – 2000: Documentation Coordinator

Filmline International Highlander (Studio City, California)

- 1997 – 1998: Associate Creative Consultant/Story Editor
- 1994 – 1997: Script Coordinator

Davis-Panzer Production (West Hollywood, California)

- 1994 – 2000: Ancillary Project Consultant

Harris Computer Systems (Timonium, Maryland)

- 1989 – 1994: Director of Technical Support

EA Engineering, Science and Technology (Sparks, Maryland)

- 1987 – 1989: Technical Editor

Baltimore Vision Fitness Center (Cockeysville, Maryland)

- 1982 – 1987: Office Manager

EMPLOYMENT STATUS:

Promotion

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE July 22, 2014 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> |
|------------------|---|-------------------------|-----------------------------|--------------------------------|
| Godsey, Debra Y. | Human Service Administrator III, Deputy Chief – Licensing Branch Chief | 19 | Early Childhood Development | 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> |
|-------------|-----------------|-------------------------|------------------------|--------------------------------|
| None | | | | |



Lillian M. Lowery, Ed.D.
State Superintendent of Schools

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July 22, 2014

BOARD LIST

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

Name: Debra Y. Godsey
Position: Human Service Administrator III,
Deputy Chief – Licensing Branch Chief
Division: Early Childhood Development
Salary Grade: State Salary Grade 19
Annual Salary Range: \$52,150 - \$76,175 progressing to \$83,762
Effective Date: TBD

JOB REQUIREMENTS:

EDUCATION:

A Bachelor's Degree from an accredited four-year college or university.

EXPERIENCE:

Eight (8) years of experience in a professional capacity working in Early Childhood Education, Child Welfare or in a Child Care Program, three years of which must have involved supervision of other employees or exercising responsibility inspecting or evaluating child care facilities. A strong training background utilizing technology is preferred.

DESCRIPTION:

This position serves as the Deputy Chief for the Licensing Branch within the Office of Child Care and is responsible for providing direction and supervision to Regional Managers in the absence of, and at the direction of, the Branch Chief along with responsibility for the design and implementation of staff development and training actions.

QUALIFICATIONS:

Education:

Towson State University (Towson, Maryland) 1995 – Master’s Degree in Human Resources Development.

Frostburg State College (Frostburg, Maryland) 1978 – Bachelor’s Degree in Early Childhood Education.

Experience:

Maryland State Department of Health and Mental Hygiene (Elkton, Maryland)

2013 – Present: Employee Training Specialist II

Workplace Innovations, Inc. (Baltimore, Maryland)

1996 – Present: Professional Development Trainer

Bowie State University (Bowie, Maryland)

2007 – 2010: Manager of Training and Development

Maryland State Department of Juvenile Services (Baltimore, Maryland)

2006 – 2007: Employee Training Administrator

1998 – 2004: Employee Training Administrator

Baltimore City Department of Human Resources (Baltimore, Maryland)

2005 – 2006: Training Officer

Maryland State Department of Health and Mental Hygiene (Baltimore, Maryland)

1996 – 1998: Employee Training Specialist

The Johns Hopkins Hospital (Baltimore, Maryland)

1996 – 1996: Education Supervisor

EMPLOYMENT STATUS:

New Hire