

MINUTES OF THE MARYLAND STATE BOARD OF EDUCATION

Tuesday
July 23, 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, July 23, 2002 at the Maryland State Board of Education building. The following members were in attendance: Ms. Marilyn Maultsby, President; Ms. Jo Ann T. Bell; Dr. Philip Benzil; Mr. Dunbar Brooks; 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 Schools. Late arrival: Mr. Reginald Dunn, Vice President. Early departures: Dr. Root and Mr. Levin.

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; and Mr. Anthony South, Executive Director to the State Board.

WELCOME

Ms. Maultsby welcomed the new student State Board member, Ms. Caroline Gifford. Ms. Gifford is a student at Wilde Lake High School, Howard County Public Schools.

**CONSENT AGENDA
ITEMS**

Upon motion by Dr. Benzil, seconded by Ms. Bell, and with unanimous approval, the State Board approved the following consent agenda items (In Favor – 11):

Approval of minutes of June 25-26, 2002
Personnel (**copy attached as a part of these minutes**)
Budget Adjustments

**INTRODUCTION OF
NEW STAFF**

Dr. Grasmick introduced the following newly promoted staff person:

Mr. Robert Crawford, Chief, Audit Office,
Division of Business Services

CONGRATULATIONS

Dr. Grasmick congratulated Mr. Dunbar Brooks on his appointment as the Director, Metro Research, Baltimore Metropolitan Council.

**MARYLAND
DISTINGUISHED
PRINCIPAL
FELLOWS**

Dr. Grasmick introduced the three new principals that have been selected as Maryland Distinguished Principal Fellows. Each of these three Principal Fellows are expected to work three years at their assigned school, train principal interns from within the Baltimore City School System and then return to their local system. These Principal Fellows are assigned to three low performing city schools as follows:

Edward Cozzolino -- Brehms Lane Elementary School
Eileen Copple – Johnston Square Elementary School
Stephen Gibson – Hamilton Middle School

These Principal Fellows will also take part in an intensive schedule of peer-to-peer training and development activities designed to address the needs of urban or at-risk students.

The Board heard remarks from each principal.

**BCPS MASTER
PLAN II**

Ms. Carmen Russo, CEO, Baltimore City Public Schools; Dr. Tyson Tildon, Member, Baltimore City Board of School Commissioners; and Mr. John Sarbanes, Special Assistant, City/State Partnership, provided a review of the master plan. Mr. Sarbanes stated beginning in 1998, the school board and staff developed six specific objectives that would govern their efforts in the coming years. The passage of HB853 during the 2002 General Assembly session renews the requirement of a strategic master plan to guide the system over the next five years.

Mr. Sarbanes indicated that the Baltimore City public school system has made steady and meaningful progress in both management and student achievement. It is expected that the plan will undergo significant revision in its 2003-2004 update in order to accommodate the current overhaul of the State assessment program, the new mandates of the federal *No Child Left Behind* legislation and MSDE's current development of a State-wide master plan template.

Dr. Tildon discussed the lessons learned from Master Plan I and the accomplishments that the system has made over the past five years.

Ms. Russo reviewed the goals and objectives of the Master Plan. The two over-arching goals for Master Plan II are:

- (1) improving student achievement; and
- (2) establishing effective management systems in support of quality instruction.

**BCPS MASTER
PLAN
(continued)**

The purpose of Master Plan II is to delineate how the school system intends to improve the environment for learning generally and the quality of instruction specifically. Ms. Russo stated that instruction of consistently high quality is apparent in many of the schools but it is not yet in every classroom and the goal is to make it the systemic norm. The system also recognizes that the need for adequate facilities to provide an environment for teaching and learning is an issue they continue to address.

Ms. Russo discussed the objectives and the indicators of success. The six objectives are:

- Objective 1:** Increase student achievement, pre-kindergarten through grade 12.
- Objective 2:** Provide students with qualified and competent staff.
- Objective 3:** Comply fully with federal and state laws governing the education of students with disabilities.
- Objective 4:** Design and implement effective and cost efficient management systems and practices to improve the support to instruction.
- Objective 5:** Increase the level of parent, family, community, and business support and involvement.
- Objective 6:** Provide secure, civil, clean, and orderly learning environments.

Upon motion by Dr. Benzil, seconded by Mr. Brooks, the State Board approved this plan. (In Favor – 12)

Ms. Carmen Russo, CEO, Baltimore City Public Schools; Dr. Cassandra Jones, Chief Academic Officer, Baltimore City Public Schools; and Dr. Linda Boyd, Director, Locally Reconstituted Schools, Division of Strategic and Professional Development, provided a review of this plan. This plan was conditionally approved by the State Board in April pending approval of the new master plan.

Dr. Boyd indicated that the plan is aligned with the system's Master Plan II. The system is committed to the role of the principal as the instructional leader in the identified schools. Those schools are:

Robert Poole Middle School
Harlem Park Middle School
Canton Middle School
Dickey Hill Elementary School

Ms. Russo stated that the plan describes specific strengths and needs of these newly named schools, how the identified schools will address

**BCPS SYSTEM
PLAN FOR
SCHOOLS UNDER
LOCAL
RECONSTITUTION
IN 2002**

**BCPS SYSTEM
PLAN FOR
SCHOOLS UNDER
LOCAL
RECONSTITUTION
IN 2002**

**PROPOSED
2004 BUDGET
REQUEST**

**RECESS AND
EXECUTIVE SESSION**

the priorities of restructuring based upon the needs assessment, a timeline for implementation of key restructuring activities, and the overall system management plan for supporting improvement. The goal is for all four schools to exit local reconstitution in 2005.

Upon motion by Mr. Dunn, seconded by Ms. Bell, the State Board approved this plan. (In Favor – 12)

Ms. Tina Bjarekull, Deputy State Superintendent, Division of Business Services and Mr. Steve Brooks, Chief, Budget Office, Division of Business Services, discussed the proposed budget request. Ms. Bjarekull stated that each State agency was given certain perimeters that had to met and could not be exceeded. There were only four types of items which could be included in the budget for FY 2004. Those items are (1) legal mandates; (2) reductions due to one time items from the FY 2003 budget for which funds will not be needed in FY 2004; (3) annualization of budget items for only part of FY 2003 that will require a full year funding in FY 2004; and (4) entitlements.

Ms. Bjarekull reviewed each budget enhancement request. The total budget enhancement request for FY 2004 is \$13 million.

Dr. Grasmick indicated that the idea of possibly granting independent salary setting authority to the Maryland State Department of Education was discussed during the last session of the General Assembly. It was suggested that a temporary committee be established to review the whole idea of independent salary setting authority for MSDE. This committee will review other models and structures that already exist and how MSDE will responsibly implement and govern such authority if granted.

Pursuant to §10-502(a)(1)(i) & (iii) and §10-508(a)(1), (7) & (8) of the State Government Article, Annotated Code of Maryland, and upon motion by Dr. Pizzigati, seconded by Mr. Brooks, and with unanimous agreement, the Maryland State Board of Education met in closed session on Tuesday, July 23, 2002, in Conference Room 1 at the Maryland State Department of Education. The executive session commenced at 12:30 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:

- *Edith Beasley v. Howard County Board of Education* – walking route/bus stop dispute
- *Solomon James v. Talbot County Board of Education* – denial of extracurricular activities
- *Tanya Johnson v. New Baltimore City Board of School Commissioners* – long term suspension
- *Richard Regan v. Washington County Board of Education* – American Indian mascot dispute
- *Thomas L. Sydnor v. Calvert County Board of Education* – student suspension

The Board also authorized the issuance of seven pending opinions.

Dr. Grasmick and Ms. Cloutier briefly described the legal status of the Vaughns desegregation case involving the Prince George's County public school system. Judge Messittee has declared that the System has attained unitary status and ordered the case closed. The NAACP has not filed an appeal.

Dr. Grasmick briefly discussed issues involving the magnet school plan and other reports that are to be submitted to MSDE by Prince George's County Public School System. She also indicated that the recruitment for the MSDE liaison with the Prince George's County Public School System is underway. The State Board took no action on these matters.

Dr. Grasmick indicated that she is meeting with the Baltimore City Mayor to discuss current vacancies on the Baltimore City Board. The State Board would like to review applications at the August meeting and forward them to the Mayor and Governor for consideration.

Dr. Grasmick and Ms. Maultsby summarized their meeting with some City Board Members and CEO Russo regarding the Edison students who will be entering the seventh grade. They also shared with the Board a letter that was sent to Board President Welch and CEO Russo regarding certain expectations for the middle school students and the middle school program overall. The State Board concurred that it would like this matter discussed further in public session at which time the Board would vote on a motion to ratify the actions outlined in the letter.

**RECESS AND
EXECUTIVE SESSION
(continued)**

Dr. Grasmick briefly described to the State Board the status of the position reinstatements authorized by the Department of Budget and Management. The State Board complimented Dr. Grasmick on her efforts in this regard.

Ms. Cloutier reviewed for the Board the pending regulatory changes on COMAR 13A.04.05 Education That is Multicultural and compared them with recommendations made by Dr. Dezmon on behalf of AIMMS. Ms. Cloutier also presented two recommendations to the Board on next steps. The Board vote 10-1 (Hawkins dissenting) to proceed with recommendation number two and present that recommendation at a subsequent Board meeting.

The Board then discussed an internal management matter. At 2:00 p. m., Dr. Grasmick, Ms. Bjarekull, Dr. Sanders, Mr. Steinke and Ms. Cloutier left the meeting and the Board discussed a personnel matter.

The executive session adjourned at 2:15 p.m.

LEGAL ARGUMENT

The Board heard oral argument in the following case:

William Henaghan v. Allegany County Board of Education

**ELECTION OF
BOARD
OFFICERS**

Dr. Grasmick indicated that State Law requires that each July the State Board elect officers to serve for one year term.

Upon motion by Mr. Dunn, seconded by Ms. Bell, and with unanimous approval, the State Board re-elected Ms. Marilyn Maultsby, President. (In Favor –11)

Upon motion by Dr. Benzil, seconded by Ms. Bell, and with unanimous approval, the State Board re-elected Mr. Reginald Dunn, Vice President. (In Favor – 11)

**ADOPTION OF
BOARD MEETING
CALENDAR FOR
2003**

Upon motion by Dr. Benzil, seconded by Mr. Levin, the State Board adopted the meeting calendar for 2003. (In Favor – 11)

**COMAR
13A.09.09 (AMEND)
EDUCATIONAL
PROGRAM IN
NONPUBLIC SCHOOLS
AND CHILD CARE
CENTERS
COMAR**

**13A.09.10 (AMEND)
EDUCATIONAL
PROGRAMS IN
NONPUBLIC
SCHOOLS AND
CHILD CARE
AND TREATMENT
FACILITIES**

**STATUS OF
TEACHER
RECRUITMENT**

**REVISED PLAN
FOR ADULT
EDUCATION**

Ms. Virginia Cieslicki, Chief, Nonpublic School Branch, Division of Certification and Accreditation, reviewed these amended regulations. These proposed amendments pertain to the age of eligibility for entrance into kindergarten for nonpublic schools. Once these amendments are effective, a nonpublic school will need to ensure that students who enroll in a nonpublic school kindergarten for the 2007-2008 school year will be five years old by September 1, 2007.

Upon motion by Mr. Sondheim, seconded by Mr. Dunn, and with unanimous approval, the State Board approved these amended regulations. (In Favor – 11)

Dr. Grasmick reviewed the status of efforts by local school systems to obtain teachers for the 2002-2003 school year. There was an original estimated need for between 7,300 and 7,500 teachers for the upcoming school year. Currently, there is a need for 1,268 new teachers throughout the State of Maryland.

Ms. Patricia Bennett, Program Manager, Adult Education and Literacy Services Branch, Division of Career, Technology and Adult Learning, reviewed the plan for FY 2003 and 2004. The Adult Education State Plan FY 2000 – FY 2004 is part of the four-year Maryland United Plan required by Title II of the Workforce Investment Act of 1998. The Plan identified performance measures for the first three years of the plan and this revision to the plan will project the performance measures for the last two years.

These performance measures establish the minimum level of performance required to be achieved in order for the State's Adult Education Program to be eligible for federal funding. These performance measures have been approved by the U.S. Department of Education.

The State Board had a lengthy discussion on their disapproval of the low performance measures listed in the plan. Staff indicated that they will be preparing testimony to be given to the U.S. Department of Education during the reauthorization phase of adult education regulations and will express the concerns of the Board.

Upon motion by Ms. Bell, seconded by Rev. Hawkins, the State Board approved this revision. The Board requested that a cover letter be attached to accompany the plan indicating that these are minimum scores, and expressing the Board's belief that standards should be high and rigorous. (In Favor – 9; Opposed – 1 – Dr. Benzil).

LONDON LEADERSHIP CONFERENCE

Ms. Mary Cary, Assistant State Superintendent, Division of Professional and Strategic Development, and Dr. Jim Foran, Director, High School and Postsecondary Initiatives, Division of Professional and Strategic Development, provided a report on this conference. This International Leadership Conference was held in London and six representatives were sent from Maryland. MSDE had been in conversations with the World Bank and the British Council about possible collaborations and participation in this International Leadership Conference.

The major focus of the London Leadership Conference was to explore the following four topics:

- the links between school leadership and student learning
- the impact that collaboration between school, local area, and higher education have on leadership effectiveness – and, therefore, on student learning
- the definition of effective school leadership
- ways to advance leadership development

Dr. Foran provided highlights of the conference and the major areas that the Maryland team wanted to focus on during their trip. Those areas were:

- What can we learn about leadership development from other countries that will help inform our work? Specific emphasis was placed on work being done to examine student work as part of instructional leadership.
- What structures/policies/belief systems do other countries have in place that may strengthen our K-16 partnership?
- What accountability measures do other countries have in place that may help Maryland as we move toward the next decade of reform?

The Board heard remarks from each of the principals who attended the conference. Those principals were:

Wayne Thibeault, Principal, New Town High School,
Baltimore County

Stephen Gibson, Principal, Lime Kiln Middle School,
Howard County

Margo Handy, Principal, Pemberton Elementary School,
Wicomico County

**VISIONARY PANEL
RECOMMENDATIONS/
ESEA UPDATE**

Dr. Grasmick provided a status report on progress of developing a new strategic plan and preparing for the new federal legislation *No Child Left Behind*. She recently provided a presentation at the Parent/Teacher Association (PTA) conference held in College Park. Preparations are being made for a retreat for the entire executive staff of MSDE to further work on the strategic plan.

Dr. Grasmick is scheduling visits with many jurisdictions to provide an orientation to staff, community, parents, etc. on the *No Child Left Behind* legislation. A briefing will also be provided to the Superintendents and Associate Superintendents at their next regular meetings. An information sharing session will be held at the winter conference of Maryland Association of Counties (MACO) since county governments will be the first to receive and review master plans that will be developed by each local school system.

**BALTIMORE CITY
PUBLIC SCHOOLS
MEETING**

Ms. Maulsby indicated that several members of the State Board held a meeting with a number of members of the Baltimore City Board of School Commissioners to discuss the Edison Schools students as well as the school system's overall plans for its middle schools. Ms. Maulsby stated that the meeting was very productive and that members from these two Boards will be meeting on a regular basis.

As a result of this dialogue, the State Board has summarized in 13 points the results of this discussion and outlined them in a letter that was sent to Dr. Patricia Welch, President, Baltimore City Board of School Commissioners and Ms. Carmen Russo, CEO, Baltimore City Public Schools.

Upon motion by Mr. Dunn, seconded by Rev. Hawkins, the State Board approved these 13 points. (In Favor – 10.)

**PUBLIC
COMMENT**

The Board heard comments from the following persons:

Steven McCrae (for Darrell Peay)
Shannon Scott
Erin Davies
Anastasia Lee
Shawn Davis
Kalima Young
Jake Thomas
TiShaun Chase
Callie Cook
Justin Harris

PRESIDENT'S DISCUSSION

Mr. Brooks attended the National Association of Boards of Education (NASBE) new board member orientation session held in Alexandria, VA. He was elected to serve as the new board member representative on the NASBE Board of Directors.

Mr. Dunn met with members of the Baltimore City Board of School Commissioners. He and Ms. Bell met with the President of Prince George's Community College to discuss assisting teachers to become certified.

Ms. Maulsby met with members of the Baltimore City Board of School Commissioners. She also attended a class reunion of the Harriett Tubman High School in Howard County.

Ms. Bell attended a meeting with teachers discussing the issue of certification. Ms. Bell has been appointed to the State Board for another four-year term.

Dr. Grasmick has been invited by the Woodrow Wilson Foundation at Princeton to work with a group of people from around the country on the restructuring of high schools.

OPINIONS

Ms. Cloutier announced the following opinions:

- **02-29** **Dipti Shah v. Board of Education of Howard County (issued on expedited basis)** -- The State Board adopted the administrative law judge's recommendation and affirmed a redistricting.
- **02-31** **Phyllis Conyers v. Board of Education of Prince George's County** -- The State Board has affirmed the local board's decision regarding a waiver of test requirements.
- **02-32** **Jacqueline Dennard-Stoute v. New Baltimore City Board of School Commissioners** -- The State Board has affirmed a termination decision.
- **02-33** **Samuel Fromille v. Board of Education of Howard County** -- The State Board has dismissed this appeal because it is moot.
- **02-34** **Linda Kemp v. Board of Education of Montgomery County** -- The State Board has upheld the decertification of a bus driver.

**OPINIONS
(continued)**

- **02-35** **Moran McCormick v. Board of Education of Allegany County** – The State Board has upheld a student discipline decision.

- **02-36** **Richard Regan v. Board of Education of St. Mary's County** – The State Board has dismissed the appeal for failure to exhaust administrative remedies

- **02-37** **Richard Regan v. Board of Education of Worcester County** – The State Board has dismissed this appeal for lack of standing.

**EXECUTIVE
SESSION AND
ADJOURNMENT**


Pursuant to §10-503(a)(1)(i) & (iii) and §10-508(a)(7) 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, July 23, 2002, in the 7th floor Board Room of the Maryland State Department of Education. The executive session commenced at 5:10 p.m.

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

The State Board deliberated the appeal of *William Henaghan v. Allegany County Board of Education* – teacher transfer. The decision of this case will be announced publicly once it has been issued.

The executive session concluded at 5:50 p.m.

Respectfully submitted,


Nancy S. Grasmick
Secretary/Treasurer

NSG:sgc

APPROVED: September 24, 2002

MARYLAND STATE BOARD OF EDUCATION

CLOSED SESSION

On this 23rd day of July 2002, at the hour of 2:30 am/pm, the Members of the State Board of Education voted as follows to meet in closed session:

Motion made by: Karshelle Perrygate

Seconded by: Aurora Brown

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. Review 7 draft opinions.
3. Update on legal controversies involving two school systems.
4. Consult with attorney on pending regulatory change.
5. Discuss several internal board management matters.

Maureen D. Mauldin
President

MARYLAND STATE BOARD OF EDUCATION
CLOSED SESSION

On this 23rd day of July 2002, at the hour of _____ am/pm, the Members of the State Board of Education voted as follows to meet in closed session:

Motion made by: Reginald Myers
Seconded by: JoAnn Bell
In Favor: 12 Opposed: 0 - Member(s) Opposed: 0

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:

Discuss the Oral Argument heard today.

Harold Mantelby
President

**MARYLAND STATE DEPARTMENT OF EDUCATION
PERSONNEL APPROVALS FOR THE July 23-24, 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>
Corrigan, M. Elizabeth	Accountant Manager II Chief of the Audit Office	20	Business Services Accounting Branch	TBD
Crawford, Robert W.	Program Manager III, Chief of the Audit Office	21	Office of the Deputy State Superintendent for Administration	TBD
Jones, Constance A.	Education Program Specialist I, Accreditation (Part-time)	21	Certification and Accreditation	TBD

II. Appointments Grade 18 and below:

Milazzo-Knox, Ruth	Teacher, Correctional Special Education	IEPP	Career Technology and Adult Learning	07/24/02
Trettien, Phyllis H.	Teacher, Correctional Special Education	IEPP	Career Technology and Adult Learning	07/24/02
Williams, Samuel	Teacher, Correctional Special Education	IEPP	Career Technology and Adult Learning	07/24/02

III. Other Actions:

None



July 23-24, 2002

BOARD LIST

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

Name: M. Elizabeth Corrigan
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 close out activities, and related functions.

Qualifications:

Education:

Loyola College (Baltimore, Maryland) 1984 – Master’s Degree in Business

Johns Hopkins University (Baltimore, Maryland) 1978 – Bachelor’s Degree in Accounting

Certificate Public Accountant Certificate

Experience:

The Johns Hopkins University Press (Baltimore, Maryland)

1997 – Present:	Accounting Manager
1996 – 1997:	Accounting Supervisor
1994 – 1996:	Senior Accountant
1993 – 1994:	Staff Accountant

The Baltimore Sun (Baltimore, Maryland)

1990 – 1992:	Accounting Operations Manager
1989 – 1990:	Circulation Accounting Systems Manager
1987 – 1989:	Accounting Operations Manager
1985 – 1987:	Internal Auditor
1983 – 1985:	Systems Development Manager
1982 – 1983:	Project Administrator
1981 – 1982:	General Accounting Manager

Centrabank (Baltimore, Maryland)

1979 – 1981:	Comptroller
1978 – 1979:	Assistant Treasurer
1977 – 1978:	Accounting Manager
1975 – 1977:	Assistant Auditor



July 23-24, 2002

BOARD LIST

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

Name: Robert W. Crawford
Position: Program Manager III
Division: Office of the Deputy State Superintendent for Administration,
Audit Office
Salary Grade: 21 (\$51,697-\$80,570)
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 or Masters in Business, Accounting, or Finance is preferred.

Experience:

Seven years of professional experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles. Four years of the required experience must have been in direct supervision of other professional employees.

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 a Chief of the Audit Office responsible for providing leadership and technical expertise in assuring that auditing transactions are verified, recorded and reported in accordance with Generally Accepted Accounting Principles (GAPs) and in compliance with State and federal laws and regulations.

Robert W. Crawford
Page two

Qualifications:

Education:

University of Baltimore (Baltimore, Maryland) 1982 – Bachelor's Degree in Accounting

Possession of a Certified Public Accountant Certificate - Issued 11/84

Experience:

Maryland State Department of Education (Baltimore, Maryland)

1998 – Present: Branch Chief, Fiscal Operations
Division of Rehabilitation Services (DORS)

1991 – 1998: Staff Specialist/Grants Management and Fiscal Affairs (DORS)

1985 – 1991: Internal Auditor

1984 – 1985: Lead Auditor

F.R. Gabler, P.A. and Associates (Towson, Maryland)

1982 – 1984: Accountant

Employment Status

Promotion



July 23-24, 2002

BOARD LIST

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

Name: Constance A. Jones, Ph.D.
Position: Education Program Specialist I, Accreditation
(Part-time)
Division: Certification and Accreditation
Salary Grade: 21 (\$51,697 - \$80,750) prorated 50% for part-time status
Effective Date: TBD

JOB REQUIREMENTS:

Education:

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

Experience:

Four years of professional work experience in education that must include administrative and/or supervisory experience. Experience in the application of regulations is desirable.

JOB DESCRIPTION:

This position is responsible for providing technical assistance and expertise in all aspects of the process for approval and monitoring of nonpublic education programs.

Constance A. Jones
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Qualifications:

Education:

University of South Florida (Tampa, Florida) 1993 – Doctorate of Philosophy in Curriculum and Instruction; 1975 - Master's Degree in Education;

Ball State University (Muncie, Indiana) 1972 – Bachelor's Degree in Elementary Education

Experience:

Core Knowledge Foundation (Charlottesville, Virginia)

1995 – 2001: Vice President, Director of School Programs

Lee County Public Schools (Fort Myers, Florida)

1988 – 1995: Elementary Principal

1993 – 1995: District Summer School Coordinator

1983 – 1988: Elementary Principal – Title One School

1979 – 1983: Assistant Principal – Title One Inner City Schools

1973 – 1979: Fifth Grade Teacher

1972 – 1973: Elementary School Teacher

NOVA University (Fort Myers, Florida)

1979 – 1983: Adjunct Professor of Education

Employment Status

New Hire