



Nancy S. Grasmick  
State Superintendent of Schools

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**TO:** Members of the State Board of Education  
**FROM:** Nancy S. Grasmick *Nancy*  
**DATE:** June 23, 2009  
**SUBJECT:** MAESP National Distinguished Principal and Assistant Principal of the Year

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**PURPOSE:**

To provide State Board recognition of the individuals selected by the Maryland Association of Elementary School Principals to represent them as the National Distinguished Principal and Assistant Principal of the Year.

**EXECUTIVE SUMMARY:**

Each year the Maryland Association of Elementary School Principals (MAESP) in collaboration with the National Association of Elementary School Principals (NAESP) selects a National Distinguished Principal (NDP) who represents Maryland in Washington D.C. at a national NDP awards ceremony. MAESP's 2009 National Distinguished Principal is Mrs. Dana McCauley from Crellin Elementary School in Garrett County.

MAESP also names an Assistant Principal of the Year. The MAESP 2009 Assistant Principal of the Year is Mr. James Richardson from Highland Park Elementary School in Prince George's County.

Recipient profiles attached.

**ACTION:**

Public recognition. No other action required.

Attachments

***Dana M. McCauley***  
PO Box 325  
Oakland, Maryland 21550  
Phone: 301.334.3323  
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**Education**

- Frostburg State University – B.S., Psychology
- Frostburg State University – M.Ed., Administration
- West Virginia University – Ed.D., Curriculum and Instruction

**Employment**

1992-Present

Garrett County Board of Education Teacher (1992-1999)  
Coordinator of Staff Development & School Improvement (1999-2002)  
Principal, Crellin School (2002-present)

**Leadership in School Achievement**

- Recipient of numerous grants including:
  - Chesapeake Bay Trust Grants
  - Natural Resource Conservation Service
  - NiSource
  - Maryland Bureau of Mines Cooperative Agreement
- Recipient of school awards including:
  - Maryland Environmental Trust Award
  - Melinda Gray Ardia Environmental Award
  - 2006 President's Environmental Youth Award for Crellin Corps of Discovery
  - 2007-2008 National Civic Star Award
  - 2008 Ernest L. Boyer Best Practices in Character Education
  - 2008-2009 National Title I Distinguished School Award
  - Certified Maryland Green School
- Recipient of leadership awards including:
  - Environmentalist Citation from the Woodmen of the World, 2004
  - Elks Citizen of the Year, 2009
  - Maryland's National Distinguished Principal, 2009-2010

**Educational Leadership Experience**

- Coordinated the development of the Crellin Corps of Discovery—a community wide group which implemented a \$175,000.00 stream restoration project and constructed an Environmental Education Laboratory on the grounds of Crellin School
- Developed and coordinated Crellin Science Summer Camps
- Facilitated school and county workshops
- Member of National Science Teachers Association
- Member of National Association of Elementary School Principals
- Member of Garrett Reading Council

# JAMES TRACY RICHARDSON

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## OBJECTIVE

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To attain an elementary school principalship.

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## PROFESSIONAL PROFILE

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“A self-motivated leader with strong planning and organizational skills. An accomplished educator with demonstrated ability to teach and motivate students and increase academic achievement while maintaining high student interest. An articulate communicator who effectively interacts with diverse populations of students and maintains excellent relations with students, parents, faculty and the community.”

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## EDUCATION

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### McDaniel College

*Masters of Science in Curriculum and Instruction, December 2004*

*Advanced Professional Teaching Certificate, Maryland*

*Administrator I Certificate*

*Administrator II Certificate – School Leaders Licensure Assessment*

### Norfolk State University

*Teaching Certificate in Early Childhood Education, December 1997*

*Bachelor of Science in Electronic Technology, May 1992*

Westminster, Maryland

GPA: 3.9

Score: 180

Norfolk, Virginia

GPA: 3.7

GPA: 3.0

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## LEADERSHIP EXPERIENCE HIGHLIGHTS

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- Assistant Principal; Highland Park Elementary (September 2006 – Present)
- Maryland Association of Elementary School Principals (MAESP) 2008 – 2009 *Assistant Principal of the Year*
- A member of the 2008 – 2009 Leadership Education for Aspiring Principals Program (LEAPP)
- Adjunct Professor; Trinity College (Summer 2007 – Present)
- Math Resource, Technology and After School Programs Coordinator; Highland Park Elementary (2003 – Present)
- Completed the Prince George’s County Public Schools Pre-Leadership Program (2005 – 2006)
- Panelist for the National Summit on the Status Black Education sponsored by the NEA (June 3, 2007)
- Instructional Resource Teacher; Beacon Heights Elementary (2001 – 2003)
- Teacher In-Charge – Mandatory Summer School; Walker Mill Middle School (Summer 2002)
- Mandatory Summer School Lead Math Teacher; Hyattsville Middle School (Summer 2001)
- Fourth Grade Level Chairperson; Samuel Chase Elementary and Hillcrest Heights Elementary (1998 – 2001)
- Technology Coordinator; Samuel Chase Elementary, Hillcrest Heights Elementary, Beacon Heights Elementary, Highland Park (1997 – present)
- Summer Software Evaluation Team Leader (1999 - 2000)

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## PROFESSIONAL TEACHING EXPERIENCE

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### Highland Park Elementary School

Landover, Maryland

***Assistant Principal, Math Coordinator, Technology Coordinator, After School Coordinator: 2003 – Present***

- Performs all school administrator duties as described by the Prince George’s County Public School Board of Ed.
- Monitors mathematics pacing and planning, models effective teaching strategies and instruction through demonstration lessons and co-teaching, observes teaching and learning, and provides constructive feedback to teachers
- Facilitates the effective integration of technology through staff development, demonstration lessons, and troubleshooting to ensure that all equipment is operational and being appropriately utilized
- Coordinates Extended Day Program geared toward increasing student achievement in reading and mathematics for students who are considered at-risk
- Plans and coordinates events that are designed to increase parental and community involvement in the school
- Conducts a variety of staff in-services on Student Code of Conduct Policy and School Emergency Preparedness

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## PROFESSIONAL TEACHING EXPERIENCE Cont...

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### Trinity College

Washington, DC

#### Adjunct Professor, Continuing Education Department: Summer 2007 – Present

- **Standardized Tests: Selection and Data Interpretation** – Lecturer on standardized, formal and informal assessments and how to use assessment data to specifically address the instructional needs of students.
- **Teaching Elementary Mathematics with Manipulatives** – Lecturer on the use of manipulatives in grades K – 6 in order to differentiate instruction to address the instructional needs of a diverse student population.

### Beacon Heights Elementary School (2003 National Blue Ribbon School)

Riverdale, Maryland

#### Instructional Resource/Technology Teacher: 2001 - 2003

- Provided demonstration lessons that modeled effective teaching strategies to teachers and assessed students' performance through the use of performance task and technology
- Conducted instructional and technology staff in-services and workshops
- Developed performance task and assessments that were designed to provide practice and increase student achievement on the MSPAP, CTBS and MSA (state assessments).

### Walker Mill Middle School

Capital Heights, Maryland

#### Mandatory Summer School Teacher In-Charge: Summer 2002

- General supervision of all school functions to include 455 students, 30 teachers, and 10 support staff
- Maintained a safe and orderly learning environment
- Directed and implemented summer school reading and mathematics curriculum
- Enforced Student Code of Conduct Policy as it pertained to student discipline
- Conducted faculty meetings
- Managed Payroll

### Hyattsville Middle School

Hyattsville, Maryland

#### Mandatory Summer School Lead Math Teacher: Summer 2001

- Supervised fourteen sixth grade teachers
- Directed implementation of summer school mathematics curriculum
- Summer School CTBS Test Coordinator

### Hillcrest Heights Elementary School

Temple Hills, Maryland

#### Fourth Grade Teacher: 1999 to 2001

- Fourth Grade Level Chairperson
- Created, math, social studies, art and health lessons that engaged students in learning through differentiated instruction experiences with hands-on activities, technology, group lessons and guided discovery

### Samuel Chase Elementary School

Temple Hills, Maryland

#### First & Fourth Grades Teacher: 1997 to 1999

- Created a classroom environment that was rich in language and literature suitable for students of varying abilities and ethnic backgrounds (ESOL students)
- Fourth Grade Level Chairperson

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## PROFESSIONAL TRAINING / EXPERIENCE

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- Leadership for Aspiring Principals Program (Present)
- PGCPs Pre-Leadership Program (2006)
- Numerous Assistant Principal Trainings (2006 – Present)
- School Safety and Emergency Preparedness
- SchoolMax, Performance Matters, Integration of Tech.
- Numerous Mathematics Instruction Trainings

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## PROFESSIONAL ASSOCIATIONS

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- National Association of Elementary School Principals
- Maryland Association of Elementary School Principals
- Association for Supervision and Curriculum Development
- National Council of Teachers of Mathematics (NCTM)
- Kappa Alpha Psi Fraternity, Incorporated (Hyattsville-Landover Alumni Chapter) – Guide Right Chairperson