
ADMINISTRATION OFFICE

A. Skipp Sanders, *Deputy State Superintendent for Administration*
(410) 767-0464

The Administration Office oversees the Audit Office, and three divisions: Business Services; Certification and Accreditation; and Planning, Results, and Information Management.

DIVISION OF BUSINESS SERVICES

Raymond H. Brown, *Assistant State Superintendent for Business Services*

200 West Baltimore St.
Baltimore, MD 21201 (410) 767-0011

The Division of Business Services was organized in 1992 from the Office of Administration and Finance. The Division oversees six branches: Accounting; Administrative Services; Budget; Human Resource Management; Nutrition and Transportation Services; and School Facilities.

NUTRITION & TRANSPORTATION SERVICES BRANCH

Sheila G. Terry, *Chief*
(410) 767-0199

The Nutrition and Transportation Services Branch began in 1981 when programs for food service and pupil transportation were merged. Besides working with Maryland's twenty-four public school systems, the Branch helps nearly 700 public and nonprofit private agencies feed children and adults in approximately 7,000 schools, family day-care homes, child- and adult-care centers, and other sites throughout the State. The Branch also offers nutrition education and training. In addition, the Branch administers seven federal food and nutrition programs:

- Child and Adult Care Food Program;*
- Food Distribution Program;*
- National School Lunch Program;*
- Nutrition Education and Training Program;*
- School Breakfast Program;*
- Special Milk Program;* and
- Summer Food Service Program.*

Transportation of pupils to and from public schools is supervised by the Branch. Data on the number of pupils transported and on school bus accidents also is compiled by the Branch. Moreover, the Branch helps school systems test school bus drivers for drug or alcohol use.

SCHOOL FACILITIES BRANCH

Allen C. Abend, *Chief*
(410) 767-0096

The School Facilities Branch sets guidelines and standards for school design, construction, and management and helps local school systems plan capital improvements. The Branch oversees approval by the State Superintendent of Schools for locally funded school construction. The Branch also collects and analyzes data on energy use in each public school and represents the Department on the Interagency Committee on School Construction.

DIVISION OF CERTIFICATION & ACCREDITATION

Lawrence E. Leak, Ph.D., *Assistant State Superintendent for Certification & Accreditation*

200 West Baltimore St.
Baltimore, MD 21201 (410) 767-0385

Created in 1970, the Division of Certification and Accreditation certifies teachers and other professional personnel; oversees the preparation and assessment of candidates for principalship; and approves the educational programs of nonpublic schools. Under the Division are three branches: Licensure; Nonpublic School Approval; and Program Approval and Assessment.

PROFESSIONAL STANDARDS & TEACHER EDUCATION BOARD

Sr. Sharon Slear, Ph.D., *Chair*, 1996
(410) 767-0390

The Professional Standards and Teacher Education Board originated in 1971 as an advisory board established by the State Board of Education. It was authorized by statute in 1991 (Chapter 662, Acts of 1991). With the State Board of Education, the Professional Standards and Teacher Education Board sets the standards and regulations by which teachers and other professionals are prepared and licensed for Maryland public schools.

The Board's twenty-five members are appointed to three-year terms by the Governor with Senate advice and consent (Code Education Article, secs. 6-701 through 6-708).

LICENSURE BRANCH

Janet C. Marsh, *Chief*
(410) 767-0406

Formed in 1981 as the Teacher Education and Certification Branch, the Licensure Branch received its present name in 1994. The Branch licenses teachers, specialists, and administrators in public and private schools, and other institutions.